



COMDTCHANGENOTE 1500
15 AUG 2017

COMMANDANT CHANGE NOTICE 1500

Subj: CH-2 TO PERFORMANCE, TRAINING, AND EDUCATION MANUAL, COMDTINST M1500.10C

Ref: (a) Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series)
(b) Coast Guard Advanced Education Program, COMDTINST 1524.1 (series)
(c) Privacy Act of 1974, 5 U.S.C. 552a

1. PURPOSE. This Commandant Change Notice publishes changes to Performance, Training, and Education Manual, COMDTINST M1500.10C.
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 Commandant Change Notice. Internet release is authorized.
3. DIRECTIVES AFFECTED.
 - a. With the release of this Commandant Change Notice, the Performance, Training, and Education Manual, COMDTINST M1500.10C is updated.
 - b. This Commandant Change Notice also cancels Reference (b).
4. 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.

DISTRIBUTION – SDL No. 168

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NON-STANDARD DISTRIBUTION

5. MAJOR CHANGES. This Commandant Change Notice contains several revisions and clarification to policy. Critical changes are summarized as follows:
 - a. Replaces FC-51 with FC-T in Chapters and Enclosures associated with this Commandant Change Notice.
 - b. Removes AFC-30T funding in the Table of Contents, Chapter 3: Funding, and Chapter 8: Advanced Training.
 - c. Establishes Structured on the Job Training (SOJT) as an additional delivery method in Chapter 8, Section 3 (e).
 - d. Mandates Performance, Training, and Education Manual, COMDTINST M1500.10C, Chapter 10: Advanced Education, replace Reference (b).
 - e. Updates leadership's roles and responsibilities in Chapter 10: Advanced Education: Section C.
 - f. Removes content from Chapter 10 that are consistent with processes and/or standard operating procedures.
 - g. Updates Enclosure (2): Acronyms to include AEPA, AEPL, AESM, and PRG.
 - h. Removes Enclosure (4): Student Cost Share Agreement.
6. IMPACT ASSESSMENT.
 - a. Personnel Resources Required. Although an additional delivery method has been added, the personnel resources are neutral.
 - b. Training Required. No significant training is required to implement changes required to Chapters 3, 8, and 10.
 - c. Funding. No additional funding is required to implement changes to Chapters 3, 8, 10, and Enclosures (2) and (4).
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (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 Directive 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 Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
8. **DISTRIBUTION**. No paper distribution will be made of this Commandant Change Notice or the adjudicated Manual. An electronic version will be located on CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx> and Internet: <https://www.uscg.mil/directives>.

NOTE: If paper copies are required, please complete Certificate for Need of Printing, DHS Form 500-07, which can be found at: https://www.uscg.mil/directives/Printing_Graphics.asp. Form is required in the concurrent clearance packet signed by your Directive signature authority.

9. **PROCEDURE**. If maintaining a paper library, remove and replace, the following pages and/or Sections of the Performance, Training, and Education Manual, COMDTINST M1500.10C as follows:

<u>Remove</u>	<u>Replace</u>
TOC i - iii	TOC i - iii
Pages 3-1 and 3-2	Pages 3-1 and 3-2
Pages 8-1 - 8-10	Pages 8-1 - 8-6
Pages 10-1 - 10-22	Pages 10-1 - 10-8
Enclosure (2)	Enclosure (2)
Enclosure (5)	Enclosure (4)
Enclosure (6)	Enclosure (5)

10. **RECORDS MANAGEMENT CONSIDERATIONS**. This Commandant Change Notice 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.
11. **FORMS/REPORTS**. The forms referenced in this Manual and Commandant Change Notice 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>.

12. REQUEST FOR CHANGES. Submit change requests to FORCECOMConcurrentClearanceRequest@uscg.mil; ATTN: FORCECOM Training Division Chief.

K. M. SMITH /s/
Rear Admiral, U.S. Coast Guard
Commander, FORCECOM

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(3) RATING REQUIREMENTS

(4) ADVANCED TRAINING AGREEMENT

(5) EDUCATION SERVICE OFFICER (ESO) RESPONSIBILITIES

CHAPTER 3: FUNDING

A. General.

The Coast Guard uses three primary allotment fund control codes (AFC) for funding formal training and education for Active Duty, Reserve, Civilian, and Auxiliary personnel. This Chapter presents an overview of each type of funding. More specific guidelines for these AFC accounts are outlined in the Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series). Where discrepancies exist between this Manual and Commandant Change Notice and the FRMM, the FRMM shall be followed. The FRMM defines chargeable and non-chargeable expenses allowed for each AFC account and shall be referenced for such expenses.

B. AFC-56.

AFC-56 is used for formal training performed as temporary duty (TDY) for civilian and military personnel, including reserve members attending accession training as identified in the Reserve Policy Manual, COMDTINST M1001.28 (series), reserve members on Active Duty Special Work-Active Component (ADSW-AC), Extended Active Duty (EAD), Title 10 US Code 12301(d) and Title 10 USC 12302 orders, and members of the Auxiliary. AFC-56 is managed by FORCECOM (FC-T). Items funded include travel and per diem for training performed as TDY and tuition for such training. The opportunities listed below shall only be funded by AFC-56. In addition to this list, professional certifications will be funded when the certification is required by law for the job.

1. Accession training.
2. Advanced education.
3. Voluntary education.
4. Class "C" training.
5. Class "A" training.
6. Tuition Assistance.
7. Mandated Training.

C. AFC-90.

AFC-90 funds are Reserve Training Program Expense, which provides funding for all necessary expenses for the Coast Guard Reserve who are not members attending accession training as identified in the Reserve Policy Manual, COMDTINST M1001.28 (series).

D. AFC-20.

AFC-20 funds are for travel and transportation expenses associated with Permanent Change of Station (PCS) orders for military personnel and their dependents. It also funds training that is 20 weeks or more in duration including travel to and from training location. More information on PCS

and AFC-20 is available in the Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).

