



Commanding Officer
 U. S. Coast Guard
 Personnel Services and Support Unit

1240 E. Ninth Street
 Cleveland, OH 44199-2060
 Staff Symbol: (ESO)
 Phone: (216) 902-6363

PSSUCLEVEINST 1500.1
 FEB -3 2010

PERSONNEL SERVICES AND SUPPORT UNIT CLEVELAND INSTRUCTION 1500.1

Subj: UNIT PLANNING BOARD FOR TRAINING

- Ref: (a) Performance, Training and Education Manual, COMDTINST M1500.10C
 (b) FORCECOM Alameda, CA 170049Z NOV 09 / ALCOAST 658/09
 (c) Mandatory Use of the Training Management Tool, COMDTINST 5270.2

1. **PURPOSE.** This instruction assigns responsibility for delivery of unit training as required by references (a) and (b). It also identifies the sources of training requirements and references to assist in the development and presentation of training. Unit training includes formal and informal exchanges of information intended to improve individual knowledge and skills to maintain and enhance performance of duties.
2. **ACTION.** Personnel Services and Support Unit (PSSU) Cleveland’s Educational Service Officer (ESO) shall coordinate and schedule all-hands training as needed, and update this instruction as necessary. Branch chiefs shall coordinate development and delivery of training in accordance with this instruction. PSSU Training Officer shall ensure appropriate recording of completed training in the Training Management Tool (TMT) in accordance with reference (c).
3. **DIRECTIVES.** None.
4. **DISCUSSION.**
 - a. Enclosure (1) lists training that is required or recommended by Coast Guard directives.
 - b. Branch chiefs should identify branch specific training needed to accomplish branch objectives. Each branch may conduct training as needed, in whatever manner to satisfy branch requirements or to meet individual performance based qualifications. Branch training may be scheduled independently.

DISTRIBUTION – SDL No.152

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A																										
B																										
C																										
D																										
E																										
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION: All PSSU Cleveland Staff Components and Branch Chiefs and PSC (BOPS)

- c. This directive:
 - (1) describes the functions of the Training Officer,
 - (2) provides attendance records and describes recording of training in TMT.
 - (3) provides guidance on the Cleveland Planning Board for Training to facilitate training program.

5. **PROCEDURE.**

- a. Training Officer. The Training Officer is responsible for the development, scheduling, execution and administration of the training program at PSSU Cleveland. Specifically, the Training Officer shall:
 - (1) ensure training schedules are published as necessary,
 - (2) ensure training is documented in TMT and/or Direct Access as required after each training session,
 - (3) maintain a copy of attendance records for a period of two years,
 - (4) periodically review Coast Guard training requirements that may impact the training schedule, making changes as appropriate,
 - (5) serve as the coordinator for the Cleveland Planning Board for Training.
- b. Cleveland Planning Board for Training.
 - (1) The board shall be represented as follows:
 - (a) PSSU Cleveland Regional Education Services Officer
 - (b) Representatives from CEU, NESU, BSD, ESU, HSWL FO Cleveland and District Nine are invited to attend.
 - (2) The primary responsibility of the Cleveland Planning Board for Training is to address training requirements not met by the use of the eLearning Portal.
- c. Documentation. The following documentation tools shall be used to record individual attendance at each scheduled training evolution:
 - (1) Completed mandated training (MT) will be recorded in TMT in accordance with COMDTINST 5270.2

(2) Training which must be delivered via sources other than by use of the eLearning Portal shall have attendance records passed out for personnel to record their name. Attendance records will be forwarded to the appropriate unit TMT person. The PSSU Training Officer shall keep attendance records on file for a period of two years.

6. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.

7. **FORMS/REPORTS.** None.



JEAN A. PASCHAL

Encl: (1) PSSU Cleveland Unit Training List (Required)
(2) Attendance Record

**PSSU Cleveland
Unit Training List
(Required)**

Title	Frequency	Trainer	Audience
Sexual Harassment & Assault Prevention Response (SHAPR)	Annual	eLearning	ACT/RES/CIV/NAF/AUX
No Fear Act	Biennial	eLearning	Civ/Mil Supervisors
Information Systems Security (ISS)	Annual	eLearning	ALL/Contractors
Privacy Awareness	Annual	eLearning	ALL/Contractors
Suicide Prevention	Annual	eLearning	ACT/CIV/RES/CONT
Substance Abuse Free Environment (SAFE)	Triennial	eLearning	ACT/RES
Security Education Training Awareness (SETA)	Annual	eLearning	ALL/Contractors
Human Relations Awareness	Triennial	EEO Staff	ALL/Contractors
Influenza Training	Once	eLearning	ACT/RES/CIV/AUX

ALL HANDS TRAINING
ATTENDANCE ROSTER

Topic:

Date:

Unit:

Name (Please Print)

Signature

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____
