



COMDTCHANGENOTE 1500  
16 OCT 2017

COMMANDANT CHANGE NOTICE 1500

Subj: CH-3 TO PERFORMANCE, TRAINING, AND EDUCATION MANUAL, COMDTINST M1500.10C

Ref: (a) Career Development Advisor Program, COMDTINST 1040.4 (series)  
(b) 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. With the release of this Commandant Change Notice, the Performance, Training, and Education Manual, COMDTINST M1500.10C is updated.
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.

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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. Replaces TO with UTO in Chapters and Enclosures associated with this Commandant Change Notice.
  - c. Replaces CGI with ETQC in Chapters and Enclosures associated with this Commandant Change Notice.
  - d. Replaces TQC with ETQC in Chapters and Enclosures associated with this Commandant Change Notice.
  - e. Replaces Chapter 1: Introduction: Section. m.(1): Training Quota Management Command (TQC) and (2) Coast Guard Institute (CGI) with (1) Education and Training Quota Management Command (ETQC).
  - f. Updates individual responsibilities in Chapter 1: Introduction: Section E: Responsibilities: 10.k.
  - g. Removes Chapter 4: Workforce Development: Section B.1: Career Development Advisor Program because Ref (a) has been cancelled.
  - h. Updates Chapter 4: Workforce Development: Section C: Record of Professional Development.
  - i. Updates Enclosure (2) Acronyms and Abbreviations to include Unit Training Officer (UTO) and Education and Training Quota Management Command (ETQC).
6. IMPACT ASSESSMENT.
  - a. Personnel Resources Required. The personnel resources are neutral.
  - b. Training Required. No significant training is required to implement changes required to Chapters 1 and 4.
  - c. Funding. No additional funding is required to implement changes to Chapters 1 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 shall 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: <http://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6-/The-Office-of-Information-Management-CG-61/aboutCGDS/>. 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 1-1 - 1-8	Pages 1-1 - 1-8
Pages 4-1 - 4-4	Pages 4-1 - 4-5
Enclosure (2)	Enclosure (2)

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](mailto: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

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CHAPTER 1: INTRODUCTION

A. Mission.

The mission of the Training and Education System is to systematically improve performance to achieve excellence in mission execution. This is accomplished by providing military, civilian, and Auxiliary personnel with training and educational opportunities to aid in the performance of Coast Guard missions.

B. Human Performance System.

The Human Performance System enables mission execution through the integration of accession, training, education, and professional development. This system drives the integration of skills and knowledge; tools and resources; consequences and incentives; selection and assignment; and motives and preferences across the organization. Within the Human Performance System is the Training System.

C. Coast Guard Philosophy on Training, Education, and Workforce Development.

Each member of the organization shares the responsibility for ensuring that the workforce is fully capable to perform the jobs and tasks for each unique mission of the Coast Guard. Continuous improvement of job performance is accomplished through a balance of personal and professional development, technical training, and through education essential to the accomplishment of all assigned missions. Training focuses on skills and knowledge that are job specific and performance driven. Education focuses on skills and knowledge that are broad based and subject matter driven. Workforce development encompasses both training and education, while focusing on growth opportunities that are career driven. Table 1-1 lists examples of training, education, and workforce development as defined and supported in this Manual.

<b>Training</b>	<b>Education</b>	<b>Professional Development</b>
Accession Programs Class “A” schools Advanced Training Specialized Training General Mandated Training (GMT) Enlisted Performance Qualifications	Professional Military Education Unit Leadership Development Program Advanced Education Servicewide Exam Voluntary Education Orientation Programs Indoctrination Programs	Individual Development Plan Performance Qualification Standards Career Assignment Mentoring Program Professional Associations Professional Conferences Professional Seminars

**Table 1-1. Examples of Workforce Development**

D. Objectives.

1. The objectives of the Human Performance System are to:
  - a. Ensure consistency and repeatability by employing standardized and systematic methods within all elements of the Human Performance System.



- b. Respond to existing and emerging needs by proactively engaging and partnering with customers to improve human performance.
- c. Achieve otherwise unobtainable efficiencies and/or capabilities by using blended performance solutions while leveraging technology that best supports performance solutions.
- d. Develop and leverage the intellectual capital of our workforce to meet future organizational challenges through educational and professional development.
- e. Manage and allocate resources to organizational priorities through measures of efficiency and effectiveness.