E. AFC-30.

AFC-30 funds are for general operating and maintenance expenses. Travel, per diem and tuition for formal training intended for field execution of training that is not approved nor funded through the AFC-56 account can be funded through AFC-30.

CHAPTER 8: ADVANCED TRAINING

A. General.

Advanced training is training for a specific billet, mission, or unit requirement. This Chapter identifies the policy for various types of training, from Personnel Qualification Standard (PQS) books to courses. Types of training include Class “C” school, PQS, Job Qualification Requirements (JQR), and Unit Funded Training (AFC-30). Management of unit and individual training is discussed in Chapter 2 of this Manual.

1. Training Validation. Performance requirements are determined by the Program Manager (PM). Training may be required to support these performances. The training requirements are determined through the Human Performance Technology (HPT) process discussed in Chapter 1 of this Manual. Commanding Officers/Officers-in-Charge are encouraged to discuss training requirements with the respective PM. The PM will work with FORCECOM (FC-T) to further evaluate the training need.
2. Training Sources. Training is available through the Coast Guard, Department of Defense (DoD), other government agencies, and contractors. TQC coordinates all Class “C” school training, DoD training, and training provided by other government agencies.
3. Delivery Methods.
 - a. Resident Training. These courses require the student to travel to a specific location for training execution. Resident courses less than 20 weeks in length (i.e. Class “C” schools) require temporary duty (TDY) orders, while resident courses that are 20 weeks or longer in duration require Permanent Change of Station (PCS) orders. TQC manages quotas for Class “C” training. Specific information, including course convening dates, Program Manager, and pre-requisites, is available through TQC’s website at <https://cg.portal.uscg.mil/units/forcecom/tqc/Pages/Home.aspx>.
 - b. Non-resident Training. Non-resident training is training that does not require a student to be present in a formal classroom setting. Most are short-term in nature and may be in the form of a correspondence course, performance qualification guide (PQG), courses taken over the internet or Intranet (via e-Learning), or those available through an organizational e-Learning system. Rating related and specialty non-resident courses are available through the Coast Guard Institute.
 - c. Exportable Training. Exportable training is instructional training which is conducted at a local unit by training teams or instructors from a resident training facility, using resident course materials, i.e. roadshows.
 - d. Blended Learning. Blended learning is a combination of delivery approaches, which may include combining resident and non-resident methods, group and individual study, structured pace study and self-paced study, or tutorials and coaching.

- e. **Structured on the Job Training (SOJT).** SOJT is performance-based training that is intentionally designed to occur at (or near) the learner's unit, in a structured way, to achieve standard performance outcomes "reliably and predictably" (Jacobs 2003; SOJT SOP, Rev 21, Apr09).

4. Obligated Service.

- a. Short-Term Training. Military personnel assigned to advanced training of greater than two weeks and less than 20 weeks shall have at least one year of service remaining on current enlistment or period of active service as of the completion date of the class. There is no minimum service requirement for personnel assigned to advanced training of two weeks or less.
- b. Long-Term Training. Military personnel assigned to advanced training of 20 or more weeks in duration shall have, as of the completion date of the class, at least two years of service remaining on current enlistment or period of active service or two weeks' service remaining for each week of training (two times the duration of the course), whichever is greater.
- c. Enlisted Requirements. Enlisted personnel not having the required minimum service remaining may qualify by agreeing to extend enlistment in accordance with the Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series).
- d. Civilian Employees. Civilians shall agree to continuous service (employment) for a period of three times the length of service for training that exceeds 80 hours in a single program as of the completion date of the class.
- e. Waivers. Requests for waivers of the minimum service requirement will be considered by FORCECOM (FC-T) based on needs of the Service.
- f. Disenrollment. The Training Center may disenroll any individual failing to maintain the academic standards of performance, conduct, and appearance expected of all Coast Guard personnel. The obligated service applies to individuals disenrolled from any course of instruction and commences with the date of disenrollment or the termination of previous obligated service, whichever is later.
- g. Reserve Compensation. Selected Reservists (SELRES) are compensated with 1 of the 48 yearly IDT drills for the completion of Mandated Training annually. SELRES are compensated for all other Non-Mandated Training with Reserve Retirement Points. Reserve Retirement Points are assigned by FORCECOM (FC-T) and Commandant (CG-131) as part of an approved curriculum.

B. Personnel Qualification Standard (PQS).

- 1. General. PQS is a qualification system wherein certification of a minimum level of competency is required prior to qualifying to perform a specific job. Managed by respective Program

Managers (PM), PQS compiles the minimum knowledge, skills, and abilities that an individual shall demonstrate in order to qualify to stand watches or perform other specific routine duties. The goal of PQS is to standardize and facilitate these qualifications for a specialty. PQS is not part of the enlisted advancement system.

2. Changes. Changes to PQS are made and promulgated by the PM.
3. Deferments. A deferment of a task postpones task completion due to lack of opportunity for completion. Requests for deferment shall be approved by the Program Manager (PM). Requests to tailor PQS to meet specific unit requirements shall be approved by the PM. Concerns and recommendations shall be directed to the respective PM.
4. Equivalencies. School attendance, such as Class “C” school, may satisfy specific portions of PQS books. Training Center Instructors/staff shall not sign off PQS tasks for students. Training Centers may make equivalency determinations and may provide students with a letter identifying PQS tasks that were accomplished in the Class “C” school.

C. Job Qualification Requirements (JQR).

JQRs are locally produced PQS-type manuals and are different than formally promulgated PQS. Managed by each unit, JQRs shall be produced when no existing PQS covers a specific job.

D. Unit Funded Training (AFC-30).

Unit funded training may include professional development courses based on individual needs or more mission specific training. It is identified, coordinated, funded and approved by each unit’s Commanding Officer/Officer-in-Charge. Members shall consult with their Unit Training Officer for specific guidance regarding unit funded training.

