

Required Training for Billets 12-8.01-P

IDENTIFY required training for personnel (billets) at your unit and recommend changes, as presented in the E-PME Study Guide.

Required Training for Billets

The Coast Guard is made up of a wide variety of units. The four primary type units are:

- Cutters
- Small boat stations
- Air stations
- Marine safety units

Well-trained crews allow a unit to operate effectively and efficiently. To this end, training for members is paramount.

All Coast Guard units are required to conduct Commandant-directed training, such as sexual harassment and civil rights training, to name a few subjects.

Training and Qualification Manuals

In addition to Commandant-directed training, each type of unit has a training manual that prescribes specific training for personnel, and a list of required drills and frequencies for conducting drills.

The intent of this requirement is to direct you to locate and use the training manuals that govern the training requirements for personnel for your unit.

Links to the training and qualification manuals for Coast Guard primary units are presented here.

*Training and
Qualification
Manuals
(continued)*

- **Cutter Units.** The online Cutter Training And Qualification Manual, COMDTINST M3502.4 (series) can only be accessed through the CG Intranet with a CGSWIII at this link:

http://cgweb.uscg.mil/g-o/g-ocu/CIM_3502G.pdf

- **Small Boat Stations.** Small boat stations refer to the volumes of the USCG Boat Operations and Training (BOAT) manual:
 - ▶ Vol. I, COMDTINST M16114.32
 - ▶ Vol. II, COMDINST M16114.33

These manuals can be accessed via the Internet at these links:

http://www.uscg.mil/ccs/cit/cim/directives/CIM/CIM_16114_32.pdf

http://www.uscg.mil/ccs/cit/cim/directives/CIM/CIM_16114_33.pdf

- **Air Stations.** The primary training manuals for air stations are the:
 - ▶ CG Air Operations Manual, COMDTINST M3710.1E
 - ▶ CG Helicopter Rescue Swimmer Manual, OMDTINST M3710.4B

These manuals can be accessed via the Internet at these links:

http://www.uscg.mil/ccs/cit/cim/directives/CIM/CIM_3710_1E.pdf

http://www.uscg.mil/ccs/cit/cim/directives/CIM/CIM_3710_4B.pdf

- **Marine Safety Units.** Two of the ten training manuals for marine safety units are:
 - ▶ Marine Safety Manual, Vol. I, Administration and Management, COMDTINST M16000.6
 - ▶ Marine Safety Manual, Vol. II, Material Inspection, COMDTINST M16000.7A

These manuals can be accessed via the Internet at these links:

<http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>

<http://www.uscg.mil/hq/g-m/nmc/pubs/msm/>

The information contained in all of these manuals is not testable material.

Performing this Requirement

For this performance requirement:

- Access your unit's training manual(s) and familiarize yourself with the general type of information found in the manual.
 - Identify the required training for your particular unit.
 - Determine if the current training plan is sufficient or if additional training is required.
 - Review this information with your supervisor and recommend any necessary changes.
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