



COMDTINST 5270.2
10 JUN 2004

COMMANDANT INSTRUCTION 5270.2

Subj: MANDATORY USE OF THE TRAINING MANAGEMENT TOOL

- Ref:
- (a) Training and Education Manual, COMDTINST M1500.10 (series)
 - (b) Coast Guard Air Operations Manual, COMDTINST M3710.1 (series)
 - (c) Coast Guard Training and Education Advisory Council (CGTAC), COMDTINST 1550.18 (series)
 - (d) Personnel Manual, COMDTINST M1000.6 (series)
 - (e) Military Personnel Data Records (PDR) System, M1080.10 (series)
 - (f) Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series)

1. PURPOSE. This Instruction establishes the Training Management Tool (TMT) application as the Coast Guard's unit-level information system for recording and tracking various types of required training of military personnel not otherwise covered by the Aviation Logistics Management Information System (ALMIS).
2. ACTION. Area commanders, district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, and the Chief Counsel, shall ensure that the Training Management Tool is implemented and used in accordance with the provisions in this Instruction. Internet release authorized.
3. DIRECTIVES AFFECTED. Training Reports and Records listed in Figure 5-1 of reference (a) are cancelled after 1 October 2004, unless otherwise noted within this Instruction.
4. BACKGROUND. While several training references require that individual and unit-level training be recorded, it is not being done consistently. Units currently use a variety of tools to track training such as spreadsheets, individual paper folders, access databases, and TMT. An enterprise-wide unit training management tool is essential for readiness monitoring and resource allocation to provide a

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visible summary to operational commanders, decision makers, and senior leadership. This information can then be compared against standards and made available through the Readiness Management System (RMS).

- a. TMT became available in early 2001 as a module of the web-based Abstract of Operations (AOPS) application. Access and connectivity concerns prevented the full implementation, but these are close to being resolved. Voluntary use has steadily risen over the last three years – virtually all boat stations, many small cutters, and some support commands are using TMT to varying extents (more than 700 units). Over 8.5 million training tasks have been recorded in the system since 01 January 2001 with over 3.5 million being recorded in FY2003. Commandant (G-M) required all Marine Safety field units to implement TMT in December 2003 to track the certification of the approved Marine Safety qualifications.
 - b. Per reference (b), the Aviation Logistics Management Information System (ALMIS) currently tracks aviation-specific training tasks/competencies and may continue to be used for that purpose. Units employing ALMIS will have to use TMT to capture non-aviation training (i.e., General Military Training (GMT)), but rather than a new requirement, it replaces the requirement to track this type of training manually.
5. DISCUSSION. At units where it has been adopted, TMT has become a popular unit level training management tool because it truly embodies the intent of e-Coast Guard. As a module of AOPS, it provides a web-based tool to track personnel training. It automatically updates crew/employee lists based on Direct Access data, which enables an employee's training record to electronically "follow" them around the Coast Guard as they transfer from unit to unit. Mandatory training requirements are pre-loaded into the system based on unit type, but can be customized to best serve an individual unit's requirements. Certifications required to be in Direct Access will be automatically uploaded from TMT. A complete list of competencies currently being loaded into Direct Access is available on the AOPS/TMT Web Site <http://aops.osc.uscg.mil/>. The Readiness Management System (RMS), which is used to measure and monitor unit and Coast Guard-wide readiness, depends on TMT and ALMIS for training information. RMS cannot ascertain the status of training-related measures at units currently not using either of these systems.
6. DEFINITIONS. The following definitions are essential to understand in the management of training at all levels of the organization:
- a. **Competency**: A collection of tasks/behaviors combined with the associated knowledge, skill, ability, or other job related characteristics that a position requires or an individual must possess to perform to a given standard. In TMT, a competency is comprised of one or more tasks that must be performed to demonstrate proficiency.
 - b. **Task**: A discrete unit of work performed to accomplish a specific action that is independent of other actions. Tasks have the important properties of being time-ratable because they have an observable beginning and end, and produce a single tangible result. In TMT, a task is the basic training element that an individual must perform. In some cases, a competency may only have one task (e.g. Class "C" School). In other cases, there may be many tasks assigned to a competency (e.g. Boat Crew currency maintenance competencies).

