



USCG POSITION-BASED eLEARNING REQUIREMENTS



DHS Employee Preparedness Initiative

Course Code	Course Name	Frequency	Audience	Program Office	Reference/Authority
100272	DHS Employee Preparedness Initiative Self-Certification	Annual	All USCG Civilians	CG-CPE-2	DHS Employee Preparedness Initiative
502344	DHS Preparedness: IS-546: Continuity of Operations Awareness Course	Within 1 st 90 days/ Once	All USCG Civilians	CG-CPE-2	DHS Employee Preparedness Initiative
502895	DHS Preparedness: IS-450: Emergency Preparedness for Federal Employees	Within 1 st 90 days/ Once	All USCG Civilians *	CG-CPE-2	DHS Employee Preparedness Initiative
502896	DHS Preparedness: IS-450NC: Emergency Preparedness for Federal Employees in the National Capital Region	Within 1 st 90 days/ Once	All USCG Civilians **	CG-CPE-2	DHS Employee Preparedness Initiative

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- * This course is only required for personnel located outside the National Capital Region.
- ** This course is only required for personnel located inside the National Capital Region.
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Effective Date: 01 Mar 2020



Information System Security Officer (ISSO)



Course Code	Course Name	Frequency	Audience	Program Office	Reference/Authority
502504	Privileged User IA Responsibilities	Once	All system admin / privileged users; Information System Security Officers and Assistant Information System Security Officers	CG-791	COMDTINST 5500.13(series)
502505	ISSO Baseline-Privacy Threshold Analysis (PTA)	Once	Information System Security Officers and Assistant Information Security Officers	CG-791	COMDTINST 5500.13(series)
502942	ISSO Baseline Training-Roles and Responsibilities	Once	Information System Security Officers and Assistant Information Security Officers	CG-791	COMDTINST 5500.13(series)
502943	ISSO Baseline Training-Information Assurance Policy and Compliance	Once	Information System Security Officers and Assistant Information Security Officers	CG-791	COMDTINST 5500.13(series)
502944	ISSO Baseline Training-Federal Information Security Management Act (FISMA)	Once	Information System Security Officers and Assistant Information Security Officers	CG-791	COMDTINST 5500.13(series)
502945	ISSO Baseline Training-National Institute of Standards and Technology (NIST) Risk Management Framework	Once	Information System Security Officers and Assistant Information Security Officers	CG-791	COMDTINST 5500.13(series)
502946	ISSO Baseline Training-C&A Validation	Once	Information System Security Officers and Assistant Information Security Officers	CG-791	COMDTINST 5500.13(series)
502947	ISSO Baseline Training-Annual Assessment Overview	Once	Information System Security Officers and Assistant Information Security Officers	CG-791	COMDTINST 5500.13(series)
502949	ISSO Baseline Training-Contingency Plans and Testing	Once	Information System Security Officers and Assistant Information Security Officers	CG-791	COMDTINST 5500.13(series)
502950	ISSO Baseline Training-Cyber Incident Handling and Response	Once	Information System Security Officers and Assistant Information Security Officers	CG-791	COMDTINST 5500.13(series)
502951	ISSO Baseline Training-Vulnerability Management System (VMS)	Once	Information System Security Officers and Assistant Information Security Officers	CG-791	COMDTINST 5500.13(series)

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Information Technology, Systems, and Security



Course Code	Course Name	Frequency	Audience	Program Office	Reference/Authority
100015	Insider Threat Awareness	Within 1 st 30 Days of entry ~~~~~ Annual	Personnel in positions requiring a security clearance	DCMS-34	Executive Order 13587 COMDTINST 5500.22, 6.b.
100234	Information Security Fundamentals	Once ~~~~~ Annual	Personnel in positions requiring a security clearance ~~~~~ Personnel given access to classified material	DCMS-34	32 CFR 2001.70/ COMDTINST M5500.1(series)
502504	Privileged User IA Responsibilities	Once	All system admin / privileged users	CG-651	COMDTINST M5500.13, Ch 3.B.2.a. (see Rev E)
502828	Designated Accrediting Authority (DAA)	Annual	All USCG [cyber] Authorizing Officials (AOs), formerly Designated Accrediting Authorities (DAAs)	CG-651	COMDTINST M5500.13, Ch 2.F.3.h.
502925	Derivative Classification Training	Biennial	All Derivative Classifiers	DCMS-34	COMDTINST M5510.23B CH: 2.K.3.b.1.
502836	DHS Vital Record Guidance	Annual	All staff responsible for managing vital records	CG-5334	COMDTINST M3010.15(series)

