

INSTRUCTIONS

Record of Military Requirements shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve as outlined in the Enlisted Qualifications Manual COMDTINST M1414.8 (series). As proficiency in each Military Requirement is demonstrated, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new qualifications. Qualifications previously demonstrated, dated and initialed off will not be re-certified.

Prior to commencement of ADT, the member's Reserve Unit shall indicate, by circling in red, those qualifications, which cannot be completed during inactive duty and should be completed on ADT.

Title	Abbreviation
MILITARY REQUIREMENT	MRN
Date Completed all Military Requirements for Rate Level	
E-3	E-4
E-5	E-6
E-7	E-8
E-9	
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MILITARY REQUIREMENTS (MRN)	INIT	DATE
<p>STANDARDS FOR ADVANCEMENT</p> <p>A. COURTESIES, DRILLS AND CEREMONIES</p> <p>NONE</p> <p>B. MILITARY JUSTICE AND CODE OF CONDUCT</p> <p>4.01 Describe and practice the responsibilities of a Petty Officer as they pertain to the following categories, in accordance with the U. S. Manual for Courts-Martial (current series), Military Justice Manual (COMDTINST M5810.1 series), the Uniform Code of Military Justice, and Title 14, U. S. Code Section 89:</p> <ul style="list-style-type: none"> a. EMI (Extra Military Duties) b. Withholding of Privileges c. Offense and Violation d. Rights of Accused e. Basic statutory authority of the Coast Guard under title 14 USC Sec. 89 <p>7.01 Describe and practice the responsibilities of a Petty Officer as they pertain to the following categories, in accordance with the U. S. Manual for Courts-Martial (current series), Military Justice Manual (COMDTINST M5810.1 series), the Uniform Code of Military Justice, and Title 14, U. S. Code Section 89:</p> <ul style="list-style-type: none"> a. mast representative b. pre-mast investigator <p>7.02 Outline the prerequisites for search and seizure aboard a Coast Guard installation/vessel as outlined in the Manual for Court-Martial.</p>		

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<p>C. INTERNATIONAL ACTIVITIES</p> <p>NONE.</p> <p>D. SECURITY REGULATIONS</p> <p>4.01 PERFORM the procedures for handling top secret, secret, confidential, and for official use only (FOUO) information in accordance with the Information Security Program (COMDTINST M5510.21 series).</p> <p>4.02 DIAGRAM the procedures for loss, compromise, and unauthorized disclosure of classified matter in accordance with the Information Security Program (COMDTINST M5510.21 series).</p> <p>E. BOAT AND DECK SEAMANSHIP</p> <p>NONE</p> <p>F. UNIFORMS, MEDALS AND AWARDS</p> <p>3.01 Place the following awards in the correct order of Precedence using the Medals and Awards Manual (COMDTINST 1650.25A)</p> <p>CG Distinguished Service Medal Silver Lifesaving Medal CG Good Conduct Medal CG Commendation Medal Medal of Honor CG Achievement Medal CG Meritorious Unit Commendation CG Medal CG Unit Commendation Gold Lifesaving Medal.</p>		
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<p>G. CAREER INFORMATION</p> <p>3.01 INITIATE an outline on preparing a civil rights complaint in accordance with the Military Coast Guard Civil Rights Manual (COMDTINST M5350.11 series).</p> <p>3.02 PARTICIPATE in a drug and alcohol training session presented at your command, which covers but is not limited to the following topics in accordance with the Personnel Manual (COMDTINST M1000.6 series) and the Alcohol Abuse Treatment and Prevention Program (COMDTINST M6330.1 series) and the USCG Beneficiary Guide:</p> <ul style="list-style-type: none"> a. Coast Guard drug and alcohol policies b. Duties of the Drug and Alcohol Representative (DAR & CDAR) c. How to detect potential alcohol abuse d. Alcohol situations e. Alcohol incidents f. Coast Guard required drug and alcohol training g. Alcohol abuse programs <p>3.03 DISCUSS with the Health Benefits Advisor (HBA) how the following CHAMPUS policies impact members with and without dependents in accordance with Medical Manual (COMDTINST M6000.1 series) and the Handbook, DOD Pub 6010.46 (series) and the USCG Beneficiary Guide:</p> <ul style="list-style-type: none"> a. CHAMPUS Eligibility b. Coast Sharing for In and Outpatient Care c. Allowable charges d. Non-availability Statement e. Limitations of dependent health care coverage f. DEERS Enrollment <p>4.01 Complete a Form CG-3698A, Unit Assignment request (Dream Sheet) in accordance with PPCINST MI000.2 and Personnel Manual (COMDTINST M1000.6A).</p>		
