



COMDTINST 3120.4
October 11 2007

COMMANDANT INSTRUCTION 3120.4

Subj: COAST GUARD STANDARD OPERATIONAL PLANNING PROCESS

Ref: (a) United States Coast Guard Strategic Blueprint
(b) Publication 1, U.S. Coast Guard: America’s Maritime Guardian, 1 January 2002
(c) U.S. Coast Guard Strategy for Maritime Safety, Security, and Stewardship, 19 January 2007

1. PURPOSE. This Instruction establishes policies, procedures, roles, and responsibilities for the Coast Guard Standard Operational Planning Process (SOPP) to achieve the following objectives:
 - a. Standardize the core operational planning products currently in use at Headquarters, Areas, Districts, and Sectors;
 - b. Represent a sufficient set of products to meet the intent of regular operational planning, especially distributing regularly scheduled guidance and tasking down the chain of command and providing status and assessments back up the chain;
 - c. Allow adequate alignment and sequencing of planning processes and products vertically and horizontally across organizational layers;
 - d. Translate and communicate strategic intent, through planning guidance and direction, to influence mission execution;
 - e. Collect and communicate feedback from mission execution to measure mission performance; and
 - f. Inform subsequent strategic, budgetary, readiness, and operational planning efforts.
2. ACTION. Area, District, and Sector commanders, commanders of maintenance and logistic commands, commanding officers of integrated support commands, commanding officers of Headquarters units, assistant commandants for directorates, Judge Advocate General, and

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specific staff elements at Headquarters shall ensure compliance with the provisions of this Instruction. Internet release is authorized.

3. DIRECTIVES AFFECTED. None
4. BACKGROUND. The Coast Guard SOPP described in this Instruction was developed and prototyped during FY07 and is intended to implement the operational planning system envisioned in reference (a).
 - a. Coast Guard programmatic organization has often produced operational guidance in stovepipes that sometimes skipped levels of the organization with little direct feedback. The integration of this stovepiped programmatic guidance primarily occurred at the tactical level. The SOPP provides vertical alignment at the Sectors, Districts, Areas, and at Headquarters and provides an opportunity to develop an enterprise solution, while preserving the autonomy of units to conduct operations as events require. The principle of on-scene initiative remains a critical characteristic of Coast Guard operations as noted in references (a) through (c). On-scene initiative and decision-making remains, and will remain, a key factor in successful Coast Guard operations.
 - b. The desired outcome of the SOPP prototype implementation was to establish a systematic, standardized planning process that considers status and assessments to develop and communicate direction, priorities, and resource apportionment throughout the chain of command.
 - c. A systematic standardized planning process will align, synchronize, and sequence information flow and provide organizational standards that will reduce duplication of effort and increase efficiencies and effectiveness of operations.
5. APPLICABILITY AND SCOPE. Operational planning as described in this Instruction refers to the annual cycle of planning for routine Coast Guard operations and does not specifically address strategic, budget, crisis action, or contingency-related planning. However, the information generated from the SOPP will serve to inform these other planning processes.
6. DISCUSSION. The principal aim of the SOPP is to ensure effective translation of strategic intent to mission outcomes. This is accomplished by providing mission guidance and direction, priorities, performance targets, and resource apportionment and allocation with constructive feedback distributed throughout the chain of command. The Coast Guard Planning and Decision-Making Framework described in reference (a) is central to understanding the Coast Guard SOPP.
 - a. The Coast Guard Planning and Decision-Making Framework integrates assessment and learning within the planning cycle. The Assessment and Learning step is at the center of the framework. The Direction, Execution, and Adaptation steps are sequential steps in this planning cycle that are supported by the continuous Assessment and Learning step.
 - (1) Direction establishes goals and communicates intent.
 - (2) Execution transforms intent into performance.
 - (3) Adaptation changes Direction to close gaps between intended outcomes and actual performance.
 - (4) Assessment and Learning includes measurement, analysis, and knowledge management.

