



U. S. COAST GUARD

EVERYONE IS A RECRUITER

USER GUIDE



every hour every day around the clock and around the world



**Commandant
of the
United States Coast Guard**



Admiral James M. Loy

Our recruiting force needs your help! Many of you know firsthand that we are experiencing significant shortages in both our active duty and reserve enlisted work forces. We're not alone. The propensity for our nation's youth to join the Armed Services, in general, is at an historical low. Never before have our recruiters been so challenged. We must turn the tide. The Coast Guard's most important asset has always been our people. I am calling on every member of "Team Coast Guard" to get involved with our ongoing recruiting effort.

Enclosed is a recruiting assistance package we call, "Everyone is a Recruiter." Please find the time to read through it. I am asking all of you to help our Service find the best young people in America to join our ranks. Our organization's future depends on it. Competition for this segment of America's population is fierce, but with your assistance, I know we will remain Semper Paratus!

Sincerely,

**J. M. Loy
Admiral, U. S. Coast Guard**



Master Chief Petty Officer of the United States Coast Guard



Vincent W. Patton, III

Thank you for requesting the “Everyone Is A Recruiter” package and volunteering to assist Coast Guard Recruiting. The United States Coast Guard has a long and distinguished history of being the service that does more with less. Although this reputation is well deserved, we have become too accustomed to operating at our units with large shortages of people. The Commandant has put recruiting at the top of his short list of urgent projects. This recruiting package will help close that gap and with your assistance provide field recruiters with the valuable leads that they need to make this happen. The only problem is, we don’t have enough recruiters to fill the number of vacant billets we have.

That is where you, and every member of “Team Coast Guard” comes in. Please take this package of information and contact young people that you know and SELL THE COAST GUARD! There are many career opportunities in many fields. Please be the front line for the full-time recruiting force and help them fill the empty billets.

Enclosed in this booklet is ALCOAST 000/98 which details how members of “Team Coast Guard” can earn personal awards for assisting the recruiting effort. I know that everyone is not in this effort for awards, but everyone from the Admiral Loy on down places a great deal of importance in our recruiting efforts and the urgency of bringing the workforce up to full strength.

Once again, thank you for being involved, and as my mentor, Retired Chief Alex Haley always said, to “Find the good and praise it!”

Semper Paratus,

**Vincent W. Patton, III
Master Chief Petty Officer of the Coast Guard**



**DIRECTOR, U.S. COAST GUARD
RECRUITING CENTER**

**4200 Wilson Blvd., Suite 450
Arlington, VA 22203**

Thank you for taking the time and showing the initiative to assist Coast Guard Recruiting. The Coast Guard is currently experiencing a shortage of personnel. Active Duty Enlisted, Reserve Enlisted, and all Officer Programs need well qualified applicants to join our forces. As of today there are sixty-seven recruiting offices and 194 full-time recruiters in the field, needless to say they can't be everywhere and meet, greet and recruit all that the Service needs.

This is where you come in, the average, everyday Coastie. We call this program "Everyone Is A Recruiter". We need every Active Duty and Reserve Officer, Chief Warrant Officer, Master; Senior & Chief Petty Officer, Petty Officer, Non-Rate, Civilian Employee and Coast Guard Auxiliarist to make contact with any potential applicant, discuss the Coast Guard in general, show them the materials in the binder and encourage them to make contact with the nearest Coast Guard Recruiter. In this binder you will find business cards with the 1-800-GET-USCG number. Please fill in your name, unit and telephone number and the give the card to the applicant. Once the applicant meets with a recruiter make sure they give the recruiter the card so that you are properly recognized for your efforts.

Please review the general enlistment standards that are located on the inside front cover, please ensure that applicants meet these standards before you send them to a recruiting office.

Coast Guard Recruiters work very hard to bring the best possible people into the Coast Guard. Many recruiters have commented that they have eventually served with many people they recruited in the past. Make the Coast Guard the Service you want it to be, filled with very best young men and women this Nation has to offer.

Sincerely,

W. G. Schneeweis
Captain, U.S. Coast Guard
Director, Coast Guard Recruiting



CREED of the United States COAST GUARDSMAN

I am proud to be a United States Coast Guardsman

I revere that long line of expert seaman who, by their devotion to duty and sacrifice of self, have made it possible for me to be a member of a Service honored and respected, in peace and in war, throughout the world.

