

The purpose of this request is to schedule a new Electronic System of Records in the Coast Guard Records Disposition Schedule, COMDTINST M5212.12A, Information and Life Cycle Management Manual.

SSIC 1500 – TRAINING AND EDUCATION

Name of System: Coast Guard Training, Education and Learning Management System

Purpose of System:

The Coast Guard enterprise wide training management qualification, and certification data reporting system serves as a family of electronic learning management components that collects and maintains personnel information, course details and appropriations as needed to record, store, and distribute information or services related to training content delivery, completion, courses, and examinations. Examples of training components include:

- Training Management System (TMS) – a platform managed by the Training Quota Center responsible for facilitating, scheduling and issuing orders to class “C” type training.
- Direct Access Personnel Data System (PDS) – a data server system which tracks training information in individual service records.
- Abstract of Operations/Training Management Tool (AOPS/TMT) – a web based training support package used to assist units in planning, tracking, and reporting personnel and unit level training activities.
- Deepwater Learning Management System (LMS) – a training data processing modular managed by the Intergraded Deepwater System (IDS) modernization program.

1. System Inputs: Inputs are transferred either electronically or manually from instructors, training centers, unit yeomen, individual trainees, system administrators, supervisors, training coordinators and appropriate human resource representatives. Personnel data from the Coast Guard Direct Access Human Resource System is also used in conjunction with course information.

Destroy/Delete when data is verified or when no longer needed.

2. System Data: Used to collect, retain, and track data related to all training activities such as training records, class schedules, training development, appropriations and student status. Types of data can be categorized in the following forms:

a. Individual training information:

Elements include the unique employee record number, requests, appointment letters, training certificates, travel information, personnel identification number, training content and history, certification/recertification data, course completion, course information, examinations, grading, course code, school code, reason for training request, training facility, company or unit identifying information.

Destroy/Delete data 10 years after service member, contractor, or civilian is released from active duty, retires, transfers services, or is otherwise discharged from the Coast Guard.

b. Course information:

Includes for each course of instruction roster documenting enrollment and attendance of participants, complete record of all training evaluations (grade/scores) documentation of course completion or qualification for each student successfully completing the training program/course, waivers or exemptions requested or granted and verification of physical abilities (as required) either as a prerequisites or as a final qualification. Also included are formal school catalog courses, attrition rates, class scheduling, personnel equipment and facility contracting, reservations, vacancies, wait lists, manuals, syllabuses, textbooks, training aids, SOPs, training plans, course development or substantial equivalent record maintained to identify a required skill or task training requirement and to document development assignments, on the job training, or apprentice type training.

1. Unique or significant training materials and course development specifically unique to Coast Guard only.

Permanent Cutoff when superseded, obsolete, or when no longer used. Transfer to NARA when 10 years old.

2. All other.

Destroy/delete when superseded or obsolete or when 6 years old.

c. Instructor or Staff Training information:

Includes for each staff member copies of instructor's personal training history, attendance records, exemption or waivers requested/granted, evaluations, qualification notifications, certifications, recertification and verifications of ability.

Destroy/Delete data 10 years after service member, contractor, or civilian is released from active duty, retires, transfers services, or is otherwise discharged from the Coast Guard.

d. Funding and resource information:

Includes funding categories, codes, audits, and provisions for monetary assistance or coverage for tuition, travel, per diem, housing allowance and other administrative management expenditures.

Destroy/delete when superseded or obsolete or when 6 years old.

3. System Outputs: New training and certification data is presented and accessed using a web based user interface. Users include Coast Guard personnel, system administrators, supervisors, training coordinators and appropriate human resource representatives. Data is also used to update the Coast Guard Direct Access Human Resource System. Other forms of outputs include class rosters, reservations, ad-hoc reports and queries.

Destroy/Delete when no longer needed for agency business.

4. System Documentation: Regardless of medium, system documentation includes record layouts, technical description of the files, data dictionaries, operational and user manuals, backup procedures, Interface Requirement Documents (IRD). May also contain code books, metadata schemes, standardization guidance, record layouts for the data fields, standard operating procedures, user and administrator guides, and related materials that support training management components.

1. System documentation related to unique or significant training materials and course development (item 2B1).

Permanent Transfer to NARA along with related system when 10 years old.

2. All other system documentation.

Destroy/Delete when no longer needed for agency business.

5. Electronic copies of records that are created on electronic mail and word processing system and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

(a) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/Delete within 180 days after the recordkeeping copy has been produced.

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/Delete when dissemination, revision, or updating is completed.