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Homeland Security

United States
Coast Guard



Military Qualifications and Insignia

COMDTINST M1200.1

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COMMANDANT INSTRUCTION M1200.1

Subj: MILITARY QUALIFICATIONS AND INSIGNIA

- Ref:
- (a) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)
 - (b) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)
 - (c) Uniform Regulations, COMDTINST M1020.6 (series)
 - (d) Cutter Training and Qualification Manual, COMDTINST M3502.4 (series)
 - (e) U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32 (series)
 - (f) Coast Guard Air Operations Manual, COMDTINST M3710.1 (series)
 - (g) Tactical Law Enforcement Team (TACLET) Program Manual, COMDTINST M3510.8 (series)
 - (h) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
 - (i) Coast Guard Aviation Medicine Manual, COMDTINST M6410.3 (series)
 - (j) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
 - (k) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
 - (l) Operational Logistics Support Plan (OLSP) for Port Security Units (PSU), COMDTINST M4081.8 (series)
 - (m) Port Security Unit (PSU) Personnel Qualification Standard (PQS), COMDTINST M1540.11 (series)
 - (n) Coast Guard Diving Policies and Procedures Manual, Volume 1, COMDTINST M3150.1 (series)

1. PURPOSE. This Manual establishes Coast Guard policy concerning the designation, certification, and continuing eligibility and entitlements of Coast Guard military personnel for certain operational and professional qualifications. In some instances, this Manual may cite to other directives where relevant policy is separately established.

DISTRIBUTION – SDL No. 166

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NON-STANDARD DISTRIBUTION:

2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Manual. Internet release is authorized.
3. DIRECTIVES AFFECTED. Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series), and Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series), are, concurrent with the promulgation of this Manual, being updated to reflect the removal of content now found in this Manual.
4. DISCUSSION.
 - a. During the break-up of the old Personnel Manual in 2011, Coast Guard policy related to certain personnel qualifications was divided, with recognized redundancy, between Reference (a), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series), and Reference (b), Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series), where it was found in Chapter 4 of each. The content of those Qualifications chapters is being consolidated in this Manual. This will eliminate a potential source of inconsistency between those two references and simplify the process of effecting changes to the policy concerning the covered qualifications.
 - b. In the development of this Manual, the consolidated policy was also reorganized to facilitate the prospective future transfer of relevant qualifications policy to existing directives issued by respective program managers. The current intent is that, when policy requirements are relocated to other directives in the future, this directive will employ pointers to where the policy may then be found, as is already done herein for certain qualifications.
 - c. Reference (c), Uniform Regulations, COMDTINST M1020.6 (series), outlines the distinctions between an insignia (denoting a significant level of qualification or designation in a specialized field), a device (denoting command afloat or ashore experience), and a badge (recognizing service in a special assignment). This Manual does not address the authorized badges, the requirements for which are adequately addressed in Reference (c), Uniform Regulations, COMDTINST M1020.6 (series), and/or in other directives. This Manual also does not, and may never, include all of the insignia found in Reference (c), Uniform Regulations, COMDTINST M1020.6 (series), but rather provides guidance and supplemental policy information regarding the eligibility, criteria, and certification for certain qualifications as established by the respective program managers. At times, this Manual may use the term “insignia” when referring generally to insignia and devices.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.

6. MAJOR CHANGES.

- a. The most significant change to the content of this Manual is the manner in which it is presented. Rather than being organized by qualifications applicable to officers, those applicable to enlisted members, and those applicable to all military personnel, the content has been arranged by operational community or program.
- b. The policy regarding the Cutterman Insignia previously included in Reference (a), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series), and Reference (b), Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series), has been replaced by a pointer directing the reader to Reference (d), Cutter Training and Qualification Manual, COMDTINST M3502.4 (series), where updated eligibility requirements have been established.
- c. Boat Force Operations has been added to this Manual, but only with a pointer directing the reader to Reference (e), U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32 (series), where the relevant policy has been established.
- d. Policy regarding Technical Observers, for which there was not an associated insignia, previously included in Reference (a), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series), has been removed. The Aviation Mission Specialist Insignia and the Rescue Swimmer Insignia have been added, but only with pointers directing the reader to Reference (f), Coast Guard Air Operations Manual, COMDTINST M3710.1 (series), where the relevant policy has been established. The requirements relating to non-aircrew mission essential personnel, otherwise not addressed in this Manual, may also be found in Reference (f), Coast Guard Air Operations Manual, COMDTINST M3710.1 (series).
- e. Policy governing the Marine Safety Insignia has been updated to include a physical description of the insignia and an expanded list of competencies eligible for earning the award of the insignia.
- f. The Tactical Law Enforcement Insignia has been added to this Manual, but only with a pointer directing the reader to Reference (g), Tactical Law Enforcement Team (TACLET) Program Manual, COMDTINST M3510.8 (series), where the relevant policy has been established.
- g. References to commands and offices within the Coast Guard organization have been updated.

7. IMPACT ASSESSMENT. None.

8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current Coast Guard categorical exclusion #33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
- b. This Manual will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 Code of Federal Regulations Parts 1500-1508, Department of Homeland Security and Coast Guard NEPA policy, and compliance with all other environmental mandates.

9. DISTRIBUTION. No paper distribution will be made of this Manual. An electronic version will be located on the following Commandant (CG-612) web sites.

Internet: <http://www.uscg.mil/directives/>, and

CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.

10. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

11. FORMS/REPORTS. Unless otherwise specified, the forms referenced in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the

Internet at <http://www.uscg.mil/forms/>;

CG Portal at <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>; and

Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.

12. REQUEST FOR CHANGES. Recommendations for changes or improvements to this policy directive are welcome and should be submitted via the chain of command to the Office of Military Personnel, Policy and Standards Division, Commandant (CG-1331), at HQS-PolicyandStandards@uscg.mil.

KURT B. HINRICHS /s/
Rear Admiral, U.S. Coast Guard Reserve
Director of Reserve and Military Personnel

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CHAPTER 1. GENERAL ADMINISTRATION

A. Issuing Qualifications, Certificates, and Insignia.

1. Initial Issue. Not all of the qualifications discussed in this Manual have a corresponding insignia or device. For those that do, the initial issue of the insignia will be provided to the individual by the Coast Guard, procured from authorized sources with unit AFC-30 funds.

