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**Reserve Quarterly Newsletter
Editor:**
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Newsletter Topics:

**Newly released USCG Reserve
Policy Statement**

**Welcome aboard the new SLM
RFRS Staff**

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Upcoming OER Training
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**Awards and Retirements
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**Forecasting Your 2011 Active Duty
RMPs**

**Check out the happenings at
Sector Lake Michigan, thanks to
our SLM shipmates who have
shared photos and videos. Click
[here](#) from a CG work station to
view the Public Affairs folder.**



CAPT Barndt's Command Philosophy

Care, Consideration, Development of Others

Character, Initiative, and Working Smart

Make a positive impact



Reserve Newsletter

Sector Lake Michigan

1st Quarter 2011

Sector News

ADM Papp Announces New Reserve Policy Statement

U.S. Coast Guard Reserve Policy Statement


The Coast Guard Reserve is a flexible, responsive operational force that exists to support the Coast Guard roles of maritime homeland security, national defense (domestic and expeditionary), and domestic disaster operations.

The Coast Guard depends on the Reservist force to be always ready to mobilize with critical competencies in boat operations, contingency planning and response, expeditionary warfare, marine safety, port security, law enforcement and mission support.

Reservists obtain and maintain proficiency and readiness through a combination of training and augmentation. Commanders, commanding officers and officers-in-charge shall ensure that Reservists under their authority receive appropriate training and augmentation opportunities and administrative support. By doing so, Reserve forces will achieve mobilization readiness, while providing increased capacity to the local command. Individual Reservists shall obtain and maintain skills and personal readiness required to mobilize.

Meeting the Coast Guard's need for such a capable and broadly available Reserve force requires disciplined management and clear understanding of the program, unit, and individual responsibilities throughout our total workforce. This management must begin with prudent strategic planning and well defined Reserve force requirements. It must continue with careful policy formulation and resourcing that permits sound field-level tactics, techniques, and procedures.

As the Commandant's statutory advisor on reserve affairs, the Director of Reserve coordinates these cross-cutting responsibilities, including proposing and prosecuting a Service-wide plan to ensure this vital component of our total workforce is properly sized, ready and adequately supported to meet present and future mission requirements.



R. J. PAPP, JR
Admiral, U.S. Coast Guard

Greetings from the RFRS Staff

As most of you have heard by now, the Sector Lake Michigan Reserve Forces Readiness (RFRS) Staff has come online and is ready to assist many of your Reserve needs. In the next year we will be adding a full time active duty Lieutenant and YN1 to help facilitate any issues that may arise. We are located on the second deck of the Sector building just outside the Command Cadre suite. Stop in and say hello when you're in. Our staff will also be available every Reserve weekend for your convenience. If any urgent matters arise that require attention outside your direct chain of command, you can reach either myself or MK1 Sherwood Starbird via e-mail or the below numbers. Also, our brief mission statement is as follows:

Sector RFRS staffs direct actions to meet mobilization training requirements for Sector and sub-Sector SELRES, ensure necessary resources are available for SELRES operational readiness training (platforms, trainers, training quotas), monitors Reserve force readiness indicators for Sector and sub-Sector units, enforces SELRES compliance with Reserve participation standards, and coordinates with Sector, Unit Command Cadre, and Senior Enlisted as well as sub-sector unit SERA's on reserve policy and readiness issues.

RFRS Command Relationships:

- RFRS operationally & administratively works for the chain of command at the Sector level.
- RFRS programmatically has reporting responsibility to its senior RFRS office (DXR).
- RFRS is responsible for ensuring the compliance of over 90%+ of all Reserve initiatives.
- RFRS staff is not directly responsible for managing unit Reservists, the active duty supervisors are. RFRS staff simply provides support & administrative tools to the command.

RFRS collaborates with Logistics, Response, resources cadre, & sub-units to optimize reserve readiness areas of Participation, Training & Competency, Deployability, and Administration.