- b. The Planning and Decision-Making Framework applies similarly within and across all organizational levels of the Coast Guard. The cyclical and connected process of directing, executing, adapting, assessing, and learning supports decision-making across the full spectrum of strategic, operational, and tactical perspectives and is applied within the context of each organization's authorities and responsibilities. Consistent policy and planning systems enable effective and aligned communication of direction, execution, adaptation, assessment, and learning within and across all organizational levels.
 - c. The entire SOPP supports the knowledge-driven effort to maximize readiness, minimize risk, pursue stewardship, and ensure the desired outputs, outcomes, and effects are achieved.
7. PROCEDURE. The Coast Guard SOPP is based on the Coast Guard Planning and Decision-Making Framework and serves as a bridge between Coast Guard strategic long-range planning and budgetary processes and operational commanders' needs. Supplemental information regarding the Coast Guard SOPP may be found in the Coast Guard Standard Operational Planning Process Guide, located on the CG Central microsite entitled "Coast Guard Standard Operational Planning Process."
- a. Planning Process Overview. The process will effectively translate strategic intent to mission outcomes through mission guidance and direction, priorities, performance targets, and resource apportionment and allocation with effective feedback, including operational status (OPSTATUS) and assessment of desired outputs, outcomes, and effects. Four planning and execution stages and four planning conferences are necessary to effectively attain the desired outcomes of the process:
 - (1) Initial Planning. This stage focuses on understanding past and current performance as well as key drivers and trends that may affect future performance. This understanding will form the basis for development of guidance and direction across all missions by collecting mission-program priorities and data, soliciting operational and intelligence assessments, and monitoring historical and current-year mission-program performance. The primary core operational planning products used during this stage are the Operational Planning Orders (OPOs) and the Commander's Planning Assessments (CPAs).
 - (2) Strategic Planning Direction (SPD) Development. This stage focuses on development of the SPD. The SPD communicates to the Areas guidance and direction, priorities, performance targets, and resource ceilings across all missions. Mission-program managers consider operational commanders' feedback, update guidance and direction, mission priorities, performance targets, resource ceilings, and reporting requirements. The SPD is intended to align expectations of Headquarters mission-program managers and operational commanders to ensure that resource apportionment decisions are made in a manner that ensures the Coast Guard achieves fiscal year mission-program performance targets in support of National priorities and goals. The SPD also serves as direction for operational commanders to develop the Operational Planning Direction (OPD) for subordinate commands to ensure desired outputs, outcomes, and effects are achieved. The primary core operational planning products used during this stage are the OPOs, SPD Planning Feedback, Midyear Performance Reviews, SPD, and OPDs.

- (3) **Plan Promulgation.** This stage focuses on promulgation and translation of the SPD down the chain of command to support development of operational commanders' OPDs, update operational plans (OPLANs), and guide mission execution. This includes promulgation of guidance, priorities, and resource apportionment and allocation supported by feedback during plan promulgation. The primary core operational planning products used during this stage are the OPOs, SPD, Resource Apportionment, Plan Promulgation Assessment Reports (PPARs), and OPLAN updates.
 - (4) **Operational Execution and Reporting.** This stage focuses on execution of OPLANs through Operational Taskings (OPTASKs), reporting of OPSTATUS, and development of performance assessments to inform the chain of command and to support OPLAN adaptation. The primary core operational planning products used during this stage are the OPTASK, OPSTATUS, and Operational Assessment Reports (e.g., After-Action Reports (AARs) and Operational Performance Assessment Reports (OPARs)).
 - (5) **Quarterly Planning Conferences.** The purpose of the Quarterly Planning Conferences is to expose, discuss, and resolve operational planning issues as they arise during the operational planning cycle. The conferences also establish clear expectations and a complete understanding of the SOPP process, products, roles, and responsibilities, as annotated in the SOPP Guide.
- b. **Initial Planning Stage.** In the Initial Planning stage, Headquarters begins the planning cycle by issuing an SOPP OPO, which will result in Districts and Areas developing SOPP CPAs, which will be used as input to the SPD.

Initial Planning Stage
<ul style="list-style-type: none"> • OPOs <ul style="list-style-type: none"> ○ Headquarters issues on or about 1 October. ○ Areas issue on or about 15 October. ○ Districts issue on or about 1 November. • Q1 Quarterly Planning Conference held on or about 15 November. • CPAs <ul style="list-style-type: none"> ○ Districts submit to Areas on or about 1 January. ○ Areas submit to Headquarters on or about 15 January. • Headquarters Mission-Program staffs begin review of CPAs.