I never, by word or deed, will bring reproach upon the fair name of my Service, nor permit others to do so unchallenged.

I will cheerfully and willingly obey all lawful orders.

I will always be on time to relieve, and shall endeavor to do more, rather than less, than my share.

I shall always be at my station, alert, and attending to my duties.

I shall, so far as I am able, bring to my seniors solutions, not problems.

I shall live joyously, but always with due regard for the rights and privileges of others.

I shall endeavor to be a model citizen in the community in which I live.

I shall sell life dearly to an enemy of my country, but give it freely to rescue those in peril.

With God's help, I shall endeavor to be one of the His noblest Works....

A UNITED STATES COAST GUARDSMAN

Everyone Is A Recruiter



What is the United States Coast Guard?

The U.S. Coast Guard is one of five branches of the U.S. Armed Forces, and falls under the jurisdiction of the U.S. Department of Transportation except during wartime when it becomes part of the U.S. Navy. The Coast Guard is the country's oldest continuous seagoing service with responsibilities including search and rescue (SAR), Maritime Law Enforcement (MLE), Aids to Navigation, (ATON), Icebreaking, Environmental Protection, Port Security and Military Readiness. In order to accomplish these missions, the Coast Guard's 35,000 active-duty men and women, 8,000 Reservists, and over 35,000 Auxiliarists serve in a variety of job fields ranging from communication specialists and small-boat operators and maintenance specialists to electronic technicians and

aviation mechanics. The U.S. Coast Guard, during an average day will:

- board 90 large vessels for port safety checks
- process 120 seaman's documents
- seize 209 pounds of marijuana and 170 pounds of cocaine worth \$9.2 million
- conduct 120 law enforcement boardings
- investigate 17 marine accidents
- inspect 64 commercial vessels
- save 14 lives
- assist 328 people in distress
- save \$2,490,000 in property
- service 150 aids to navigation
- interdict 176 illegal migrants





What are the qualifications to join Coast Guard?

The following are the basic requirements for joining, and you **MUST**:

- Be a United States citizen or naturalized to be a Coast Guard officer.
- To enlist, you must be a United States citizen or a Resident Alien.
- Be between the ages of 17-27. If you are 17, you'll need parental consent.
- Have a high school diploma.
- Have no more than two dependents.
- Take and pass the Armed Services Vocational Aptitude Battery (ASVAB) test.
- Pass a medical exam given at a Military Entrance Processing Station (MEPS).
- Be the type of person who wants to work to serve the public on or around the water.

Everyone Is A Recruiter



What are some of the benefits in joining?

•A steady income. You are paid twice a month, on the 1st and 15th, of every month, based on your pay grade and service requirements.



•Advancement. You are promoted based on your knowledge of your chosen career field, your performance, time in pay grade and service requirements.

•Paid vacation. You earn 2.5 days paid vacation per month for a total of 30 days each year. You may not carry more than 60 days

vacation past October 1. Enlisted persons may sell a maximum of 60 days of vacation back to the government during a career.

•Training. You choose your career path based on your aptitude, physical abilities, security clearance, motivation and determination. All specialties in the Coast Guard are open to women, unlike other military services, including combat roles.



•Health care. While on active duty, you will receive complete

medical and dental care at no cost.

- Life insurance. As an active duty member, you have the option of selecting up to \$200,000 in term life insurance at a cost of \$16 a month.

- Allowances. You'll receive additional tax-free money for Basic Allowance for Housing (BAH), if government housing is not available in the area you are stationed; Basic Allowance for Subsistence (BAS), if government food facilities are not available in the area you are stationed; and a uniform allowance (for enlisted only) to help maintain your uniform.



- Tax advantage. Only your basic monthly pay is subject to federal or state income tax. All other monies are tax free.



- GI Bill. The Montgomery GI Bill will help pay for your college education or vocational technical training. For details see DoD's Montgomery GI Bill brochure.

- Tuition assistance. While on active duty, you may continue your education, and may be helped in defraying the cost of college-accredited course.

- Additional benefits. There are exchange and commissary privileges, moving allowances, temporary lodging expenses, travel, survivor benefits, Veterans Administration home loans and more.

1-800-GET USCG



Tell me about boot camp!

How long is boot camp?

Boot camp is eight weeks long, provided you are not re-phased or reverted.



Where is boot camp?

Boot camp is located at the U.S. Coast Guard Training Facility in Cape May, New Jersey

What is boot camp like?