- 2. Terminology and Acronyms. Common terminology and acronyms are defined in Enclosures (1) and (2) of this Manual.

E. Responsibilities.

The Coast Guard clearly identifies its most valuable resource as the men and women who carry out the Service's missions. Thus, training is essential for the Service's ability to fulfill or support mission requirements with confidence, safety, and flexibility. To sustain readiness, the Coast Guard relies on a strong relationship at the Headquarters, unit, and individual levels. Each is dependent on the others. The following paragraphs provide a general description of Headquarters, unit, and individual level responsibilities.

1. FORCECOM, Training Division (FC-T).

- a. Promulgate and maintain the Training and Education Manual, COMDTINST M1500.10 (series).
- b. Provide members with a balance of personal, professional, team and technical training, education, and development opportunities that are essential to the accomplishment of all assigned duties.
- c. Implement Human Performance Technology (HPT) as it applies to organizational performance problems. Identify the root causes of job performance problems and develop appropriate solutions. Training and education are only a subset of the solution set.
- d. Measure effectiveness of all Training and Education policies, procedures, and resource utilization. Allocate resources to maximize the effectiveness of training and education.
- e. Promote leadership and team work with field commanders, program managers, force, facility, and acquisition managers, and all training sources. Ensure all training, education, and workforce development opportunities and solutions are responsive to service needs and are conducted in the most effective and efficient manner.
- f. Act as Commandant's program sponsor for the Learning Management System (LMS).

- g. Manage AFC-56 budget and training quota control systems in support of formal training, education, and accessions.
  - h. Manage AFC-34 budget (operating funds) and staffing for FORCECOM (FC-T) managed Training Centers
  - i. Maintain liaison with Department of Homeland Security (DHS) via the DHS Training Leaders Council.
  - j. Act as waiver authority for all applicable schools, training requirements, and education requirements. This may be delegated to the Program Manager and/or Course Manager.
  - k. Serve as Chief for the Voluntary Education Program.
  - l. Serve as Chief for the Advanced Education Program.
  - m. Manage the training system to include providing Technical Authority for:
    - (1) **Education and Training Quota Management Command's (ETQC)** - Schedules and issue orders to Class "C" training for Coast Guard Forces and manages non-resident training, voluntary education program, and Coast Guard-wide Education Services Officer programs.
    - (2) Training Centers (TRACEN) – Provide accession training, entry level (Class "A") training, and advanced (Class "C") training.
      - (a) TRACEN Cape May (TCCM)
      - (b) TRACEN Yorktown (TCY)
      - (c) TRACEN Petaluma (TCP)
      - (d) Special Missions Training Center (SMTC)
      - (e) Aviation Technical Training Center (ATTC)
      - (f) Maritime Law Enforcement Academy (MLEA)
      - (g) Aviation Training Center (ATC)
      - (h) Training Teams (TRATEAMS)
2. Headquarters, Assistant Commandant for Resources (CG-8).
- a. Distribute AFC-34 funds to FORCECOM (FC-T) managed Training Centers.

- b. Distribute AFC-34 funds to Coast Guard Recruiting Command.
3. Program and Course Managers.
- a. Establish performance requirements within processes and guidelines set forth by FORCECOM (FC-T).
  - b. Manage assigned training programs in accordance with FORCECOM (FC-T) directives.
  - c. Manage advanced education programs in accordance with FORCECOM (FC-T) directives.
  - d. Provide input to FORCECOM (FC-T) or act as waiver authority as determined by FORCECOM (FC-T) for waivers for all applicable schools, training requirements, and education requirements.
4. Voluntary Education Service Chief.
- a. Report to FORCECOM (FC-T).
  - b. Establish policy for Voluntary Education Programs. Provide program direction to Commanding Officer, **ETQC**.
  - c. Evaluate the education services program.
  - d. Provide programmatic direction to Education Services Officers thru the **ETQC** and the Personnel Services Center's Educational Services Coordinator.
  - e. Coordinate overall budget for the Voluntary Education Program including Tuition Assistance.
5. Commanding Officer/Officer-in-Charge.
- a. Ensure personnel receive performance support to meet organizational, operational, and mission requirements.
  - b. Manage and ensure compliance with member's Individual Development Plan (IDP) in accordance with Coast Guard Individual Development Plan, COMDTINST 5357.1 (series).
  - c. Disseminate information related to training and educational opportunities available for personnel.
  - d. Designate a collateral duty unit training officer where full time Training Officers are not assigned.

