

U. S. Coast Guard Reserve Fact Sheet

U. S. Coast Guard, Office of Reserve Affairs (CG-131)
www.uscg.mil/reserve

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Reserve Member Individual Training Plan

Background:

The Reserve Member Individual Training Plan (ITP) is a planning tool, which provides a multi-year summary of training needs for the entire Reserve workforce. It provides managers with important data with respect to allocating resources and focusing limited training opportunities by multiple claimants across the organization. Of equal importance, the ITP reinforces the local counseling processes necessary to ensure continued success and professional development of individual reservists.

“The Coast Guard depends on the Reserve force to be always ready to mobilize with critical competencies in boat operations, contingency planning and response, expeditionary warfare, marine safety, port security, law enforcement and mission support. Reservists obtain and maintain proficiency and readiness through a combination of training and augmentation.”

- Admiral Robert J. Papp, Commandant

In FY10, building upon conceptual work completed by the Office of Reserve Affairs (CG-131), the Force Readiness Command (FORCECOM) (FC-1) implemented the ITP, requiring unit leadership to work with reservists to develop a three-year training plan tailored toward the attainment of assigned competencies. Units and sectors used the data collected in the ITP for career development while districts/the Deployable Operations Group (DOG), Areas and Headquarters (CG-131) used the data for prioritizing training requirements and budget planning and assessment.

In FY11, to ease the collection and consolidation of field input, FC-1 transitioned the ITP from a series of spreadsheets to the ITP Reporting Tool in an attempt to automate data collection and expedite data from the field to Headquarters. FY12 enhancements continued to improve the interface and report generation allowing for better visibility of organization-wide training issues and priorities. The ITP Reporting Tool automated the process, eliminating manual data entry and spreadsheet manipulation; however, it has limited capability and is a temporary solution. CG-131 has initiated a plan to further automate the ITP, which will improve accessibility for Reserve personnel and eliminate the duplicate requirements between the ITP and Individual Development Plan (IDP). This initiative, currently under review by CG-1, recommends merging the ITP with the IDP and moving them both to a web-based application with connectivity to the Enterprise Data Warehouse. The goal is to develop a standardized process for creating long-term individual training plans without creating additional requirements for personnel.

With the disestablishment of FC-1, the responsibility for management and further development of the ITP Reporting tool has been transferred to the HQ Office of Reserve Affairs (CG-131).

ITP Reporting Tool:

The Reserve Member ITP and the ITP Reporting tool help unit leadership and reservists identify training priorities and document a way ahead for reservists to obtain the competencies and qualifications needed for mobilization.

- The ITP Individual Report outlines training requirements needed for mobilization, advancement and professional development. It is required for all Selected Reserve (SELRES) personnel.
- The ITP helps reservists and their commands plan for and schedule Inactive Duty for Training (IDT), berthing needs, Readiness Management Periods (RMP), required C-Schools (3 years out), and Active Duty for Training (ADT).
- The ITP’s standardized format allows for more accurate and faster data collection at all levels.
- The ITP captures position-based requirements; unit assigned training requirements, advancement requirements, and professional development opportunities.
- The ITP process begins with individual reservists working with their supervisors, who will identify position and unit specific training requirements and set clear objectives, goals and expectations for the members. This will provide the Districts, the

DOG and the Director of Operational Logistics (DOL) with a full accounting of planning factors to consider while ensuring assets are available and personnel are scheduled to provide training.

- ITPs are passed up the chain of command to the respective Area Reserve Training Section for their use to prioritize training needs and assess existing budgets as well as develop and prioritize requests for additional funding with Coast Guard Headquarters.
- The HQ Office of Reserve Affairs (CG-131) utilizes this information to determine C-schools quota needs and to develop out-year training budgets.
- FY13 ITP Guidance for the Selected Reserve (SELRES) ALCOAST kicks off the ITP build process.

ITP and the CONCEPT OF RESERVE EMPLOYMENT (CORE)

- CORE informs reservists and their commands of service expectations for enlisted competencies for each rating and each reserve capability. COMDT (CG-13), in concert with CG-5 and CG-7, is responsible for issuance of ALCOASTs covering the competencies which support the seven Coast Guard Reserve Mission Capabilities defined in the Commandant's Reserve Policy Statement. To date, two ALCOASTs addressing boat operations (402/11) and prevention/marine safety (582/11) have been promulgated. These and subsequent ALCOASTs provide a trackline indicating what competencies Reservists are required to attain and maintain at each pay grade in alignment with their rating and the mission requirements of their parent command. The guidance found in these ALCOASTs will provide clarity and consistency to the IDP development process.
 - Reservists and commands should utilize applicable CORE and Enlisted Rating Advancement Training System (ERATS) ALCOASTs and lessons learned from recent mobilizations and deployments (Deepwater Horizon, Hurricanes Katrina and Ike, OIF, OEF, NOBLE EAGLE) as well as their position and unit assigned competencies to develop a framework for their ITPs.
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