Boot camp is challenging! Its purpose is to prepare you for life in the Coast Guard. Much of your training will take place in a

classroom where you will learn valuable skills such as first aid, fire fighting, weapons handling, practical seamanship, and general Coast Guard knowledge. You will have daily physical fitness classes and spend time at the pool learning water survival techniques. You will meet your Company Commander (CC), on the first Friday of your training. The CC has the responsibility to make a hard-working, efficient team out of 50 or 60 strangers. The CC will teach you military drill, which includes marching, handling the M-1 carbine rifle, and showing you the "ropes" of U.S. Coast Guard life.

Should I do anything before I go to boot camp?

Yes. After you enter the Delayed Entry Program (DEP), you will receive a copy of the "Helmsman," a recruit guidebook. Study the entire book. There is a lot of very important information in it. Pay particular attention to the list of items you cannot bring to boot camp, the 11 General Orders and the Position of Attention. Also prepare yourself for running and physical fitness training.



How do I become an officer?



How do I become an officer?

There are several ways to become an officer in the Coast Guard. By successfully graduating from the U.S. Coast Guard Academy, successfully completing Officer Candidate School (OCS), or through one of several direct commissioning programs if you have the right qualifications and skills. All Officer Program training is conducted at the U.S. Coast Guard Academy, in New London, Connecticut. The Coast Guard selects Officer Candidates from top active duty enlisted members, high school students, college graduates, or working professionals.

What is the Coast Guard Academy?



The Coast Guard Academy is the Coast Guard's primary source of regular officers. More than 200 cadets enter training every year. The Coast Guard has been training cadets since 1877, when cutters (Coast Guard vessels longer than 65 feet) were used as training platforms. The Coast Guard Academy, a four year institution, located in New London, Connecticut, was established in 1931, and is fully accredited by the New England Association of Schools and colleges. All engineering majors are accredited by the Accreditation Board of Engineering and Technology. More than 200 cadets enter training every year. Classroom sizes range from 20 to 25 students. The majority of cadets graduate with engineering, science or mathematics

degrees: civil, electrical, mechanical, naval or marine engineering, marine science, mathematical and computer science, government and management.

How do I apply to the Coast Guard Academy?

To apply, you should have competitive Scholastic Aptitude Scores (SAT), and cannot have reached your 22nd birthday. Unlike other service academies, a Congressional sponsor is not required. It is tuition free.

For an application form, or more information, call 1-800-424-8883. You may also write:

**Director of Admissions
U.S. Coast Guard Academy (t)
15 Mohegan Avenue
New London CT 06320-9807**

What is Officer Candidate School?

Officer Candidate School (OCS) is a 17 week training program located in New London, Connecticut, that includes nautical science, law enforcement, seamanship, and leadership. Graduates are commissioned as an ensign, O-1, in the USCG reserves with a three-year initial active-duty obligation. Upon completion of your initial three years of active duty, they may apply for a regular commission.



How do I apply for OCS?

If you have a four-year college degree from an accredited college, and meet the age, physical and moral requirements, you may apply for OCS. The application process includes taking the Armed Forces Aptitude Battery Test (ASVAB), (with a minimum score of 110), and passing a physical exam. Your SAT or ACT scores are also required. After completing an interview with three Coast Guard officers, the completed package is submitted to a board, who selects the top candidates from the packages they receive. For more information, call 1-800-424-8883, or see your local Coast Guard recruiter.

What about direct commissions?

As a professional lawyer, engineer, maritime graduate or environmental manager, you may also qualify for a Coast Guard Direct Commission. Successful applicants attend a four-week indoctrination school and receive a reserve commission as an ensign, lieutenant junior-grade or lieutenant depending on their education and experience.

What about promotions to officer rank within the Coast Guard?



If you enlist in the Coast Guard for four years, obtain the rank of E-5 or above and have a minimum of 30 college credits, you can apply for the same OCS class as civilians with college degrees. In addition, a Coast Guard enlisted person may also work up through the ranks to Chief Warrant Officer, and may then attend OCS or apply for the Coast Guard's Warrant-to-Lieutenant program.



What if I'm a nurse, doctor, or dentist?

