

COMDTINST 1500.26
05JUL2012

COMMANDANT INSTRUCTION 1500.26

Subj: INTELLIGENCE TRAINING

- Ref: (a) Mandatory Use of the Training Management Tool, COMDTINST 5270.2 (series)
 (b) Military Personnel Data Records (PDR System), COMDTINST M1080.10 (series)
 (c) U. S. Coast Guard Competency Management System Manual, COMDTINST M5300.2 (series)
 (d) Personnel Qualification Standards for Intelligence Personnel, COMDTINST M3870.2 (series)
 (e) Personnel Qualification Standards for Intelligence Processors and Disseminators, COMDTINST M3870.3 (series)

1. PURPOSE. This Instruction establishes minimum training and qualification policies, procedures and requirements mandated by Commandant for all Coast Guard Intelligence coded billets and other billets located at intelligence units requiring intelligence training.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. This Instruction is intended to be the Intelligence workforce's (officer, civilian and enlisted) resource for all training requirements mandated by Headquarters. However, the policies, herein, do not prevent area, district, sectors or units from specifying additional training requirements for personnel at the local level. The burden of funding a new/additional training initiative lies with the organization that mandates it. The Intelligence Master Training List (MTL), referred to within, is a living document that supports this Instruction and will be updated as new training requirements are identified and approved. Training requirements for the civilian and reserve segments of the intelligence workforce have not been identified or approved. Once requirements are in place, the MTL will be updated to reflect the requirements.
5. REQUESTS FOR CHANGES. Change recommendations should be routed via memo through the chain of command to the Office of Intelligence Resources Management, Commandant (CG-21).

DISTRIBUTION – SDL No. 161

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NON-STANDARD DISTRIBUTION:

6. DISCLAIMER. This document is intended to provide operational requirements for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
7. PROCEDURES. No paper distribution will be made of this Instruction. Official distribution will be via the Coast Guard Directives (CGDS) DVD. An electronic version will be located on the following Commandant (CG-612) web sites. Intranet: <http://cgweb.comdt.uscg.mil/CGDirectives/Welcome.htm>, Internet: <http://cgweb.comdt.uscg.mil/directives/>, and CGPortal: <https://cgportal.uscg.mil/delivery/Satellite/CG612>.
8. POLICY. The training and qualification requirements set forth in this Instruction are established by Commandant (CG-2) to ensure that intelligence professionals complete basic and advanced level training to effectively support the operational commander. Force Readiness Command, Training Division, (FC-T) is the approval authority for all formal schools and mandated training requirements. Commandant (CG-21), the Office of Intelligence Resources Management, will coordinate the publishing of approved requirements in this Instruction. This policy does not limit area and district commanders from specifying additional training requirements, understanding that the burden of funding a new/additional training initiatives lies with the organization that mandates it. Commanders are encouraged to establish a central approval authority to ensure a coordinated view of all training mandated at their command. They are also encouraged to provide a single instruction that specifies all required training.
 - a. Organization.
 - (1) Chief, Office of Intelligence Resources Management, Commandant (CG-21).
 - (a) Promulgate and maintain this Instruction, including updates to the Master Training List.
 - (b) Coordinate the establishment and disestablishment of intelligence training courses and competencies supporting functional requirements at each organizational level.
 - (c) Act as the central point of contact, coordinating with FC-T for the prioritization of all intelligence training requirements, specifically those held at Training Center Yorktown.
 - (d) Provide training policies and processes needed to manage intelligence training.
 - (2) Force Readiness Command, Training Division (FC-T).
 - (a) Serve as the Coast Guard's Intelligence Training Manager.
 - (b) Act as final approving authority for all formal schools and mandated training requirements.
 - (c) Establish and monitor measures of effectiveness and efficiency of training.
 - (d) Manage AFC-56 budget and training quota control systems in support of intelligence training.