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Sector Winter Survival 101

The winter months are here we want to make sure everyone is prepared in the event of severe weather. If you are drilling/on Active Duty during the week, Command would like to remind everyone of the foul weather line at Sector. It is updated at 0545 in the morning when there is inclement weather and will notify you of any base closures or delayed arrival times. The number is **414-747-7126** and Command urges all members to have this number in your phone. As always, common sense in using your chain of command can alleviate any confusion when it comes to winter weather. Supervisors are reminded to keep in touch with their members when the threat of inclement weather is predicted.

If you are going to be driving in wintery and icy conditions, please review the following winter driving safety tips.

Driving Safely on *ICY* roads

- As we Allow at least three times more space than usual between you and the car in front of you.
- Brake gently. If your wheels start to lock up, ease off the brakes before braking again.
- Turn on your lights.
- Don't use cruise control.
- **Bridges** and **overpasses**, will freeze first, even at temperatures above freezing.

Skidding

- Take your foot off the accelerator.
- If you are sliding left, steer left. If they're sliding right, steer right, until you re-gain control.
- If you have standard brakes, pump them gently.
- If you have anti-lock brakes (ABS), apply steady pressure to the brakes.

Stuck in the Snow

- Do not spin your wheels. This will only dig you in deeper.
- Turn your wheels from side to side a few times to push snow out of the way.
- Use a light touch on the gas, to ease your car out.
- Use a shovel to clear snow away from the wheels and the underside of the car.
- Pour sand, kitty litter, gravel or salt in the path of the wheels, to help get traction.

Essential Supplies

In addition to making sure you have the tune-up, a full tank of gas, and fresh anti-freeze, you should carry the following items in your trunk:

- Properly inflated spare tire, wheel wrench and tripod-type jack
- Shovel
- Jumper cables
- Tow and tire chains
- Bag of salt or cat litter
- Tool kit
- Working Flashlight with Extra Batteries
- Reflective triangles and brightly-colored cloth
- Compass
- First Aid Kit
- Extra Windshield Cleaner
- Ice Scraper and Snow Brush
- Wooden Stick Matches in Waterproof Container
- Scissors and String/Cord
- Non-perishable, high-energy foods (i.e. unsalted nuts, dried fruit, and hard candy)
- Blanket

(From All Hands email, dated 11/23/10)

Beware "Phishing Attempts"

This past November, Multiple security sites are reporting a new phishing email that is targeting customers of the United States Automobile Association (USAA) - a bank that is used by many DoD-affiliated individuals. These techniques (also known as "Phishing" attempts) are designed to have recipients share personal information, enter login credentials, or download malware (malicious software). If you receive a suspicious email, always remain vigilant and know that an organization should never ask for your password or login credentials. In addition, many phishing attempts will have hyperlinks that mask their actual destination. Here are some other common email scams that you should be aware of:

Nigerian Letter

This scam has been used for decades and has migrated from mail to faxes to email. An email will often start off with an introduction indicating that a government official (or some other person that would appear to have access to large amounts of funds) has died and left a large amount of money that is available to be transferred. The message then encourages the recipient to participate in the transfer in return for a share of the funds. Over time, the sender may ask for funds to cover taxes, bribes to others and legal fees that will be reimbursed once the funds are transferred.

There is no deceased official and no funds available to be transferred. The scam appeals to an individual's greed and a willingness to skirt foreign laws. Over the years, the deceased individual has been described as a minister of mining or natural resources, successful business owners and royalty. The locations have also changed over time.

Check Cashing Schemes

These may take the form of an email indicating that the sender wants someone to cash checks in return for keeping a portion. "I will send a check made payable to you drawn on XYZ Bank in the amount of \$10,000. All you have to do is deposit it. In return for doing this, you can keep \$1,000 and wire \$9,000 back to me."

This scam is usually promoted through emails but may also be found on job listing sites. The original check and the scam artist are usually from overseas, but not always.

The check may look real, but in reality, there is no account or the account has insufficient funds to cover the check. Because of the way check clearing works, funds are probably available to be transferred out before the incoming check has actually cleared. In this scam, the victim wires the \$9,000 to the thief and a couple of days later receives word that the check he received has bounced. The result is a loss of \$9,000.

