Office of Secure Transportation (OST)
Training
Standard Operating Procedures

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Signature Approvals
Office of Secure Transportation (OST)
TRALOC
Training Standard Operating Procedure

Approved by:

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Purpose

This standard operating procedure (SOP) defines the process and responsibilities for an effective training program that

- Provides support and operational personnel with required knowledge and skills
- Provides for the safe, secure movement of nuclear weapons, components, and materials across the nation's highways
- Maintains the support structure for the mission

Scope

The SOP applies to all safeguards and security training for the Office of Secure Transportation (OST).

Responsibility

It is the responsibility of the each federal program manager/lead to recognize and identify short- and long-term training activities and to de-conflict those activities to ensure successful mission accomplishment. When used properly, this ISO 9001:2000 process will permit all levels of management to ensure conflicts are eliminated and/or mitigated resulting in the desired successful mission accomplishment.

OST Assistant Deputy Administrator

- The Assistant Deputy Administrator (ADA) is the acceptor of high-risk training activities. Principle Deputy ADA may approve high-risk training as designated by the ADA.

OST Office Managers

- Ensure policies and procedures are followed
- Establish goals and requirements for training
- Provide resources necessary to implement and maintain a performance-based training program
- Acceptor of medium-risk training activities

Division Directors

- Ensure policies and procedures are followed
- Ensure personnel attend training and results are documented
- Establish goals and requirements for training
- Provide resources necessary to implement and maintain a performance-based training program
- Acceptor of low-risk training activities

Branch Chiefs/DCO's & Above

- Responsible for quality of training, compliance with regulations, this SOP, and safety of the training conducted
- Manage branch-conducted training
- Establish goals and requirements for training
- Identify performance requirements
- Provide personnel and material resources necessary to implement and maintain a performance-based training program
- Provide leadership while staff is in training
- Provide subject matter requirements for specific training
- Ensure training is conducted as directed
- Ensure personnel attend training
- Ensure course documentation is complete
- Ensure on-the-job training (OJT) program is administered

- Coordinate annual training
- Identify requirements and de-conflict resources through the Training Activities Calendar (TAC) process
- Ensure staff maintains currency, qualifications, and proficiency

All OST Personnel

- Adhere to directives and this SOP to conduct safe training
- Assist with development of courses and training materials
- Attend and complete training as directed
- Complete training documentation
- Maintain qualifications, currency, and proficiency

Directors, Agent Operations

- Responsible for development and maintenance of knowledge and skills of federal agents
- Responsible for standardization of training across agent force

Training Specialist (Lead), Agent Operations

- Administer OJT program
- Prepares quarterly/annual training calendars
- Monitor, schedule, conduct, and ensure completion of training requirements
- Conduct unit training
- Administer qualification and recertification program
- Ensure currency, qualification, and applicable training is documented

Chief, Environment, Safety & Health Branch

- Review risk assessments, lesson plans, and exercise plans
- Develop training safety plans
- Advise training and monitor safety compliance

Director, Engineering Systems & Technology Division

- Provide technical input for system upgrade training
- Provide and maintain training vehicle fleet

Director, TRALOC

- OST training program manager
- Acceptor of low-risk training activities
- Develop and maintain a comprehensive, performance-driven training program
- Facilitate other organizational training
- Ensure policies and procedures are followed
- Ensure training staff are qualified and maintain proficiency
- Coordinate annual training
- Ensure compliance with training requirements
- Coordinate and approve master training schedule
- Manage training assessments
- Manage training resources
- Assign program managers
- Provide necessary support and equipment for training

- Approves all training
- Validates and ensures standardization of training

Chief of Curriculum

- Monitor and evaluate compliance with the SOP
- Manage annual Training Approval Process self-assessments
- Manage, review, and evaluate program and courses
- Notify all appropriate individuals of changes to the SOP

Program Manager/Course Managers/DCO/OJT Administrators
(Titles vary depending on the functional and/or organizational position)

- Develop and maintain comprehensive, compliance-driven training
- De-conflict resource use through the TAC process
- Ensure policies and procedures are followed
- Prepare and coordinate training schedule
- Conduct training assessments
- Provide necessary support and equipment for training
- Ensure specific training course is conducted as directed
- Ensure staff maintains qualifications and proficiency
- Ensure course documentation is complete

Module

- Provide subject matter advice for specific training
- Assist with development of courses and training materials
- Provide module direction, review all course materials, and identify content changes
- Ensure all training requirements are met
- Ensure specific training course is conducted as directed

Instructors

- Maintain qualifications and proficiency
- Complete training documentation
- Execute training as directed

Risk Acceptor

- Review complete training documentation and sign applicable training documentation to include Risk Assessment Form

Updating the SOP and Appendices

The SOP chapters provide the general guidance for training within OST. The process to make changes to the SOP depends on the significance of the required change.

