

U.S. Department of
Homeland Security

United States
Coast Guard



Commandant
United States Coast Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
Staff Symbol: G-WTT
Phone: (202) 267-2660
Fax: (202) 267-4493
Email: dwalts@comdt.uscg.mil

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MEMORANDUM

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From: *W. J. Belmondo*
W. J. Belmondo
COMDT (G-WTT)

Reply to: G-WTT(d)
Attn of: Mr. Dave Walts
202 267-2660

To: Distribution
Thru:

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/g-wt/wt.htm>) 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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