

U.S. Department of Transportation

The Coast Guard

Reservist

1980 Special issue

Definition of terms

coast guard *n* 1: a military or naval force employed in guarding a coast or responsible for the safety, order, and operation of maritime traffic in neighboring waters

re·serv·ist \ri-'zər-vəst*n*: a member of a military reserve

spe·cial \spesh-əl*adj.* 4: being other than the usual: additional, extra 5: designed for a particular purpose or occasion

is·sue \ish-ü, 'ish-e(w)*n* 9: a: the act of publishing or giving out or making available (the next ~ of commemorative stamps) (~ of supplies by the quartermaster) b: the thing or whole quantity of things given out at one time (read the latest ~)

New Reserve drill pay rates

| Pay-grade | Years of service | | | | | | | | | | | | | |
|--|------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| | Under 2 | 2 | 3 | 4 | 6 | 8 | 10 | 12 | 14 | 16 | 18 | 20 | 22 | 26 |
| Commissioned officers | | | | | | | | | | | | | | |
| O-8 | 105.50 | 108.66 | 111.24 | 111.24 | 111.24 | 119.54 | 119.54 | 119.54 | 125.19 | 130.39 | 136.05 | 139.20 | 139.20 | 139.20 |
| O-7 | 87.66 | 93.63 | 93.63 | 93.63 | 97.82 | 97.82 | 103.50 | 103.50 | 108.66 | 119.54 | 127.75 | 127.75 | 127.75 | 127.75 |
| O-6 | 64.98 | 71.40 | 76.06 | 76.06 | 76.06 | 76.06 | 76.06 | 76.06 | 78.64 | 91.09 | 95.75 | 97.82 | 103.50 | 112.25 |
| O-5 | 51.97 | 61.03 | 65.24 | 65.24 | 65.24 | 65.24 | 67.23 | 70.83 | 75.57 | 81.23 | 85.90 | 88.49 | 91.58 | 91.58 |
| O-4 | 43.81 | 53.33 | 56.90 | 56.90 | 57.94 | 60.52 | 64.64 | 68.28 | 71.40 | 74.52 | 76.59 | 76.59 | 76.59 | 76.59 |
| O-3 | 40.71 | 45.51 | 48.65 | 53.83 | 56.40 | 58.44 | 61.58 | 64.64 | 66.23 | 66.23 | 66.23 | 66.23 | 66.23 | 66.23 |
| O-2 | 35.49 | 38.77 | 46.57 | 48.14 | 49.14 | 49.14 | 49.14 | 49.14 | 49.14 | 49.14 | 49.14 | 49.14 | 49.14 | 49.14 |
| O-1 | 30.81 | 32.07 | 38.77 | 38.77 | 38.77 | 38.77 | 38.77 | 38.77 | 38.77 | 38.77 | 38.77 | 38.77 | 38.77 | 38.77 |
| Commissioned officers with over 4 years active service as enlisted members | | | | | | | | | | | | | | |
| O-3 | --- | --- | --- | 53.83 | 56.40 | 58.44 | 61.58 | 64.64 | 67.23 | 67.23 | 67.23 | 67.23 | 67.23 | 67.23 |
| O-2 | --- | --- | --- | 48.14 | 49.14 | 50.70 | 53.33 | 55.38 | 56.90 | 56.90 | 56.90 | 56.90 | 56.90 | 56.90 |
| O-1 | --- | --- | --- | 38.77 | 41.41 | 42.94 | 44.49 | 46.04 | 48.14 | 48.14 | 48.14 | 48.14 | 48.14 | 48.14 |
| Warrant officers | | | | | | | | | | | | | | |
| W-4 | 41.47 | 44.49 | 44.49 | 45.51 | 47.58 | 49.68 | 51.76 | 55.38 | 57.94 | 59.99 | 61.58 | 63.59 | 65.72 | 70.83 |
| W-3 | 37.70 | 40.89 | 40.89 | 41.41 | 41.90 | 44.96 | 47.58 | 49.14 | 50.70 | 52.22 | 53.83 | 55.91 | 57.94 | 59.99 |
| W-2 | 33.02 | 35.71 | 35.71 | 36.75 | 38.77 | 40.89 | 42.43 | 43.99 | 45.51 | 47.10 | 48.65 | 50.19 | 52.22 | 52.22 |
| W-1 | 27.51 | 31.54 | 31.54 | 34.17 | 35.71 | 37.25 | 38.77 | 40.37 | 41.90 | 43.44 | 44.96 | 46.57 | 46.57 | 46.57 |
| Enlisted members | | | | | | | | | | | | | | |
| E-9 | --- | --- | --- | --- | --- | --- | 47.12 | 48.19 | 49.28 | 50.42 | 51.54 | 52.54 | 55.31 | 60.68 |
| E-8 | --- | --- | --- | --- | --- | 39.53 | 40.64 | 41.72 | 42.81 | 43.93 | 44.95 | 46.05 | 48.76 | 54.20 |
| E-7 | 27.60 | 29.79 | 30.90 | 31.97 | 33.07 | 34.11 | 35.21 | 36.30 | 37.94 | 39.02 | 40.12 | 40.64 | 43.37 | 48.76 |
| E-6 | 23.84 | 25.99 | 27.08 | 28.22 | 29.27 | 30.34 | 31.45 | 33.07 | 34.11 | 35.21 | 35.74 | 35.74 | 35.74 | 35.74 |
| E-5 | 20.93 | 22.78 | 23.88 | 24.92 | 26.55 | 27.63 | 28.74 | 29.79 | 30.34 | 30.34 | 30.34 | 30.34 | 30.34 | 30.34 |
| E-4 | 20.12 | 21.25 | 22.49 | 24.24 | 25.20 | 25.20 | 25.20 | 25.20 | 25.20 | 25.20 | 25.20 | 25.20 | 25.20 | 25.20 |
| E-3 | 19.35 | 20.41 | 21.23 | 22.07 | 22.07 | 22.07 | 22.07 | 22.07 | 22.07 | 22.07 | 22.07 | 22.07 | 22.07 | 22.07 |
| E-2 | 18.62 | 18.62 | 18.62 | 18.62 | 18.62 | 18.62 | 18.62 | 18.62 | 18.62 | 18.62 | 18.62 | 18.62 | 18.62 | 18.62 |
| E-1 | 16.71 | 16.71 | 16.71 | 16.71 | 16.71 | 16.71 | 16.71 | 16.71 | 16.71 | 16.71 | 16.71 | 16.71 | 16.71 | 16.71 |

This chart shows the new rate of pay for each drill performed by reservists, reflecting the 11.7 per cent pay raise that went into effect 1 October 1980. To calculate monthly payments, multiply the amount shown for the appropriate grade and length of service by the number of four-hour drills attended.

Hours of Operation

The following are the approximate hours of operation for district and headquarters Reserve offices. The times are unofficial and are based on a telephone survey taken in October of 1980.

| | HQ | First | Second | Third | Fifth | Seventh |
|--------------------------------|-----------|-------------------------|-------------------------|-----------|-------------------------|------------|
| days | M-Th | M-F | M-F | M-F | M-F | M-F |
| hours of operation | 0600-1800 | 0730-1600 | 0745-1615 | 0800-1630 | 0800-1630 | 0730-1630 |
| core hours (if on flextime) | 0730-1630 | 0900-1400 | N/A | N/A | N/A | N/A |
| lunch break (phone watch used) | staggered | 1130-1200 (phone watch) | staggered | staggered | 1130-1200 (phone watch) | staggered |
| | Eighth | Ninth | Eleventh | Twelfth | Thirteenth | Fourteenth |
| days | M-F | M-F | M-F | M-F | M-F | M-Th |
| hours of operation | 0745-1615 | 0630-1700 | 0730-1600 | 0630-1730 | 0700-1800 | 0600-1730 |
| core hours (if on flextime) | N/A | 0800-1500 | N/A | 0900-1600 | 0815-1530 | 0700-1630 |
| lunch break (phone watch used) | staggered | staggered | 1200-1230 (phone watch) | staggered | 1130-1230 (phone watch) | staggered |

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CG-288

"Every survey we take makes it clear that one of the biggest inhibitions to Reserve training is the reservist's relationship with his civilian employer."

--Dr. Harold W. Chase, Deputy Assistant Secretary of Defense (Reserve Affairs)

"We know there are employers out there who ask job applicants 'Are you a member of the Guard or Reserve?' And if they answer 'Yes,' the employer responds, 'We don't hire guardsmen and reservists.'"

--John R. Brinkerhoff, Special Assistant to the Deputy Assistant Secretary of Defense (Reserve Affairs)



So, you think you're going to Reserve drill this weekend, do you?

adapted from the Army Reserve Magazine by LT(jg) Kent Krause, USCGR

A recent Rand Corporation study conducted for the Pentagon spelled out what some reservists know already: Hassles with "the boss" are a big reason many reenlistment offers get turned down.

The Rand study reported that almost 31 per cent of a sample population of former guardsmen and reservists cited employment conflicts as the number one reason they had to quit the ranks. Only family problems rated as a higher negative influence (about 32 per cent overall).

Employer conflicts take many forms.

A common complaint is the problem of the first line supervisor. The chairman of the board may support Guard and Reserve ideals, but lower level supervisors don't always get the word.

Some conflicts are blatant. "Go off to play sailor this weekend and you're fired," is a scenario heard by more than one reservist just before a drill weekend.

Some conflicts are subtle. A few reservists have found themselves overlooked at company promotion time for no apparent reason. Others find their employers require them to use paid vacation time to go on annual training.

Employment conflicts are by no means limited to the private sector. Federal and state governments are often the worst offenders. Regional meetings of employer support committees, conducted in the early months of 1980, disclosed

a number of "horror" stories featuring public employers.

Reservists often cause the problems themselves; therefore, laws and policies are also built in to protect the employer. Example: Reservists must give their employer as much advance notice as possible -- a requirement too often ignored. Some reservists have been known to exploit the law as well, signing up for repeated tours of active duty for training assignments not essential to their mobilization duty assignment. A good proportion of employer/employee disputes investigated by employer-support ombudsmen end up being resolved in the employer's favor.

Remember that employer support problems are easier to prevent than to cure. You can go a long way toward heading off boss problems by letting your employer know, as far in advance as possible, exactly what your training requirements are. Although it isn't required, you might want to consider giving the boss a written list of your anticipated drill dates. Your employer is much less likely to complain if s/he knows ahead of time what's going on.

Another tip on the prevention side is to tell your employer that things may change. Drill dates do change, most often around holidays, and they also change to take advantage of training facilities that aren't always available on de-

mand. Small arms qualification, for instance, has to be scheduled around range availability.

As an additional way to keep your employer on your side before a problem occurs, let him/her know what's happening on drill weekends. Tell your employer about your duties and responsibilities, especially if your skill is job related. You'll earn points with your boss by showing that your drill time is not "down time."

Some units cultivate their members' employers on a formal basis, with letters from the unit commanding officer which point out drill dates and summarize the planned training.

There will come a time, however, when all the communication in the world will be of little value. Almost every reservist experiences a time when there is a crunch at work: You're wanted at your civilian job when there's a drill scheduled.

So what do you do?

Well, before jumping out a nearby window, have a talk with your employer. Face-to-face communication, if possible, is usually the best bet. Most employer problems are worked out right at this level. If you have kept your employer informed in the past, now is the time that it will pay off.