Exception – The initial issue of the Physician Assistant Insignia will be procured and issued by the Office of Health Services, Commandant (CG-112).

2. Subsequent Issue. Subsequent procurements of an insignia are the responsibility of the individual.
3. Certificate. Not all of the qualifications discussed in this Manual have an accompanying certificate. For those that do, the certificate shall be signed and provided by the command authority that certified the individual's eligibility for the qualification. Unless specified otherwise, for those qualifications that differentiate between temporary and permanent entitlement, an accompanying certificate will only be issued in conjunction with the member earning permanent entitlement.
4. Presentation. The awarding of insignia and certificates, as applicable, will be made with appropriate accompanying ceremony.

B. Wearing Insignia.

1. Manner of Wear. Insignia must be worn as prescribed in Reference (c), Uniform Regulations, COMDTINST M1020.6 (series).
2. Who May Wear. Individuals who meet the qualification and certification requirements of this Manual may wear the applicable insignia as authorized for temporary or permanent entitlement. Only officers below Flag rank are authorized to wear the Command at Sea device and the Command Ashore device.
3. Officers Wearing Enlisted Insignia. Certain qualifications have distinctive insignia for enlisted members and officers who achieve the entitlement to wear them. Personnel entitled to wear the enlisted insignia who are subsequently appointed to officer status may continue to wear the enlisted insignia until the qualification requirements to wear the officer insignia have been met, after which the officer insignia must be worn.

- C. **Methods for the Submission of Certification Requests**. Issuing/award authorities may prescribe specific methods for the submission of requests to certify the entitlement to a qualification. Electronic submission should be used to the maximum extent possible.

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CHAPTER 2. **COMMAND AFLOAT AND ASHORE**A. **Officers.**

1. Command at Sea. The Command at Sea device has been established to provide recognition to those officers who are in command of, or who have successfully commanded, a Coast Guard cutter as a commissioned officer or chief warrant officer.
 - a. Eligibility. Commissioned officers and chief warrant officers of the Coast Guard and Coast Guard Reserve are eligible to wear the Command at Sea device provided that they meet one of the following criteria:
 - (1) Currently command, or have successfully commanded for a period of six continuous months, a commissioned cutter of the Coast Guard.
 - (2) Currently command, or have successfully commanded for a period of six continuous months, a division of cutters.
 - (3) Currently assigned as commanding officer of a cutter with an augmented crew, or successfully acted in the capacity as commanding officer for a total of six months.
 - (4) Currently assigned to a division of cutters in the capacity as one of the commanding officers, or successfully acted in the capacity as commanding officer for a total of six months.
 - b. Recognition for Previous Command.
 - (1) Eligible officers who are not authorized, by nature of their current assignment, to wear this device should submit requests via the chain of command to Commander, Coast Guard Personnel Service Center (CG PSC) – active duty officers to the Officer Personnel Management Division (CG PSC-OPM), and inactive duty officers to the Reserve Personnel Management Division (CG PSC-RPM) – setting forth their qualifications for recognition.
 - (2) Retired active duty officers who desire authorization should submit requests directly to Commander (CG PSC-OPM); retired inactive duty officers should submit requests directly to Commander (CG PSC-RPM).

2. Command Ashore. The Command Ashore device has been established to provide recognition to those officers who are in command of, or who have successfully commanded, a shore unit of the Coast Guard or Coast Guard Reserve as a commissioned officer or chief warrant officer.

- a. Eligibility. Commissioned officers and chief warrant officers of the Coast Guard and Coast Guard Reserve are eligible to wear the Command Ashore device provided they currently command, or have successfully commanded for a period of six continuous months, a shore unit of the Coast Guard or Coast Guard Reserve.

Note – Command must be inherent in the billet, and there must be 10 or more military personnel permanently assigned to, or attending schools operated by, the unit on a continuing basis. This includes Sector and Activities commands when such units exercise command over subordinate units having 10 or more military personnel permanently assigned.

- b. Recognition for Previous Command.

- (1) Eligible active duty officers who are not authorized by nature of their current assignment to wear this device, or who command a unit that only meets the size requirement (10 or more permanent military billets) for a limited period of time, should submit requests via the chain of command to Commander (CG PSC-OPM) setting forth their qualifications for recognition. Eligible inactive duty officers should submit requests via the chain of command to Commander (CG PSC-RPM).
- (2) Retired active duty officers who desire authorization should submit requests directly to Commander (CG PSC-OPM). Retired inactive duty officers should submit requests directly to Commander (CG PSC-RPM).

3. Successful Completion of Command. The following criteria are considered mandatory for successful command completion. Area and District commanders will be guided by these in making determinations unless unique circumstances dictate additional criteria are necessary.

- a. The officer has fulfilled the eligibility requirements in Paragraph 2.A.1.a. of this Manual for Command at Sea or in Paragraph 2.A.2.a. of this Manual for Command Ashore.
- b. The officer was not removed for cause during the tour.
- c. The officer was not the subject of any disciplinary action during the tour, or the disciplinary action was a result of a minor, isolated incident that was not indicative of the officer's overall performance in command.

4. Award Authority.

- a. Devices. The authority to wear command devices will be granted in writing by the Area or District commander, as appropriate, as follows:
 - (1) Active Duty Officers. To officers, including Reserve officers on active duty, currently in command pursuant to orders issued by Commander (CG PSC-OPM), and to these officers upon successful completion of command.
 - (2) Inactive Duty Officers. To officers currently in command pursuant to orders issued by Commander (CG PSC-RPM), and to these officers upon successful completion of command.
- b. Certificates. A Command at Sea Certificate, Form CG-5065, or a Command Ashore Certificate, Form CG-5257, as applicable, will be issued by the Area or District commander, as appropriate, upon successful completion of command or when directed by Commander (CG PSC-OPM or CG PSC-RPM).
- c. Decisions to NOT Award a Command Device or Certificate. Decisions to not award a command device or certificate must be based on documented facts rather than empty generalities or vague impressions. Any such decisions against granting the device or certificate must be forwarded in writing to Commander (CG PSC) for the record.