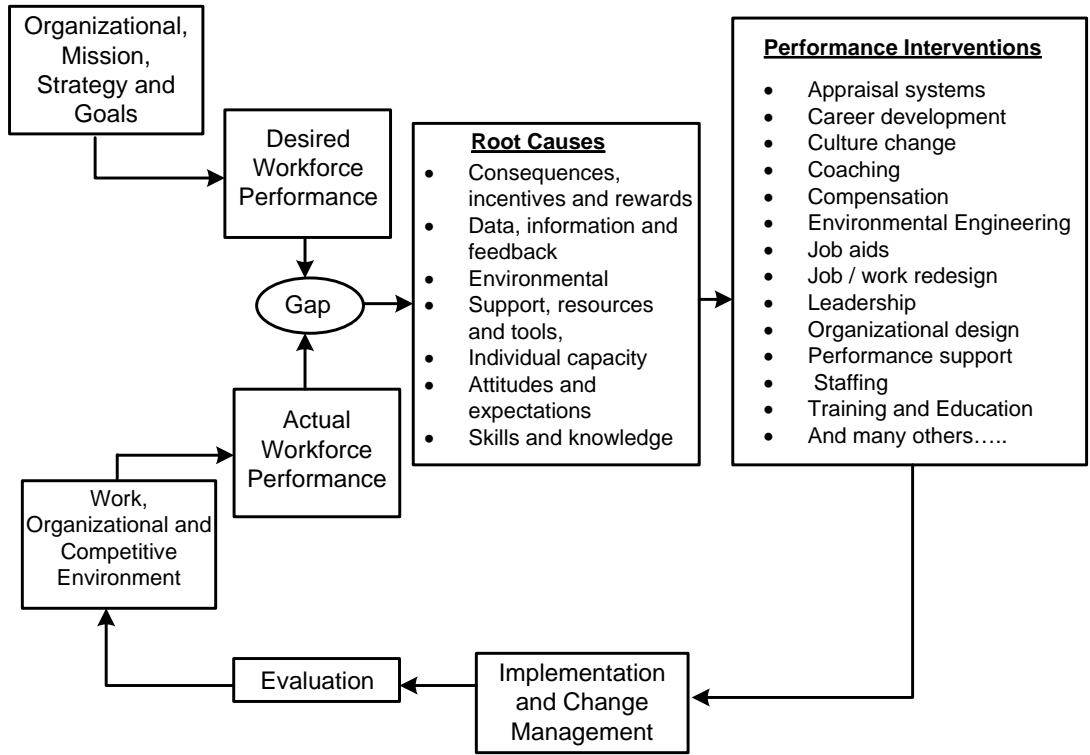
- e. Designate a collateral duty Education Services Officer (ESO) if a full time ESO is not assigned to the unit.
6. Executive Officer/Executive Petty Officer.
- a. Supervise the administration of the unit training program.
  - b. Approve training drills and exercises.
  - c. Act as Chairman of the Unit Training Board.
7. Unit Training Officer (UTO).
- a. Identify and coordinate training needs for unit, including but not limited to pre-arrival training.
  - b. Screen and submit Electronic Training Requests (ETR).
  - c. Identify and schedule mandatory training.
  - d. Record Personnel Qualification Standards (PQS) completion.
  - e. Manage Job Qualification Requirements (JQR) completion for unit specific training requirements and/or drills.
  - f. Develop unit training plan.
  - g. Convene and lead Unit Training Board meetings.
  - h. Manage formal and informal unit training and drills.
  - i. Document required training in accordance with approved policy.
  - j. Access and manage Training Management Tool (TMT).
8. Education Services Officer (ESO) – Full Time and Collateral Duty.
- a. Manage and administer non-resident End-of-Course Tests.
  - b. Assist members enrolling in non-resident courses.
  - c. Manage unit voluntary education program.
  - d. Administer the Armed Forces Classification Test (AFCT) as applicable.

