

U.S. Department of
Homeland Security

United States
Coast Guard



CUTTER TRAINING AND QUALIFICATION MANUAL



COMDTINST M3502.4I
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Subj: CUTTER TRAINING AND QUALIFICATION MANUAL

- Ref: (a) Cutter Organization Manual, COMDTINST M5400.16 (series)
(b) Personnel Manual, COMDTINST M1000.6 (series)
(c) Fleet Exercise Publication, FXP-3 (Navy)
(d) Fleet Exercise Publication, FXP-4 (Navy)

- PURPOSE.** This Manual establishes minimum training and qualification policies, procedures and requirements mandated by Commandant for all Coast Guard cutters 65 feet or greater in length.
- ACTION.** Area, district and sector commanders; commanders of maintenance and logistics commands, commanding officers of integrated support commands, commanding officers of headquarters units; assistant commandants for directorates, Judge Advocate General, and special staff elements at Headquarters shall ensure compliance with the provisions of this Manual. Internet release is not authorized.
- DIRECTIVES AFFECTED.** The Cutter Training and Qualification Manual, COMDTINST M3502.4H, is cancelled.
- DISCUSSION.** This Manual is intended to be the cutter resource that consolidates the minimum afloat training requirements mandated by Headquarters. However, the policies, herein, do not prevent area, district, group/sector or units from specifying additional training requirements for cutters or cutter personnel at the local level. The burden for funding a new/additional training initiative lies with the organization that mandates it.
- SUMMARY.** While the intent and scope of this Manual remain the same, each chapter has undergone some changes. A summary of significant changes is listed below.

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- a. All chapters include references to the requirements and use of the Training Management Tool (TMT) for the documentation of completed General Mandated Training (GMT), Personnel Qualification Standard (PQS)/Job Qualification Requirements (JQR) certification and drills/exercise completion. Class “C” School completion is documented in Direct Access.
 - b. All Master Training Lists (MTLs), GMT tables, PQS reference table, Watchstation Qualification System (WQS) lists and Training Exercise tables have been removed from this Manual and posted on the CG-751 website: <http://cgweb.comdt.uscg.mil/G-OCU/Home.htm> under Training Division/Training Programs. All lists and tables are continually updated with current requirements based on Program, Course and Rating Force Manager input. Additional information can also be found on CG Central within the Afloat Community.
 - c. Chapter 6 (Training Exercises) has been re-written based on coordination among Commandant (CG-751), Afloat Training Groups (ATGs), Area staffs (Axr/Pxr; Are/Pre) and Area training teams responsible for the execution of the Special and Emergency Operations and Procedures (SEOPS) program.
 - d. Chapter 7 (Professional Qualification Requirements), section 7.E.5 has been re-written to clarify Cutterman Insignia disqualification criteria.
 - e. Decommissioned cutters have been removed from all lists and tables.
6. **RECOMMENDED CHANGES.** Change recommendations should be routed via memo through the chain of command to the Office of Cutter Forces, Commandant (CG-751).
 7. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of this Manual and have been determined to be not applicable.
 8. **FORMS/REPORTS.** The forms called for in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/ccs/cit/cim/forms1/welcome.htm> or Intranet: <http://cgweb2.comdt.uscg.mil/CGFORMS/Welcome.htm>. USCG Training Record, form CG-5282, stock number 7530-01-GF2-9880, may be ordered through Engineering Logistic Center (ELC) Baltimore, MD.

ROBERT C. PARKER /s/
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Capability (CG-7)

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CHAPTER 1. GENERAL

- A. Purpose. This chapter provides a general overview of the organizational structure that supports the unit-training program aboard cutters. Follow-on chapters in this Manual describe the unit training program and its various elements in greater detail.
- B. General. The training and qualification requirements set forth in this Manual are established by various Program Managers to ensure the readiness of the cutter and crew to complete assigned missions or carry out programmatic responsibilities safely and effectively. Cutter training requirements have increased dramatically over the years. In part, this has resulted from each program being allowed to levy requirements on units without a central clearinghouse or approval authority. Training is important, but must be controlled lest it become a means unto itself instead of supporting mission accomplishment. Additionally, cutters are often unaware of all the training they should be accomplishing as the requirements are found in numerous directives. Headquarters mandated training not specified in this Manual is not considered a requirement for cutters. The Office of Workforce Performance, Training and Development, Commandant (CG-132) is the approval authority for all headquarters mandated formal school and general military training requirements. Commandant (CG-132) and the Office of Cutter Forces, Commandant (CG-751) will coordinate the publishing of approved requirements in this Manual. This policy does not limit area and district commanders from specifying additional training requirements. However, area and district commanders are encouraged to establish a central approval authority to ensure a coordinated view of all training mandated on their cutters is maintained. They are also encouraged to provide a single instruction that specifies all required area or district training.
- C. Future Afloat Training Requirements. Commandant (CG-751), Afloat Training Groups (ATGs), Area staff elements and Area Training Teams continually review training exercise/drill requirements, periodicities/frequencies and drill evaluation methodologies. As detailed in COMDT COGARD WASHINGTON DC 222016Z FEB 07, the future Cutter Afloat Training Program will go into effect 4th QTR FY07 and include:
1. Revised Training Exercise tables located on the Commandant (CG-751) website and CG Central.
 2. Revised drill grade sheets that combine traditional FXP requirements with additional details found in PACAREA's Objective Based Training (OBT) database. Once these grade sheets are developed and posted, FXPs and the OBT database will no longer be used.
 3. Revised drill numbers based on a CG-XXX-01 format.
 4. Updated drill numbers, periodicities and requirements in the Training Management Tool (TMT). Further details regarding Training Exercises can be found in Chapter 6 of this Manual.
- D. Organization.
1. Commandant.
 - a. Chief, Office of Cutter Forces, Commandant (CG-751).
 - (1) Promulgate and maintain the Cutter Training and Qualification Manual, COMDTINST M3502.4 (series).
 - (a) Collate formal school and general military training requirements based upon input from Course Managers.
 - (b) Develop and maintain standards for cutter training exercises.

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- (c) Establish watchstation qualification requirements.
 - (d) Establish requirements and doctrine for implementation of the unit training program; and
 - (e) Provide training policies and processes needed to manage cutter training.
- (2) Serve as Headquarters Planning Coordinator for ATG and FTC staffs.
 - (3) Monitor cutter training programs offered by Coast Guard TRATEAMs.
 - (4) Oversee the Operational Readiness Awards Programs for cutters.
- b. Chief, Office of Workforce Performance, Training and Development, Commandant (CG-132).
 - (1) Serve as the Coast Guard's Training Manager.
 - (2) Act as final approving authority for new formal school and general military training requirements.
 - (3) Establish and monitor measures of effectiveness and efficiency of training.
 - (4) Manage AFC-56 budget and training quota control systems in support of cutter training.
 - (5) Provide training consultation services for Course Managers when requested.
 - (6) Assist Course Managers in determining equivalencies between formal schools and training received from other sources including area TRATEAMs, exportable training and commercial and government maritime schools.
 - (7) Coordinate cutter training needed as a result of major acquisitions.
- c. Chief, Office of Command and Control Architecture, Commandant (CG-761).
 - (1) Act as Commandant's program sponsor for the Training Management Tool (TMT) application.
 - (2) Works with Headquarters Program Managers and Commandant (CG-1B) to ensure all approved competencies are available in TMT.
 - (3) Oversees the operation and maintenance of TMT within established standards.
 - (4) Provides training opportunities to the fleet.
 - (5) Works with Commandant (CG-102) and (CG-1B) to ensure personnel training records in Direct Access are automatically up-dated by new certifications in TMT and that duplicate entries do not occur.
 - (6) Works with Commandant (CG-6) and (CG-102) to ensure TMT and Direct Access conform to and are included in Enterprise Architecture and facilitate resolutions of technical conflicts between the two systems.
 - (7) Promulgates and maintains Mandatory Use of the Training Management Tool, COMDTINST 5270.2 (series) and the TMT User Guide.

d. Course Managers.

- (1) Establish training requirements within processes and guidelines set forth by Commandant (CG-132).
- (2) Manage assigned formal schools and training programs in accordance with CG-132 directives.
- (3) Act as waiver authority for all formal schools and training requirements under their cognizance.

2. Area Commanders.

- a. Manage all cutter training and qualification programs within their respective areas. Issue directives as necessary to expand upon, but not contradict, the requirements in this Manual.
- b. During unit inspections and MLC technical and compliance inspections, ensure that cutter onboard training teams are formed and functioning and that the unit-training program is implemented in accordance with this Manual.
- c. Manage, oversee and continue to improve the SEOPS program. Work together to achieve standardization between the Pacific Area and Atlantic Area training teams, wherever possible. Develop and submit to Commandant (CG-751) for approval, second generation SEOPS.
- d. Oversee and approve course curricula for area and district training teams.
- e. Ensure that training discrepancies are resolved at the lowest command level possible. As the Coast Guard's Type Commander (TYCOM), liaison with major U.S. Navy training commands or corresponding Navy TYCOMs to resolve issues with fleet-wide significance.
- f. Coordinate all aspects of the Coast Guard's Command Assessment of Readiness and Training (CART), Tailored Ships Training Availability (TSTA) and Tailored Annual Cutter Training (TACT) programs.
- g. Approve CART checklists.
- h. Establish training requirements, determine waiver policies and schedule cutters for TSTA/TACT.
- i. Fund homeport CARTs, Limited Team Training (LTT) and TSTA/TACT.
- j. Schedule and coordinate cutter participation in Fleet Training Exercises (FLTEX).
- k. Control cutter formal school quotas to the damage control/firefighting courses specified in Chapter 3.C.4.
- l. Submit annual training plans as required by Training and Education Manual, COMDTINST M1500.10 (series).
- m. Develop and administer the Operational Readiness Awards Program for cutters.

3. District and/or Maintenance and Logistic Commanders.

- a. Manage all cutter training and qualification programs under their respective cognizance. Issue directives as necessary to expand upon, but not contradict, the requirements in this Manual.