If this doesn't work, you should contact your commanding officer. Your unit commanding officer may be able to adjust your training. He certainly can consult with your employer to work things out, or to gently point out the facts of the law.

If things are still not going right, you can contact NCESGR or one of their local State Employer Support committees. NCESGR? What's that? NCESGR stands for the National Committee for Em-

velopment of personnel policies and practices which will encourage employee participation in the Guard and Reserve program."

To accomplish their mission, NCESGR has established several programs.



The Boss Assuaged



The Boss Perturbed

ployer Support of the Guard and Reserve. NCESGR, an agency of the Office of the Secretary of Defense, has as its mission: "To develop public understanding of the Guard and Reserve and to enlist the support of American employers in the de-

Most notably and perhaps most important is their ombudsman program. The ombudsman program offered by NCESGR, usually through their local State Employer Support committees, provides individual assistance directly to reservists experiencing employer/employee problems.

NCESGR's ombudsman will act as an intermediary to explain the law and its ramifications to both you and your employer. The ombudsman will attempt to work out employer/employee conflicts as amicably as possible. You may get the use of an ombudsman by contacting NCESGR directly or through a local State Employer Support Committee. (NCESGR's address and the addresses of the state committees are listed at the end of this article.)

Still not satisfied? You can contact the Department of Labor. The Department of Labor's Labor-Management Services Administration (LMSA) will provide the same sort of services that NCESGR provides, with one exception. If all else fails, the LMSA will take your employer to court. And they do. Last year, about ten per cent of all veterans' rights cases referred to LMSA (including reservists' employer support conflicts) ended up in court. (A list of LMSA offices are included in this article.)

Here's the bottom line: Make it your responsibility to prevent conflicts before they happen. When conflicts do arise, don't panic. Remember there are a number of people and organizations designed to help ease employer/employee conflicts when they do occur.

The law

reprinted from the Army Reserve Magazine

When it comes to taking time off for Reserve duty, you've got your rights.

So does your boss. However, those rights are fewer in number and not as elaborate as yours.

With the rights go responsibilities, both on your side and your employer's.

The rights and responsibilities concerning employment and Reserve duty are grounded in law, specifically in Chapter 43 of Part III of Title 38, U.S. Code. The law has been amended a number of times, and over the years the courts have interpreted the law to bring us where we are today.

Your rights

You get to go.

Your boss is required by law to excuse you from work for military training.

You can't be fired for being a reservist.

Your boss is prohibited from discharging you because you are a reservist, or because you seek time off to go to training.

You can get ahead.

You cannot be denied promotion or any other advantage of employment because of your Reserve status.

You get your vacation.

Military training time cannot be charged against vacation time.

You can be in any service.

Your rights are the same if you are in the Army National Guard or Reserve, Air National Guard or Reserve, Navy, Marine, or Coast Guard Reserve. You can be a unit member or an Individual Ready Reservist. It makes no difference.

You can go because you want to.

You have the same right to time off regardless of whether you were ordered for training or because you put in for it voluntarily.

You can go as often as you need.

There is no limit to the number of times you can go for military training.

You get your job back.

As long as you are gone no longer than four years (five at the convenience of the government), you are entitled to your old job or its equivalent.

You get your bennies.

You get the same seniority, status, vacation, pay, and other benefits, upon your return from

training, as if you had never been away.

Exception: Your boss may -- but isn't required to -- pay you your civilian salary while you're on military duty. Some bosses make up any difference between your regular civilian pay and military, but that, too, is voluntary.

Your responsibilities

You must ask for the time.

You must request a leave of absence from your employer. The law doesn't require it to be in writing, but most bosses do. (See sample letters in COMDTINST M1001.26).

You must show up for work.

You are required to report back to work the first workday after completion of your training duty. If you don't, you're still entitled to reinstatement, but you are also eligible for whatever penalties your employer hands out to people who don't show up without a prior O.K.

Use your head.

The law allows you to take time off repeatedly, but some reservists abuse the law by asking for frequent, unnecessary training tours just to get away from the job. Some ombudsman cases have been decided in favor of the boss in these instances.

Your boss's rights

To know what's going on.

Your boss has the right to know, as far in advance as possible, what your military training plans are.

To deny leave to temporary hires.

The protections of the law do not extend to temporary employees.

To be furnished paperwork.

The boss has the right to require copies of your orders, and other paperwork concerning your military service, as soon as you receive them.

Your boss's responsibilities

To grant you leave.

The boss is required to let you go.

To take you back.

And to grant you the rest of the conditions listed under "Your Rights."

The addresses

reprinted from the Army Reserve Magazine

National Committee Headquarters

Address all communications to: Employer Support, 1117 N. Ninth Street, Arlington, VA 22209. Tel.: (202) 697-6902, AV 227-6902

Employer Support State Committee chairmen

Alabama

Mr. Raymond Weeke, 3260 8th Ave., Birmingham, AL 35222

Alaska

Mr. Edward Rasmuson, 610 McKay Bldg., 338 Denali St., Anchorage, AK 99501

Arizona

Mr. Saul Johnson, 5636 E. McDowell Rd., Phoenix, AZ 85008

Arkansas

Mr. Joe A. Caple, 4713 Cedar St., N. Little Rock, AR 72116

California

Northern

Mr. Leslie M. Westfall, Westfall Stevedoring, PO Box A, Eureka, CA 95501

Central

Mrs. Leone Baxter-Whitaker, Penthouse, The Fairmont, Nob Hill, SF, CA 94108

Southern

Mr. Frederick E. Giersch, Jr., 880 La Loma Rd., Pasadena, CA 91105

San Diego

Mr. Morris Wax, 5878 Overlake Ave., San Diego, CA 92120

Colorado

Mr. Alvin G. Flanagan, 1089 Bannock St., Denver, CO 80204

Connecticut

Mr. Arthur L. Woods, 7 High Hill Rd., Bloomfield, CT 06002

Delaware

Mr. James E. Vachris, First Regiment Rd., Wilmington, DE 19808

District of Columbia

(vacant) District of Columbia Committee for Employer Support, NG Armory, 2001 E. Capital St., Wash., DC 20003

Florida

Mr. Joseph A. Savarese, PO Box 111, Tampa, FL 33601

Georgia

Mr. Claude H. Booker, Jr., Trust Company Bank, PO Box 4418, Atlanta, GA 30302

Hawaii

Mr. John A. Baker, Jr., 3949 Diamond Head Rd., Honolulu, HI 98616

Idaho

Mr. Lloyd E. Haight, 912 N. 17th St., Boise, ID 83702

Illinois

Mr. Richard Port, 547 S. LaGrange Rd., LaGrange, IL 60525

Indiana

Mr. Howard S. Wilcox, 300 Board of Trade Bldg., Indianapolis, IN 46204

Iowa

Mr. Mark W. Putney, 2900 Ruan Center, PO Box 657, Des Moines, IA 50303

Kansas

Mr. Fred C. Bramlage, PO Box 186, Junction City, KS 66441

Kentucky

Mr. Lewis B. Kerberg, Boone National Guard Center, Frankfort, KY 40601

Louisiana

Mr. Carlos G. Spaht, PO Box 2997, Baton Rouge, LA 70821

Maine

Mr. John F. Sullivan, Jr., Bath Iron Works, 700 Washington St., Bath, ME 04530

Maryland

Mr. Henry B. Kimmey, Fifth Regiment Armory, Baltimore, MD 21201

Massachusetts

Mr. Real O. Roy, Suite 912, Statler Office Building, 20 Providence St., Boston, MA 02116

Michigan

Mr. Ronald D. McDonald, 2500 S. Washington Ave., Lansing, MI 48913

Minnesota

Mr. James S. O'Brien, 7198 Keats Ave. North, Stillwater, MN 55082

Mississippi

Mr. Roy H. Sawyer, Jr., PO Box 5027, Jackson, MS 39219

Missouri

Mr. Jack F. Shelby, 9225 Watson Industrial Park, St. Louis, MO 63126

Montana

Mr. Joe Forzley, PO Box 2870, Great Falls, MT 59403

Nebraska

Mr. A. James Ebel, KOLN-TV, PO Box 30350, Lincoln, NE 68503

Nevada

Mr. Phillip P. Hannifin, 2525 S. Carson St., Carson City, NV 89701

New Hampshire

Mr. Raymond E. Closson, 245 N. Bend Dr., Manchester, NH 03103

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Mr. Howard A. Louderback, Jr., The National State Bank, 28 W. State St. Trenton, NJ 08605

New Mexico

Mr. Don L. Doane, 1823 Commercial NE, Albuquerque, NM 87110

New York

Mr. Robert W. Sarnoff, Public Security Building, State Campus, Albany, NY 12226

North Carolina

Dr. Leo Jenkins, PO Box 26268, Raleigh, NC 27611

North Dakota

Mr. Richard Crockett, 107 Robert St., Fargo, ND 58102

Ohio

Mr. William Saxbe, 2825 W. Granville Rd., Worthington, OH 43085

Oklahoma

Mr. Guy M. Anthony, PO Box 25725, Oklahoma City, OK 73125

Oregon

Mr. William H. Prentice, 26281 SW Baker Rd., Sherwood, OR 97140

Pennsylvania

Mr. J. Russell Rohleder, 118 Sunnyhill Dr., Pittsburgh, PA 15237

Puerto Rico

Mr. Andres Gomex, PO Box 3768, San Juan, PR 00904

Rhode Island

Mr. Robert E. Mulligan, Narragansett Electric Co., 280 Melrose St., Providence, RI 02901

South Dakota

Mr. James B. Dunn, 619 Ridgeroad, Lead, SD 57754

Tennessee

Mr. James E. White, National Guard Armory, 3041 Sidco Dr., Nashville, TN 37204

Texas

Mr. Amon G. Carter, Jr., 400 W. 7th St., Fort Worth, TX 76102

Utah

Mr. Michael R. Hinckley, 422 Kearns Bldg., 136 S. Main St., SLC, UT 84101

Virginia

Mr. William T. Rice, US Army Reserve Center, 6700 Stratmore Rd., Richmond, VA 23234

Virgin Islands

Mr. Joe Potter, PO Box 3240, Christiansted, St. Croix, US VI 00820

West Virginia

Mr. George R. Nuckolls, 1705 Coonskin Dr., Charleston, WV 25311

Wisconsin

Mr. Russell K. Sesto, 3647 Green St., Racine, WI 53402

Wyoming

Mr. Hardy V. Ratcliff, 3100 E. Yellowstone Highway, Casper, WY 82601

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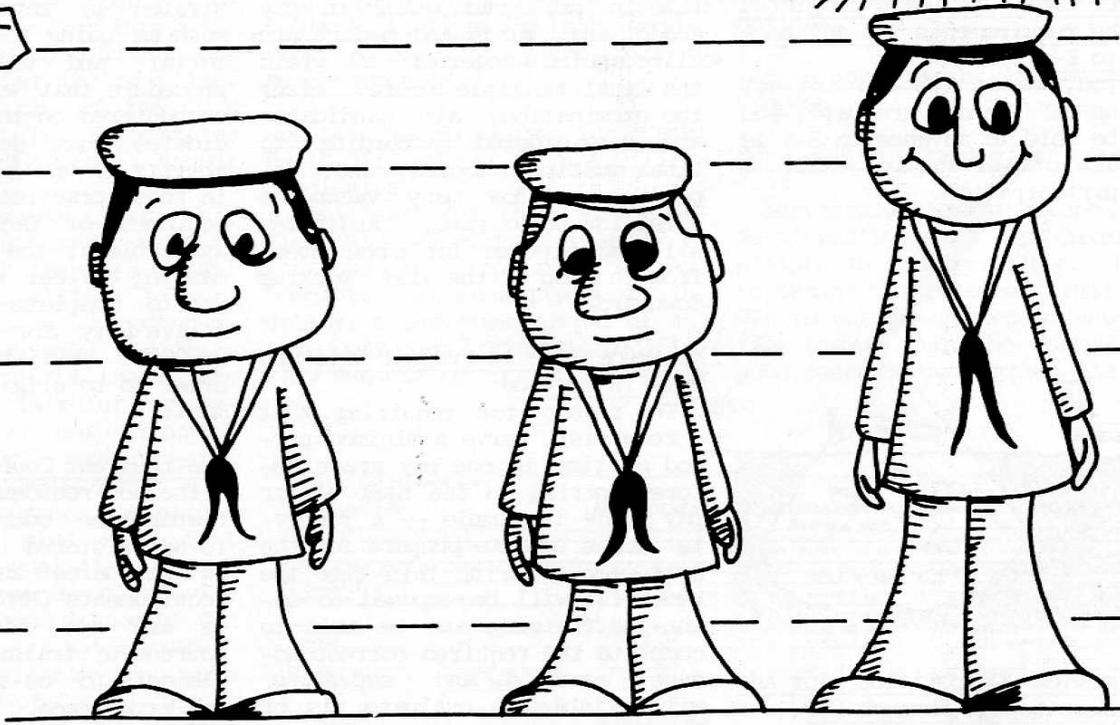
BEST

GOOD

OK

POOR

THE WINNER!