The Coast Guard is also seeking qualified health professionals. For more information about our medical programs, please contact:

**Health Professions Recruiter/G-KOM,
USCG Headquarters,
2100 2nd St. SW, Washington, DC
20593-0001,
202/493-9458 (voice), 202/267-4338
(fax).**



1-800 GET USCG

Everyone Is A Recruiter



Reserve Recruiting

WHY IT IS UP TO YOU!

Keeping the Coast Guard Reserve staffed with quality people is a big job. Our biggest challenge in recent years is attracting new enlisted people.

Coast Guard recruiters are facing a huge challenge - there is no longer a line of people waiting outside their doors to come into the Coast Guard. The economy is doing well, today's youth are less inclined to serve in the military, and the other armed services have huge advertising budgets and thousands of recruiters.

Our field recruiter force is growing, but even a full strength of about 350 recruiters, they can't be at every High School career day or cover every College job fair.

previous year. Frankly, we need even more recruits, but it is unrealistic to hope that we can expand recruiting that much in one year.

The consequences of not meeting recruiting goals are also up. Our front line units are stretched thin. Our people are working harder than ever. But how do we justify a strong Coast Guard when we aren't able to staff that number?

*Jobs
That
Matter!*



In FY 1999, the Coast Guard needs at 4,000 new active duty and 900 new Reserve enlisted recruits, a significant increase over the number recruited the

What sets the Coast Guard apart from the other armed services and most jobs in the private sector? We have Jobs that Matter.

Think about it for a minute.

Our jobs really do matter, not just for the pay or training we receive, not just because we're part of the world's foremost maritime agency, but for the satisfaction we get by saving lives, protecting the environment and serving our nation.

Isn't that why you joined? Isn't that why you continue to be a part of the Coast Guard Reserve? Why not give someone else the chance to feel the same pride and satisfaction. Tell them why your job matters. Encourage them to become part of the Coast Guard.



HOW YOU CAN HELP.

There's a lot you can do to help meet Coast Guard recruiting goals. Here's a list to get you started:

Know the number. 1-800-GET-USCG connects the caller to their nearest Coast Guard Recruiting Office. Its the only number you'll need to remember.

Know your recruiter. In the Coast Guard, you're not just some number in a faceless crowd. What better way to display this than by knowing who and where your local recruiters are. Call them! Offer to help them and see if there's any particularly crucial needs in your local area. Volunteer to help out at recruiting events.

Be Ready. Think about what you'll say to someone if they ask about the Coast Guard. Follow up on your initial conversation with them. The gift of an old edition of the Reservist Magazine can go a long way. If you frequently run into potential recruits, ask your local recruiter for brochures and promotional items like calendar cards and mouse pads.

Be Proud. Talk to your friends, passerby's, relatives and co-workers. Let them know you are in the Coast Guard and that you enjoy it. If someone shows interest in the

Coast Guard, take the time to explain your experiences to them.

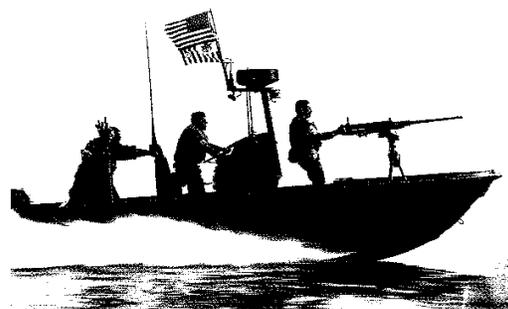
Be Available. Offer (through your command) to make presentations on the Coast Guard. This includes school career days, Rotary Club, Scout meetings, etc.

Know Your Bounds. Recruiters are our experts on recruiting programs and eligibility. Leave that work to them. Your job is to bring in high quality people who have a good sense of what the Coast Guard does and does not do. Not everyone you bring in will meet our standards. Don't be afraid to follow up with the recruiter to see how things are going.

Get Your Command Involved. Encourage your command to assist recruiting efforts. Make sure your local recruiting office knows your command is available for tours, displays and other support.

Encourage Others. Thank the people who support our Recruiting efforts. Call and thank the radio or TV stations that run our Public Service Advertisements (PSA). Offer to take them over to your unit for a tour. Make sure that others at your unit who bring in recruits are recognized.

This is just a short list of things you can do to help Coast Guard recruiting efforts. If you can do even more, contact your local recruiter.



WHAT YOU NEED.

The most important thing you can offer is information. Your knowledge of Coast Guard entrance programs is crucial.

Before you start bringing in those recruits, there's a little homework you should do.