- e. Arrange officer accession boards.
  - f. Proctor Servicewide Exams (SWE).
  - g. Administer and process unit Tuition Assistance programs, including ensuring applications and waivers are submitted to the ETQC at <http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/> and assisting members in submitting grades and resolving problems.
  - h. Ensure an alternate ESO is designated during absences.
9. Supervisor.
- a. Identify member and organizational training needs.
  - b. Provide an environment conducive to learning, performing, and developing.
  - c. Counsel and support personnel on career development and training to improve performance.
  - d. Ensure Personnel Qualification Standard (PQS) completion.
  - e. Evaluate training in terms of performance improvement.
  - f. Provide opportunities for training and education.
10. Individual.
- a. Manage individual career and professional development.
  - b. Create, maintain and follow an IDP as described in Coast Guard Individual Development Plan, COMDTINST 5357.1 (series).
  - c. Choose a designated career path (e.g. rating, specialty, sub-specialty).
  - d. Seek training opportunities that support chosen career path.
  - e. Complete the Enlisted Professional Military Education (EPME) requirements for their respective pay grade in accordance with this manual. (Enlisted only)
  - f. Complete the Rating Performance Qualifications (RPQ) requirements for their respective rating in accordance with this Manual. (Enlisted only)
  - g. Complete unit and job specific training as required.
  - h. Attend and complete advanced and specialized training as required.

- i. Earn competencies specific to job requirements.
- j. Research educational opportunities for personal and professional growth.
- k. Submit recently acquired training or education for inclusion into member's EI-PDR prior to 1 July of each year in accordance with this manual.**

F. Training, Education, and Workforce Development Strategy.

1. General. Human Performance Technology (HPT) is the Commandant supported process used to identify, analyze, and develop appropriate solutions for organizational and individual performance problems.
2. HPT Overview. HPT refers to a group of methods, processes, and approaches used to improve human performance by solving or avoiding problems, and taking advantage of new technologies, methods and other opportunities. HPT is a systematic approach to improving human productivity, competence and capability. The goal of HPT is to identify and develop a set of interventions (or solutions) that solve or mitigate barriers to performance (i.e. lack of skill or knowledge, a flawed environment, ineffective reward or incentive systems, poor motivational structures, wrong people assigned to jobs, new or unique equipment or systems). Applied HPT results in solutions improve a system in terms of achievement that the Coast Guard values. Figure 1-1 illustrates the HPT process. More information on implementing the HPT process throughout the Coast Guard is available in the Training System Standard Operating Procedures available at [https://cg.portal.uscg.mil/units/forcecom/Training/FC-T\\_SOP/SitePages/Home.aspx](https://cg.portal.uscg.mil/units/forcecom/Training/FC-T_SOP/SitePages/Home.aspx).
3. HPT Implementation. Commands who identify a systemic or organizational performance problem shall discuss with the relevant Program Manager (PM). The PM will work closely with FORCECOM (FC-T) to implement the HPT approach to improving the specified performance.



Source: Deterline, WA and Rosenberg.  
 Workplace Productivity: Performance  
 Technology Success Stories. Washington  
 DC NSPI 1992 pg. 3.

**Figure 1-1. Human Performance Technology Model**

## CHAPTER 4: WORKFORCE DEVELOPMENT

A. General.

This chapter discusses workforce development opportunities, programs, and resources that are available for all Coast Guard personnel, including military, civilian, and auxiliary. Workforce Development is vital to the holistic development of a productive member of the Coast Guard. This approach can be broken down into five categories: professional development, personal development, leadership, certifications & qualifications, and performance. These programs support the Coast Guard's Leadership Competencies as discussed in the Leadership Development Framework Manual, COMDTINST M5351 (series). Table 4-1 illustrates workforce development programs available to military and civilian personnel.

B. Resources.

Resources available to every military and civilian member of the Coast Guard include the **Unit Training Officer**, mentors through the Mentor Program, and Education Services personnel.

