

U.S. Department of  
Homeland Security

United States  
Coast Guard



# *Performance, Training and Education Manual*



**COMDTINST M1500.10C**  
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CHAPTER 1: INTRODUCTION

A. Mission.

The mission of the Training and Education System is to systematically improve performance to achieve excellence in mission execution. This is accomplished by providing military, civilian, and Auxiliary personnel with training and educational opportunities to aid in the performance of Coast Guard missions.

B. Human Performance System.

The Human Performance System enables mission execution through the integration of accession, training, education, and professional development. This system drives the integration of skills and knowledge, tools and resources, consequences and incentives, selection and assignment, and motives and preferences across the organization. Within the Human Performance system is the Training System.

C. Coast Guard Philosophy on Training, Education, and Workforce Development.

Each member of the organization shares the responsibility for ensuring that the workforce is fully capable to perform the jobs and tasks for each unique mission of the Coast Guard. Continuous improvement of job performance is accomplished through a balance of personal, professional, technical training, education and workforce development essential to the accomplishment of all assigned missions. Training focuses on skills and knowledge that are job specific and performance driven. Education focuses on skills and knowledge that are broad based and subject matter driven. Workforce development encompasses both training and education, while focusing on growth opportunities that are career driven. Table 1-1 lists examples of training, education, and workforce development as defined and supported in this Manual.

<b>Training</b>	<b>Education</b>	<b>Professional Development</b>
Accession Programs Class “A” schools Advanced Training Specialized Training General Mandated Training (GMT) Enlisted Performance Qualifications	Professional Military Education Unit Leadership Development Program Advanced Education Servicewide Exam Voluntary Education Orientation Programs Indoctrination Programs	Individual Development Plan Performance Qualification Guide Career Assignment Mentoring Program Professional Associations Professional Conferences Professional Seminars

**Table 1-1. Examples of Workforce Development**

D. Objectives.

The objectives of the Human Performance System are to:

- a. Ensure consistency and repeatability by employing standardized and systematic methods within all elements of the Human Performance System.
- b. Respond to existing and emerging needs by proactively engaging and partnering with customers to improve human performance.
- c. Achieve otherwise unobtainable efficiencies and/or capabilities by using blended performance solutions while leveraging technology that best support performance solutions.
- d. Develop and leverage the intellectual capital of our workforce to meet future organizational challenges through educational and professional development.
- e. Manage and allocate resources to organizational priorities through measures of efficiency and effectiveness.

2. Terminology and Acronyms. Common terminology and acronyms are defined in Enclosures (1) and (2) of this Manual.

E. Responsibilities.

The Coast Guard clearly identifies its most valuable resource as the men and women who carry out the Service's missions. Thus, training is essential for the Service's ability to fulfill or support mission requirements with confidence, safety, and flexibility. To sustain readiness, the Coast Guard relies on a strong relationship at the Headquarters, unit, and individual levels. Each is dependent on the others. The following paragraphs provide a general description of Headquarters, unit, and individual level responsibilities.

1. FORCECOM, Performance, Training and Education Branch (FC-51)

- a. Promulgate and maintain the Training and Education Manual, COMDTINST M1500.10 (series).
- b. Provide members with a balance of personal, professional, team and technical training, education, and development opportunities that are essential to the accomplishment of all assigned duties.
- c. Implement Human Performance Technology (HPT) as it applies to organizational performance problems. Identify the root causes of job performance problems and develop appropriate solutions. Training and education are only a subset of the solution set.
- d. Measure effectiveness of all Training and Education policies, procedures, and resource utilization. Allocate resources to maximize the effectiveness of training and education.
- e. Promote leadership and team work with field commanders, program managers, force, facility, and acquisition managers, and all training sources. Ensure all training, education,