- (1) In October all operational commands complete the previous year's final OPAR.
- (2) On 1 October, 15 October, and 1 November, Headquarters, Areas, and Districts initiate the current-year Operational Planning Process with their respective OPOs.
- (3) From November to 15 January, Areas and Districts develop their CPAs based on their previous year's final OPAR, other operational assessments, and status reports. As each assessment is completed, it is forwarded up the chain of command.

- c. **SPD Development Stage.** In this stage, Headquarters begins the SPD developmental cycle by issuing an OPO that will result in Headquarters, Areas, and Districts developing and refining the SPD Template to develop a Second Draft SPD. This Second Draft SPD will be used by the Areas and Districts to initiate development of their corresponding OPD.

Strategic Planning Direction Development Stage
<ul style="list-style-type: none"> • OPOs <ul style="list-style-type: none"> ○ Headquarters issues on or about 1 February. ○ Areas issue on or about 15 February. • First Draft FY+1 SPD released early February. • Q2 Quarterly Planning Conference held on or about 15 February. • Second Draft FY+1 SPD released early March. • SPD/OPD Planning Feedback <ul style="list-style-type: none"> ○ Districts submit OPD Planning Feedback to Areas on or about 15 March. ○ Areas submit SPD Planning Feedback to Headquarters on or about 30 March. • Third Draft FY+1 SPD released early April. • FY+1 SPD in concurrent clearance early May. • Q3 Quarterly Planning Conference held on or about 15 May. • Headquarters promulgates the FY+1 SPD to Area Commanders on or about 31 May.

- (1) In February, Headquarters initiates the SPD development with an OPO, which reiterates the planning process and provides specific planning direction for development of the SPD for the next fiscal year.
 - (2) From 1 February to 31 May, Headquarters, Areas, and Districts work to create the SPD based on inputs/drivers and guidance during the Initial Planning Stage, combined with operational and intelligence assessments and operational assessment reports provided by mission-program staffs, operational commands, and external sources. Headquarters mission-program representatives conduct a midyear performance review based on current-year OPARs and other available assessments as a summary planning input.
 - (3) In March, Districts and Areas prepare SPD Planning Feedback based on the Second Draft SPD, incorporating lessons learned from operational assessments and status reports. The SPD Planning Feedback provides Headquarters with the Districts' and Areas' perspectives on their ability to reach their performance targets in the next fiscal year based on the guidance provided within the Second Draft SPD and expected resource availability.
- d. **Plan Promulgation Stage.** In the Plan Promulgation stage, Headquarters begins the process by issuing an OPO directing Headquarters mission-program managers and Areas to review the promulgated SPD. Areas and Districts then provide their PPAR up the chain of command and issue their OPD.

Plan Promulgation Stage
<ul style="list-style-type: none"> • OPOs <ul style="list-style-type: none"> ○ Headquarters issues on or about 1 June. ○ Areas issue on or about 15 June. ○ Districts issue on or about 30 June. • OPD and Preliminary Resource Apportionment <ul style="list-style-type: none"> ○ Areas promulgate on or about 15 June. ○ Districts promulgate on or about 30 June. • PPARs <ul style="list-style-type: none"> ○ Districts submit to Areas on or about 31 July. ○ Areas submit to Headquarters on or about 10 August. • Q4 Quarterly Planning Conference held on or about 15 August. • Final Resource Apportionments <ul style="list-style-type: none"> ○ Areas promulgate on or about 29 August. ○ Districts promulgate on or about 12 September. • Areas and Districts review and update OPLANs as required.

- (1) On 1 June, Headquarters initiates the translation of plans to execution with an OPO, which reiterates the planning process and provides specific planning direction for development of this planning stage.
 - (2) On 15 June and 30 June, Areas, and Districts promulgate their OPDs and forward them with the Resource Apportionments down the chain of command.
 - (3) From August through September, Headquarters, Areas, and Districts update their SPD/OPDs and the Resource Apportionments. Changes to the preliminary SPD/OPDs and the Resource Apportionments will be based on inputs/drivers, guidance, feedback, assessments, and status reports (including current-year OPARs and status reports).
 - (4) From June through September, all operations plans (OPLANs) and operations orders (OPORDs) are reviewed and updated (as required).
- e. **Operational Execution and Reporting Stage.** In the Operational Execution and Reporting stage, based on OPLANs, OPORDs, and applicable SPD/OPDs, operational commanders issue Operational Tasking to subordinate units to execute mission requirements.

