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United States Coast Guard

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COMDTINST 1500.6  
28 AUG 2019

COMMANDANT INSTRUCTION 1500.6

Subj: ENLISTED MARINE INSPECTOR TRAINING PROGRAM

- Ref: (a) Coast Guard Authorization Act of 2010, 14 USC § 57(b)  
 (b) Appointing Warrant Officers, COMDTINST M1420.1 (series)  
 (c) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)  
 (d) Marine Safety Manual Volume II, COMDTINST M16000.7 (series)  
 (e) Coast Guard Individual Development Plan (IDP), COMDTINST 5357.1 (series)

1. PURPOSE. This Instruction establishes policies, procedures, and standards for the administration of the Enlisted Marine Inspector Training Program (EMITP).
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements will comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. At the next scheduled update, Military Assignments and Authorized Absences, COMDTINST M1000.8A will be updated to include EMITP as a special duty assignment and reference this Instruction for assignment policies related thereto. At the next scheduled update, Appointing Warrant Officers, COMDTINST M1420.1 will be updated to include pre-board eligibility waiver requirements for EMITP participants who have earned three qualifying Marine Inspector competencies towards Journeyman Marine Inspector, on or before the date of application. These EMITP participants will have the traditional Chief Warrant Officer pre-board eligibility requirements waived, including time in grade and placement in the top 50 percent on the eligibility list for advancement.
4. DISCUSSION. The EMITP is designed to select and train enlisted participants to become fully qualified Journeyman Marine Inspectors who subsequently compete for appointment to Chief Warrant Officer after earning the requisite Marine Inspector competencies.
  - a. EMITP participants will remain enlisted for up to three years in order to complete their training in Apprentice Marine Inspector billets. However, participants who meet the eligibility requirements, including three qualifying Marine Inspector competencies towards Journeyman

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NON-STANDARD DISTRIBUTION:

Marine Inspector will have the opportunity to apply for appointment to Chief Warrant Officer prior to completing their three year apprenticeship. Additionally, as per Reference (a), EMITP participants and applicants for the EMITP should provide documentation of any merchant mariner's credential, sea time, or any degree with a technical concentration in engineering, science, or equivalent experience.

- b. Prevention Marine Safety Warrant Officers are divided into two specialties; Marine Safety Specialty Deck (MSSD) and Marine Safety Specialty Engineer (MSSE). All Prevention Marine Safety Warrant Officers perform regulatory oversight of commercial vessel operations. As Marine Inspectors, they enforce the application of federal laws, regulations, and treaties through onboard vessel inspections and oversight of other inspection entities. As Investigating Officers, MSSDs and MSSEs investigate marine casualties, such as loss of life, collisions, groundings, and loss of propulsion. Their investigations are intended to uncover the causes of accidents and initiate the necessary corrective actions to prevent reoccurrence. For a more detailed description of each specialty, see Chapter 12 of Reference (b).
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
  6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
    - a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Instruction is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion (CATEX) A3 from further environmental analysis in accordance with "Implementation of the National Environmental Policy Act (NEPA)", DHS Instruction Manual 023-01-001-01 (series).
    - b. This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policy in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Department of Homeland Security (DHS) and Coast Guard NEPA policy, and compliance with all other applicable environmental mandates.
  7. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the Commandant (CG-612) websites. Internet: <http://www.dcms.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home>.
  8. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and Information and Life

Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

9. PROCEDURE.

a. Eligibility. In addition to the minimum standards outlined in Article 1.E.2.a. of Reference (c), a member applying for the EMITP must meet the following requirements:

- (1) Eligible ratings for EMITP are Marine Science Technician (MST), Boatswain's Mate (BM), Aviation Survival Technician (AST), Machinery Technician (MK), Damage Controlman (DC), and Electrician's Mate (EM).
- (2) Must be an E-6 or E-7 and not be above the cut for E-8, on the date of application.
- (3) E-6 applicants must not have more than 17 years time in service (TIS) and E-7 applicants must not have more than 21 years TIS by the end of the calendar year for which applying.
- (4) Must meet the universal eligibility requirements outlined in Article 3.E. and 3.F. of Reference (b), with the exception of Article 3.E.5.
- (5) Must not have previously voluntarily withdrawn from the EMITP and subsequently been reassigned to a non-EMITP billet within the past five years, ending on the date of application.
- (6) If previously removed from the EMITP, an applicant must first meet the eligibility requirements outlined in Article 9.f. of this Instruction, before being eligible to re-compete for EMITP.

