



SECJAXINST 1500.2A  
NOV 06, 2012

## SECTOR JACKSONVILLE INSTRUCTION 1500.2A

Subj: TRAINING AND QUALIFICATION PLAN FOR RESERVE PERSONNEL

- Ref:
- (a) Marine Safety Manual, Volume I, COMDTINST M16000.6
  - (b) Individual Development Plan, COMDTINST 5357.1A
  - (c) Mandatory Use of TMT, COMDTINST 5270.2
  - (d) Training and Education Manual, COMDTINST M1500.10C
  - (e) CG Training Quota Management Center
  - (f) Coast Guard Learning Management System
  - (g) Prevention Officer Career Guide
  - (h) Director of Response Policy
  - (i) USCG Maritime Law Enforcement Manual, COMDTINST M16247.1E
  - (j) OSHA Regulations 29 CFR 1910
  - (k) Team Coordination Plan, COMDTINST M1541.1
  - (l) Operational Risk Management, COMDTINST M3500.3
  - (m) Command Center Manual, COMDTINST M3120.2
  - (n) USCG Addendum to U.S. National SAR Manual, COMDTINST M16130.2
  - (o) Atlantic Area SAR Plan, LANTINST M16130.5
  - (p) Miami SAR Plan, CGDSEVEN Notice M1613.1A
  - (q) Telecommunications Manual, COMDTINST M2000.3

1. PURPOSE. The purpose of this instruction is to detail Sector Jacksonville's Reserve Unit focused Training Plan, including training goals and record keeping. It also describes the functions of the Training Officer (TO), Members, Department Heads, Division Officers and training presenters. References (a) through (l) outline the minimum requirements directed by Commandant and FORCECOM.
2. ACTION. The objective of this program is to provide Sector Jacksonville's Reserve personnel with the knowledge, skills, and experience necessary to perform the duties as so directed. Increased professionalism will increase job satisfaction, stimulate career advancement and fulfill our responsibilities to the public. Furthermore, it is the objective of this program to instill a strong commitment to training within assigned personnel and provide them with complete documentation for all training and qualifications received.  
  
Sector Jacksonville's Training Officer, Training Board Members, Department and Division Officers, Chief Petty Officers, and training presenters shall fulfill their responsibilities as set forth herein. The Reserve Planning Officer, on an annual basis, is responsible for maintaining and updating this instruction for the Reserve members of Sector Jacksonville and the Training Officer is responsible for providing guidance and oversight of the unit's training, readiness, and qualification processes.
3. DIRECTIVES AFFECTED. SECJAXINST 1500.2 is hereby cancelled.

4. DISCUSSION. This plan focuses on training new Reserve unit personnel, as well as increasing the professional competence and technical expertise of those already assigned. A program using subject matter specialists will be used to facilitate and verify the training of new personnel, and to improve the expertise of those already qualified by having them train others. The purpose of this training plan is to help individuals:
  - a. Acquire job skills to perform assigned duties, including
  - b. Create and maintain an atmosphere and attitude of safety in work and personal habits
  - c. Complete performance qualifications for advancement
  - d. Identify qualification requirements by division/department
  - e. Enhance their ability to perform unit missions
  - f. Meet training standards as determined by Commandant and the command
  - g. Gain awareness and exposure to critical quality-of-life issues (Prevention of Sexual Harassment & Discrimination, Code of Conduct, Suicide Awareness, etc.).
5. TRAINING COMPONENTS. There are three basic components of the training plan, made up of 5.a. through 5.c. below:
  - a. Documentation.
    - (1) In accordance with reference (c), the Coast Guard Training Management Tool (TMT) is the preferred method of documenting and capturing all training tasks. TMT will be the repository for training accomplished on board Sector Jacksonville and will capture all training received by individual members. TMT will “cross-walk” training data over to the human resources pay and personnel database Direct-Access.
      - (a) The Training Officer and assigned Departmental Training Officers will update TMT for all attendees after each “All-Hands” training session and all locally scheduled training, e.g. Sexual Harassment Prevention. All additional training such as CG “C” schools will also be added to TMT and Direct Access as appropriate.
      - (b) Sector Jacksonville requires that the Divisional Training Officers maintain the Dashboard spreadsheet for tracking active and reserve member qualifications.
      - (c) Training, qualification, and MT completion information is viewable via CGBI> Unit Tab > Training Tab > MT-A.
    - (2) Direct Access. All members are responsible to ensure a copy of any qualification letter earned or school completion certificate acquired is provided to the RFRS staff or training representative, for input into your record in Direct Access. This is in addition to the requirement of tracking your qualifications in TMT. Note: if TMT is uploaded properly, the information should “map” over into Direct Access.

- (3) Record of Professional Development. Officers should submit a CG-4082 (Record of Professional Development) annually, before the first of August, reporting all professional training and off-duty training. Submission of this form is essential when competing for promotion, new duty assignments, and selection to post-graduate or industry training.
- b. Training Funds. Sector Jacksonville's Department Heads and Departmental Training Officers will track Sector Jacksonville's funded training requiring TAD orders. Such data will be used to formulate Sector Jacksonville's training budget request for the next fiscal year to the Seventh District. Our anticipated training budget request is normally delivered in April for projections for the next fiscal year. Otherwise, travel is funded as follows:
- (1) COMDT-funded training using TQC issued travel orders. Reference (f) lists all available "A" and "C" schools that are funded by TQC.
  - (2) As a second source for training funds, Sector Jacksonville and Seventh District (dxr) {reserve} can readily fund training classified as legally mandated or job critical/essential, provided there are remaining funds available.
- c. Training Plans. Enclosure (1) provides types of training, training needs and training plans that enable Sector Jacksonville to accomplish the training required for each Reservist.
- (1) All-Hands Training. As needed, via the Sector Jacksonville Reserve ALL HANDS or other scheduled training and will include Human Relations / Civil Rights Training and other annual training that may be facilitated in the All Hands setting.
  - (2) Scheduled Training. Scheduled training is required training not appropriate for All-Hands. It is usually onsite or local training and does not require student travel order or charge tuition fees. This training, enclosure (2), will be arranged by the TO.
  - (3) Division Officers. Division Officers and Chief Petty Officers will review their division members training records quarterly to ensure that records are up-to-date. Records must include training received in-house and from outside sources that will be used for counseling and marking purposes. Additional responsibilities are as follows:
    - (a) Ensure attendance by all division personnel at "All-Hands" training.
    - (b) Ensure training data is entered and maintained in the TMT Database.
    - (c) Process all requests from their Division personnel for training requiring the use of funds or travel prior to submission to the TO.
    - (d) Ensure their assigned unit instructions are forwarded to the TO for the coordination of training and inclusion in unit training directives.
  - (4) Section Chiefs/ Section Leaders. Section Chiefs/Section Leaders are responsible for ensuring that all members in their department/section are receiving adequate training in order to meet the requirements of this plan.

