

**COAST GUARD RECRUITING COMMAND
(CGRC)**

1. **Mission:** To help the Coast Guard save lives, defend the country, enforce laws, and protect the environment by recruiting men and women who can perform, support, and lead Coast Guard operations.
2. **Functions:** In order to fulfill this mission the Commanding Officer, Coast Guard Recruiting Command (CGRC) shall:
 - a. Accomplish mission by focusing on three strategic areas; mission, professionalism, and organizational excellence.
 - b. Provide military personnel to meet the current and out year Manpower Employment Capability Plan.
 - c. Develop and supervise programs and policies to meet the military personnel accession goals of the Coast Guard and Coast Guard Reserve. Evaluate existing recruiting programs and design new initiatives to meet the Coast Guard's immediate and long range accession plans.
 - d. Supervise recruiting offices nationwide. Monitor recruiting productivity and demographic trends. Analyze and optimize utilization of resources. Manage and track recruiting billets.
 - e. Supervise the national marketing plan. Ensure the plan will provide the necessary public awareness to fulfill annual accession goals.
 - f. Provide liaison to the Coast Guard Auxiliary in support of the Recruiting Assistance Program (RAP) and the mutual support of all accession programs for both the Coast Guard and the Auxiliary.
 - g. Supervise the selection process for applicants for Officer Candidate School and all Direct Commission Officer programs.
 - h. Supervise the selection process and administration of candidates for the College Student Pre-Commissioning Initiative (CSPI) program, and for the Pre-Commissioning Program for Enlisted Personnel (PPEP).
 - i. Coordinate recruiting support for Coast Guard Junior Reserve Officer Training Program (JROTC).
 - j. Supervise and coordinate the annual recruiting budget for the CGRC and its recruiting offices. Manage recruiting program AFC-30 funds.
 - k. Coordinate CG-1 representation of the Joint Accessions Group (JAG), Accessions Oversight Committee (AOC) and other joint Department of Defense (DOD) recruiting committees.

1. Serve as Commanding Officer, with non-judicial punishment (NJP) authority, for all personnel at CGRC and all recruiting offices.

3. **Technical Control:** The Commandant (CG-DCMS) through COMDT (CG-1) exercises technical control over Commanding Officer, Coast Guard Recruiting Command through the Commander, Personnel Service Center.

**CGRC - OPERATIONS DIVISION
(CGRC-OPS)**

1. **Functions:** Under the general direction and supervision of the Executive Officer, Coast Guard Recruiting Command (CGRC), the Chief, Operations Division shall:
 - a. Develop, review and execute programs and issue guidance for the recruitment of officers and enlisted personnel for the Coast Guard and Coast Guard Reserve. Evaluate existing recruiting programs and design new ones aimed at ensuring the Coast Guard's immediate and long range officer and enlisted personnel needs are met. Incorporate approved changes to officer and enlisted recruiting programs. Provide specific direction to recruiting personnel in the field necessary to support diversity and women recruiting initiatives.
 - b. Participate in the planning and implementation of the national advertising plan, with special emphasis on reaching women and minority communities. Disseminate publicity information on officer and enlisted recruiting programs.
 - c. Establish and maintain lines of communication with national minority and women's organizations, including direct communications with such organizations in order to highlight Coast Guard opportunities. Coordinate Coast Guard participation at selected major conferences and conventions of such organizations.
 - d. Manage non-Academy officer accession programs (CSPI, PPEP, OCS, MARTP and Direct Commission programs), to include recruitment, processing, and selection of applicants.
 - e. Oversee the long range training plan for CGRC and the recruiting offices. Coordinate training for and by facilitators and schedule them as needed. Investigate new training opportunities and technologies; make appropriate recommendations.