Refund Scams

These schemes can take many forms, but usually involve an email indicating that the recipient has a refund due, but needs to provide information to speed the processing of the refund. The scam artists may claim to represent the IRS, state tax officials or even stores where someone may have purchased something.

The email directs the recipient to a website that may look legitimate but is a faked or spoofed site. Once there, the person will be requested to provide various personal information such as Social Security number, credit card number or account information so the refund can be directly deposited.

Providing this information is dangerous. Once in the hands of a fraudster, it can lead to credit card fraud, unauthorized access to your financial accounts or identity theft.

The IRS and most state taxing authorities do not use email to correspond about refunds. Commercial establishments may use email but you should be very wary of emails like this. Before providing the information online, contact the establishment by phone to make sure the request for information is legitimate.

Reserve Training and Education

Required Video Training

With the holiday season upon us, many of us will be enjoying time with our family and friends. During this time, we also ask all members to remain responsible as we travel our nation's roadways. The link below leads to a 12-minute "60 Minutes" video on drunk driving. All hands in D9 are directed to view this video sometime prior to **20 December**.

<http://www.cbsnews.com/video/watch/?id=5205158n&tag=related:photovideo>

From CMC Jeffery Patton:

"This is a compelling video that I hope has an effect on all that see it. Whether everyone agrees with all the contents or not, does not matter. It has everything to do with what can happen when drinking irresponsibly and what can happen to you if you are the offender. As most of you know, I am committed to educating everyone I can on the responsible use of alcohol. All I want is for everyone to be safe all the time and to have happy holidays as I know you do as well."

Upcoming Reserve OER Training

Every year, officers are reminded of the importance of the Officer Evaluation Report (OER) on their career. An accurate and timely performance evaluation is critical component to aid the Coast Guard with personnel management decisions (promotions, assignments, etc). To assist Sector Lake Michigan Reserve Officers with the process, requirements, and techniques of effective OER development, Sector Command will be offering an OER writing workshop during the first three Saturday drill dates for 2011 (January 15, February 19, and March 19). Workshops will include written examples, the OER review process, tactics for logging annual activities, and the OER timeline. All officers are strongly encouraged to attend and see you at the workshops.

Major Change for CLEP/DSSTs

- 1) Retesting of CLEPS/DSSTs** (College Level Examination Program/DANTES Subject Standardized Tests) **will stop at the end of the fiscal year**. A member **MUST** be prepared the first time he or she takes the test. These tests must be ordered ahead of time, so please keep that in mind when making arrangements.
- 2) As of October 1, 2010**, the number of available paper-based DSST exams was reduced by the testing contractor from 38 to 16 test titles. All 38 titles are still available at National Test Centers but not in paper version through the ESO. . The 16 paper-based tests available through the ESO include:

Fundamentals of College Algebra
Human/Cultural Geography
The Civil War and Reconstruction
*Substance Abuse**
*Introduction to Law Enforcement **
*Human Resource Management**
*Organizational Behavior**
*Principles of Supervision **
*Principles of Public Speaking**

*Introduction to Computing**
Introduction to Business
*Management Information Systems**
*Here's To Your Health**
Environment and Humanity: The
Race to Save the Planet
*Ethics in America**
*Introduction to World Religions**

***New study materials from "Pass Your Class" now available for these titles!**

Education Q & A

Can I use Tuition Assistance (TA) and GI Bill at the same time?

You are allowed to use tuition assistance (TA) with most any type of financial aid including government grants (ie. Pell Grants), private grants, scholarships, loans, etc. You can also use TA and the GI Bill for *different* classes taken at the same time, but you CANNOT use TA and the GI Bill for the same class(es). Check out your options at www.gibill.va.gov or stop by the education office for more information.

A Note from the ESO

Now that the Coast Guard Institute has stopped providing degree plans, many folks are confused about the process of doing this on their own. My colleague at Cape May, Andrew Webb, has put together a booklet on the process. Please go to:

<http://www.uscg.mil/hq/capemay/Education/doc/Booklet04.pdf>

to download and print a copy. It is formatted as a booklet, so print it double-sided, fold in half and staple the center.