- (5) Qualification Process. The Divisional Training Officer (or Alternate) will be a member of each qualification board in their perspective division.
- (a) Once a member has completed an OJT PQS, and their supervisor has determined the member is ready for a board, the completed qualification package should be forwarded to the division or department chief for approval/concurrence.
  - (b) The Divisional Training Officer, once notified, will then schedule a qualification board, comprised with 3-5 qualified members on the board.
  - (c) Boards should not be a “stump the chump” type board, and should not exceed 2 hours; boards may include a practical portion.
  - (d) After satisfying the board members requirements, a Qualification letter or E-Training record in TMT will be routed through the chain of command for signature, copying Admin and Training Officer for input/documentation into required databases.
  - (e) Each department will maintain eligibility lists and a training program for members to achieve applicable qualification insignia, including Marine Safety and Boast Forces Insignia.
6. CHANGES. Any change to scheduled All Hands Training and types of training required will be announced and revised each subsequent fiscal year by the Training Board.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. These were examined in the development of this Instruction and have been determined to be not applicable.
8. POINT OF CONTACT. The point of contact for training issues is the Reserve Training Officer.
9. FORMS/REPORTS. None.

T. G. ALLAN, JR. /s/  
Sector Commander

- Encl: (1) Training Descriptions and Sources  
(2) Reserve Department; Specific Training  
(3) FY13 Sector Jacksonville Exercise Calendar

## **TRAINING DESCRIPTIONS AND SOURCES**

1. **Class “A” Schools.** There are 17 enlisted ratings that have “A” schools. Prerequisites, class convening dates and application procedures are found in reference (d), which can be obtained through the Coast Guard Personnel Command Assignment Branch (epm-2) web site:  
[Enlisted Personnel Management Assignment Branch - PSC](#)
2. **Class “C” Advanced Training/Schools.** Prerequisites, class convening dates and application procedures are found in reference (f). See Training Quota Control Command website: <http://www.uscg.mil/hq/tqc/>

# **SECTOR JACKSONVILLE RESERVE: DEPARTMENT SPECIFIC TRAINING PLANS**

## **FOR QUESTIONS CONTACT:**

**SECTOR JACKSONVILLE UNIT (and RESERVE) TRAINING  
OFFICER (CWO Cerino)**

**RESERVE PLANNING OFFICER (LT Puzzini)**

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Contained in this portion of the document:

**For Senior Leadership:**

- Department Specific Training Arc Information (summary format).

**For Members:**

- Detailed Department Specific Training Information.

**And**

**Opportunities for members to use their Active Duty periods to enhance or use their skills:**

- Incident Command Course opportunities.
- Planned Exercises.

<b><u>LOGISTICS Training Arc</u></b>			
<b><u>Goal</u></b>	<b><u>Action</u></b>	<b><u>Milestones and Key Dates</u></b>	<b><u>Notes</u></b>
<p><u>Food Service Division</u> Proficiency in service, complete requirements of CORE.</p>	<p>Food Services Manuals Study by Chapter: LAMS classes and training at TRACEN Petaluma.</p>	<ul style="list-style-type: none"> <li>• <b>January 19/20</b> – FS3-Unit 1</li> <li>• <b>February 16/17</b> – FS3-Unit 2</li> <li>• <b>March 16/17</b> – FS3-Unit 3</li> <li>• <b>April 20/21</b> – FS3-Unit 4 Receipt and Storage Lessons</li> <li>• <b>May 18/19</b>– FS3-Unit 5 Inventory Management</li> <li>• <b>June 15/16</b> – FS3-Unit 5 Inventory Management</li> <li>• <b>July 20/21</b> – FS3 Review FS2 Course Units 1-2.</li> <li>• <b>August 17/18</b> – FS3 Review FS2 Course Units 3-5.</li> </ul> <p>• In the event that there is funding available for additional ADT aside from providing support to Sector Jacksonville we would use that opportunity to attend available Food Service Specialist Schools at Training Center Petaluma.</p>	
<p><u>Health Services Technician</u> – Increase professional qualifications and ensure CORE requirements are met.</p>	<p>Create and submit requests for orders to attend schools.</p>	<ul style="list-style-type: none"> <li>• By mid-year, submit and attend schools.</li> </ul>	<p><b>“C” schools course available:</b></p> <ul style="list-style-type: none"> <li>•CG IDHS-14 weeks-requires EMT certification prior to applying.</li> <li>•X-ray Technician</li> <li>•Tactical Emergency Medical Technician</li> <li>•Safety and Environmental Health school- Only for full time jobs</li> <li>•Physician Assistant School</li> <li>•Pharmacy Technician</li> <li>•Periodontics</li> <li>•Human Factors</li> <li>•Dental school</li> <li>•Health Promotion Coordinator</li> <li>•Food Service Sanitation</li> <li>•EMT certification /recertification</li> </ul>
<p><u>Yeoman Training</u> Proficiency in DA, Human Resources training as available to advance skills. E7 and above ICS position qualification.</p>	<p>Work through online and manual training programs for YN focused tasks.</p>	<ul style="list-style-type: none"> <li>• YN1: Pamphlet A – Pay and Personnel</li> <li>• Pamphlet B – Travel and Transportation Glossary</li> <li>• Yeoman Second Class Course.</li> <li>• Yeoman Third Class Course</li> </ul>	<p><b>Other Training Opportunities:</b></p> <ul style="list-style-type: none"> <li>•Human Resource Training, Topeka, KS (dates available on PPC web – annual)</li> <li>•Sector Jacksonville Proposed Training FY12-13</li> <li>•Training scheduled for Sundays PM1 hour).</li> <li>•Plan for YN staff to attend the Human Resource Training in Topeka. Availability of course determined by Planning.</li> <li>•ICS Command for E7-E9 deployed in theater will act as ICS DEMOB/Unit Leader.</li> <li>•ICS ranks E6-E4 ICS (NIMS) 100, 200, 300 (classroom), and 700.</li> <li>•E4 members to request LAMS for the coming year.</li> </ul>