**CGRC – ACCESSIONS BRANCH
(CGRC-OPS-ACC)**

1. **Functions:** Defined as those activities that support Coast Guard Recruiting Command's (CGRC) mission which is divided into three roles; reservations and logistics, incentives management, and applicant screening. Under the general direction and supervision of CGRC-OPS, Coast Guard Recruiting Command Accessions Branch (CGRC-OPS-ACC) shall:
 - a. Administer the allocation of quotas for the guaranteed class "A" School enlistment option and the Reserve Program; enlistment bonuses, guaranteed geographic assignments, advanced pay grade enlistments, and other recruit incentive programs as required.
 - b. Coordinate with PSC-adm on medical waivers and PSC-opm for officer accession waivers, as required.
 - c. Act as the Coast Guard point of contact on all recruit processing issues with the Military Processing Station (MEPS).
 - d. Work closely with the Coast Guard's officer accession points to resolve pertinent issues.
 - e. Coordinate and monitor shipping date reservations for accession from recruiting filed offices to Training Center Cape May, NJ.
 - f. Schedules all active duty and Reserve accessions for recruit training, Reserve Enlisted Basic Indoctrination (REBI), Prior Service Training Program (PSTP), enlistment bonuses, and guaranteed "A" Schools.
 - g. Responsible for tracking all non-academy officer, active duty enlisted, and Reserve enlisted accessions.
 - h. Approving official for all enlisted active duty and Reserve waivers.
 - i. Facilitates background checks for enlistment and officer accessions including National Crime Information Center (NCIC) background checks and credit checks.
 - j. Assist commands with educating members about the Reserve Programs. Supervise and coordinate training utilizing the In-Service Transfer Team (ISTT). Assist members (enlisted and officer) to effectively and efficiently transition from active duty to the Selected Reserve (SELRES) as well as Inactive Ready Reserve (IRR) to SELRES.

**CGRC – MISSION SUPPORT BRANCH
(CGRC-OPS-MS)**

1. **Functions:** Defined as those activities that support Coast Guard Recruiting Command's mission which is divided into three roles; program management, resource management, and panels and reports. Under the general direction and supervision of CGRC-OPS, the Coast Guard Recruiting Command Mission Support Branch shall:
 - a. Maintain and administer the integrity of all officer, enlisted, and Reserve recruiting programs with the exception of recruiting for the Coast Guard Academy.
 - b. Responsible for all policy, planning, and analysis in support of recruitment and processing of applicants for all enlisted, Reserve, and officer scholarship and commissioning programs.
 - c. Responsible for the development, management, and supervision of all CGRC policies and procedures located in the Coast Guard Recruiting Manual, Standard Operating Procedures, and other published materials.
 - d. Coordinates, directs, and executes training policies and performance qualifications throughout CGRC, including the standardization of recruiting offices.
 - e. Responsible for officer application package management for all non-Academy officer commissioning programs. Prepares and coordinates all officer selection panel timing and logistics. Prepares and tracks final report to the Department of Homeland Security, and drafts selection panel-related messages.
 - f. Administer prospective officers enrolled in College Student Pre-Commissioning Initiative (CSPI) and the Pre-Commissioning Program for Enlisted Personnel (PPEP).
 - g. Collect statistical data on recruiting efforts and results, including women and minority categories for analysis.
 - h. Publish the monthly, quarterly, and annual reports of recruiting activities. Generate responses to ad hoc queries as required.
 - i. Publish and maintain the Recruiting Manual (COMDTINST M1100.2 Series). Develop, review and update other Coast Guard Publications and directives pertaining to officer or enlisted recruitment.

