

DEPARTMENT OF HOMELAND SECURITY  
U.S. Coast Guard  
**PILOT TRAINING RECORD**

This Training Record, promulgated in compliance with Chapter 8 of the USCG Air Operations Manual, COMDTINST 3710.1 (series) is to be kept current by each unit's Training Section and hand carried to the next duty station upon transfer of the individual. Each section has a corresponding cover page for recording specified dates. Supporting copies of letters, certificates, syllabi, etc., shall be secured under the cover page in chronological order with the most recent on top. This record will be maintained throughout an individual's career. Purging of data is not authorized. This record must be updated each semi-annual period in accordance with COMDTINST M3710.1 (series).

**CONTENTS**

**SECTION I RECORD OF PILOT DESIGNATIONS AND QUALIFICATIONS**

1. All Designations and Qualifications outlined in Chapter 8 of the Air Operations Manual COMDINST 3710.1 (series)
2. Additional flight related designations and qualifications (Alaska Aircraft Commander Qualification, etc.)

Note: Documentation relating to a lapse or loss of a Pilot Designation or Qualification shall be included in this section.

**SECTION II RECORD OF FORMAL TRAINING**

1. DPRs (Transition, Re-Designation, or Proficiency Course) with TEMADUINS Letter
2. Schools/Courses attended (ICS, SAR Fundamentals, MOI, Safety, etc.)
3. Command Approval for Continuing Education

**SECTION III RECORD OF RECURRENT TRAINING**

1. Crew Training and Qualification Records Sheet from ALMIS (Use as cover page for this section)

Tabbed Sections

2. STAN Checks (Both Designation and Qualification STAN Checks)
3. SAR Checks
4. Instrument Checks
5. Night Procedures Checks

Note: If an individual receives a STAN, SAR, Instrument, or Night Procedures Check as part of a syllabus upgrade or P/T/RD course, copy those pages from the syllabus DPR and place them chronologically in this section.

6. Warm Up Flights (if applicable in airframe)
7. Low Pressure Chamber, Night Vision Device Training, and Under Water Egress (Dunker) Training

**SECTION IV RECORD OF ADDITIONAL DESIGNATIONS AND QUALIFICATIONS**

1. All non-flight related Designations and Qualifications (ODO Qualification Letter, etc.)

Note: Documentation relating to a lapse or loss of a non-flight related Designation or Qualification shall be included in this section.

**SECTION V RECORD OF TRANSFER HISTORY (use as cover page)  
UPGRADE SYLLABI AND EXAMS**

1. Completed syllabi

Note: Unit Familiarization training – Each member reporting to a unit shall receive at a minimum, training on unit-unique equipment, operating area survival demands and survival equipment, area familiarization, and local policy prior to assignment to any operational flying duties.