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- b. During unit inspections and MLC technical and compliance inspections, ensure that cutter onboard training teams are formed and functioning and that the unit-training program is implemented in accordance with this Manual and area directives.
 - c. Develop course curricula and schedule district training team visits. Submit curricula to area commanders for approval.
 - d. Coordinate course quotas for Training Availabilities (TRAV) with area commanders for cutters under their operational control.
 - e. Ensure cutter's material and training readiness for TSTA/TACT and FLTEX.
 - f. Submit annual training plan as required by Training and Education Manual, COMDTINST M1500.10 (series).
 - g. Submit requests to the area commander for the use of training facilities that are not maintained by the Coast Guard or U.S. Navy. Fund training conducted at these facilities upon area approval.
4. Cutter Commanding Officers/Officers-in-Charge.
- a. Carry out an active unit training program based on the requirements of this Manual and area/district directives.
 - b. Advise unit personnel to frequently check their training summary in Direct Access to ensure that all formal training (Class "C" Schools) completion has been recorded. TQC routinely refers to the training summaries to ensure members meet prerequisites for training.
 - c. Ensure entries are made in TMT to fully document all individual, unit (GMT) training and completion of drills and exercises.
5. Coast Guard Liaison Officers. Liaison officers assigned to U.S. Navy ATGs provide on scene monitoring of the Coast Guard's CART/TACT/TSTA program. They serve as primary liaison between area commanders and ATGs and between the ATGs and cutters in training.
- a. Monitor the development of CART checklists and training exercise standards ensuring specific Coast Guard directives and procedures are included.
 - b. Monitor the completion of cutter training requirements during TSTA/TACT.
 - c. Refer any problems with CART/TACT/TSTA to area commanders when they cannot be resolved locally.
 - d. Ensure Baseline CART Discrepancy Reports, TACT/TSTA "quick look" and completion reports are provided to district or area commander, as appropriate. Provide "information only" copies to Commandant (CG-751).
6. Coast Guard Training Quota Management Center (TQC).
- a. Administer the Coast Guard's quota allocation process and serve as the Class "C" School order issuing authority for all Headquarters program managers. Maintain website with course descriptions, prerequisites and schedules: <http://www.uscg.mil/hq/tqc/Index.shtm>.

- b. Advise Commandant (CG-132) of any inconsistencies in cutter formal school training with information copies to the appropriate Course Manager (CM).
- c. Schedule the prioritized pre-arrival training for cutters under construction or renovation in accordance with the applicable Master Training List (MTL), Integrated Logistics Support Plan (ILSP) and program direction. Continue to schedule training for these cutters after delivery as directed by Commandant (CG-132).
- d. Schedule training for cutters presently operating in the fleet in accordance with this Manual, the Operating Logistics Support Plan and program direction.
- e. Maintain liaison with other U.S. Government training commands and training sources as appropriate, as authorized by Commandant (CG-132), in order to maintain an integrated quota management system.

E. Training Administration.

1. Training Management Tool (TMT).

- a. Mandatory Use of the Training Management Tool, COMDTINST 5270.2 (series), discusses the implementation and mandatory use of this training management system throughout the U.S. Coast Guard. As a module of the Abstract of Operations (AOPS) application, TMT is a web based training, qualification and certification data reporting application that can be found on the CG Intranet at: <http://aops.osc.uscg.mil>. TMT will provide operational commanders with the ability to effectively identify and manage unit level training and qualification requirements and to allocate appropriate resources for both active duty and reserve personnel. Though mandatory training requirements are pre-loaded into the system, they can be customized in order to best serve the unit and operational commander. All unit training requirements approved at the District level, or higher, shall be managed in TMT with the exception of:
 - (1) Formal schools, when TQC is the orders-issuing authority (will be captured in Direct Access).
 - (2) Aviation training already captured in the Aviation Logistics Management Information System (ALMIS).
- b. Units shall capture all competencies, qualifications, certifications and course completions in TMT, with the exception of those listed above, pertaining to individual training, unit training, General Mandated Training (GMT), Personnel Qualification Standard (PQS)/Job Qualification Requirement (JQR) completion, and completion of drills and exercises. The actual date of the certification or completion shall be entered, not the date the data was entered into TMT. Units that implement TMT are exempt from GMT reporting requirements promulgated by individual Headquarters program managers. The requirements set forth in the following directives remain in effect:
 - (1) Military personnel Data Records (PDR System), COMDTINST M1080.10 (series).
 - (2) U. S. Coast Guard Competency Management System Manual, COMDTINST M5300.2 (series).
- c. Refer to Mandatory use of the Training Management Tool, COMDTINST 5270.2 (series) for further details and discussion. A TMT users guide is also available through <http://aops.osc.uscg.mil>.

CHAPTER 2. UNIT TRAINING PROGRAM

- A. Purpose. To establish guidance for the administration and execution of the unit training program.
- B. General. An effective unit-training program is of paramount importance in ensuring the readiness of the cutter to perform its assigned missions. Further, it is an investment in the organization and its people. The Coast Guard's greatest resource is its workforce. With limited resources and multiple missions, the importance of training, educating and developing our personnel cannot be overstated. The unit-training program is the cutter's single most important vehicle for carrying out these goals.
1. Command Emphasis. A worthwhile unit-training program may only be realized through the dedicated efforts and commitment of all cutter personnel. It begins with the commanding officer that must provide an appropriate level of command emphasis to ensure a viable training program. Implementing that program then becomes largely an all-hands responsibility. Virtually every crewman will participate as a PQS qualifier, exercise evaluator, instructor, and mentor or as a member of an Onboard Training Team (OBTT) or the Training Board. Responsibilities and duties to be carried out by these personnel are described in this chapter and throughout the Manual.
 2. Training Board. Training Board membership shall, at a minimum, include the executive officer, training officer, all department heads, educational services officer, damage control assistant and corpsman (if assigned).
 3. Unit Training Instruction. Each unit shall promulgate a unit training instruction that, at a minimum, addresses the following:
 - a. Internal procedures and guidelines for conduct of the Training Board including the required frequency of convening.
 - b. Personnel assigned to carry out the PQS responsibilities listed in Chapter 5, paragraph C.1.a. through C.1.e. of this Manual.
 - c. Training Board membership by name or position/title.
 - d. A list of PQS qualifiers by subject matter and name or position/title.
 - e. OBTT membership by name.
 - f. Internal routing procedures for exercise evaluation sheets, departmental/divisional training records and PQS/JQR qualification records.
 - g. Responsibilities, policies and procedures associated with the Indoctrination Program.
 - h. Responsibilities, policies and procedures associated with Training Management Tool (TMT) data entry, supervision, and approval.
 4. Unit Training Plan.
 - a. The Unit Training Plan (CG-5293) is the foundation of the unit-training program and is prepared by the Training Board. It shall, at a minimum, identify time slots for all scheduled drills, exercises, all-hands training and departmental/divisional training. The Unit Training Plan is in the form of a universal calendar and provides the cutter with a flexible means of scheduling training to be

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accomplished over a specific period of time. It is anticipated that cutters will prepare Unit Training Plans that correspond with each underway and/or inport cycle. For those cutters with relatively short deployment times (i.e. WPBs, WLRs, etc.), Unit Training Plans must be prepared for at least one month at a time. An example of CG-5293 is shown in Figure 2-1. Units are authorized to use locally created forms or the Microsoft Outlook Calendar application as an alternative to using CG-5293.

- b. The commanding officer or officer in charge shall approve the Unit Training Plan.
- c. The training officer is responsible for annotating the Unit Training Plan to reflect what training actually gets accomplished. The Training Officer shall periodically review TMT to ensure that all training is captured in accordance with current directives and policies.

5. Indoctrination Program.

- a. **General Requirements.** Each unit shall develop and implement an Indoctrination Program. The purpose of the Indoctrination Program shall be to familiarize each new crewmember with the basic administration, organization and standard operating procedures of the cutter. The program shall be structured so that it can normally be completed within two weeks of the member reporting aboard. Specific attention shall be given to including critical safety related issues and programs. Certain Personnel Qualification Standards (PQS) or portions of PQS, particularly Damage Control PQS, may be required as part of the Indoctrination Program.
- b. **Platform Specific Programs.** To assist Commanding Officers in developing their Indoctrination Program, Commandant (CG-751) and the Acquisition Programs developed class specific Indoctrination Manuals. Units shall use the following manuals as the core of their program, adding ship specific, homeport and regional information as necessary:

WPB-87: 87' Coastal Patrol Boat Indoctrination Manual, Version 3 of January 2004.

WLB-225: 225' Sea Going Buoy Tender Indoctrination Manual of May 2002.

WLM-175: 175' Coastal Buoy Tender Indoctrination Interactive Courseware of 2001.

6. Individual Training Records. The use of the Individual Training Record folder (CG-5285) is optional. TMT and Direct Access shall be the primary locations for recording and assessing individual and unit qualification and training. However, officer and enlisted personnel are strongly encouraged to maintain their own training records as they transfer to units and progress through their career. These personal records can be valuable when resolving future inconsistencies in TMT or Direct Access, and provide a place for individuals to maintain copies of training and qualification certificates. If an individual desires to maintain a training folder, documents can be arranged as follows:
 - a. Inside Front Cover - Completed indoctrination check-off sheets.
 - b. Section I - Copies of PQS/JQR qualification and/or requalification letters. Previous copies of Individual's Record of Small Arms Training (CG-3029A). Form is now obsolete.
 - c. Section II - Formal school completion letters or certificates. Copies of correspondence course completion letters.
 - d. Section III - Copies of Performance Based Qualifications Sheets and correspondence related to advancement or promotion.

- e. Section IV - Record of lectures attended on general mandated training, departmental/divisional training or those associated with professional development programs (law enforcement, OOD training, etc.).
- f. Section V - Miscellaneous training records and information.

C. Responsibilities and Duties.

1. Commanding Officer/Officer-in-Charge.

- a. Provide appropriate level of guidance to ensure cutter personnel receive the quantity and quality of training needed to carry out assigned missions.
- b. Approve the Unit Training Plan.

2. Executive Officer/Executive Petty Officer.

- a. Serve as chairman of the Training Board.
- b. Appoint and supervise the training officer and educational services officer.
- c. Coordinate the training of junior officers.
- d. Monitor the unit-training program.
- e. Establish and administer the Indoctrination Program.
- f. Publish scheduled training activities in the Plan of the Day/Week.

3. Training Board.

- a. Manage an effective unit-training program.
- b. Develop the Unit Training Plan by scheduling cutter drills and exercises, departmental/divisional training periods, professional development training and time periods for accomplishing general military training.
- c. Ensure OBTTs are in place, functioning and certified by the Commanding Officer/Officer in Charge.