- j. Monitor the Recruiting School curriculum. Oversee the Recruiter Personnel Qualification System (PQS) manual and PQS certification process.
- k. Serve as liaison to coordinate the implementation and administration of the Coast Guard Junior Reserve Officers' Training Program (JROTC).
- l. Schedules training, and tracks training status for CGRC personnel. Responsible for entering training into the Training Management Tool that is not otherwise automatically entered by the training resources (e.g. e-Learning Portal, CG Virtual Classroom).
- m. Coordinate the gathering and analyzing of all recruiting data including Recruit Market Information System (RMIS), and all recruiting computer software.
- n. Maintain, enhance, modify the Recruiting Analysis Tracking System (RATS) data.
- o. Serves as liaison to Operations Systems Center Martinsburg for resource requirements, policy issues, and information technology support.
- p. Coordinates responses to external organizations related to recruiting practices to include but not be limited to Integrated Accessions Plan (IAP), Headquarters Reports and other miscellaneous reports.
- q. Coordinates and reviews civilian position description management.
- r. Manages information technology support for the Coast Guard's national recruiting force.
- s. Manage all security-related matters and expert security advisor for all physical, informational, operational, personnel, and terrorism security measures, in addition to safety for CGRC and all Coast Guard Recruiting Offices to include property and personnel.
- t. Maintain backlog list for all recruiting offices.
- u. Provide an informed and highly accessible analysis capability for Coast Guard recruiting. Maintain a strategic focus based on quantitative research and analysis.
- v. Analyze recruiting data from various sources including the Operations Division. Make statistical reports on which to base managerial decisions regarding recruiting efforts. Monitor recruiting statistics to identify trends and geographical responsiveness.

- w. Coordinate CGRC's goals and vision with the Commandant's visions, goals and strategic business plans to ensure linkage and implementation.
- x. Research key issues and that underlie recruiting policies and report findings. Evaluate national demographics and conduct benchmark analyses to ensure current recruiting practices are effective.
- y. Make statistical forecasts and projections of mission attainment in enlisted and officer recruiting based on observed performance and other factors.
- z. Conduct statistical searches using the recruit Marketing Information System (RMIS). Provide this data to field offices and CGRC staff to target recruiting efforts.
- aa. Review CGRC's systems, procedures, and publications to find and recommend opportunities for streamlining and simplification. Incorporate management science analysis techniques as appropriate.
- bb. Investigate and recommend hardware and software systems for recruiting's specialized applications.
- cc. Interact with private sector corporations and the Department of Defense. Research the successful techniques being used by Coast Guard recruiters, recruiters of other services and private sector corporations to attract women and minorities. Provide findings to CGRC-ops.
- dd. Represent CGRC at joint DOD meetings as required.
- ee. Coordinate development and implementation of complete set of activity and effectiveness measures to monitor productivity.
- ff. Monitor CGRC's performance against the strategic plan
- gg. Recommend contracting research services when necessary to identify trends that may effect recruiting.

**CGRC – MISSION EXECUTION BRANCH
(CGRC-OPS-ME)**

2. **Functions:** Defined as those activities that carry out Coast Guard Recruiting Command's mission which is divided into three roles; leadership, management, and administration. Under the general direction and supervision of CGRC-OPS, the Coast Guard Recruiting Command Mission Execution Branch shall:
- a. Maintain close contact with the recruiting offices. Ensure applicant processing meets Coast Guard standards. Undertake periodic review of enlisted recruiting procedures at recruiting offices; recommend corrective action as necessary. Participate in the selection of regional supervisors. Coordinate the selection and assignment of recruiting personnel.
 - b. Implement proven techniques being used by the Coast Guard recruiters, recruiters of other services and the private sector, to attract qualified applicants, especially minorities and women. Interact with DOD counterparts.
 - c. Based on overall program direction from the Personnel Services Center, prepare and disseminate to each recruiting officer, the quarterly enlistment mission for men and women for the Coast Guard and Coast Guard Reserve.
 - d. Disseminate the Open Rate List for prior service personnel applying for enlistment.
 - e. Receive and process applications for enlistment and officer accession programs.
 - f. Drafts answers to inquiries from the public and provide information in response to congressional inquiries relating to Coast Guard recruiting.
 - g. Monitor recruit discharges from TRACEN Cape May and officer candidate resignations from all non-Academy officer accession programs.
 - h. Represent the Coast Guard on the Mid-level Inter-service Recruiting Council (MIRC) and other local MEPS and DOD committees as required.
 - i. Coordinate participation in national conferences of Centers of Influence (COIs).
 - j. Responsible for the supervision, development, and the management of recruiting offices. Implement recruiting strategies, review performance evaluations, budget requests, and waiver packages to meet mission requirements.