b. Application. Prior to 1 July each year, Commander (CG-PSC-EPM-2), in coordination with Commandant (CG-741), will solicit applications by ALCGENL message for the upcoming assignment year season. This message will contain application criteria, including the number of available EMITP opportunities, application instructions, and a timeline for application and selection.

(1) Member's Memorandum.

- (a) Explain reasons for choosing EMITP as a career objective.
- (b) Emphasize experiences, competencies, and education relevant to the marine safety mission. Special attention should be focused on the requirements of Reference (a), such as an engineering, science, or technical degree related to the maritime field, or equivalent, and any sea time either aboard Coast Guard cutters and boats, or commercial vessels.
- (c) Highlight any unique skills that could benefit the marine safety mission, such as a merchant mariner's credential or license, or maritime industry certifications.

(2) Command Endorsement. Commands must thoroughly assess all EMITP applicants as future warrant officers and the operational commander's direct representative to maritime industry partners. Therefore, all command endorsements must meet the requirements for a commanding officer's recommendation, as outlined in Article 3.I. of Reference (b).

Credibility is of the utmost importance when interacting with the mariner. Applicants must embody the Coast Guard's Core Values and have demonstrated the highest ethical standards, maturity, even temperament, and outstanding judgment.

- c. Selection. Selection is made from Coast Guard members who submit an application in accordance with annual guidance promulgated by Commander (CG-PSC-EPM-2). Selections are made on a best-qualified basis from all eligible ratings. Competitive applicants are at or near their mid-career point, have documented leadership experience, and are subject matter experts in their rate. The ideal selectee has demonstrated the following:

- (1) Strict adherence to the Coast Guard's Core Values;
- (2) Superb leadership and managerial acumen;
- (3) Proven performance and professionalism, working independently as a self-starter;
- (4) Superior analytical skills, judgment, and attention to detail;
- (5) Superior communication skills, both oral and written;
- (6) Experience understanding and applying regulations, laws, and policies;
- (7) Maturity and discretion while working in high-stress situations.

Panel membership should include MSSD and MSSE Chief Warrant Officers from a diverse cross section of eligible feeder ratings who have earned the Advanced Journeyman Marine Inspector Competency. Although not required to sit on each panel, the Specialty Force Manager for MSSD and MSSE will be offered the opportunity to participate as a Panel Member.

- d. Assignment. Prior to 1 July each year, Commandant (CG-741), in coordination with Commandant (CG-CVC) and Commander (CG-PSC-EPM-2), will identify available billets for EMITP assignment. The Assignment Officer for Special Assignments will advise final selectees of the deadline for E-Resume submission and inform them to rank order their preference amongst the available assignments.

- e. Training. EMITP participants are Apprentice Marine Inspectors and enter the established training pipeline, as outlined in Section A. Chapter 7 of Reference (d). They acquire detailed knowledge of U.S. and international maritime laws, regulations, policies, treaties, and the maritime industry with the goal of achieving Journeyman Marine Inspector status and subsequent appointment to Chief Warrant Officer.

- (1) At check-in, EMITP participants will receive a goals and expectations meeting with regular follow-up meetings to assess qualification progress.
- (2) EMITP participants will be provided a goals and expectations letter with timelines for qualification. The letter formalizes expectations for both AMIs and training leadership.
- (3) EMITP participants will be assigned a training mentor, preferably an Advanced Journeyman Marine Inspector with Verifying Officer qualifications.

