



5400

## MEMORANDUM

SEP 18 2006

From: R. J. Papp, JR., VADM  
COMDT (G-CCS)

Reply to: CG-811  
Attn of: D. Mullis

To: CG TRACEN YORKTOWN (c)  
Thru: COMDT (CG-1)

Subj: REORGANIZATION AND STAFF REALIGNMENT FOR TRACEN YORKTOWN  
PERFORMANCE TECHNOLOGY DIVISION AND TRAINING DIVISION

Ref: (a) TRACEN Yorktown 5300 memo of 13 Nov 05  
(b) CG Organization Manual, COMDTINST M5400.7 Series

1. I approve your request to establish a Performance Systems Branch within the Training Division and a Doctrine, Acquisition, and Evaluation Branch within the Performance Technology Division of Training Center Yorktown contained in reference (a).
2. Establishing the Performance Systems Branch is a sound initiative that will strengthen staff professional development while enhancing the standardization of curriculum design. The Doctrine, Acquisition, and Evaluation Branch will appropriately align doctrine and training and will assist program managers in refining/defining tactical and operational level Coast Guard doctrine while also supporting the development of associated Acquisition doctrine.
3. Your request to disestablish the Non-Resident Branch located within the Training Division and realign those functions into other branches of the training division is approved.
4. You are authorized to proceed with implementation and announce reorganization as appropriate. The reorganization will be reflected in the next edition of reference (b). COMDT (CG-833) will make associated PAL adjustments. Civilian positions are subject to final classification actions and review of proposed grade levels.

#

Enclosures: (1) Approved Organization Chart  
(2) Approved Billet Map  
(3) Approved Functional Statements

Copy: COMDT (CG-1), (CG-833), (CG-821)

TRACEN Yorktown Organization Chart (to Section Level) - ~~Future State~~ *Approved*

Commanding Officer  
Executive Officer

Training Div

Performance Technology Div

International Training Div

Facilities Engineering Div

Health Services Div

Administration Div

Comptroller Div

Eng & Weps Trng Br

- MK School
- EM School
- DC School
- GM School
- ET School

Marine Safety Trng Br

- Marine Insp & Inves School
- Port Operations School
- Contingency Prep & Response Mgmt School
- PS School
- MST School

Ops Trng Br

- SAR School
- OPINTEL School
- NATON School

International Res Trng Br

- Intl. Maritime Officer School

Boat Forces & Cutter Ops Br

- CO, MMLB School
- BF Operations Section
- BF Engineering Section
- BM School
- BM Nonresident Section
- BF Doctrine Section

Performance Systems Br



Design & Dev Br

Analysis Br

Maintenance Br

Construction & Mgmt Br

Barracks Mgmt Br

Medical Services Br

Dental Br

Medical Admin Br

Administration Br

PERSRU

Morale (MWR) Br

Budget & Accounting Br

Logistics & Supply Br

CG Dining Fac Section

- MWR Section
- Senior Dining Fac Section

Branch-level staff element

Non-TRACEN result of reorg

Section-level staff element

Division-level staff element

Ref: TRACEN Yktown Memo 5300 of 31 Nov 05 -  
Subj: Reorg and Staff Realign Proposal  
Created by T Doherty/ TRACEN Yorktown (cp)  
Created on: 21 April 2006 (orig) for CG-811  
File: TCY org chart Sec level future rev4.flo