<b><i>RESPONSE Training Arc</i></b>										
<b><u>Goal</u></b>	<b><u>Action</u></b>	<b><u>Milestones and Key Dates</u></b>		<b><u>Notes</u></b>						
<u>Reserve Sector Enforcement:</u> Achieve CORE requirements while supporting Sector operations.	Qualify and maintain qualifications.	<ul style="list-style-type: none"> <li>• Reoccurring refresher training, two times/year.</li> <li>• Reoccurring Range training; two times/year.</li> </ul>								
<u>Reserve Operations Specialist</u> Achieve CORE requirements while supporting Sector operations.	Gain knowledge and progress in experience and skill.	<table border="1"> <tr> <td>Communications Unit</td> <td>12-18 months</td> </tr> <tr> <td>Situation Unit</td> <td>12-18 months</td> </tr> <tr> <td>Operations Unit</td> <td>18-24 months</td> </tr> </table>	Communications Unit	12-18 months	Situation Unit	12-18 months	Operations Unit	18-24 months		
Communications Unit	12-18 months									
Situation Unit	12-18 months									
Operations Unit	18-24 months									
<u>Reserve Gunners Mate (GM)</u> Achieve CORE requirements while supporting Sector operations.	Qualify and maintain qualifications.	<ul style="list-style-type: none"> <li>• Follow schedules set forth the Ordnance Manual, COMDTINST M8000.2D</li> </ul>								

<b><i>COMMAND CENTER Training Arc</i></b>				
<b><u>Goal</u></b>	<b><u>Action</u></b>	<b><u>Milestones and Key Dates</u></b>		<b><u>Notes</u></b>
Reserve Operations Specialist Achieve CORE requirements while supporting Sector operations.	Gain knowledge and progress in experience and skill.	Communications Unit	12-18 months	
		Situation Unit	12-18 months	
		Operations Unit	18-24 months	

<b><i>INTEL Training Arc</i></b>			
<b><u>Goal</u></b>	<b><u>Action</u></b>	<b><u>Milestones and Key Dates</u></b>	<b><u>Notes</u></b>
Reserve Intelligence Specialist (IS)  Obtain proficiency level of:  Apprentice for the Human Intelligence (HUMINT). Collector Competency (IS007). Then Journey man and Master levels.	Qualify and maintain qualifications.	<ul style="list-style-type: none"> <li>Follow schedules set forth in the COMDTINST M3870.2 (IS001) and Intelligence Processors and Disseminators, COMDTINST M3870.3 (IS003).</li> </ul>	

<b><i>PREVENTION Training Arc</i></b>					
<b>Goal</b>	<b>Action</b>	<b>Milestones and Key Dates</b>		<b>Notes</b>	
Readiness as prescribed by Commandant and training and obtain qualifications for mbrs.	Focus on obtaining "M" qualifications via OJT and requisite schools	<u>Other key training cycles:</u>		Training via OJT and skill specific training.	
			<b>Primary Qualification</b>		<b>Estimated Time to Complete</b>
		1	Container Inspector (EU)		6-14 months
		2	Waterways Management Rep (WMM)		6-14 months
		3	Pollution Investigator (PI)		12-24 months
4	Facility Inspector (EU)	9-18 months			

<b><i>PLANNING – Training Arc</i></b>			
<b>Goal</b>	<b>Action</b>	<b>Milestones and Key Dates</b>	<b>Notes</b>
Plan Reserve participation in Annual Exercises at Sector and District level to enhance ICS qualifications and support WQSB requirements.  E.g. COOP or HUREX	Secure annual Exercise schedule, confer with POC and request ADT time to support exercise.	<ul style="list-style-type: none"> <li>• 1/2013- Obtain/review Exercise Schedule.</li> <li>• 2/2013 – Set dates and request ADT.</li> </ul>	
Enhance Planning Qualifications and ancillary Quals to support M-Pin goal.	Secure Course schedule for Training Center Yorktown, confer with Training officer and request ADT time to support training.	<ul style="list-style-type: none"> <li>• 12/2012 – Obtain course dates.</li> <li>• 2/2013 – ECT and ADT requests.</li> <li>• Attend Course.</li> </ul>	
Obtain additional ICS Training (at least one course).	Secure annual ICS schedule, confer with POC and request ADT time to support training.	<ul style="list-style-type: none"> <li>• 1/2013- Obtain/review ICS class dates.</li> <li>• Attend training.</li> </ul>	
Enhance Leadership Skills	Attend Service Schools and Focus on Leadership Skills or secure and read books from USCG reading list.	<ul style="list-style-type: none"> <li>• 2013; look ahead for Leadership schools when mbrs obtain LCDR (sel) status and obtain books from USCG reading list.</li> </ul>	Medium Term.
Additional enhancement of ICS and presentation skills.	Conduct a two hour ICS refresher for mbrs that do not see ICS day to day (e.g.. junior enlisted).	<ul style="list-style-type: none"> <li>• Pending availability of time.</li> </ul>	Time dependent.

