COMMANDANT INSTRUCTION 1001.3

Subj: COAST GUARD RESERVE — TRAINING MANAGEMENT SYSTEM (CGR-TMS)

Ref: (a) Personnel & Pay Procedures Manual, PPCINST M1000.2 (series)

1. <u>PURPOSE</u>. This Instruction outlines the policies, responsibilities, and utilization of the Coast Guard Reserve — Training Management System (CGR-TMS).

2. <u>ACTION</u>. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy and assistant commandants, and chiefs of headquarters staff elements must comply with the provisions of this Instruction. Internet release is authorized.

3. <u>DIRECTIVES AFFECTED</u>. None.

4. <u>BACKGROUND</u>. CGR-TMS is a top-down approach for planning and execution of training for the Reserve Component (RC). Individual competency requirements, aligned with Service contingency plans, are assigned to Reserve training positions on the Personnel Allowance List (PAL). Annual RC training requirements are prioritized by District, Area, and Director of Operational Logistics (DOL) Reserve managers who coordinate with Force Readiness Command (FORCECOM) to identify and enroll individual reservists into training sessions. This approach prioritizes requirements based on Service needs and ensures maximum participation through advanced notification for reservists slated for resident training.

5. <u>DISCLAIMER</u>. This guidance is neither a substitute for applicable legal requirements, nor is it a rule. It does provide operational guidance for Coast Guard personnel and is not intended to impose legally binding requirements on any party outside the Coast Guard.

6. <u>MAJOR CHANGES</u>. None.

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NON-STANDARD DISTRIBUTION:

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

    a. Commandant Office of Environmental Management, Commandant (CG-47) reviewed the development of this Instruction, and the general policies contained within it, and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. No further environmental analysis is necessary in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).

    b. This Instruction will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental mandates, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1(series).

8. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: http://www.dcms.uscg.mil/directives/, and CGPortal: https://cg.portal.uscg.mil/library/directives/SitePages/Home.aspx.

9. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with the records retention schedules located on the Records Resource Center CGPortal site: cg.portal.uscg.mil/units/cg61/CG611/SitePages/Home.aspx.

10. POLICY. CGR-TMS provides a means for the RC to identify C School allocations and prioritize all reservists based on their PAL assigned competency requirements.

    a. Introduction.

        (1) CGR-TMS is a complete approach to the training system that supports C School quota prioritization. Districts (dxr), PAC-13, and DOL-1 will be allocated anticipated Fiscal Year (FY) quotas to allow early identification of priority candidates.

        (2) Populating CGR-TMS with priority and waitlist candidates aligns training expectations with service requirements and allows an accurate FY projection of C School demands. Targeting priority attendees enables efficient administration of Reserve training.

        (3) The Individual Training Plan (ITP) within CGR-TMS communicates training expectations and progress to individual reservists resulting in trained units and qualified persons to provide increased capacity and capability during contingencies.

        (4) When additional required training quotas are available, Education and Training Quota Management Center (ETQC) is not limited by CGR-TMS pre-identified quota limits and may slate additional reservists if Reserve training funds are available.

    (5)   Every opportunity should be made to maximize Reserve attendance in exportable or locally-hosted courses. CGR-TMS quota allocation should not limit the use of exportable or local quotas.

  b. Prioritization of Training.

    (1)   C School quota allocation decisions are driven by data;

    (2)   Coast Guard Business Intelligence (CGBI) is the aggregation tool that informs CGR-TMS data;

    (3)   Training demand is calculated based upon position and unit required competencies and career progression requirements; and

    (4)   Quota allocations are distributed between Districts (dxr), PAC-13, and DOL-1 based on greatest need as determined by gaps in competencies assigned versus attained, and total qualified reservists.