1. **Unit Training Officer (UTO)**. A collateral duty position, **Unit Training Officers** manage Mandated Training, advanced training, and unit specific training, maintain training and educational information for individuals using the Training Management Tool (TMT), submit and manage electronic training requests (ETR) for individuals electronically maintain unit training equipment and aids, evaluate all training, and prepare short and long range unit training plans. Responsibilities are listed in Chapter 1 of this Manual. Guidance for **Unit Training Officers** is provided throughout this Manual.
2. **Mentoring Program**. Mentoring is a traditional method for orienting and training those new to the Coast Guard, as well as a valuable means for supporting the development - even accelerating the professional growth - of experienced employees, middle managers and executives. Individuals who share knowledge, experiences, and skills to benefit someone else provide valuable leadership. All workforce members (including active duty, reservists, civilian employees, and auxiliaries), regardless of responsibility level, can benefit from mentoring any time during their career. Active duty, reservists, civilian employees, and auxiliaries are highly encouraged to use mentoring as a method for increasing job satisfaction, professional development and career advancement. Each member is ultimately responsible for their own development and career advancement; participation in mentoring is voluntary. Mentoring is one of the Coast Guard's 28 leadership competencies and is discussed further in the Coast Guard Mentoring Program, COMDTINST 5350.24 (series).
3. **Education Services Officer (ESO)**. Full time and collateral duty ESOs administer the educational programs by administering, guiding, and testing personnel in obtaining and completing educational programs and courses. In addition to supporting personnel enrolled in voluntary education programs, ESOs administer non-resident courses, such as advancement courses, proctor tests such as the Armed Forces Classification Test (AFCT), coordinate boards for officer accession programs, and manage the Unit Learning Centers as discussed in Chapter 2 of this Manual. Depending on the size and location of a unit, ESOs may either be a full time position or collateral duty. Managed by FORCECOM (FC-T) and the **Education and Training Quota**



**Management Command (ETQC)**, ESO guidance is available in this Manual and outlined in the ESO Procedure Guides available on the (ETQC) website at <http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC>

4. Professional Development Coach (PDC). The PDC may be any person, E-5 or above, designated by the Commanding Officer/Officer in Charge as competent to sign off **RPQ/EPME** performance requirements. The primary goal of the PDC is to accelerate student learning by means of motivating, demonstrating, guiding, and by providing advice and constructive feedback within the framework of on-the-job training. The PDC should be assigned from within the member's occupational specialty if at all feasible as they possess the requisite trade expertise. The PDC may be assigned externally from a different unit. Commissioned officers, civilian employees, and members from outside a members rating may be designated as a last option. PDC guidance is available throughout this manual, with the roles and responsibilities discussed in Chapter 7.

### **C. Record of Professional Development.**

1. **General.** The Record of Professional Development, Form CG-4082, allows officer and enlisted members, both active and reserve, to include education, training, professional certifications, licenses, and other information into their record that is not already captured elsewhere (i.e. Coast Guard qualifications, specialty codes, and language proficiency should be captured on the Employee Summary Sheet (ESS)). Form CG-4082 is an optional document, not required to be included in a member's EI-PDR, unless a member chooses to submit Form CG-4082. Members may, at their own discretion, submit an up-to-date, complete, and correct Form CG-4082 for consideration by selection boards, screening panels, or assignment officers. Because the Form CG-4082 is an optional document, missing, incomplete, or erroneous information in Form CG-4082, or the absence of Form CG-4082 in a record is not a material error under 14 U.S. Code Section 263, or the Special Selection Board Policy in Article 6.B.13 of Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3A.
  - (a) Form CG-4082 is a living document; only one copy will be maintained in a member's EI-PDR. If a member submits a new Form CG-4082, previous CG-4082 forms will be removed from the member's EI-PDR.
  - (b) If a member chooses to submit a new Form CG-4082, the new form should include only those previously authorized entries the member chooses to enter on the new Form CG-4082, and any new authorized entries. Authorized entries are outlined below.
  - (c) Member's should avoid including education, training, professional certifications, licenses, and other information on Form CG-4082, when that information is documented elsewhere in their record.

