SAMPLE PROGRAM OF INSTRUCTION (POI)
OF CORRESPONDENCE
COURSE FOR ACE

1. POC: BMCM JOE COASTIE
   Curriculum and Instructional Standards Office
   Coast Guard Training Center
   1234 Main Street.
   Anywhere, ST 39501-5003
   (228) 871-2974

2. FULL TITLE OF COURSE (no abbreviations): Coast Guard Course

3. COURSE ID NUMBER (List course code and edition):

4. CORRESPONDENCE COURSE SITE:
   Commanding Officer
   USCG Institute
   5900 SW 64th Street, Room 235 MPB
   Oklahoma City, OK  73169-6990

5. LENGTH IN MONTHS: 36 Months

6. IMPLEMENTATION DATE OF CURRENT CURRICULUM: May 1997

7. COURSE MISSION: To provide knowledge necessary to perform at the Boatswain’s Mate Third Class level as stated in the Enlisted Qualifications Manual, COMDTINST M1414.8B.

8. PREREQUISITES:


10. PIPELINE INFORMATION: Not a pipeline course.

11. LIST OF MAJOR TOPICS / LEARNING OUTCOMES: See attached.

12. THIS COURSE IS A (CHECK ONE):
    ____ New Course.
    ____ Existing course never evaluated.
    ____ Course previously evaluated by ACE, which has undergone a revision.

Figure 1-2
Documentation for Nonresident Course

Date: ______

Please check: ______ ADDING COURSE: ______ DELETING COURSE:

Name of course: __________________________________________________

Short Name: ______ Length of Course: ______ *Origin Date: ______
Short Name: ______ Length of Course: ______ Revised Date: ______
Short Name: ______ Length of Course: ______ Deletion Date: ______

Is this course going off-line? ______ yes ______ no  If yes, has ACE been notified?
____ yes ____ no

Does course replace previous course? ______ yes ______ no  If yes, what
course?________________________________________________________

POC/SMS: ______________________________________________________
Address: ______________________________________________________

Telephone No: ( ______

Classification of course: ______ Unclassified ______ Classified

If classified, give classification)__________

Who determined date for course?

Does course meet ACE requirements? ______ yes ______ no

-------------------------------
REMAINDER TO BE COMPLETED BY COAST GUARD INSTITUTE STAFF:

Was Curriculum Outline received for course? ______ yes ______ no

Were textbooks, pamphlets received for course? ______ yes ______ no

If yes, how many? ______

Were textbooks, pamphlets sent to ACE? ______ yes ______ no

Date Curriculum Outline was sent to ACE: ______

Comments:

* Date course was reviewed originally by ACE. Shows historical listing for course. If course has changed, you would list the current start date for
the revision in the revised date section. If course ends and is not replaced, show the ending date in the deletion date section.