**COAST GUARD RECRUITING OFFICE (AGUADILLA)
(CG RUITOFF AGUADILLA)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (AGUADILLA) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (ALBANY)
(CG RUITOFF ALBANY)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (ALBANY) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (ALBUQUERQUE)
(CG RUITOFF ALBUQUERQUE)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (ALBUQUERQUE) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (ANCHORAGE)
(CG RUITOFF ANCHORAGE)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (ANCHORAGE) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (ATLANTA - CENTRAL)
(CG RUITOFF ATLANTA - CENTRAL)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (ATLANTA - CENTRAL) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (ATLANTA - NORTH)
(CG RUITOFF ATLANTA - NORTH)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (ATLANTA - NORTH) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (ATLANTIC CITY)
(CG RUITOFF ATLANTIC CITY)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (ATLANTIC CITY) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (BALTIMORE)
(CG RUITOFF BALTIMORE)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (BALTIMORE) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (BIRMINGHAM)
(CG RUITOFF BIRMINGHAM)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (BIRMINGHAM) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (BOISE)
(CG RUITOFF BOISE)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (BOISE) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (BOSTON)
(CG RUITOFF BOSTON)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (BOSTON) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (BUFFALO)
(CG RUITOFF BUFFALO)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (BUFFALO) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (CHARLESTON)
(CG RUITOFF CHARLESTON)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (CHARLESTON) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (CHARLOTTE)
(CG RUITOFF CHARLOTTE)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (CHARLOTTE) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (CHICAGO)
(CG RUITOFF CHICAGO)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (CHICAGO) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (CINCINNATTI)
(CG RUITOFF CINCINNATTI)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (CINCINNATTI) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (CLEVELAND)
(CG RUITOFF CLEVELAND)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (CLEVELAND) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (COLUMBIA)
(CG RUITOFF COLUMBIA)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (COLUMBIA) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (COLUMBUS)
(CG RUITOFF COLUMBUS)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (COLUMBUS) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (CORPUS CHRISTI)
(CG RUITOFF CORPUS CHRISTI)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (CORPUS CHRISTI) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (DALLAS)
(CG RUITOFF DALLAS)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (DALLAS) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (DENVER)
(CG RUITOFF DENVER)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (DENVER) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (DETROIT)
(CG RUITOFF DETROIT)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (DETROIT) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (EL PASO)
(CG RUITOFF EL PASO)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (EL PASO) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (FREDERICKSBURG)
(CG RUITOFF FREDERICKSBURG)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (FREDERICKSBURG) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (FRESNO)
(CG RUITOFF FRESNO)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (FRESNO) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (GREENSBORO)
(CG RUITOFF GREENSBORO)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (GREENSBORO) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (GUAM)
(CG RUITOFF GUAM)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (GUAM) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (HAMPTON ROADS)
(CG RUITOFF HAMPTON ROADS)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (HAMPTON ROADS) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (HARRISBURG)
(CG RUITOFF HARRISBURG)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (HARRISBURG) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (HARTFORD)
(CG RUITOFF HARTFORD)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (HARTFORD) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (HONOLULU)
(CG RUITOFF HONOLULU)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (HONOLULU) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (HOUSTON)
(CG RUITOFF HOUSTON)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (HOUSTON) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (HUMBOLDT BAY)
(CG RUITOFF HUMBOLDT BAY)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (HUMBOLDT BAY) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (INDIANAPOLIS)
(CG RUITOFF INDIANAPOLIS)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (INDIANAPOLIS) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (JACKSON)
(CG RUITOFF JACKSON)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (JACKSON) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (JACKSONVILLE)
(CG RUITOFF JACKSONVILLE)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (JACKSONVILLE) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (KANSAS CITY)
(CG RUITOFF KANSAS CITY)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (KANSAS CITY) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (LANSING)
(CG RUITOFF LANSING)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (LANSING) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (LAS VEGAS)
(CG RUITOFF LAS VEGAS)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (LAS VEGAS) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (LITTLE ROCK)
(CG RUITOFF LITTLE ROCK)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (LITTLE ROCK) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (LONG ISLAND)
(CG RUITOFF LONG ISLAND)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (LONG ISLAND) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (LOS ANGELES)
(CG RUITOFF LOS ANGELES)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (LOS ANGELES) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (LOUISVILLE)