The advancement system: selecting the BEST for the job

by LT Jane Ditto, USCGR

Every one of us should be interested in advancing ourselves in our jobs so we can reap the benefits attached to advancement, benefits which mean increased pay, responsibility, and privileges.

This article describes the factors required and the procedures used to select Coast Guard reservists for advancement. Read it carefully and refer to it often to prepare for your advancement.

Every enlisted Coast Guard reservist eventually comes in contact with the enlisted advancement system. This system is designed to advance the best qualified candidates and to make sure that everyone advanced meets the minimum qualifications for the new rate. The system has a direct influence, not only over the amount of pay an individual receives, but also over that person's career pattern.

There are three common means of advancement:

1. local advancement to E-3
2. advancement to E-4 via Class

"A" School or servicewide examination

3. servicewide examination competition for advancement to E-5 through E-9.

An opportunity also exists for selection from enlisted status to that of commissioned warrant officer, but more about that later.

Each means of advancement is based on how well a reservist has filled the rate requirements provided in the Enlisted Qualifications Manual (CG-311).

Local Advancement to E-3

All reservists must complete certain requirements for advancement from E-2 to E-3. These include:

- six months in pay grade E-2
- 12 days of ADT which is normally met by IADT
- completion of the appropriate E-3 non-resident course and end-of-course test
- completion of E-3 practical factors
- satisfactory performance and conduct marks

-- recommendation for advancement by the commanding officer

As you approach completion of these requirements, advise your training officer that you will be eligible for advancement to E-3 shortly, and again as soon as you have completed all the requirements.

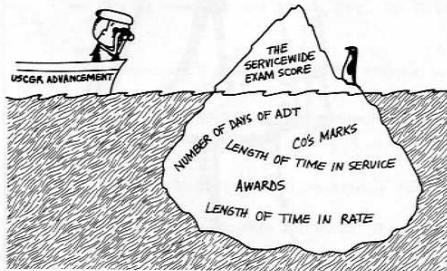
Advancement to E-4

If you are an E-3 and a graduate of Class "A" School, you must complete all the requirements for advancement to E-4, with the exceptions of the rating non-resident course and servicewide examination. These requirements include:

- six months in pay grade E-3
 - 12 days of ADT (normally fulfilled by IADT)
 - completion of Military Requirements Course (MRN) for E-4
 - completion of practical factors for E-4
 - satisfactory performance and conduct marks
 - recommendation for advancement by the commanding officer
- Remember, it is your responsibility

bility to advise your training officer that you have completed all the requirements for advancement to E-4.

If you are an E-3 and are not a Class "A" School graduate, you will be able to advance to E-4 as a result of servicewide examination participation.



Servicewide Competition for Advancement to E-5 through E-9

You must first fulfill all eligibility requirements in order to participate in the servicewide examination (SWE). To ensure that all candidates are qualified, the Coast Guard has established certain minimum standards for achievement and development: a given time in grade, completion of the appropriate training course, and a demonstrated ability to do certain things (listed under practical factors in the Enlisted Qualifications Manual.) Additionally, in some ratings, each candidate must meet certain physical and security clearance requirements.

Once the basic eligibility requirements have been satisfied, the candidate's overall performance is evaluated by the reservist's commanding officer. This evaluation must be consistent with and reflective of semi-annual marks received by the candidate being recommended. If the commanding officer feels the candidate is qualified for advancement, the candidate will be recommended for participation in the competitive SWE.

The SWE competition is the major factor in rank ordering those individuals already determined to be qualified for advancement by their commanding officer. The SWE score, performance and lead-

ership marks, time in service, time in pay grade, ADT in pay grade, and awards and medals are all computed together to yield the final multiple score. After the examination, all candidates are rank-ordered according to final multiple scores, and, depending on how many vacancies exist in each rate, candidates will be selected for advancement from the top of the list working downward.

Minimum Time in Present Rate and Time in Service

The reason for requiring that a reservist serve a minimum period of time in one pay grade before aspiring to the next higher pay grade is simple -- a reservist needs time to prepare for the next step. During this time the reservist will be exposed to on-the-job training and be able to complete the required correspondence course, and superiors will be able to evaluate his or her performance.

Time in service requirements supplement the time in pay grade requirements. Both of these requirements ensure that senior petty officers will have the experience and maturity necessary to function effectively as leaders in the higher grade.

Be sure to check the specific time requirements listed in Chap-

skills which can best be demonstrated by actual performance, such as using the equipment, material, and tools, and/or the procedure that would normally be encountered on the job. All candidates must demonstrate their ability to meet the requirements in these practical factors. When equipment or facilities are not available at the unit, the commanding officer will arrange for you to complete them while on Active Duty for Training. Form CG-3303C must be completed in order to be eligible for advancement.

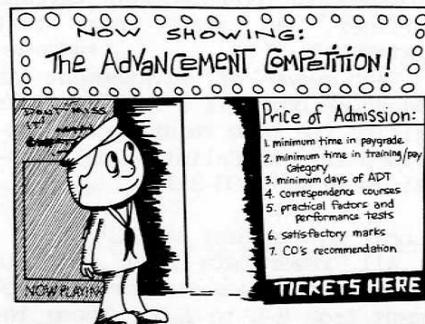
Non-resident Courses

The non-resident course (correspondence course) requirement is administered in two parts: the rating course and the military requirements (MRN). These courses are not intended as sole sources of training, but as supplements to on-the-job training and experience.

Although correspondence courses do not cover the entire range of knowledge tested on the servicewide exam, they are a vital source of information. The information in these courses helps to minimize the differences of experience and knowledge created by each individual's assignment pattern. Through correspondence courses, reservists whose assignments have been restricted to a single type of duty can increase their knowledge of other types of duty common to their rate. The goal of the advancement system is to advance those reservists who are the best qualified for any duty within their rate.

Order your Coast Guard Institute non-resident courses through your training officer. It is a simple, painless procedure. Complete the lessons. Study them carefully as you prepare yourself to take the end-of-course tests. Successful completion of your rate and MRN courses is mandatory. Simply passing the lessons in the courses does not make you eligible to sit for the SWE. You must pass the end of course test.

What are the MINIMUM ELIGIBILITY REQUIREMENTS?



ter 7 of the Coast Guard Reserve Administrative Manual (COMDTINST M1001.26, the ADMINMAN).

Practical Factors

The practical factors listed in the Enlisted Qualifications Manual (CG-311) and the corresponding Record of Practical Factors sheet specify those required

Advancement Recommendation and Examination Request

Written tests alone cannot measure how well reservists use their knowledge and skills in

performing the tasks required of them on-the-job. For this, the Coast Guard must depend on observations made at the unit level. The importance of the CO's role is spelled out in Chapter Five of the Personnel Manual (CG-207):

"Enlisted personnel shall only be recommended for advancement in rate if and when they are in all respects fully qualified to hold the higher rate.... Recommendations for advancement in rate shall not be made in the nature of rewards for faithful or extended service or completion of minimum service requirements. Personnel must complete the correspondence course, practical factors, etc., plus show that they are fully qualified in all respects for advancement in order to earn the recommendation of the commanding officer to advance."

Let's assume that you have passed your end-of-course tests, that your commanding officer has recommended you for advancement, and has instructed your unit yeoman to complete the Advancement and Examination Request, CG-4716. Each enlisted person recommended for advancement is required to be sure that the information on the CG-4716 is accurate and that it is properly filled out.

Many people feel that they sign this form to show that they know that they are recommended for advancement. This idea is wrong. The signature means that the applicant has checked the information and it is correct. Read the form carefully (see Figure 1). You may lose out on advancement simply because you did not check the CG-4716 carefully.

A copy of the Advancement and Examination Request, CG-4716, which serves as the CO's recommendation, is inserted in the reservist's service record. The original of the CG-4716 is sent to the Coast Guard Institute and provides the basic information for the entire competitive examination system.

Occasionally, a well qualified candidate will be overlooked and not recommended by the commanding officer for some reason. All reservists who feel they are qualified for advancement, but who have not been called in to check

over and sign a CG-4716, should contact their supervisor immediately to see if they are going to be recommended.

Special Requirements for Chief Petty Officer and Warrant Officer Candidates

Applicants for chief petty officer and warrant officer examinations are required to have completed, at an active duty facility, a two week period of Active Duty for Training specifically designated for chief petty

officer and warrant officer evaluations.