B. Enlisted Members.

1. Officer in Charge Afloat. Enlisted personnel of the Coast Guard and Coast Guard Reserve are eligible to wear the Officer in Charge Afloat device provided that they:
 - a. Are currently assigned by Commander, Coast Guard Personnel Service Center, Enlisted Personnel Management Division (CG PSC-EPM), as the designated, not acting, officer in charge (OIC) of a floating unit with an operating facility (OPFAC) number, and the OIC billet requires certification in accordance with Article 1.C.6.d. of Reference (h), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series); or
 - b. Are verified and documented by proper authority as having satisfactorily served as the designated OIC of a floating unit with an OPFAC number for a minimum period of six months.

2. Officer in Charge Ashore. Enlisted personnel of the Coast Guard and Coast Guard Reserve are eligible to wear the Officer in Charge Ashore device provided that they:
 - a. Are currently assigned by Commander (CG PSC-EPM) as the designated, not acting, OIC of a shore unit with an OPFAC number, and the OIC billet requires certification in accordance with Article 1.C.6.d. of Reference (h), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series); or
 - b. Are verified and documented by proper authority as having satisfactorily served as the designated OIC of a shore unit with an OPFAC number for a minimum period of six months.

3. Award Authority.
 - a. Devices. The authority to wear the applicable OIC device will be granted as follows:
 - (1) To OICs that meet the above requirements and are currently assigned pursuant to orders issued by Commander (CG PSC-EPM).
 - (2) Upon the member's permanent detachment from OIC duty, the command having custody of the Personnel Data Record will, in appropriate cases, grant authority to wear the OIC device for the successful completion of at least six months as OIC.
 - b. Certificates. Enlisted personnel of the Coast Guard and Coast Guard Reserve who are eligible for either OIC device will be furnished the appropriate officer in charge certificate.
 - c. Recognition for Previous Command.
 - (1) Enlisted personnel on active duty who are not currently serving as OIC, but who have met the eligibility requirements as outlined herein, may submit a request to the command having custody of their Personnel Data Record for authorization.
 - (2) Retired and inactive duty personnel who believe they meet the eligibility requirements may submit requests directly to Commander (CG PSC-EPM).

CHAPTER 3. **CUTTER OPERATIONS**

- A. **Cutterman Insignia.** The service and qualification requirements for the officer and enlisted Cutterman Insignia are found in Reference (d), Cutter Training and Qualification Manual, COMDTINST M3502.4 (series).

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CHAPTER 4. BOAT OPERATIONS

A. **Boat Force Operations.** The service and qualification requirements, and other related policy, for the Boat Force Operations insignia recognizing the various levels of professional development within the Boat Force operations community are found in Part 2, Chapter 6, of Reference (e), U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32 (series).

B. **Coxswain.**

1. Eligibility for Temporary Entitlement. Enlisted personnel of the Coast Guard and Coast Guard Reserve are eligible for temporary wear (while assigned to the operational unit where certified) of the Coxswain Insignia provided that they:

- a. Successfully complete the Coast Guard Institute NAVRULS or Deck Watch Officer examination;
- b. Complete the Coxswain qualification and certification process for a Coast Guard boat (skiffs, punts, and personal watercraft do not apply); and
- c. Complete six months of satisfactory service at an operational unit as a certified coxswain.

2. Eligibility for Permanent Entitlement. Enlisted personnel of the Coast Guard and Coast Guard Reserve are eligible for permanent wear of the Coxswain Insignia provided that they:

- a. Have met the requirements for temporary entitlement in Paragraph 4.B.1. above; and
- b. Complete five cumulative years of satisfactory service at an operational unit as a certified coxswain on a Coast Guard boat (skiffs, punts, and personal watercraft do not apply).

Note – At least two of the five years must include service as a coxswain at a unit operating boats 25 feet in length or greater.

3. Award Authority.

- a. The authority to wear the Coxswain Insignia will be granted as follows:
 - (1) Currently Serving as a Coxswain. Active duty and Reserve enlisted personnel who are currently serving as coxswains and have completed the eligibility requirements outlined herein may submit requests to the command having custody of their Personnel Data Record for an appropriate Administrative Remarks, Form CG-3307, entry and authorization.

(2) Previously Served as a Coxswain. Once qualified, personnel may continue to wear the insignia without regard to the method of obtaining the competency or their present rate or grade.

b. Enlisted personnel of the Coast Guard and Coast Guard Reserve who are eligible for the Coxswain Insignia will be furnished a Coxswain Certificate, Form CG-5063G.

C. Surfman.

1. Eligibility. Enlisted personnel of the Coast Guard and Coast Guard Reserve are eligible to wear the Surfman Insignia provided that they:

- a. Certify as a coxswain at an operational unit as detailed in Paragraph 4.B. of this Manual;
- b. Certify as a surfman at a designated Surf Station or the National Motor Lifeboat School;
- c. Have appropriate entries made in the Personnel Data Record to reflect certification, or provide supporting documentation to verify previous certification; and
- d. Forward a copy of their surfman qualification letter to Commanding Officer, National Motor Lifeboat School.

2. Award Authority.

a. The authority to wear the Surfman Insignia will be granted as follows:

(1) Currently Serving as a Surfman. Enlisted members of the Coast Guard and Coast Guard Reserve currently serving as a surfman, or who previously served as a surfman and can document that certification, may submit requests to the command having custody of their Personnel Data Record for an appropriate competency code entry. Assignment of the appropriate competency code will serve as authorization to wear the Surfman Insignia.

(2) Previously Served as a Surfman. Qualified personnel may wear the insignia without regard to the method of obtaining the competency or their present rate or grade.

b. Enlisted personnel of the Coast Guard and Coast Guard Reserve who are eligible for the Surfman Insignia will be furnished a Surfman Certificate, Form CG-5063L.