BILLET REPROGRAMMING BILLET MAP / WORKSHEET

LINE NBR	ACTION (downgrade, upgrade, title change, move, MIL, CIV, etc)	UNIT - DEPT NAME	DEPT ID	BCK	FCN	GRAD	RATE	OCC/SERIES	TITLE	APPROP	TOUR COMB DATE	AFC-20 CODE	CURRENT STATE			FUTURE STATE			TITLE (if different than last line)			
													L	M	N	O	P	Q		R		
1	MOVE / TITLE CHANGE	75 YORKTOWN PERFORM TECH CTR	005785	P072403	0007403	0-4	LT	0000	TRAINING ANALYST	AFC-01	8/7/2009	N/A	75	63100-75D	Doctrine, Acq. & Evaluation Branch	NEW	0000	63100-75D	Doctrine, Acq. & Evaluation Branch	NEW	DOCTRINE, ACQ. & EVAL BR - CH	
2	MOVE	75 YORKTOWN ANALYSIS BR	005784	P072402	0007392	0-3	LT	1750	PERF CONSULTANT - MI SA	AFC-01	N/A	N/A	75	63100-75D	Doctrine, Acq. & Evaluation Branch	NEW	0000	63100-75D	Doctrine, Acq. & Evaluation Branch	NEW	NO CHANGE	
3	MOVE	75 YORKTOWN ANALYSIS BR	005783	P072401	0007391	0-3	LT	1750	INSTRUCTIONAL SYSTEM SPEC	AFC-08	N/A	N/A	75	63100-75D	Doctrine, Acq. & Evaluation Branch	NEW	0000	63100-75D	Doctrine, Acq. & Evaluation Branch	NEW	NO CHANGE	
4	MOVE	75 YORKTOWN ANALYSIS BR	005784	P072402	0007392	0-3	LT	1750	HUMAN PERFORMANCE ANALYST	AFC-08	N/A	N/A	75	63100-75D	Doctrine, Acq. & Evaluation Branch	NEW	0000	63100-75D	Doctrine, Acq. & Evaluation Branch	NEW	NO CHANGE	
5	MOVE / TITLE CHANGE	75 YORKTOWN ANALYSIS BR	005784	P072402	0007392	0-3	LT	1750	INSTRUCTIONAL SYSTEM SPEC	AFC-08	N/A	N/A	75	63100-75D	Doctrine, Acq. & Evaluation Branch	NEW	0000	63100-75D	Doctrine, Acq. & Evaluation Branch	NEW	NO CHANGE	
6	MOVE / TITLE CHANGE	75 YORKTOWN PERFORM TECH CTR	005786	P072403	0007404	0-4	LT	0000	COX-C-SCHOOL COURSE WRITER	AFC-08	N/A	N/A	75	63100-65H	Performance Systems Branch	NEW	0000	63100-65H	Performance Systems Branch	NEW	NO CHANGE	
7	MOVE / TITLE CHANGE	75 YORKTOWN PERFORM TECH CTR	005785	P072403	0007404	0-4	LT	0000	PENDS CLASS	AFC-08	N/A	N/A	75	63100-65H	Performance Systems Branch	NEW	0000	63100-65H	Performance Systems Branch	NEW	NO CHANGE	
8	MOVE / TITLE CHANGE	75 YORKTOWN PERFORM TECH CTR	005786	P072403	0007404	0-4	LT	0000	VISUAL INFORMATION SPECIALIST	AFC-08	N/A	N/A	75	63100-65H	Performance Systems Branch	NEW	0000	63100-65H	Performance Systems Branch	NEW	NO CHANGE	
9	MOVE / TITLE CHANGE	75 YORKTOWN PERFORM TECH CTR	005786	P072403	0007404	0-4	LT	0000	PENDS CLASS	AFC-08	N/A	N/A	75	63100-65H	Performance Systems Branch	NEW	0000	63100-65H	Performance Systems Branch	NEW	NO CHANGE	
10	MOVE / TITLE CHANGE	75 YORKTOWN PERFORM TECH CTR	005786	P072403	0007404	0-4	LT	0000	PENDS CLASS	AFC-08	N/A	N/A	75	63100-65H	Performance Systems Branch	NEW	0000	63100-65H	Performance Systems Branch	NEW	NO CHANGE	