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Medical



Course Code	Course Name	Frequency	Audience	Program Office	Reference/Authority
100150	Transgender Training for Healthcare Administrator Group	Once	Medical Personnel and Healthcare Administrators	CG-112	DODI 1300.28
100151	Transgender Training for Non-Privileged Healthcare Personnel, Dentists, and Ancillary Healthcare Professionals	Once	Non-Privileged Healthcare Personnel, Dentists, and Ancillary Healthcare Professionals	CG-112	DODI 1300.28
100152	Transgender Training for Medical and Mental Healthcare Providers and Nurses	Once	Medical and Mental Healthcare Providers and Nurses	CG-112	DODI 1300.28
100189	HIPPA and Privacy Act Training	Once	Medical Personnel and Healthcare Administrators	CG-1121	COMDTINST M1000.13(series)
502290	Influenza	Once	Designated Medical Personnel as Assigned	CG-1121	COMDTINST M3121.2A, Ch4.E.1
810025	Substance Abuse Prevention Training (SAPT)	Annual	Active Duty, Reserve; Civilians as directed by CO	CG-1111	COMDTINST M6320.5(series)
502503A	Provider Substance Abuse Screening and Diagnosis (Unit 1)*	Annual ~~~~~ Once	Medical Officers ~~~~~ Dental and Pharmacy Officers	CG-1111	COMDTINST M6000.1F, CH 1.C.2. (Table 1-C-1)
502503B	Provider Substance Abuse Screening and Diagnosis (Unit 2)*	Annual ~~~~~ Once	Medical Officers ~~~~~ Dental and Pharmacy Officers	CG-1111	COMDTINST M6000.1F, CH 1.C.2. (Table 1-C-1)

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- *Either course will meet the annual/once requirement for the given the audience.
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Safety & Environmental Health



Course Code	Course Name	Frequency	Audience	Program Office	Reference/Authority
100012	Hearing Conservation	Annual	All personnel subject to a hearing conservation program	CG-1121	COMDTINST M6000.1(series)
100014	Heat Stress Recognition & Awareness	Annual	All personnel that may be required to work in hot environments	CG-1121	COMDTINST M6000.1(series)/ COMDTINST 6260.17(series)
100202	Introduction to Risk Management	Once (within 6 months of reporting to unit)	Personnel involved with planning, conducting, supervising, and monitoring Coast Guard activities that can pose safety risk to personnel and equipment	CG-1132	COMDTINST 3500.3(series), 14.A.1.
100293	Blood-borne Pathogen Awareness	Annual	Personnel who have occupational exposure to blood/other potentially infectious material	CG-1121	COMDTINST M6000.1(series)
500375	Breathing Air Compressor	Annual	Operators and maintainers of breathing air compressors	CG-113	COMDTINST M5100.47(series)
502280	Respiratory Protection	Annual	Personnel in environments and conditions hazardous to one's respiratory systems.	CG-1121	OSHA 29 CFR 1910-134/ COMDTINST M6000.1(series)
502289	Hazardous Material Familiarization	Within 90 days of reporting to unit; Annual	Personnel who perform hazardous waste tasks (EPA Requirement)	CG-441	40 CFR 265.16, 40 CFR 262.34.d.5.iii. COMDTINST M16478.1, Ch 10.A.1.&2; 10.B.
502474	Confined Space Awareness	Once*	Personnel engaged in confined space entry	HSWL SC	COMDTINST M5100.47, Ch 13.B.11
502955	Globally Harmonized System of Classification and Labeling of Chemicals (GHS)	Once	Personnel who may be exposed to hazardous materials in their work area (OSHA Requirement)	HSWL SC	29 CFR §1910.1200(h) / COMDTINST M5100.47(series)
810046	Eye & Face Protection	Annual	Personnel in environments and conditions hazardous to one's eyes/face	CG-1121	OSHA 29 CFR 1910-134/ COMDTINST M6000.1(series)

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- * Course may be required annually per individual unit training plans.
- **Course is required at the time of initial assignment to a unit and whenever a new chemical hazard is introduced to the work area.
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Effective Date: 01 Mar 2020



Human Resources and Leadership (1 of 2)