CHAPTER 5. AVIATION**A. Coast Guard Aviator.**

1. Authorization and Termination of Coast Guard Aviator Designations.
 - a. A Coast Guard aviator is a commissioned officer of the Coast Guard who has successfully completed an approved military flight training course and has been designated as a Coast Guard aviator by the Commandant. Designation as a Coast Guard aviator carries authorization to wear the Aviator Insignia.
 - b. A student Coast Guard aviator is a commissioned officer or enlisted aviation cadet who is under instruction in an approved flight training program leading to designation as a Coast Guard aviator.
 - c. Officers who hold a Coast Guard aviator designation and resign their commission will have the aviator designation terminated effective on the date of resignation. Individuals who are subsequently appointed as a Reserve officer will not be reassigned their previous Coast Guard aviator designation.
2. Maintaining Physical Qualifications. All aviators in a flying status shall continue to fulfill current flight physical examination requirements and meet the standards prescribed in Reference (i), Coast Guard Aviation Medicine Manual, COMDTINST M6410.3 (series), for Class 1 aviation personnel. Should any aviator fail to meet the prescribed physical standards, for reasons other than obviously transient or temporary conditions, such failure must be documented – in a Report of Medical Examination, DD Form 2808; Report of Medical History, DD Form 2807-1; and Aeromedical Summary with a duty status recommendation – and forwarded to Commander (CG PSC-OPM).
 - a. Commanding Officer Responsibilities. The commanding officer, pending the review by Commander (CG PSC-OPM), and on advice of a military flight surgeon or a military aviation medical officer, will either:
 - (1) Ground the aviator (see Paragraph 5.A.3.a. of this Manual) if the defect is disqualifying; or
 - (2) Restrict the aviator to flight duties for which the aviator was found qualified.

- b. Commander (CG PSC) Responsibilities. Commander (CG PSC) will make one of the following dispositions:
 - (1) Waiver of defect.
 - (2) Restriction to flight duties of lesser tempo commensurate with present temporary physical condition (limited to aviators recuperating from injuries or illness).
 - (3) Termination of flight status.
 - (4) Referral to the Navy Special Board of Flight Surgeons, Pensacola, Florida.
 - (5) Referral to a medical board.

- 3. Grounding and Suspension from Flight Status.
 - a. Grounding. Grounding is an informal and temporary restriction of flight duties. It is normally applied as a consequence of transient illness or incapacitation from which full recovery is expected within a 12-month period. This action is appropriate pending confirmation or final diagnosis of any physical defect, and is typically considered before suspension. Grounding is administered as prescribed by the cognizant commanding officer.

 - b. Suspension. Suspension from flight status is a formal restriction of flight duties which may develop into permanent termination of flight status.
 - (1) Authority to Suspend. The Commandant or the commanding officer of an aviation unit may suspend an officer from flying status under any of the circumstances described in Paragraph 5.A.3.b.(2) below. Suspension orders may be issued verbally or in writing. In those cases where suspension is imposed verbally, the suspending authority will confirm the action in writing as soon as practicable. Suspension orders will cite the appropriate paragraph as authority.

 - (2) When Suspension may be Imposed. Suspension orders may be issued when:
 - (a) Aviator Evaluation Board. An officer has been referred to an Aviator Evaluation Board in accordance with Paragraph 5.A.4. of this Manual.

- (b) Fear of Flying. An officer shows an incapacitating fear of flying. A suspending authority will suspend from flying status any officer who has professed in writing a fear of flying or who has been found so disposed by examination by a military flight surgeon. When the aviator has indicated a fear of flying in writing, action must be taken to suspend the officer's flight duties in accordance with Paragraph 5.A.3.b.(1) above. In those cases where action has been initiated by a military flight surgeon but the diagnosis is not definite, the aviator must be grounded and the case referred to Commander (CG PSC-OPM). Commander (CG PSC) will make disposition in one or more of the following forms:
- [1] Return the aviator to flight duty.
 - [2] Convene an Aviator Evaluation Board.
 - [3] Order the aviator to be examined by the Navy Special Board of Flight Surgeons at Pensacola, Florida.
- (c) Voluntary Request. An officer voluntarily requests termination of flight status. The aviator must be immediately suspended from further flight duties by their commanding officer or administrative senior and will be directed to submit an official request to Commander (CG PSC-OPM) via the chain of command. An advance copy must be forwarded directly to Commander (CG PSC-OPM). A report on the case by a military flight surgeon, preferably Coast Guard, and an e-resume must accompany the request. The date that flight status was suspended must be included in the commanding officer's endorsement.
- (d) Physical Disqualification. An officer has been grounded for a physical defect for 12 months. If the defect continues to be disqualifying, the aviator will be suspended from flight status. If the officer met flight requirements for entitlement to pay for the month in which he or she became incapacitated, the waiting period will begin on the first day of the following month; otherwise, it will begin on the first day of the month in which the officer became incapacitated. It is emphasized that even though no suspension is imposed during the waiting period, an officer will not be permitted to fly until certified to be physically qualified for return to flight duties. When suspension becomes necessary, the commanding officer will issue written suspension orders which will include the original date of incapacitation. A copy of the orders will be sent directly to Commander (CG PSC-OPM). In cases where the defect is "prima facie" permanently disqualifying or where qualification is not regained within 12 months, the case must be referred to a medical board. For the effects of suspension upon incentive pay

entitlements for all aviator categories, see Reference (j), Coast Guard Pay Manual, COMDTINST M7220.29 (series).

- (3) Authority to Certify as Physically Qualified. See Paragraph 2.C.4. of Reference (i), Coast Guard Aviation Medicine Manual, COMDTINST M6410.3 (series).
- (4) Removal of Suspension. Except when imposed for voluntary termination (see Paragraph 5.A.3.b.(2)(c) above), suspension may be revoked by the imposing command when the reason for suspension no longer exists. The Commandant may remove any suspension at any time.

4. Aviator Evaluation Board.

- a. Convening a Board. A Coast Guard Aviator Evaluation Board will be convened by Commander (CG PSC) when necessary to evaluate the performance, potential, and motivation for continued service in flight status of certain Coast Guard aviators. The board will function in an advisory capacity to the convening authority and will recommend appropriate action to ensure only those aviators who can satisfactorily perform the duties required are continued in a flying status. The board is not a disciplinary agency in any respect; any action resulting from board recommendation is not disciplinary in nature, but rather is intended solely to support the safety of flight operations. Where events leading to board action also require disciplinary action, the commanding officer or administrative senior, whenever possible, should take such action before the board is convened; however, it is not required or necessary that the board be informed of the action taken.
- b. Reasons for Convening a Board. Commander (CG PSC) will normally convene an Aviator Evaluation Board within 30 days of being advised by the aviator's commanding officer or administrative senior that any of the following conditions are considered to exist.
 - (1) Faulty Judgment. The aviator has demonstrated faulty judgment in flight situations. This may be evidenced by serious or repeated violations of flight discipline or mishaps involving pilot judgment.
 - (2) Lack of Skill. The aviator has demonstrated a lack of general or specific flight skills. This may be evidenced by mishaps or near mishaps involving pilot skill, failure to satisfactorily complete all or any part of a prescribed training syllabus, or failure to comply with minimum annual flight requirements for reasons within the aviator's control.
 - (3) Lack of Mental Abilities. The aviator has demonstrated certain habits, traits of character, emotional tendencies, lack of mental aptitude, or motivation that makes continuing in assigned flying duties questionable.

