



1 SEP 1999
COMDTINST 1120.1

COMMANDANT INSTRUCTION 1120.1

Subj: COAST GUARD ACTIVE DUTY DIRECT PETTY OFFICER PROGRAM

Ref: (a) Coast Guard Enlistment Bonus (EB) Program, COMDTINST 7220.40
(b) Coast Guard Active Duty College Fund Program, COMDTINST 1760.10
(c) Coast Guard Recruiting Manual, COMDTINST M1100.2 (Series)

1. **PURPOSE.** This Instruction establishes the Coast Guard Active Duty Direct Petty Officer Program to attract technically trained and qualified personnel to serve in the Coast Guard as junior petty officers.
2. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Instruction.
3. **DIRECTIVES AFFECTED.** None.
4. **DISCUSSION.** By soliciting graduates of selected trade, vocational, or other apprentice-level schools, the Coast Guard will attract technically proficient personnel who will serve as Petty Officers Third Class (E-4) after attending Recruit Training. This program is primarily designed to attract personnel directly into targeted ratings. For the purposes of this Instruction, targeted ratings are ratings whose anticipated fiscal year Class "A" school need is above the Class "A" school capacity. However, the program can include any rating for which a Service need exists. The program will be evaluated after initial implementation to ensure it is effective.

5. **POLICY.**

- a. The Coast Guard will consider requests to participate in the Active Duty Direct Petty Officer Program to fill vacancies if the applicant possesses technical proficiency in a field that translates into skills required in a targeted rating or when other Service needs exists. Applicants must be available for worldwide assignment, including sea and isolated duty, based on Service needs.
- b. Members who enter the Coast Guard through this program maintain the same eligibility and are subject to the same policies on reenlistment, changes in rate, obligated service, High Year Tenure (HYT), advancement, etc. as regularly accessed active duty members.
- c. Personnel who enlist under this program are eligible to participate in the Active Duty Enlistment Bonus (reference (a)) or College Fund (reference (b)) Programs. The first Enlistment Bonus installment will be paid on entering the Coast Guard and the second after six months' satisfactory service in the designated rating.

6. **PROCEDURES.**

- a. Recruiting Offices will generate an Active Duty Direct Petty Officer Rate Determination Package. The Package includes the applicant's resume (list of work experience) and certified-copies of any professional certifications, transcripts, degrees, and/or licenses earned.
- b. The Coast Guard Recruiting Center (CGPC-CGRC) will forward the Active Duty Direct Petty Officer Rate Determination Package with a recommendation to the Coast Guard Personnel Command (CGPC-epm-1).
- c. The Coast Guard Personnel Command (CGPC-epm-1) will send the request to CGPC-epm-2 and the appropriate Force Manager for recommendations.
- d. The Coast Guard Personnel Command (CGPC-epm) is the final approving authority for Active Duty Direct Petty Officer Program requests.

7. **ELIGIBILITY CRITERIA.** To qualify for the Active Duty Direct Petty Officer Program personnel must:

- a. Meet reference (c) standard enlistment qualification criteria.
- b. Have graduated from an accredited trade or vocational school, received industry-standard certification in their field, or otherwise completed an apprentice-level program the appropriate Force Managers deem equivalent to the appropriate Coast Guard Class "A" school training or striker program.

- c. Agree to an initial enlistment as an E-3 (without a designator) for a minimum of three but not more than six years for the purpose of attending the Service's standard Recruit Training program. On completing Recruit Training, members shall advance to E-4 in the rating for which enlisted and fulfill the terms of the initial enlistment contract.

8. **RESPONSIBILITIES.**

a. Commandant (G-WPM):

- (1) Oversees the Active Duty Direct Petty Officer Program policy.
- (2) In consultation with Commandant (G-WP-1), establishes the number of applicants by rating who may be enlisted under the program.

b. Commandant (G-WTT):

- (1) Guides Force Managers in assessing technical, vocational, and trade school curricula for compatibility with Class "A" school curricula.
- (2) Assists Force Managers in assessing and developing accreditation criteria and certifying technical, vocational, and trade schools for recruiting purposes under the Active Duty Direct Petty Officer Program.
- (3) Assists Commandant (G-WP-1) as necessary to determine annual quota availability for eligible ratings.
- (4) At least annually coordinates with Force Managers to evaluate the efficacy of the Active Duty Direct Petty Officer Program to provide petty officers who perform at least to the level of Class "A" school graduates.

c. Commandant (G-WT-1): Annually provides Commandant (G-WP-1) with an updated capacity list for each Class "A" school.

d. Commandant (G-WP-1): Annually reviews the list of eligible ratings and recommends quotas available to participate in the Active Duty Direct Petty Officer Program to Commandant (G-WPM-1). These quotas are associated with the targeted ratings; e.g., those ratings whose anticipated fiscal year Class "A" school need is above the Class "A" school capacity.

- e. Commander, Coast Guard Personnel Command (CGPC-epm):
 - (1) Sends applicant Active Duty Direct Petty Officer Rate Determination Package to the appropriate Force Managers.
 - (2) Acts as final approving authority for Active Duty Direct Petty Officer Program requests.
 - (3) Coordinates with prospective applicants through the Coast Guard Recruiting Center (CGPC-CGRC) to negotiate contract duration and first assignment location.
 - (4) Issues appropriate orders.

- f. Director, Coast Guard Recruiting Center (CGPC-CGRC):
 - (1) Designs and executes a marketing plan for the Coast Guard Active Duty Direct Petty Officer Program as part of an overall effort to accomplish Coast Guard recruiting missions and goals.
 - (2) Ensures eligible members' enlistment contracts set forth the terms of employment, including appropriate Selective Reserve (SELRES), Inactive Ready Reserves (IRR), medical, and security clearance requirements.
 - (3) By the fifth (5th) day of each month, provides a list of personnel recruited under the Active Duty Direct Petty Officer Program, including each recipient's name, Social Security Number, enlistment and shipping date, rating affiliation, and other pertinent identifying data. The report will be submitted to the Coast Guard Personnel Command (CGPC-epm) with copies to CGPC-epm, Commandant (G-WPM-1), Commandant (G-WP-1), Commandant (G-WR-3), HRSIC (MAS), and TRACEN Cape May (apr).

- g. Commandant (G-CP, G-SRF, G-ORW, G-MRP, G-WKH, and G-WR):
 - (1) Assesses and develops training and experience standards for eligible ratings and acts as the approval authority for acceptable training programs or schools.
 - (2) Provides recommendations to the Coast Guard Personnel Command (CGPC-epm) on Active Duty Direct Petty Officer Program Rate Determination Packages.

- (3) At least annually coordinates with Commandant (G-WTT) to evaluate the efficacy of the Active Duty Direct Petty Officer Program to provide petty officers who perform at least to the level of Class "A" school graduates.

/s/
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Director of Personnel Management