4. Training Officer.

- a. Maintain the unit training instruction.
- b. Review Direct Access to ensure accuracy and completeness of formal school completion in accordance with chapter 3 of this Manual. Advise Commanding Officer/Officer-in-Charge of any discrepancies and coordinate with appropriate training commands/TQC to correct entries. Provide appropriate print-outs or paper-based records during afloat training evolutions (CART, TACT, TSTA, SEOPS, etc.), as directed.
- c. Review TMT to ensure the accuracy and completeness of the records documenting general military training conducted in accordance with chapter 4 of this Manual. Enter corrections, as appropriate. Provide TMT reports or paper-based records during afloat training evolutions (CART, TACT, TSTA,

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- SEOPS, etc.), as directed. Maintain a central file of lesson plans and reference material for general military training.
- d. Review TMT to ensure the accuracy and completeness of PQS/JQR qualifications/certifications in accordance with Chapter 5 of this Manual. Act as PQS coordinator for all matters that transcend the departmental level. Provide TMT reports or paper-based records during afloat training evolutions (CART, TACT, TSTA, SEOPS, etc.), as directed.
 - e. Review TMT to ensure the accuracy and completeness of records documenting drills and exercises completed in accordance with chapter 6 of this Manual. Provide TMT reports or paper-based records during afloat training evolutions (CART, TACT, TSTA, SEOPS, etc.), as directed.
 - f. Assist in determining unit readiness for the Status of Resources and Training System (SORTS).
5. Educational Services Officer. Carry out duties and responsibilities set forth in the Training and Education Manual, COMDTINST M1500.10 (series).
6. Department Head.
- a. Ensure departmental/divisional training and PQS/JQR programs for his/her department are established and implemented in accordance with this Manual and appropriate area/district instructions.
 - b. Implement and monitor professional qualification programs such as Officer of the Deck (OOD), Engineer Officer in Training (EOIT), boarding officer, boarding team member and qualification for the Cutterman Insignia. Ensure appropriate documentation is completed. Chapter 7 of this Manual delineates specific responsibilities for most of these programs.
 - c. Implement and monitor recurrent training associated with professional development programs. Examples include OOD training, team coordination training (TCT), law enforcement training, etc.
 - d. Monitor the training, qualification and development of OBTTs under his/her cognizance. Appoint a team leader for each OBTT.
7. Division Officer.
- a. Ensure the assignment of an instructor for each departmental/divisional training period. Monitor the effectiveness of instruction. Provide appropriate guidance and feedback.
 - b. Ensure lesson plan outlines are complete, accurate and achieve desired training objectives.
 - c. Advise the department head of training progress and deficiencies.
 - d. Appoint department/division training petty officers.
8. Department/Division Training Petty Officers.
- a. Assign or act as instructors for departmental/divisional training periods.
 - b. Advise division officers of training progress and deficiencies.

- c. Maintain a record of departmental/divisional training conducted by the division in accordance with paragraph D.3.b. of this chapter.
 - d. Coordinate the development of lessons plan outlines within the department/division.
 - e. Maintain a central file of all lesson plan outlines for departmental/divisional training topics.
 - f. Ensure the accuracy and currency of individual training records for personnel within their division.
- D. Unit Training Program Elements. The unit-training program consists of six distinct elements. Each element is listed below and, with the exception of departmental/divisional training; each is presented in detail within a separate chapter of this Manual.
1. Formal Schools. Formal school requirements and applicable administrative guidelines are set forth in Chapter 3 of this Manual.
 2. General Military Training. General military training requirements and applicable administrative guidelines are set forth in Chapter 4 of this Manual.
 3. Departmental/Divisional Training. Each unit determines Departmental/Divisional training requirements. As such, no chapter within this Manual is devoted to this training element. General administrative guidelines for this training is provided as follows:
 - a. General.
 - (1) Departmental/Divisional training is typically used to provide PQS/JQR instruction, OJT topics, professional development lectures, or general military training where a small audience may be beneficial.
 - (2) Each department/division should have a well-developed lesson plan outline for each training topic. Lesson plan outlines shall be numbered and maintained in one central location by the department/division training petty officer. The “Course Designers Course” handbook, available through the Performance Systems School at TRACEN Petaluma CA, can aid in the development and standardization of lesson plan outlines.
 - b. Records/Administration.
 - (1) The department/division training officer/petty officer shall record all departmental/divisional training. The Departmental Training Record (CG-5289) may be used for this purpose and an example of this form is shown in Figure 2-2. It may be locally reproduced and is part of the UCSG ADOBE Forms Library. If desired, the cutter may design its own form/spreadsheet, or use the capabilities of TMT, as long as the resulting report contains all the information contained in CG-5289.
 4. Personnel Qualification Standards (PQS). PQS requirements and applicable administrative guidelines are set forth in Chapter 5 of this Manual.
 5. Drills and Exercises. Requirements and applicable administrative guidelines for drills and exercises are set forth in Chapter 6 of this Manual.

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6. Professional Development. Requirements and applicable administrative guidelines for several professional development programs are set forth in Chapter 7 of this Manual.

CHAPTER 3. FORMAL SCHOOL REQUIREMENTS

- A. Purpose. To publish formal school (Class “C” School) requirements and establish policy and procedural guidance on the management and issuance of training quotas.
- B. General. Master Training Lists (MTLs) are in table format and are administrative tools used to present formal school requirements. The majority of formal school requirements are tied to specific shipboard billets and Training Program Codes (TPCs). The Non-Billet Specific Table applies to selected classes of cutter and sets forth school requirements that are not tied to specific billets. All MTLs are now posted and maintained on the Commandant (CG-751) website (<http://cgweb.comdt.uscg.mil/g-ocu/programs/MTL.htm>) and are no longer included in this Manual.
1. Cutter Billet Specific MTLs. List training requirements by position and TPC, and include course codes and course descriptions. Additional information contained within the tables is as follows:
 - a. The “billet #/TPC” format is compatible with the Coast Guard Direct Access/PeopleSoft System and is broken down as follows:
 - (1) The first character in the TPC, “A”, is assigned to cutters in consonance with the lettering scheme established in the Standard Distribution List, COMDTNOTE 5605.
 - (2) The three-digit number that follows the “A” identifies the shipboard organization with respect to training.
 - 100 Series = Command
 - 200 Series = Deck
 - 300 Series = Engineering
 - 400 Series = Operations
 - 500 Series = Supply
 - 600 Series = Weapons
 - 700 Series = Non-Rates (Deck/Operations)
 - 800 Series = Non-Rates (Engineering)
 - (3) The last character represents the cutter class as characterized in the Standard Distribution List, COMDTNOTE 5605.
 - b. The course length (DUR) is expressed in days and indicates time from class convening until completion, including intervening weekends (i.e., total time away from unit, except travel time).
 - c. Course managers (CM) are listed for each of the formal schools. The course manager is responsible for detailed management of a particular course(s). Although not always the case, course managers are usually double-hatted as program managers within Headquarters. The course manager, in conjunction with Commandant (CG-132), determines the number and mix of personnel required to attend the school(s).
 - d. Pipeline Training (PT) designations are shown in the MTL column labeled “PT”.
 - (1) The letters “PRE” indicate that the course is considered pre-arrival training. Pre-arrival training is defined as the required training an individual should receive prior to arriving on a cutter. Pre-arrival training pertains only to cutters and is not applicable to shoreside units. Although every attempt is made by TQC and Commander, Coast Guard Personnel Command (CGPC) to schedule pre-arrival training prior to arrival, a variety of factors may preclude this.

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- (2) The letters “REQ” indicate that it is required training, but not pre-arrival training. Although every attempt is made by TQC and Commander, Coast Guard Personnel Command (CGPC) to schedule required training prior to arrival, a variety of factors may preclude this.
 - (3) The letters “PCS” indicate the course is conducted via a PCS transfer prior to assignment to that billet.
 - (4) Determination as to whether or not formal schools are to be scheduled/completed prior to arrival on board a cutter is made by Commandant (CG-751). Factors used in making this determination include, but are not limited to, course duration, mission criticality, course prerequisites and higher authority mandates.
2. Non-Billet Specific. Lists training requirements in matrix format by school title and cutter class.
 - a. The number of required graduates for a particular course may be found by looking below the cutter class heading.
 - b. Course managers (CM), pipeline training (PT) designations, course duration (DUR) and course number (COURSE #) are depicted in the same manner as the Cutter Billet Specific tables.
 3. Training Policies. MTLs contain the formal school requirements for all cutters. Formal school availability beyond these requirements is almost always limited by funding constraints, quota restrictions and/or class sizes. As such, additional training will not normally be authorized unless special or exigent circumstances are present. In these instances, requests for training are considered waiver issues and should be handled in accordance with paragraph 3.D.
 - a. Formal school quotas are allocated for specific billets, not units. In some instances, cutters may desire to send a different individual to a formal school in lieu of the member for whom the school quota has been allocated. This is a waiver issue and shall be handled in accordance with paragraph 3.D.
 - b. Cutters that desire to permanently “fleet-up” promoted personnel to a different billet aboard the ship must first obtain approval from the Coast Guard Personnel Command (CGPC). Members fleeing up are not guaranteed formal school training associated with the new billet they are filling. Units should submit an Electronic Training Request (ETR) via Direct Access in accordance with TQC guidance. Completion of the appropriate PQS listed in Chapter 5 of this Manual is an acceptable alternative to attending formal training. Replacement personnel, however, will receive pre-arrival training in accordance with the appropriate MTL.
 - c. Cutters may, at the discretion of the commanding officer/officer-in-charge, internally swap a member trained for a specific billet with another member on a permanent basis. However, in these cases, neither member will receive formal school training associated with the newly assigned billet.
 - d. Junior officers who are routinely rotated through various positions onboard will receive only the training allocated for one specific billet. There are insufficient quotas and funding available to allow for formal schooling of multiple junior officers for the same duties. Cutters must rely on the PQS system and/or on-the-job training (OJT) to qualify personnel for different jobs or additional watchstations.
 4. Training Priorities. First consideration for formal school quotas will be given to pre-commissioning detachments (PRECOMDET) on a case-by-case basis. Although not always possible, completion of all pre-arrival training will be vigorously pursued through coordination between TQC, CGPC, the PRECOMDET/Primary Crew Assembly Facility (PCAF) command cadre and the applicable program staff element. All other units shall receive consideration for formal school quotas in the following priority order:

- a. Pre-arrival training.
 - 1) WMSL crews.
 - 2) Deployed WHEC-378/WPB 110s (South West Asia).
 - 3) Minimally or optimally manned cutters including WLB 225, WLM 175, WMEC 270, WAGB 420 and all WPBs.
 - 4) Cutters homeported outside CONUS.
 - 5) Cutters under 175 feet in length.
 - 6) All other cutters including WHEC 378, WMEC 210, WAGB 399
- b. Other required training (non-pipeline).
 - 1) Minimally or optimally manned cutters including WLB-225, WLM-175, WMEC-270, WAGB-420 and all WPBs
 - 2) Cutters within six months of CART/TSTA/TACT
 - 3) Cutters homeported outside CONUS
 - 4) Cutters under 175 feet in length
 - 5) All other cutters including WHEC-378, WMEC-210, WAGB-399
 - 6) NESU/MATS

C. Formal School Quota Management and Processing. The procedures for units to obtain formal school quotas are managed by TQC. The following are descriptions of quotas managed through allocation.