E. Class “C” School Training.

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. Funded by AFC-56 and managed by FORCECOM, Class “C” Schools are delivered by the Coast Guard, Department of Defense, other government agencies, contracted personnel, or some combination of each.

1. Eligibility. Eligibility requirements vary by course and program and are determined by the respective Program Manager. Requirements for Class “C” school are available through the Training Quota Management Center (TQC) website at <https://cg.portal.uscg.mil/units/forcecom/tqc/Pages/Home.aspx>. It is the Command’s responsibility to ensure that the member meets all pre-requisites and eligibility requirements before attending class and that the member’s current position requires the training. Member shall be compliant with Coast Guard weight and body fat standards prior to receiving orders to resident training in accordance with the Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series).

2. Application. Applications for Class “C” School training shall be submitted via Electronic Training Request (ETR) in Direct Access by the Unit Training Officer or as specified by the program. The member and Unit Training Officer are responsible for ensuring all pre-requisites are met and the member’s current position requires the training. If a unit submits an ETR, it is expected that prerequisites are met and the unit is confident that the trainee will be available for training on the dates requested. Commanding Officers are responsible for prioritizing schools and associated skills listed in the standards. Reserve members on Active Duty Special Work (ADSW), Extended Active Duty (EAD), Title 10 U.S Code 12301 (d) and Title 10 US Code 12302 orders shall note their Active Duty status in the comment section of the ETR.
3. Quota Allocation.
 - a. Slate Courses. Slate Courses are those courses in which the program/course manager selects students. Program managers receive training requests from field units, select students for course sessions, enroll attendees into Direct Access and notify TQC to issue orders to selected members. TQC will only accept slates entered into Direct Access by the Program Managers. TQC then determines/verifies TDY entitlements based on training location and FC-T policy and issues TDY orders to the students. Students receive their orders via the airport panel in Direct Access. The Program Managers remain responsible to authorize all changes (substitutions, cancellations, and waivers) to the “slate” of students. TQC will amend orders in accordance with the Federal Travel Regulations (FTR) and The Joint Federal Travel Regulations (JFTR).
 - b. Non-Slate Courses. Non-Slate Courses are those courses where TQC controls and centrally manages the quotas. Programs have provided guidance on target audience and cancellations/substitution policies. TQC receives all training requests from field units, selects students, determines and verifies TDY entitlements and issues orders. TQC is responsible for authorizing all cancellations, substitutions, and amendments as necessary. Program intervention is not normally required in the scheduling process for most training. Programs remain responsible to approve/disapprove waivers of required or pre-arrival training in accordance with the current policy (i.e. Cutter Training and Qualification Manual, COMDTINST M3502.4 (series) for cutters).
 - c. Pre-Arrival Training. Pre-Arrival Training is training determined to be essential for a member to have completed prior to arriving at their new unit. This training will normally be conducted on a TDY basis before members PCS, but may be conducted en-route. TQC works directly with Personnel Service Center (PSC) to issue orders for Pre-Arrival training. Members work directly with TQC for scheduling conflicts. Members may request waivers through the appropriate Program Manager.
4. Orders. TQC issues travel order numbers (tonos) for Active duty, Active Duty Special Work (ADSW), Extended Active Duty (EAD), Title 10 U.S Code 12301 (d) and Title 10 US Code 12302 orders, civilian, and Auxiliary members. It is the unit’s responsibility to frequently check for Class “C” School orders in Direct Access. Reservists in a drilling status will receive no-cost

orders from TQC when the quota is approved. Reservists will then request ADT-OTD orders via normal order request procedures.

5. Quota Cancellation Policy. Personnel in receipt of orders to a Class “C” school have ten days from receipt of orders to cancel orders, request a substitution, or submit a waiver request. After ten days, the member shall have Command approval to cancel or substitute the quota. Cancellation requests should be sent via message to the appropriate Program Manager or TQC within ten days of receiving orders. Requests for cancellations will be considered by the Program Manager for the respective course.
6. Quota Substitution Policy. Units may request a substitution to a Class “C” school in extreme circumstances. Substitutions will be considered on a case by case basis, with consideration of the policies set forth by the PM and individual course policies. Substitution requests should be sent via message to the appropriate PM or TQC within ten days of receiving orders.
7. No Shows. Commands whose members fail to execute orders to a Class “C” school and do not request cancellation of orders prior to class convening shall send a message to TQC, informing (FC-T), of the reason for non attendance at training. Categories are as follows:
 - a. Administrative. No knowledge by Servicing Personnel Office (SPO) or Command of existence of orders (requires explanation of situation).
 - b. Medical. Member is not fit for duty.
 - c. Conflicting TDY Commitments. Member had previous orders to other training or operational commitment.
 - d. Change in unit operational status (OPSTAT). The unit’s readiness required the member’s presence at the unit.
 - e. Family emergency / other hardship. Non-military obligations or situations required the member’s absence from the Class “C” School.
8. Course Cancellation Policy. A course with only 50% of the quotas allocated may be cancelled. Assigned quotas will be re-allocated by the course’s PM.
9. Course Evaluations. Graduates of Class “C” School training and their supervisors will receive a “Level 3” survey approximately six-months after completion of training. The survey measures the member’s ability to transfer skills and knowledge acquired in training to the member’s job performance. Data received from the surveys is provided to the FORCECOM (FC-T) and Program Manager (PM) to evaluate course effectiveness and develop non-instructional areas to improve performance. These course evaluations allow the PM and Training Center to provide the highest quality of training.

10. Course Revisions. The Program Manager (PM) is responsible for ensuring validity of a course content and curriculum. The PM shall resubmit Class “C” school curriculum outlines on a three-year cycle to re-authorize each course. Curriculum outlines and course revisions shall be made in accordance with the Training System Standard Operating Procedures available at https://cg.portal.uscg.mil/units/forcecom/Training/FC-T_SOP/SitePages/Home.aspx.