(CG RUITOFF LOUISVILLE)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (LOUISVILLE) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (MEMPHIS)
(CG RUITOFF MEMPHIS)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (MEMPHIS) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (MIAMI - NORTH)
(CG RUITOFF MIAMI - NORTH)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (MIAMI - NORTH) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (MIAMI - SOUTH)
(CG RUITOFF MIAMI - SOUTH)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (MIAMI - SOUTH) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (MILWAUKEE)
(CG RUITOFF MILWAUKEE)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (MILWAUKEE) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (MINNEAPOLIS)
(CG RUITOFF MINNEAPOLIS)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (MINNEAPOLIS) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (MOBILE)
(CG RUITOFF MOBILE)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (MOBILE) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (MONTGOMERY)
(CG RUITOFF MONTGOMERY)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (MONTGOMERY) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (NASHVILLE)
(CG RUITOFF NASHVILLE)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (NASHVILLE) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (NEW ORLEANS)
(CG RUITOFF NEW ORLEANS)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (NEW ORLEANS) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (NEWARK)
(CG RUITOFF NEWARK)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (NEWARK) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (NYC - BRONX)
(CG RUITOFF NYC - BRONX)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (NYC - BRONX) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (NYC - BROOKLYN)
(CG RUITOFF NYC - BROOKLYN)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (NYC - BROOKLYN) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (NYC - MANHATTAN)
(CG RUITOFF NYC - MANHATTAN)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (NYC - MANHATTAN) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (OKLAHOMA CITY)
(CG RUITOFF OKLAHOMA CITY)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (OKLAHOMA CITY) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (ORLANDO)
(CG RUITOFF ORLANDO)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (ORLANDO) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (PHILADELPHIA)
(CG RUITOFF PHILADELPHIA)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (PHILADELPHIA) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (PHOENIX)
(CG RUITOFF PHOENIX)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (PHOENIX) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (PITTSBURGH)
(CG RUITOFF PITTSBURGH)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (PITTSBURGH) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (PORTLAND)
(CG RUITOFF PORTLAND)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (PORTLAND) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (POTOMAC MILLS)
(CG RUITOFF POTOMAC MILLS)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (POTOMAC MILLS) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (PROVIDENCE)
(CG RUITOFF PROVIDENCE)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (PROVIDENCE) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (RALEIGH)
(CG RUITOFF RALEIGH)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (RALEIGH) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (RICHMOND)
(CG RUITOFF RICHMOND)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (RICHMOND) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (RIVERSIDE)
(CG RUITOFF RIVERSIDE)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (RIVERSIDE) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (SACRAMENTO)
(CG RUITOFF SACRAMENTO)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (SACRAMENTO) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (SALT LAKE CITY)
(CG RUITOFF SALT LAKE CITY)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (SALT LAKE CITY) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (SAN ANTONIO)
(CG RUITOFF SAN ANTONIO)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (SAN ANTONIO) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (SAN DIEGO)
(CG RUITOFF SAN DIEGO)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (SAN DIEGO) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (SAN FRANCISCO)
(CG RUITOFF SAN FRANCISCO)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (SAN FRANCISCO) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (SAN JOSE)
(CG RUITOFF SAN JOSE)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (SAN JOSE) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (SAN JUAN)
(CG RUITOFF SAN JUAN)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (SAN JUAN) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (SAVANNAH)
(CG RUITOFF SAVANNAH)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (SAVANNAH) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (SEATTLE)
(CG RUITOFF SEATTLE)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (SEATTLE) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (SPOKANE)
(CG RUITOFF SPOKANE)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (SPOKANE) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (ST LOUIS)
(CG RUITOFF ST LOUIS)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (ST LOUIS) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (SYRACUSE)
(CG RUITOFF SYRACUSE)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (SYRACUSE) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (TACOMA)
(CG RUITOFF TACOMA)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (TACOMA) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (TALLAHASSEE)
(CG RUITOFF TALLAHASSEE)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (TALLAHASSEE) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (TAMPA)
(CG RUITOFF TAMPA)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (TAMPA) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (TUCSON)
(CG RUITOFF TUCSON)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (TUCSON) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (VANCOUVER)
(CG RUITOFF VANCOUVER)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (VANCOUVER) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (VENTURA)
(CG RUITOFF VENTURA)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (VENTURA) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (WASHINGTON, DC)
(CG RUITOFF WASHINGTON, DC)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (WASHINGTON, DC) shall:
 - a. No functional statements are associated with this organization.