Colleges and universities will complete their own assessment of your existing credits and design a customized degree plan for you for their institution. This becomes your “plan of attack” toward degree progress. Generally, any deviation from that plan must be approved by the college.

Attending college is just like joining the military – at first you don’t know how the system works, what the acronyms mean, and how the little things fit into the big picture. Once you get the tools to do the job and the map to show you the route, the tasks become much clearer and you will be surprised at how easy it is to navigate through the academic world. Remember, you have \$4500 to use between now and September 30, 2011. Get started on completing your educational goals! So many classes, so little time!

Reminder on Mandated Training

Command would like to remind members to review and complete all of your annual mandated requirements to maintain deployability and awareness. Thanks to recent changes to the Annual Mandated Training, the majority of these courses are now online and available at the CG Institute website (<https://learning.uscg.mil/portal.asp>) and can be completed on a non CG Workstation. In addition, Coast Guard policy now allows reserve members one paid RMP if all Annual MT is completed online.

For more details about the items in this section, please see Sector Lake Michigan’s Education Services Officer, Ms. Margo Haines. She can be reached at **(414) 747-7083** or Margo.A.Haines@uscg.mil.

Member Information and Updates

Awards and Honors

Sector Lake Michigan would like to commend and congratulate the following reserve members for their Awards:

SKCM Mary Fowlkes:	CG Achievement Medal - OCT10
LT Jeffrey Hieb:	CG Commendation Medal - OCT10
CWO4 Daniel Berg:	CG Commendation Medal - DEC10
BM2 Wesley Jones:	CG Achievement Medal - AUG10
BMC Joseph Margherone	CG Achievement Medal - JUN10
MKCM Mark Stainbrook	CG Commendation Medal - SEP10

Bravo Zulu and thank you for your exceptional efforts!

Retirements

We would like to wish the following members you fair winds and following seas in their retirement:

SKC Bruce Krueger	Retired August, 2010
MKMC Mark Stainbrook	Retired September, 2010
LT Jeff Hieb	Retired October, 2010
CWO Daniel Berg	Retired December, 2010

Personal Legal Readiness

As you well know, our people accept significant risk when executing many of our missions. We have suffered a number of operational mishaps over several years resulting in the tragic deaths of Coast Guard men and women. In CGJAG's support to surviving family members following mishaps beginning in 2006, we have learned that about a tenth of the members involved had estate plans in place. While not everyone needs estate planning, foregoing it can leave surviving family members with difficulties that can be easily avoided, and the danger that accompanies so many of our missions underscores the importance of thinking about it.

All personnel, but particularly those with family members, should consider getting a Will, Living Will, Medical Power of Attorney and, possibly in appropriate circumstances, General Power of Attorney to make their wishes clear in the event of death or severe disability. Our legal assistance attorneys can draft the necessary documents. Members sometimes also have other personal legal issues that may be a distraction and our legal assistance attorneys are just as ready to provide advice and guidance to help keep their focus on mission execution.

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CGJAG has posted a "legal readiness checklist" at

<http://www.uscg.mil/legal/la/Legal%20Readiness%20Checklist.pdf>

that all of us should review, particularly in conjunction with the personnel data records review that is conducted in November. Military members who review the checklist and determine they want an estate plan or have legal issues to resolve should contact a local legal assistance attorney. I ask you to help CGJAG help our shipmates. (Cal Leder email, dated 11/2/2010)

Active Duty for 2011

As always, we strongly urge members to start thinking about their Annual Active Duty for Training sooner than later. Having a clear picture of your Active Duty projections ensures that Sector can identify training and learning opportunities, forecast available manpower for exercises and events, as well as manage the resources of the reserve program. Below are some of the considerations and requirements for your Active Duty planning.