1. TQC Managed Quotas. TQC manages the majority of formal school quota requests and allocation using the Coast Guard PeopleSoft Training Administration System (TAS). TQC is an independent Headquarters unit that works directly for Commandant (CG-132). TQC is the order issuing authority for formal class "C" school training and is the central point of contact for obtaining quotas from Department of Defense sources including the U. S. Navy, U. S. Army and U. S. Air Force.
 - a. TQC works closely with the CGPC and course managers to coordinate pre-arrival and required training. The CGPC identifies members to fill a specific billet and quotas are then allocated to members based on a variety of factors including, but not limited to, the availability of classes, course duration, command desires, member desires and assignment officer priorities. TQC generally advises members in writing of their training schedule soon after PCS orders/ETOs are issued. Commands shall make every effort to utilize quotas assigned by TQC. Quotas are scarce and difficult to acquire; therefore, each quota not utilized may represent a significant training loss. Commands cannot rely on quotas being assigned for a specific period, although every effort will be made to do so. All quotas assigned should be utilized, unless a significant degradation in mission performance would result due to the individual's absence, or there no longer is a need for the course (i.e., PQS qualification as substitute). Cancellations, substitutions or temporary waiver requests may only be made in accordance with the waiver provisions contained in paragraph 3.D. of this Manual.
 - b. Members are generally expected to report to their new unit AFTER completing all pre-arrival (PRE) training. However, school schedule conflicts, changes-of-command/relief dates and other assignment priorities complicate the ability of TQC to schedule all classes prior to PCS. Areas, districts, sectors and units shall consider pre-arrival training requirements as cutter change-of-command/relief dates are scheduled.
 - c. Required (REQ) quotas may be scheduled by TQC in conjunction with pre-arrival courses where it is cost beneficial to the Coast Guard to do so. If this does not occur, it is the receiving command's

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responsibility to submit an Electronic Training Request (ETR) via Direct Access in accordance with TQC's guidance.

2. Other Managed Quotas. Some course managers receive unit training requests and prepare class rosters for some formal schools. The class rosters are forwarded to TQC who approves the entitlements and issues message orders.
3. NESU/MAT (MTL) Quotas. CG-481 is the course manager for all training delineated in the NESU/MAT MTLs. All courses contained therein are designated "required" training in accordance with paragraph 3.B.d. (2). NESUs should submit training requests directly to TQC for required training.
4. Managed by Respective Area/District Commanders. The following Navy courses are minimum requirements for all class cutters. The Operational Commander will manage quotas and funding for the following:
 - a. General Shipboard Firefighting-OBA (240460) J-495-0412 or Firefighting-SCBA (240460) J-495-0416: All personnel are required to complete this course once during their career, normally during the member's first tour.
 - b. Shipboard Firefighting Team Eval (400401) J-495-0418: All personnel assigned to repair lockers are required to complete this course once during their assignment. Courses conducted by other federal, state or local government agencies, or by private sources, may be substituted at the discretion of the respective Area/District Commander.
 - c. General Shipboard Damage Control Training (241640) K-495-0045: All personnel are required to complete this course once during their career, normally during the member's first tour. This requirement may be met using the U. S. Navy Mobile Wet Trainer ("War Wagon").

D. Waivers.

1. Process. When waivers are requested, they shall be made via memo or message to the appropriate course manager, as listed in the right-hand column of the cutter MTL. Waivers will be handled on a case-by-case basis and the needs of the service will prevail. Sample waiver request messages can be found on the Commandant (CG-751) website: <http://cgweb.comdt.uscg.mil/g-ocu/programs/Schools.htm>.
2. Priority. In cases where there is an operational need for the individual to request a waiver, the command endorsement shall explain in detail the need for the individual's presence at the unit. Scheduled operational events such as TSTA, underway deployment, or events normally connected with a PCS, such as shipment of household goods, etc, will not be considered sufficient reason for a waiver of training. Pre-arrival training shall normally take priority over the individual's present assignment.
3. Temporary Waivers. A temporary waiver will be granted when no quotas are available for a course prior to the individual's scheduled reporting. In some cases, attendance at a later convening date will be arranged. Once member has arrived onboard, unit must coordinate post-arrival training with TQC and submit the appropriate training request.

E. Administration.

1. Records/Administration. As indicated in section 2.C.4.b of this Manual, the Training Officer shall track and maintain a comprehensive record of formal school completion for all unit personnel, and review the accuracy and completeness of the data contained in Direct Access. Units can track formal school completion using any paper/electronic format they deem suitable including reports from Direct Access. The maintenance of CG forms CG-5396 and CG-5396A are optional, however, they will continue to be included in the USCG Adobe Forms library.
2. CANTRAC. Information regarding formal Navy schools is contained in the Catalog of Navy Training Courses (CANTRAC), NAVEDTRA 10500. CANTRAC Volumes I and II are in CD-ROM format.

Refer to CANTRAC Volume II to obtain administrative information applicable to individual training centers, course descriptions, duration, prerequisites, and clearances that may be required. To order the CANTRAC on CD-ROM or to inquire about Navy/DoD provided training, contact TQC.

CHAPTER 4. GENERAL MANDATED TRAINING (GMT)

- A. Purpose. To promulgate a comprehensive listing of cutter GMT requirements mandated by Commandant.
- B. General. GMT is training required by program managers in support of Coast Guard policies, programs or missions that is usually carried out at the unit level. These requirements exist within a wide variety of directives promulgated by various programs. In order to provide an “all inclusive” list of GMT requirements, the following three tables have been posted and will be maintained on the Commandant (CG-751) website: <http://cgweb.comdt.uscg.mil/g-ocu/programs/GMT.htm>.
1. Table 4-1. All Units Training.
 2. Table 4-2. Mission Specific Unit Training
 3. Table 4-3. As Required (AR) Training
 4. Other Requirements. Area and district commanders may require cutters under their cognizance to conduct additional GMT.
- C. Execution.
1. Scheduling and Planning. The Training Board/Officer shall schedule GMT in the Unit Training Plan in accordance with Chapter 2 of this Manual.
 2. Lesson Plans/Training Material. As a source for lesson plans and training material, unit training officers should contact the individual GMT Program Managers. PMs are indicated in Tables 4-1 through 4-3 on the Commandant (CG-751) website: <http://cgweb.comdt.uscg.mil/g-ocu/programs/GMT.htm>. Cutters are encouraged to share lesson plans and training material in order to promote standardization and mitigate the administrative burden on individual cutters.
- D. Administration.
1. Documentation. The training officer shall ensure that GMT completion is documented in TMT in accordance with Chapter 1 of this Manual.
 2. Training Frequency. Frequency symbols used in the GMT tables are:

C - Continuous	T - Triennial
Q - Quarterly	B - Biennial
A - Annual	AR - As Required
S - Semiannual	

CHAPTER 5. PERSONNEL QUALIFICATION STANDARDS (PQS)

- A. **Purpose.** To set forth policy, procedures and responsibilities for the PQS element of the unit training program.
- B. **General.** PQS is a qualification system wherein completion of a minimum level of competency is required prior to qualifying to perform a specific watchstation. A PQS is a compilation of the minimum knowledge and skills that an individual must demonstrate in order to qualify to stand watches or perform other specific routine duties necessary for the safety, security or proper operation of the ship. The goal of PQS is to standardize and facilitate these qualifications. In order to provide an “all inclusive” list of PQS requirements, Table 5-1 has been posted and will be maintained on the Commandant (CG-751) website at <http://cgweb.comdt.uscg.mil/g-ocu/programs/PQS.htm> .
1. **PQS Requirements.** All watchstation assignments, including those listed in the Watch, Quarter and Station Bill (WQSB) and other formally promulgated watch bills (AMIO Bill, L/E Bill, etc.), require the use of PQS for qualification. The PQS element of the unit training program is carried out through the use of Navy and Coast Guard PQS booklets. Table 5-1 lists various Navy and Coast Guard PQS booklets and is to be used as a reference tool by the cutter. Qualification requirements for most Coast Guard watchstations will be found within these booklets. Not all booklets or watchstations listed in Table 5-1 will apply to every cutter; therefore, cutters are required to obtain only those booklets needed to meet their specific watchstation requirements. Navy PQS booklets not listed in Table 5-1 may, at the discretion of the cutter, be obtained and implemented as deemed necessary.
 - a. Cutters shall ensure that PQS booklets are tailored to meet their unique requirements. Tailoring is defined as the deletion or addition of specific line items within the PQS booklet. Specifically prohibited is a restructuring of the booklet or any change in format. PQS should accurately reflect each unit’s equipment, systems and systems configuration, appropriate references and task requirements.
 - (1) Cutters may delete any portions of Navy PQS covering systems and equipment not installed. Additional line items, fundamentals, systems and watchstations shall be added that are unique to the cutter but not already covered in the booklet.
 - (2) Commandant (CG-751) has developed a Coast Guard Intranet home page establishing a central database of various training related materials, including tailored PQS. Providing samples of tailored PQS packages to Commandant (CG-751), via area commanders, can aid in the development of Coast Guard specific PQS in those areas not adequately covered by Navy PQS.
 - b. Once an individual completes PQS for any watchstation, it need not be repeated as a part of a subsequent qualification. The earlier completion may simply be cited in the qualification book.
 - c. Where Coast Guard PQS exists for a specific watchstation, it shall be used in lieu of Navy PQS.
 2. **Job Qualification Requirements.** Locally produced PQS-type manuals are called Job Qualification Requirements (JQR) to distinguish them from formally promulgated PQS. JQRs shall be produced when no existing PQS covers a specific watchstation. JQRs may also be produced for specific USCG systems/watchstations to augment/tailor existing PQS as indicated in section 5.B.1.a (1) above.
 - a. JQRs shall be written in the same format as Navy PQS booklets.
 - b. Sharing of JQRs among cutters will help to standardize the program and mitigate the administrative burden on individual cutters.