- (e) Provide training consultation services for Course Managers when requested.
 - (f) Assist Course Managers in determining equivalencies between formal schools and training received from other sources including exportable training, commercial and government provided courses.
 - (g) Coordinate intelligence training requirements as a result of major acquisitions.
- (3) Chief, Office of C4 and Sensor Capabilities (C4ISR), Commandant (CG-761).
- (a) Act as Commandant's program sponsor for the Training Management Tool (TMT) application.
 - (b) Work with Headquarters Program Managers and Commandant (CG-1B) to ensure all approved competencies are available in TMT.
 - (c) Oversee the operation and maintenance of TMT within established standards.
 - (d) Work with Commandant (CG-1B) to ensure personnel training records in Direct Access are automatically updated by new certifications in TMT and that duplicate entries do not occur.
 - (e) Work with Commandant (CG-6) to ensure TMT and Direct Access conform to and are included in Enterprise Architecture and facilitate resolutions of technical conflicts between the two systems.
 - (f) Promulgate and maintain reference (a) to this Instruction and the TMT User Guide.
- (4) Commanding Officers/Officers-in-Charge.
- (a) Carry out an active unit training program based on the requirements of this Instruction and area/district directives.
 - (b) Advise unit personnel to frequently check their training summary in Direct Access to ensure that all formal training (Class "C" Schools) completion has been recorded. TQC routinely refers to the training summaries to ensure members meet prerequisites for training.
 - (c) Ensure entries are made in TMT to document all training and competencies completed.
- (5) Coast Guard Training Quota Management Center (TQC).
- (a) Administer the Coast Guard's training quota allocation process and serve as the Class "C" School order issuing authority for all Headquarters program managers. Maintain website with course descriptions, prerequisites and schedules: <http://www.uscg.mil/hq/tqc/Index.shtm>. All orders for Class "C" Schools are issued from TQC. Units may not issue orders for members to go to an approved "C" School.

- (b) Advise FC-Tms of any inconsistencies in intelligence formal school training with information copies to the appropriate Course Manager (CM) or Program Manager (PM).
- (c) Liaison with Commandant (CG-21) Program Manager for all intelligence “C” Schools to assist with training prioritization.

b. Training Administration.

- (1) Reference (a) discusses the implementation and mandatory use of this training management system throughout the U.S. Coast Guard. As a module of the Abstract of Operations (AOPS) application, TMT is a web based training, qualification and certification data reporting application that can be found on the CG Intranet at: <http://aops.osc.uscg.mil>. TMT provides operational commanders with the ability to effectively identify and manage unit level training and qualification requirements and to allocate appropriate resources for both active duty and reserve personnel. Though mandatory training requirements are pre-loaded into the system, they can be customized in order to best serve the unit and operational commander. All unit training requirements approved at the district level, or higher, shall be managed in TMT with the exception of formal schools, when TQC is the orders-issuing authority (will be captured in Direct Access).
- (2) Units shall capture all competencies, qualifications, certifications and course completions in TMT, pertaining to individual training, unit training, Mandated Training (MT) and Personnel Qualification Standard (PQS)/Job Qualification Requirement (JQR) completion. The actual date of the certification or completion shall be entered, not the date the data was entered into TMT. Refer to Mandatory Use of the Training Management Tool, COMDTINST 5270.2 (series) for further details and discussion. A TMT users guide is also available through <http://aops.osc.uscg.mil>. The requirements set forth in references (b) and (c) of this Instruction remain in effect.
- (3) Unit Training Officer shall track and maintain a comprehensive record of formal school completion for all unit personnel, and review the accuracy and completeness of the data contained in Direct Access. Units can track formal school completion using any paper/electronic format they deem suitable including reports from Direct Access.

c. Formal School and Competency Requirements.

- (1) The Intelligence Master Training List (MTL) is a living document that supports this Instruction and includes billet specific training and competency requirements. The billet specific training is focused on the functions performed and is more specialized in nature. The competency requirements detail foundational training, both through formal schools and Professional Qualification Standards (PQS), and experience on the job. All components of the intelligence workforce shall complete the required competency assigned and the billet specific training per the MTL. MTLs are in table format and are administrative tools used to present formal school requirements which are more technical in nature and add on to the CORE competency of Intelligence Professionals. The majority of formal school requirements are tied to specific billets and technical specific training requirements. The Non-Billet Specific Table sets forth school requirements that are not tied to specific billets but are required for a certain number of personnel at the unit. All MTLs are now posted and maintained on the

Commandant (CG-212) Unit Page on the CG Portal

<https://cgportal.uscg.mil/delivery/Satellite/CG212/HOME>. MTL's are continuously updated ensuring flexible and accurate training accountability. Units and members should check their specific MTL on a regular basis.