Minor changes

Minor changes, those that do not result in a change in risk, include organizational name changes, transfer of functions to other OST organizations, supporting document revisions, change in appendices information, table of content changes, typographical or aesthetic changes, and minor changes in work processes.

The process for minor changes is:
1. Written request for changes to be made using Program Revision Summary Form
2. Request reviewed by curriculum chief for action
3. Draft changes made to the SOP
4. Recommendation forwarded to director, Training and Logistics Command (TRALOC), or curriculum chief for approval
5. Document updated
6. A new revision will be released

Significant changes

Significant changes such as additions to the mission and/or requirements resulting in new or significant modifications or increase in risk require the same review and approvals as the original document.
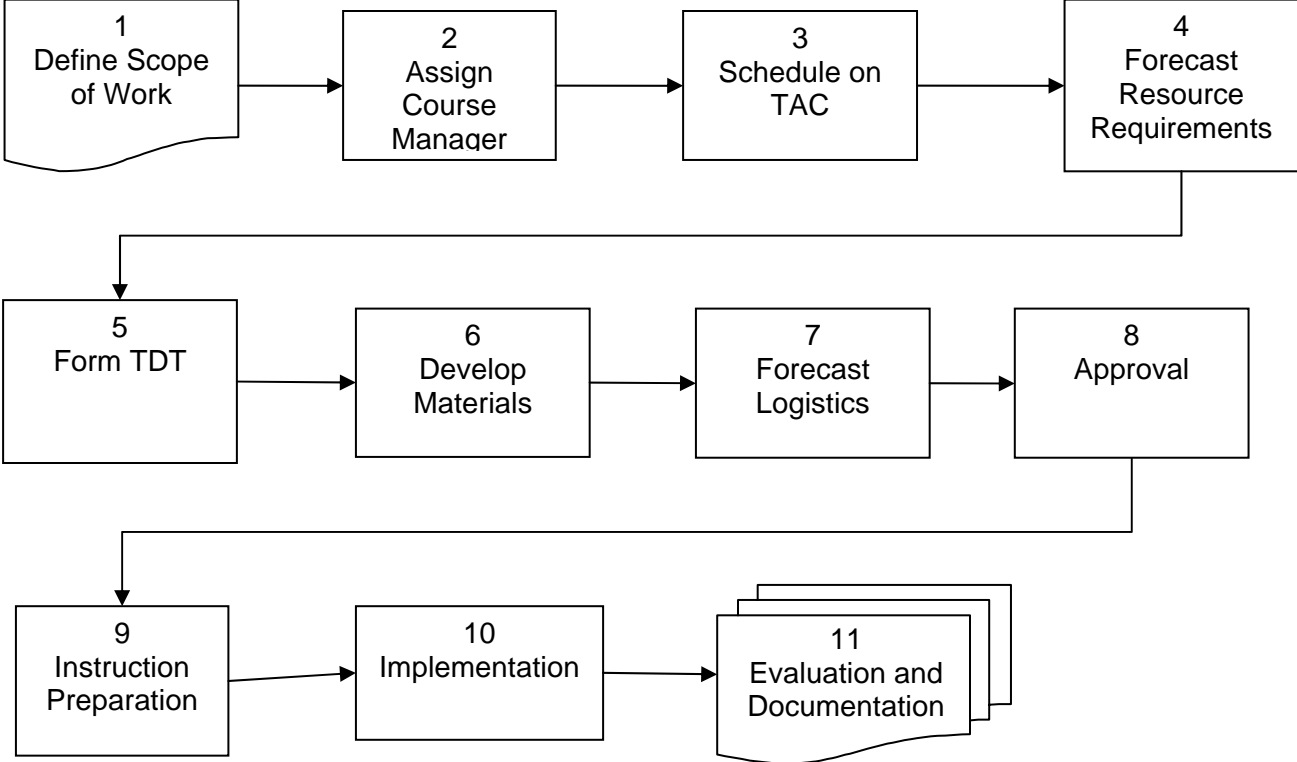
The process for significant changes is:
1. Written request for changes to be made using Program Revision Summary Form
2. Request reviewed by curriculum chief for action
3. Draft changes made to the SOP
4. Recommendation forwarded to signatories on the original document for review and signature
5. A new revision will be released