11. <u>RESPONSIBILITIES</u>.

  a. Commandant (CG-R) will:

    (1)   Promulgate and manage policy necessary to execute CGR-TMS;

    (2)   Develop and post ITP and other CGR-TMS manager and user reports on the CGR-TMS Portal Page no later than the start of the FY;

    (3)   Determine and approve funding for FY CGR-TMS pre-identified quotas and transfer funds when additional quotas are made available and allocated if Reserve training funds are available; and

    (4)   Communicate quota allocations to be executed by Force Readiness Command.

  b. Force Readiness Command Training Division Reserve Training (FORCECOM–T) Manager will:

    (1)   Coordinate with Commandant (CG-R) during the second quarter of the FY to identify Reserve C School demand to provide targeted training needs for the following FY;

    (2)   Complete the annual C School build process to request Reserve training quotas for the next FY;

    (3)   Advocate on behalf of the RC and serve as liaison between training entities and Commandant (CG-R);

    (4)   Provide CGR-TMS data entry sheet and tool to the field training officers through the chain of command to be used to identify priority candidates to attend C Schools for the FY;

    (5)   Liaise between ETQC and stakeholders to ensure compliance and Electronic Training Requests (ETRs) submission in Direct Access is in alignment with the approved CGR-TMS slate by the designated training officers;

    (6)   Manage the CGR-TMS Portal Page;

    (7)   Collaborate with stakeholders to develop and update training and guidance for CGR-TMS;

    (8)   Coordinate with Programs to secure quotas that maximizes training opportunity throughout the upcoming FY with consideration of unique Reserve scheduling constraints and challenges;

    (9)   Coordinate with course schedulers to maximize advanced notification of quota assignment and support orders issuance in accordance with Reference (a). However, reservists should not be excluded from short-notice training opportunities if they are available to attend; and

    (10) Maximize usage of purchased quotas and coordinate with stakeholders to identify candidates when quotas become available due to unexpected circumstances.

c.   Areas will:

    (1)   Review consolidated priority candidate lists and provide the lists to FORCECOM;

    (2)   Negotiate inter-Area quota reallocation; and

    (3)   Communicate Area and District training concerns with Commandant (CG-R) and FORCECOM.

d.   Districts (dxr), PAC-13, and DOL-1 will:

    (1)   Prioritize and allocate quotas to units based on need;

    (2)   Adjudicate any additional requests not associated with PAL assigned competencies;

    (3)   Consolidate priority candidates in CGR-TMS based on unit input; and

    (4)   Negotiate inter-District quota reallocation.

e.   Reserve Force Readiness System (RFRS) or designated staff at Sector, PSU, and Base will:

    (1)   Optimize force capabilities to meet operational requirements;

    (2)   Review and prioritize candidate lists based on competency requirements;

    (3)   Submit prioritized candidate list to Districts (dxr), PAC-13, and DOL-1 (as appropriate); and

    (4)   Ensure Electronic Training Requests (ETR) are submitted for reservists for which a quota has been allocated by the corresponding Districts (dxr), PAC-13, and DOL-1 (as appropriate). Failure to submit ETRs for prioritized reservists, or submission of reservists not prioritized can result in a reservist not being slated for a C School session.

f.   Command-designated staff will meet with all assigned reservists prior to the start or as early as practicable in the FY, and upon arrival of a newly assigned reservist to discuss C School training requirements.

g.   Individual reservists must access their ITP annually on the CGR-TMS portal: CGR-TMS and meet with their supervisor to discuss C School training requirements and validate Direct Access (DA) and CGBI competency and training data.

12. <u>FORMS AND REPORTS</u>. The reports referenced in this Instruction are available at https://cg.portal.uscg.mil/communities/CGR-TMS/SitePages/ITP%20Home.aspx. Commandant (CG-R) will continue to build and post, once a year (mid-September prior to a new FY), ITPs for each reservist to assist them, supervisors, and RFRS staffs and TOs in identifying competency requirements and gaps throughout the FY. Reports needed in addition to this schedule will be provided on a case-by-case basis.

13. <u>SECTION 508</u>. This Instruction was created to adhere to Accessibility guidelines and standards as promulgated by the U.S. Access Board. If changes are needed, please communicate with the Coast Guard Section 508 Program Management Office at Section.508@uscg.mil.

14. <u>REQUEST FOR CHANGES</u>. Recommendations for changes or improvements to the CGR-TMS Instruction, COMDTINST 1001.3 (series), are welcome and should be submitted via the chain of command to the Assistant Commandant for Reserve (CG-R), U.S. Coast Guard Stop 7721, 2703 Martin Luther King Jr., Ave. S.E. , Washington, DC 20593-7907 or via email at HQS-DG-LST-CG-R55@uscg.mil.

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