Operational Execution and Reporting Stage
<ul style="list-style-type: none"> • Q1 OPARs <ul style="list-style-type: none"> ○ Sectors submit on or about 15 January. ○ Districts submit on or about 22 January. ○ Areas submit on or about 30 January. • Q2 OPARs <ul style="list-style-type: none"> ○ Sectors submit on or about 16 April. ○ Districts submit on or about 23 April. ○ Areas submit on or about 30 April. • Q3 OPARs <ul style="list-style-type: none"> ○ Sectors submit on or about 16 July. ○ Districts submit on or about 23 July. ○ Areas submit on or about 30 July. • Q4 OPARs <ul style="list-style-type: none"> ○ Sectors submit on or about 16 October. ○ Districts submit on or about 23 October. ○ Areas submit on or about 30 October.

- (1) Throughout the Mission Execution Year (October–September), operational performance is monitored and the OPTASKs are updated to address emerging mission requirements.
 - (2) Throughout the Mission Execution Year, the OPSTATUS and AARs are submitted as required by OPLANs. OPARs are submitted quarterly up the chain of command to enable monitoring and adaptation of OPLANs that maximize operational effectiveness within the constraints of resource availability to ensure the desired outputs, outcomes, and effects are achieved.
- f. **Operational Planning Calendar.** The standard Operational Planning Calendar aligns, synchronizes, and sequences the development of the core planning products in order to consider status and assessments to develop and communicate direction, priorities, and resource apportionments throughout the chain of command. A graphic depiction of the calendar may be found in the Coast Guard Standard Operational Planning Process Guide, located on the CG Central microsite entitled “Coast Guard Standard Operational Planning Process.” The four stages of the SOPP and their related planning products are:
- (1) Initial Planning stage products include the OPOs and CPAs.
 - (2) SPD Development stage products include the OPOs, Planning Feedback, Midyear Performance Review, and the SPD.
 - (3) Plan Promulgation stage products include the OPOs, PPARs, OPD, and Resource Apportionments.
 - (4) Operational Execution and Reporting stage products include the OPTASK, OPSTATUS and Operational Assessment Reports (e.g., AARs and OPARs).

The Quarterly Planning Conferences support the SOPP and are held on or about 15 November, 15 February, 15 May, and 15 August each year.

- g. Operational Planning Products. In order to effectively implement the Coast Guard SOPP, standardized operational planning products have been defined to provide alignment, synchronization, and sequencing throughout the process. Graphic depictions of Operational Planning Products, their relationships to one another, and their sequencing may be found in the Coast Guard Standard Operational Planning Process Guide, located on the CG Central microsite entitled “Coast Guard Standard Operational Planning Process.” Operational Planning Products are grouped and described as follows:
- (1) Direction. Direction includes mission guidance and direction, priorities, performance targets, resource apportionment and allocation provided down the chain of command from senior to subordinate commander. The products in this group include:
 - (a) Operational Planning Orders (OPOs). The OPOs are transmitted down the chain of command to initiate a stage within the SOPP and are sent from Headquarters to each of the Area commands, from Area commands to District commands, and from District commands to Sector commands.
 - (b) Planning Direction. The SPD and OPD provide planning direction for subordinate commanders to follow in carrying out Coast Guard missions. The planning direction provided in the SPD and OPD applies to “routine” operations and not contingency response. It is intended to assist subordinate commanders in making resource apportionment decisions in a manner that helps the Coast Guard achieve national goals. The SPD and OPD are the primary mechanisms for providing guidance and direction, priorities, and apportioning resources across all missions to subordinate commanders.
 - (c) Resource Apportionment. The Resource Apportionment provides detailed guidance for operational planning and employment policy of operational assets controlled by an Area, District, or Sector Commander for use by subordinate commanders. The Resource Apportionment sets planned apportionments of major resources controlled by the commander to the mission priorities outlined in Area and District OPDs. The Resource Apportionment is intended to scale and align resource utilization with Coast Guard, Area, and District goals. This guidance is not intended to restrict operational commanders’ ability to respond to immediate operational threats.
 - (d) Operational Plans. The OPLANs are detailed in nature and feed into the higher-level plans, goals, and objectives of the Coast Guard. They direct how Coast Guard resources will be used in the conduct of operations for all Coast Guard missions. The OPLANs provide standard operating guidance that directs subordinate commanders in the methods and means to comply with an approved course of action (COA) that has enduring applicability over time. The OPLANs include intent, operational concept, identification of operational resources, and reporting requirements. This category includes:
 - (i) OPLAN. An OPLAN is a comprehensive standing plan within a given AOR for directing how routine Coast Guard operations are conducted.