The Servicewide Examination Process

Servicewide Examination Development

Servicewide examinations are developed by the Coast Guard Institute in Oklahoma City. It is important to remember that the SWE is not restricted to information included in the correspondence course, but rather the SWE

FIGURE 1

| DEPARTMENT OF TRANSPORTATION U. S. COAST GUARD CG-4716 (REV.9-78) | | ADVANCEMENT RECOMMENDATION AND EXAMINATION REQUEST | | | | | | | | |
|--|-----------|--|---------|---------------------------------------|----------|---|-------------------------|------------------------|--|--------------------|
| ALIGN FIRST CHARACTER IN THIS BOX. TYPE THE WORD "ALIGN" TO REGISTER HERE. | | | | | | | | | | |
| ALIGN | | | | | | | | | | |
| 1. CANDIDATE'S INITIALS | | LAST NAME | | 2. SOCIAL SECURITY NO. | | 3. SERVICE NO. | | 4. EXAM DATE | | 5. ACTIVE DUTY? |
| 6. REPORTING OFFICER | | 7. EXAM BOARD OFFICER | | 8. EXAM RATE OR SPECIALTY | | 9. DATE HQ AUTH LCR | | 10. PRESENT RATE/GRADE | | 11. PAY GRADE |
| 12. TOTAL TIME PRESENT RATE | | 13. DATE HQ WAIVED TIR REQ | | 14. TIME IN E-6 | | 15. TIME IN E-7 | | 16. TIME IN E-8 & E-9 | | 17. SEX |
| 18. TOTAL ACTIVE SERVICE | | 19. | | 20. SEA DUTY TIME | | 21. DATE HQ WAIVED SEA DUTY REQ | | 22. PERFORMANCE MARK | | 23. AWARDS |
| 24. CLASS A SCHOOL | | 25. CLASS B SCHOOL | | 26. CORRESPONDENCE A. COMPLETION DATE | | COURSE DATA B. GRADE | | C. DATE WAIVER GRANTED | | 27. |
| FOR W.O. CANDIDATES ONLY: | | 28. CO'S EVALUATION | | 29. ON ELIGIBILITY LIST FOR E-7? | | 30. PARTICIPATED E-7 EXAM? | | 31. TIME IN TEMP | | 32. W.O. ONLY? |
| FOR INACTIVE DUTY RESERVES ONLY: | | 33. INACTIVE SERVICE | | 34. DAYS ACCUTRA IN PAY GRADE | | 35. DATE HQ WAIVED ACCUTRA REQ | | 36. | | 37. INACTIVE DUTY? |
| 38. FORM COMPLETED BY: | | 39. GCT | | 40. ARI | 41. MECH | 42. CLER | 43. SHIP'S SAILING DATE | | | |
| 44. A. UNIT NAME (ABBREVIATED): | | B. DATE | C. PROF | D. LEAD | E. COND | F. (ASSIGNED BY) | | | | |
| P E R F O R M A N C E M A R K S | UNIT NAME | DATE | PROF | LEAD | COND | GRADE | NAME | | | |
| | UNIT NAME | DATE | PROF | LEAD | COND | GRADE | NAME | | | |
| | UNIT NAME | DATE | PROF | LEAD | COND | GRADE | NAME | | | |
| | UNIT NAME | DATE | PROF | LEAD | COND | GRADE | NAME | | | |
| | UNIT NAME | DATE | PROF | LEAD | COND | GRADE | NAME | | | |
| | UNIT NAME | DATE | PROF | LEAD | COND | GRADE | NAME | | | |
| | UNIT NAME | DATE | PROF | LEAD | COND | GRADE | NAME | | | |
| | UNIT NAME | DATE | PROF | LEAD | COND | GRADE | NAME | | | |
| 45. FOR INSTITUTE USE ONLY: | | | | | | 46. I HAVE VERIFIED THE ABOVE INFORMATION AND CERTIFY IT TO BE CORRECT. | | | | |
| 47. THIS CERTIFIES THAT THIS CANDIDATE FULFILLS CURRENTLY PRESCRIBED REQUIREMENTS, IS QUALIFIED AND IS RECOMMENDED FOR ADVANCEMENT OR CHANGE OF RATE AS INDICATED. | | | | | | SIGNATURE OF CANDIDATE | | | | |
| | | | | | | DATE | | | | |
| SIGNATURE OF CO OR DESIGNATED OFFICER | | | | | | 48. THE ABOVE DATA HAVE BEEN REVIEWED AND VERIFIED AS REQUIRED BY CURRENT DIRECTIVES. | | | | |
| DATE | | | | | | SIGNATURE OF REVIEWING OFFICER | | | | |
| 49. REPORTING UNIT ADDRESS | | | | | | 60. REVIEWING AUTHORITY ADDRESS | | | | |

FORWARD ORIGINAL TO: COMMANDING OFFICER, COAST GUARD INSTITUTE

covers the entire range of knowledge required in a rate.

Construction of these exams is a long process. First, an outline of the areas of knowledge is made, based on military requirements and rating qualifications. The number of questions depends upon the importance of that area to job performance.

Questions are developed by subject matter specialists who are normally selected and trained chief petty officers. The questions are then reviewed by a staff of officers and civilian personnel. For each subject area, more questions are developed than will be needed for the examination. The final assembly of the exam is done by a small staff, so that very few people know exactly which questions will appear on the exam. At all times, the examination questions are handled as classified material.

Examination Scoring

Once the examination has been administered and the answer sheet returned to the Institute, the questions are subject to a final review by a computer. The computer checks each question to see how the candidates answered it, before any examination results are calculated. If this check shows that a particular question was misleading or incorrect, that question is not figured into the final results.

If you are used to taking tests in school where 70 per cent was

passing, you will probably feel you have failed the examination. This is a hard exam, with a completely different scoring system. It is designed so the average score will be between 50 and 60 per cent.

When you take the SWE, just do the best you can. Don't get discouraged. It is hard for everyone.

Do not leave any blanks. It is to your advantage to answer every question on the exam.

The cut-off point for satisfactory participation is determined by the needs of the service and is statistically established. All candidates who score below the cut-off point are notified that they have performed unsatisfactorily and should prepare themselves to take the next SWE.

Rank Ordering of Candidates

After the cut-off scores are established, the number of vacancies for each rate is fed into the computer and an advancement eligibility list is developed. It is important to realize that, during the complete process, from the time that the answer sheets are returned to the Institute until after the ranking has been accomplished, candidates are not identified by name or number. This means that the advancement list is established strictly by the computer rather than by individuals. There is no possibility that you will succeed

or fail to advance because of any individual at the Institute.

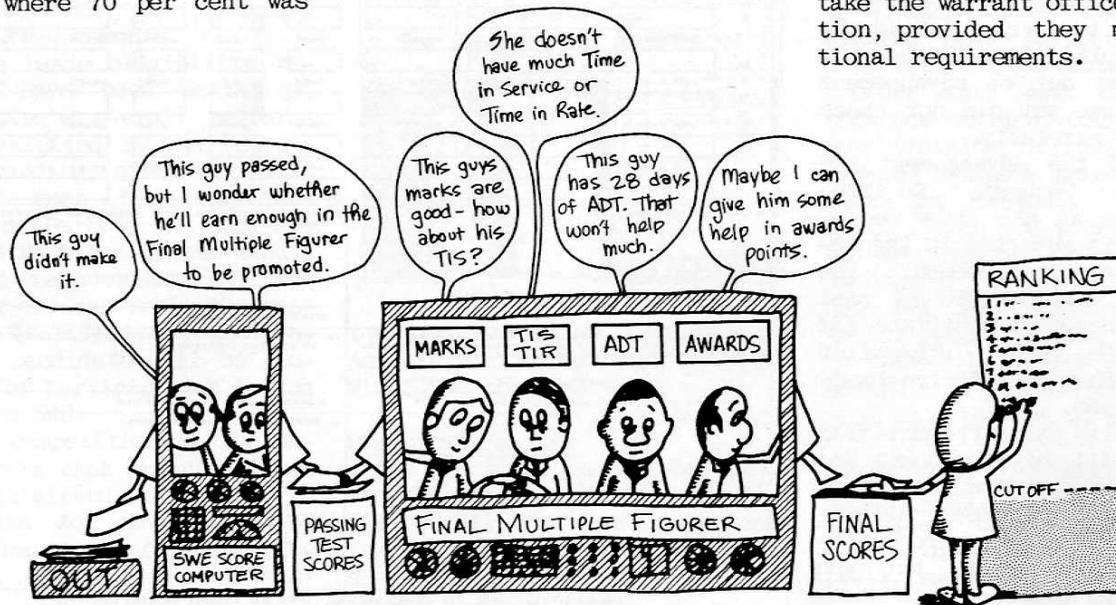
In crowded rates, there is a limit to the number of vacancies for candidates who have qualified for advancement from one pay grade to another. In such cases, the final multiple score ensures that the best qualified individuals will advance to fill the vacancies. All individuals participating in the SWE will receive a letter indicating one of the following:

1. You have performed satisfactorily and will be advanced;
2. You have performed satisfactorily but cannot be advanced because of limited vacancies;
3. You have failed to perform satisfactorily on the exam.

Commandant (G-RT) carefully examines the records of all E-7 through E-9 candidates who are eligible for consideration for advancement after being rank ordered according to final multiple scores. This review process ensures that only those individuals who have met all the eligibility requirements will be advanced.

If, after review, it appears that qualified candidates are not available, advancements to those levels are not made, even though vacancies may exist.

The Coast Guard does not want to lose the skills and talents of any individuals capable of passing the E-7 examination who were not advanced because of vacancy limitations. These reservists, therefore, are also eligible to take the warrant officer examination, provided they meet additional requirements.



Warrant Officer Selection

The Coast Guard wants you to further your professional growth after you become a first class or chief petty officer. Increased possibilities for promotion are available for those who wish to be appointed as warrant officers.

How do you become eligible? All E-6 or above can compete if they have passed the servicewide examination for E-7, have eight cumulative years of satisfactory federal military service, of which the last four must be in either the Coast Guard or the Coast Guard Reserve, and meet certain additional qualifications.

Among these are:

-- satisfactory completion of a two week ADT course of instruction at Coast Guard Reserve AT Leadership Course or an appropriate leadership correspondence course

-- the Navy Uniform Code of Military Justice Correspondence Course

-- a two week ADT period for evaluation as a warrant officer.

More detailed information can be found in Chapter 7 of the ADMINMAN for the Coast Guard Reserve.

Do you have the initiative to acquire such detailed information? That is one of the indications of leadership that the Coast Guard desires.

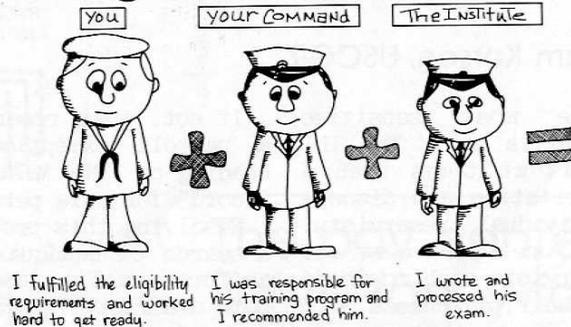
Maintaining a Fair System of Advancement

The system of servicewide competition for advancement is a good system -- good for the Coast Guard because it fills vacancies with carefully selected candidates for promotion, and good for the individual because it rewards performance.

Reservists control their advancement possibilities. They complete the required practical factors and correspondence courses; they earn good marks and their CO's recommendation; and they compete on a servicewide basis. Few organizations have this type of competition designed to de-emphasize personal bias and favoritism.

However, if the system is to

The Success Formula:



work properly and the correct information is to be presented to the computer so that it can generate an accurate listing of eligible candidates, everyone involved in the administration of the system must carefully fulfill their responsibilities. The Institute is responsible for preparing and scoring exams and compiling the final results. The following outlines the responsibilities of others and their importance to the system:

Responsibilities of the Command

Each command must provide training for its own personnel to supplement the training offered in service schools and correspondence courses.

Each command must screen all personnel and recommend only those who are qualified. The recommendations are submitted on the Advancement Recommendation and Examination Request, Form CG-4716. All information entered on that form must be complete, accurate, and in the format outlined in the ADMINMAN. These forms must be mailed in time to reach the District Commander (r) by the cut-off dates specified in the ADMINMAN or the appropriate Commandant Notice.

Once the CG-4716s are processed by the Institute, a print-out of the information on each candidate is returned to the reservist's unit for a recheck. This provides a double check to ensure that no errors have been made.

The command is also responsible for properly administering the exams. This includes ensuring the integrity of the exams, providing a suitable place to administer them, and returning the

exams and answer sheets promptly to the Institute.

Responsibilities of the Candidate

All candidates are responsible for knowing the requirements for advancement in their rating and to ensure that they meet them.

