

U.S. Department of
Homeland Security

**United States
Coast Guard**



**STANDARD OPERATING PROCEDURES (SOP)
FOR THE COAST GUARD'S
CULINARY SPECIALIST (CS)
VESTED CREW MEMBER PROGRAM**



TRACEN PETALUMA, CA
May 2024

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Record of Changes

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Section I: Introduction

Overview

The Vested Crew Member (VCM) program is a Coast Guard Recruiting Command initiative to streamline the Guaranteed “A” School program. This program affords new recruits the opportunity for immediate permanent duty assignment to their first Culinary Specialist (CS) rating billet while waiting for CS “A” School class availability. While they wait, the VCM can complete local qualifications and perform duties as the local command sees fit but should practice as much of the Vested Crew Member culinary performance objectives as possible, affording them as much exposure to the culinary hands on training and information prior to attending CS “A” School. This precursory exposure to culinary knowledge will give the VCM a jumpstart into the CS “A” School Agile training system and an opportunity to decrease their training time while at Training Center (TRACEN) Petaluma, CA.

Purpose

The CS VCM program is designed to mitigate the CS Personnel Allowance List shortfall while maximizing the effectiveness of the Guaranteed CS “A” School program by creating a streamlined process for Active Duty enlisted workforce accessions and assignments to a member’s first unit. The VCM program will streamline the guaranteed CS “A” School process by assigning graduating bootcamp recruits to an CS Third Class Petty Officer position which they will serve until they attend CS“A” School on Temporary Duty (TDY) orders, then return to upon completion of CS “A” School.

This Standardized Operating Procedure (SOP) is to:

- 1) provide a standardized process for CS VCMs to gain exposure to non-resident culinary training, facilitated by Professional Development Coaches (PDC) and administered by the senior CS Supervisors.
 - 2) identify and standardize processes, procedures, and/or guidelines for the CS VCM program.
 - 3) provide standardized definitions.
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Target Audience

All VCMs, PDCs and CS Supervisors with VCMs attached to the unit.

All Food Service Officers (FSO)

Rating Knowledge Manager (RKM) .

Background The current guaranteed A-School assignment process is cumbersome and hampers recruitment efforts. Coast Guard Recruiting Command (CGRC) frequently delays accessions to align basic training ship dates within 11-14 weeks from the members subsequent A-School class convening date. The process time lag is especially prevalent in A-Schools with low convenings or long wait times, such as the BM, DC, ET and GM ratings and often results in potential recruits experiencing delays, becoming disenfranchised, and at times walking away from the Coast Guard. Given the supply constraints of non-rates eligible for critical A-School ratings, an injection of direct-to-A-School members would help to fill gaps at the E-4 level within each of these ratings.

Responsibility This SOP is a living document and should be reviewed and updated to reflect process improvements, new concepts, and revised priorities based on recommendations passed up from CS Supervisors to the RKM and into the RTAC

CS RKM Responsible for the oversight of the CS Supervisors executing the VCM program throughout their area of responsibility where VCMs are assigned. They are to ensure the CS Supervisors have the necessary resources to administer the VCM program.

CS Supervisor Responsible for the oversight of the VCM program at their unit when VCMs are assigned. CS Supervisors are encouraged to maximize VCM training time when rating work supersedes the VCM's level of competence to benefit the unit.

The CS Supervisor will assign the VCM a PDC. The PDC shall be an Culinary Specialist of pay grade E5 or greater. If a PDC is not available at the VCM's unit, the CS Supervisor will reach out to their MCO for guidance on an appropriate PDC assignment from another CS under the same MCOs area of operation. A designation memo is not required for a PDC.

Note: This SOP does not supersede methods commands use for determining a PDC; it only makes standard recommendations based on good practices issued from the office of the CS Rating Knowledge Manager and found listed in the CS Rating Performance Qualifications,

Major aspects of the CS Supervisor regarding the VCM program follow:

1. Maximizes VCM training time when rating work supersedes the VCM's level of competence.
2. Ensures PDC has the resources to facilitate the VCM program for assigned VCM.
3. Receives and validates Vested Crew Member Guidance Booklet and digitally signs performance objectives
 - a. Forwards VCM package to CS "A" School, TRACEN Petaluma
Email to be: mail to:tracenpetaluma-csschoolchiefs@uscg.mil
 - b. Subject: VCM

PDC

Part of the responsibility of a Coast Guardsman is to prepare the next generation to take on the duties required for mission success. Training subordinates is one method of obtaining mastery within your career field. As a PDC, you will facilitate the execution of the VCM program at your unit for the VCM you are assigned.