CHAPTER 10: ADVANCED EDUCATION

A. General.

This Chapter establishes policy, responsibilities and procedures for managing advanced education. The purposes for establishing this program are to (1) raise the levels of individual military professionalism and technical competence so that the Coast Guard's enlisted and officer corps can more effectively perform their required duties and responsibilities, and (2) provide developmental incentives for personnel with high ability, dedication and the capacity for professional growth to remain in the Coast Guard. This Chapter does not cover the Coast Guard Tuition Assistance Program or the Civilian Advanced Education (AE) Program.

B. Background.

Advanced Education categories include undergraduate, graduate, fellowships, and senior service programs. The Coast Guard Advanced Education Program (undergraduate and graduate opportunities) is designed to qualify officer and enlisted personnel.

C. Roles and Responsibilities.

The following are the primary roles and responsibilities of those directly involved in the advanced education program:

1. Program Manager (AEPM):

- a. Program Manager (AEPM): Policy, guidance, and advanced education TAB owner.
- b. Act as a senior leadership conduit.
- c. Oversee the Program Administrator.
- d. Act as an appellate during disputed situations.

2. Program Administrator (AEPA):

- a. Liaise with student managers.
- b. Facilitate the annual peer group TAB allocation process.
- c. Oversee fiscal management.
- d. Facilitate Advanced Education Program.
- e. Develop/maintain Advanced Education Policy.

3. Peer Review Group (PRG):

- a. The PRG, at a minimum, will consist of workforce management representation from each primary Resource Management Office (e.g. DCMS-81, DCO-84, and CG-8), a Command Master Chief and a Rating Force Master Chief.**
- b. Measure each program in the programmatic measurement tool to the defined criteria as set forward by the precept.**
- c. Allocate the allowable TABs.**
- d. Re-Allocate TABs that become vacant.**
- e. Act as neutral council when programmatic needs request and/or dictate.**

4. Program Liaison (AEPL): The AEPL and the AESM may be the same person or the AEPL and the AESM may be different individuals.

- a. Act as direct representative from the Program to the AE Program.**
- b. Oversees administrative actions of the Program and Student.**
- c. Identify programmatic educational and training requirements.**
- d. Identify Preferred Schools for their program (all schools must have a DoD MOU).**
- e. Select qualified members to attend an Advanced Education opportunity.**

5. Student Manager (AESM): The AEPL and the AESM may be the same person or the AEPL and the AESM may be different individuals.

- a. Onboard selectees into the program.**
- b. Maintain students in program.**
- c. Re-Integrate students.**

6. Student:

- a. Apply to Advanced Education Program Manager approved educational institution(s) (Note: Only schools with a DoD MOU will be acceptable).**
- b. Gain acceptance to the educational institution and the specific degree program.**
- c. Complete necessary prerequisites and route forms.**

- d. Act as Coast Guard liaison to the institution with regard to their attendance.
- e. Liaise with the educational institution's Military Advocate.
- f. Monitor and comply with fiscal requirements.
- g. Carry a full credit hour load, year round, at the respective educational institution.
- h. Maintain academic proficiency throughout the program.
- i. Complete program of study's requirements in the allotted time.
- j. Maintain Military/Coast Guard requirements and standards.

D. Requirements.

1. **Training Allowance Billet (TAB).** Training Allowance Billets (TAB) represent a portion of the General Detail. A TAB is equivalent to *one student year* of training as authorized by The Coast Guard Authorization Act. FORCECOM (FC-Tms) manages advanced education and TABs. Advanced Education TABs are owned by FC-T but loaned to programs as they are allocated.
 - a. **TAB Allocation.** Open TABs are allocated following the assignment year process. TABs will be distributed by the PRG in accordance with the Advanced Education Precept, signed by FC-C. The PRG shall be utilized in the TAB allocation process to ensure transparency and sustainability. The allocation process is facilitated by the AEPA as a non-voting member of the PRG.
 - b. **New Program Request.** New programs that wish to compete in the TAB allocation process shall follow the established on boarding procedures.
 - c. **TAB Maintenance.** All programs will be reviewed yearly. If the program no longer aligns with organizational goals or the Program wishes to discontinue offering the opportunity, the program will be placed in an inactive status.
 - d. **Deferments.** Programs may allow a deferment to attend Advanced Education by the selected member and may select an alternate member to fill the allocated TAB in the year of the deferment. A future TAB will not be guaranteed to the program allowing the deferment. In the assignment year a program authorized deferment ends, one of that year's allocated TABs will be occupied by the deferred member. If no TABs are allocated to the program for that assignment year, the opportunity for the deferred member's Advanced Education will be lost.
 - e. **Obligated Service.** Unless otherwise noted in official correspondence or policy, students will incur a payback of three months for every one month for the first 12 months then

1-for-1 month thereafter. Failure to meet the obligation may result in recoupment procedures. Students who complete coursework shall adhere to obligated service policies by entering a follow on tour that utilizes knowledge and skills acquired through the advanced educational program. Newly commissioned ensigns who attend partially funded scholarship programs will incur one year of obligated service for a one-year program and three years of obligated service for a two-year program. Total obligated service incurred as a result of attending a partially funded scholarship program shall be calculated from the enrollment date to graduation from the program. This obligated service shall not begin until all previous obligated service has been completed.

