



## Yeoman "A" School Distance Student Enrollment Contract



*This enrollment contract offers the opportunity for individuals interested in the Yeoman Rating to enroll in the Distance Student Program.*

**Information about the Yeoman Full-Time Distance Student Program:** This course is managed by Yeoman "A" School. The concept of the Full-Time Distance Student Program is to enroll students in the YN "A" School Distance course when YN3 positions become available. Students will be placed on the "A" school waiting list pending assignment to either the resident or distance learning course. The YN assignment detailer will assign students based on vacancies and the needs of the service. Students who complete the Full-Time Distance Student Program will remain assigned to the SPO position held for a Two year tour.

The Distance Program Process is as follows;

- a. Candidate completes an "A" School Request.
- b. CGPC-EPM issues PCS orders to the Student to report to a SPO Billet.
- c. Student reports to the SPO for Training/Internship.
- d. The SPO Supervisor assigns a Professional Development Supervisor (PDS), E-6 or above, to the student and sends an E-Mail to [YNSTRIKER@uscg.mil](mailto:YNSTRIKER@uscg.mil) using the information listed on the YNSMS website.
- e. YNSMS coordinates this enrollment agreement. Once completed and signed, it is mailed/faxed back to the YNSMS.
- f. YNSMS will forward the contract information to YN "A" School and a representative will enter the student and PDS into the YN "A" online program.
- g. YN Student immediately begins Full-Time training at the SPO with coaching from the PDS.
- h. Student receives a YN "A" School graduation certificate when all requirements are met and may be advanced by the Commanding Officer in accordance with PERSMAN 5.C.2.A.2.

**Course Syllabus:** The main purpose of this course is to provide you with the functional knowledge and skills of a Third Class Yeoman. By the time you are finished, you will have mastered all of the apprentice level Enlisted Performance Qualifications for advancement to YN3. This course consists of eight modules covering 26 terminal objectives. In Module 1, you will become familiar with Coast Guard standard workstation. In Module 2, you will learn how to navigate the online course. Finally, in lesson modules 3 through 8, you will learn to perform as a YN3. Your goal is to graduate in 16 weeks following the milestones recommended by YN "A" School.

**YN Student Responsibility:** The YN "A" School Distance Course is an accelerated learning program. While in training, you are expected to meet course milestones: YN "A" School will monitor the online program to review your progress. YN "A" School will request the unit PDS take action to stay on track should you become in jeopardy of not meeting the projected course completion date.

Under no circumstances will you be allowed to remain in this distance program beyond six months. There are **NO** extensions to the six month timeline. *Furthermore, if you fail to adhere to personal or professional standards, you will be disenrolled immediately from the Distance Learning Program and reassigned back to the field.*

**PDS Responsibility.** The PDS acts in a mentor capacity. The PDS will be responsible for ensuring that all work within each course module is completed and will provide a written monthly report to the SPO supervisor. The report will consist of the Student's progress in the areas of Pay and Personnel, Travel and Administration, quality of work, using resources, safety, stamina, working with others, and loyalty. The Unit PDS shall inform the SPO supervisor whether or not the Student has the technical and leadership abilities needed to become a Yeoman Third Class in the U. S. Coast Guard.

**Units are responsible for informing YN "A" School if an individual becomes ineligible in any way to participate in the Distance Learning Program (See CG Training & Education Manual, Ch. 2.A).**

**Training Plan:** The Unit PDS (YN1 or above) assigned at the SPO will be required and expected to assist their member throughout the online course. Yeoman "A" School will issue the Unit PDS and the Student a **LOGON/PASSWORD** to the online course, and will assist the Unit PDS with questions or assistance regarding the course to ensure the member is completing it. The course requires the individual to read and then demonstrate a performance qualification. This online course provides the student and mentors a track course completion progress. In the past, when an individual completed the work, it was either emailed or faxed to a YN "A" School instructor for grading. Grading is **now** the responsibility of the SPO Unit PDS (YN1 or above).

All parties agree that the student's time will be appropriately shared between completing "A" school requirements and as an intern performing the duties of the job position. The student is required to check with their supervisor on a daily basis for tasking before logging into the YN online course.

#### **Minimum Requirements for Course Completion:**

- ☞ Complete the Distance Learning Program within six months.
- ☞ Pass a comprehensive practicum on the basic requirements for Yeoman Third Class. The Unit PDS shall contact YN "A" School when the student has completed all modules and the YN3 Enlisted Performance Qualifications (Form CG-3303C). YN "A" School will coordinate the student practicum and provide feedback. Students who earn a passing grade on the assessment will be mailed a Yeoman "A" School Certificate of Completion.
- ☞ The SPO Supervisor or Division Officer shall certify on page 2 of the EPQ form that all YN3 Performance Qualifications (CG-3303) have been completed before awarding the certificate of completion.
- ☞ The student may be advanced to E-4 as set forth in CG Personnel Manual, COMDTINST M1000.6(series), Art. 5.C.2.A.2.



# Yeoman Full-Time Course Enrollment Contract



### Enrollee Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

EMPLID: \_\_\_\_\_ Rate: \_\_\_\_\_ Date of Rank: \_\_\_\_\_

Current Unit: \_\_\_\_\_ Unit OPFAC: \_\_\_\_\_

Phone Number: \_\_\_\_\_ (Contact number during day)

Date of Birth: \_\_\_\_\_ Date of Expiration of Enlistment: \_\_\_\_\_

### Point of Contact Information (Must be a PO1 or higher):

Name of unit POC: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Alternate POC: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### Student Questionnaire:

What are your current ASVAB scores for the following: AR: \_\_\_\_\_ VE: \_\_\_\_\_

How many words (estimated can you type?) \_\_\_\_\_ Are you on the Yeoman "A" School List:  Yes  No

### Unit Questionnaire:

Is there a YN1 or above who will be available to provide you with assistance?  Yes  No

**All parties, having read the contract, will indicate their agreement by signing below.**

Signature of enrollee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of unit POC: \_\_\_\_\_ Date: \_\_\_\_\_

Name of YN School POC: L. M. McNaught, YNCM

Signature of YN School POC: *//S// L.M.McNaught*

Upon completion of the Distant Learning Contract that includes signatures by both the POC and enrollee, fax Page 2 to 707-765-7124. This needs to be done before a student starts distant learning.

The below is a list of the Yeoman "A" School and YNSMS Phone Numbers and E-mail Addresses.

School Chief	707-765-7105	YNSTRIKER@uscg.mil
Course Chief	707-765-7117	YNSTRIKER@uscg.mil
Subject Matter Specialist	707-765-7121	YNSTRIKER@uscg.mil
Fax Number	707-765-7124	