**\*\*DETAILED DEPARTMENT LEVEL INFORMATION\*\***

**LOGISTICS**

**Food Service Division Training Plan**

*FY2013*

Purpose: To establish a training plan to prepare for the completion of EOCT, EPME, EPQ'S the SWE and other associated courses for the FS rating.

**October 20/21** – FS1/FS3 Review Service Wide Exam Requirements.

- Verify completion of EPQ'S for FSC and FS2
- Submit request for Course Materials/Register for Online Courses via ESO/CG Portal
- FS2 – Course #000251/FSC – None
- Reference EPME – E5/E7

**Nov 17/18** – FS3 – Unit 1 Food Preparation Lessons 1-3

FS1 – EPME-E7 - 502300/Food Service Manual – COMDINST M40615A

**December 15/16** – FS3 – Unit 1 Food Preparation Lessons 4-6

FS1 – EPME – E7 -502300/Food Service Manual – COMDINST M40616A

**January 19/20** – FS3-Unit 1 Food Preparation Lesson 7

FS1 - EPME – E7 – 502300/Health Promotions Manual COMDINST M6200.1A

**February 16/17** – FS3-Unit 2 Procurement Lessons 1-3

FS1 – EPME – E7 502300/USCG FINCEN SOP FINCENSINST M6200.1A

**March 16/17** – FS3-Unit 3 Sanitation Lessons 1-3/EPME – E5 - 502298

FS1 – EPME – E7 – 502300/Food Service Sanitation Manual COMDINST M6240.4A

**April 20/21** – FS3-Unit 4 Receipt and Storage Lessons 1-3 – EPME – E5 502298

FS1 – EPME – E7 – 502300/Food Service Management General Mess, NAVSUP PUB 486 Part A

**May 18/19** – FS3-Unit 5 Inventory Management Lessons 1-3/ EMPE – E5 – 502298

FS1 – EPME – E7 – 502300/Food Service Management General Mess, NAVSUP 486 Part B

**June 15/16** – FS3-Unit 5 Inventory Management Lessons 4-6/EPME –E5 – 502298

FS3 – EPME – E7 – 502300/ Food Service Management General Mess, NAVSUP 486 Part C

**July 20/21** – FS3 Review FS2 Course Units 1-2/ EPME – E5 - 502298

FS1 – EPME – E7 – 502300/Simplified Acquisition Procedures Handbook, COMDTINST M4200.13H

**August 17/18** – FS3 Review FS2 Course Units 3-5/EPME – E5 – 502298

FS1 EPME – 502300/Weight Management Self-Help Guide, COMDTPUB P6200.3

**September 21/22** – FS3 Review FS2 EPQ's/Submit request to ESO for EOCT.

FS1 Review PDE/SWE PROFILE LETTER

In the event that there is funding available for additional ADT aside from providing support to Sector Jacksonville we would use that opportunity to attend available FS C-schools:

FS3: Independent Food Service Officer (50217); 19 days CG Training Center Petaluma, CA.DAYS

TBD: CG TRACEN PETALUMA; Leadership and Management School ( 340720).

FS1: Food Service Sanitation Instructor Certificate (40031) 5 days; via Navy Environmental Preventive Medicine Unit.

**Health Services Technician**

**“A” School** - current wait is >24 months

EPM-2 strongly recommends emailing these requests to the following members:

Active Duty “A” school Assignment officer is: YN3 Joseph Riollano (202)493-1278

Reserve “A” school Assignment officer is: YN2 Christopher Foster (202)493-1790

EPM-2 also recommends getting all EPM-e requirements for E-4 completed prior to attending “A” school since there is not time during that extensive training, to complete the other requirements for promotion. MBR’s must be within weight standards , CGBI needs to be completely “green”, be recommended for advancement on last EER, and be at unit for a minimum of 4 months before requesting “A” school.

MBR’s are not allowed to contact Assignment Officers for anything. They must follow the COC to get information regarding “A” school. Check Direct Access for orders starting 14 weeks out from expected class convening date for orders.

**“C” schools**

CG IDHS-14 weeks-requires EMT certification prior to applying.

X-ray Technician

Tactical Emergency Medical Technician

Safety and Environmental Health school-Only for full time jobs

Physician Assistant School

Pharmacy Technician

Periodontics

Human Factors

Dental school

Health Promotion Coordinator

Food Service Sanitation

EMT certification/recertification

**Promotion** - All turned in by 01Feb or 01Aug for respective testing dates.

E-4 to E-5-EOCT, EPME Practical Factors and EPME test

E-5 to E-6-EOCT, EPME and practical’s for each with completion of LAMS

E-6 to E7-Practical Factors for rate and EPME, no EOCT or EPME testing required, CPOA Academy

E-7 to E-8-Senior Leadership course, SWE

E-8 to E-9-SWE

**Yeoman**

Rank Progression	Requirements
SN/YN	Attend YN "A" School with completion of YN3 Practical Factors/EPME E4 and 6 months time in grade.
YN3 – YN2	Completion of YN2 Practical Factors/EPME E5 and six months time in grade.
YN2-YN1	Completion of YN1 Practical Factors/EPME E6 and one year time in grade. Completion of LAMS Course.
YN1 - YNC	Completion of YNC Practical Factors/EPME E7 and two year(s) time in grade. Have no unsatisfactory conduct mark, court martial (CM) or civil convictions, or non-judicial punishments (NJP)
YNC – YNCS	Completion of YNCS Practical Factors/EPME E8 and two year(s) time in grade. CPO Academy. Have a total of at least ten years active service. Have no unsatisfactory conduct mark, court martial (CM) or civil convictions, or non-judicial punishments (NJP)
YNCS - YNCM	Completion of YNCM Practical Factors/EPME E9 and two year(s) time in grade. Have a total of at least twelve years active service. Have no unsatisfactory conduct mark, court martial (CM) or civil convictions, or non-judicial punishments (NJP) Senior Enlisted Leadership Course.