11	MOVE / TITLE CHANGE	75 YORKTOWN PERFORM TECH CTR	005786	P072403	0007404	0-4	LT	0000	PENDS CLASS	AFC-08	N/A	N/A	75	63100-65H	Performance Systems Branch	NEW	0000	63100-65H	Performance Systems Branch	NEW	NO CHANGE	
12	MOVE / TITLE CHANGE	75 YORKTOWN PERFORM TECH CTR	005786	P072403	0007404	0-4	LT	0000	PENDS CLASS	AFC-08	N/A	N/A	75	63100-65H	Performance Systems Branch	NEW	0000	63100-65H	Performance Systems Branch	NEW	NO CHANGE	
13	MOVE / TITLE CHANGE	75 YORKTOWN PERFORM TECH CTR	005786	P072403	0007404	0-4	LT	0000	PENDS CLASS	AFC-08	N/A	N/A	75	63100-65H	Performance Systems Branch	NEW	0000	63100-65H	Performance Systems Branch	NEW	NO CHANGE	
14	MOVE / TITLE CHANGE	75 YORKTOWN PERFORM TECH CTR	005786	P072403	0007404	0-4	LT	0000	PENDS CLASS	AFC-08	N/A	N/A	75	63100-65H	Performance Systems Branch	NEW	0000	63100-65H	Performance Systems Branch	NEW	NO CHANGE	
15	MOVE / TITLE CHANGE	75 YORKTOWN PERFORM TECH CTR	005786	P072403	0007404	0-4	LT	0000	PENDS CLASS	AFC-08	N/A	N/A	75	63100-65H	Performance Systems Branch	NEW	0000	63100-65H	Performance Systems Branch	NEW	NO CHANGE	
16	MOVE / TITLE CHANGE	75 YORKTOWN PERFORM TECH CTR	005786	P072403	0007404	0-4	LT	0000	PENDS CLASS	AFC-08	N/A	N/A	75	63100-65H	Performance Systems Branch	NEW	0000	63100-65H	Performance Systems Branch	NEW	NO CHANGE	
17	MOVE / TITLE CHANGE	75 YORKTOWN NON RES TRNG BR	005786	P072403	0007404	0-4	LT	1712	INSTRUCTIONAL SYSTEM SPEC	AFC-08	N/A	N/A	75	63100-65H	Performance Systems Branch	NEW	0000	63100-65H	Performance Systems Branch	NEW	NO CHANGE	
18	MOVE / DOWNGRADE	75 YORKTOWN NON RES TRNG BR	005770	P072403	0007404	0-4	LT	1712	PENDS CLASS	AFC-08	N/A	N/A	75	63100-65H	Performance Systems Branch	NEW	0000	63100-65H	Performance Systems Branch	NEW	NO CHANGE	
19	MOVE / TITLE CHANGE	75 YORKTOWN PERFORM TECH CTR	005770	P072403	0007404	0-4	LT	0318	INSTRUCTIONAL SYSTEM SPEC	AFC-08	N/A	N/A	75	63100-65H	Performance Systems Branch	NEW	0000	63100-65H	Performance Systems Branch	NEW	NO CHANGE	
20	MOVE / TITLE CHANGE	75 YORKTOWN PERFORM TECH CTR	005770	P072403	0007404	0-4	LT	0318	PENDS CLASS	AFC-08	N/A	N/A	75	63100-65H	Performance Systems Branch	NEW	0000	63100-65H	Performance Systems Branch	NEW	NO CHANGE	
21	MOVE / TITLE CHANGE	75 YORKTOWN PERFORM TECH CTR	005785	P072403	0007404	0-4	LT	0000	INSTRUCTIONAL SYSTEM SPEC	AFC-08	N/A	N/A	75	63100-65H	Performance Systems Branch	NEW	0000	63100-65H	Performance Systems Branch	NEW	NO CHANGE	
22																						
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**NOTE: There is no current year reimbursement for divided or downgraded billets. Savings or cost will be realized or charged during the next fiscal year.**