3. Watchstation Qualification Systems (WQS).
 - a. WQS have been developed to standardize, simplify and expedite the existing watchstation qualification process. WQS are being deployed, or are currently under development, for the following cutter classes: WLB-225, WLM-175, WPB-87, WLBB-30 and various Deepwater assets. WQS will include engineering watches, damage control watches, underway bridge watches and inport watches. The system is designed to allow users and administrators to input trouble reports and recommendations for future upgrades. WQS performance issues and recommended changes should be addressed to Commandant (CG-751).
 - b. WQS:
 - (1) Retain the benefits of the traditional Navy/USCG PQS/JQR systems;
 - (2) Standardize the watchstation qualification program across cutter classes;
 - (3) Standardize the system administration and management;
 - (4) Centralize the source for reference material;
 - (5) Minimize the burden on cutters to develop unit tailored qualification programs;
 - (6) Minimize mentoring requirements aboard minimally manned cutters.
 - c. As directed by Commandant (CG-751), WQS replaces existing PQS/JQRs in their entirety:
 - (1) For WLB/WLM buoy deck personnel, WQS replaces Buoy Deck Operations, COMDTINST M3502.12 (series) as the Coast Guard's standard qualification process for WLB/WLM class cutters.
 - d. As systems are approved by Commandant (CG-751) and deployed, WQS shall be used by affected cutters instead of Navy/Coast PQS, or locally generated JQRs.
 - e. Where WQS does not exist, all watchstations (PQS/JQR) qualification and certification requirements contained elsewhere in this chapter remain in effect.
 - f. The complete list of approved WQS is posted and maintained on the Commandant (CG-751) website and is no longer updated in this manual. The list, as well as message traffic regarding WQS, can be found on the website at: <http://cgweb.comdt.uscg.mil/g-ocu/programs/WQS.htm>.
 4. Formal School Requirements. Formal school attendance may satisfy specific portions of PQS booklets. Specifically, schoolhouses may make equivalency determinations for "fundamentals" and/or "systems" sections of PQS. Formal schools cannot replace "watchstation" sections of the PQS booklets. Watchstation qualification must always be done on the cutter through PQS or JQR.
 5. Feedback. Comments or suggestions regarding the PQS program may be sent to Commandant (CG-751) via area commanders. Do not send comments directly to the Navy.
- C. Organization. Many of the responsibilities associated with this element of the unit-training program are described in Chapter 2 of this Manual. In addition to those, PQS qualifiers play a critical role in preparing cutter personnel to safely and professionally perform the watchstation duties to which they are assigned.

1. General. Management of the PQS system requires involvement from numerous cutter personnel. Specific items to be accomplished are listed below. Assignment of these responsibilities is at the discretion of the command and shall be identified in the unit training instruction.
 - a. Order all PQS booklets.
 - b. Maintain publication libraries with enough materials to meet PQS trainees and qualifiers' needs. Tailor PQS as required and verify references.
 - c. Develop JQRs as necessary.
 - d. Develop standard answers to PQS/JQR questions. Maintain custody of answer data bases ensuring they are not provided to the trainees.
 - e. Identify members of PQS oral examination boards.

2. PQS Qualifiers. PQS qualifiers are acknowledged experts in a specified area of qualification. Qualifiers are entrusted with protecting the integrity of the PQS system by guiding trainees to references, and not giving away answers or signatures. This, along with consistency in carrying out their responsibilities, forms the cornerstones of the program. Qualifiers will normally be E-5 or above. At a minimum, they shall be command certified up to and including the watchstation they are authorized to sign off. Interim qualification does not meet the requirements of this section. If a command does not have a fully qualified/certified individual, it should make arrangements with another command. Responsibilities include:
 - a. Carry out assigned duties regarding the PQS system in accordance with the Naval Education and Training (NAVEDTRA) PQS Management Guide 43100-1 (series), and this chapter. This chapter will always take precedence where differences or conflicts occur.
 - b. Inform supervisors of any problems, discrepancies or recommended changes to PQS booklets and JQRs.

3. Oral Examination Board. An oral examination board shall be used to determine if a candidate's knowledge and skills are adequate for qualification in a specific watchstation. The commanding officer or officer-in-charge may authorize the use of a written examination for some specific watchstation qualifications (i.e., Basic DC PQS) in lieu of an oral examination board. A board may have as few as two members, but shall consist of:
 - a. At least one qualified Officer of the Deck (OOD), Engineer Officer of the Watch (EOW) or Tactical Action Officer (TAO) depending on the watchstation for which the member is qualifying.
 - b. Division officer or department head responsible for the watchstation when an E-6 or above is qualifying.

4. Final Certifying Authority. The final authority for watchstation certification is as follows:
 - a. The commanding officer or officer-in-charge for OOD, TAO, boarding officer, boarding team member and small boat coxswain.
 - b. The XO/XPO or department heads for other watchstations.

D. Watchstation Qualification.

1. Final Qualification.

- a. Supervisors shall assign time requirements for trainees to complete PQS.
- b. Trainees shall demonstrate to designated qualifiers the required knowledge and skills associated with Fundamentals, Systems and Watchstation sections of the PQS. Qualifiers will sign appropriate entries in the PQS booklet once satisfied that objectives are met.
- c. Once PQS has been completed, the trainee shall request an oral qualification board. Appearance before an oral examination board is the final process in PQS watchstation qualification and is used to determine if a candidate's knowledge and skills are at a satisfactory level.
- d. The oral examination board shall provide a recommendation (favorable or unfavorable) to the final certifying authority that shall make a determination regarding qualification of the member.

2. Interim Qualification.

- a. Situations may arise when it is necessary to qualify watchstanders on an interim basis prior to completion of PQS. The commanding officer or officer-in-charge may determine minimum qualification accomplishments that will safely support the watchstation. Completion of an oral exam is required to help determine if the member meets those requirements. The commanding officer or officer-in-charge may formally certify a person who has completed those minimum requirements as "interim qualified" to stand the watch. The member's previous experience and progress toward final PQS completion shall also figure prominently in this determination. Strict control will be kept on the use of interim qualifications. Every effort shall be made to complete the final qualification as soon as possible. Examples of situations where interim qualification is authorized are as follows:
 - (1) A newly commissioned cutter when it is difficult to fully qualify all watchstanders.
 - (2) When there is a shortage of qualified watchstanders and an excessive strain is placed on qualified personnel.
 - (3) When use of individuals temporarily or recently assigned aboard as watchstanders is necessary.
- b. Commands may authorize interim qualification for all watchstations.

3. Requalification.

- a. Each individual shall go through a requalification process when they transfer to a new command. Other situations wherein requalification may be necessary are when revised PQS is received and, in the commanding officer's or officer-in-charge's judgment, changes to the standard warrant requalification; or when the validity of an individual's qualification is suspect in the eyes of the commanding officer or officer-in-charge. As individuals move from unit to unit, they are not necessarily qualified to perform specific tasks at the new command since each command may be unique in organization, equipment and mission. There are some general qualifications that can be transferred from command-to-command at the discretion of the commanding officer or officer-in-charge. However, under normal circumstances, a previously qualified individual must re-qualify in installed systems and items unique to the unit. Personnel falling into this category should have a tailored qualification program laid out for them shortly after arrival at their new command.
- b. PQS booklets generally presume a person beginning qualification has little understanding of the applicable watchstation requirements. The standard, therefore, includes signature requirements for basic principles and areas that a more experienced service member may have already learned. An accelerated qualification program may be appropriate for these more experienced individuals.

- c. It is the responsibility of the department head, division officer and leading petty officer (LPO) to determine the entry level of each person. This determination shall be based on the individual's experience, service record entries, oral interviews or correspondence received from schools. Typically, this determination is used to decide what standards are required for requalification. In this manner, a tailored qualification package is developed through the addition, deletion or modification of specific tasks.
- d. Using this procedure will reduce the requalification process to the minimum required for each individual. An experienced member may be able to complete in one week the requalification requirements that a less experienced person may take several months to finish. If the accelerated requalification procedure is being used properly at a command, people will not feel they are wasting time completing requirements in areas for which they are already familiar.

E. Administration.

1. PQS Documentation. Watchstation qualification (final) and requalification shall be documented by recording the completion as a competency in the Training Management Tool (TMT) system. No specific requirement exists to retain any portion of the actual PQS booklet after a qualification has been fully documented. However, at command or individual discretion, the PQS booklet or final qualification pages may be placed within the member's individual training record in accordance with section 2.B.6 of this Manual .
2. Records/Administration. As indicated in 3.E.1 of this Manual, the training officer shall track and maintain a comprehensive record of PQS/JQR completion for all unit personnel. Units may track PQS/JQR/WQS progress using any paper/electronic format they deem suitable, including reports from TMT/WQS. CG Forms CG-5396B, CG-5396C and CG-5396D are no longer required.
3. Certification Recognition. Recognizing watchstation qualification is an important part of command involvement in the PQS process. Commands are encouraged to recognize these achievements through all-hands meetings, Plan of the Day/Plan of the Week notices, etc. Although TMT entries are the only required means of documenting watchstation qualification, letters may be used as an additional means of recognizing significant achievements.
4. Ordering PQS Booklets.
 - a. Electronic delivery is the primary method of distribution for all PQS; there are no PQS booklets printed or warehoused at NAVPUBFORMCEN Philadelphia.
 - (1) USN PQS materials are available on CD-ROM distributed by the Navy and on the Internet. Cutters that desire to be added to the automatic distribution list for future releases of USN PQS materials via CD-ROM should submit a letter request or E mail directly to the PQS development Group at: Professional Development and Technology Center (NETPDTC) N741, PQS Development Group (PQSDEVGRU), 6490 Saufley Field Road, Pensacola, FL, 32506-5237 or by utilizing the on-line request form.
 - (2) USN PQS material is available from the following web site: <https://pqs.cnet.navy.mil/> . To access this website, you must first be authenticated as an authorized user. The downloading of all PQS products is restricted to Active Duty and Reserve Navy and Coast Guard personnel enrolled in DEERS, or an authorized contractor that has been formally approved. Access is granted after you submit your SSN (without hyphens), Last Name and Date of Birth (yyyymmdd).
 - (3) Standard Answer Books (SABs) are no longer available through the web site and are no longer supported by the Navy PQS Development Group (PQSDEVGRU).