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<p>4.02 Outline your career path to Warrant Officer in accordance with the CG Personnel Manual (COMDTINST M1000.6A).</p> <p>4.03 Verify your time in service, time in grade and award points for the next servicewide exam in accordance with PPCINST M1000.2 and CG Personnel Manual (CCOMDTINST M1000.6A).</p> <p>4.04 DIAGRAM the appeal process for enlisted performance (COMDTINST M1000.6 series) evaluation as stated in the Personnel Manual</p> <p>5.01 Prepare a Leave Authorization, CG-2519, in accordance with the Pay Personnel Procedures (PPCINST M1000.2).</p> <p>6.01 INSTRUCT personnel with the Drug and Alcohol representative (DAR) or collateral duty drug and alcohol representative (CDAR) present on drug and alcohol abuse policies covering but not limited to the following in accordance with the Personnel Manual (COMDTINST M1000.6 series) and the Alcohol Abuse Treatment and Prevention Program (COMDTINST M6330.1 series) and USCG Beneficiary Guide:</p> <ul style="list-style-type: none"> a. Coast Guard drug and alcohol policies b. Duties of the Drug and Alcohol Representative (DAR & CDAR) c. How to detect potential alcohol abuse d. Alcohol situations e. Alcohol incidents f. Coast Guard required drug and alcohol training g. Alcohol abuse programs <p>H. FIRST AID</p> <p>NONE</p> <p>I. SURVIVAL</p> <p>NONE</p>		
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<p>J. FITNESS, HEALTH AND WELLNESS</p> <p>3.01 PLAN and discuss your own stress reduction with your supervisor using the Wellness Bulletin (COMDTPUB 6100.4 series) and the Fit For Duty/Fit For Life (COMDTUP 6100.2 series).</p> <p>4.01 PLAN and discuss personal wellness program with your supervisor using the Wellness Bulletin and the Fit for Duty/Fit For Life (COMDTPUB 6100.2 series).</p> <p>5.01 INSTRUCT to your coworkers and junior members what are the effects of stress in the workplace in accordance with the CG Wellness Bulletin (COMDTPUB 6100.4 series), CG Wellness Bulletins CY 92 (COMDTPUB 6100.7 series) and the Fit for Duty/Fit for Life (CO 6100.2 series).</p> <p>7.01 Discuss with a non-Petty Officer/Petty Officer their personal stress reduction program using the Wellness Bulletin and the Fit For Duty/Fit For Life (COMDTPUB 6100.2 series).</p> <p>K. COAST GUARD HISTORY AND TRADITIONS</p> <p>NONE</p> <p>L. SAFETY AND OCCUPATIONAL HEALTH</p> <p>3.01 PERFORM equipment tag-out procedures in accordance with the Naval Engineering Manual (COMDTINST M9000.6 series) and the Safety and Environmental Health Manual (COMDTINST M5100.47 series).</p> <p>3.02 PERFORM necessary safety precautions before entering a non-ventilated or poorly ventilated space in accordance with the Naval Engineering Manual (COMDTINST M9000.6 series) and the Safety and Environmental Health Manual (COMDTINST M5100.47 series).</p>		
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<p>3.03 PERFORM the proper procedure for lifting a 20-lb. box from the floor or deck in accordance with the Safety and Environmental Health Manual (COMDTINST M5100.47 series).</p> <p>6.01 CONDUCT a training session to non-Petty Officer/Petty Officers on the rights and responsibilities of safety and environmental health in accordance with the Safety and Environmental Health Manual (COMDTINST M5100.47 series).</p> <p>6.02 PREPARE a mishap report in accordance with the Safety and Environmental Health Manual (COMDTINST M5100.47 series).</p> <p>7.01 List the procedures for conducting a preliminary investigation of personal injury/death and fill out a mishap report in accordance with the Safety and Environmental Health Manual (COMDTINST M5100.47 series).</p> <p>M. DAMAGE CONTROL</p> <p>NONE</p> <p>N. SMALL ARMS</p> <p>NONE</p> <p>O. CG ORGANIZATION</p> <p>NONE</p> <p>P. VESSEL AND AIRCRAFT CHARACTERISTICS</p> <p>NONE</p> <p>Q. SURFACE PRESERVATION</p> <p>NONE</p> <p>R. SIGNALS AND COMMUNICATIONS</p> <p>NONE</p>		
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<p>S. WATCHSTANDING</p> <p>NONE</p> <p>T. ADMINISTRATION AND CLERICAL</p> <p>3.01 PARTICIPATE in a basic awareness of Total Quality Management (TQM) presentation at your unit in accordance with Coast Guard Total Quality Management (TQM) Generic Organization (COMDTINST 5224.7 series).</p> <p>5.01 Verify your PCS entitlements 30 days prior to detachment in accordance with Joint Federal Travel Regulations (JFTR), Pay and Personnel Procedures Manual (PPCINST M1000.2). Submit a completed PCS travel claim to your supervisor for review in accordance with Travel Manual (COMDTINST M4600.12 series) and Supplement to (JFIR).