



Commandant
United States Coast Guard

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COMDTINST 1500.3
29 MAY 2020

COMMANDANT INSTRUCTION 1500.3

Subj: MISSION SUPPORT INDUSTRY TRAINING PROGRAM

- Ref:
- (a) Title 10, United States Code, Section 2013
 - (b) Title 14, United States Code, Section 504
 - (c) Performance, Training, and Education Manual, COMDTINST M1500.10 (series)
 - (d) Standards of Ethical Conduct, COMDTINST M5370.8 (series)
 - (e) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)
 - (f) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)
 - (g) Office of Workforce Management (DCMS-81), Advanced Education Program Student Guide

1. PURPOSE. This Instruction establishes policies, procedures, and standards for the administration of the Mission Support Industry Training Program.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements will comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. None. This is a new Directive.
4. BACKGROUND. The Mission Support Industry Training Program is designed to immerse future leaders from within the Mission Support community in private industry firms of national significance, Department of Defense (DoD) partners, or other Government Agencies. The program will provide officers with the opportunity to gain exposure to emerging technologies (within the mission support domain), predictive and reliability centered maintenance practices, project/program management best practices, and exposure to executive leadership, recruitment, and retention practices from a corporate perspective. The Mission Support Industry Training Program is normally accomplished through internships with industry organizations and other regulatory agencies over the course of a one-year assignment; however, shorter durations are possible. References (a) and (b)

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outline the broad statutory authority to conduct Industry Training Programs to advance the institutional interests of government and the military to include providing training to Coast Guard personnel. Mission Support Industry Training provides an opportunity for the participant to further develop and demonstrate leadership as a representative of the Coast Guard to an external organization, and to obtain technical knowledge in specific areas of mission support such as Command, Control, Communications, Computers, Cyber, and Intelligence (C5I), Naval Engineering (NE) industries, and other mission support domains. Additionally, Mission Support Industry Training seeks to capitalize on the opportunity to increase technical knowledge related to industry innovation to ensure these two Coast Guard programs can keep pace with changing technology.

5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Instruction is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion DHS (CATEX) A3 from further environmental analysis in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 and the Environmental Planning (EP) Implementing Procedures (IP).
 - 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) and Environmental Effects Abroad of Major Federal Actions, Executive Order 12114, Department of Homeland Security (DHS) NEPA policy, Coast Guard Environmental Planning 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 following Commandant (CG-612) web sites: CGPortal: <https://cg.portal.uscg.mil/library/directives/SitePages/Home.aspx> and the Internet at: <https://www.dcms.uscg.mil/directives/>.
8. RECORDS MANAGEMENT CONSIDERATIONS. 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., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

9. PROGRAM DESCRIPTIONS. The Mission Support Industry Training Program consists of two primary programs; however, opportunities exist for future expansion into other mission support specialties. The two initial primary mission support pilot programs are as follows:
- a. C5I Industry Training (C5IIT), managed by Commandant (CG-68), is available to experienced C5I officers that have demonstrated a track record of high performance as well as an innovative and creative attitude. C5IIT participants will enhance their Cybersecurity skillset and gain valuable project management experience through focused observation and study of external Coast Guard organizations as they seek to engineer, field and support new technologies. C5IIT participants are expected to be established Coast Guard C5I officers that have successfully completed at least two diversified assignments within the C5I specialty that offer exposure to designing, implementing and supporting/operating technologies within the Coast Guard as well as experience with C5I policy or budget development. C5IIT participants will have the opportunity to participate with industry leaders with the Program Manager's approval.
 - b. NE Industry Training (NEIT), managed by Commandant (CG-45), is available to experienced officers with the CG-NEN10 specialty and a consistent track record of high performance and innovation within the NE community. NEIT participants will broaden their professional experience and knowledge through extensive exposure and work with industry partners who are on the cutting edge of program/project management, reliability centered and predictive maintenance practices, policies, and procedures, and innovative recruitment, retention, leadership, teamwork, and workforce motivational methods. NEIT participants will normally be established Coast Guard NE's with successful tours in both shore-side mission support and field level NE positions that provide the officer with a broad perspective of the Coast Guard NE program. NEIT participants will have the opportunity to participate with industry leaders with the Program Manager's approval.
10. STATUS OF PARTICIPANTS.
- a. Individuals participating in the Mission Support Industry Training Program will execute PCS orders that administratively assign them to Commandant (DCMS-81) in a DUINS status for the duration of training.
 - b. Upon completion of the training the participant will then execute PCS orders to their follow-on assignment. Although not possible in every situation, PCS re-locations over short periods should be minimized. Each member should target training opportunities in an area where a follow-on assignment is feasible.
11. RESPONSIBILITIES.
- a. Commandant (DCMS-81) shall:
 - (1) Be responsible for the promulgation, review, and update of this Instruction at regular intervals, and shall administer the Mission Support Industry Training Program; and
 - (2) Facilitate the arrangement of support funding from specific Assistant Commandants (e.g., Commandant (CG-68) for C5I training or Commandant (CG-45) for NE training) for any required Mission Support Industry Training participants' travel and per diem in support of

their approved training plan, and shall develop internal procedures for requesting and granting travel funding; and