- (2) The core intelligence competency "Intelligence Professional" (INTEL001), is depicted in enclosure (1). This competency details the required level of proficiency, through training and experience, required to obtain and maintain the intelligence specialty. It is a combination of the disestablished "Intelligence," and "Processor/Disseminator," competencies.
 - (a) Officers and enlisted Intelligence Specialists (IS) will be provided baseline intelligence training upon assignment to their first intelligence billet or selection to the IS rate. Officers will attend the Coast Guard Intelligence Officer Course (CGIOC) and IS's will attend the IS "A" School. Civilian training and competencies requirements are under development and will be incorporated into the MTL once complete.
 - (b) After completion of initial training, PQS and time on the job requirement, members will earn the core intelligence competency at the "Apprentice" level. The "Journeyman" and "Master" level of the intelligence competency are achieved with subsequent tours in specialty and advanced PQS.
 - (c) The first column the core intelligence competency depicts "C" schools required for the respective competency level. "Option One" is the preferred option, "Option Two" is the legacy version of what schools suffice if the first option is unavailable.
 - (d) The second column of the core intelligence competency illustrates the requirement for members to complete the "PQS for Intelligence Personnel" and "PQS for Intelligence Processors and Disseminators," references (d) and (e) of this Instruction. Members must complete the appropriate level of both COMDTINST's to obtain the PQS course code 502437 (Apprentice), 502438 (Journeyman) or 502439 (Master) respectively.
 - (e) The third column of the core intelligence competency illustrates the experience requirement; ensuring members demonstrate the ability to perform the intelligence mission.
 - (f) The last column of the core intelligence competency is the command endorsement, ensuring that all requirements are met and that the command has certified the individual's ability to perform the duties and responsibilities of the competency.
- (3) Additional technical competencies may be incorporated into the MTL upon completion of continuing workforce studies.
- (4) The MTL is a list of training requirements by position, including course and competency codes. Additional information contained within the tables is as follows:
 - (a) The course length is expressed in weeks and indicates time from class convening until completion, including intervening weekends (i.e., total time away from unit, except travel time).
 - (b) Course managers (CM) are listed for each of the formal schools. The course manager is responsible for detailed management of a particular course(s). Although not always the case, course managers are usually dual-hatted as program managers within Headquarters. While Commandant (CG-21) determines the intelligence program training priorities, the

course manager, in conjunction with FC-Tms, determines the number and mix of personnel required to attend the school(s).

- (c) Training Timing (TT) indicates when the course or competency must be completed.
 - 1. The letters “PRE” indicate that the course and/or competency must have been completed prior to receiving orders to the billet.
 - 2. The letters “PCS” indicate the course is best conducted via a PCS transfer prior to reporting to that billet. Determination as to whether or not formal schools are to be scheduled/completed prior to arrival is made by Commandant (CG-212) and FC-Tms. Factors used in making this determination include, but are not limited to, course duration, mission criticality, course prerequisites and higher authority mandates.
 - 3. The letters “REQ” indicate the course and/or competency must be completed while serving in the specified billet.
- (5) In addition to billet specific training, the MTL may contain a list of non-billet specific training requirements in matrix format by school title. This is intended to capture a unit task that requires personnel to be trained but is not billet specific.
- (6) MTLs contain the formal school requirements for all personnel. Formal school availability beyond these requirements is almost always limited by funding constraints, quota restrictions and/or class sizes. As such, additional training will not normally be authorized unless special or exigent circumstances are present.
 - (a) Formal school quotas are allocated for specific billets, not units unless there is a non-billet specific requirement.
 - (b) Junior officers who are routinely rotated through various positions onboard will receive only the training allocated for one specific billet. There are insufficient quotas and funding available to allow for formal schooling of multiple junior officers for the same duties.
- (7) Formal school quotas will be available to personnel per the MTL. Quotas to schools will not be issued if the billet the person is encumbering is not authorized training in accordance with the MTL.
- (8) Commandant (CG-21) will continually review training in coordination with Commandant (CG-25) for changes or updates in policy. Any new requirements or policy changes are vetted at the Headquarters level before new training is available to the intelligence professional. A list of approved courses and the responsible Course Managers (CM) is available on the Commandant (CG-212) Unit Page on the CG Portal <https://cgportal.uscg.mil/delivery/Satellite/CG212/HOME>. This page also contains the process for establishing or modifying intelligence training and/or competencies.
- 9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq. NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

10. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) #1 from further environmental analysis, in accordance with Section 2.B.2. and figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

11. FORMS/REPORTS. The Coast Guard forms referenced in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CGPortal at <https://cgportal.uscg.mil/delivery/Satellite/uscg/References>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.

C. J. TOMNEY /s/
Rear Admiral, U.S. Coast Guard
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Investigations

Encl: (1) Core Intelligence Competency

Core Intel Competency