A PDC should meet the following standards:

1. Recommended for advancement. A member not recommended for advancement should concentrate efforts towards earning a recommendation for advancement versus serving as a PDC.
2. Possess the required qualifications for their current billet. Members currently training or certifying to fill their position need time to master job requirements and do not have adequate time to devote to teaching a subordinate. Therefore, it is best to have the member become qualified in their current position BEFORE taking on the role of the PDC.
3. Be physically able to perform the tasks required to demonstrate them to the trainee.
4. Be patient as the trainee strives to acquire the required skills and abilities for advancement.

Major aspects of the PDC follow:

1. Provides their VCM a Vested Crew Member Performance Check List Booklet.
2. Ensures the VCM understands how to access VCM CS Portal Page

3. Ensures the VCM understands the process of CS Terminal Performance Objectives.
4. Ensures the VCM understands how to access their CS references for TPO's .
5. Signs VCM E-Course Completion Checklist when VCM shows proof of completion.
6. Signs Course Completion Page when VCM Course Completion Checklist is complete.
7. Receives completed Vested Crew Member E- Performance Checklist from VCM for routing to CS "A" School, TRACEN Petaluma via FSO.
8. Is available to assist VCM with questions.

VCM

A member who has met all prerequisites to attend CS "A" School **AND:**

1. Is assigned to a Culinary Specialist Third Class billet while in bootcamp, prior to going to CS "A" School
2. Will attend CS"A" School under TDY Orders
3. Will be afforded opportunity to gain exposure to e-learning Culinary material through the VCM program, facilitated by a PDC and administered by their supervisor.

Major aspects of the Vested Crew Member, Electronics Tec, beyond normal Coast Guard personnel obligations follow:

1. Get assigned your PDC.
2. Obtain Vested Crew Member E-Learning Booklet.
3. Read Vested Crew Member E-Learning Booklet in its entirety.
4. Follow Job Aid in Vested Crew Member E-Learning Booklet to Enroll in "C-STAR sanitation training.
5. Follow Job Aid in Vested Crew Member Learning Booklet for guidance in Terminal Performance Objectives.

6. Show proof of completion of courses to PDC for sign-offs.
7. When all sign-offs are complete, have completed package routed through chain of command to CS “A” School, TRACEN Petaluma.

References

The following are used to manage & administer the CS VCM program:

Reference Nomenclature	Reference Title	Date
COMDTINST M1100.2 (series)	Coast Guard Recruiting Manual	November 2023
COMDTINST M1000.2 (series)	Enlistments, Evaluations, and Advancements	January 2020
COMDTINST M1000.8 (series)	Military Assignments and Authorized Absences	June 2019
COMDTINST M1500.10 (series)	Performance Training and Education manual	April 2023
Decision Memo	Vested Crewmember Beta Test DM CG PSC to CG-1 (SSIC 1306)	18 Jul 2023
TRACEN Petaluma / TEIS CS Schoolhouse Local Document	Vested Crew Member (VCM) E-Learning Booklet for Culinary Specialist “A” School	May 2024
Table 2: CS “A” List of References		

Section II: Definitions

Introduction

Establishing and providing clear and up-to-date definitions in the rapidly changing world of human performance and training is critical to USCG's effectiveness. Including authoritative definitions in this SOP allows the Culinary Specialist Schoolhouse at TRACEN Petaluma to update the definitions far more quickly than through TRACEN Petaluma, FORCECOM or Commandant Instructions.

Glossary

Purpose

To impart standard definitions, especially for emerging technology and processes.

CS "A" School Agile Training System – A student centric training methodology, facilitating instruction at the flexibility and speed of student comprehension versus the strict structure of a mandatory schedule. This affords students higher quality of instruction with the benefit of improved speed of CS's to the Coast Guard fleet.

Job Aid (JA) – a guide that provides simple instructions on how to complete a task or achieve a goal.

Professional Development Coach (PDC) – a mentor for a member to assist with that member's advancement. Some PDC signoffs require specific PDC qualifiers, e.g. specific rating.

Rating Performance Qualifications (RPQs) – core tasks for a rating to achieve advancement to the designated pay grade.

Standardized Operating Procedure (SOP) – A Policy document identifying the performance steps in the performance of a specific function. SOPs establish clear processes, define terminology, and enable consistent, quality outputs.

Temporary Duty (TDY)– Duty member is assigned while away from permanent unit for specific orders, e.g. Class "A" or "C" School.

Terminal Performance Objectives (TPOs) – A statement that describes the task students will be required to do upon completion of the instruction and to graduate from the course.

Section III: Acronyms

Acronym	Meaning
CGRC	Coast Guard Recruiting Command
DoD	Department of Defense
CS	Culinary Specialist
FORCECOM	Force Readiness Command
MCO	Maintenance Control Officers
PDC	Professional Development Coach
SOP	Standard Operating Procedures
TDY	Temporary Duty
TPO	Terminal Performance Objectives
TRACEN	Training Center
VCM	Vested Crew Member