

03 July 08

Ladies and Gentlemen;

Our first few meetings have shaped the way ahead for our study group. We will break the study into five consecutive phases, each led by a different member of the team. All members of the study group will participate in all phases of the study, but the focus of the tasking during each phase will shift as directed by the phase coordinator.

The Phases:

1) Comparative Analysis: We will look at the Doctrine, Policy, and TTP development systems of the Joint Staff, the four DoD services, DHS, its components, and the FAA. We will answer five basic questions:

- Who is responsible for their Doctrine, Policy and TTP systems?
- What is the architecture for Doctrine, Policy and TTP?
- Where is it written and maintained? (At a headquarters? At diverse field offices?)
- When or how often is it written, reviewed, validated, or updated?
- How do they develop it? What is their process?

2) Requirements and Functions: What do we in the Coast Guard expect from our own Doctrine, Policy and TTP documents? What are the functions of an effective Doctrine, Policy and TTP system? What are the characteristics of an effective Doctrine, Policy and TTP system?

3) Form: Since form follows function, how should we codify Doctrine, Policy, and TTP? Do we want to publish Doctrine, Policy and TTP in separate documents, or do we want to intertwine them in single manuals? What do we recommend regarding a hierarchy for Doctrine, Policy and TTP? Does the Coast Guard Directive System adequately address this hierarchy?

4) Responsibilities: Who should be responsible for developing and maintaining the documents at each level of the hierarchy?

5) Style and Detail: The nitty-gritty. What editorial standards will we follow? (e.g.: verb tense, voice, font size, syntax)

At this time I have asked CDR Burke to coordinate and lead Phase 1.

CDR Hatch will coordinate and lead Phase 2.

Both CDR Burke and CDR Hatch are comfortable with the timeline stated below.

Other phase leaders will be selected at the 10 July meeting.

Initial timeline:

Phase 1: Now through 07 Aug

Phase 2: 07 Aug through 04 Sep

Phase 3: 04 Sep through 25 Sep

Phase 4: 25 Sep through 16 Oct

Phase 5: 16 Oct through 30 Oct

At the end of each phase it is expected that a brief will be presented to consolidate what has been learned and to state our recommendations. The out brief from each phase will be structured in such a way as to become a chapter of the final Doctrine Study Group Report. We will use the two weeks in November to finalize our report.

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J.T. Riker, RADM

Chair, Doctrine Study Group