2. Administrative Functions.

Once a TAB is occupied by a student, the controlling program shall assume all administrative functions, not owned by the servicing SPO, including, but not limited to:

- a. Participation. Members participating in the Advanced Education Program, as students, remain on Active Duty and are representatives of the Coast Guard.**
- b. Mandatory Training (MT). Students are responsible and shall complete all MT.**
- c. Evaluations. See Section 5.A.5 of Officer Accessions, Evaluations, and Promotions COMDTINST M1000.3 (series). Students shall consult their student manager for routing procedures.**
- d. Leave. As long as students remain in the local commuting area, it is not necessary to take leave during short school breaks (holidays, Spring break, etc.). If students will be away from the local commuting area for more than 72 hours, an absence request shall be submitted to the student manager through Direct Access.**
- e. Government Travel Card. Management resides with the programs. Use of government card remains governed by the Government Travel Charge Card Instruction, COMDTINST M4600.18 (series).**
- f. Emergencies. The student shall, via email, notify their student manager of any emergency (to include issues with regards to dependents) that can or could affect the members course of study. If a student is injured, they shall follow Coast Guard medical notification procedures.**
- g. Accountability. The program is responsible for individual student accountability. FORCECOM will query programs (AEPL or AESM), for reporting purposes, if an accountability situation arises.**
- h. Misconduct. Civil arrests and complaints filed against students shall be reported to AEPMs and may result in removal from the program and possible disciplinary action. Students (as Active Duty members) are subject to Coast Guard regulations and the**

Uniform Code of Military Justice (UCMJ). Commander, CGPSC expects all students to maintain high standards of performance. This includes good grades, conduct, and appearance.

- i. **Appeals**. All student appeals shall go through their respective AESM. The AEPA has initial decision authority over routine programmatic matters. If an AESM wishes to appeal a decision they may do so to the AEPM. An appeal beyond the AEPM shall be done in writing, through the program directorate, to FC-T. Should the program not agree with FC-T's decision, final determination authority resides with the FORCECOM Commander (FC-C).
 - j. **Judicial and Non-Judicial Punishment**. Programs shall use their UCMJ chain of command. AESM shall notify, via email, the AEPM of any situation or investigation that could result in a violation of law or the UCMJ.
3. **Funding**. All tuition and approved fees are funded through the AFC-56 account utilizing current FORCECOM payment procedures outlined in the Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series). All other pay and entitlements are funded through traditional Coast Guard funding streams.
- a. **Cost Share Agreement (CSA)**. If a CSA is utilized, the funding identified in the agreement is the government obligation and the specific advanced education opportunity will only be funded to the agreed amount.
 - b. **In-State Tuition**. In pursuant of 20 U.S. Code § 1015d of the Higher Education Opportunity Act, institutions must offer and/or accept in-state tuition (where applicable). As such, students attending a public institution shall pursue in-state tuition. If in-state tuition is not granted, the student shall inform the AESM and options shall be considered, including changing institutions.
 - c. **Dual Degrees**. Unless otherwise specified and/or approved, the government will pay for ONE academic program of study. If a student wishes to pursue a second degree, it must be approved by the SM and cannot interfere with the primary course of study. The fiscal burden of a second degree is on the member.
 - d. **Tuition Assistance (TA)**. TA is not authorized to be utilized concurrently with an Advanced Education program.
 - e. **Direct Negotiations**. As a sponsoring public entity, programs and members are not to negotiate an exclusively favorable agreement with an institution that can tie back a benefit (contractual or fiscal) to an individual or the organization. If programs and/or students wish to negotiate an agreement the AESM shall inform the AEPA and complete the legal approval process.

f. **Financial Aid.** Students may inquire, pursue, or utilize additional funding sources, through an approved financial aid process offered to all students or to a designated group to which the member belongs (e.g. military) including scholarships, grants, and/or individual entitlement(s) (e.g. G.I. Bill).

4. **Academic Practices.** Guidance for programs and members in a course of study include:

a. **School Selections/Preferred Schools.** Programs are open to identify “Preferred” schools that align with programmatic need(s). However, including cost considerations, educational institutions must be regionally accredited and be a signatory to the Department of Defense Voluntary Education Partnership Memorandum of Understanding (MOU).

b. **Degree Plan Proposal (DPP).** All students shall submit a DPP and the AESM shall approve. The DPP shall be revisited periodically (preferable during funding requests) to ensure the student is attending and pursuing approved courses that align with the program’s expectations. Students shall obtain authorization from AESM prior to adding, dropping or withdrawing from classes, or for any other deviation from DPP.

c. **Credit Hours.** All students must be full-time. Unless the institution dictates otherwise, the following standard is used:

	Master’s Program	Bachelor’s Program
Fall & Winter Semester	9-12 credit hours	12-16 credit hours
Summer Semester	6-9 credit hours	8-10 credit hours

Table 10-1 – Credit Hours

d. **Academic Proficiency.** Failure of two classes (D, E, or F), or repeated withdrawals/incompletes during the program will result in removal. Failure of the same class a second time will result in removal. Students receiving “incomplete” for a class shall convert the class to a passing grade in the following term (or sooner). The AESM shall notify the AEPA to discuss accountability options including program removal via email. If removed, the member may be subjected to recoupment procedures and/or obligated service.

e. **Challenge Exam.** Students may have the option of taking a Challenge Exam to test out of a class in lieu of attendance. Fees for credit in lieu of attending class may be reimbursed if the student passes the challenge exam *and* the course is required for the degree *and* is on the approved DPP.