**NOTE: Column 1, Tour Complete Date: Enter the increments tour complete date as reported by CSDH or other "source" if the billet is unaccompanied.**

**NOTE: Column 2, AFD/OSD Code: Enter the applicable code from the list below:**

A. If the affected position is vacant or the incumbent is separating (e.g. Retirement, FCAD Discharge), or is tour complete as reported in CSDHMS then there are no associated AFC-20 codes during the year of execution.

B. If the affected position is unaccompanied, not tour complete (as reported in CSDHMS), or not separating from the service, the nonrecurring AFC-20 codes (Line 41, SFC Worksheet) apply during the year of execution.

**NOTE: The year of execution for AFC-20 code is the current fiscal year.**

4/19/06  
 [Signature]

**Approved Functional Statements for TRACEN Yorktown**  
**Bold text show changes/additions**

**COAST GUARD TRAINING CENTER**  
**YORKTOWN, VIRGINIA**

1. **Mission.** To improve workforce performance by designing, developing, implementing, and delivering basic rating and advanced specialty training and training alternatives to Coast Guard personnel and others who would benefit.
2. **Functions.** In order to fulfill this mission, the Commanding Officer, CG Training Center Yorktown shall:
  - a. Provide entry-level skills training in various Coast Guard ratings through Class "A" School courses.
  - b. Provide advanced skills training to officers and enlisted personnel in various ratings within Search and Rescue, Aids to Navigation, **Operational Intelligence**, Marine Safety, Marine Environmental Protection, Contingency Preparedness, **Port Security**, and other programs as assigned, through Class "C" School courses.
  - c. Provide training to members of the U.S. Armed Forces, federal and state agencies, and the maritime industry as directed.
  - d. Develop correspondence courses, end-of-course tests, and associated service-wide examinations for assigned Coast Guard ratings.
  - e. Provide exportable training to Coast Guard units in other parts of the country as necessary.
  - f. Manage the international resident training program and develop and conduct specialized courses for international students as required.
  - g. Manage the exportable international training program, maintaining a cadre of instructors well-versed in Coast Guard operating programs and skills to provide training and assistance in other countries.
  - h. Manage the **Standardization Teams (STANTEAMS) including small boat platforms, command center, and buoy deck training team.** Conduct standardization assessments for compliance with Coast Guard standards.
  - i. Manage the Performance Technology Division, analyzing Coast Guard performance problems and opportunities and designing and developing effective and efficient performance improvement interventions.
  - j. **Align doctrine and training/performance support by assisting program managers with the development and update of tactical and operational level Coast Guard doctrine. Provide ad hoc support as resources allow.**

**Technical Control.** Commandant (CG-1) exercises technical control over the Commanding Officer, CG Training Center, Yorktown through the Reserve and Training Directorate (CG-13).

**ENCLOSURE(31)**

# TRACEN YORKTOWN

Performance Technology Division

Training Division

&

Associated Branch Level

Functional Statements

Functional Statements for Headquarters Units are published at the macro level therefore the prescribed format is not required for structures below command level.

*Cnd 13-2*

## PERFORMANCE TECHNOLOGY DIVISION

1. Oversee the development and maintenance of Standard Operating Procedures (SOPs) for Human Performance Technology (HPT), performance analysis, e-learning standards and styles, staffing standards and performance-centric doctrine.
2. Coordinate efforts between Program Managers, PTC, resident/non-resident training programs and/or contractors during performance analyses (i.e. front-end analysis (FEA), job-task analysis (JTA), occupational analysis (OA), cost benefit analysis plans (CBAPs) and in determining cost-effective alternatives which improve human performance.
3. Provide oversight for the design, development, internal evaluation and distribution of all HPT interventions (i.e. training, job-aids, e-learning, etc.).
4. Provide oversight for the alignment of doctrine and training/performance support by assisting TRACEN Yorktown resident training programs and headquarters-level program managers with the development and revision of tactical and operational level Coast Guard doctrine.
5. Ensure training on Coast Guard Harless Accomplishments Based Curriculum Development (ABCD) as required.
6. Oversee management of the Coast Guard's annual HPT Workshop.
7. Provide primary representative for the Coast Guard's and DOD's Interservice Partnership Team (ISPT).

## Analysis Branch (pa) - Functional Statements

1. Perform consulting for various Coast Guard entities.
2. Assist Chief, Performance Technology Division in meeting milestones and completing assigned command Planned Initiatives.
3. Research, develop and procure more efficient equipment and methods for data collection and analysis.
4. Solicit updates, compile input and incorporate revisions to the Coast Guard's Analysis SOP and maintain its web presence to optimize its accessibility world-wide.
5. Coordinate and provide course convenings for SABA's Phase I front-end analysis training.
6. Conduct occupational analyses (OA) of Coast Guard jobs and ratings.
7. Conduct various forms of performance analyses, including performance situation analysis (PSA), front end analysis (FEA), job task analysis (JTA), job aid analysis, usability and feasibility studies, training needs analysis (TNA), cost benefit analysis, test item analysis, and associated analyses.
8. Conduct media selection, where appropriate, as part of analysis efforts.
9. Design and draft cost benefit analysis plans (CBAPs) when directed by CG-132 and in accordance with the Coast Guard's Analysis SOP.