- (3) Consolidate program input to promulgate annual solicitation message and communicate concerns to CG-PSC-opm regarding prospective follow-on billets; and
- (4) Submit proposed Mutual Training Agreements (MTA) and any potential conflict issues identified by the requisite program to Commandant (CG-LGL) no later than 30 days prior to the commencement of the training period; and
- (5) Review and approve participant's Industry Training Plans; and
- (6) Ensure one-year Training Allowance Billets (TABs) are reprogrammed on PAL each year to enable timely issuance of PCS orders.

b. Assistant Commandants shall:

- (1) Manage their requisite Mission Support Industry Training Program by setting program goals, and shall work with Commandant (DCMS-81) to ensure those goals are met; and
- (2) Supervise Mission Support Industry Training participants, to include working with participants to develop a viable training plan, taking participant progress reports, evaluating participant final training reports, approving leave requests, and generating and signing participant OERs.

c. Commander, Coast Guard Personnel Services Center (PSC) shall:

- (1) Manage selection panels and obligated service requirements for the Mission Support Industry Training Program, similar in nature to the process for Post-Graduate/Advanced Education Programs; and
- (2) Collaborate with Commandant (DCMS-81) and Assistant Commandants to identify prospective follow-on assignments; and
- (3) Issue PCS orders according to the standard summer transfer timeline.

d. All Assistant Commandants and support centers shall:

- (1) Encourage all qualified personnel in their command or supervision to apply for Mission Support Industry Training;
- (2) Provide administrative support to Mission Support Industry Training participants located in their geographic area;
- (3) Leverage contacts with local industry partners to help facilitate/create new Mission Support Industry Training internship opportunities for program participants.

- e. All Mission Support Industry Training Program applicants, selectees, and participants shall comply with the requirements of this Instruction and any related procedures promulgated by the program. Failure to comply may result in non-consideration or removal from the program before or during training.

12. ELIGIBILITY, SELECTION, AND ASSIGNMENT.

- a. Eligibility criteria will be promulgated by annual solicitation message.
- b. Selection to the Mission Support Industry Training Program is made from Coast Guard members who submit an application, via Direct Access, to be considered by the Mission Support Industry Training Selection Panel, which is governed similarly to the Post-Graduate/Advanced Education selection process in accordance with annual guidance promulgated by the Coast Guard Personnel Service Center and Commandant (DCMS-81).
- c. The number of Mission Support Industry Training Program opportunities for each program, desired background/experience, and other current information about the program will be announced in annual solicitation messages promulgated by FORCECOM (FC) and Commandant (DCMS-81).
- d. Prior to the release of the annual solicitation message, Commandants (DCMS-81), sponsoring Assistant Commandants, and Coast Guard Personnel Services Center may develop a list of potential follow-on assignments for the Mission Support Industry Training Program participants that are forecasted to meet the Service's and program's needs. Coast Guard Personnel Services Center (PSC) will work to advertise these potential positions to the Mission Support communities prior to the meeting of the selection panel; however, depending on annual assignment year milestones this may not always be possible.
- e. Once the selection results for the Mission Support Industry Training Program are announced, members selected shall communicate their intention in writing to accept or decline participation in the program within five days of being notified by Coast Guard PSC-opm. Coast Guard PSC will provide each participant with a template memo for signature.
- f. Deferments for Mission Support Industry Training are not generally permitted, but may be considered on a case-by-case basis by Commandant (DCMS-81) and the member's respective sponsoring Assistant Commandant.
- g. Individuals selected for this program will have orders available according to the standard summer transfer timeline.

13. POST-SELECTION REQUIREMENTS.

- a. Upon accepting participation in the Mission Support Industry Training Program, members shall coordinate departure from their current unit, development of their training plan, arrival at their Industry Training location, and coordination with the nearest Servicing Personnel Office (SPO) for reporting/check-in procedures.