- (4) Professionally Unfit. The aviator is considered to be professionally unfit for flying for any reason not specified above.
 - (5) Not Aeronautically Adaptable. The aviator is considered by a military flight surgeon not to be aeronautically adaptable.
- c. Board Membership. A Coast Guard Aviator Evaluation Board will consist of three Coast Guard aviators and a military flight surgeon, preferably Coast Guard. The aviator members must be senior to the aviator whose performance is under evaluation and should be completely familiar with the type of flight operations involved. No member will be appointed who is considered to be a prospective witness or interested party. The senior aviator will act as senior member of the board. Selections normally will be made so as to provide representation from the Officer Personnel Management Division (CG PSC-OPM); the Office of Aviation Forces, Commandant (CG-711); and the Operational Medicine and Medical Readiness Division, Commandant (CG-1121). Other aviators will be designated by Commander (CG PSC) as required to complete the board.
- d. Legal Counsel. Legal counsel is not a requirement for an informal board. If the evaluatee requests and is afforded legal counsel by the convening authority, the board should also be provided counsel.
- e. Commanding Officer Preparation for Board. The most important reason for removing an aviator from flying status is safety, yet Reference (k), Safety and Environmental Health Manual, COMDTINST M5100.47 (series), prohibits the use of an accident or incident report as evidence for evaluation boards. Therefore, documentation must be derived from other sources such as an informal board of investigation, Flight Examining Board minutes, notes to the file, evaluation reports, training records, etc. The following general guidelines must be followed in preparing for the board.
- (1) Discuss the deficiencies with the aviator involved.
 - (2) If the commanding officer is current in the model aircraft flown by the aviator under question, then fly with the aviator and evaluate his or her performance.
 - (3) Several members of the Flight Examining Board should evaluate, in writing, the aviator's performance over a period of time.
 - (4) When an aviator's performance is considered substandard, the commanding officer should direct, in writing, that a program or a plan for additional training be established with definite objectives outlined.

- (5) Evaluation report comments and marks should coincide with those of the aviator's training and/or syllabus records. When an aviator, who is not an aircraft commander (AC), is having difficulties, comments reflecting the aviator's performance should be made in the training record after every flight. When the performance of an AC is questioned, then:
 - (a) The commanding officer should counsel the aviator and write a memorandum to the file that the aviator has read and signed.
 - (b) If the commanding officer revokes the AC designation, training objectives for requalification should be established unless this action is not feasible.
- f. Required Data. The commanding officer shall forward the following material to Commander (CG PSC) when an aviator is to be considered by a board. Board members will be provided with a copy of the case file by Commander (CG PSC) in advance of board proceedings.
 - (1) A summary of the facts pertinent to the case, including documentation of the commanding officer's actions listed in Paragraph 5.A.4.e. above.
 - (2) Witness statements, if applicable.
 - (3) Notification in writing from the commanding officer to the officer that he or she is being recommended for an Aviator Evaluation Board with specific references to the reasons for the recommendation.
 - (4) Written acknowledgment from the aviator concerned, including a statement that he or she fully understands the purpose of the board.
 - (5) A statement from the commanding officer evaluating the individual's capabilities as a Coast Guard aviator.
 - (6) The aviator's flight logs, training records, and any pertinent correspondence, such as Aviation Training Center Mobile evaluation, minutes of Unit Standardization Board, etc.
 - (7) Summary of total flight hours, total hours for the previous three months, total hours by model for the previous three months, and the types of aircraft that the aviator is currently qualified to fly.
 - (8) An evaluation by a military flight surgeon, preferably Coast Guard.
- g. Board Action.
 - (1) Proceedings. Board proceedings are to be kept informal to permit a free exchange of information and development of additional relevant facts.

- (2) Opening Comments/Statements. Sample opening comments and statements to witnesses by the senior member will be provided by Commander (CG PSC) for each board.
 - (3) Questioning. It is essential that the board and the evaluatee be given the opportunity to cross-examine witnesses. It is also important that the board question the evaluatee. The evaluatee and a reasonable number of witnesses should appear in person during board proceedings.
 - (4) Recommendations. The board shall carefully consider the data in the case file and make one or more of the following recommendations:
 - (a) Continuation in full flight status.
 - (b) Probationary flight status for a definite period.
 - (c) Additional training.
 - (d) Orders to duty not involving flying.
 - (e) In the case of a Reserve officer, retention on or release from active duty.
 - h. Board Report and Final Action. Upon completion, the board will submit all pertinent documents together with its findings and recommendations, signed by all members, to Commander (CG PSC) for review. When the board is not unanimous in its recommendations, a minority report by a dissenting member may be included. Letter notification of final action as approved by Commander (CG PSC) will be forwarded to the evaluatee via the chain of command.
5. Restoration to Duty Involving Flying. Requests for reinstatement must be addressed to Commander (CG PSC-OPM) via the chain of command and must be accompanied by a completed Report of Medical Examination, DD Form 2808. Regardless of the reason for original removal from flight status, an aviator will not normally be considered for reinstatement if flight status was terminated more than 18 months prior to initiation of a request for reinstatement, or if the aviator's age, grade, specialty, and/or previous flight experience indicate that he or she cannot be expected to fill an operational flying billet satisfactorily. A former Coast Guard aviator will not normally be reinstated in flight status when the removal from flight status was a result of any of the following:
- a. Voluntary request.
 - b. Recommendation of an Aviator Evaluation Board.
 - c. Voluntary acceptance of a change in status or entry into a program which does not require flight status (e.g., Reserve Program Administrator).