- c. **Training Type:** Competencies and tasks are categorized by training type. TMT uses training type to differentiate among different competencies. A training type can be, for example, a Formal School (e.g. a Class “C” School), PQS/JQR, Currency Maintenance, Marine Safety (MS), General Military Training (GMT), Master Training List (MTL) or several others. Each task assigned to a competency must be of the same training type.
 - d. **Certification:** In TMT, many competencies require the unit commanding officer to “certify” an individual. This function was previously completed when the unit commanding officer issued a qualification letter.
 - e. **Ability:** The quality of being able to do something, especially the physical, mental, financial, or legal power to accomplish something. A natural or acquired skill or talent.
 - f. **Skill:** The proficient application of knowledge, ability, and behavior to complete a job, task or duty.
 - g. **Knowledge:** An organized body of information, usually of a factual or procedural nature, required to perform a function or task.
 - h. **General Military Training (GMT):** Commandant mandated all hands training that supports policy, programs, and/or missions identified by Program Managers and approved by the Coast Guard Training and Education Advisory Council in accordance with reference (c).
7. **SCOPE OF USE.** TMT shall be implemented Coast Guard-wide as the standard unit training management tool. All training requirements approved at the District level or above shall be managed in TMT, with the exception of the following:
- a. Formal schools when TQC is the orders-issuing authority (will be captured in Direct Access).
 - b. Aviation training already captured in ALMIS.
8. **ROLES.**
- a. **Commandant (G-W-2):** As the Human Resources data steward (except pay and benefits), will work with program managers, force managers, Commandant (G-OCC), and (G-WRI) to facilitate smooth implementation of this instruction and the appropriate crosswalk of competencies between TMT and Direct Access. Specifically, Commandant (G-W-2) will:
 - (1) Oversee the Competency Management Framework; coordinating the creation, assignment, changes, and inactivation of Competencies from the various programs and TMT, and maintain the Competency Dictionary for use by all enterprise applications.
 - (2) Facilitate the alignment of competencies between TMT and Direct Access.
 - b. **Commandant (G-OCC):** As the Headquarters Program Sponsor for the TMT application, will:
 - (1) Work with headquarters program managers and Commandant (G-W-2) to ensure all approved competencies are available in TMT.

(2) Oversee the operation and maintenance of TMT within already established standards.

(3) Provide training opportunities to user communities.

c. **Commandant (G-WRI):** Work with Commandant (G-W-2) and (G-OCC) to ensure personnel training records in Direct Access are automatically updated by new certifications in TMT and that duplicate entries do not occur.

d. **Commandant (CG-6):** Work with Commandant (G-OCC) and (G-WRI) to ensure TMT and Direct Access conform to and are included in the Enterprise Architecture and facilitate resolutions of technical conflicts between the two systems.

e. **Headquarters Program Managers and other owners of training requirements shall:**

(1) Designate one subject matter expert to verify the competencies and tasks available in TMT and provide any required changes to Commandant (G-OCC).

(2) Develop and document the technical requirements for new competencies, including required tasks and periodicity requirements and coordinate with Commandant (G-W-2) to determine how to best capture competency information.

(3) Obtain TMT permissions necessary to review the status of unit training pertaining to their particular requirements and lift all reporting requirements for units that use TMT.

f. **Units:** Shall use TMT to track training of all assigned Regular and Reserve members.

9. PROCEDURE.

a. The procedures outlined in this paragraph are general in nature. Each unit commander may make adjustments as required. The assignments and certification authority shall be only authorized for those personnel serving as command cadre or as unit training officer. In most cases, this should be at or above the pay grade of E-6. In some cases (e.g. small units) this authority may be assigned to an E-5. This level is required to provide a sufficient level of command oversight to the training capture and documentation process. Data entry (e.g. task capture) may be performed by any pay grade. Unit commanders and commanding officers are reminded that removing, or revoking a certification must be conducted in accordance with the procedures outlined in the reference (d).

b. The TMT User Guide is available on the AOPS/TMT website <http://aops.osc.uscg.mil> and provides general guidance on the use of TMT. Also available on the website is an interactive tutorial that walks the user through all of the basic functions available in TMT. Live customer support for the application is provided through the 24/7 Customer Support Division Help Desk at Operations System Center Martinsburg.

c. It is paramount that for all training captures, but particularly certification, the date assigned is the date on which the training event occurred. For example, if an individual obtained their Hull Inspector qualification on 01-Apr-2004, the certification date must be 01-Apr-2004 and not the date that the information was entered into TMT.

- d. The following implementation schedule will be followed:
- (1) **NLT 30 September 2004:** All units required to track training per paragraph (7) of this Instruction shall fully implement TMT.
 - (2) **To be Determined:** Major cutters and units with less than 256 kbps dedicated CGDN+ connectivity shall fully implement TMT within three (3) months of the successful development and installation of "AOPS/TMT Lite" (estimated deployment in Summer 2004). This software solution will enable bandwidth-constrained units to make AOPS and TMT entries locally and later synchronize with the AOPS/TMT central database. A listing of these units will be provided at a future date.
 - (3) **NLT 10 September 2004:** Automatic updating of competencies from TMT into Direct Access will be completed.
- e. Units that implement TMT are exempt from GMT reporting requirements promulgated by Headquarters Program staffs (e.g. Sexual Harassment, Civil Rights, Suicide Prevention, Financial Responsibility, Credit Card Training, etc reporting requirements are lifted). All requirements to maintain local paper-based training records are hereby lifted for training captured in TMT. However, requirements set forth by reference (e) and (f) remain in effect.
- f. Commandant (G-OCC) will ensure TMT data is kept in an accessible electronic format for a minimum of five (5) years after completion of the training. (No action required by field units.)

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

11. FORMS/REPORTS. None.

T. W. ALLEN /s/
Chief of Staff