- b. Departing and reporting dates shall be coordinated to maximize Mission Support Industry Training participation. Development of the Mission Support Industry Training Plan and any administrative reporting requirements shall be completed as detailed within Enclosure (1).
- 14. INDUSTRY TRAINING REQUIREMENTS. While assigned to an Industry Training Billet, participants must always adhere to the highest standards of Coast Guard policy, regulations, and conduct at all times. Additional details specific to the Mission Support Industry Training program are provided within Enclosure (1).
- 15. REPORT REQUIREMENTS. Mission Support Industry Training participants are responsible and required to submit monthly reports and a final report to their requisite program manager and Commandant (DCMS-81); failure to comply with the monthly and final reporting requirements may result in disenrollment from the program. Specific Mission Support Industry Training report requirements are provided within Enclosure (1) and Enclosure (2).
- 16. EVALUATION REQUIREMENTS. Officer evaluations will be completed in accordance with Reference (f) and as further detailed within Enclosure (1).
- 17. OBLIGATED SERVICE REQUIREMENTS. Mission Support Industry Training Program participants incur obligated service in accordance with Reference (c).
- 18. 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/>; CGPortal at: <https://cgportal2.uscg.mil/library/forms/>.
- 19. REQUEST FOR CHANGES. All requests for changes should be directed to Commandant (DCMS-81).

M. F. MCALLISTER /s/
Vice Admiral, U. S. Coast Guard
Deputy Commandant for Mission Support

- Encl: (1) Mission Support Industry Training Procedures
(2) Mission Support Industry Training Final Training Report Guidance

Mission Support Industry Training
Program Requirements

1. Post Selection Requirements:

- A. Upon accepting participation in the Mission Support Industry Training Program, members shall coordinate departure from their current unit, development of their training plan, arrival at their Industry Training location, and coordination with the nearest Servicing Personnel Office (SPO) for reporting/check-in procedures.
- B. Departing and reporting dates shall be coordinated to maximize Mission Support Industry Training participation. Mission Support Industry Training generally runs from 1 August to 31 July, which is in alignment with normal transfer season and advanced education timeframes. Both the member's departing unit and Commandant (DCMS-81) must approve of departing and reporting dates prior to the start of training. If an agreement cannot be made between both parties, Coast Guard Personnel Services Center and Commandant (DCMS-81) will work to assist as necessary.
- C. The selectee shall develop a Mission Support Industry Training Plan and forward it for approval to their requisite program manager through Commandant (DCMS-81) via e-mail. Plans must be in standard memo format, in accordance with the approved template maintained by Commandant (DCMS-81) and stored on the CGPortal intranet site. After initial approval, plans may be amended in the same way if unanticipated circumstances arise. Plans must contain the following information:
 - 1. Industry sponsor(s) point of contact information (e.g. name, address, phone number & e-mail).
 - 2. Plan & objectives for each industry sponsor.
 - 3. Training duration/timeline and anticipated funding needs. Mission Support Industry Training funds (provided by the members sponsoring Assistant Commandant) are to be used for associated official Mission Support Industry Training business travel and shall not be used to purchase office supplies (e.g. cell phones, cellular service, business attire, etc). Requests for additional funds must be presented to the requisite program manager for consideration on a case-by-case basis.
- D. If practical, the selectee shall attempt to focus their training in a geographic area near to a potential follow-on assignment to minimize multiple PCS movements in a short period of time.
- E. No later than thirty (30) days prior to the commencement of training, a Mutual Training Agreement (MTA) must be agreed to between the sponsoring organization, Commandant (DCMS-81), the selectee's sponsoring Assistant Commandant, and the Industry Training participant, and then approved by Commandant (CG-LGL), before the participant may begin training with that sponsoring organization. The participant (with the assistance of their respective program manager) shall offer the MTA form to the prospective sponsoring organization for signature, and shall provide the signed agreement to the requisite program manager. The program manager from the sponsoring Assistant Commandant shall forward the

MTA to Commandant (DCMS-81) via email, who will consolidate all program MTAs and forward to Commandant (CG-LGL) via email. Commandant (CG-LGL) will facilitate interoffice review and advise Commandant (DCMS-81) when the sponsoring organization has cleared all requisite conflict checks. Commandant (DCMS-81) staff will have "By direction" signature authority for the purpose of signing the MTA on behalf of the Coast Guard. Once the MTA form/request has gone through Coast Guard Legal review and been approved, changes to it are not permitted. Additional sponsor provisions or any request from a sponsoring organization to change the terms of the agreement must be submitted to Commandant (DCMS-81), via email, to be routed for legal review, which may delay arrival/commencement timelines for the Mission Support Industry Training participant. If the Coast Guard and proposed sponsoring organization cannot mutually agree to the terms of an agreement, the training with that proposed sponsoring organization shall not take place.