First, review the various enlistment programs. Reserve enlistment programs are shown below.

RP program Recruit training followed immediately by "A" school. Requirements: No prior military service, age 17 - under 28.

RK program Student program, recruit training first summer, "A" school the following summer. Requirements: No prior military service, student, age 17 - under 28.

RY program Recruit training followed by 30 days of On-the-Job Training (OJT) at a unit. Requirements: No prior military service, age 17 - under 28.

RX program Direct Petty Officer program, attend REBI, then drill at a unit. Requirements: No prior military service, age 24 - under 36.

RJ, RN, RQ programs Prior military service programs, attend REBI, then drill at a unit. If prior Coast Guard, active duty or Selected Reserve within last five years, no REBI, drill at a unit. Requirements: Prior military service, eligible for enlistment, under age 30 for prior E-3, under age 40 for prior E-4 or above.

Each of these programs is covered in more detail in Chapter 6 of the Reserve Policy Manual.

Second, surf the Coast Guard web sites. Start with the Reserve and active duty recruiting sites at:

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

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

from there, you can go to the Academy and Auxiliary web sites.

<http://www.uscg.mil/dotinfo/uscg/hq/uscg>
<http://cgaux.org>

Third, Call 1-800-GET-USCG. Talk to your local recruiter and get to know them.



Fourth, If you or someone you know is leaving active duty and thinking about joining the Coast Guard Selected Reserve, there are several people that can help. Your local PERSRU should have the appropriate forms and information available. Your local Integrated Support Command (ISC) can help you determine what type of jobs are available. Finally, district Career Information Specialists can help if you still have questions about the various benefits and programs in the Coast Guard Reserve. The following is a list of phone numbers for all Integrated Support Commands.

ISC Boston	888-708-3879 x 3461
ISC Portsmouth	757-483-8465, 8796
ISC Miami	305-535-7583, 8706
ISC New Orleans	504-942-4068, 4073
ISC St. Louis	314-539-3900 x 227
ISC Cleveland	216-902-6386, 6388
ISC Alameda	510-437-2781, 2783
ISC Seattle	206-217-6321
ISC Honolulu	808-541-1507, 1505
ISC Ketchikan	907-463-2102, 2103



How do I become a pilot?

To become a Coast Guard pilot you must first become an officer, after which you can apply for flight school. Flight school is located in Pensacola, Florida, and lasts up to 13 months. Note that to be eligible to become a pilot you have to pass a Class 1 flight physical.



What will I do at my first duty station?

It really depends on what type of unit you go to. Life at a small station is different than life on a ship. Most boot camp graduates will receive orders to a ship. One thing for sure is that if there is a galley, or kitchen, at your unit, you will be working as a mess cook for one to two months. You must remember that everyone in the Coast Guard has started at the bottom and worked their way up. It is very important that you maintain an excellent attitude during this time! Your supervisor will be watching to determine what type of worker you are. Opportunity and respect are given to those who deserve it. At this point, you will start to perform the duties of a crewman at your unit. You must learn everything

about your ship and/or small boats at your station. You may be going on rescue missions, assisting with law enforcement, or working aids to navigation.

How do I choose my school?

In the Coast Guard, you can attend any school you want as long as you qualify for it. The results of your ASVAB will determine what schools you qualify for. In order to enter into the aviation rates your vision can be no worse than 20/100 uncorrected, corrected to 20/20. In addition, you need normal color vision to enter into the aviation rates and any rate that requires you to navigate or work with electricity. It is important to know that all of our schools have a waiting list. They range from a few months to over a year for very popular ratings. You must have a minimum of 30 months remaining on your enlistment before you can enter any Class A school. If the school you want has a long wait, you may need to extend your enlistment a number of months to bring the total left on your enlistment up to 30 months.

Is Class A School like boot camp?

No. This is training for a specialty you have chosen. It may involve work details and duty, but the main focus is on technical and professional training.

1 - 800 GET USCG

Will I be paid while at Class A School?

Yes, you will be paid for every day you're in the Coast Guard. You will receive pay according to published pay schedules for your pay grade, in addition to any Temporary Duty or travel allowances due you.



What should I ask my recruiter?

Coast Guard recruiters must present an accurate picture of Coast Guard training. You should be aware of all aspects of the Coast Guard environment. Be sure you fully understand the enlistment contract. If there are doubts or questions, find out more BEFORE you sign, because an important part of your future is at stake. You should ask about:

- detailed literature and qualifications for each speciality area.
- films or videos which show training and duties in the Coast Guard. (There is a boot camp video called "Training to Be Part of the Action.")

