

U.S. Department of
Homeland Security

United States
Coast Guard



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Force Readiness Command

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MEMORANDUM

OCT 22 2009

From: 
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Reply to: FC-51
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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 FC-5 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. Programs outside the Coast Guard Training System are encouraged to use these SOPs and provide feedback with the 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 volume one (1) of the SOP. 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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