**COAST GUARD RECRUITING OFFICE (WILMINGTON)
(CG RUITOFF WILMINGTON)**

1. **Functions:** Under the general direction and supervision of the Chief, Operations Division, the Coast Guard Recruiting Office (WILMINGTON) shall:
 - a. No functional statements are associated with this organization.

**CGRC - ADMINISTRATIVE SERVICES DIVISION
(CGRC-ADMIN)**

1. **Functions:** Under the general direction and supervision of the Executive Officer, Coast Guard Recruiting Command (CGRC), the Chief, Administrative Services Division shall:
 - a. Provide all necessary internal administrative support to CGRC.
 - b. Provide administrative support to meet the unique needs of a nationwide network of recruiting offices.
 - c. Provide SPO liaison for CGRC and all recruiters.
 - d. Coordinate travel arrangements for senior CGRC staff. Prepare orders and review travel claims.
 - e. Provide education services to recruiters and CGRC staff as appropriate.
 - f. Track the timely submission of enlisted and officer evaluations for CGRC and recruiting offices.
 - g. Process award recommendation for CGRC and recruiting office personnel as requested by supervisor. Ensure standards and formats meet the requirement of the Medals and Awards Manual.

**CGRC - ADVERTISING DIVISION
(CGRC-ADV)**

1. **Functions:** Under the general direction and supervision of the Executive Officer, Coast Guard Recruiting Command (CGRC), the Chief, Advertising Division shall:
 - a. Develop the annual plan for advertising in support of the Coast Guard and Coast Guard Reserve. Establish marketing strategies and objectives, including analysis of research in demographics, psychographics and geo-demographics. Supervise and coordinate the implementation of the annual advertising plan and budget to support recruiting programs.
 - b. Direct the placement of advertising in all media including television, radio, print, internet and direct mail. Formulate marketing approaches including media, timing and resources. Implement comprehensive communication strategies to assure targeted dissemination of advertisements.
 - c. Develop procedures to evaluate the effectiveness and impact of outreach efforts through leads analysis, recruit surveys, focus group research, and post media buy analysis and through periodic contractor audits and evaluations. Identify areas of improvement and develop methodologies to effect improvements. Make adjustments in advertising and outreach efforts to bring about desired change.
 - d. Serve as Contracting Officer Technical Representative (COTR) on the advertising services contract. Initiate task order requirements and independent government estimates. Conduct technical evaluation of all contractor project proposals including analysis of staffing, work specifications, costs, project milestones, and deliverables; review all contractor vouchers to ensure acceptable work performance and deliverables before payment authorization.
 - e. Develop specifications and criteria for selection for the advertising contract solicitation and chair the technical evaluation team selecting the advertising contractor.
 - f. Inform recruiting personnel of significant developments in research, advertising and joint initiatives at regional and national conferences. Conduct advertising training at the recruiter and recruiter in charge training course.
 - g. Formulate recruiting advertising policy, programs, and procedure.
 - h. Brief leadership and management on advertising policy and program implementation.

