

R 281753Z NOV 05 ZUI ASN-A00332000011 ZYB
FM COMDT COGARD WASHINGTON DC//CG-13//
TO ALCOAST
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UNCLAS //N01500//
ALCOAST 586/05
COMDTNOTE 1500

SUBJ: TRAINING COURSE MATERIAL RE-TESTING POLICY

- A. Coast Guard Personnel Manual, COMDTINST M1000.6A, SECTION 5.C
- B. Training and Education Manual, COMDTINST M1500.10 (SERIES)
- C. Education Services Officer (ESO) Procedures Guide, Volume 1, CGI P1550.1
- D. Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (SERIES)
- E. Enlisted Professional Military Education Manual, COMDTINST M1510.2 (SERIES)
- F. Reserve Policy Manual, COMDTINST M1001.28 (SERIES)

1. This message establishes a twenty-one (21) calendar day waiting period between test taking attempts for all end of course tests (EOCT) administered by the CG Institute including enlisted professional military education (EPME) advancement qualification exams (AQE). This policy change is effective immediately and will be reflected in future changes to refs a-f.
2. The intent of this policy is to make testing opportunities equitable for all personnel, especially those who rely on the postal system. Additionally, it acts to discourage test sampling and encourage appropriate study time between test taking attempts. Data indicates EOCT first attempt pass rates are declining and have been for the past few years. Many personnel who do not initially pass their EOCT are re-testing at a frequency that does not indicate an appropriate investment of study time. Taking an EOCT without adequately studying course material depreciates the value of the training process and is a time drain for the member and test proctor. Among the primary factors which contribute to instances of frequent re-testing are: the availability of library-unit testing centers, curiosity for test sampling (learning the test) and a perceived time saving incentive for being placed on supplemental advancement lists.
3. Under this revised policy, if the first attempt to pass an EOCT/AQE is unsuccessful a re-test will be allowed on the twenty-first calendar day following the previous test date. The waiting period applies to all subsequent re-test attempts for the same rating course EOCT or EPME level AQE and all other course material administered by the CG Institute. To allow for enlisted advancements at "A" school graduation, commanding officers of training centers are authorized to administer re-tests to students within twenty-one (21) calendar days but no less than seven (7) calendar days after the previous attempt. Commanding officers of air stations are also authorized to administer re-tests to students within twenty-one (21) calendar days but no less than seven (7) calendar days after the previous attempt for those students enrolled in the airman program only. For reserves: when authorized by ref f, the use of Readiness Management Period (RMP) orders should be considered to provide SELRES mbrs the opportunity to retake EOCT/AQE within the same wait period as active duty mbrs without the need to wait for, or change, scheduled IDT drills.
4. All officers, chiefs and work-center supervisors are expected to enable the professional development of personnel in their charge and assist them in preparing for advancement to the next higher pay grade. This effort includes (but is not limited to) providing on-the-job training opportunities, validating that all performance qualifications are accomplished IAW referenced standards, and ensuring all course materials are completed prior to allowing an EOCT/AQE to be administered. Proactive mentorship is a necessary component for a strong organizational future and is vital for maintaining the integrity of our training system. We are all obligated to share learning experiences and contribute to the professional development of our shipmates.
5. Questions regarding general guidance of this re-test policy should be addressed to the unit ESO. For enlisted personnel advancement concerns, the appropriate rating force master chief serves as a point of contact. Command concerns may be addressed to CG Headquarters Office of Training, Workforce Performance and Development (CG-132).
6. Request widest dissemination of the contents of this message. Internet release authorized.

7. RADM Sally Brice-O'Hara, Director of Reserve and Training sends.

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