Each reservist who is recommended for advancement is required to verify the information submitted on CG-4716, and certify that it is correct. Since the requests must be submitted approximately 90 days before the scheduled exam dates, persons who feel qualified to compete, but have not signed a CG-4716, should inquire to make sure that they have not been overlooked by mistake.

Above all, remember -- your advancement opportunities are directly related to your efforts. The system is designed to favor those reservists who put forth the effort to learn their rating and perform to the best of their ability on the job.



Advancement!

IDT pay problems: Getting the big picture

by LT(jg) Sam Korson, USCGR

Perhaps the most sensitive area to anyone is pay. The IDT pay system has at times been a source of irritation and discontent for individual reservists.

Less than one per cent of drilling reservists each month do not receive their pay checks. If you happen to be in that one per cent, however, you may feel a certain amount of irritation.

Here's how it can happen.

Generally, someone will encounter a pay problem for one of two reasons: (1) no master personnel record on file, or (2) expected loss date before duty date.

Let's discuss the first problem and the resulting implications.

To begin with, the Unit Attendance Report form (CG-4457) is a product of the Master Personnel File at Headquarters from two months prior to a given drill.

Example: the CG-4457 utilized for July drills is prepared in June based on the Master Personnel File as of 31 May. This is done to ensure that all units receive their 4457s in time for (in this case) the July drills.

Because of this "time lag" factor, new personnel reporting in July must be written in on the 4457, as opposed to the other names, which are preprinted on the form. In most cases, new enlistees, transfers, reservists reporting from Initial Active Duty for Training, or those reporting from Extended Active Duty fall into this category; i.e., are hand written in on the 4457.

Now the problem! If the appropriate paperwork has not been processed by the unit, sent to the district (r), and then to Headquarters for inclusion in the system, that person will not be in the Master Personnel File.

What then happens is this: When the Military Pay Center (MILPAY-CEN) keys the drills into the computer for payroll, the computer checks to see if that person is in the system. If so, fine, that reservist will get paid (unless there are other problems).

If not, that reservist becomes a payroll exception under the heading of "No Master Personnel Record" for this person.

Resolving this problem involves a search of Headquarters records and/or a call to the reservist's home district. What Headquarters looks for is a valid contract on file. If we do not have a contract or the paperwork, we cannot pay the reservist. It is important, therefore, that the initial paperwork be submitted to G-RA via the district as quickly as possible.



The second major problem mentioned above is one that could easily be avoided by the individual reservist. This comes under the heading "Expected Loss Date Before Duty Date."

Example: say a reservist's expected loss date (the date her contract expires) is 23 September 1980. Five weeks before her contract expires, she decides to reenlist, and begins the paperwork process. She drills again on 26 September 1980.

Because her reenlistment papers have not gotten to Headquarters, she will fall under the "Expected Loss Date Before Duty Date" category. The computer will reject those drills that appear after the loss date, because, as far as the computer is concerned, that person should have been discharged prior to drilling. With-

out the necessary entries into the system, the computer has no way of knowing that an extension or reenlistment has occurred.

This is one of the most unnecessary problems a reservist can make for himself. Whether initiated by the individual or the unit, extension/reenlistment paperwork should be initiated as early as possible, say six months prior to the discharge date. This gives ample time for the paperwork to be processed by all concerned. Done in a timely manner, no reservist should appear as an "Expected Loss..." payroll problem.

When you are about six months from the end of your enlistment, reenlistment, and/or extension, make your intentions known so that the administrative process can be started. It can take three or more months for the initial paperwork to work its way up to Headquarters. Time should be allowed for any problems that might occur, say an error that isn't noticed until late in the chain.

Procrastination may mean that the reservist -- maybe you -- will not get paid on time.

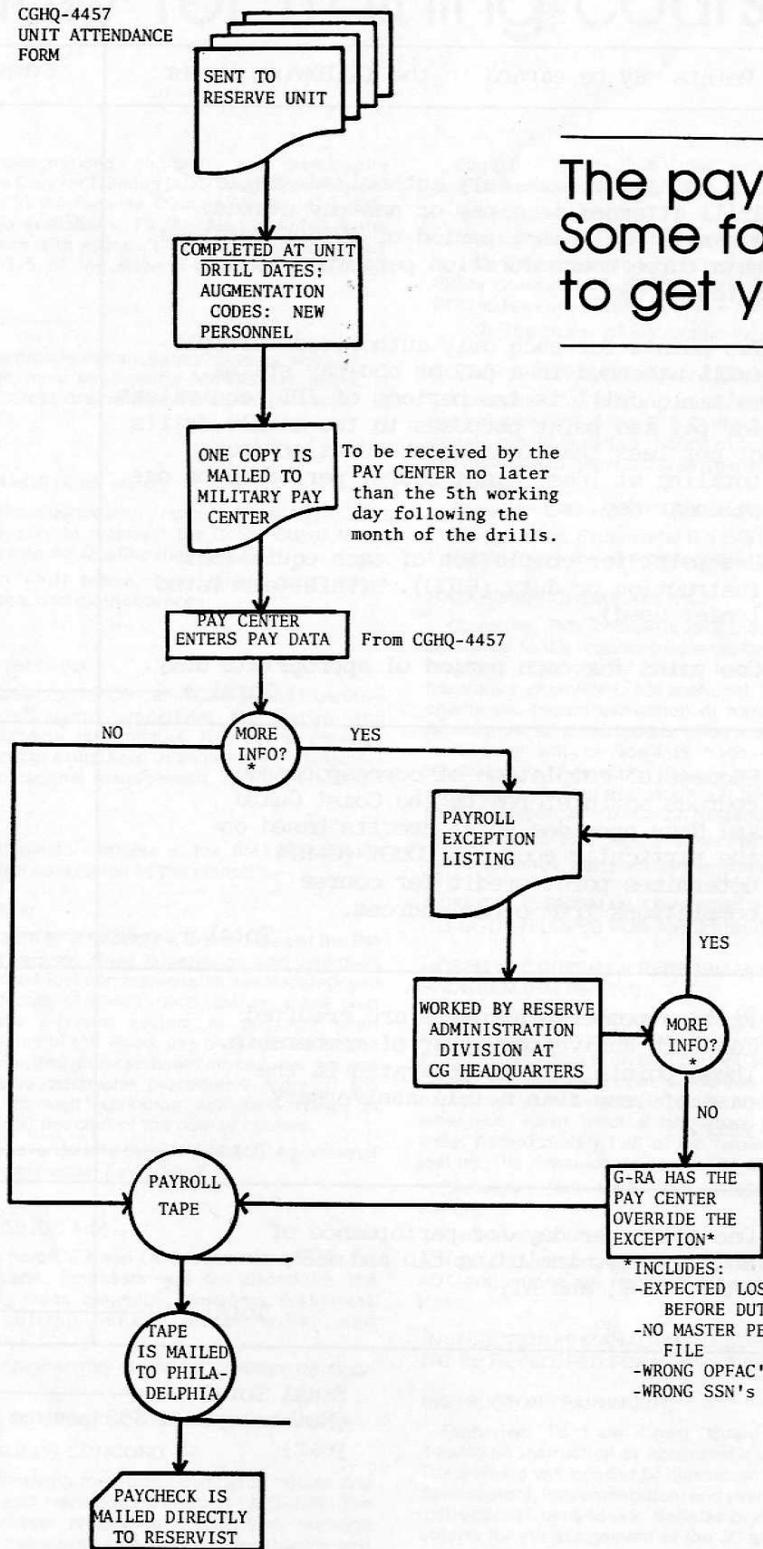
On the August payroll, there were initially 366 reservists with pay problems. Thirty-three per cent were for either No Master Personnel Record or Expected Loss Date Before Duty Date. After research was done and adjustments made, only 74 reservists still did not receive paychecks. Making known your reenlistment and/or extension intentions early will reduce this number.

For new personnel -- although a one or two month delay is not abnormal, anything beyond that could indicate that your paperwork has not reached Headquarters. Inform your unit CO to resolve any problems.

Please note we are here to help and do everything necessary to pay all who should be paid. You can also help by initiating early paperwork and by keeping track of it.

COAST GUARD RESERVE
INACTIVE DUTY PAYROLL

CGHQ-4457
UNIT ATTENDANCE
FORM



The pay center waltz:
Some fancy footwork
to get you paid

To be received by the
PAY CENTER no later
than the 5th working
day following the
month of the drills.

From CGHQ-4457

- *INCLUDES:
-EXPECTED LOSS DATE
BEFORE DUTY DATE
-NO MASTER PERSONNEL
FILE
-WRONG OPFAC's
-WRONG SSN's

The above flow chart shows, in simplified form, the procedure for processing reserve pay. The pay is normally run and worked about the middle of the month, and checks are mailed from Philadelphia about the 25th of the month.

How to compute points for retirement

| | Points may be earned in the following manner: | Computed by adding: |
|-------------------------------|---|--|
| <u>Drills</u> | <p>One point for each duly authorized single drill attended in a pay or non-pay status. A single drill is a period of IDT of not less than <u>three</u> hours duration performed on one calendar day.</p> <p>Two points for each duly authorized multiple drill attended in a pay or non-pay status. A multiple drill is two periods of IDT, equivalent for pay and point purposes to two single drills of not less than <u>four</u> hours duration each, totaling at least eight hours, performed on one calendar day.</p> <p>One point for completion of each equivalent instruction or duty (EIOD). (This term is no longer used).</p> <p>One point for each period of appropriate duty.</p> <p style="text-align: right;">Total + -----</p> | |
| <u>Correspondence Courses</u> | <p>Successful completion of correspondence courses administered by the Coast Guard and Navy provides point credits based on the particular course. COMDT (G-RT) determines point credit for course completions from other sources.</p> <p style="text-align: right;">Total + -----</p> | |
| <u>Membership Points</u> | <p>Fifteen membership points are credited for each anniversary year of membership. These points will be pro-rated in the case of less than a full anniversary year.</p> <p style="text-align: right;">Total + -----</p> | |
| <u>Active Duty</u> | <p>One point per day for performance of active duty, including EAD and ADT, SADT, IADT, and AT.</p> <p style="text-align: right;">Total + -----</p> | |
| | | <p>Final Total ----- (Not to exceed 365 points per anniversary year)</p> |

Active duty for training courses

The following are the course descriptions, eligibility, and prerequisite requirements for the Reserve Active Duty for Training (ADT) courses as they will be listed in an upcoming revision to the Reserve Training Manual (CG-392). These are the courses that will be available in FY '81. Also included is the schedule of class convenings. Check with your training officer for availability of quotas or consult Appendix 3-5 of the Reserve Training Manual for schedules and quotas.

NOTE:

Coast Guard safety regulations require certain safety clothing when in hazardous situations. Therefore, most engineering courses (and many other courses with hands-on lab sessions) will require students to wear work uniforms and safety shoes.

AIDS TO NAVIGATION MAINTENANCE (AtoN Maint)

Objective: To teach basic troubleshooting, repair, installation, and maintenance record-keeping necessary to maintain the Coast Guard Minor Aids to Navigation System. (Carries an AX Qualification Code.)

Eligibility: Anyone assigned to AtoN teams, buoy boats, construction tenders, buoy tenders, groups, bases, and district offices.

Prerequisites: None

BOATSWAIN'S MATE ADVANCED (BM Adv)

Objective: To prepare personnel selected for Officer-in-Charge and Executive Petty Officer assignments to efficiently undertake the duties and responsibilities of those very demanding assignments. This course provides training in both classroom and practical exercise in three primary professional areas: small unit administration, personnel management, and advanced BM deck skills.

