

INSTRUCTIONS FOR CG-3029

1. **STATUS** - Duty status: "A" Active or "R" Reserve. Both statuses can be documented on one CG-3029.
2. **RANGE/LOCATION** - Name of facility where training was conducted (e.g., RTC Yorktown).
3. **UNIT TRAINED** - Name and OPFAC of unit that received training (Only ONE unit per form).
4. **INSTRUCTOR(S)** - Rank/rate and names of qualified instructors.
5. **NAME** - Self explanatory.
6. **RANK/RATE** - Abbreviate appropriate rank/rate (e.g., CDR, GM2).
7. **EMPLID** - Employee ID
8. **COURSE/SCORE** - Weapon course and score or PQS being completed (e.g., CRC, M240B PQS).
9. **SENIOR INSTRUCTOR SIGNATURE** - Printed name, unit, OPFAC, and digital or ink signature of senior instructor conducting training. Senior instructor shall not be listed in block 5 as a student. Senior instructor must have a separate CG-3029 signed by another instructor conducting training.
10. **DATE** - Date of training.

Senior Instructor or USCG Small Arms Firing Range conducting training shall keep copies of CG-3029 for three (3) years in accordance with Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). USCG units receiving training are not mandated to keep copies of CG-3029s after Training Management Tool entries have been made.

PRIVACY ACT STATEMENT

In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the Coast Guard:

AUTHORITY: 14 U.S.C. 89

PRINCIPAL PURPOSE: Used to document small arms qualification/training for entry into Training Management Tool (TMT).

ROUTINE USES: Information will be used by USCG to document small arms range training, judgmental use of force evaluation and weapons non-firing training. This information will be entered into the USCG Training Management Tool. Qualification information in TMT will be used to aid in the designation of USCG members for Law Enforcement and Security duties.

DISCLOSURE: Voluntary. However, failure to provide all the requested information could lead to member not fulfilling assigned duties.