- Submission Deadlines: All requests for active duty for training (ADT) orders, including annual training (ADT-AT) and other training duty (ADT-OTD):

(1) should be submitted to D9 (dxr) at least 45 days in advance of the start date; and

(2) must be received by D9 (dxr) NLT 01 July 2010.

b. Travel claims must be submitted NLT three working days after completion of orders.

c. D9 (dxr) must be contacted for cancellation of any orders. Under no circumstances shall a unit cancel approved requests for reserve orders in Direct Access.

- **Consecutive ADT:** Requests for consecutive ADT orders should be submitted as follows:

a. Member submits request for reserve orders utilizing the Direct Access Reserve Orders Module.

b. Command approves/disapproves request.

c. Command approved requests then routed to D9 (dxr) via unit Servicing Personnel Office (SPO).

- **Non-consecutive ADT:** Following procedures shall be followed for all non-consecutive ADT requests:

a. E-mail request for non-consecutive orders shall be submitted to the Assistant Branch Chief. Requests should include member name, employee ID, purpose of duty, specific days on which duty is to be performed and command determination that the nature of the training or duty allows its accomplishment in small increments.

b. D9 (dxr) will process request and provide memo orders to the member with copy to their command and servicing SPO. The memo orders serve as authorization to submit requests for orders in Direct Access for the approved duty periods.

d. Non consecutive ADT-AT orders are generally only used for reservists living close to their duty location. If travel allowances are authorized, the member will normally only be authorized a single round trip per set of memo orders. Requests for multiple travel authorizations to the duty site must be included in the original request for non-consecutive orders.

- **ADT-OTD:** Authorized training in addition to initial active duty for training (IADT) and ADT-AT. Use of ADT-OTD for general unit augmentation without any clear training benefit to the member is not authorized.

a. ADT-OTD approval prioritization:

(1) required professional development such as Chief Petty Officers Academy (CPOA), Chief Warrant Officer Indoctrination (CWOI), Leadership and Management School (LAMS), etc.

(2) C-schools required for assigned contingency personnel.

(3) C-schools required for rating or qualification.

(4) On-the-Job Training (OJT) for reservists with less than one year in the SELRES or training directly related to initial qualification as coxswain, boat crewman,

boat engineer, boarding officer, boarding team member, or boarding officer qualification support program. OJT is limited to durations of 15 days or less and will be provided for only in the fourth quarter pending funds availability.

- Inactive Duty Training (IDT) Drills:

IDT berthing funds will continue to be limited during FY10. Therefore, it is imperative that members and commands coordinate IDT drill schedules to ensure members are berthed using dual occupancy to the maximum extent possible.

- Readiness Management Periods (RMPs):

a. Approval authority:

(1) Commands are authorized to approve RMPs for pay in support of medical/dental readiness exams and service wide examinations.

(2) D9 (dxr) is authorized to approve a limited number of RMPs for pay for range training and qualification, mobilization training or all hands meetings when the overall emphasis of the period is to improve Individual or unit readiness.

b. Restrictions:

(1) Each RMP must be a minimum of three hours in duration. If examinations are completed in less than three hours the member must be assigned other appropriate duties to fulfill this duty requirement.

(2) An RMP shall not be used for unit augmentation. It is not necessary for a reservist to complete all of their authorized IDT periods for the FY prior to being authorized an RMP.

(4) Reservist may not exceed a combination of 30 pay and non-pay RMPs in one fiscal year.

(5) Only one RMP may be performed in a single day and an RMP shall not be performed on the same day as an IDT period or day of active duty. The RMP is requested, scheduled and approved utilizing the "Schedule Drills" module in Direct Access in same manner as IDT drills are.