Definitions:

Course	Iteration of a program (ACT 2006 A)
Module	Subset of Course (Firearms, Drive, etc.)
OJT	On-the-Job-Training
OMO	Office of Mission Operations
OST	Office of Secure Transportation
POAM	Plan of Action and Milestones
Program	On-going federal training program with a budget
SOP	Standard Operating Procedure
TAC	Training Activities Calendar
TDT	Training Development Team
TRALOC	Training and Logistics Command

Process Map

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┌──────────────┐      ┌──────────────┐      ┌──────────────┐      ┌──────────────┐
│      1       │      │      2       │      │      3       │      │      4        │
│ Define Scope │ ───► │   Assign     │ ───► │ Schedule on  │ ───► │  Forecast     │
│  of Work     │      │   Course     │      │    TAC       │      │  Resource     │
│              │      │   Manager    │      │              │      │ Requirements  │
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│      5       │      │      6       │      │      7       │      │      8        │
│   Form TDT   │ ───► │   Develop    │ ───► │  Forecast    │ ───► │  Approval     │
│              │      │   Materials  │      │  Logistics   │      │               │
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┌──────────────┐      ┌──────────────┐      ┌──────────────┐
│      9       │      │     10       │      │     11       │
│ Instruction  │ ───► │Implementation│ ───► │Evaluation and│
│ Preparation  │      │              │      │Documentation │
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Process Flow

Step 1
Define the Scope of Work (Training Manual Chapter 2)

Responsible Personnel	Action
OST Management	• Defines the mission of the organization and directs the necessary resources to meet the mission readiness
Office of Mission Operations (OMO) Director	• Prior to annual training conference, schedule annual training planning meeting (JQS) with program managers, command training leads, OMO intelligence operations specialist, and instructional systems specialist
TRALOC Director	• Leads training conference • Assigns program managers
Instructional Systems Specialist	• Updates Training Program Plan
Assistant Deputy Administrator	• Approves Training Program Plan
Instructional Systems Specialist	• Publishes Training Program Plan

Step 2
Assign Course Manager/Person of Primary Responsibility (Training Manual Chapter 1, OST Curriculum Manual Chapter 1)

Responsible Personnel	Action
Program Manager/DCO	• Assigns course manager • Provides goals and objectives based on scope of work
Course Manager/Command Training Lead	• Initializes training development team (TDT) • Identifies facility requirements • Identifies potential training venues • Provides program manager with list of potential venues
Program Manager/DCO	• Approves list for site surveys
Course Manager/ Command Training Lead or (Contractor) Planning Program Manager	• Identifies initial point of contact (POC) for each potential site • Arranges initial venue evaluation
Program Manager, Course Manager/Command Training Lead, (Contractor) Planning Program Manager	• Performs site analysis • Coordinates training dates with POC • Selects training site

Step 3
Schedule on TAC (Training Manual Chapter 2)

Responsible Personnel	Action
Course Manager/ Command Training Lead	• Coordinates training dates

Step 4
Forecast Resources Requirements

Responsible Personnel	Action
Program Manager/DCO	• Identifies general resource requirements • Coordinates general resource requirements

Step 5
Formulate TDT/Training Support Team (Training Manual Chapter 3, OST Curriculum Manual Chapter 3)

Responsible Personnel	Action
Course Manager/Command Training Lead	• Establishes TDT and training support team
TDT	• Refines training goals, objectives, and conditions • Identifies preliminary resource requirements • Creates plan of action and milestones (POAM)
Course Manager & (Contractor) Planning Program Representative	• Coordinates site visit
Training Support Team	• Performs site survey • Identifies POCs for their area • Identifies site requirements
Training Development Team	• Develops design document
Instructional System Specialist	• Coordinates POAM and design document signature process
Course Manager	• Approves POAM • Approves design document

Step 6
Develop Materials (Training Manual Chapter 3, OST Curriculum Manual Chapter 4)