Encl: 3-4

## Design and Development Branch (pm) – Functional Statements

1. Provide technology forecast and planning.
2. Coordinate Coast Guard's annual Human Performance Technology (HPT) Workshop.
3. Assist Chief, Performance Technology Division in meeting milestones and completing assigned command Planned Initiatives.
4. Solicit updates, compile input and incorporate revisions into the Coast Guard's E-Learning SOP and E-Learning Standards and Styles Guide.
5. Design, develop, implement, and evaluate blended e-learning solution prototypes (e.g., job aids, videos, EPSSs, CBT/WBT, simulations and simulators, etc.) for supporting human performance.
6. Design and develop alternative delivery products (e.g., job aids and their alternatives, videos and workbooks, electronic workbooks, EPSSs, CBT/WBT, simulations, simulators, etc.), and other performance supports and training aids.
7. Provide design and development consultation services to contractors, vendors and Coast Guard members who are developing alternative delivery training and performance support technologies.
8. Provide technical advice and services and serve as liaison with CG-132, TISCOM and OSC Martinsburg for e-learning design, development, evaluation and distribution.
9. Assist Chief, Performance Technology Division in fostering HPT and E-Learning partnerships with DoD and other training and performance improvement organizations.
10. Utilize formative evaluation methods (e.g., rapid prototyping) to evaluate software and hardware products and training aids and other performance improvement tools.
11. Identify technologies appropriate for professional development.

Encl: 3-5



## **Doctrine, Acquisitions & Evaluation Branch (pe) - Functional Statements**

(includes tasks associated with each function since this is a new branch)

1. **Doctrine Assistance:** Develop a standardized process for doctrine development. Serve as an organizational focal point working with programs on the development of tactical and operational level doctrine.
  - a. Assist and consult with programs to better define program goals (i.e. mission analysis).
  - b. Assist and consult with programs regarding developing performance-centric tactics, techniques and procedures (TTP) level doctrine.
  - c. Assist programs and schools in designing technology tools for capturing operational lessons learned and best practices for quick insertion in training, performance support, and doctrine.
  - d. Develop electronic tracking tools which capture best practices and/or lessons learned.
  - e. Assist TRACEN resident training programs in identifying best practice processes for infusing operational lessons learned into TTP.
  
2. **Acquisitions Support:** Assist Program Managers during major acquisitions by providing Human Performance Technology processes and other emerging technologies. Assist with the development of new tactical and operational doctrine.
  - a. Assist Acquisitions program managers in developing statements of work (SOW) and performance work statements (PWS).
  - b. Provide human performance technology (HPT) support and consulting (e.g., review products, attend in progress reviews (IPRs), participate in integrated product teams (IPTs), respond to data calls etc.) to major acquisition projects.
  - c. Develop DHS/CG-specific contract data requirement lists (CDRLs) and data item descriptions (DIDs) that capture HPT efforts on major acquisition projects.
  - d. Conduct various kinds of performance analyses (i.e., performance situation analysis (PSA), front-end analysis (FEA), job task analysis (JTA), usability and feasibility studies, training needs analysis (TNA), pre-design analysis, test item analysis and associated analyses) in support of major acquisitions.
  - e. Develop cost benefit analysis plans (CBAPs) for acquisitions when directed and in accordance with the Coast Guard's CBAP SOP.
  - f. Assist major acquisition projects with the development of associated doctrine.
  - g. Provide design and development consultation services for new acquisitions in developing alternative delivery training and performance technologies.