6. Reassignment upon Termination of Flight Status. Aviators whose flight status is terminated as a result of actions taken under Paragraphs 5.A.2., 5.A.3.b., or 5.A.4. of this Manual will be reassigned to duty or released as required by the needs of the Service at that time.
 7. Disciplinary Action. Situations involving aviators where disciplinary action is indicated must be handled in accordance with instructions applicable to all Coast Guard officers. Suspension from duty involving flying is not a disciplinary measure. Further, since the action of an Aviator Evaluation Board is not of a disciplinary nature, its recommendations do not create a bar to disciplinary measures.
- B. **Aviation Maintenance Officer.** An aviation maintenance officer (AMO) is a designated aviator who has successfully completed an approved course of instruction or program in aircraft maintenance procedures or administration, or a chief warrant officer in the aviation engineering (AVI) specialty. Commander (CG PSC-OPM) designates qualified officers as AMOs.
- C. **Aircrew.** The requirements for earning and maintaining aircrew designations, and for authorization to wear the Air Crew Insignia, are found in Chapter 8 of Reference (f), Coast Guard Air Operations Manual, COMDTINST M3710.1 (series). Designated (current or lapsed) personnel may wear the Air Crew Insignia. However, authorization is rescinded when either of the following occurs:
1. The commanding officer determines that the individual is no longer professionally qualified and revokes the designation.
 2. Contrary to command requirements, the individual no longer volunteers for aircrew flight duty.
- D. **Aviation Mission Specialist.** See Chapter 8 of Reference (f), Coast Guard Air Operations Manual, COMDTINST M3710.1 (series), for information on the qualification requirements for designation as an aviation mission specialist and on authorization (temporary and permanent) to wear, and maintain entitlement to wear, the Aviation Mission Specialist Insignia.
- E. **Rescue Swimmer.** Information on the qualification requirements for designation as a rescue swimmer and on authorization to wear, and maintain entitlement to wear, the Rescue Swimmer Insignia are found in Chapter 8 of Reference (f), Coast Guard Air Operations Manual, COMDTINST M3710.1 (series).

- F. **Coast Guard Astronaut.** Only the Commandant may designate Coast Guard astronauts.
1. Astronaut Pilot. This designation carries the authorization to wear the Coast Guard Astronaut Pilot Insignia. The qualifications for astronaut pilot are:
 - a. Currently on flying status as a Coast Guard pilot;
 - b. Trained, qualified, and certified to fly a powered vehicle designed for flight above 50 miles from the earth's surface; and
 - c. Minimum of one flight as a pilot or mission specialist on an extraterrestrial vehicle in a flight above 50 miles from the earth's surface.
 2. Astronaut Flight Officer. This designation carries the authorization to wear the Coast Guard Astronaut Flight Officer Insignia. The qualifications for astronaut flight officer are:
 - a. Currently on flying status as a flight officer;
 - b. Trained, qualified, and certified to fly as a mission or payload specialist in powered vehicles designed for flight above 50 miles from the earth's surface; and
 - c. Minimum of one flight as a mission or payload specialist in powered vehicles designed for flight above 50 miles from the earth's surface.
 3. Astronaut Specialist. The qualifications for designation as astronaut specialist are:
 - a. Currently on flying status as a shuttle astronaut mission or payload specialist but not qualified as a Coast Guard pilot or flight officer;
 - b. Trained, qualified, and certified as a mission or payload specialist aboard an extraterrestrial vehicle in a flight above 50 miles from the earth's surface; and
 - c. Minimum of one flight as a mission or payload specialist aboard an extraterrestrial vehicle in a flight above 50 miles from the earth's surface.

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CHAPTER 6. MARINE SAFETY

- A. **Discussion.** The Marine Safety field is a major contributor to Coast Guard service to the public, and is well represented in the Coast Guard's three roles of Maritime Safety, Maritime Security, and Maritime Stewardship. The Marine Safety Insignia represents the attainment of the qualifying competencies and experience to be recognized as a Marine Safety professional.
- B. **Description of the Insignia.** The Marine Safety Insignia is a gold rectangle with a trident extending within its length. A gold compass rose is centered above the trident with a silver shield covering the center of the compass rose. A braided rope runs the length of the trident and is intertwined with the compass rose.
1. The trident represents the three-pronged approach to the mission – prevention, preparedness, and response – and is also the recognized symbol of the Marine Science Technician (MST) rating.
 2. The compass rose is a recognized symbol of the world, acknowledging the Marine Safety Program's worldwide reputation, influence, and duty stations.
 3. The shield represents the safety and protection of people, property, and the environment.
 4. The combination of silver and gold in the same insignia represents enlisted members (silver) and the officer corps (gold). Not having a separate color insignia for each symbolizes the similarity of competencies required to fulfill the mission, regardless of rank/rate.
 5. The braided rope represents the Coast Guard seal, the Service, and its maritime heritage. The rope intertwined among the other symbols represents the coordination between all Marine Safety personnel and operations for successful mission completion.
- C. **Eligibility.** Enlisted members (E-4 and above) and officers of the Coast Guard and Coast Guard Reserve, Coast Guard civilian employees, and Coast Guard Auxiliary members may be awarded the Marine Safety Insignia.
- D. **Temporary Entitlement.** Personnel permanently assigned to a billet of qualifying experience may wear the insignia, while so assigned, upon attainment of four qualifying competencies and having been certified by an issuing authority. Upon completion of each tour of qualifying experience, the insignia must be removed from the uniform except when permanent entitlement is awarded as outlined in Paragraph 6.E. below or when reporting to another billet of qualifying experience.

- E. **Permanent Entitlement.** An individual must complete five years of qualifying experience, attain four qualifying competencies, and be certified by an issuing authority in order to receive entitlement to wear the Marine Safety Insignia on a permanent basis.
- F. **Qualifying Experience.** Service at the following unit types and programs, in a billet with direct and regular involvement in Marine Safety operations as determined by the commanding officer, satisfies the qualifying experience criteria for the insignia. Units not listed below may submit a written request for determination of eligibility to the Office of Shore Forces, Commandant (CG-741), via their chain of command.
1. Sectors
 2. Marine Safety Units
 3. Marine Safety Detachments
 4. Activities Europe or Far East
 5. Marine Inspection Detachment
 6. Regional Inspection Offices
 7. Detached Duty Inspection Offices
 8. Container Inspection Training and Assistance Team
 9. Strike Teams
 10. Marine Safety Center
 11. National Maritime Center
 12. National Strike Force Coordination Center
 13. National Centers of Expertise
 14. Marine Industry Training Program