Course Code	Course Name	Frequency	Audience	Program Office	Reference/Authority
100061	Pre-Separation Counseling	Once	All USCG members separating or retiring	CG-1112	COMDTINST 1900.1(series)
100107	New Hire Ethics	Once	All new USCG Civilians within 90 days	CG-094	COMDTINST M5370.8B: Ch.3.B.1.
100149	Blended Retirement System Opt-In Course	Once	All Active Duty personnel with less than 12 Years of Service and Reserve Personnel with less than 4,320 points as of 31 December 2017	CG-1	ALCOAST 222/16
502197	Supervisors of Civilians Tier 1	Once	Supervisors of Civilians	CG-121	Office of Personnel Management (OPM)
502294	DHS Uniformed Services Employment and Reemployment Rights Act (USERRA)	Annual	HR Professionals / Hiring Managers	CG-1212	38 USC § 4301 – 4335
502306	Ethics Training I	Annual	All officials required to file public or nonpublic financial disclosure reports, all procurement officials, and other designated personnel	CG-094	Executive Order 12674, as modified by Executive Order 12731
502427	Time and Attendance for Civilian Employees	Triennial	All USCG Civilians	CG-121	Office of Personnel Management (OPM)
502430	DHS-Employment of People with Disabilities (Employment for People with Disabilities: A Roadmap to Success)	Once	All Hiring Managers and HR Professionals	CG-121	Executive Order 13548
502434	DHS Veteran Employment Training for Hiring Managers	Annual	HR Professionals, Supervisors, and Hiring Managers of Civilians	CG-121	Executive Order 13518
502435	DHS Veteran Employment Training for Federal Human Resources Professionals	Annual	HR Professionals, Supervisors, and Hiring Managers of Civilians	CG-121	Executive Order 13518

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Human Resources and Leadership (2 of 2)



Course Code	Course Name	Frequency	Audience	Program Office	Reference/Authority
502442	Time and Attendance for Timekeepers	Annual	All Timekeepers and Civilian Supervisor	CG-121	2017 MEMO SOP T&A
502466	Senior Enlisted Reserve Advisor	Once	USCG SERA Staff	CG-1311	10 U.S.C. - Armed Forces; § 12501 COMDTINST 5320.3(series)
502477	Time and Attendance for Supervisors	Annual	Supervisors of Civilians	CG-121	Office of Personnel Management (OPM)
502801	DHS Continuous Supervisory Leader Development	Annual	All Supervisors	CG-133	DHS LDP
502807	Telework 101 Fundamentals for Employee	Once	Employees that Desire Telework	CG-1213	Telework Enhancement Act of 2010
502808	Telework 101 Fundamentals for Manager	Once	Managers of Personnel that Desire Telework	CG-1213	Telework Enhancement Act of 2010
502830	Civilian Supervisor of Military Personnel	Once	Civilian Supervisors of Military Personnel	CG-121	Office of Personnel Management (OPM)
502836	DHS Vital Record Guidance	Annual	Managers Vital Records.	CG-5334	COMDTINST M3010.15(series)
610189	Reserve Mobilization and Demobilization	Annual	USCG Reserve Personnel	CG-1311	COMDTINST 5320.4(series)
810040	Workplace Violence	Triennial	Civilian and Military Personnel	CG-1112	COMDTINST 5370.1(series)

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Maritime Law Enforcement



Course Code	Course Name	Frequency	Audience	Program Office	Reference/Authority
100036	Human Trafficking Awareness Training	Annual	Boarding Officers, Boarding Team Members, Migrant and Detainee Watch standers	CG-MLE	Title IX, Sec. 902 of the Justice for Victims of Trafficking Act ALCOAST COMMANDANT NOTICE 036/18
100137	DHS-Law Enforcement Officers Flying Armed Training Program (FOUO)	Triennial	Law enforcement officers before retaining an accessible weapon aboard a flight, for which screening is required. Within DHS, once every three years	CG-MLE	49 CFR Part 1544.219
100147	Introduction to Coast Guard Intelligence	Once	Collateral Duty Intelligence Officers Reserve Intelligence Officers	CG-212	COMDTINST 1500.26(series)
502423	NSI - Line Officer Training	Once	All Personnel In The ME/MLES and IS/ISS Ratings, Sector Intelligence Officers, Boarding Officers, and Aircrew	CG-2	ALCOAST 354/11 / COMDTNOTE 16000
501852	Introduction to Maritime Law Enforcement Course	Once	Reservists before attending the Boarding Officer Practical Course (BOPC)/All personnel assigned to follow-on resident training at the MLEA	CG-MLE	COMDTINST M16247.1(series)
502303	Vessel-on-Vessel Judgmental Use of Force (JUFE)	Once	All tactical coxswains, patrol commanders, commanding officers, officers in charge and their designees who have commence fire or batteries released authority during Security Zone enforcement operations	CG-731	COMDTINST 16243.1(series)