- Participation Standards and Readiness Measures:

a. Commanding Officers/Officers-in-Charge are responsible for ensuring assigned reservists are in compliance with the participation standards. D9 (dxr) will review all ADT requests to ensure that members have completed their Annual Screening Questionnaire (ASQ).

b. D9 (dxr) will not provide second level review for compliance with medical and dental readiness standards prior to approving ADT orders, it is imperative that commands ensure assigned reservists remain compliant with these readiness standards. No reservist will be mobilized under either Title 10 or Title 14 to support contingency operations without current medical or dental examinations. (R091747Z Nov 09 CCGDNINE Cleveland DXR)

RMPs

RMPs are additional inactive duty periods that may be authorized in excess of scheduled inactive duty training (IDT) drills. When requesting an RMP in Direct Access to support the following functions, choose one of the seven authorized Direct Access (DA) duty purpose codes and descriptions:

a. **Individual Periodic Health Assessment (PHA).** DA code: PHA, Description: RMP Periodic Health Assessment.

b. **Enlisted Reserve Service Wide Exam (RSWE).** DA code: SWE, Description: RMP RSWE.

c. **Dental Readiness Examinations.** DA code: DN, Description: RMP Dental Readiness.

d. **Training preparation or unit administration and maintenance functions** such as BAH validation, weigh-ins, emergency data and SGLI verification, and hurricane preparedness. DA code: ADM, Description: RMP Admin/Indv Readiness.

e. **General Mandated Training (GMT).** RMPs are authorized for GMT. Members completing all of the required online GMT are entitled to one paid RMP. DA code: GMT, Description: RMP General Mandated Training.

f. **Medical treatment related to a reservist who is injured, becomes ill, contracts a disease, or aggravates a pre-existing condition while performing IDT** and is issued a Notice of Eligibility (NOE) may utilize a RMP to attend medical appointments. DA code: MED, Description: RMP Medical Other than PHA.

g. **Mandatory nutritionist visits related to weight program.** Up to four RMPs per year are authorized for members placed on the mandatory weight program to seek the services of a qualified nutritionist. DA code: NUT, Description: RMP Weight Program/nutrition.

Important Web Links

MEMBER RESOURCES

Basic Allowance for Housing (BAH) & Per Diem Rates:

<http://perdiem.hqda.pentagon.mil/perdiem/>

Coast Guard Message System (CGMS) General Messages:

<http://www.uscg.mil/announcements/>

Direct Access / PeopleSoft8: [https://hr.direct-](https://hr.direct-access.us/servlets/iclientservlet/USCGP1HR/?cmd=login)

[access.us/servlets/iclientservlet/USCGP1HR/?cmd=login](https://hr.direct-access.us/servlets/iclientservlet/USCGP1HR/?cmd=login)

Military Compensation (Pay charts, benefits, & retirement):

<http://www.defenselink.mil/militarypay/index.html>

Pay & Personnel Center: <http://www.uscg.mil/hr/psc/default.asp>

Reserve Home Page: <http://www.uscg.mil/reserve/>

Ribbon Checker (including the new CG PUC Ribbon):

<http://ribbons.cgaux.info/bin-cgi/ribbons.pl?config.txt>

EDUCATION & TRAINING

Coast Guard Institute (CGI): <http://www.uscg.mil/hq/CGI/>

E-Learning: <https://learning.uscg.mil>

Tuition Assistance: <http://www.uscg.mil/HQ/CGI/cfa/ta.asp>

Training Quota Management Center (TQC):

<http://www.uscg.mil/HQ/TOC/>

* Virtual Classroom (CG Standard Workstation only):

<http://64.207.134.26/usr/moodle/>

HEALTH RESOURCES

Navy/Marine Corps Public Health Center:

<http://164.167.141.36/pls/newhra/hra>

PHA Information (ALCOAST 118/09):

<http://www.uscg.mil/announcements/alcoast/alcoast11809.txt>

PHA Information (ALCOAST 217/09):

<http://www.uscg.mil/announcements/alcoast/217.txt>

PHA Call Center number: 1-888-MYPHA99 /1-888-697-4299

President's Challenge Fitness Program:

<http://www.presidentschallenge.com/>

Rethinking Drinking - Alcohol and Your Health:

<http://rethinkingdrinking.niaaa.nih.gov/>

TRICARE Services: <http://www.mytricare.com>

TRICARE Reserve Select:

<http://www.tricare.mil/mybenefit/home/overview/Plans/ReserveSelect>

Volunteer Solicitations for Active Duty:

<http://www.uscg.mil/announcements/volsol.asp>