**YN Courses**

**Course Information**

Yeoman courses are available through the CG Institute, with the exception of the new YN2 online course, which all study material is available via CG Portal.

YN3: Course Code 0376, Edition 1

YN2: Course Code 0276, Edition 2

YN1: Course Code 0176, Edition 1

**Yeoman First Class Course**

(Available via CG Portal)

## **YN1 Performance Qualification Guide**

Pamphlet A - Pay and Personnel  
Pamphlet B - Travel and Transportation  
Glossary

## **Yeoman Second Class Course**

(Available via CG Portal)

## **YN2 Performance Qualification Guide**

Lesson 1, Course Overview  
Lesson 2, Administration  
Lesson 3, Pay  
Lesson 4, Personnel  
Lesson 5, Travel and Transportation  
Lesson 6, Reserves  
Lesson 7, Course Completion

## **Yeoman Third Class Course**

(Available via CG Portal)

## **Other Training**

Human Resource Training  
Human Resource Training, Topeka, KS (dates available on PPC web – annual)  
Sector Jacksonville Proposed Training FY12-13  
Senior YN's to sign practical factors/EPME's for junior staff.  
Training scheduled for Sundays AM (1 hour).

Plan for YN staff to attend the Human Resource Training in Topeka. Availability of course determined by Planning.

ICS Command for E7-E9 deployed in theater will act as ICS DEMOB/Unit Leader.

ICS ranks E6-E4 ICS (NIMS) 100, 200, 300 (classroom), and 700.

E4 members to request LAMS for the coming year.

Human Resource Training – Topeka, KS as additional training for mbrs (ODT/ADT).

### **Reserve Sector Enforcement**

**Boat College.** Sector Jacksonville will be implementing an annual Sector-wide Boat College to close the gap in qualification completion.

The Boat College will validate needs for both Sector proper and Station reserves.

It is anticipated that the annual Boat College will be held in late Spring to accommodate environmental conditions and member schedules.

A need analysis will be completed no later than September 15 of each year to forecast the needs of the Sector.

**Operations North.** The Sector MEs (VBST) training plan is based on initial qualification and recurrent qualification for Boarding Officers and Boarding Team Members IAW Law Enforcement Competency Qualification Instruction COMDTINST 16247.3D. All other required Mandated Training (GMT, ICS, etc) shall be completed as per policy and as per CORE ALCOAST 402/11 and CORE ALCOAST 431/12.

Designating the Operation North training plan IAW the Law Enforcement Competency Qualification Instruction COMDTINST 16247.3D and CORE ALOCAOST 402/11 and CORE ALCOAST 431/12 is sufficient, as it allows flexibility in creating weekend objectives and maintains progress based on established standards.

Boarding Team Member (BTM) Qualification Goals:

- Within 6 months of A-School graduation Boarding Officer Practical Course (BOPC).
- Within 12 months from BTM certification Boarding Officer (BO) Qualification
- Within 18-24 months from BOPC graduation

Additional recommended competencies per grade:

ME3:

- Boarding Team Member
- Contingency Boat Crew

ME2/ME1:

- Boarding Officer

**Operations South.** The Sector OpSouth ME Cadre will collocate and operate between MSD Port Canaveral and Station Port Canaveral to provide maximum mobilization readiness and Augmentation capability in the Sector's Southern AOR. As such, all OpSouth ME members will train to the Concept of Reserve Employment (CORE), Boat Forces criteria. Therefore the Training Plan will be based on the CORE and the initial qualification and recurrent qualification for Boarding Officers and Boarding Team Members IAW Law Enforcement Competency Qualification Instruction COMDTINST 16247.3D. All other required Mandated Training (GMT, ICS, etc) shall be completed as per policy.

Operations South ME cadre upon successful attainment of BO qualification will:

- Pursue BO ashore qualification.
  - Completion of the qualification will afford increased dockside boarding's within the southern AOR.

**Stations.** Each Station shall develop an annual training plan. At a minimum, the Station Annual Training Plan (SATP) shall meet the Concept of Reserve Employment (CORE) criteria for each rate. Additionally, the SATP shall set for reasonable time frames for the reserve member to meet the prescribed qualifications. While each station will tailor their respective plans to meet the training capacity and resource availability, the following elements are examples for consideration:

- Ref: US. Coast Guard Boat Operations & Training Manual COMDINST M16114.32
- Ref: USCG Concept of Reserve Employment (CORE Boat Force Instructions)
- All Coast Guard Reserve Personnel assigned to Station shall, at a minimum, qualify/certify with respect to their specific rating:
- Reserve time line requirement: (Time guidelines for qualification run sequentially until member is fully qualified)
  - Communications Watch - 06 months or equivalent of 24 multiple drills after reporting. E2-E7 - If applicable
  - 25' RBS Crew member - 06 months or equivalent of 24 multiple drills after watch qualifications. BM/ME/MK E4-E6
  - Boarding Team Member - 06 months or equivalent of 24 multiple drills after Crewmember. BM/ME E4-E6
  - 25' RBS Coxswain 12 months or equivalent of 48 multiple drills after BTM. BM2/BM1 (SNBM-BMC as applicable)
  - Boarding Officer 12 months or equivalent of 48 multiple drills after Coxswain. ME2/ME1 (All E4-E7 as applicable)

This policy in no way discourages cross training of any position as long as initial requirements have been met. It also does not discourage pursuing several certifications simultaneously; however, priority shall be given to meeting this time-table and the rating specific qualifications outlined in the CORE. Further, if an individual member has the capacity, Station resources allow and the mission demand exists, additional qualifications such as Tactical and Multi-mission Coxswain, Small Arms Instructor are encouraged.

