STANDARD OPERATING PROCEDURES (SOP)
FOR
THE COAST GUARD'S TRAINING SYSTEM

Volume 1

Introduction to the Coast Guard Training System Standard Operating Procedures

Coast Guard Headquarters
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MEMORANDUM

From: W. J. Belmondo
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Reply toAttn of: G-WTT(d)
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To: Distribution

Subj: COAST GUARD TRAINING SYSTEM STANDARD OPERATING PROCEDURES

1. PURPOSE. This promulgates the Standard Operating Procedures (SOP) for the Coast Guard Training System.

2. ACTION. Commanding Officers of G-WTT managed training centers and training support commands shall ensure compliance with the provisions of this SOP. Internet release is authorized.

3. DISCUSSION. These SOPs identify the approved processes and procedures used for the Coast Guard Training System. The SOPs help implement some of the recommendations of the Workforce Performance and Training Strategy (1999) (http://www.uscg.mil/hq/g-w/training/) and Leadership Management Council Agenda item P-04 Accelerate Transformation of Coast Guard Training. These SOPs apply to all training activities within the formal training system. Programs outside the formal training system are encouraged to use these SOPs and provide feedback with the long-term (within the next year) goal to make them applicable Coast Guard wide.

4. CHANGES. Recommendations for improvements/changes to the SOPs shall be submitted to the owner identified in each individual SOP volume. Updates to the SOP will be coordinated during the semi-annual training center Commanding Officer / Training Officer (CO/TO) meeting and the annual HPT workshop.

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Dist: Training Center Cape May, Training Center Petaluma, Training Center Yorktown, Aviation Technical Training Center, Special Missions Training Center, Coast Guard Institute, Training Quota Management Center, Leadership Development Center

Copy: ATC Mobile, C2CEN, NMLBS, Regional Fisheries Training Centers (NRFTC, SRFTC, GRFCT, PNWFTC), TACLETs, Lant and Pac TRATEAMS, CITAT

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SECTION I: INTRODUCTION

Introduction Standard operating procedures (SOPs) establish clear processes, define terminology and enable consistent, quality outputs from the Coast Guard Training System. In addition, standard procedures ensure both internal and external customers are aligned with required system inputs and outputs.

Purpose

• To identify and standardize processes, procedures and guidelines for the Coast Guard Training System.

• To provide a standard methodology to prospective contractors responsible for producing training-related materials for CG use.

Background Lack of standard policy, processes and procedures has plagued the Training System for years. One of the strategic action items identified in the Workforce Performance and Training Strategy (in 1999 and then updated in 2007) was to "Formalize a Coast Guard Workforce Performance Support System by aligning and developing policies, processes, structures, staffing, and tools."

• Capture and revalidation of all required training.

• Improvement of the quality and efficiency of training delivery.

• Support for the ability to augment and contract instructional system design work.

• Support and accommodate the new demand created by Deepwater and emerging mission requirements.

These SOPs establish standards and processes for the training system to accelerate improvements in workforce performance and take advantage of human performance technology.

Target Audience The audience for these SOPs includes all members of the Coast Guard involved in the analysis, design, development, implementation and evaluation of performance or training interventions in support of the Coast Guard Training System. The audience includes Human Performance Technology practitioners, members assigned as instructors, contractors, and Headquarters Program Managers.

Responsibility The Office of Training, Workforce Performance and Development (CG-132) is responsible for technical control and oversight of all SOPs for the Training System. CG-132 has delegated responsibility for maintaining individual SOPs, including the updating process described in Section III, as follows:

Volume	Title	Responsible	Reviewer
1	Introduction	CG-132	PTC
2	Analysis	PTC	CG-132
3	Evaluation	LDC	TRACEN Petaluma
4	Job Aids	ATTC	CG-132
5	Resident Instruction	TRACEN Petaluma	CG-132
6	Curriculum Outline	TRACEN Yorktown	CG-132
7	Advanced Distributed Learning	PTC	TRACEN Petaluma
8	Non-Instructional Interventions	CG-132	PTC
9	Performance Qualification Guides	TRACEN Yorktown	CG-132
10	Professional Military Education	TRACEN Petaluma	CG-132
11	ESO Procedure Guide	CG Institute	CG-132
13	Professional Development	TRACEN Cape May	CG-132

References: The following Commandant Instructions establish policy for the Training System.

COMDTINST	Title
M1414.8C	Enlisted Performance Qualification Manual
M1500.10B	Training and Education Manual
1550.11	Curriculum Outline
1550.23	Training System Evaluation
1524.1A	Advanced Education
1550.9	Training and Education System
7302.2	Class “C” School Funding Process
1550.18	Coast Guard Training and Education Advisory Council

SECTION II: FORMAT

Style

SOPs shall be "How To" guides that are prescriptive and include job aids and examples to the greatest extent possible. As brevity is a consideration, examples must be concise and tailored to the audience.

Look

All SOP's shall be published using this SOP as the template.

Contents

Each SOP shall include at a minimum:

- Table of contents
- Index
- Glossary
- Job Aids, when appropriate
- Templates, when appropriate
- References to original work, when appropriate
- Recommendations for additional reading, when appropriate

The first section of each SOP shall have a standard look to include the following:

- Introduction
- Purpose
- Target Audience
- Background

Packaging / Delivery

SOPs will be packaged in pdf format using Hyperlinked text to the maximum extent possible. The SOP will be hosted online at http://www.uscg.mil/tcyorktown/ptc/sop.shtm and available by CD upon request to mailto:Deborah.S.Lindquist@USCG.Mil. The Performance Technology Center (http://www.uscg.mil/tcyorktown/ptc/sop.shtm) is the formatting and hosting technical control authority for Training System SOP.

SECTION III: REVIEW / CHANGES

Frequency

All SOPs will be reviewed semi-annually for currency and accuracy by the responsible unit identified in Section I.

Review standards

When reviewing SOPs, members should concentrate on the following areas:

completeness / theory concept,

usability,

accuracy and appropriateness of examples, logic flow and visual display.

Review / Change Process

Timely and logical user input is critical to ensure these SOPs remain relevant and useful. Comments and suggested changes may be submitted using e-mail directly to the process owner identified in the SOP.

Changes other than minor edits require review and approval by the TO standing SOP committee, which is made up of CG-1321, CG-1322, TOs and the Commanding Officer CG Institute. The change process will follow these steps:

Step Action

1 Originate change and send to responsible unit.

2 Responsible unit adjudicates changes with originator and reviewer and presents proposed changes to the TO standing SOP committee.

3 The responsible unit sends out in advance of the CO/TO conference the change recommendations to the committee, to include impact and cost.

4 The TO SOP committee meet and approve/disapprove changes semi-annually at CO/TO conferences.

5 Responsible units make changes and send to PTC for web posting.

6 PTC updates master SOP and posts on the web

Note: The responsible unit must track and report all changes at the CO/TO conference.