Encl: 3-0

3. **Evaluation:** Develop evaluation processes and tools to assess current Performance Technology Division products and services.
  - a. Design and develop survey instruments for evaluation of current Performance Technology Division products.
  - b. Develop prototype processes, metrics and return on investment (ROI) models for evaluating Performance Technology Division products (i.e., WBT, e-learning, analysis recommendations, etc.).
  - c. Evaluate software and hardware products and training aids and other performance improvement tools for new acquisitions.
  - d. Evaluate blended e-learning solutions prototypes (e.g., job aids, videos, electronic performance support systems (EPSSs), computer based training/web based training (CBT/WBT), simulations, simulators, part-task trainers, etc.) for supporting new acquisitions.
  - e. Collect and analyze data that captures changes in work related to the Coast Guard's formal training system for the purpose of determining manpower requirements and staffing standards for that system.
  - f. Develop staffing standards for the Coast Guard's formal training system.
  - g. Develop and maintain SOP that documents staffing standard development processes and metrics.

End: 3-7

## TRAINING DIVISION

1. Provide for entry-level skills training for various Coast Guard ratings through Class "A" School courses.
2. Provide advanced skills training to officers and enlisted personnel in various ratings and Search and Rescue, Aids to Navigation, Operational Intelligence, Marine Safety, Marine Environmental Protection, Contingency Preparedness, and other programs as assigned, through class "C" School courses.
3. Provide training to members of the U.S. Armed Forces, federal and state agencies, and the maritime industry as directed.
4. Provide oversight in the development of correspondence courses, end-of-course tests, and associated service-wide examinations for assigned Coast Guard ratings.
5. Provide exportable training to Coast Guard units in other parts of the country as necessary.
6. Provide oversight to ensure the effectiveness of Standardization Teams (STANTEAMS) including small boat platforms (UTB, RB-S, MLB, BUSL), command center, and buoy deck training team.
7. Oversee management of the international resident training program, and the development and conduct of specialized courses for international students as required
8. Leverage schoolhouse expertise to develop standardized Coast Guard doctrine, at the tactical and operational level, that updates and remains aligned with ongoing Coast Guard training.
9. Provide instructional systems, training specialist, and human performance consulting expertise in support of ongoing Coast Guard training, including professional development of the division staff, curriculum design and development, and evaluation of all courses of instruction.

Encl: 3-3

## **Performance Systems Branch (tps) - Functional Statements**

(includes tasks associated with each function since this is a new branch)

1. Develop, implement, and manage a standardized curriculum design and development process for TRACEN Yorktown.
  - a. Provide direct support to Training Division Branch and School Chiefs in resident and nonresident curriculum design and development projects, including technical oversight of both in-house resources and contractors.
  - b. Emphasize the importance of incorporating job aids, performance support, and electronic performance support systems into performance-based, "blended" curriculum design approach.
  - c. Manage the development or revision of innovative instructional materials for Training Division Schools and staff.
  - d. Identify opportunities for the infusion of technology into existing and new performance interventions to increase learning transfer.
  - e. Ensure that local policies and procedures are properly aligned with formal training system directives.
2. Develop, implement, and manage a standardized evaluation process for all courses of instruction at TRACEN Yorktown.
  - a. Ensure the evaluation covers all resident, nonresident, and e-learning courses of instruction.
  - b. Centrally manage all nonresident processes to include test item data base management, servicewide exams, test compromises and analyses, and coordination with the Coast Guard Institute.
  - c. Ensure that local policies and procedures are properly aligned with formal training system directives.
3. Develop, implement, and manage a standardized professional development process for instructors, instructional designers, performance technologists, and training managers.
  - a. Provide professional development tools for all instructors, instructional designers, performance technologists, and training managers such as seminars, training, and self-paced learning opportunities.
  - b. Provide orientation to performance development PQS for Training Division members and supervisors.
  - c. Establish qualification standards and process within the Training Division.
  - d. Track qualifications of all Training Division members.

4. Serve as consultants in the areas of human performance technology (HPT), instructional systems development (ISD), professional development, and evaluation.
  - a. As a way to segment and organize work, designate and maintain a system of "knowledge managers" with responsibilities to include:
    - (1) Ensure the most current SOPs, policies and procedures are available
    - (2) Maintain a library of references
    - (3) Be available for consultation with members engaged in project work
    - (4) Proactively disseminate best practices and processes via written comments, workshops, and training
    - (5) Make recommendations for changes to SOPs, policies and procedures
    - (6) Collaborate with other entities to stay abreast of new developments.
5. Serve as the Division point-of-contact for the American Council on Education (ACE) accreditation process, for Coast Guard Training System SOP change recommendations, and other training initiatives as assigned.

