

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 Force Readiness Command  
Oct 2009

## 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 Performance, Training & Education Branch (FC-51) is responsible for technical control and oversight of all SOPs for the Training System. FC-51 has delegated responsibility for maintaining individual SOPs, including the updating process described in Section III, as follows:

<b>Volume</b>	<b>Title</b>	<b>Responsible</b>	<b>Reviewer</b>
1	Introduction	FC-512	PTC
2	Analysis	PTC	FC-512
3	Evaluation	LDC	TRACEN Petaluma
4	Job Aids	ATTC	FC-512
5	Resident Instruction	TRACEN Petaluma	FC-511
6	Curriculum Outline	TRACEN Yorktown	FC-511
7	Advanced Distributed Learning	FC-515	TRACEN Petaluma
8	Non-Instructional Interventions	FC-512	PTC
9	Performance Qualification Guides	TRACEN Yorktown	FC-514
13	Professional Development	TRACEN Cape May	FC-514

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

<b>COMDTINST</b>	<b>Title</b>
<a href="#">M1414.8C</a>	Enlisted Performance Qualification Manual
<a href="#">M1500.10C</a>	Performance, Training and Education Manual
<a href="#">1550.11</a>	Curriculum Outline
<a href="#">1550.23</a>	Training System Evaluation
<a href="#">1524.1A</a>	Advanced Education
<a href="#">1550.9</a>	Training and Education System
<a href="#">7302.2</a>	Class “C” School Funding Process

## **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 both MS Word and pdf format using hyperlinked text to the maximum extent possible and forwarded electronically to FC-512. The SOP will be hosted online at FC-51's home website and available by CD upon request to FC-512.

## **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 FC-511, FC-512 and TRACEN TOs. The change process will follow these steps:

### **Step Action**

- 1 Originate change and send to responsible unit listed in Section I.
- 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 the change recommendations to the SOP committee, to include impact and cost, for adjudication.
- 4
  - a. The SOP committee meets virtually (comments via computer) and approves/disapproves changes.
  - b. The SOP committee meets and approves/disapproves changes semi-annually at CO/TO conferences.
- 5 Responsible units make approved changes to SOP and send to FC-512 for web posting.
- 6 FC-512 updates master SOP and posts on the web.

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