Eligibility: E-5 or above.

Prerequisites: E-5s must be eligible to compete in the BM1 servicewide examination within six months of the conclusion of the course.

BOATSWAIN'S MATE BASIC (BM Bas)

Objective: To provide the trainee with an introduction to the duties of the BM rating, stressing those skills that require close supervision and hands-on training. The major areas of instruction include: marlinspike seamanship, use and principles of tackle, use and care of canvas and leather, small boat nomenclature and compartmentation, lateral system of buoyage, chart interpretation and basic piloting, Rules of the Road, use of the shoulder line throwing gun and pyrotechnics, towing and man overboard procedures, fire and salvage pump operations, and radio telephone procedures. Most of the classroom training is reinforced through workshop activities. Hands-on training accounts for approximately 50 per cent of the course content.

Eligibility: Seamen who desire to advance into the BM rating, E-4 personnel in the BM rating, or direct petty officers under pay grade E-6.

Prerequisites: None.

DAMAGE CONTROLMAN ADVANCED (DC Adv)

Objective: To provide training to help DC2 and DC1 reservists prepare for advancement to the next pay grade. Emphasis will be placed on the examination factors in the following areas: carpentry, blueprints, firefighting and pumps, welding and cutting, sheet metal work, and organization/administration.

Eligibility: DC2 and DC1. DCCs or higher may attend for refresher training.

Prerequisites: None.

Note: Trainees should bring work uniforms for hands-on training sessions.

EXPLOSIVE LOADING SUPERVISOR (ELS) CONCORD, CA

Objective: To familiarize the student with the basic publication "Rules and Regulations for Military Explosives and Hazardous Munitions" (CG-108). The following topics are presented: vessel preloading inspections, stowage compatibility, cargo handling gear inspection, safe methods for loading and stowing explosives, and procedures for handling damaged explosive containers. Experience in the above areas is gained by on-the-job training at the Naval Weapons Station, Concord, during the intervening weekend. The course leads to the EA or EB enlisted qualification code.

Eligibility: E-4 to O-4 where appropriate by rating, experience indicator, and/or mobilization assignment.

Prerequisites: None.

Notes: (1) Safety toe shoes are required and must be provided by students.

(2) Since berthing for CPOs and officers is limited, districts shall contact PSSSta Concord (415-671-5016) directly to determine availability of quarters. BEQ spaces are usually available for E-6 and below.

(3) The course of instruction for reservists on ADT is 13 days.

ELECTRICIAN'S MATE ADVANCED (EM Adv)

Objective: To prepare students for competition in the servicewide examination for E-6 and E-7. Curriculum will focus on examination factors and certain practical factors. Scope of course includes: advanced work in AC and DC motors and generators, servo-mechanisms, magnetic amplifiers, and test equipment.

Eligibility: EM2 or EM1. EMCs or above may attend for refresher training.

Prerequisites: Expertise at the E-5 level will be expected of all participants. Instruction will not be provided at a lower level.

HAZARDOUS CHEMICALS (HC)

Objective: This course is designed to introduce marine and port safety personnel to the hazards presented by hazardous chemicals, substances, and materials. The course covers four essential areas: general chemistry of hazardous chemicals; occupational health when confronted by hazardous chemicals; hazard evaluation of hazardous chemicals; and basic response techniques to a hazardous chemical incident. Emphasis in the response techniques will be towards hands-on training with protective clothing, respirators, and detection devices available at Coast Guard operational units. Emphasis in hazard evaluation will be the use of the Coast Guard's Chemical Hazard Response Information System.

Eligibility: E-5 through E-9, W-2 through W-4, and O-1 through O-6.

Prerequisites: Satisfactory completion of MES I and MES II ADT Courses.

HOSPITAL CORPSMAN ADVANCED (HM Adv)

(TO BE DEVELOPED FOR AVAILABILITY IN FY '83).

HOSPITAL CORPSMAN PERFORMANCE TESTING PROGRAM (HM Perf Tst)

Objective: To provide HMs the opportunity to evaluate, refresh, and expand their clinical skills by working in an operational Coast Guard medical facility. Program emphasis is on skill performance and evaluation. Participants are not graded by the traditional numerical or percentage scoring system. Each participant is evaluated in tasks and practical factors in five duty areas: emergency room, medical laboratory, pharmacy, physical examinations, and x-ray. Approximately half of the two-week period is devoted to performance testing. The remainder is devoted to augmentation duties.

Eligibility: HM3, HM2, HM1. HMCs or higher may attend for refresher training.

Prerequisites: None.

Note: DTs performing HM duties may request attendance. HMC or higher ADT evaluations are not performed at Coast Guard Dispensary, Cape Cod, Mass.

INSTRUCTIONAL MANAGEMENT SCHOOL (IMS)

(TO BE DEVELOPED FOR AVAILABILITY IN FY '83)

INSTRUCTOR TRAINING (IT)

Objective: To train Coast Guard personnel to perform standardized classroom instruction in accordance with the Coast Guard Training Manual. The training will consist of classroom lectures and practical exercises in the development, implementation, and evaluation of subject matter and classroom instructional techniques. Satisfactory completion of this course meets the criteria for the assignment of the JC qualification code.

Eligibility: Officers and enlisted personnel assigned to major training centers where they will be required to perform the duties of a classroom instructor.

Prerequisites: None.

MARINE ENVIRONMENT AND SYSTEMS (MES I)

Objective: To provide training for Reserve officers and petty officers in the prevention functions of the MEP Program performed at an MSO or COTP. Focus on basic legal authorities and application of safety and pollution prevention regulations for vessels and facilities for the transportation of package and bulk dangerous cargoes.

Eligibility: Any E-7 or above; any E-6 augmenting in the PSS or MEP programs.

Prerequisites: One year augmentation in PSS or MEP.

MARINE ENVIRONMENT AND SYSTEMS (MES II)

Objective: To provide training for officers and petty officers in the response and investigation functions of the MEP Program performed at an MSO or COTP. Focus on the knowledge, techniques and skills of removal of pollutants from the marine environment, current firefighting techniques, response activities, and the investigation of port casualties and pollution incidents to determine the cause and take appropriate action.

Eligibility: Any E-5 or E-6 augmenting PSS or MEP. Any E-7 and above.

Prerequisites: Either MES I, PS Adv or one year prior experience in PSS/MEP response.

MACHINERY TECHNICIAN ADVANCED (MK Adv)

Eligibility: MK2s and above, and Engineering officers.

RTC YORKTOWN

MK Adv at RTC Yorktown consists of the active service Class "C" courses listed below. (Check the schedule at the end of this article for details.)

Prerequisites: MK Bas.

REFRIGERATION AND AIR CONDITIONING (RAC)

Objective: To train Engineering petty officers to operate and maintain refrigeration and air conditioning equipment used on Coast Guard cutters, boats, and stations. Training will consist of the fundamentals of refrigeration systems with practical training in operation, maintenance, repair and troubleshooting of various refrigeration and A/C equipment.

ENGINEERING PETTY OFFICER INDOCTRINATION (MK-1)

Objective: To train Engineering petty officers in their administrative duties and responsibilities. The training will consist of engineering department organization and management of electrical systems and test equipment used in Coast Guard vessels. Relations between the Engineering Officer and the Group Engineer, District (ene) and COMDT (ENE) will also be emphasized.

OILY WATER SEPARATOR SYSTEMS AND FUEL HANDLING EQUIPMENT (MK-2)

Objective: Provide students practical training in oily water separator nomenclature and operation, maintenance, and troubleshooting procedures of 5, 10, 20, and 100 GPM fuel filter/separators. Also practical training in maintenance and use of fuel-testing equipment.

CLAYTON STEAM GENERATOR/FLASH EVAPORATOR OPERATION AND MAINTENANCE (MK-5)

Objective: Provide training in the operation and maintenance of the Clayton Steam Generator. This includes heating section, water system, fuel system, electrical system, operation pressures and temperatures, feedwater testing, and troubleshooting. Also, instruction in the operation and maintenance of flashtype evaporators. This includes operating pressures and temperatures, watchstanding procedures, and troubleshooting and maintenance procedures for the vacuum pump.

HYDRAULIC SYSTEMS AND EQUIPMENT: OPERATION AND MAINTENANCE (MK-6)

Objective: Provide students with instruction and practical training in the fundamentals of hydraulics, operations and repair of hydraulic systems and components, proper troubleshooting procedures and preventative maintenance requirements.

ENGINE GOVERNORS: OPERATION AND MAINTENANCE (MK-7)

Objective: Provide instruction in the fundamentals of governor hydraulics and components and proper preventative maintenance requirements. Also practical training in hydraulic governor circuit operation and adjustment, troubleshooting procedures of common governor/actuator problems found in the field.

TRACEN ALAMEDA

Objective: To train petty officers in skills necessary for advancement to MK1 and MKC. The curriculum is designed to cover specifically those areas described in the Enlisted Qualifications Manual, CG-311. Items include: advanced auxiliary and main propulsion systems, steam systems, including distilling plants, refrigeration and air conditioning, damage control, and

hydraulic systems. Practical factors will be addressed where appropriate equipment is available.

Prerequisites: None

MACHINERY TECHNICIAN BASIC (MK Bas) RTC YORKTOWN

MK Bas is taught in modular form at RTC Yorktown and each class convening will consist of one of the two subjects listed below. Check with your unit training officer for details.

Eligibility: Firemen desiring to advance in the MK rating, MK3s and direct petty officers in the MK rating in pay grade E-5 and below.

Prerequisites: None

GM 6V53N DIESEL ENGINES

Objective: Provide instruction and practical training in the identification, location and function of the basic systems and components, along with the disassembly/assembly and tune-up of the 6V53N diesel engine.

VT-903M CUMMINS DIESEL ENGINE

Objective: Provide instruction and practical training in the identification, location, and function of the basic systems and components, along with the disassembly/assembly and tune-up of the VT-903M Cummins diesel engine.

TRACEN ALAMEDA

Objective: Provides an introduction to the duties of the MK rating, and stresses those skills which require hands-on training. Topics included are: firefighting, use of the OBA, Clayton Steam Generator, GM 6-71 operation, refrigeration, gas turbine operation, troubleshooting, engineering control, gasoline engines, damage control and small boat engineering, among others. This course is introductory in nature and completion of the appropriate correspondence course and extensive OJT are required for competence in the MK rating.

Eligibility: Firemen desiring to advance into the MK rating, MK3s and direct petty officers in the MK rating in pay grade E-5 and below.

Prerequisites: None

MILITARY READINESS PLANNING (MRP) formerly known as SENIOR OFFICER MOBILIZATION (SOM)

Objective: To train Coast Guard officers to recognize actual and potential mobilization readiness deficiencies and take steps to correct or prevent them. The course will prepare students to operate effectively in the area of readiness planning and evaluation, using proper terminology, references, and procedures. The course consists of lessons on the purpose and objectives of mobilization readiness programs, the use of existing publications and directives to develop and update mobilization/contingency plans, evaluation of the mobilization readiness of Coast Guard units and members, and preparation of individuals for mobilization.

Eligibility: All officers, Active and Reserve, who are specifically charged with mobilization readiness planning.

OUTBOARD MOTOR MAINTENANCE (OMB)

Objective: To provide instruction in troubleshooting and repairing outboard motors. Reservists will attend this Class "C" School on a space-available basis. This course is primarily appropriate for personnel attached to units having outboard related disaster relief/mobilization missions.