- (4) EMITP participants will commit up to three years in a full-time training program with the goal of promoting to Chief Warrant Officer. Therefore, all EMITP participants are required by this Instruction to comply with the requirements outlined in Reference (e).
- (5) EMITP participants may continue to advance within their rate.
- (6) As EMITP participants earn Marine Inspector competencies, they are allowed to lead and conduct inspections/examinations, individually or with a team, to gain the experience and maturity of a Journeyman Marine Inspector.
- f. Disenrollment. The duties and responsibilities of a Marine Inspector are not for everyone. As such, EMITP participants may be removed from the program and reassigned within their respective rate, under the provisions of Article 1.F.4. of Reference (c).
- (1) Participants may request withdrawal from the EMITP by notifying their command. Commands will notify Commander (CG-PSC-EPM-2) and Commandant (CG-741). A participant who voluntarily withdraws from the EMITP is required to wait five years from the anniversary date of reassignment to a non-EMITP billet before being eligible to re-compete for EMITP.
- (2) The decision to involuntarily remove an EMITP participant will have a significant impact on the member and the program. Therefore, a Training Evaluation Board (TEB) is required to complete an independent review of the circumstances and provide Commandant (CG-741) with a recommendation. TEBs provide a standardized process for members who experience academic performance, behavior, or other personal problems while undergoing training.
- (a) The TEB should be comprised of four members, including one O-4/5 from Commandant (CG-741), one O-4/5 from Commandant (CG-CVC), the respective Rating Force Master Chief, and the Specialty Force Manager for MSSD and MSSE. After carefully considering the TEB's recommendation, Office Chief, Commandant (CG-741) will provide Commander (CG-PSC-EPM-2) with a recommendation to remove or retain an EMITP participant. Final determination to involuntarily remove an EMITP participant rests with Commander (CG-PSC-EPM-2).
- (b) TEBs must designate a removal recommendation as "No Fault" or "Fault" of the member, in accordance with the unsuitability categories outlined in Article 1.F.4. of Reference (c). This is a serious action and due consideration must be given to all circumstances before it is taken.
- [1] TEBs may recommend a "No Fault" disenrollment for participants who have made every effort to succeed, but are unable to meet the training standards academically, medically, or due to other circumstances. A participant who is involuntarily removed from the EMITP and received a "No Fault" determination is required to wait two years from the anniversary date of reassignment to a non-EMITP billet before being eligible to re-compete for EMITP.
- [2] TEBs may recommend a "Fault" disenrollment for participants who demonstrate lack of discipline, poor academic or physical motivation, who have violated the Coast Guard's Core Values, rules, or regulations, or who have received Non-judicial

Punishment. Participants demonstrating unethical behavior such as cheating or requesting a medical disenrollment when not warranted shall be “Fault” disenrolled. In accordance with Article 1.F.4. of Reference (b), participants who are “Fault” disenrolled will receive an unscheduled evaluation, a General Negative Performance and Discipline (PD-07), Form CG-3307, and their EI-PDR will be updated accordingly. A participant who is involuntarily removed from the EMITP and received a “Fault” determination is required to wait five years from the anniversary date of reassignment to a non-EMITP billet before being eligible to re-compete for EMITP.

- (c) A participant who fails to meet the submission deadline to apply for appointment to warrant grade within two years from the anniversary date of assignment to the EMITP will be involuntarily removed from the program and is required to wait five years from the anniversary date of reassignment to a non-EMITP billet before being eligible to re-compete for EMITP.
- (d) A participant who elects removal from the pre-board or final eligibility list will be involuntarily removed from the program and is required to wait five years from the anniversary date of reassignment to a non-EMITP billet before being eligible to re-compete for EMITP.
- (e) A participant who declines an appointment to warrant grade, which includes declining appointment due to receipt of PCS Orders will be involuntarily removed from the program and is required to wait five years from the anniversary date of reassignment to a non-EMITP billet before being eligible to re-compete for EMITP.

(3) Reassignment. EMITP participants who are disenrolled from the program through voluntary withdrawal or involuntary removal will be reassigned within their respective rate, under the provisions of Article 1.F.4. of Reference (c).

- 10. FORMS/REPORTS. The forms referenced in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <https://dcms.uscg.afpims.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/> and CGPortal: <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>.
- 11. REQUEST FOR CHANGES. Units and individuals may recommend changes in writing via the chain of command to the Office of Shore Forces, (CG-741), at: [shoreforces@uscg.mil](mailto:shoreforces@uscg.mil).

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