Responsible Personnel	Action
Subject Matter Advisor	• Develops training content
Instructional System Specialist	• Writes lesson and/or exercise plans • Develops task certification • Develops instructional aids • Coordinates instructional material review
Safety Representative	• Performs hazard analysis • Coordinates with site POC(s) • Coordinates with Emergency Management representative • Coordinates with Munitions and Armory representatives • Coordinates with Security representative • Writes safety plan
Security Representative	• Coordinates with site POC • Coordinates with Munitions and Armory representatives • Coordinates with Logistics representative • Coordinates with Safety representative • Writes security plan
Emergency Management Representative	• Establishes relationship with site POC • Coordinates with Safety representative • Writes emergency management plan

Step 7
Forecast Logistics Requirements

Responsible Personnel	Action
Course Manager/Command Training Lead	• Coordinates efforts of training support team • Coordinates with instructional designer for lesson and exercise plan development • Creates SB 43 • Provides completed SB 43 to Logistics and instructional designer
Armory Representative	• Identifies on-site weapon storage availability • Identifies alarm availability • Coordinates with Security representative
Munitions Representative	• Identifies on-site munitions storage availability • Identifies munitions storage requirements • Identifies alarm availability • Coordinates with Security representative • Coordinates with Safety representative • Identifies method for munitions arrival on-site
Course Manager &	• Establishes memorandum of understanding (MOU)/memorandum

(Contractor) Planning Program Representative	of agreement (MOA)
Course Manager	• Creates purchase request forms from SB 43s and MOU/MOA agreements

Step 8
Approval (Training Manual Chapter 2, OST Curriculum Manual Chapter 2)

Responsible Personnel	Action
Instructional Systems Specialist	• Schedules lesson plan review committee • Revises lesson plan/exercise plan as required • Coordinates lesson plan/exercise plan signature process
Director TRALOC	• Approves lesson plan/exercise plan
Course Manager/Command Training Lead	• Compiles approved Safety, Security, Emergency Management, and exercise plans • Provides program manager with completed documents
Program Manager/DCO	• Assembles execution plan and provides to TRALOC director
TRALOC or appropriate Division or Command Director	• Provides completed documents to ISM representative for certification
ISM representative	• Reviews documents • Communicates ISM gaps to TRALOC or appropriate division or command director for resolution • Provides ISM certification to TRALOC or appropriate division or command director
TRALOC Director or appropriate Division or Command Director	• Grants program manager permission to proceed

Step 9
Instruction Preparation (Training Manual Chapter 2, OST Curriculum Manual Chapter 5)

Responsible Personnel	Action
Course Manager, Transportation Element & (Contractor) Planning Program Representative	• Coordinates movement of equipment to training site • Coordinates movement of personnel to training site
Course Manager/Command Training Lead	• Produces detailed training schedule
Instructional Systems Specialist	• Assembles training materials • Distributes training materials
Course Manager/Command Training Lead	• Trains instructors and/or controllers • Pilots training

	• Documents training revision as necessary • Notifies training support team of changes
Training Support Team	• Revises documents/setup to reflect pilot changes • Follows approval process for documents • Sends copies of new documents to affected parties

Step 10
Implementation (Training Manual Chapter 4, OST Curriculum Manual Chapter 5)

Responsible Personnel	Action
Participants	• Follows execution plan • Attends training
Course Manager/Command Training Lead	• Completes day of execution • Manages the execution plan • Validates that controls are in place
Instructors	• Follows execution, lesson, and/or exercise plan(s) and schedule • Completes participant evaluation/assessment documents daily

Step 11
Evaluation/Documentation (Training Manual Chapter 5, OST Curriculum Manual Chapter 6)

Responsible Personnel	Action
Participants	• Completes participant reaction form
Instructors	• Provides instructor feedback • Completes instructor reaction
Course Manager	• Sends participant documentation to Curriculum • Sends task certification to training assistant
Instructional Systems Specialist	• Creates participant reaction report
Course Manager	• Documents participant reaction issue resolution on participant reaction report
Program Manager	• Collects participant reaction forms • Reviews reaction reports • Documents any issues not covered on the reports
TRALOC or appropriate Division or Command Director	• Reviews reaction reports • Documents any issues not covered on the reports
	• Provides feedback on reaction reports • Gives reports to other managers as appropriate

Training Assistant	• Updates training records • Files required documents
Curriculum Manager	• Incorporates feedback into analysis review cycle