Eligibility: E-5 through E-9 in the MK and EM (DC-by waiver) ratings.

Prerequisites: None

OFFICER AND CHIEF PETTY OFFICER LEADERSHIP (O&CLDR)

Objective: To train students in current management techniques designed to enhance effectiveness as a leader. The curriculum provides an opportunity for leadership experience through case studies, unit problems, and role playing situations. A brief overview of leadership models, motivation communication, and human relations is included. Classes will be predominantly seminars, with a minimum of lectures.

Eligibility: E-7, E-8, E-9, and officers (O-4 and below) serving in a supervisory position within the Coast Guard Reserve.

Prerequisites: None

Note: To enable the training commands to supply each trainee with a pre-instruction training packet, the following information should be supplied to the school at least four (4) weeks before class convenes:

- (1) Name
- (2) Sex (for berthing purposes)
- (3) Home Address
- (4) Home or work phone

PETTY OFFICER LEADERSHIP (POLDR)

Objective: To present management techniques designed to enhance effectiveness as a leader. Provides opportunity for leadership experience through case studies, unit problems, and role playing situations. This course covers leadership models, motivation, communication, and human relations. Classes will consist predominantly of seminars with a minimum number of lectures.

Eligibility: (a) Enlisted Personnel, E-5 or above.

(b) Be serving in a supervisory position within the Coast Guard Reserve.

Prerequisites: (a) Have a combined two years Coast Guard regular/Reserve experience.

(b) Have completed at least two ADT periods and a basic rating school (if required).

Note: To enable the training commands to supply each trainee with a pre-instruction training packet, the following information should be supplied to the school at least four (4) weeks before class convenes:

- (1) Name
- (2) Sex (for berthing purposes)
- (3) Home address
- (4) Home or work phone

PORT SECURITYMAN ADVANCED (PS Adv)

Objective: To provide advanced instruction in the Coast Guard's law enforcement and port security missions with emphasis on laws and regulations for tank vessels and pollution. The missions and organization of Captain of the Port and Marine Safety Office are discussed in detail, including design and equipment of tank vessels. In-depth instructions on the use of CG-388, NAVIC 4-75, 46 CFR 30-40, 46 CFR 90-109, 46 CFR 140-155, 33 CFR 126.15 and 3 CFR 154, 155, and 156 are also included. Training will be provided through the use of a mock-up tankship and various certificates for ship inspection. The students will receive both classroom and practical demonstrations on pollution laws, on-scene coordinator and on-scene monitor responsibilities, photographic evidence, oil sampling statements, interviewing and interrogation. Emphasis will be placed on pollution clean-up equipment.

Eligibility: PS2s, PS1s or FI1s. PSCs or FICs may attend for refresher training.

Prerequisites: Completion of Port Securityman Basic, Port Securityman Class "A" school or equivalent knowledge from other sources (experience) as determined by the District Commander or high authority.

PORT SECURITYMAN BASIC (PS Bas)

Objective: Provide an introduction to the Coast Guard's law enforcement and port security missions, with emphasis on missions of the Captain of the Port. The missions of the Captain of the Port are discussed in detail, including the Captain of the Port regulatory powers for the safety and security of the ports. In-depth instructions on the use of 49 CFR 100-177 and 33 CFR 126.15 A-N are also included.

Training will be provided with the use of mock-up vessels and facilities, with the student using the regulations to inspect them. The students will receive both classroom instruction and practical demonstrations on firefighting procedures, with emphasis placed on firefighting techniques and the application of high expansion foam. The advantages and disadvantages of the various protective masks and their uses will be discussed. The application of laws will also be addressed.

Eligibility: SNs who desire to advance into the PS rating, PS3s or direct petty officers (PS3 or PS2).

Prerequisites: None

RESERVE ENLISTED BASIC INDOCTRINATION (REBI)

Objective: To provide basic indoctrination for reservists with no prior military experience who were enlisted as direct petty officers. The atmosphere of this Annual Training course is analogous to recruit training in some respects. The curriculum is designed to provide an initial indoctrination to military service and the Coast Guard in particular. Areas dealt with include Coast Guard roles and missions, history, customs, and traditions. Military drill and etiquette are emphasized. In addition, the trainee is exposed to the basics of unit administration, augmentation, firefighting and damage control, field communications, and military justice. Emphasis throughout is on the trainee learning to function as part of a team.

Eligibility: All newly enlisted Reserve Direct Petty Officers, with no prior military service.

Prerequisites: None

Note: Attendance at this course, within the first year of enlistment, is required for certain direct petty officers.

RESERVE RECRUITING SEMINAR (ResRecSem)

Objective: Provide recruiters with the skills needed to effectively run a recruiting program. Training includes office management, sales training, telephone techniques, public speaking, testing, introduction to various available programs, civil rights, and a session on Coast Guard history.

Eligibility: Anyone assigned to a recruiting office on active duty or through augmentation or mobilization.

Prerequisites: None

RADIOMAN ADVANCED (RM Adv)

Objective: Provide students with instruction and practical training in military, governmental and commercial communication. Specifically, the training will cover the areas of typing, communication procedure, communication systems, International Morse Code, security, teletype, hand-sending, publications and watch standing procedures.

Eligibility: RM3s and above.

Prerequisites: None

RESERVE OFFICER BASIC INDOCTRINATION (ROBI)

Objective: To provide basic service indoctrination for newly-commissioned Reserve officers, including an introduction to shipboard/land station operations, military courtesy, and professional and military requirements required of all officers. Instruction will be oriented toward the improvement and development of fundamental skills in the organizational and operational domains. There will also be training provided which will assist the individual officer in making adjustment to being a Coast Guard Officer.

Eligibility: Newly commissioned officers and warrant officers in the Coast Guard Reserve.

Prerequisites: None

Note: Attendance at this course, within the first year of commissioning, is required for certain direct commissioned officers.

RESERVE UNIT ADMINISTRATIVE OFFICER/PETTY OFFICER COURSE (RUA)

Objective: To provide the necessary tools for the trainee to perform the duties of a Reserve Unit Administrative Officer as they are set forth in the Coast Guard Reserve Administrative Manual (COMDTINST M1001.26).

Eligibility: E-7 to 0-4

Prerequisites: Trainee must currently be serving as administrative officer, assistant administrative officer, or be eligible to fill these billets.

RESERVE UNIT COMMAND COURSE (RUCC)

Objective: To provide the necessary tools for the trainee to perform the duties of a unit commanding officer or unit executive officer as set forth in the Coast Guard Reserve Administrative Manual (COMDTINST M1001.26).

Eligibility: 0-1 to 0-6

Prerequisites: Trainee must currently be serving as commanding or executive officer within Reserve Unit/Group commands or be eligible to fill those billets.

FUNDAMENTAL SEARCH AND RESCUE (SAR)

Objective: The mission of the SAR course is to train Coast Guard and other selected SAR personnel to perform standardized search planning in accordance with the National Search and Rescue Manual (COMDTINST M16130.2). The training will consist of classroom lectures and practical exercises in search and rescue planning techniques relevant to the sequential stages and supporting components of the SAR system.

Eligibility: E-5 through E-9 and W-2 through 0-4 who are assigned to units where they will be required to perform the duties of a SAR Mission Coordinator (SMC) and/or On Scene Commander (OSC).

Prerequisites: None

SMALL BOATS ENGINEERING (SBE)

Objective: Upon completion of this course, the trainee will be able to carry out the duties and responsibilities of a small boat engineer. Areas of study include engine alarm and electrical system; disassembling, inspecting, and reassembling a starting motor; distributor, carburetor and ignition systems; troubleshooting of various logs and reports; and preventative maintenance on board a Coast Guard small boat.

Eligibility: MK, DC, or EM ratings

Prerequisites: None

SMALL BOAT OPERATIONS (SBO)

Objective: To provide a foundation for qualification as a SAR boat crewman and coxswain as outlined in CG-313. Instruction includes seamanship, SAR, Rules of the Road, AtoN, and piloting. Practical experience includes underway training on UTBs and PSBs.

Eligibility: Officers 0-3 and below. Enlisted E-4 and above in BM and QM ratings (also MK, EM, RD, PS, AND FI ratings where these personnel are actively involved in small boat augmentation). Graduates of BM "A" school may be assigned to this school for refresher training.

Prerequisites: Skill, knowledge of, and experience with basic small boats and terminology used in connection with them.

STOREKEEPER ADVANCED (SK Adv)

Objective: To prepare SK2 and SK1 reservists for advancement to the next higher pay grade. The curriculum is drawn from the Enlisted Qualifications Manual (CG-311), and includes the following general areas: transportation and travel, material identification and procurement, inventory management, and disbursement procedures.

Eligibility: SK2 or SK1. SKCs may attend for refresher training.

Prerequisites: E-5s must be eligible to compete in the Service Wide Examination within six months from the end of the course and be proficient in their rate.

STOREKEEPER BASIC (SK Bas)

Objective: To prepare personnel who have little training in the SK rating for advancement to the E-4 or E-5 level. The purpose of the course is to provide the initial introduction to the skills necessary in the rating. Curriculum centers on those duties which these personnel most often perform, and includes administrative and clerical procedures, fiscal procedures, military pay, the elementary aspects of transportation and travel, inventory control (including procurement, identification, disbursement, receipt and custody), and basics of data processing systems used by the Coast Guard. Practical factors will be completed whenever possible.

Eligibility: E-3 or E-4 or more senior petty officers new to the SK rating or desiring refresher training.

Prerequisites: None

SMALL ARMS INSTRUCTOR (SAI)

Objective: Provides training to qualify personnel to act as range officers and coaches so that they may develop and execute small arms training programs at the unit and district levels. The course provides the basic theory in rifle and pistol marksmanship and training techniques.

Eligibility: Officer and enlisted personnel E-5 or above (ordnance ratings GM/FT E-4 or above) assigned to billets that will ensure the availability of the trainee to participate in the small arms training program for that unit.

Prerequisites: Marksman Qualification is desired.

Note: Course duration is 3 weeks.

SENIOR OFFICER MOBILIZATION (SOM)
Revised. See MILITARY READINESS PLANNING (MRP)

SUBSISTENCE SPECIALIST ADVANCED (SS Adv)

Objective: Upon completion of this course of instruction the trainee will be able to successfully carry out the duties of the senior food manager. These duties are almost exclusively administrative and managerial in nature and include: inventory and control of stores and food service equipment, procurement of stores, financial and stock control, planning and evaluation, food inspections, training, and supervision of personnel. The training will partially or completely prepare the trainee for advancement to the next higher paygrade.

Eligibility: SS2 or SS1

Prerequisites: Successful performance as an intermediate level subsistence specialist, working knowledge of the organization of the enlisted dining facility, and knowledge of functions and regulations regarding general mess operations.

SUBSISTENCE SPECIALIST INTERMEDIATE (SS Int)

Objective: Upon completion of this course of instruction the trainee will be able to successfully carry out the duties of the intermediate-level food service manager, including: wardroom service, stowage, issue and management of stores, administration and management of food service operations, and training and supervision of food service personnel. The course will partially or completely prepare the trainee for advancement to the next higher pay grade. This course does not include training in food preparation techniques.

Eligibility: SS3 or SS2 desiring to gain mastery of those skills needed to supervise food preparation.

Prerequisites: Successful performance as a basic subsistence specialist accomplished in the basic skills of food preparation and familiarity with the operation and organization of the enlisted dining facility.