On the scheduled IDT dates there should be a continual focus on qualification of new Contingency RBS Crewmen and Coxswains as appropriate by rate and rank. Scheduling of underway time is dependent upon the needs of the members and availability of station resources; however, precedent shall be given to those members pursuing CORE prescribed qualifications.

Per each Station's Standard Operating Procedures, semi-annual currency maintenance requirements will be performed every 6 months.

1. General Mandated Training (GMT-A and B) is conducted either via home computers with CAC access or during drill weekends as time permits.
2. Attendance at the Sector Annual All Hands training is required by all members.

**Reserve Operations Specialist (OS) Training Plan.** A new member of the reserve OS workforce will begin training as a Communication Unit Watch Stander. Upon qualification in the Communication Unit the reserve OS moves to qualify as a Situation Unit Watch Stander. Operation Unit follows the Situation Unit qualification. In rare circumstances, a reserve OS may qualify as a Operation Unit Watch Stander depending on prior training and active duty experience (i.e. SAR school). The following diagram shows a typical command center watch construct/staffing example:

Qualification	Active Duty (qualification time)	Reserve (qualification time)
Communications Unit	3 months	12-18 months (~24 watches)
Situation Unit	3 months	12-18 months (~24 watches)

The above is a guideline as each member will develop a tailored training plan as agreed upon by the member and Supervisor

**Reserve Gunnery Mate (GM) Training Guideline.** All Reserve GM's will follow a training plan set forth by the Active Duty GMC, which will be approved by the Response Department Head.

- The Sector GMs training plan is based on initial qualification and recurrent qualification respective to the Ordnance Manual, COMDTINST M8000.2D In addition to required Mandated Training.

**Reserve IS Training Guideline.** The guideline is based on current requirements detailed in ALCOAST 040/08 Intelligence Competencies and Personnel Qualification Standards (PQS). Sector Intel Personnel are required to successfully complete Personnel Qualification Standards Intelligence Personnel COMDTINST M3870.2 (IS001) and Intelligence Processors and Disseminators, COMDTINST M3870.3 (IS003).

- The goal for members who complete IS001 and IS003 is to pursue the initial proficiency level of Apprentice for the Human Intelligence (HUMINT) Collector Competency (IS007).
- Upon completion of the Apprentice level members training will progress toward Journey man and Master levels.

**PREVENTION**

**FY2013 – FY2014 TRAINING SOP & DEVELOPMENT PLAN**

Reserve Prevention Department

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## 1.0 SCOPE

The scope of this plan is for Sector Jacksonville Reserve Prevention Department specific functions only (MSD Canaveral is addressed under a separate document). This plan is designed to supplement existing Commandant and Sector Instructions and therefore does not address General Mandated Training or other All-Hands training as directed by the Commandant or Sector Command.

## 2.0 PURPOSE AND OBJECTIVE

The purpose of this plan is to document training protocols for reserve members assigned to Sector Jacksonville Reserve Prevention Department (RPD). The objectives are as follows:

1. Ensure reserve members' drill time (IDT and ADT) is optimized to facilitate the obtainment of necessary training qualifications to support readiness, mobilization and augmentation functions.
2. Ensure that the professional development of reserve members is continuous, consistent and maximizes advancement opportunities.
3. Establish accountability measures for reserve and active duty members with respect to training needs.
4. Establish permanent and visible connectivity between reserve and active duty components.

## 3.0 ACTION

This RPD plan is an aggressive, positive, and continuing training program to be pursued by all reserve personnel assigned to RPD. The following actions are in effect:

1. Supervisors shall adhere to the procedures outlined in this plan, lead by example with regard to training reserve personnel, ensure all personnel follow the procedures contained in this plan, and inform reserves under their supervision as well as active duty members of upcoming training with as much notice as possible.
2. All RPD personnel shall ensure they are familiar with and adhere to the policies and procedures contained in this plan.
3. The RPD Training, Readiness and Strategic Planning Officer (TRSP Officer) shall maintain this plan and monitor its compliance. A complete review of this plan shall be made annually by the senior leadership in the PREVENTION Department.
4. The Operations Supervisors and Operations Chief will coordinate with the active duty prevention department to ensure training venues and opportunities are realized.
5. For each duty weekend, the Operations Chief (OC) will work with the Active Duty Facilities/Waterways Chief to ensure duty phones (if available) are properly transferred and assigned for their duty weekend.

6. To perform IDT outside of the regularly scheduled weekends, it is the member's responsibility to request authorization from their direct supervisor to do so.
7. **For ADT, members must e-mail their direct supervisor and the OC immediately upon getting their ADT scheduled.** Reserve members must request ADT through Direct Access no less than 45 days prior to the desired training. The PREVENTION CHIEF has final approval on all non-resident training requests. The OC will coordinate with the active duty Facilities/Waterways Chief to ensure training time is optimized. **ALL ADT ORDERS MUST NOT BEGIN OR END ON A WEEKEND UNLESS IT IS A SCHEDULED DRILL WEEKEND.**
8. All RPD reservists are expected to drill on their specified drill weekends unless granted written permission otherwise. **The standard drill weekend is from 0730-1600 Sat-Sun as specified annually. Members may drill during the week provided approval from a supervisor is secured in advance.** Permission to deviate from an approved schedule can be verbal in the case of an unexpected occurrence that would preclude written permission or in the case of accident or illness. Written permission shall be sought and granted prior to an excused absence. Written permission can be in the form of request chit or email verification but shall be requested at least 72 hours before the start of the scheduled drill. Reservists requesting to be excused shall do so in accordance with standard military protocol via their chain of command. The guidelines for excused absences, drill expectations, drill requirements are noted in the reserve policy manual and shall be the first point of reference regarding excused vs. unexcused absences. Reservists shall report to drill on time, in the prescribed uniform of the day, meeting all prescribed grooming standards, and with all the necessary issued gear and equipment required to perform their mission. Reservist shall report to their designated workspace and/or admin for check in to receive updates and initial assignments. At the end of the work day all reserve members shall report to their supervisors prior to departure for the day. A multiple pay drill day shall be comprised of at least two four hour periods unless otherwise allowed and granted by cognizant authority. Drill flexibility is allowed due to extenuating operational requirements or in cases of advance notice.
9. Personnel evaluations shall be performed and submitted as required by unit and Commandant policy to allow for revision and routing. **It is the individual member's responsibility to log their activity on a daily basis, complete IDPs, and submit evaluations in a timely manner and in accordance with unit and supervisor direction.** Counseling and marking of junior enlisted members shall be performed by the senior team leader with the Division Officer serving as reviewer. OERs shall be submitted through the OER rating chain as specified by the Command.

