Flag Voice #359
Fiscal Year 2012 DHS Cornerstone Program Training Requirements Clarification

Over the past several weeks, the Leadership and Professional Development Office (CG-133) received numerous inquiries seeking clarification of the newly mandated DHS Cornerstone Program training requirements. My intent is to clarify these requirements and ease some of the anxiety associated with meeting them.

The question most frequently asked is, "who are first-line supervisors?" For the purposes of the Cornerstone Program, first-line supervisors are those members, military or civilian, who directly supervise civilian employees and sign civilian performance evaluations as the rating official. We have identified approximately 1,700 first-line supervisors in the Coast Guard, evenly dispersed between our military and civilian supervisors.

First-line supervisors hired during FY12, new to supervisory duties, and/or new to DHS are required to complete both the "Onboarding: L90X" and the "Fundamentals of DHS" courses (comprised of 40-hours of online course work and 32-hours of classroom instruction). These requirements must be completed by 12 October 2012. Two specific examples of individuals required to complete this training are: A retired USCG O-6, recently hired to fill a civilian supervisory position who has previously supervised civilians while in uniform; and a newly hired individual with 25 years experience supervising civilians in the Department of Agriculture.

CG-133 directly contacted the targeted audience described in the above paragraph and informed them, and their supervisors, of their training requirements. If members of your staff were not directly notified via e-mail by CG-133, these requirements do not pertain to them during FY12, and there is no requirement for them to complete the L90X or the Fundamentals of DHS courses.

All first-line supervisors who were hired, or began an assignment as a supervisor of civilians, before 30 September 2011, must complete the "Continuous Supervisory Leader Development" training. This requirement is comprised of 12-hours of leader development training and 12-hours of leader as teacher "giveback" by 12 October 2012.

To fulfill the leader development training requirement, first-line supervisors may use any leadership training they completed during FY12. Examples include, but are not limited to: scholastic coursework on leadership and management; participating in leadership seminars, workshops, and conferences; reading leadership books; and attendance at leadership events, such as those held by the Treasury Executive Institute. First-line supervisors may also complete this requirement using any combination of the preapproved DHS courses on Skillport. Skillport is available at https://uscg.skillport.com/skillportfe/main.action.

To meet the leader as teacher "giveback" requirement, first-line supervisors may use any combination of activities such as being a presenter on leadership topics, developing leadership training, and mentoring individuals outside their normal chain of command.

Once both requirements are met, first-line supervisors must self-report their completion in the Learning Management System (LMS) using course code 502801 for DHS Continuous Leader Development. This course is operational on the LMS and members can self-report at their

convenience. This should not take more than 5 minutes to complete. There is a detailed job aid available on the CG-133 web-site and can also be viewed by using the following link: http://www.uscg.mil/leadership/courses/cornerstone_signoff.pdf. CG-133 will alert the workforce by ALCOAST of the availability of the self-report tool and the job aid.

Over the course of the year many, if not all, of our first-line supervisors have met these continuous leadership development requirements in the performance of their duties, their lifelong learning efforts, and on-going professional development.

I ask that you and your staffs to continue to work closely with CAPT Chris Calhoun, Chief, Office of Leadership and Professional Development, and the entire CG-133 staff, to meet the DHS Cornerstone Program goals by 12 October 2012.

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