</p> <p>5.02 UTILIZE the appropriate sections of the Personal Property Accountability (PPA) system to determine an individual's responsibilities listed below to track, use, and dispose of PPA items and related documentation requirements in accordance with Property Management Manual (COMDTINST M4500.5 series):</p> <ul style="list-style-type: none"> a. User b. Custodian c. Property Officer <p>5.04 PREPARE a Short-Term Resident Training Request (CG-5223) for Class "C" training in accordance with the Training and Education Manual (COMDTINST M1500.10 series).</p> <p>6.01 DRAFT the following Coast Guard correspondence in accordance with the Correspondence Manual (COMDTINST M5216.4 series):</p> <ul style="list-style-type: none"> a. Coast Guard Basic Letter b. Coast Guard Business Letter c. Coast Guard Rapidraft Letter 		
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<p>6.02 DRAFT a message using proper format in accordance with the Telecommunications Manual (TQM COMDTINST M2000.3 series).</p> <p>7.01 Brief personnel on procedures for submitting ideas as outlined in the Idea Express Suggestion System (COMDTINST M5305.4 series).</p> <p>7.02 Review a completed travel claim for accuracy in accordance with Travel Manual (COMDTINST M4600.12 series) and Supplement to (JFIR).</p> <p>7.03 Evaluate a Petty Officer training session and provide feedback in accordance with CG Training Pamphlet (D45393).</p> <p>7.04 DISCUSS with a non-petty officer/petty officer their personnel stress reduction program using the wellness bulletin (COMDTPUB 6100.4) and Fit for Duty fit for Life (COMDTPUB 6100.2 series).</p> <p>U. TRAINING</p> <p>NONE</p> <p>V. LEADERSHIP AND SUPERVISION</p> <p>3.01 Using the Non-Rated Enlisted Performance Evaluation Form (CG-3788A) and the Non-Rated Enlisted Performance Evaluation Support Form (CG-3788G), EVALUATE yourself on the following performance dimensions and submit your evaluation to your supervisor for counseling and feedback in accordance with Chapter 10-B, Personnel Manual (COMDTINST M1000.6 series):</p> <ul style="list-style-type: none"> a. Uniform b. Grooming C. Customs and Courtesies d. Integrity e. Cogitating f. Loyalty g. Respecting Others 		
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<p>h. Human Relations i. Working with Others j. Responsibility k. Setting an Example</p> <p>4.01 Using the Petty Officer Enlisted Performance Evaluation Form (CG-3788B) and the Petty Officer Enlisted Performance Evaluation Support Form (CG-3788E), EVALUATE yourself on the following performance dimensions and submit your evaluation to your supervisor for counseling and feedback in accordance with Chapter 10-B, Personnel Manual (COMDTINST M1000.6 series):</p> <p>a. Communicating b. Responsibility c. Directing Others d. Working with Others e. Developing Subordinates f. Looking Out for Others g. Setting an Example h. Military Bearing i. Customs and Courtesies j. Integrity k. Loyalty l. Respecting Others m. Human Relations</p> <p>4.02 DESCRIBE and practice the responsibilities of a petty officer as they pertain to the following categories in accordance with the U. S. Manual for Courts-Martial, Military Justice Manual (COMDTINST M5810.1 series), the Uniform Code of Military Justice, and Title 14, U.S. Code Section 89:</p> <p>a. Extra Military Instruction (EMI) b. Withholding of Privileges c. Offense and Violation d. Rights of the accused e. Basic Statutory Authority of the Coast Guard under Title 14, U.S. Code Section 89</p>		
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<p>5.01 Using an Enlisted Performance Evaluation Forms (CG- 3788A or B) and the Enlisted Performance Evaluation Support Forms (CG-3788E, or G), EVALUATE a subordinate on the following performance dimensions and submit the evaluation to your supervisor for feedback in accordance with Chapter 10-B, Personnel Manual (COMDTINST M1000.6 series):</p> <ul style="list-style-type: none"> a. Communicating b. Responsibility c. Directing Others (Form CG-3788B only) d. Working with Others e. Developing Subordinates (Form CG-3788B only) f. Looking Out for Others (Form CG-3788B only) g. Setting an Example (Form CG-3788B only) h. Military Bearing (Form CG-3788B only) i. Customs and Courtesies j. Integrity k. Loyalty l. Respecting Others m. Human Relations <p>5.02 WITH your supervisor present and using the Enlisted Performance Evaluation Report (CG-3788B) and Enlisted Evaluation Support Form (CG-3788E) prepared by you, counsel a subordinate in accordance with Chapter 10-B Personnel Manual (COMDTINST M1000.6 series).</p>		