### **2. Responsibility.**

- (a) **Member:**

- (1) If a member wishes to submit Form CG-4082, it must be submitted to the Coast Guard Personnel Service Center (CG PSC) Records Branch (PSC-bops-mr), via the member's Personnel and Administration (P&A) Office by July 30<sup>th</sup> or at least 30 days prior to the convening of an off-cycle board, panel or assignment action.
  - (2) Ensure submissions are done in accordance with this guidance.
  - (3) Since previous CG-4082 forms will be deleted when a new CG-4082 form is submitted, ensure entries from previous CG-4082 forms are included in the new CG-4082 form, if the member chooses to enter the previous entries. Members should maintain supporting documentation for all entries (e.g. in progress transcripts; DoD course completion certificates; previously signed Form CG-4082) to enable the member's Commanding Officer or Authorized Official to validate the entries prior to any new submission.
  - (4) If a member chooses to submit Form CG-4082, the member is responsible for ensuring that an up-to-date, complete and correct Form CG-4082 is included in their record. Members may request a copy of their record, to review for accuracy, by submitting a digitally signed email to ARL-PF-CGPSC-MR\_CustomerService@uscg.mil or faxing a completed and signed SF-180 to 202-372-8440. Because these procedures may change, members should consult the CG PSC website to verify current procedures. If errors are discovered in the record, the member should work with their P&A Office to correct their record
- (b) Commanding Officers, or Authorized Officials, shall certify that all information submitted on the form is accurate and correct based on actual achievement of the member and authorized in accordance with this instruction.
  - (c) P&A Offices shall submit forms to PSC-bops-mr (military records) for entry into the member's EI-PDR.
3. **Recording**. Military personnel are encouraged to report the types and sources of education and training listed below, unless already captured elsewhere in the record.
- (a) Professional credentials, certificates and licenses not found on a member's ESS. Examples may include Professional Engineering licenses, Certified Public Accountant, Airline Transport Pilot, Certified Government Financial Manager, Certified Defense Financial Manager, and Merchant Mariner licenses.
  - (b) Individual resident courses at accredited colleges, supported by an in-progress transcript. Courses not leading to a degree shall be accredited in order to be included on Form CG-4082. These courses shall be removed from Form CG-4082 upon completion of the degree and submission of the completed transcript.

**Note: In progress transcripts will only be used by commands to validate Form CG-4082, and will not be submitted to PSC-bops-mr with Form CG-4082.**

- (c) **Department of Homeland Security, Department of Defense, and other government agency courses not designated as a CG C School.**
  - (d) **Published articles, noting the article's bibliographic information. Articles shall be professional articles as opposed to media or public relations based articles. Articles published in Defense Weekly, Military Operations Research Journal, or a peer review publication would be examples of appropriate articles to include.**
  - (e) **Professional seminars, such as the annual conference of the Association for Talent Development.**
  - (f) **Professional awards. Examples include Douglas A. Munro Award for Inspirational Leadership, Coast Guard Engineer of the Year, Swivel Shot Award, etc.**
  - (g) **For Reservists, civilian achievements pertinent to Coast Guard career.**
- 4. Non-Recordable Items. The below items shall not be included on Form CG-4082.**
- (a) **Professional and technical readings.**
  - (b) **Any individual course work that is already noted on the ESS, Administrative Remarks Form (CG-3307), or a DUINS OER.**
  - (c) **Personal qualifications that have an associated competency code listed in the competency dictionary.**
  - (d) **Officer Specialty Codes.**
  - (e) **Specialty Insignias.**
  - (f) **Coast Guard resident courses that appear on the ESS under the training section.**
  - (g) **Military Awards (Medals and Ribbons).**
  - (h) **Flag Letters.**
  - (i) **For Reservists, civilian achievements not associated with Coast Guard career.**