- (ii) OPORD. An OPORD is a directive issued by a commander to subordinate commanders for the purpose of coordinating execution of an operation. An OPORD is generally focused on a subset of the missions and/or AOR and is limited in time and scope. It describes how operations will be conducted based on available resources and provides specific information for the execution of a specified plan or COA.
 - (e) Operational Tasking. The OPTASK provides detailed direction to accomplish specific objectives. OPTASKs can be issued to comply with an OPLAN/OPORD or written as original guidance to subordinates. OPTASKs direct specific unit activity and contain direction assigning specific mission tasking as well as broader mission guidance (e.g., "...accomplish four ferry escorts over the next 72 hours"). OPTASKs direct subordinate commanders in the methods and means to comply with an approved plan (e.g., OPLAN) or COA with regard to a specific situation or activity.
- (2) Operational Status. The OPSTATUS provides contemporaneous reporting of operational status, situation, and activity up the chain of command from subordinate to senior commander. They provide real-time updates to the operating status of units or organizations supporting a movement, operation, exercise, etc. (e.g., Situation Reports (SITREPs) and OPSTATUS reports). The data captured in these reports is used in additional reports, such as the OPAR and the Midyear Performance Review. Reporting information is determined by the supported commander and is conditional based on mission and situation requirements. At a minimum, the OPSTATUS will report the Resource Utilization in the AOR.
- (3) Operational Assessments. The Operational Assessments include Planning Assessments on the SPD, AARs of operational activities, and OPARs provided up the chain of command.
- (a) Planning Assessments. The Planning Assessments are used by Districts and Areas to inform and influence the SPD for the next fiscal year and beyond. The Planning Assessments provide the subordinate commander's view of the impact of proposed direction on their ability to meet performance goals within their AOR and can be used to recommend changes to the proposed direction.

The Planning Assessments provide a multi-mission assessment at the level of the producing organization for the upcoming FY. Three types of Planning Assessments are prepared in response to the OPOs for the first three planning stages: The CPA for the Initial Planning stage, the SPD Planning Feedback for the SPD Development stage, and the PPAR for the Plan Promulgation stage.
 - (b) After-Action Report. The AAR provides timely post-operation reporting of activity, accomplishments, problem areas, and recommendations. It includes legacy products such as Patrol Summaries and Lessons Learned. The AAR covers the timeline of the described activity and pertains to the specific units involved with the activity.
 - (c) Operational Performance Assessment Report. The OPAR is a feedback report that provides a summary assessment of operations, mission performance, resources expended to include capability gaps identified, and recommendations to improve operational planning and effectiveness. It provides transparency of

mission performance, resource employment, and an assessment of capability for Area, District, and Sector leadership and planners for self-improvement.

The OPAR provides quantitative and qualitative information on activities and operations across the AOR at all levels. This information can be used to evaluate past mission performance and forecast future mission performance, challenges, capabilities, and readiness issues.

Current-year OPARs are used to develop the Midyear Performance Review. The Midyear Performance Review is a year-to-date feedback assessment done by Headquarters that provides key input to development of the SPD. During the Midyear Performance Review, Headquarters SPD Development Stakeholders assess Coast Guard performance using all available information.

8. **ROLES AND RESPONSIBILITIES.** This Instruction requires all Coast Guard organizations involved in operational planning related to guidance, prioritization, resource apportionment, monitoring, and performance assessment to employ the Coast Guard SOPP and adhere to the roles and requirements defined therein.
 - a. Headquarters Staffs are responsible for:
 - (1) Managing the overarching planning process and facilitating Headquarters coordination, Commandant (CG-5);
 - (2) Developing and maintaining mission-program policy, guidance, and priorities, Commandant (CG-5);
 - (3) Supporting operational planning and execution by sustaining operational capabilities and readiness, Commandant (CG-1, CG-4, and CG-6);
 - (4) Providing broad perspective and actionable assessments on the Coast Guard operational environment and challenges, Commandant (CG-2); and
 - (5) Providing broad perspective and insight into international relationships with regard to the operational environment and challenges, Commandant (CG-00I).
 - b. Commandant (CG-5) is additionally responsible for:
 - (1) Developing and maintaining planning process doctrine and guidance;
 - (2) Maintaining and updating supporting materials including the Coast Guard SOPP Guide to effectively implement the requirements of this directive;
 - (3) Facilitating planning processes and product development;
 - (4) Initiating and coordinating issuance of Headquarters operational planning products;
 - (5) Monitoring performance assessments for process improvement;
 - (6) Developing the Enterprise Planning Assumptions, Concerns, and Priorities to support the SPD;
 - (7) Participating actively in and contributing to operational planning processes;
 - (8) Collaborating on development and issuance of operational planning products; and
 - (9) Performing and monitoring performance assessments for operational improvements.