- F. Selectees shall ensure their semi-annual weigh-ins and other administrative issues such as evaluations, Household Goods arrangements, etc. are completed before commencing Mission Support Industry Training. Selectees will also maintain updated phone and email contact information with their requisite program manager, Commandant (DCMS-81) program administrator, and program. This information must also be updated in Direct Access and the Defense Enrollment Eligibility Reporting System (DEERS).

2. Industry Training Requirements:

- A. Participant's conduct must reflect the highest standards of the Coast Guard. Participants who fail to uphold the appropriate standards of conduct may be removed from industry training and reassigned as the needs of the Service dictate. Participants remain on active duty, are a representative of the Coast Guard, and remain subject to Coast Guard regulations and the Uniform Code of Military Justice. Participants shall report any military or civil arrests and complaints filed against them to Commandant (DCMS-81).
- B. Participants shall abide by the standards of performance, conduct, and appearance expected of Coast Guard personnel in accordance within References (c) through (g). Participants who fail to uphold Coast Guard and/or military standards may be removed from industry training and reassigned as the needs of the Service dictate.
- C. Participants shall adhere to the rules and policies of the sponsoring organization to the extent that they do not conflict with law, statute, and/or Coast Guard policies. Any problematic rule or policy conflict should be resolved between a representative of the sponsoring organization and the requisite program manager. If the conflict cannot be resolved satisfactorily, Commandant (DCMS-81) may terminate the internship.
- D. Participants shall not represent the sponsoring organization in any official interaction with government agencies, including the Coast Guard. Further, participants shall not make any representation to the sponsoring organization that their opinion or review of any issue is an official determination by the Coast Guard. Participants shall be mindful to avoid any circumstance that could be reasonably perceived to create a conflict of interest.

- E. Participants are authorized to follow the dress code of their sponsoring organization, to include wearing of appropriate civilian and organizational attire. However, Coast Guard grooming standards shall be maintained.
- F. In order to maintain CGOne account access, Industry Training Program participants shall have a Common Access Card (CAC) Reader and use/check their .mil email address through the Virtual Desktop Interface (VDI) once a week while assigned to the Mission Support Industry Training Program. Personal email addresses or temporarily assigned Industry Partner email addresses are not authorized for official Coast Guard communications. Additional guidance on how to obtain a CAC Reader and request a VDI account are available within Reference (g).
- G. Participants shall follow typical work hours set by their sponsoring organization. When absence from a sponsoring organization is necessary for a reason that the member would normally be charged leave at a Coast Guard unit, they shall request leave. Leave requests shall be submitted, via Direct Access, to Commandant (DCMS-81) for approval.
- H. Industry training participants may be referred to as "Mr." or "Ms." or "Mrs." versus their military rank when communicating with sponsoring organization representatives.
- I. In the event of a participant's medical or other emergency, the participant shall contact their requisite program manager and Commandant (DCMS-81) by phone or email as well as the nearest Sector Command Center by phone. The MTA shall include language that the sponsoring organization agrees to make this notification if the participant is unable to do so.
- J. Participants are responsible for completing all Coast Guard Mandated Training and for maintaining personal readiness (medical/dental exams, required weigh-ins, etc) in accordance with established Service timelines.
- K. Participants shall forward all non-disclosure agreements proposed by the sponsoring organization to their requisite program manager for review by Commandant (CG-LGL) prior to signature.

3. Report Requirements:

- A. Monthly Reports. All participants shall submit a monthly report, via email, to their requisite program manager and Commandant (DCMS-81). The monthly report should be in standard memo format and should relate the participant's activities for the month in alignment with their approved Mission Support Industry Training Plan. Include locations of training, nature of work performed, and a summary of knowledge or experience gained. The text of the monthly report is desired to be approximately two pages, although longer reports for special events are acceptable. Inclusion of relevant photographs, charts, graphs, or other media is encouraged. Reports shall not include confidential or proprietary information owned by the sponsoring organization unless otherwise authorized or approved by the sponsoring organization. Monthly reports should be submitted five days after the last day of the month of report. For example, a monthly report for September should be submitted on or before 5 October. Participants shall inform their program manager if their monthly submission will be delayed.
- B. Final Report. All participants shall submit a final report, via email, to their requisite program manager and Commandant (DCMS-81). An initial draft of the final report is due 60 days prior to