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Marine Safety



Course Code	Course Name	Frequency	Audience	Program Office	Reference/Authority
100028	Introduction to Confined Space Entry and Shipyard Competent Person for Marine Inspection/Port State Control	Once	Apprentice Marine Inspectors and Port State Control Officers assigned to Marine Inspections or Port State Control Divisions at Sectors, MSUs, and MSDs	CG-CVC	COMDTINST M5100.47(series)
501538	Emergency Response-First Responder Awareness	Once	Operational personnel who are likely to witness a spill or release of hazardous substances but are not expected to take any defensive actions	CG-1132	COMDTINST M5100.47(series)
501540	Emergency Response-First Responder Operations Level	Once	Operational personnel who are positioned to take defensive actions with the purpose of protecting nearby persons, property, or the environment from the effects of a spill/release	CG-1132	COMDTINST M5100.47(series)

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Acquisitions and Finance



Course Code	Course Name	Frequency	Audience	Program Office	Reference/Authority
100039	DHS Online Purchase Card	Once	All Purchase Cardholders, Charge Card Managers, OPCs, AOs, and Accounting and Billing Officials	DHS/CG-81	DHS Purchase Card Manual
100043	The Anti-Deficiency Act	Biennial	All Resource Managers, Storekeepers, and F&S Chief Warrant Officers	DHS/CG-81	DHS Memo for ADA Required Training
501289	DHS Government Travel Card Training	Biennial	Travel Card Holders and Managers	CGPSC-BOPS-R	Federal Acquisition Regulation
502360	Payment Approving Official (PAO)	Annual	Payment Approving Officials	CG-84	COMDTINST M7210.1 (series)

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Operations



Course Code	Course Name	Frequency	Audience	Program Office	Reference/Authority
100040	Land Survival Training	Once	All pilots and air crew members	CG-711	COMDTINST M3710, Ch 8.A.7.c.
500940	Celestial Navigation	Once	Afloat Navigators	CG-751	COMDTINST M3530.2(series)

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Ashore Operations



Course Code	Course Name	Frequency	Audience	Program Office	Reference/Authority
000431	Search and Rescue (SAR) Fundamentals	Once	Command Center Situational Unit (SU) and Communications Unit (CU)	CG-SAR-1	COMDTINST M3120.20, Table 5-1
100054	Notice of Arrival and Stowaways, Deserters, and Absconders	Annual	Command Center Command Duty Officer (CDO), Operations Unit (OU), and Situational Unit (SU)	CG-SAR-1	COMDTINST M3120.20, Table 5-1
100055	Limited Access Areas (LAA)	Annual	Command Center Command Duty Officer (CDO), Operations Unit (OU), and Situational Unit (SU)	CG-SAR-1	COMDTINST M3120.20, Table 5-1
100291	Voyage Termination	Annual	Command Center Supervisory Staff, Command Duty Officer (CDO), Operations Unit (OU), and Situational Unit (SU)	CG-7	COMDTINST M3120.20, Table 5-1
100292	High Interest Vessel Security Boarding's-High Value Asset/Unit	Annual	Command Center Supervisory Staff, Command Duty Officer (CDO), Operations Unit (OU), and Situational Unit (SU)	CG-7	COMDTINST M3120.20, Table 5-1
500998	DHS Preparedness: IS-800.C: DHS National Response Framework, An Introduction	Once	Command Center Supervisory Staff, Command Duty Officer (CDO), Operations Unit (OU), and Situational Unit (SU)	CG-CPE-2	COMDTINST M3120.20, Table 5-1
501376	IS-200.b: ICS for Single Resources and Initial Action Incidents	Once	Command Center Supervisory Staff, Command Duty Officer (CDO), Operations Unit (OU), and Situational Unit (SU)	CG-CPE-2	COMDTINST M3120.20, Table 5-1
502325	Incident Command System (ICS-210)	Once	Command Center Supervisory Staff, Command Duty Officer (CDO), Operations Unit (OU), and Situational Unit (SU)	CG-741	COMDTINST M3120.20, Table 5-1
502908	Maritime Law Enforcement (MLE) Response Actions	Annual	Command Center Supervisory Staff, Command Duty Officer (CDO), Operations Unit (OU), and Situational Unit (SU)	CG-MLE	COMDTINST M3120.20, Table 5-1
502909	Drug Enforcement Response Actions	Annual	Command Center Supervisory Staff, Command Duty Officer (CDO), Operations Unit (OU), and Situational Unit (SU)	CG-MLE	COMDTINST M3120.20, Table 5-1
502910	Living Marine Resources Fisheries Seizure Response Actions	Annual	Command Center Supervisory Staff, Command Duty Officer (CDO), Operations Unit (OU), and Situational Unit (SU)	CG-MLE	COMDTINST M3120.20, Table 5-1
502911	Alien Migrant Interdiction Operations (AMIO) Response Actions	Annual	Command Center Supervisory Staff, Command Duty Officer (CDO), Operations Unit (OU), and Situational Unit (SU)	CG-7412	COMDTINST M3120.20, Table 5-1

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