- c. Commandant (CG-1, CG-4, and CG-6) are additionally responsible for:
 - (1) Developing and maintaining support policy, guidance, and priorities to enable and enhance operational performance;
 - (2) Supporting actively and contributing to operational planning processes;
 - (3) Providing support inputs to development of operational planning products and complementary support guidance; and
 - (4) Performing and monitoring performance assessments for capability and readiness improvement and contributions.
- d. Commandant (CG-2) is additionally responsible for:
 - (1) Developing and maintaining information and intelligence policy, guidance, and priorities to enable and enhance operational performance;
 - (2) Supporting actively and contributing to operational planning processes;
 - (3) Providing information and intelligence assessments and inputs to development of operational planning products; and
 - (4) Performing and monitoring performance assessments for intelligence and information improvements and contributions.
- e. Commandant (CG-00I) is additionally responsible for:
 - (1) Developing and maintaining perspective and insights into needs and capabilities of international partners to enable and enhance operational performance; and
 - (2) Supporting actively and contributing to operational planning processes.
- f. Operational Commanders (Areas, Districts, and Sectors) are responsible for:
 - (1) Executing the operational planning process and facilitating command coordination (planning staffs);
 - (2) Developing command-tailored mission-program direction, priorities, and resource apportionment (planning and operational staffs);
 - (3) Executing OPLANs consistent with provided operational guidance and application of on-scene initiative (operational staffs); and
 - (4) Consolidating and reporting, up the chain of command, operational status for monitoring and measuring mission execution and operational assessments for adaptation of OPLANs to close performance gaps (planning and operational staffs).
- g. Area Commanders are additionally responsible for:
 - (1) Participating actively in and contributing to operational planning processes;
 - (2) Maintaining effective liaison and relationships with the Department of Homeland Security (DHS), Department of Defense (DoD), and interagency counterparts in order to ensure OPLANs are consistent with broader operational partnerships;
 - (3) Maintaining effective liaison and soliciting capability and readiness inputs from Maintenance and Logistics Commands (MLCs);
 - (4) Maintaining effective liaison and soliciting intelligence and information assessments

- from Area intelligence organizations;
 - (5) Coordinating and considering planning inputs and operational impacts from major cutters; and
 - (6) Consolidating and reporting operational status and assessments in support of operational planning.
- h. District Commanders are additionally responsible for:
- (1) Participating actively in and contributing to operational planning processes;
 - (2) Maintaining effective liaison and relationships with DHS, DoD, and interagency and regional counterparts;
 - (3) Maintaining effective liaison and soliciting capability and readiness inputs from MLCs and Integrated Support Commands (ISCs);
 - (4) Maintaining effective liaison and soliciting intelligence and information assessments from District Intelligence organizations; and
 - (5) Consolidating and reporting operational status and assessments in support of operational planning.
- i. Sector Commanders are additionally responsible for:
- (1) Maintaining effective liaison and relationships with DHS, DoD, interagency, and local counterparts;
 - (2) Maintaining effective liaison and soliciting capability and readiness inputs from ISCs;
 - (3) Maintaining effective liaison and soliciting intelligence and information assessments from local Intelligence organizations; and
 - (4) Reporting operational status and assessments in support of operational planning.
- j. Other operational commanders are additionally responsible for:
- (1) Maintaining effective liaison and relationships with operational and support counterparts; and
 - (2) Reporting operational status and assessments in support of operational planning.
9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.
10. FORMS/REPORTS. Applicable forms and reports are described in the Coast Guard Standard Operational Planning Process Guide, located on the CG Central microsite entitled “Coast Guard Standard Operational Planning Process.”

R. J. PAPP, JR. /s/
Chief of Staff