



1910

MEMORANDUM

From: C. M. Hooper, LT

To: Coast Guard unit in the Integrated Support Command St. Louis' Area of Responsibility

Subj: PROCEDURES FOR REQUESTING WORK LIFE TRAINING

Ref: (a) ISCSTLINST M5000.2F, ISC St. Louis Customer Handbook

1. In accordance with Reference (a), all Work Life Exportable training, including General Mandated Training, will be requested by following the below procedures:

- a. Unit Point of Contact (POC) reviews the Work Life Exportable Training Request (ISCSTLWLS-001). Training must be requested at least 30 days prior to the requested date.
- b. Upon completion of the training request, either the Sector Commander, Deputy, OINC, or XPO (as applicable) signs Section III and either faxes or e-mails the request to the ISC St. Louis Work Life (WL) Supervisor.
- c. The WL Supervisor reviews the request and contacts the unit POC listed in Section I within 5 business days. The unit POC and WL Supervisor review and confirm the requested training and dates.
- d. Upon confirmation, the WL Supervisor will assign a staff member to serve as the POC for training and travel to the unit.
- e. The appropriate WL staff travels to unit to facilitate training on established dates and topic(s).

3. If any questions or concerns arise, please contact me at Christopher.M.Hooper@uscg.mil or (314) 269-2346 or LT Christina Schultz, Chief, Personnel Division, at Christina.M.Schultz@uscg.mil or (314) 269-2418.

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Dept of Homeland Security
 U.S. Coast Guard
 ISCSTLWLS-001
 Rev. March 2008

Work-Life Exportable Training Request

ISC St. Louis

Instructions: Training officer or unit POC completes sections I and II. Sector Commander, Deputy, OINC or XPO signs Section III and either faxes or e-mails form to **ISC St. Louis Work-Life Supervisor** at least 30 days prior to the desired training date. (314) 269-2747

Section I

Unit Name:	Unit POC:	POC Phone:
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Section II

Training Type	Duration (in minutes)	Date & Time Desired
Adoption Reimbursement Programs <i>Recommended every two to three years</i>	15	
Child Lures <i>Recommended every two to three years</i>	60	
Cholesterol Screening <i>Recommended every two years</i>	10-15 per person	
* Critical Incident Stress Management (Direct Access Code)	60	
Employee Assistance Program Overview	15	
Family Advocacy Awareness Training <i>Recommended every two to three years</i>	90	
HIV/AIDS Awareness	45-60	
Healthy Back	30-45	
Mid-Career Development/ EUREKA Training/ TAPS Overview	60	
Nutrition <i>Recommended every two years</i>	45-60	
Physical Fitness <i>Recommended every two years</i>	30-45	
* Sexual Assault Prevention & Response Program (SAPRP) (Direct Access Code)	60	
Scholarship/Grant Programs <i>Recommended every two to three years</i>	30	
Special Needs and Eldercare <i>Recommended every two to three years</i>	45	
* Suicide Awareness & Prevention Training (Direct Access Code)	60	
Tobacco Cessation <i>Recommended every two years</i>	15-30	
Weight Management	45-60	
Work-Life Program Overview	15	
* Workplace Violence and Threatening Behavior (Direct Access Code)	60	

***ALCOAST 127/08, GENERAL MANDATED TRAINING (GMT) REQUIREMENTS**

For WLRs only: Are you scheduled for drydock within the next 6 months? If so, when and where is the drydock scheduled?

SECTION III

SEC CDR/CO/OINC Approval (signature)	Date
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SEC CDR/CO/OINC Comments:



Work-Life
www.uscg.mil/work-life

Work-Life Supervisor Approval

Date Rcvd:	Assigned to:
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