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- b. Coast Guard PQS booklets shall be ordered in accordance with the Directives, Publications, and Reports Index (DPRI), COMDTNOTE 5600, from the DOT Stockpoint. Questions regarding Coast Guard PQS should be referred to the individual sponsor of the PQS.

CHAPTER 6. DRILLS/EXERCISES

- A. Purpose. To establish minimum Commandant mandated requirements and guidelines for conducting a cutter afloat training program and evaluating drills and exercises.
- B. Drills/Exercises. Requirements are posted on the Commandant (CG-751) website and on CG Central within the Afloat Community. Units shall also refer to current Area Commander Instructions regarding training cycles, cutter schedules and CART/TACT/TSTA preparation. The posted tables use the following frequency symbols: “Q” for quarterly, “S” for semiannually, “A” for annually and “T” for TACT/TSTA. Cutters are expected to carry out these requirements while at Watch Condition I or IV.
- C. Definitions.
1. Additional Training Sources.
 - a. Naval Reserve Centers (NAVRESCENs) often have firefighting, damage control and combat information systems simulators that can be used by cutters for training. Instruction received may be applied toward PQS completion.
 - b. Commercial and government maritime schools may be used for firefighting, ship control or other training. Course Managers, in conjunction with Commandant (CG-1), may certify this training as equivalent to formal school completion. Instruction received may also be applied toward PQS completion.
 2. Command Assessment of Readiness and Training (CART). The CART establishes a cutter’s readiness to conduct training. CART serves to identify material and administrative deficiencies that must be corrected in prior to TACT/TSTA. CART is typically conducted 1 - 2 months prior to the cutter’s scheduled TACT/ TSTA whenever possible. CART is required to be conducted during a period that will support plant light off and full crew involvement.
 3. Exportable Training. U.S. Navy and Coast Guard training commands may “export” training, sending instructors to the cutter’s homeport. This training may include a variety of classroom, inport or underway team training. Course Managers, in conjunction with Commandant (CG-1), may certify this training as equivalent to formal school completion. Instruction received may be applied toward PQS completion.
 4. Fleet Exercise Publications (FXPs). With the creation of Coast Guard specific grade sheets, FXPs can be used as a reference, but should not be used during the conduct of actual drills/exercises. They can be found on the TISCOM website at <http://cgweb.tiscom.uscg.mil/security/comtac/tacticalpubs.htm>.
 5. Limited Team Training. LTT is offered to cutters on an “as available” basis by the ATGs. It consists of ATG instructors providing desired training while embarked during cutter transits, in homeport or during cutter visits at the location of the ATG. Normally, a unit will use LTT to concentrate on specific training areas such as repair party coordination or firefighting. LTT is highly encouraged during the period between the completion of one TSTA/TACT and the beginning of the next CART to sustain a positive training environment aboard the cutter. This is particularly useful after periods of high personnel turnover. LTT is NOT designed to be a “quick fix” for use en route TSTA to bring a cutter’s training program up to par if it has been ignored for months. Requests for LTT shall be submitted in accordance with guidelines published by Area Commanders.
 6. Onboard Training Teams (OBTTs). OBTTs are composed of the most qualified officers and petty officers organized to assist the commanding officer in training individuals and teams, and in evaluating performance during training scenarios. Training team members must be approved by the commanding officer. OBTT organization, requirements and procedures are discussed later on in this Chapter.

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7. Standard Canned Training Scenarios (SCATS). Afloat Training Groups (ATG) have developed training scenarios and guides to be used during TACT/TSTA. These scenarios provide standardization, quality and the completeness of training across and within cutter classes. Additionally, cutters are encouraged to develop and implement their own scenarios. Cutters are invited to submit locally generated SCATS packages to the ATGs for review and possible posting on the Commandant (CG-751) website.
8. Special and Emergency Operations and Procedures (SEOPS). SEOPS is a training and qualification system specifically designed for cutters 175' and less. SEOPS combines standard doctrine, a core and strand unit level training and qualification system, and training team visits to enhance and sustain cutter readiness. In general, Volume I of the SEOPS unit level training system is equivalent to the Navy Damage Control PQS (NAVEDTRA 43119 (series) sections 301, 303, 304, 306 and 307 and an adequate substitute. However, in the qualification of members in higher level positions such as Investigator, On Scene Leader, Repair Electrician, and DCTT, the applicable sections of the Navy DC PQS must be completed.
 - a. Members who report to a SEOPS unit who have already completed the Navy Damage Control PQS (NAVEDTRA 43119 (series) meet all SEOPS requirements for Volume I, but must also complete all books in Volume II. Renewing qualification for Volume I requirements will consist of the member demonstrating watchstation competency, general knowledge associated with ship's mission, engineering plant capabilities, other mission essential systems and basic deck equipment.
 - b. Members who have completed SEOPS and report to a cutter 179 feet and above must complete all remaining requirements in Navy Damage Control PQS (not previously covered by SEOPS) outlined in this manual and in accordance with NAVEDTRA 43119 (series), Navy PQS for Damage Control. Renewing qualification will consist of watchstation qualification and a demonstration of a general knowledge of the ship's overall mission, engineering plant capabilities, other mission-essential systems, and basic deck equipment.
 - c. Members renewing qualification on the same type platform shall not be required to re-complete the platform specific PQS/JQR previously completed.
 - d. For specific information regarding requirements, visits and on-line training, SEOPS units should contact the Atlantic Area Training Team, or visit the following website: <http://webapps.mlca.uscg.mil/lantarea/aoft/index.htm>, or the Pacific Area Training Team, CG Central <http://cgcentral.uscg.mil/mycg/portal/ep/home.do?pageTypeId=1610622420> in the Policies and Procedures section for SEOPS Training information.
9. Shakedown Training. Shakedown training is normally provided to newly commissioned or recommissioned cutters. The purpose of shakedown training is to provide dedicated training time to assist cutter crews in acquiring skills essential for the safe operation and preservation of the cutter. Ship control, navigation, damage control and engineering will normally be stressed. The full scope and duration of shakedown training will vary as a function of programmatic objectives.
10. Tailored Annual Cutter Training (TACT)/Tailored Ships Training Availability (TSTA). Cutters 179 feet and longer undergo TACT or TSTA at U.S. Navy Afloat Training Groups (ATG). Cutters located in the Great Lakes will be visited by ATG Norfolk or ATG Mayport personnel. The primary purpose of TACT/TSTA is to provide dedicated time to assist the cutter in evaluating its ability to safely operate the ship and perform its missions. During TACT/TSTA, ATG instructors help conduct training exercises/scenarios and evaluate the effectiveness of OBTTs. Cutters will be scheduled for TACT/TSTA through the individual Area scheduling process. Cutter location, special operations and mission profile may affect the scheduling of TACT/TSTA (i.e., WAGBs, D 9/14/17 WLBs, etc.).
11. Training Availability (TRAV). Cutters are scheduled for TRAV at U.S. Navy Centers for Surface Combat Systems (CSCS) or, in areas where there is no CSCS, at an equivalent commercial or government maritime school to afford them dedicated training time between TACT/TSTAs. CSCS offer numerous

formal schools to cutter crews as well as damage control and firefighting team trainers. Requests for TRAV shall be submitted in accordance with guidelines published by Area Commanders. TRAV may be completed as a part of the scheduled TACT/TSTA or may occur during a separately scheduled period of time.

12. Ready for Operations (RFO). Multi-member teams of engineering and operational subject matter experts (SMEs) designated by the operational commander that conduct periodic cutter and small boat assessments. Cutters should contact their operational commander (Sector/District/Area) for RFO information. For small boat RFO guidance, refer to Chapter 4 of the U. S. Coast Guard Boat Operations and Training (BOAT) Manual, COMDTINST M 16114.32 (series).
 13. Standardization Training/Assessment/Visits (STAN). Flight-deck equipped cutters shall complete the qualification requirements contained in Chapter 3 and Appendix A of the Shipboard-Helicopter Operational Procedures Manual, COMDTINST M 3710.2 (series).
 14. Aviation Certification (AVCERT). Flight-deck equipped cutters shall refer to the Shipboard-Helicopter Operational Procedures Manual, COMDTINST M 3710.2 (series) regarding the certification of flight decks for helicopter operations. Cutters may also contact the Aviation Training Center (ATC) Mobile for further information.
- D. General. Effective training that realizes desired goals is achieved through well-organized training scenarios, pre-briefs and debriefs that identify strengths and weaknesses. Onboard Training Teams (OBTT) shall be used to assess watchstation performance for all training scenarios. The number of OBTT members required to conduct the exercise will depend on its purpose, requirements and complexity.
1. Scheduling. Training scenarios shall be scheduled in the Unit Training Plan. The cutter is responsible for obtaining necessary operational area clearances. When assist units are involved, the cutter is responsible for coordinating the scenario with the other unit(s) and issuing training messages as required.
 2. Planning. To properly plan a scenario, the OBTT must identify the training objectives and the purpose of the training (i.e., who is to be trained). The following general guidelines should be considered during planning.
 - a. Identify the drill scenario's purpose or goal.
 - b. Define the drill scenario and required equipment.
 - c. Identify major events or casualties and their impact within the drill scenario. Safety warnings and/or cautions must be emphasized. Normally, OBTT members act as safety observers, however, it may be prudent to station dedicated safety observers for certain drills in order to mitigate risk with more complex or potentially dangerous evolutions.
 - d. Define the responsibilities and location of OBTT members during the exercise.
 - e. Before the execution of the training scenario, a thorough brief is required. The team leader, or appointed representative, shall conduct the brief and each member will be provided with a copy of the package and critique sheets. The equipment status and safety considerations for personnel and equipment shall be thoroughly briefed. Conflicts or potential problems must be resolved before start time. COMEX/FINEX times shall be established.
 3. Training/Drill/Exercise Plan. Any imposition of casualties or operational procedures must be detailed in a training plan that fulfills the following requirements.
 - a. The training plan should accurately describe the time periods and watch section applicability.
 - b. Each individual training scenario should be realistic and should be listed together with the space and watch section on which imposed.