- how long your basic and technical training is, and where.

- any special enlistment programs, especially if you have completed Junior ROTC or Sea Cadet training.

- remote assignments overseas.

- haircut and grooming standards (e.g., male earrings are not allowed during duty hours).

- chances for off-duty education and educational benefits.

- any guaranteed training programs.



Where do I get more information?

For more information about our other opportunities for action, please call 1-800-424-8883, or see a United States Coast Guard recruiter. To talk to your local recruiter directly, call



FREQUENTLY ASKED QUESTIONS ABOUT U.S. COAST GUARD RECRUITING

Is it true, that you can be awarded the Commandant's Letter of Commendation for helping recruiting?

MC T COGARD MSC WASHINGTON DC
IC T US INTERDICTION COORD WASHINGTON DC
O63 T COGARD NATIONAL RESPONSE CENTER WASHINGTON DC
FC T COMCOGARD NPFC WASHINGTON DC
R 061345Z OCT 98 ZUI ASN-D00279000170
FM COMDT COGARD WASHINGTON DC//G-C//
TO ALCOAST
BT

UNCLAS //N01100//

ALCOAST 095/98

COMDTNOTE 1100

SUBJ: REVISED INCENTIVE PROGRAM FOR ASSISTANCE TO RECRUITING

A. PERSONNEL MANUAL, COMDTINST M1000.6C

B. MEDALS AND AWARDS MANUAL, COMDTINST M1650.25B

1. STREAMLINING INITIATIVES, A BETTER BUDGET THAN EXPECTED, AND A ROBUST ECONOMY COMBINED DURING FY97 TO CREATE A SIGNIFICANT WORKFORCE SHORTAGE IN THE COAST GUARD. THIS RESULTED IN A SUBSTANTIAL INCREASE IN THE RECRUITING MISSION IN FY98 WHICH OUR SMALL RECRUITING FORCE HAS NOT BEEN ABLE TO MEET. FURTHER, THE ECONOMY CONTINUES TO DRAW TALENTED PEOPLE AWAY FROM THE ARMED SERVICES, INCLUDING MANY ON ACTIVE DUTY. A BOLD NEW INITIATIVE IS UNDERWAY TO ENGAGE ALL MEMBERS OF TEAM COAST GUARD IN RECRUITING. THIS REVISION TO THE RECRUITING ASSISTANCE INCENTIVE PROGRAM IS PART OF THE OVERALL INITIATIVE, WHICH WE CALL THE "EVERYONE IS A RECRUITER" PROGRAM.

2. EFFECTIVE IMMEDIATELY, ALL MEMBERS OF TEAM COAST GUARD, WITH THE EXCEPTION OF PERSONNEL ASSIGNED TO RECRUITING BILLETS, ARE ELIGIBLE FOR RECOGNITION UNDER THIS PROGRAM. ACTIVE DUTY AND RESERVE PERSONNEL ARE ELIGIBLE FOR AWARD OF THE COMMANDANT'S LETTER OF COMMENDATION (CLOC) FOR ASSISTANCE TO RECRUITING. CIVILIAN EMPLOYEES WILL ALSO BE AWARDED A LOC. COAST GUARD AUXILIARISTS WILL RECEIVE THE AUXILIARY AWARD OF MERIT. THE DIRECTOR, COAST GUARD RECRUITING CENTER (CGRC), IS HEREBY

DELEGATED AUTHORITY TO APPROVE THESE AWARDS AND THE COAST GUARD ACHIEVEMENT MEDAL FOR THE PURPOSE OF ADMINISTERING THIS PROGRAM. ONLY THE DIRECTOR, CGRC MAY AUTHORIZE AWARDS FOR ASSISTANCE UNDER THIS PROGRAM. IN ADDITION, ARTICLE 7.B.3. OF REF A IS AMENDED TO AUTHORIZE THE 72 HOUR LIBERTY INCENTIVE UPON A REFERRED RECRUIT'S GRADUATION FROM RECRUIT TRAINING. A MEMENTO UNIQUE TO THIS PROGRAM WILL ALSO BE PRESENTED UPON THE RECRUIT'S GRADUATION. THIS INCENTIVE PROGRAM IS INTENDED TO RECOGNIZE SUPPORT ON AN INDIVIDUAL BASIS. CGRC IS DEVELOPING A UNIQUE PROGRAM FOR UNITS WHICH ACTIVELY SUPPORT RECRUITING EFFORTS.