- f. **Remedial Hours.** Remedial hours are not authorized for reimbursement. Courses must count toward full-time status and be for a grade and credit contributing towards the completion of the degree.
- g. **Cancellations.** The student shall notify the AESM for a cancellation from the Advanced Education Program. The student manager shall notify the AEPA. The program can select an alternate to attend the program if entry requirements can be met for the same Assignment Year. All notifications shall be conducted via email.
- h. **Withdrawals.** If a member withdraws from a program of study the AEPA may pursue recoupment and/or ensure the member adheres to the obligated service outlined in this Section.
- i. **Transcripts & Diplomas.** All students are required to complete the program of study. Students shall liaise with their SPO to ensure the degree is properly entered into DA and the member's ePDR. Upon completion or termination of the post-graduate program, each student shall ensure that *two (2) official transcripts* of their academic record with the awarded degree recorded (diploma, if any) are forwarded to the AEPA. Students may need to have these documents recorded through their AEPMs to receive competency credit.
- j. **Thesis & Dissertation Procedures.** A thesis may be required to earn a degree. Students shall coordinate and receive approval for topics with the school and their AESMs. The Coast Guard does not assign topics, but some Programs may have projects that can be considered for a thesis. It may be appropriate to substitute coursework for a thesis, depending on the accepted standards of the institution. Contact your program for additional thesis guidance. One copy of all completed thesis/dissertation will be provided to the AEPA, who will make additional distribution as appropriate.
- k. **Study Abroad/International Courses.** FC will not fund a foreign program of study without upfront, written, approval from FC-T. As a general rule, requests to transfer to and/or attend a full time program abroad will be denied (with the exception of the Olmsted Fellowship). Individual classes and "semesters abroad" require an approval through the FC overseas studies request. Credits must be given toward a graduation requirement for approval. If approved, AFC-56 will not fund travel and per diem but may pay tuition, up to the resident INCONUS rate.
- l. **Internships.** Approved educational institutions do not normally award fellowships, assistantships, or internships to students. However, if the student and the institution decide it would be beneficial for the student to participate in fellowships, assistantships, or internships, the institution may provide nominal compensation for service. Compensation shall be based on the institution's practices and procedures for other students of similar accomplishment in that department or field. Students may participate in an unpaid internship if required by the institution and receiving

academic credit for a degree. If an unpaid internship is required by the institution, the Coast Guard shall be given the first opportunity to provide a service internship that is aligned to the program of study.

5. **Senior Service School.** The term SSS describes the Coast Guard's professional education programs available for O-5/O-6 and GS-14/GS-15 personnel. SSS provide leadership opportunities that cannot be obtained within our service. SSS are managed by Commandant (CG-92), but the TABs and funding are owned by FORCECOM. SSS TABs are allocated annually and program review is conducted every three years.
6. **Competitive Fellowships and Scholarships.** Coast Guard Academy cadets, Coast Guard officers and enlisted personnel may compete for fellowships and scholarships administered by non-profit foundations or government agencies, providing funding for research and/or graduate degrees. These fellowships include, but are not limited to, the Rhodes and Marshall Scholarships; the Hertz Fellowship and the National Science Foundation Graduate Research Fellowship for doctoral study in science and engineering; the Fulbright US Scholar Program. Programs interested in soliciting for these or any other educational or fellowship opportunities shall contact the AEPM prior to posting a solicitation message due to potential TAB limitations.
7. **Civilian Opportunities.** Coast Guard and DHS Civilian advanced education opportunities are validated and approved by Commandant (CG-12), managed by the applicable AEPL, and executed by FORCECOM. AFC-56 funding rules are outlined in the Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series).

ENCLOSURE (2): ACRONYMS AND ABBREVIATIONS

Acronym	Abbreviation Meaning
ACET	Advanced Computer and Electronics Technology
ACT	American College Test
ADPL	Active Duty Promotion List
ADT	Active Duty for Training
AEPA	Advanced Education Program Administrator
AEPL	Advanced Education Program Liaison
AEPM	Advanced Education Program Manager
AESM	Advanced Education Student Manager
AET	Avionics Electrical Technician rating
AFB	Air Force Base
AFC	Accounting Fund Code
AFCT	Armed Forces Classification Test
AFQT	Armed Forces Qualification Test
ALCGENL	All Coast Guard Enlisted
ALCOAST	All Coast Guard
AMT	Aviation Maintenance Technician rating
AQE	Advanced Qualification Exam
AR	Arithmetic Reasoning
AR&SC	Aircraft Repair and Supply Center
AST	Aviation Survival Technician rating
ASVAB	Armed Services Vocational Aptitude Battery
BCN	Billet Control Numbers
BM	Boatswain's Mate rating
BS	Bachelor of Science
BSI	Bachelor of Science Intelligence
C4IT	Command, Control, Communications, and Computer Information Technology
CANTRAC	Catalog of Navy Training Courses
CBAP	Cost Benefit Analysis Plan
CCEE	Communications, Computer, and Electrical Engineering
CDR	Commander
CEU	Continuing Education Units
CGI	Coast Guard Institute
CGLO	Coast Guard Liaison Officer
CLAMO	Center for Law and Military Operations (Army)
CLEP	College Level Examination Program
COMDT	Commandant, USCG
COMMS	Communications
CSIR	Center for Strategic Intelligence Research
CSIS	Center for Strategic and International Studies Fellowship
CWO	Chief Warrant Officer
DA	Direct Access
DANTES	Defense Activity for Non-Traditional Education Support
DC	Damage Controlman rating
DCO	Direct Commission Officer

Enclosure (2) to COMDTINST M1500.10C

Acronym	Abbreviation Meaning (continued)
DLPT	Defense Language Proficiency Test
DoD	Department of Defense
DUINS	Duty Under Instruction
ELC	Engineering Logistics Center
EM	Electrician's Mate rating
EMPLID	Employee Identification Number
ENS	Ensign
ENV	Environmental
EO	Executive Officer
EOCT	End of Course Test
epm	Enlisted Personnel Management (part of PSC)
EPME	Enlisted Professional Military Education
EPQ	Enlisted Performance Qualification
ESO	Educational Services Officer
ESS	Educational Services Specialist
ET	Electronics Technician rating
ETR	Electronic Training Request
FEA	Front End Analysis
FEF	Federal Executive Fellows
fort	Force Optimization and Training
FOIA	Freedom of Information Act
FPE	Fire Protection Engineering
FS	Food Service Specialist rating
FSI	Foreign Service Institute
FSO	Flight Safety Officer
FY	Fiscal Year
GED	General Educational Development
GM	Gunner's Mate rating
GMAT	Graduate Management Admissions Test
GMP	Graduate Management Project
GPA	Grade Point Average
GRE	Graduate Record Exam
HHG	House Hold Goods
HPT	Human Performance Technology
HS	Health Services rating
HYT	High Year Tenure
IADT	Initial Active Duty Training
ICAF	Industrial College of the Armed Forces
ICS	Incident Command System
IDP	Individual Development Plan
IDT	Inactive Duty for Training
IIT	Investigations Industry Training
IMO	International Maritime Organization
IS	Intelligence Specialist Rating