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- c. The training plan may include the assignment and special requirements of OBTT members.
 - d. The training plan should account for all contingencies and establish specific directions when participants' actions may result in different outcomes or deviations in the scenario.
 - e. The development of the training plan must take into consideration the following factors:
 - (1) General condition of the engineering plant.
 - (2) Equipment limitations or constraints.
 - (3) Timeline for completion of the training scenario.
 - (4) Watchstander proficiency.
4. Drill/Exercise Execution. Training scenarios shall be conducted under the management of the OBTTs. Proper communication among team members is essential to smooth execution of the scheduled training. Good communication prevents confusion caused by unplanned events, actual equipment casualties and safety considerations. The team leader must coordinate adjustments to the timeline, cancellation of drills, training timeouts and restarts.
- a. Many operational and casualty procedures require the use of simulations. Many watchstander actions in control of casualties may be damaging to the engineering plant and must be reserved for true emergencies (such as activating HALON). With each simulation imposed, training is comparably reduced. Many watchstander or repair party personnel actions should become, by repetition, second nature. It is extremely important that the simulation not become second nature to a watchstander by its multiple repetitions. The following guidance is offered with regard to imposed simulations:
 - (1) Prior to commencing drills, the OBTT leader (or ITT leader for integrated scenarios) shall ensure that reports of "safe to drill" are received from team members for all spaces where drills are to take place.
 - (2) Simulations should be kept to the absolute minimum, consistent with safety of personnel and machinery.
 - (3) Simulations should be conducted with as much realism as can be imposed in a training scenario. Examples are artificially created sound, vibration and smell or sight signals. Internal smoke devices shall be used in accordance with current Coast Guard and Navy directives.
 - (4) To prevent watchstander confusion, simulations shall, insofar as possible, be standard ship-wide and have a uniform disclosure method among all training teams.
 - (5) During casualty training, the watchstander or repair party personnel should be trained to take all actions required of him/her by the ship's standard procedures.
 - (6) Safety of personnel and the safeguard of equipment are paramount in the execution of all scenarios and should not create an actual hazard or bypass existing safety precautions.
 - b. Actual evolutions (e.g., boardings, refueling at sea) may be credited as exercises, provided they are properly observed, evaluated and critiqued. Successful drills/exercises conducted during CART/TACT/TSTA should be credited toward meeting the requirements of this Chapter.
 - c. Cutters 175 feet in length or less should contact their SEOPS training program manager for guidance on drill grade sheet use.
5. Drill/Exercise Evaluation. The new Coast Guard grade sheets are posted on the Commandant (CG-751) website. Due to the complexity or detail, some drills have a point value greater than 100 points. Pass/fail grades shall still be calculated on an 80 percent/20 percent basis. Each grade sheet will clearly indicate the total points for each drill and the minimum (80 %) score for passing. The following guidelines shall be followed:

- a. Drills/exercises scored with grades at an 80% level or higher shall be considered successfully completed.
 - b. Drills/exercises scored with grades of 79% or less shall be repeated. The score of the following successful drill/exercise shall be the grade used for record purposes. The final score of the drill is based on the last successful drill, not the average of all attempts. All failed drills will be repeated from the beginning.
 - c. As drills are conducted, missed points will be deducted from the total points until the drill is completed. If during the drill, the missed points result in a score lower than 80%, the drill can be halted and repeated. However, the OBTT or ATG observer has the flexibility to allow the drill to continue if it is deemed valuable for training and experience. Regardless, the entire drill shall be repeated until a passing score is achieved.
 - d. Major safety violations will result in an immediate termination of the drill/exercise. Any OBTT or ATG observer is authorized to halt any drill for major safety violations.
6. Training Critiques. Critiques are a vital and mandatory element of conducting training and are most useful when conducted as soon after training as possible. For maximum effectiveness, critiques should emphasize the positive instead of belaboring poor past performance. A constructive critique is essential for the OBTT to discuss and evaluate watch section or repair party personnel performance and resolve coordination problems.

E. Organization.

1. Required OBTTs. OBTTs play a critical role in preparing cutters to safely and professionally perform Coast Guard missions. Outside evaluators or evaluation teams may also be used to provide independent assessments of a cutter's readiness. Each command must determine the number and size of training teams based on available personnel and training requirements. On small cutters, a team may consist of one or two people. On large cutters, teams of 3-6 personnel (or more) may be appropriate. Cutters shall have the following OBTTs:
 - a. Damage Control Training Team (DCTT).
 - b. Engineering Training Team (ETT).
 - c. Navigation and Seamanship Training Team (NSTT).
 - d. Medical Training Team (MTT).
 - e. Aviation Training Team (ATT) – if flight deck equipped.
 - f. Force Protection Training Team (FPTT)
 - g. Combat Systems Training Team – required for cutters with crew-served weapons.
 - h. Integrated Training Team (ITT) – for cutters 179 feet and longer.
 - i. Additional training teams may be established to assist in improving readiness in any areas not covered above (e.g. Law Enforcement Training Team, Communications Training Team, IT Training Team, etc.).
2. OBTT Membership. OBTT members must be fully PQS qualified in accordance with section 5.C.2 of this Manual up to and including the watch station they evaluate or train. Selection of members should be based on experience, leadership, knowledge and their ability to train others, and certified by the Commanding Officer. Individuals may be assigned to more than one OBTT. Duties of the members of an OBTT include (but are not limited to):

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- a. Team Leader – Conducts training scenarios per the unit training plan. Liaisons with department and division heads to develop exercise goals. Ensures scenarios are conducted in accordance with this instruction - which includes exercise planning, briefing, execution, debriefing, and administration.
 - b. Evaluator – Observes watch team members, and monitors drill to ensure drill objectives are met (which occasionally entails prompting members). Questions watchstanders to check/improve knowledge level (Q&A). Records assessments and provides debriefs to the watch and OBTT.
 - c. Safety Observer – Ensures watch stander actions are in accordance with applicable safety procedures. All OBTT members are responsible for safety, and one or two will generally be assigned to conduct a safety walk through prior to initiating the drill.
3. OBTT Procedures. The following general training team procedures should be used but may be modified to meet specific requirements and objectives.
- a. A planning meeting should be held to discuss coordination, team assignments, initiation, disclosure procedures and timing, grading and safety considerations.
 - b. Training shall not begin until permission has been obtained from the commanding officer or officer of the deck for after-hours duty section training.
 - c. Training team members observing safety violations during training shall immediately take steps to correct the unsafe condition (a safety timeout may be required)
 - d. Each OBTT member shall record observations on the evaluation form.
 - e. On station debriefs shall be conducted immediately following completion of the training scenario. The debrief should cover training team observations (including safety concerns, communication problems and material deficiencies uncovered during training), requirements met/not met and lessons learned/recommendations. The information covered during the debrief shall be used as objectives for future training and drills.
4. Outside Evaluators. Assistance from evaluators external to the command normally takes the form of ATG support during CART/TSTA/TACT. However, external assistance may, from time to time, be sought from other commands to provide an unbiased assessment of training readiness, to compensate for personnel shortages or when a particularly high level of specialized expertise is desired. Outside evaluators must meet one of the following criteria:
- a. Personnel presently assigned as instructors at Navy afloat training commands and fleet training centers.
 - b. Personnel presently assigned as instructors to area or district training teams.
- F. Administration. The unit training officer shall document and maintain a comprehensive record of drills and exercises completed by the cutter. Units may document these by using any paper/electronic format they deem suitable, including reports from TMT. Regardless of the means used to document completed training, the following minimum information must be recorded and retained in unit files for two years:
1. Drill/exercise name and number;
 2. Required frequency;
 3. Date on which the drill/exercise was conducted;
 4. OBTT debrief sheets; and
 5. Whether or not the drill/exercise was successful, unsuccessful or incomplete.

CHAPTER 7. PROFESSIONAL QUALIFICATION REQUIREMENTS

- A. Purpose. To establish policy, procedures and minimum requirements for Officer of the Deck (OOD) qualification, Engineer Officer in Training (EOIT) Program, Deck Watch Officer (DWO) Examination, Familiarization Training and the Cutterman Insignia.
- B. Officer of the Deck Qualifications (OOD). All personnel reporting aboard a cutter for assignment as an OOD shall be guided by the requirements specified herein. Subject to the discretion of the commanding officer or officer-in-charge, final qualification as an OOD shall not exceed 12 months. If, after reasonable time and effort has been expended in assisting the individual, he/she cannot qualify, it shall be reflected in the individual's performance evaluation. In severe cases or in cases of operational need, reassignment may be considered.
1. Officer of the Deck Qualification (Inport). Final qualification as an inport OOD requires completion of the following:
 - a. Section 301 (OOD Inport) of the Personnel Qualification Standard (PQS) Officer of the Deck (OOD), COMDTINST M3502.5 (series).
 - b. PQS for Damage Control, NAVEDTRA 43119 (series) - Basic Damage Control (Qual 1). Personnel assigned to cutters 175 feet and below may complete Special and Emergency Operations and Procedures (SEOPS) Student Guide in lieu of PQS for Damage Control, NAVEDTRA 43119 (series) - Basic Damage Control.
 - c. Cutters 175 feet and below shall complete SEOPS Volume I in lieu of the Navy Damage Control PQS, NAVEDTRA 43119 (series) – Basic Damage Control and SEOPS Volume II.
 - d. An oral qualification board.
 2. Officer of the Deck Qualification (Underway). Final qualification as an underway OOD requires completion of the following:
 - a. Section 302 (OOD Underway) of the Personnel Qualification Standard (PQS) Officer of the Deck (OOD), COMDTINST M3502.5 (series).
 - b. Navy Damage Control PQS, NAVEDTRA 43119 (series) - Basic Damage Control (Qual 1).
 - c. Cutters 175 feet and below shall complete SEOPS Volume I in lieu of the Navy Damage Control PQS, NAVEDTRA 43119 (series) – Basic Damage Control and SEOPS Volume II.
 - d. Deck Watch Officer Examination as described in Coast Guard Deck Watch Officer Examination Program, COMDTINST 16672.5 (series).
 - e. An oral qualification board.
- C. Engineer Officer in Training (EOIT) Program. The primary goal of the EOIT program is to train officers for duty as engineer officers afloat. The EOIT program consists of seven “parts.” The Engineer Officer in Training Program PQS, COMDTINST M3502.11 (series), sets forth specific guidelines for implementation of Parts 1-3 and Parts 5-7. Part 4 of the EOIT program requires candidates to complete DWO training. Two options are available.