3. TO BE ELIGIBLE FOR THIS TWO-TIERED INCENTIVE PROGRAM, A TEAM COAST GUARD MEMBER MUST ACTIVELY PARTICIPATE IN RECRUITING A PERSON FOR THE SERVICE DURING OFF DUTY HOURS. THE FIRST TIER AWARD WILL BE CONSIDERED EARNED WHEN A FULLY QUALIFIED PERSON HAS SIGNED A CONTRACT TO ENTER THE COAST GUARD DIRECTLY OR THROUGH THE DELAYED ENTRY PROGRAM. THE SECOND TIER AWARD IS EARNED WHEN THE RECRUIT SUCCESSFULLY COMPLETES RECRUIT TRAINING. THE REFERRAL MUST ADVISE THE RECRUITER AT THE TIME OF THEIR INITIAL INQUIRY THAT THEY WERE REFERRED BY A MEMBER OF TEAM COAST GUARD AND MUST PROVIDE THE NAME AND UNIT OF THE TEAM MEMBER MAKING THE REFERRAL.

4. CIVILIAN AND AUXILIARY PERSONNEL WILL BE PRESENTED THEIR AWARDS FOR THE FIRST AND THIRD ENLISTMENT. ACTIVE DUTY AND RESERVE PERSONNEL WILL BE AWARDED A CLOC FOR THE FIRST ENLISTMENT AND A COAST GUARD ACHIEVEMENT MEDAL FOR THE THIRD. A SPECIAL MEMENTO UNIQUE TO THIS PROGRAM WILL BE PRESENTED TO ALL TEAM MEMBERS FOR THE SECOND ENLISTMENT. THERE IS NO LIMIT TO THE NUMBER OF AWARDS THAT A MEMBER MAY EARN IN ANY FISCAL YEAR UNDER THIS PROGRAM. CGRC WILL IMPLEMENT AN OUTSTANDING AMATEUR RECRUITER AWARD FOR PRESENTATION ANNUALLY TO THE TEAM COAST GUARD MEMBER(S) WHO MAKE THE MOST QUALIFYING REFERRALS UNDER THIS PROGRAM. THIS AWARD WILL BE PRESENTED IN CONJUNCTION WITH OTHER ANNUAL RECRUITING AWARDS.

5. NOMINATIONS FOR AWARDS UNDER THIS PROGRAM SHALL BE SUBMITTED BY RECRUITING OFFICES. PREPARATION AND FORWARDING OF THE AWARD WILL BE COORDINATED BY CGRC. THE DIRECTOR, CGRC, SHALL MONITOR THIS PROGRAM AND ENSURE COMPLIANCE WITH ALL APPLICABLE SERVICE POLICIES AND REGULATIONS. MEMBERS WHO DEMONSTRATE A STRONG APTITUDE FOR REFERRING QUALITY PEOPLE MAY BE CONSIDERED FOR RECRUITING DUTY.

6. CGRC IS PREPARING A FIELD GUIDE FOR USE BY PERSONNEL INTERESTED IN ASSISTING RECRUITING WHEN NOT ON DUTY. PERSONNEL WISHING TO OBTAIN A COPY SHOULD CONTACT YN1 MCCracken AT 703-235-4755. A GUIDE FOR UNIT PROGRAMS IS ALSO UNDER DEVELOPMENT.

7. THE CURRENT WORKFORCE SHORTAGE IS HAVING A SIGNIFICANT ADVERSE IMPACT ON COAST GUARD UNITS EVERYWHERE. WE ALL MUST

WORK LONGER AND HARDER BECAUSE OF THIS SHORTAGE. THE RECRUITING FORCE IS A VERY TALENTED GROUP OF PROFESSIONALS BUT IT IS NOT LARGE ENOUGH TO ACCOMPLISH ITS MISSION IN THE CURRENT ECONOMY ALONE. IF ALL MEMBERS OF TEAM COAST GUARD PITCH IN AND TELL THE COAST GUARD STORY TO ELIGIBLE YOUNG AMERICANS, WE WILL FILL OUR WORKFORCE MORE EXPEDITIOUSLY.