G. Qualifying Competencies.

1. Domestic Vessel.
 - a. T-Boat Inspector (TI)
 - b. K-Boat Inspector (KI)
 - c. Barge Inspector (BI)
 - d. Drydock Inspector (DI)
 - e. Hull Inspector (HI)
 - f. Hull Inspector – Tankship (HT)
 - g. Machinery Inspector (MI)
 - h. Machinery Inspector – Steam (MS)
 - i. Mobile Offshore Drilling Unit Inspector (MU)
 - j. Offshore Supply Vessel Inspector (OI)
 - k. Commercial Fishing Vessel Examiner (FVSE)
 - l. Uninspected Towing Vessel Examiner (UT)

2. Foreign Vessel.
 - a. Port State Control Examiner (PSCE)
[or predecessor PSC Boarding Officer (EI)]
 - b. Foreign Freight Vessel Examiner (FFVE)
 - c. Foreign Tank Vessel Examiner (FTVE)
 - d. Foreign Chemical Tanker Examiner (FCTE)
 - e. Foreign Gas Carrier Examiner (FGCE)
 - f. Foreign Passenger Vessel Examiner (FPVE)
[or predecessor Control Verification Examiner (CV)]

3. Facility Inspections.
 - a. Facility Inspector (EU)
 - b. Container Inspector (EC)
 - c. Explosive Handling Supervisor (EB)

4. Investigations.
 - a. Marine Casualty Investigator (FO)
 - b. Maritime Enforcement Investigator (EO)
 - c. Suspension and Revocation Investigator (FN)
 - d. Suspension and Revocation Hearing Investigator
(RO – in Training Management Tool as MAREAB)

5. Incident Management.
 - a. Pollution Responder (ED)
[or predecessor Pollution Investigator]
 - b. Federal On-Scene Coordinator’s Representative (ET)

6. Strike Team.
 - a. Response Member (EE)
 - b. Response Technician (EF)
 - c. Response Supervisor (EG)
 - d. Response Officer (EH)

7. Waterways Management & Contingency Planning.
 - a. Waterways Management Representative
(WM – in Training Management Tool as MAREAA)
 - b. Contingency Planner (CP)
 - c. Harbor Safety Officer (EK)
[obtained prior to 31 July 2008]

8. Mariner Credentialing.
 - a. License and Document Evaluator (FG)
 - b. License and Seamen Document Examiner (FE)

9. Prior Qualification. Personnel may use previous versions of the competencies listed above to meet the four-competency criteria. Double-counting will not be allowed, however; a revised competency cannot count as one of the four if the member also intends to count the original version of the competency. For example, a member may use the legacy PSC Boarding Officer (EI) competency to help fulfill the insignia criteria, but may not also use the Port State Control Examiner (PSCE) competency. Any questions regarding prior competencies should be referred to the issuing authority for final determination.

H. Issuing Authority.

1. The issuing authorities for the Marine Safety Insignia are unit commanders and commanding officers of the unit types outlined in Paragraph 6.F. above.
2. Commandant (CG-741) is the issuing authority for the Marine Safety Insignia for individuals not currently assigned to a unit of qualifying experience and for those who began serving in the Marine Safety field prior to 1 January 1990.
3. Issuing authorities shall ensure that all requirements have been met before certification and that supporting documentation is entered in Direct Access.

- I. Documentation.** For temporary entitlement, an Administrative Remarks, Form CG-3307, entry must be made. For permanent entitlement, the Marine Safety Insignia Certificate, available on the Commandant (CG-741) CG Portal page, will be signed and issued by the issuing authority.

CHAPTER 7. **LAW ENFORCEMENT**

- A. **Tactical Law Enforcement Insignia.** The service and qualification requirements for award of the Tactical Law Enforcement Insignia to members assigned within the Coast Guard's Deployable Specialized Forces (DSF) community are found in Reference (g), Tactical Law Enforcement Team (TACLET) Program Manual, COMDTINST M3510.8 (series). Questions may also be addressed to the Office of Specialized Capabilities, Commandant (CG-721).

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CHAPTER 8. PORT SECURITY UNIT

- A. **Eligibility.** The Port Security Unit (PSU) Insignia was created to recognize individuals qualified in PSU operations. The PSU Insignia will be awarded to those who have qualified in the areas of Personnel Qualification Standards (PQS)/basic skills courses for PSUs, served as a member of a PSU for a given time, and demonstrated a practical application of those skills in a PSU setting. The PSU Insignia will be issued as a permanent award only.
- B. **Qualifications.** The PSU Insignia qualification is divided into three areas based upon the date of the formal commissioning of the first Port Security Unit, 1 May 1995.
1. Personnel who Served with PSUs and Deployed to an In-theater Operation prior to 1 May 1995.
 - a. Graduate of the Camp Blanding PSU course or a member of PSU 310/302/303 and attended the Desert Shield or Uphold Democracy ramp-up training at Camp Perry or the U.S. Marine Combat Skills Course at Quantico, Virginia; and
 - b. Successfully deployed as a member of a PSU during Operation Desert Shield, Operation Desert Storm for a minimum of 30 days, or Operation Uphold Democracy for its duration.
 2. Personnel who Completed PSU Skills Training but did not Deploy to Desert Shield, Desert Storm, or Uphold Democracy; Served with a PSU and Participated in Two PSU Deployment Operations prior to 1 May 1995.
 - a. Graduate of the Camp Blanding PSU course or the Desert Shield ramp-up training at Camp Perry in 1990 or the U.S. Marine Combat Skills Course at Quantico, Virginia;
 - b. A member of a PSU for two years prior to 1 May 1995; and
 - c. Successfully completed Active Duty for Training (ADT) periods for at least two of the listed deployments: Flame River 92, Forward Sentinel 93, Flame River 93, PSU Focus Training 94, Allegiant Sentry 94, Allegiant Sentry 95, Freedom Banner 95.
 3. Personnel who Served with PSUs after 1 May 1995.
 - a. Completion of PSU Basic Skills formal training conducted at either an established school, by a specific PSU, or by a PSU training team approved by the Office of Specialized Capabilities, Commandant (CG-721). Examples include Phoenix Readiness at Fort Dix, U.S. Marine Corps Basic Training at Camp Pendleton, and PSU Training Detachment (TRADET);
 - b. A minimum two-year permanent assignment to a single PSU;

- c. Completion of all billet assigned PQS unique to the Watch, Quarter, and Station Bill (WQSB) as outlined in Reference (l), Operational Logistics Support Plan (OLSP) for Port Security Units (PSU), COMDTINST M4081.8 (series), as well as mandatory all-hands PQS training requirements (all of the 0.x modules) as outlined in Reference (m), Port Security Unit (PSU) Personnel Qualification Standard (PQS), COMDTINST M1540.11 (series); and
- d. Fully met all overseas deployment qualification standards during the two-year period – waivers may be approved by Commander, Coast Guard Pacific Area (PAC-37DF).