Acronym	Abbreviation Meaning (continued)
ISC	Integrated Support Command
ISD	Instructional Systems Development
IT	Information Systems Technician rating
IT	Industry Training
ITM	Information Technology Management
JD	Juris Doctor or Doctor of Jurisprudence
JQR	Job Qualification Requirement
JTA	Job Task Analysis
LAMS	Leadership and Management School
LMS	Learning Management System
LC	Unit Learning Center
LCDR	Lieutenant Commander
LLM	Master of Laws
LNG	Liquid Natural Gas (Specialty carriers)
LSAT	Law School Admission Test
LT	Lieutenant
LTJG	Lieutenant, Junior Grade
MA	Master of Arts
MAT	Miller Analogy Test
MBA	Master of Business Administration
MCI	Marine Corps Institute
MCNE	Microsoft Certified Network Engineer
MCWAR	Marine Corps War College
ME	Maritime Enforcement Specialist
MED	Medical
MEPIT	Marine Environmental Protection Industry Training
MEPS	Military Entrance Processing Station
MHA	Master of Health Administration
M/I	Motivational Incentive
MIO	Marine Inspection Office
MIT	Massachusetts Institute of Technology
MIT-SDM	Massachusetts Institute of Technology System Design and Management
MK	Machinery Technician rating
MLC	Maintenance and Logistics Command
MPA	Masters of Public Administration
MPP	Master of Public Policy
MSE	Master of Science in Engineering
MS	Master of Science
MSAA	Master of Science in Aviation Administration
MSC	Marine Safety Center
MSCE	Master of Science in Civil Engineering
MSIA	Master of Science in Industrial Administration
MSO	Marine Safety Officer
MSP	Master Training Spending Plan
MSSI	Master of Science in Strategic Intelligence

Enclosure (2) to COMDTINST M1500.10C

Acronym	Abbreviation Meaning (continued)
MSSS	Master of Science in Safety Science
MST	Marine Science Technician
MT	Mandated Training
MTL	Master Training List
NA	Needs Assessment
NAS	Naval Air Station
NCCPA	National Commission on Certification of Physician Assistants
NDIC	National Defense Intelligence College
NE	Naval Engineering
NET	Naval Engineering Technology
NETPDTC	Naval Education and Training Professional Development Technology Center
NJP	Non-Judicial Punishment
NSA	National Security Agency
OA	Occupational Analysis
OBTT	On Board Training Team
OCS	Officer Candidate School
OER	Officer Evaluation Report
OJT	On-the-Job Training
OPM	Office of Personnel Management
opm	Officer Personnel Management (part of PSC)
OS	Operations Specialist rating
PA	Public Affairs rating
PAL	Personnel Allowance List
PCN	Position Control Number
PCS	Permanent Change of Station
PDS	Professional Development Supervisor
PM	Program Manager
PQG	Performance Qualification Guide
PQS	Personnel Qualification Standard
PRG	Peer Review Group
PSIT	Port Safety/Security Industry Training
PSC	Personnel Service Center
PSTP	Prior Service Training Program
PTC	Performance Technology Center
R&D	Research and Development
REAP	Reserve Educational Assistance Program
REBI	Reserve Enlisted Basic Indoctrination
RFMC	Rating Force Master Chief
RFO	Request for Orders
RPA	Reserve Program Administrator
RPAL	Reserve Personnel Allowance List
RPM	Reserve Policy Manual
rpm	Reserve Personnel Management (part of PSC)
SCI	Sensitive Compartmentalized Information
SECCEN	Security Center
SELRES	Selected Reserve
SES	Senior Executive Service

Acronym	Abbreviation Meaning (continued)
SK	Storekeeper rating
SOC	Servicemember Opportunity College
SOCOAST	Servicemember Opportunity Colleges Coast Guard
SOP	Standard Operating Procedure
SPO	Servicing Personnel Office
TA	Tuition Assistance
TCT	Team Coordination Training
TDY	Temporary Duty assignment
TEMDUINS	Temporary Duty Under Instruction
TMT	Training Management Tool
TO	Training Officer
TONO	Travel Order Number
TPO	Training Petty Officer
TQC	Training Quota Management Center
TRACEN	Training Center
TS	Top Secret
TS/SCI	Top Secret/Sensitive Compartmentalized Information
UCMJ	Uniform Code of Military Justice
UCLA	University of California at Los Angeles
ULDP	Unit Leadership Development Program
USAF	United States Air Force
USPHS	US Public Health Service
VRA	Veterans' Re-employment Act
WQSB	Watch Quarter Station Bill
YN	Yeoman rating



Command/Unit Title

Street Address
City, State, Zip Code
Staff Symbol:
Phone:
Fax:
Email: |

1500

MEMORANDUM

From: Signature
First Initial, Middle Initial, Last Name
UNIT SHORT TITLE

Reply to:
Attn of:

To: CGPC-opm-1G

Subj: ADVANCED TRAINING OBLIGATION – NAME OF PROGRAM

Ref: (a) Coast Guard Advanced Education Program, COMDTINST M1524.1
(b) Coast Guard Training and Education Manual, COMDTINST M1500.10 (series),
(c) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)

1. I accept appointment to the _____ (name of program) _____ Advanced Education Program.
2. I understand the obligation for extended service I assume as set forth by reference (b). I also understand that this obligation is in addition to any other service obligations I may have incurred and does not run concurrently.
3. I understand that I must maintain the academic standards required by the institution in which enrolled and those standards of performance, conduct, and appearance expected of Coast Guard personnel in accordance with reference (c).

#

ENCLOSURE (5) EDUCATION SERVICE OFFICER (ESO) RESPONSIBILITIES

This Enclosure lists the responsibilities of full time ESO's and those personnel for whom ESO is a collateral duty.