- i. Represent the Coast Guard at the Joint Marketing and Advertising Committee (JMAC) and provide service input to the Office of the Assistant Secretary of Defense for Accession Policy (OASD (AP)). Coordinate with Joint Advertising Market Research and Studies Program (JAMRS) to provide input into joint advertising and market research projects and programs.
- j. Develop promotional literature and material (giveaways) support programs to include determining recruiter needs, developing products, coordinating printing and production, and ensuring effective distribution.
- k. Maintain the recruiting home page and other websites as required. Ensure accurate information, website privacy and accessibility compliance, and lead flow to recruiters.
- l. Manage on and off-site photography and multi-media production and postproduction for advertising internet, television, radio and print projects.
- m. Review and evaluate advertising proposals from vendors and media representatives.

**CGRC - FINANCE AND SUPPLY DIVISION
(CGRC-SUP)**

1. **Functions:** Under the general direction and supervision of the Executive Officer, Coast Guard Recruiting Command (CGRC), the Chief, Finance and Supply Division shall:
 - a. Manage all funds assigned to the Coast Guard's recruiting programs.
 - b. Consolidate field input on resource needs. Prepare budget requests and justifications for Coast Guard recruiting programs.
 - c. Manage and maintain the Large Unit financial System (LUFS) for CGRC and all recruiting offices.
 - d. Oversee and administer the government Contracting Credit Card program at CGRC and the recruiting offices.
 - e. Provide contracting guidance to staff COTRs for the various contracts, with particular emphasis on the advertising contract.
 - f. Perform procurement actions needed by CGRC and recruiting offices.
 - g. Oversee the timely payment of tuition and other expenses to colleges with enrolled CSPI, PPEP and other programs as required.
 - h. Maintain a property inventory and records for CGRC and the recruiting offices.
 - i. Perform surveys for and properly dispose of government property from CGRC and recruiting offices.
 - j. Coordinate with recruiting office's landlord to arrange maintenance and other services as needed.
 - k. Manage, review, modify and contract leases for CGRC and all field-recruiting offices.
 - l. Set up utility services for each recruiting offices and coordinate payment with FINCEN.
 - m. Maintain shipping and receiving for CGRC and shipping and inventory of promotional items. Maintain sufficient inventory to respond to planned and emergent needs.
 - n. Manage the vehicle motor fleet for the entire recruiting force.
 - o. Execute contracts on behalf of CGRC and field recruiting offices.

- p. Reconcile, execute travel and procurement request for PSC.

**CGRC - INFORMATION RESOURCE MANAGEMENT STAFF
(CGRC-IRM)**

1. **Functions:** Under the general direction and supervision of the Executive Officer, Coast Guard Recruiting Command (CGRC), the Chief, Information Resource Management Division shall:
 - a. Manage Coast Guard Standard Workstations (CGSW) and CGRC and all Recruiting Offices. Provide technical support and troubleshooting assistance for CGSW and CGRC. Provide technical support for nonstandard terminals required for interoperability with DOD and for other purposes. Recommend appropriate hardware and software. Perform frequent system backups for CGSW at CGRC.
 - b. Maintain inventory of functional CGWS hardware, and both in-use and spares. Provide technical and administrative support for the electronic mail system linking CGRC and all Recruiting Offices. Ensure CGRC has full use of required personnel databases.
 - c. Coordinate Information Resource Management (IRM) training, as appropriate, to CGRC and recruiting personnel. Ensure CGRC and Recruiting Offices conform to information security policies.
 - d. Represent CGRC and Recruiting Offices at all IRM technical meeting. Provide liaison to National Pollution Funds Center-IRM on systems operations issues.
 - e. Provide point of contact telephone support for CGRC customers. Coordinate or perform all necessary assignment and connection of telephonic equipment at CGRC. Evaluate telephone equipment needs (including, but not limited to, voice, fax, and data) at CGRC and Recruiting Offices, and make recommendations for procurements and system changes.
 - f. Maintain, monitor, update and troubleshoot Coast Guard Recruiting's 1-800 telephone numbers to meet the needs of the recruiting force and its new customers. Make recommendations for procurements and system updates.
 - g. Set up telephone line installation and changes at CGRC and recruiting offices and coordinate payments with FINCEN.