C. Requesting Recognition.

1. Current PSU Members. Current PSU members requesting award of the insignia will submit a package illustrating their completion of PQS to the unit command to evaluate the member's qualifications for the PSU Insignia. If it is determined that a candidate meets all qualifications, the unit commanding officer will award the insignia to the candidate.
2. SELRES Members and Members Not Currently Assigned to a PSU. Selected Reserve (SELRES) and active duty members who are not currently assigned to a PSU should submit their packages to their respective command for validation and award of the insignia. Commanding officers are authorized to award the PSU Insignia upon presentation of the application package and determination that the award criteria were met during a permanent assignment to a PSU. The application package must provide evidence of PQS completion and performance (post 1 May 1995) or evidence of completion of Camp Blanding PSU Course, Desert Shield Ramp-Up Training at Camp Perry in 1990, or the U.S. Marine Combat Skills Course at Quantico, Virginia.
3. Former Members. Persons no longer in the Coast Guard or Coast Guard Reserve who meet the criteria in Paragraph 8.B. of this Manual may submit completed packages to Commandant (CG-721).

CHAPTER 9. DUTY INVOLVING DIVING

- A. **Policies.** Policies concerning the Coast Guard Diving Program are included in Reference (n), Coast Guard Diving Policies and Procedures Manual, Volume 1, COMDTINST M3150.1 (series).

- B. **Procedures.** Reference (n), Coast Guard Diving Policies and Procedures Manual, Volume 1, COMDTINST M3150.1 (series), also sets forth procedures for commanding officers to ensure candidates are fully qualified to attend the Navy Underwater Diving Schools. It promulgates guidelines for establishing and disestablishing diving allowances and updating approved equipment lists, and for application procedures and re-qualifications.

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CHAPTER 10. **MEDICAL**A. **Physician Assistant (PA) / Nurse Practitioner (NP).**

1. Eligibility. Regular and Reserve commissioned officers and U.S. Public Health Service officers serving with the Coast Guard are eligible to wear the Physician Assistant/Nurse Practitioner Insignia upon designation as a PA or NP by the Office of Health Services, Commandant (CG-112).
2. Requirements.
 - a. Proof of completion of an approved Physician Assistant or Nurse Practitioner training program;
 - b. Successfully passing a certification or recertification examination; and
 - c. Verification of training and certification by the Quality and Performance Improvement Division, Commandant (CG-1122).

- B. **Aviation Medical Personnel.** See Reference (i), Coast Guard Aviation Medicine Manual, COMDTINST M6410.3 (series), for information on the requirements for designation as a Flight Surgeon (FS), Flight Surgeon Trainee (FST), Aviation Medical Officer (AMO), Aeromedical Physician Assistant (APA), or Aeromedical Physician Assistant-Designated (APA-D), and authorization to wear the corresponding insignia.

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CHAPTER 11. LEGAL

- A. **Coast Guard Judge Advocate.** A Coast Guard Judge Advocate is a commissioned officer who has successfully completed all requirements specified in Paragraph 11.B. below and has been designated as a judge advocate by the Commandant.
- B. **Eligibility.** Commissioned officers of the Coast Guard, and commissioned officers of the Coast Guard Reserve serving on active duty or in a Coast Guard Reserve legal billet, are eligible to be designated a judge advocate provided that they are:
1. A graduate of a law school accredited by the American Bar Association;
 2. An active member of the bar of a federal court or the highest court of a state or territory of the United States or the District of Columbia; and
 3. Assigned to permanent duty as a judge advocate, or approved for such designation by The Judge Advocate General, Commandant (CG-094), e.g., serving in a Coast Guard Reserve legal billet if not on active duty.
- C. **Procedures.** Commissioned officers desiring designation as a judge advocate must submit a memo request via their chain of command to the Office of Legal Policy & Program Development, Commandant (CG-LPD), for determination by The Judge Advocate General, Commandant (CG-094). When a designation is made, Commandant (CG-LPD) will notify Commander (CG PSC-OPM) for appropriate documentation in the records. The officer's memo request should include the following information:
1. Name of the law school attended and graduation date.
 2. Name of the bar in which admitted to practice law and admission date(s).
 3. The officer billet code number and specific legal duty to which assigned, or other basis for requesting designation.

Note – Evidence of law school graduation and a license to practice law must be enclosed with the memo.

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CHAPTER 12. RECRUIT COMPANY COMMANDER**A. Eligibility.**

1. Permanent Entitlement. Enlisted personnel of the Coast Guard and Coast Guard Reserve are eligible to permanently wear the Company Commander Insignia provided that they:
 - a. Have either successfully completed a Company Commander assignment, regardless of duration, prior to August 1996, or met all requirements of a Company Commander assignment after August 1996 and completed 12 consecutive months of a Company Commander assignment; and
 - b. Have appropriate entries made in Direct Access.

Note – Detached Reservists who meet the requirement in Paragraph 12.A.1.a. above may waive the consecutive duty requirement as necessary to achieve 12 months of assignment as a Company Commander.

2. Temporary Entitlement. Personnel serving as a Company Commander who have met all requirements of a Company Commander assignment established after August 1996, but have not yet completed 12 consecutive months, are eligible to temporarily wear the Company Commander Insignia.

B. Award Authority. The authority to wear the Company Commander Insignia will be granted as follows:

1. Enlisted personnel on active duty and Reservists serving as a Company Commander, or who have previously served as a Company Commander and can provide supporting documentation, may submit requests to the command having custody of their Personnel Data Record to have the appropriate entries made.
2. Personnel who qualify may wear the insignia without regard to the method of obtaining the qualification or their present rate or grade.

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