Encl: 2-1

## **Boat Forces and Cutter Operations Training Branch (tbfc) – Functional Statements**

1. Develop, maintain, and deliver all resident coxswain training programs for the boat forces community at TRACEN Yorktown and National Motor Lifeboat School (NMLBS).
2. Develop, maintain, and deliver all resident training for the boatswain's mate rating including BM "A" School and Allied Visual Communications "C" course.
3. Conduct Standardization Team (STANTEAM) assessments of all boat forces units and standard small boat platforms (UTB, RB-S, MLB, and BUSL.) This includes oversight of NMLBS MLB STANTEAM activities.
4. Oversee prototype center for all boat forces platforms by testing all new equipment prior to Coast Guard-wide deployment.
5. Ensure maintenance and availability of assigned boat resources for all primary training missions as well as training and development of permanent party staff.
6. Develop and maintain basic and advanced distance training (non-resident) course materials and service-wide examination (SWE) for BM1, BM2, BM3, NAVRULS and Honors/Ceremony.
7. Actively scan the boat forces community world of work, directly engaging program managers, force managers, and field units to detect and collect new and/or changing performance requirements, lessons learned, and best practices to ensure timely incorporation into revised course curriculum.
8. Leverage school house expertise, frequent student contact, and information exchange with program managers to develop policy, doctrine, and equipment requirements. This activity supports alignment of doctrine and training.
9. Deliver resident training to personnel from allied and emerging countries and conduct informational briefings for foreign visitors as directed.

## Engineering and Weapons Training Branch (tew) - Functional Statements

1. Develop, maintain, and deliver class "A" resident training courses for the Damage Controlman, Electrician's Mate, Gunner's Mate, and Machinery Technician ratings.
2. Develop, maintain, and deliver class "C" resident training courses for the Damage Controlman, Electrician's Mate, Electronic's Technician, Gunner's Mate, and Machinery Technician ratings.
3. Develop, maintain, and deliver the Centralized Supply Course.
4. Develop and maintain performance qualification guides (PQG) for Damage Controlman, Electrician's Mate, Gunner's Mate, and Machinery Technician ratings.
5. Develop and maintain active duty and reserve service-wide examinations (SWE) for Damage Controlman, Electrician's Mate, Gunner's Mate, and Machinery Technician ratings.
6. Actively scan the naval engineering and weapons worlds of work, directly engaging program managers, force managers, and field units to detect and collect new and/or changing performance requirements, lessons learned, and best practices to ensure timely incorporation into revised course curriculum.
7. Leverage school house expertise, frequent student contact, and information exchange with program managers to develop policy, doctrine, and equipment requirements. This activity supports alignment of doctrine and training.
8. Deliver resident training to personnel from allied and emerging countries and conduct informational briefings for foreign visitors as directed.

## Marine Safety Training Branch (tm) - Functional Statements

1. Develop, maintain, and deliver class "A" resident training courses for the Marine Science Technician and Port Security Specialist ratings.
2. Develop, maintain, and deliver class "C" resident training courses for personnel engaged in marine safety and security activities and for newly assigned marine safety personnel.
3. Develop and maintain distance learning correspondence courses and end of course tests for the Marine Science Technician and Port Security Specialist ratings.
4. Develop and maintain performance qualification guides (PQG) for the Marine Science Technician (six) and Port Security Specialist ratings (three).
5. Develop and maintain active duty and reserve service-wide examinations (SWE) for the Marine Science Technician and Port Security Specialist ratings.
6. Actively scan the marine safety and security world of work, directly engaging program managers, force managers, and field units to detect and collect new and/or changing performance requirements, lessons learned, and best practices to ensure timely incorporation into revised course curriculum.
7. Leverage school house expertise, frequent student contact, and information exchange with program managers to develop policy, doctrine, and equipment requirements. This activity supports alignment of doctrine and training.
8. Deliver resident training to personnel from allied and emerging countries and conduct informational briefings for foreign visitors as directed