SMALL UNIT SAR (SUSAR)

Objective: To train students in operational search and rescue procedures at a small unit. Augmentation at small SAR units is the primary focus. Curriculum includes SAR communications, search planning, multi-unit coordination (including air/surface units), and practical exercises requiring utilization of information taught. RCC major-unit SAR will not be covered except as it impinges upon local operations.

Eligibility: E-4 through O-4.

Prerequisites: All enlisted students must have successfully completed the SBO course or the BM Class "A" School.

TRAINING ADMINISTRATION (TADM)

Objective: To prepare training officers in Reserve units to fulfill the responsibilities of their jobs. Curriculum centers on enlisted advancement procedures, unit training alternatives and full utilization of existing training alternatives. Included will be presentations and question/answer periods by representatives from Commandant (G-R-T) staff. Curriculum will include case studies, practical problems and exercises.

Eligibility: Any unit assistant training officer, unit training officer or district training officer.

Prerequisites: None

WELDING AND BURNING (W & B)

Objective: Training consists of instruction on the procedures of oxyacetylene welding, cutting and arc welding, welding safety, and welding equipment maintenance. Proper safety and handling procedures are demonstrated followed by practical exercises under direction of the instructor.

Eligibility: E-4 or above in the DC, EM, or MK ratings.

Prerequisites: None

Note: Students should come prepared with work uniforms for the practical sessions.

YEOMAN ADVANCED (YN Adv)

Objective: The purpose of this course is to sharpen one's expertise in the yeoman rating and prepare the trainee to perform supervisory, administrative and clerical duties with regular Coast Guard personnel in the event of mobilization.

Eligibility: YN2 or above.

Prerequisites: YN Basic. E-5s should be eligible to compete in the servicewide exam within 6 months of the conclusion of this course.

YEOMAN BASIC (YN Bas)

Objective: The purpose of this course is to provide an introduction to the yeoman rating for those personnel who have had no prior formal training in this rating. This course will prepare the trainee with a basic foundation of yeoman duties and introduce the trainee to clerical duties that would be performed in the event of mobilization with regular CG personnel.

Eligibility: E-3 or YN3s. Also Senior YN petty officers new to the rating or desiring refresher training.

Prerequisites: None

The following is the scheduled curricula and the reporting dates for the MK Adv course at RTC Yorktown during 1981.

- 25 MAY 1981 Refrigeration and Air Conditioning.
- 21 JUN 1981 Refrigeration and Air Conditioning.
- 07 JUN 1981 Hydraulic Systems and Equipment; Operation and Maintenance.
- 05 JUL 1981 Oily Water Separation System Operation and Maintenance, and Clayton Steam Generator/Flash Evaporator Operation and Maintenance.
- 19 JUL 1981 Engineering Petty Officer Indoctrination and Engine Governors.

| y = RTC YORKTOWN VA | | a = TRACEN ALAMEDA CA | |
|-----------------------------|-------------------|-------------------------|--------------------|
| p = TRACEN PETALUMA CA | | cc = AIRSTA CAPE COD MA | |
| g = TRACEN GOVERNORS ISLAND | | c = PSSTA CONCORD CA | |
| AtoN Maint | MES II | RS Adv (con't) | SBO (con't) |
| 07/05/81 g | 07/05/81 a | 04/26/81 y | 11/16/80 y |
| | 07/19/81 y | 05/25/81 y | 12/07/80 a |
| | 08/02/81 y | 06/07/81 y | 01/18/81 a |
| BM Adv | MK Adv | 06/21/81 y | 02/16/81 y |
| 11/02/80 y | 07/19/81 a | 07/19/81 a | 03/01/81 a |
| 06/21/81 y | † 05/25/81 y | 08/02/81 y | 03/01/81 y |
| 07/05/81 y | † 06/07/81 y | 08/16/81 a | 03/15/81 y |
| 07/19/81 y | 06/21/81 a | 08/30/81 y | |
| 07/19/81 a | † 06/21/81 y | | SBO |
| | † 07/05/81 y | | 03/29/81 a |
| BM Bas | † 07/19/81 y | PS Bas | 03/29/81 y |
| 05/25/81 y | 09/13/81 a | 01/18/81 y | 04/12/81 y |
| 06/07/81 y | | 03/29/81 y | 04/26/81 a |
| 08/02/81 a | MK BAS | 06/21/81 a | 04/26/81 y |
| | 01/18/81 a | 07/05/81 y | 05/25/81 y |
| | 06/07/81 a | 07/19/81 y | 06/07/81 a |
| DC Adv | 08/02/81 y | 08/02/81 a | 06/21/81 a |
| 07/19/81 g | 08/16/81 y | 08/16/81 y | 08/30/81 y |
| 08/02/81 g | | | 09/13/81 a |
| | | | 09/13/81 y |
| ELS | MRP | REBI | |
| 10/19/80 c | 01/18/81 p | 12/07/80 y | |
| 11/02/80 c | | 02/01/81 a | SK Adv |
| 01/04/81 c | OBM | 02/01/81 y | 06/21/81 a |
| 02/01/81 c | 10/13/80 y | 06/07/81 y | 07/19/81 y |
| 03/15/81 c | 10/26/80 y | 06/21/81 y | 07/19/81 a |
| 04/05/81 c | 11/09/80 y | 07/05/81 y | SK Bas |
| 05/10/81 c | 11/23/80 y | 08/16/81 a | 06/07/81 a |
| 06/14/81 c | 12/07/80 y | | 07/05/81 a |
| 09/13/81 c | 01/18/81 y | ResRecSem | |
| | 02/01/81 y | 04/26/81 g | SAI |
| EM Adv | 02/16/81 y | | 10/19/80 y |
| 06/07/81 g | 03/01/81 y | RM Adv | 03/22/81 y |
| 06/21/81 g | 03/15/81 y | 07/05/81 p | 04/19/81 y |
| | 04/12/81 y | | 07/19/81 y |
| HC | 04/26/81 y | ROBI | SOM |
| 06/21/81 y | 05/10/81 y | 07/05/81 y | see MRP |
| | 05/25/81 y | 08/16/81 y | |
| HM ADV | 06/07/81 y | | SS Adv |
| 00/00/83 | 07/05/81 y | RUA | 07/05/81 y |
| | 07/19/81 y | 01/04/81 y | SS Int |
| HM Perf Tst | 08/02/81 y | 05/25/81 y | 06/21/81 y |
| 06/07/81 cc | 08/16/81 y | 06/07/81 y | |
| 06/21/81 cc | 08/30/81 y | 06/21/81 y | SUSAR |
| | | 08/02/81 a | 10/26/80 a |
| 07/05/81 cc | O&CLDR | | 07/05/81 a |
| 07/19/81 cc | 05/25/81 y | RUCC | 07/19/81 y |
| 08/02/81 cc | 06/07/81 y | 07/05/81 y | 08/02/81 y |
| 08/16/81 cc | 06/14/81 p | 07/19/81 a | 08/16/81 y |
| | 06/21/81 y | | TADM |
| IMS | 07/05/81 y | SAR | 07/19/81 y |
| 00/00/83 g | 07/19/81 p | 07/19/81 g | 08/02/81 y |
| | 08/16/81 y | | W & B |
| IT | POLDR | SBE | 03/15/81 a |
| 05/25/81 g | 07/05/81 p | 10/26/80 a | 04/12/81 a |
| 06/07/81 g | 07/05/81 y | 05/10/81 y | 07/19/81 a |
| 06/21/81 g | 07/19/81 y | 06/21/81 y | |
| 07/05/81 g | 07/19/81 y | 07/05/81 a | YN Adv |
| 07/19/81 g | 07/19/81 y | | 06/07/81 y |
| 08/02/81 g | 08/02/81 p | SBE | 06/21/81 y |
| 08/16/81 a | 08/02/81 y | 08/16/81 y | 06/21/81 a |
| | 08/16/81 y | | 07/19/81 a |
| MES I | 08/30/81 y | SBO | YN Bas |
| 01/04/81 y | | 10/05/80 y | 06/07/81 a |
| 05/25/81 y | PS Adv | 10/13/80 a | 07/05/81 a |
| 06/07/81 a | 11/30/80 y | | |
| 06/07/81 y | 03/15/81 y | 10/19/80 y | 08/02/81 a |

MOBILIZATION PRIORITY AND COMPOSITION OF THE COAST GUARD RESERVE

PRIORITY FOR MOBILIZATION
(and peacetime disasters)

The Selected Reserve has highest priority for funds for training and equipment. Members are pre-ordered to fill highest priority early response mobilization billets and required to report within three days following a directed mobilization.

Most members of the IRR are needed to fill the remaining early response mobilization billets not filled by the Selected Reserve. Members are pre-ordered to fill these billets and required to report within 30 days following a directed mobilization.

Members of the Standby Reserve may be activated by the Secretary in time of war or national emergency declared by the Congress, provided that each member is determined to be available for active duty by the director, Selective Service System.

Members in the ISL and Retired Reserve may be activated in time of war or national emergency declared by Congress if sufficient numbers of Reserves in an active status are not available.

The Secretary concerned may order to active duty without the consent of the member:

- In time of war or national emergency declared by Congress, all Reservists -- Ready Reserves first.
- In time of national emergency declared by the President, not more than 1 million Ready Reserves for up to 24 months.

EXTENDED ACTIVE DUTY - Reservists serving on full time active duty.

SELECTED RESERVE - Reservists serving in a paid training status, specifically those assigned to Reserve units or groups with pay authorized and those undergoing initial active duty for training.

INDIVIDUAL READY RESERVE (IRR) - Reservists requiring no further training and those continuing training voluntarily in a non-paid status -- includes those assigned to:

- ACTIVE STATUS POOL (ASP) - no training
- ADMIN. RES. UNIT (ARU) - no training
- CGRU, CGRESGRP, VTU, ISTU, NROS, etc. - - - - non-paid training

ACTIVE STATUS - Non-paid, no training required, but can participate voluntarily in training to earn retirement points -- eligible for consideration for promotion.

INACTIVE STATUS (ISL) - Non-paid, cannot earn retirement points or be promoted -- officers only.

RETIRED WITH PAY (RET-1) After 20 or + years active duty or 20 or + years combined active duty and satisfactory inactive duty and attainment of age 60.
RETIRED WITHOUT PAY (RET-2) Qualified to receive retired pay but awaiting attainment of age 60.
RETIRED, NOT QUALIFIED TO RECEIVE RETIRED PAY (RET-3) "honorary" retirement based on wartime/emergency service and/or other service & age requirements.

Not normally included in Reserve strength totals since these members are already filling active service billets.

Can participate in training, earn retirement points, and are eligible for consideration for promotion. All except members of the Standby Reserve, Active Status, can be paid when authorized.

Cannot participate in training, cannot earn retirement points, and are not eligible for consideration for promotion.

-- Other than during declared war or national emergency, when authorized by the President to augment active forces for any operational mission (not including serious natural or manmade disasters), not more than 50,000 Selected Reserves for not more than 90 days.

-- During serious natural or manmade disasters, with approval of the President for emergency augmentation of the Regular CG, an unlimited number of CG Ready Reserves for not more than 14 or 30 days during any 4 or 12 month period, respectively.

| | | |
|---------------------------------|--------------------------------------|----------------------------|
| R E S E R V E | A C T I V E | S T A T U S |
| R E S E R V E | I N A C T I V E | S T A T U S |