#### 4.0 ORGANIZATIONAL PHILOSOPHY

The RPD is structured to support the following Prevention missions:

- Port State Control/Vessel Inspections
- Facility Inspections
- Port Safety/Waterways Management
- Container Inspections

The RPD will also support Response missions on an as-needed basis. This includes:

- Pollution response
- Incident Management functions.

## 5.0 RPD POSITION RESPONSIBILITIES

### **Department Head (DH)**

The DH is responsible for oversight of all training issues including funding for unit training. The DH will work with the PREVENTION CHIEF to identify anticipated training gaps and to eliminate a shortage of trained personnel within a department.

### **Assistant Department Head (ADH)**

The ADH will assist in executing all of the responsibilities as described for the DH and serve as an alternate DH when needed.

### **Operations Supervisor (OPS)**

OPS is responsible for working with their subordinate members to develop Individual Training Plans and monitoring their progress. OPS will work in concert and support the OC to ensure the training plan is executed smoothly.

### **Assistant Operations Supervisor (AOPS)**

OPS is responsible for working with their subordinate members to develop Individual Training Plans and monitoring their progress. OPS will work in concert with the TRSP Officer to ensure the training plan is executed smoothly. OPS is the initial contact for all enlisted members and will oversee all operational activities.

### **Operations Chief (OC)**

OC is responsible for working with the enlisted members to develop Individual Training Plans and monitoring their progress. OC will work in concert with OPS/AOPS to ensure the training plan is executed smoothly. OC is the initial contact for all enlisted members and will directly oversee all crew activities.

### **Lead Petty Officer (LPO)**

The LPO will serve as the direct field supervisor of all enlisted personnel. The LPO will ensure duty phones are properly transferred and assigned for their assigned duty weekend. The LPO is responsible to ensure proper MISLE casework is completed as necessary and activities logged appropriately.

## 6.0 TRAINING PRIORITIES

Prevention training priorities must be aligned with the reserve mission priorities as articulated by the Commandant. Individual Development Plans must be synchronized with such priorities and captured in the Individual Training Plan (ITP) Database. See Appendix A for additional information on individual training needs/desires.

The general training priorities are as follows:

1. MT/Readiness as prescribed by Commandant
2. Advancement
3. "M" qualifications and requisite schools

## 7.0 QUALIFICATION AND TRAINING REQUIREMENTS

Prevention department leadership (active and reserve) shall regularly review the requirements for each billet in their department. All personnel will be monitored and consulted with on a regular basis to ensure qualification and training needs are met.

To compete for MST1 a reservist needs ONE of the core competencies; to compete for MSTC, TWO are needed (AD requires 2 and 3 respectively). The core competencies attainable at SECJAX are as follows:

- Pollution Responder (MARED)
- FOSCR (MARET)
- Facility Inspector (MAREU)
- Port State Control Examiner (MARPSC) or Marine Safety Boarding Officer (MAREI)
- Response Technician (MAREF)
- Container Inspector (CVSEC)
- Foreign Freight Vessel Examiner (CVSFV)

The focus for FY13 will be to work towards acquiring the Facility Inspector and Pollution Responder qualifications.

A summary of crew qualifications shall be maintained and updated on a monthly basis as incorporated in the monthly SRO report. **See Section 13.0**

## 8.0 INDIVIDUAL DEVELOPMENT PLAN

The initial check-in of new personnel is a key process that ensures an appropriate training baseline is established. Upon reporting, reserve personnel will be required to complete an **Individual Development Plan (IDP)** and have a consultation with their immediate supervisor. The member's "Qualification Progress Report" (**See ATTACHMENT B for template/example**) will accompany the IDP. Both the supervisor and trainee are responsible for ensuring established goals are met within timelines set forth in the IDP. The IDP should be reviewed and updated at the start of the next evaluation period. All incoming personnel will be given a timeline with target qualification timeframes.

## 9.0 QUALIFICATION BOARDS

Once a member completes his or her PQS Workbook and is ready to sit for a qualification board, the completed package with all required documentation shall be submitted through their chain of command to the unit training officer.

The qualification package shall include as applicable:

1. Special request chit requesting the board with proposed date(s)
2. Completed PQS package
3. Required correspondence course completion letter(s)
4. Course completion certificate(s)
5. Any qualification prerequisite letters

Upon successful review, the unit training officer will endorse the package and ensure an oral examination board is scheduled to determine if a member's knowledge and skills are adequate for qualification. All boards will consist of a minimum of two people, with both members possessing the qualification under consideration. When possible, board members should consist of the most experienced members.

Oral boards will require unanimous recommendation to the unit training officer of either "pass" or "retake." If a "retake" is recommended, the member must retake the board either in its entirety or in the area(s) determined deficient by the board and/or unit training officer.

Upon passing the qualification board, the qualification package should be submitted to the unit training officer who will sign the applicable sections of the PQS, draft a qualification letter, and then forward the package to the command for review and signature.

The final certifying authority for qualification is the Commanding Officer.