the completion of the training period and the final report is due one month after the last day of the Mission Support Industry Training period. For example, a final report for a Mission Support Industry Training Period that started on 1 August and finished on 31 July (the following year) should be submitted on or before 1 September (i.e., one month after completion of the program). In alignment with the participant's approved Mission Support Industry Training Plan, the report should include a summary of activities, details on innovative or unusual processes or equipment, and recommendations that could be evaluated by an appropriate Headquarters office. The report should contain several sections, a table of contents, footnotes/references, and if appropriate, appendices. The use of relevant photographs, diagrams, charts, graphs, or other media is encouraged. See Enclosure (2) of this Instruction for final training report guidance. Participants of the Mission Support Industry Training Program are also encouraged to consider writing a professional topic paper/article that may be published in an applicable Coast Guard (or partner agency/industry) publication. Publication of an article would formally recognize a member's accomplishments while bringing credit to the program. Questions regarding this should be directed to Commandant (DCMS-81) or the member's respective program office.

- C. All monthly and final reports shall contain the following text in the footer of each page: "For Official Use Only – May contain proprietary information, trade secrets, and confidential business information protected from release under 18 U.S.C. § 1905. Public availability to be determined under 5 U.S.C. § 552."
- D. The final report shall be submitted via email and maintained in electronic format in a way that preserves word search functionality of the contents and hyperlinks (e.g., converted .pdf). Electronic signatures may be utilized. Program managers will have the opportunity to endorse or make comment on the report, after which Commandant (DCMS-81) will store the report on the CGPortal intranet site.
- E. The monthly and final reports form the majority of the basis of the participant's evaluation input. The quality, professionalism, and value of the monthly and final reports will be reflected in the participant's evaluation.
- F. The participant shall take extreme care to ensure no confidential or proprietary information owned by the sponsoring organization is included in any of the above mentioned reports unless otherwise authorized or approved by the sponsoring organization. The participant is solely responsible to ensure no confidential or proprietary information is included (unless otherwise authorized or approved by the sponsoring organization) and can be held personally liable if confidential or proprietary information is not properly protected. The participant shall check with their sponsoring organization and afford them the opportunity to review, edit, and comment on any artifacts (reports, media accounts, papers, etc.) prior to final submission.

4. Evaluation Requirements:

- A. Officers participating in the Mission Support Industry Training Program for a period of six months or less will complete a Concurrent OER, Form CG-5310J, at the conclusion of training. Officers participating in the Mission Support Industry Training Program for a period of greater than six months will complete a DUINS OER, Form CG-5310D, at the conclusion of training. Due to the lack of comment space available on the DUINS OER, supervisors who are reporting

on officers completing a training program of greater than six months shall also complete a General Positive Performance and Discipline (PD-06), Form CG-3307 to document the members work and accomplishments during the training program. DUINS OERs will be submitted and processed as detailed within Reference (g). In conjunction with the final report deadline, OER input is due to the requisite program manager one month after the last day of the Mission Support Industry Training period.

Mission Support Industry Training Final Training Report Guidance

In alignment with the participant's approved Mission Support Industry Training Plan, this report should include a summary of activities and details on innovative or unusual processes or equipment, and recommendations that could be evaluated by an appropriate Headquarters office. This report should be professionally written and at a minimum include the elements outlined below. While there is no set page limit, reports should typically be 25 - 30 pages in length similar to a master's level thesis for a similar advanced education program. The use of photos, diagrams, charts, graphs, or other media in the report is encouraged. It is the participant's responsibility to ensure no confidential or proprietary information owned by the sponsoring organization is included in any report unless otherwise authorized or approved by the sponsoring organization.

1. Introduction

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

2. Accomplishments

- A. Focus Area(s) (*repeat for each focus area*)
 - 1. Summary of focus area
 - 2. Observations related to focus area
- B. Projects (*repeat for each project*)
 - 1. Description
 - 2. Impact to Coast Guard
 - 3. Impact to specific Mission Support Industry (e.g., C5I or NE)
- C. Experiences
 - 1. Summary of evolutions /events you participated in
 - 2. Summary of general observations

3. Recommendations and Lesson Learned

- A. Personal/professional lessons learned (include discussion of how you believe your Mission Support Industry Training will influence the way you pursue the remainder of your CG career)
- B. Coast Guard (*repeat for each lesson/recommendation*)
 - 1. Lessons learned for the Coast Guard
 - 2. Recommendations for the Coast Guard (e.g., *need for new policy/program development, program changes/updates*)
- C. Mission Support Industry Training Program (*repeat for each lesson/recommendation*)
 - 1. Lessons Learned for the Mission Support Industry Training Program
 - 2. Recommendations for the Mission Support Industry Training Program (e.g., *new organizations, new program initiatives, timeframes, sponsor/partnership improvements*)

Appendix 1: Applicable comments/discussion points from your sponsor(s)

Appendix 2: Log of significant activities