Encl: 3



## Operations Training Branch (tops) – Functional Statements

1. Develop, maintain, and deliver advanced skills training to officers and enlisted personnel in Search and Rescue, Aids to Navigation, and Operational Intelligence. Orchestrate the delivery of instruction through class “C” schools, correspondence courses, and exportable training.
2. Oversee school facilities, course schedules, curricula, and the quality of instruction. Ensure the tasking, training, and development of the staffs of the National Search and Rescue School, National Aids to Navigation School, and Operational Intelligence School.
3. Conduct Command Center Standardization Team assessment visits and Buoy Deck Training Team training visits at designated units.
4. Actively scan the search and rescue, aids to navigation and intelligence worlds of work, directly engaging program managers, force managers, and field units to detect and collect new and/or changing performance requirements, lessons learned, and best practices to ensure timely incorporation into revised course curriculum.
5. Leverage school house expertise, frequent student contact, and information exchange with program managers to develop policy, doctrine, and equipment requirements. This activity supports alignment of doctrine and training.
6. Deliver resident training to personnel from allied and emerging countries and conduct informational briefings for foreign visitors as directed.

Ends (3-14)

## **International Resident Training Branch (ti) - Functional Statements**

1. Coordinate the arrival, messing, berthing, pay, medical/dental, and return travel of all international military students (IMS).
2. Develop, plan, and execute the Field Studies Program (FSP) for all resident IMS.
3. Develop, maintain, and deliver resident training to mid grade (O-2 -- O-5) IMS in the International Maritime Officer's Course (IMOC).
4. Develop, maintain, and deliver resident training to senior (O-5 -- Flag) IMS in the International Senior Officer's Staff Course (ISOSC).
5. Develop, maintain, and deliver resident training to mid grade (O-2 -- O-5) IMS in the International Command and Control Course (ICCC).
6. Develop, maintain, and deliver resident training to mid grade (O-2 -- O-5) IMS in the International Leadership and Management Seminar (ILAMS).
7. Schedule, plan, and execute all foreign delegation visits to TRACEN. Coordinate informational briefings for foreign visitors as directed to support the program manager for International Affairs, Commandant (G-CI). Average 20-25 visits per year.
8. Actively scan the international training world of work, directly engaging program managers to detect and collect new and/or changing performance requirements, lessons learned, and best practices to ensure timely incorporation into revised course curriculum.

**BOAT FORCES & CUTTER OPERATIONS BRANCH**  
**DOCTRINE AND STANDARDIZATION SECTION (tbfcods)**

**Function / Task List**

1. Manage platform Standardization (STAN) Teams for units that have platforms assigned that include the 49' BUSL, 47' MLB, 41' UTB, 33' SPC-LE, 26' TANB and 25' Defender Class, CB-OTH and 55' ANB vessels.
  - 1.1. Ensure STAN Teams receive proper training and certification to carry out assigned mission of assessing all stations, MSSTs, MSRT and identified cutters – service wide.
  - 1.2. Ensure STAN Teams assess vessel material condition, rescue and survival gear, training records, knowledge, underway drills and overall program management to ensure overall compliance of the unit to applicable guidelines as established by program managers.
2. Manage Tactics and Pursuit assessment program for all ashore and afloat units designated for such missions.
  - 2.1. Ensure members are certified and current on these higher level qualifications.
  - 2.2. Ensure members are properly trained in the legacy STAN assessment program to ensure continuity/seamless transition from one component of the assessment process to another.
3. Provide operational oversight for MLB STAN Team as outlined in the tbfcod SOP.
4. Ensure proper Rescue and Survival (R&S) Personal Protective Equipment (PPE) is available for staff.
5. Create, standardize, align, update and manage Boat Forces doctrine, and provide input to other policies that impact the boat forces community.
  - 5.1. Provide detailed input/feedback for CG-731, CG-751 and the DOG during the clearance process.
  - 5.2. Consolidate feedback from other staff elements within the Branch and from the field regarding policy deficiencies and provide recommendations to headquarters on such feedback.
  - 5.3. Provide detailed feedback on AOPS/TMT to CG-731 to ensure the tool supports and aligns with existing doctrine.