## 10.0 TYPES OF TRAINING

**Class “C” Schools.** There are different subject categories of resident and exportable training courses. Prerequisites, class convening dates and application procedures are found in reference (c) or by visiting <http://cgweb.comdt.uscg.mil/g-mr/mr-p/trainingresources.shtml>.

**Non-Coast Guard Resident Training.** In the event the Supervisor or Command deems that commercially procured training is appropriate for a member, an approved (SF-182) shall be submitted via chain of command to the unit training officer. Training opportunities of this nature are dependent on the funds available in the unit training budget. In the event of competing demands for limited training funds, those opportunities deemed most advantageous to the command shall be funded first. The RPD-DH will have final approval/authorization for all non-resident training.

**Local Training.** Sponsored locally by the command.

**On-Line Training.** A number of Incident Command System courses must be completed on-line. These include ICS-200 (For Single Resources and Initial Action Incidents), IS-700 (National Incident Management System (NIMS), An Introduction), and IS-800 (National Response Plan (NRP), An Introduction). Member’s must access FEMA’s Independent Study Program website at: <http://training.fema.gov/IS/>. Additionally, a host of courses are available on the **Coast Guard Learning Portal**.

## 11.0 TRAINING REQUESTS

All training requests shall be submitted using an Electronic Training Request (ETR). All ETRS shall be submitted to RFRS staff. Supervisors will verify that all prerequisites are met, class quotas are available for the selected dates, and that the member is eligible to attend. Unless the member plans to use IDT (travel not paid), ADT must also be requested and approved. Reserve members must request ADT through Direct Access no less than 45 days prior to the desired training. The PREVENTION CHIEF has final approval on all non-resident training requests.

## 12.0 TMT AND DIRECT ACCESS

Upon completion of any schools, training or coursework, **members shall e-mail the OC**. The OC will forward this information to the appropriate active duty personnel for entry into TMT and DA as needed.

## 13.0 MONTHLY SRO REPORT & POM

Upon completion of each drill weekend, the monthly SRO Report and POM must be updated. This Microsoft Excel Workbook is located in the following location:

<S:\Reserve\Reserve Prevention\SRO REPORTS-POM>

This SRO Report is a multi-worksheet workbook intended to function as a one-stop repository for recording important training activity and planning information. The various worksheets are as follows:

**1. Activity Summary**

This worksheet details a summary of IDT completion and scheduling and roster information. Additionally, it includes an “Activity Summary” which is analogous to an ICS-214 form. Daily activity is recorded here.

**2. Look Ahead/Open Actions**

This worksheet serves as an ICS-233 (Open Actions Tracking) and is intended to document issues needing follow-up and/or awareness.

**3. Qualification Summary**

This worksheet itemizes individual qualifications possessed by individual members. Additionally, this summary table depicts what qualifications are currently being pursued/worked on by individual members and WHEN projected acquisition is anticipated (board dates).

**4. ADT Status**

This worksheet summarizes when individual member ADT was completed or is scheduled.

**5. POM**

This worksheet serves as the Plan of the Month for the upcoming IDT drill weekend.

When approved, the completed SRO Report will be exported/saved as a .PDF document for final submittal.

Appendix A: [S:\Reserve\Reserve Prevention\Training and Development\RDP\\_SOP/Org Chart](S:\Reserve\Reserve Prevention\Training and Development\RDP_SOP/Org Chart)

Appendix B: [S:\Reserve\Reserve Prevention\Training and Development\RDP\\_SOP/SRO Report](S:\Reserve\Reserve Prevention\Training and Development\RDP_SOP/SRO Report)

Appendix C: [S:\Reserve\Reserve Prevention\Training and Development\RDP\\_SOP/Qual Progress](S:\Reserve\Reserve Prevention\Training and Development\RDP_SOP/Qual Progress)

FY-13 SECTOR JACKSONVILLE EXERCISES:

PREP VOSS Deployment Drill 2013 Sector Jacksonville	CCGD 07	15-Feb-13	15-Feb-13	07-37100 SECTOR JACKSONVILLE	OIL AND HAZARDOUS SUBSTANCE RESPONSE	DRILL	LTJG Trivett
PREP Notification Drill Sector Jacksonville CY 2013 1ST QTR	CCGD 07	31-Mar-13	31-Mar-13	07-37100 SECTOR JACKSONVILLE	OIL AND HAZARDOUS SUBSTANCE RESPONSE	DRILL	LTJG Trivett
PREP TTX 2013 Sector Jacksonville	CCGD 07	15-Apr-13	15-Apr-13	07-37100 SECTOR JACKSONVILLE	OIL AND HAZARDOUS SUBSTANCE RESPONSE	TTX	LCDR Gormley
HURREX Sector Jacksonville 2013	CCGD 07	20-May-13	24-May-13	07-37100 SECTOR JACKSONVILLE	NATURAL DISASTER CONTINUITY OF OPERATION PLAN (COOP)	FE	LTJG Trivett
PREP Notification Drill Sector Jacksonville CY 2013 2ND QTR	CCGD 07	30-Jun-13	30-Jun-13	07-37100 SECTOR JACKSONVILLE	OIL AND HAZARDOUS SUBSTANCE RESPONSE	DRILL	LTJG Trivett
PREP Notification Drill Sector Jacksonville CY 2013 3RD QTR	CCGD 07	30-Sep-13	30-Sep-13	07-37100 SECTOR JACKSONVILLE	OIL AND HAZARDOUS SUBSTANCE RESPONSE	DRILL	LTJG Trivett
AMSP FE 2013 Sector Jacksonville	CCGD 07	5-Nov-13	5-Nov-13	07-37100 SECTOR JACKSONVILLE	ANTI-TERRORISM	FE	0 TBD
PREP Equipment Deployment Drill 2013 Sector Jacksonville	CCGD 07	15-Dec-13	15-Dec-13	07-37100 SECTOR JACKSONVILLE	OIL AND HAZARDOUS SUBSTANCE RESPONSE	DRILL	LTJG Trivett