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1. Option 1. Option 1 is designed to provide candidates with a general understanding of bridge watchstation responsibilities, shiphandling and deck evolution requirements, and their impact on cutter engineering. In addition to demonstrating the ability to properly conn the cutter in open ocean under the instruction of a qualified OOD, option 1 requires completion of the Personnel Qualification Standard (PQS) Officer of the Deck (OOD), COMDTINST M3502.5 (series) as follows:
 - a. The following portions of section 100 (General Fundamentals): 101-110, 116, 119-125, 129, 131-134, 137
 - b. The following portions of section 200 (Introductions to Systems): 201-205, 208-211
 - c. The following tasks of section 302:
 - 302.2: .2-.4, .6-.8, .16, .20, .23-.25, .35, .42-.44, .60-.71
 - 302.4: .1-.12
 - 302.5: .1-.7, .10-.11
 - 302.6: All
 2. Option 2. Option 2 consists of complete qualification as an underway OOD. As such, the requirements for Option 2 are identical to the OOD qualification requirements outlined in paragraph 7.B.2 of this Chapter. While completion of Option 2 is not required for assignment as an Engineer Officer (EO), it is strongly encouraged. Completion of Option 2 may enhance an officer's competitiveness for future assignments including executive officer afloat and is a prerequisite to screen for command afloat.
- D. Underway Familiarization Training. Underway familiarization has proven to be extremely beneficial in preparing members for their command assignment. The value gained from this program is largely dependent upon the initiative exercised by the member. Therefore, advance planning on the part of the individual is critical to success. Members are afforded the opportunity to observe cutter operations as well as emergency drills and exercises. Ship handling and physical characteristics of the vessel may be studied first hand. Of most value may be the insights gained in discussion with the ship's commanding officer and crew. Personnel assigned to flight deck cutters should make every attempt to observe flight operations while onboard.
1. Policy. All prospective commanding officers and officers in charge are required to spend a period of underway familiarization on a cutter of the same class as their new command. Exempted from this requirement are individuals who have previously served as commanding officer, executive officer, officer-in-charge or executive petty officer of that cutter class. Underway familiarization will normally be no longer than two to five days in duration and shall not be conducted on the same vessel to which the member is being assigned.
 2. Quota Management. Quotas for familiarization training shall be coordinated by the individual under orders with the Training and Quota Management Center (TQC).
- E. Cutterman Insignia. This device represents the personal fulfillment of the professional training and sea service associated with a seagoing Coast Guard career. Personnel who achieve this distinction stand out as significant contributors to the seagoing Coast Guard. Participation in the program is not mandatory.

1. Eligibility. Sea duty that qualifies for this insignia is as follows:
 - a. Sea duty served by Coast Guard personnel permanently assigned to a Coast Guard cutter including the Coast Guard Yard's WYTM.
 - b. Sea duty served by Coast Guard personnel permanently assigned to non-Coast Guard military vessels.
 - c. Sea duty served by non-Coast Guard personnel permanently assigned to Coast Guard cutters.
 - d. Sea duty served by Coast Guard personnel assigned TDY/TD for a minimum period of eight days to a Coast Guard cutter or to non-Coast Guard military vessels.
 - e. Provided such assignment involved recurring performance of duty underway,
 - (1) Duty as a shiprider at a Fleet Training Group (FTG), Afloat Training Group (ATG), Fleet Training Unit (FTU); or
 - (2) Duty on COMCARIBRON or COMCOGARDRON staffs; or
 - (3) Duty at an area, district or group tactical law enforcement team (TACLET)/law enforcement detachment (LEDET);
 - (4) Duty while assigned to a cutter aviation detachment (AVDET), or
 - (5) For documentation purposes, duty while assigned to the Mobile Aerostat Program (MAP), an aids to navigation facility (ANFAC) or a Coastal SAR Facility (COSARFAC) will count as sea duty.
 - f. Sea duty for Coast Guard reserve personnel is defined as meeting all criteria in subparagraphs (1) through (3):
 - (1) Assignment to an afloat mobilization billet aboard a Coast Guard cutter.
 - (2) Active augmentation (i.e. performing the majority of their drills) while assigned to sea duty under paragraph E.1.
 - (3) Performing ADT either afloat or at formal school training directly related to the performance of their assigned afloat billet; unless, the individual's requirement to perform ADT is involuntarily waived by the district commander.
 - g. Sea duty completed on non-Coast Guard vessels while a member of another Armed Force and sea service as a cadet or officer candidate does not count toward the Cutterman Insignia entitlement.
2. Temporary Entitlement. Individuals (E-3 and above) may earn temporary entitlement to the Cutterman Insignia by:
 - a. Completing PQS for Damage Control, NAVEDTRA 43119 (series) - Watchstations 301-308.
 - b. Cutters 175 feet and below shall complete SEOPS Volume I in lieu of the Navy Damage Control PQS, NAVEDTRA 43119 (series) – Basic Damage Control and SEOPS Volume II.

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- c. Completing all required PQS/JQR for those watch-stations, both in-port and underway, commensurate with the member's assigned billet.
 - d. Displaying general knowledge of the ship's overall mission, engineering plant capabilities, other mission-essential systems, and basic deck equipment to an oral examination board. The membership of this board shall include, at a minimum, one cutterman from the engineering, deck, operations and supply departments (if applicable). The oral board will make a qualification recommendation to the Commanding Officer or Officer in Charge.
 - e. Be recommended by the chain of command and receive a favorable determination from the commanding officer or officer-in-charge.
3. Permanent Entitlement. Members (E-4 and above) of the Coast Guard and Coast Guard Reserve, including inactive reservists, may earn permanent entitlement to the Cutterman Insignia by meeting the requirements for temporary entitlement and by completing the additional criteria listed below. Members who have already achieved permanent entitlement to the Cutterman Insignia are not obligated to meet the new initial requirements but must renew their eligibility as outlined in paragraph 4.a.
 - a. Accumulating not less than five years sea service from at least two tours of sea duty that meet the criteria listed in paragraph E.1.; and
 - b. Be recommended by the chain of command and receive a favorable determination from the commanding officer or officer-in-charge.
4. Renewing Qualification/Requalification.
 - a. Once qualification as a cutterman has been achieved, transfer to another cutter will require renewing qualification. Renewing qualification will consist of watchstation qualification and a demonstration of a general knowledge of the ship's overall mission, engineering plant capabilities, other mission-essential systems, and basic deck equipment. An individual renewing qualification on same type platforms shall not be required to re-complete the platform specific PQS/JQR previously completed.
 - b. Anyone previously disqualified must receive approval from the chain of command prior to seeking requalification and it must be documented in the member's service record in accordance with subparagraph 4.a. of section 6 below. Individuals requalifying after being previously disqualified must follow the initial qualification process.
5. Disqualification.
 - a. Members previously qualified shall be disqualified by their commanding officer if any of the following conditions exist:
 - (1) Failure to requalify within 12 months (excluding TDY time away from unit) after reporting to another cutter.
 - (2) Failure to maintain advancement status per the enlisted evaluation guidelines due to adverse actions. Commands should note that when evaluating a member using the Enlisted Employee Review (EER), assigning a "NOT RECOMMENDED" in the "RECOMMENDED FOR ADVANCEMENT" block is not necessarily an adverse action against the member. Refer to ALCOAST 422/05 for further guidance.

- (3) Refusal to accept orders afloat.
- (4) Failure to maintain watchstation qualification.

6. Administration.

a. Documentation.

- (1) Commanding Officers and Officers-In-Charge will ensure that all requirements have been met before certification.
- (2) Upon certification of temporary entitlement, the unit will present the individual with the first issue of the Cutterman Insignia and ensure proper documentation in accordance with subparagraph 5
- (3) Upon certification of permanent entitlement, the unit will present the individual with the Cutterman's Certificate (CG-5064) and ensure proper documentation in accordance with subparagraph 4. Commandant (CG-751) is the Cutterman Certificate sponsor. The macro for this certificate is contained in SWIII USCG ADOBE Forms Library and should be printed on appropriate certificate card stock such as "index-110-buff". Units without SWIII should forward certificate requests to their PERSRU/SPO for action.
- (4) Permanent entitlement to the Cutterman Insignia shall be documented with an entry into Direct Access, as follows:

"(Date) Member qualified as a permanent Cutterman and is certified to wear the Cutterman's Insignia. Member acknowledges issuance of Cutterman Insignia certificate."

- (5) Temporary entitlement to the Cutterman Insignia may be recorded in the member's training record by letter with the following entry:

"(Date) Member qualified as a temporary Cutterman and is certified to wear the Cutterman's Insignia. Member acknowledges issuance of initial silver/gold Cutterman Insignia."

- (6) Disqualification shall be recorded in the member's service record and permanent Cutterman Insignia entitlement shall be removed from Direct Access. Service record entry shall be as follows:

"(Date) Member failed to maintain qualification as Cutterman in that (include specific rationale for disqualification). Member has been informed that as of this date, he/she is disqualified and is no longer authorized to wear the cutterman insignia."

7. Manner of Wear.

- a. The silver Cutterman Insignia is for wear by enlisted personnel and the gold insignia is for wear by officers. Individuals shall wear the color insignia actually earned. Personnel who change status from enlisted to officer will have the option to wear the gold insignia only after:
 - (1) Being assigned PCS to an Officer billet as an Officer aboard a cutter; and
 - (2) Meeting the requalification requirements of paragraph E.4.

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- b. Until certification of permanent entitlement is earned, the insignia shall be removed from the uniform upon completion of each tour of sea duty. If a member with temporary entitlement is assigned to a follow on afloat tour, the insignia shall continue to be worn while the member requalifies under the provisions of paragraph E.4. Once permanent entitlement is earned the insignia shall be worn afloat and ashore.
 - c. A member who is assigned TDY with a previous temporary entitlement must demonstrate proficiency as a qualified watchstander and be recommended by the cutter's Commanding Officer to wear the temporary cutterman insignia.
 - d. If a member is disqualified under the provisions of paragraph E.5, the insignia shall be removed from the uniform until such time as the member requalifies.
8. Waivers. Requests to waive any part of this instruction will be submitted to Commandant (CG-751) via the unit's administrative chain of command.