



Commandant
United States Coast Guard

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COMDTNOTE 1540
AUG 14 2001

COMMANDANT NOTICE 1540

CANCELLED: AUG 13 2002

Subj: FY02 CLASS CONVENING SCHEDULE FOR COAST GUARD CLASS "A"
AND "C" RESIDENT AND EXPORTABLE TRAINING COURSES

Ref: (a) Cutter Training and Qualification Manual, COMDINST M3502.4 (series)
(b) Enlisted Qualification Codes Manual, COMDTINST M1414.9 (series)
(c) Training and Education Manual, COMDINST M1500.10 (series)

1. PURPOSE. This Notice publishes the FY02 class convening schedule of Coast Guard Class "A" and "C" resident and exportable training courses. These courses were defined by program/force managers as essential or directly related to mission accomplishment or achievement of program objectives. It is to be used as a planning tool and for obtaining quotas to meet unit mission requirements.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, special staff offices at Headquarters, and unit commanding officers/officers in charge, shall ensure compliance with the provisions of this Notice.
3. DISCUSSION.
 - a. Reference (a) provides operational training standards applicable to cutters and provides a basic foundation from which unit Commanding Officers can determine the unit's specific training requirements. These standards will be updated as required and cognizant program/support managers will develop similar standards as specific needs are identified.
 - b. This annual Notice introduces the operational use of advanced distributed learning (ADL) options for the delivery of Coast Guard training. Advanced distributed learning is learning that takes place without the physical presence of an instructor and can include correspondence course materials, audio/videotapes, CD ROMS, teletraining, and leverages the capability of computer and information technologies. Coast Guard field-testing of ADL using actual course requirements has proven to be at least as effective as

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	2	2	2		2	2	1	2	1	1		1	2	1	1	1	1	1								
B		4	5	1	3	2	1	6	1	1	2	1	2	6	1	1		6		1	5	1	2	1	1	1
C	1	1	1	1	1	1	1	1	1		1	1	1	1	1		1	1	1		1	1	1	1	1	1
D	1	1	1	1	1	1		1		1		1		1		1		10	1		1	1				1
E	1	1	1					1						1	1				1				1	1		
F																										
G	1	1																								
H																										

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more traditional strategies. This notice includes a number of courses that have been identified as meeting the necessary criteria for delivery as distributed learning. Although course participants in these identified courses will not need to travel to attend course offerings, orders issued by Training Quota Management Center (TQC) will continue to designate the member as in a training status. Specific trainee requirements for a particular course will vary to some extent by the course and will be coordinated by the TRACEN offering the course.

- c. Reference (b) contains the procedures for the assignment and cancellation of qualification codes for enlisted personnel and billets.
4. SUMMARY. Enclosure (1) provides class convening schedules and course information for Coast Guard Class "A" and "C" Resident Training. The sections are summarized below:
 - a. Section A of Enclosure (1) provides the convening schedules for Class "A" Resident Courses.
 - b. Section B of Enclosure (1) provides the convening schedule for Class "C" Resident, web-based and Exportable Courses. Duration of the class is the total number of days the student will be under orders to attend the course, excluding travel.
 - c. Section C of Enclosure (1) provides a list of all Class "C" Resident, web-based and Exportable Courses that are sponsored by Headquarters program managers.
 - d. Enclosure (1) contains course information for all HQ sponsored courses including Reserve specific Courses, Coast Guard Auxiliary Courses and Area Courses.
 - e. Class "A" and "C" School information is available on the internet at the TQC website. The website address is: <http://www.uscg.mil/hq/tqc>. TQC will maintain the website and make updates to the Class convening schedule downloadable from the website to provide date changes or cancellations for Class "A" and "C" schools.
5. FORMS AVAILABILITY. Reference (c) and the TQC website contains procedures for submitting a Class "A" School Training Request (CG-5286) and a Short-Term Resident Training Request (CG-5223). SWIII users can obtain both forms using Jetform filler.

Encl: (1) FY02 Class "A" and "C" School Schedule and Course Descriptions (CD-ROM)