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<p>5.03 Using the Petty Officer Enlisted Performance Evaluation Form (CG-3788B) and the Petty Officer Enlisted Performance Evaluation Support Form (CG-3788E), EVALUATE yourself on the following performance dimensions and submit your evaluation to your supervisor for counseling and feedback in accordance with Chapter 10-B Personnel Manual (COMDTINST M1000.6 series):</p> <ul style="list-style-type: none"> a. Communicating b. Responsibility c. Directing Others d. Working with Others e. Developing Subordinates f. Looking Out for Others g. Setting an Example h. Military Bearing i. Customs and Courtesies j. Integrity k. Loyalty 1. Respecting Others m. Human Relations <p>6.01 Using the Enlisted Performance Evaluation Support Form (CG-3788E or G), CONDUCT a pre-evaluation counseling session to a newly assigned member (junior to you) to your unit and explain their general duties and responsibilities . Reference: Chapter 10-B Personnel Manual (COMDTINST M1000.6 series).</p>		
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<p>6.02 Using the Petty Officer Enlisted Performance Evaluation Report (CG-3788B) and the Enlisted Performance Evaluation Support Form (03-3788 E), EVALAUTE a subordinate on the Following performance dimensions of his or her leadership abilities, and submit the evaluation to your supervisor for feedback in accordance with Chapter 10-B Personnel Manual (COMDTINST M1000.6 series):</p> <ul style="list-style-type: none"> a. Communication b. Responsibility c. Directing Others d. Working with Others e. Developing Subordinates f. Looking Out for Others g. Setting an Example h. Military Bearing i. Customs and Courtesies j. Integrity k. Loyalty 1. Respecting Others m. Human Relations <p>6.03 Using the Enlisted Performance Evaluation Report (CG-3788B) and Enlisted Evaluation Support Form (03-3788E), COUNSEL a junior member in accordance with Chapter 10-B, Personnel Manual (COMDTINST M1000.6 series).</p> <p>6.04 PREPARE an Administrative Remarks Sheet (03-3307) and submit it to your supervisor for review on the following performance behaviors in accordance with Personnel and Pay Procedures Manual PPCINST M1000.2 & Chapter 10 (Encl. 6).</p> <ul style="list-style-type: none"> a. Exceptional b. Substandard <p>7.01 EVALUTE and counsel an individual (junior to you) on his or her ability to evaluate others in accordance with Chapter 10-B, Personnel Manual (COMDTINST M1000.6 series)</p>		
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<p>7.02 WITH your supervisor present and using the Enlisted Performance Evaluation Report (CG-3788B) and Enlisted Evaluation Support Form (CG-3788E) prepared by you, COUNSEL a junior member on his or her performance evaluations in accordance with Chapter 10-B, Personnel Manual (COMDTINST M1000.6 series).</p> <p>7.03 Using the Chief Petty Officer Enlisted Performance Evaluation Form (CG-3788C) and the Chief Petty Officer Enlisted Performance Evaluation Support Form (CG-3788F), EVALUATE yourself on the following performance dimensions, and submit your evaluation to your supervisor for counseling and feedback in accordance with Chapter 10-B, Personnel Manual (COMDTINST M1000.6 series):</p> <ul style="list-style-type: none"> a. Communicating b. Responsibility c. Directing Others d. Working with Others e. Developing Subordinates f. Looking Out for Others g. Getting an Example h. Military Bearing i. Customs and Courtesies j. Integrity k. Loyalty l. Respecting Others m. Human Relations. <p>7.04 PREPARE an award recommendation on an individual assigned to your unit and submit it to your super-visor for review in accordance with The Coast Guard Medals and Awards Manual (COMDTINST M1650.25 series).</p> <p>8.01 CONDUCT a unit/division training session on the enlisted evaluation system. In accordance with Chapter 10-B, CG Personnel Manual (COMDTINST M1000.6A).</p> <p>9.01 COMPLETE the USCG Chief Petty Officer Academy or any of the Department of Defense Senior Enlisted Academies in accordance with Chief Petty Officer's Academy (COMDTINST 1500.15 series).</p>		
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<p>W. PUBLIC AFFAIRS</p> <p>6.01 DRAFT a public affairs news release in accordance with the Public Affairs Manual (COMDTINST M5728.2 series) and the Privacy and Freedom of Information Act Manual, COMDINST M5720.3 (series).</p> <p>6.02 INSTRUCT juniors on the policy of releasing and selling photographs and videotaping of Coast Guard activities in accordance with the Public Affairs Manual (COMDTINST M5728.2 series) and the Privacy and Freedom of Information Act Manual, COMDTINST M5720.3 (series).</p>		
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