Full Time ESO

- A. Conduct annual needs assessment to determine what educational programs are desired by unit personnel.
- B. Administer the end-user aspects of the Coast Guard Non-Resident Training program including as applicable, but not limited to:
 - 1. order PQGs and course materials,
 - 2. order end of course tests (EOCTs) or maintain a library of EOCTs,
 - 3. proctor EOCTs,
 - 4. inventory EOCTs monthly,
 - 5. return EOCTs to the Institute,
 - 6. investigate lost/compromised EOCTs, and
 - 7. destroy obsolete EOCTs.
- C. Administer the end-user aspects of the Servicewide Examination (SWE) process, including:
 - 1. log in and inventory SWEs as received from PSC and other units,
 - 2. notify personnel that SWEs have arrived,
 - 3. prepare for shipment and ship SWEs to other units,
 - 4. administer SWEs,
 - 5. annotate SWE shipping list(s),
 - 6. prepare for shipment and ship SWEs to PSC,
 - 7. investigate lost/compromised SWEs, and
 - 8. destroy SWEs.
- D. Ensure personnel document military learning experiences.
- E. Maintain a library of local college information, distance learning college information, financial aid information, study guides, and explanatory videos.
- F. Counsel personnel with respect to ASVAB/AFCT, including:
 - 1. obtaining their current scores,
 - 2. understanding their current scores,
 - 3. understanding Coast Guard policy regarding re-testing,
 - 4. developing a strategy for improving current scores (including which test(s) to re-take, how many questions they must get right to sufficiently improve their scores, how to study for the test), and
 - 5. where to go to re-take one or more tests.

Assist unit personnel pursue higher education, including:

6. Answer questions regarding terminology, how to start toward a college degree, costs, prerequisites, and resident tuition,
7. Explain the importance of regional or national accreditation,
8. Explain steps for:
 - a. obtaining college-related Coast Guard Institute services (assessment of earned college credit, degree plans, and transcripts of earned college credit),
 - b. deciding which level degree to work toward,
 - c. picking a major,
 - d. picking a college,
 - e. enrolling in college, and
 - f. registering for classes.
9. Describe SOCCOAST, explaining its benefits, and explaining how to use it, and
10. Inform personnel about advanced education opportunities provided by the Coast Guard.

G. Assist personnel in locating and obtaining financial aid.

1. Tuition Assistance
 - a. completing the application
 - b. reporting grades after completing course
 - c. resolving difficulties
2. Grants
 - a. Coast Guard Mutual Assistance
 - b. Coast Guard Foundation
3. Scholarships
4. Loans
5. GI Bill education benefit
 - a. Activating
 - b. Increasing benefit

H. Counsel personnel about non-traditional education programs

1. credit by examination programs to include preparation materials
 - a. College Level Examination Program (CLEP) tests
 - b. DAN TES Subject Standardized Tests (DSSTs)
 - c. Excelsior College Exams (ECEs)
2. distance learning programs
3. high school completion programs and the General Educational Development (GED) exam

I. Counsel personnel about available vocational opportunities

1. certification programs available through DAN TES
2. USMAP
3. SkillSoft

J. Administer, arrange the administration of, or arrange reimbursement for

1. CLEP tests
2. DSSTs

3. ECEs
 4. distance learning tests from colleges and universities
 5. AFCT (ASVAB retests)
 6. ASTB (Aviation Selection Test Battery)
 7. SAT
 8. ACT
 9. GRE
 10. LSAT
 11. GMAT
 12. Guidance materials and interest inventories
- K. Publicize educational opportunities through briefings, workshops, articles in unit publications, mass e-mailings, education fairs, creating and distributing literature (brochures, flyers, etc.).
- L. Develop effective partnerships with:
1. senior enlisted personnel at unit,
 2. Career Development Advisor,
 3. local colleges and universities,
 4. the Coast Guard Institute,
 5. organizations affecting the delivery of educational programs to the ESO's unit
 6. Collateral duty ESOs
- M. Provide proper security for tests, answer keys, and completed or partially completed answer sheets.
- N. Understand applicable directives and SOPs promulgated by Coast Guard Headquarters, Coast Guard Institute, DANTES, and DoD.
- O. Assist personnel to understand and apply for officer accession programs.
- P. Establish Officer Accession Interview Boards.

Collateral duty ESO

- A. Administer the end-user aspects of the Coast Guard Non-Resident Training program including as applicable, but not limited to:
 - 1. ordering PQGs and course materials,
 - 2. ordering end of course tests (EOCT) or maintaining a library of end-of-course tests,
 - 3. proctoring EOCTs,
 - 4. inventorying EOCTs monthly, and
 - 5. returning EOCTs to the Institute.

- B. Administer the end-user aspects of the Servicewide Examination (SWE) process
 - 1. log in and inventory SWEs as received from PSC and other units,
 - 2. notify personnel that SWEs have arrived,
 - 3. prepare for shipment and shipping SWEs to other units,
 - 4. administer SWEs,
 - 5. annotate SWE shipping list(s), and
 - 6. preparing for shipment and shipping SWEs to PSC.

- C. Describe SOCCOAST, explaining (in general) its benefits, and advising where to get more information.

- D. Informing personnel about advanced education opportunities provided by the Coast Guard

- E. Assist personnel locate and obtain financial aid.
 - 1. Tuition Assistance
 - a. filling out application
 - b. reporting grades after completing course
 - c. Resolving difficulties
 - 2. Grants
 - a. Coast Guard Mutual Assistance
 - b. Coast Guard Foundation

- F. Counsel personnel with respect to ASVAB/AFCT, including:
 - 1. obtaining their current scores,
 - 2. understanding their current scores,
 - 3. understanding Coast Guard policy regarding re-testing,
 - 4. developing a strategy for improving current scores (including which test(s) to re-take, how many questions they must get right to sufficiently improve their scores, how to study for the test), and
 - 5. where to go to re-take one or more tests.