<b>Category</b>	<b>Program</b>	<b>Enlisted</b>	<b>Officer</b>	<b>Civilian</b>
Personal Development	<b>Individual Development Plan</b> COMDTINST 5357.1 (series)	X	X	X
	<b>Voluntary Education</b> COMDTINST M1500.10 (series)	Recommended	Recommended	Recommended
	<b>eResume</b> COMDTINST M1000.6 (series)	X	X	
Leadership	<b>Leadership and Management School</b> COMDTINST M5351.3 (series)	X	X	X
	<b>Senior Leadership Principles and Skills</b> COMDTINST M5351.3 (series)		X	X
	<b>Executive Change Leadership</b> COMDTINST M5351.3 (series)		X	X
	<b>Unit Leadership Development Program</b> COMDTINST 5351.4	X	X	X
Professional Development	<b>Mandated Training</b> COMDTINST M1500.10 (series)	X	X	X
	<b>Class "A" school</b> COMDTINST M1500.10 (series)	X		
	<b>Service Entry Training</b> COMDTINST M1500.10 (series)	X	X	X
	<b>Career Enrichment Seminar</b> COMDTINST M5351.3 (series)			X
	<b>Chief Petty Officer Academy</b> COMDTINST 1500.15 (series)	X		
	<b>Command Master Chief Course</b> COMDTINST 1306.1 (series)	X		
	<b>Chief Warrant Officer Course</b> COMDTINST 1500.1 (series)		Recommended	
Certifications and Qualifications	<b>Competencies</b> COMDTINST M5300.2 (series)	X	X	X
	<b>Personnel Qualification Standard</b> Program and Job Specific	X	X	X
	<b>Advanced Training</b> COMDTINST M1500.10 (series)	X	X	X
	<b>Enlisted Rating Advancement Training System (ERATS – EPQ-RPQ)</b>	X		
	<b>Advanced Education</b> COMDTINST M1500.10 (series)	X	X	X
	<b>Specialized Training</b> COMDTINST M1500.10 (series)	X	X	X
Performance	<b>Professional Military Education</b> COMDTINST M1510.2 (series)	X		
	<b>Record of Professional Development Form (CG-4082)</b> COMDTINST M1500.10 (series)	Recommended	Recommended	
	<b>Employee Review Systems (EER/OER)</b> COMDTINST M1000.6 (series)	X	X	
	<b>Excellence, Achievement, &amp; Recognition</b> COMDTINST M12430.6 (series)			X

Table 4-1. Workforce Development Programs.

## 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
<b>CS</b>	<b>Culinary Specialist Rating</b>
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
epm	Enlisted Personnel Management (part of PSC)
EPME	Enlisted Professional Military Education
ESO	Educational Services Officer
<b>ESS</b>	<b>Employee Summary Sheet</b>
ET	Electronics Technician Rating
<b>ETQC</b>	<b>Education and Training Quota Management Command (ETQC).</b>
ETR	Electronic Training Request
FEA	Front End Analysis
FEF	Federal Executive Fellows
for	Force Optimization and Training
FOIA	Freedom of Information Act
FPE	Fire Protection Engineering
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
ISC	Integrated Support Command
ISD	Instructional Systems Development
IT	Information Systems Technician Rating

Acronym	Abbreviation Meaning (continued)
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 Rating
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
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
MSSS	Master of Science in Safety Science
MST	Marine Science Technician Rating
MT	Mandated Training
MTL	Master Training List
NA	Needs Assessment
NAS	Naval Air Station
NCCPA	National Commission on Certification of Physician Assistants

Acronym	Abbreviation Meaning (continued)
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
<b>RAT</b>	<b>Rating Assessment Test</b>
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
<b>SFLC</b>	<b>Surface Forces Logistics Center</b>
<b>RPQ</b>	<b>Rating Performance Qualifications</b>
SK	Storekeeper Rating
SOC	Servicemember Opportunity College
SOCOAST	Servicemember Opportunity Colleges Coast Guard
SOP	Standard Operating Procedure
SPO	Servicing Personnel Office



Acronym	Abbreviation Meaning (continued)
TA	Tuition Assistance
TCT	Team Coordination Training
TDY	Temporary Duty assignment
TEMDUINS	Temporary Duty Under Instruction
TMT	Training Management Tool
TONO	Travel Order Number
TPO	Training Petty Officer
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
ULDPA	Unit Leadership Development Program
USAF	United States Air Force
USPHS	US Public Health Service
<b>UTO</b>	<b>Unit Training Officer</b>
VRA	Veterans' Re-employment Act
WQSB	Watch Quarter Station Bill
YN	Yeoman Rating