8. THIS POLICY WILL BE REFLECTED IN A FUTURE CHANGE TO REF A. THIS DELEGATION OF AWARD AUTHORITY WILL BE REFLECTED IN A FUTURE CHANGE TO REF B.

9. INTERNET RELEASE IS AUTHORIZED.

10. J. M. LOY, ADMIRAL, USCG, COMMANDANT, SENDS

BT

NNNN



Information Concerning

Coast Guard Enlisted Ratings

Coast Guard Opportunities

DECK AND ORDNANCE GROUP

BOATSWAINS MATE (BM) - You will be a master of seamanship; capable of performing almost any task in connection with deck maintenance, small boat operation, navigation, and handling all personnel assigned to a ships deck force.

QUARTERMASTER (QM) - You will be a master of navigation. You must be able to quickly and accurately read and understand navigation charts, signals, and all things that might affect the ship. Safety as sea depends largely upon the QM's skillful navigation.

RADARMAN (RD) - You will help ships avoid collisions, bypass bad weather and locate other vessels in distress. RD's are also heavily involved in law enforcement and vessel traffic service units. They operate radar and plotting equipment.

GUNNER'S MATE (GM) - You will be an expert in everything from small arms to rocket launchers and pyrotechnics. You will operate, maintain and repair all gunnery equipment and hand ammunition.

FIRE CONTROL TECHNICIAN (FT) - You will be a weapons expert. You will operate, maintain, and repair complicated electronic, hydraulic, and mechanical equipment. You will also be an expert on how wind, parallax, and ship's movement affect firing.

ENGINEERING AND HULL GROUP

DAMAGE CONTROLMAN (DC) - You will be responsible for preserving all modern safety and survival devices on Coast Guard vessels. Among your duties are welding, pipe fitting, and woodworking. You also maintain shore installations.

MACHINERY TECHNICIAN (MK) - You will work with internal combustion engines, air conditioning and refrigeration, hydraulics, bearings, gears, clutches, pumps, valves, basic electricity, pneumatics and hazardous waste.

ELECTRONICS TECHNICIAN (ET) - You will be responsible to repair and maintain sophisticated electronic equipment used for navigation and communications. These include radio receivers and transmitters, radar and communications equipment.

TELEPHONE TECHNICIAN (TT) - You will work on telecommunications equipment ranging from towers, antennas, pole lines, and underground cables to data communications and processing systems, telephones, and security and remote control systems.

ELECTRICIANS MATE (EM) - You will repair power plants and equipment. You will take care of the electrical propulsion equipment, gyrocompass (and related equipment), and the ships internal communications system.

AVIATION GROUP

AVIATION MAINTENANCE TECHNICIAN (AMT) - You will maintain and repair aircraft engines. You will become proficient in basic aerodynamics, ignition systems, fuel systems and machine elements, and work on aircraft surfaces, airframe structures, landing gear, control surfaces and all related mechanisms. You will work with metals, alloys, plastics, fabrics and aircraft oxygen systems.

AVIATION SURVIVAL TECHNICIAN (AST) - You will be responsible for rigging and repairing survival equipment and rescue devices. You will work on parachutes, small arms, munitions, pyrotechnics, droppable pumps and all search and rescue equipment.

AVIONICS TECHNICIAN (AVT) - You will be responsible for aircraft power, communications, navigation, auto flight and sensor systems. AVT's perform minimum performance checks, system alignments, avionics corrosion control and record keeping.

ADMINISTRATIVE AND SCIENTIFIC GROUP

MARINE SCIENCE TECHNICIAN (MST) - You will investigate pollution incidents, monitor cleanups. Conduct vessel boardings and enforce other pollution and safety laws. Scientific duties include weather forecasting and operating marine safety laboratories.

YEOMAN (YN) - You will be a Coast Guard personnel specialist. You will maintain personnel and pay records, and keep the letters, messages and reports flowing smoothly. You will also use computerized data as word processing equipment.

STOREKEEPER (SK) - Your job will be to provide and account for the constant stream of supplies, clothing, commissary items and spare parts necessary to keep the Coast Guard running. You will be the Coast Guard's expert purchasing agent and accountant.

PUBLIC AFFAIRS SPECIALIST (PA) - You are the Coast Guard's information link to the military and civilian communities. You will provide them with news and photos about the Coast Guard. PA's are also official Coast Guard photographers.

TELECOMMUNICATIONS SPECIALIST (TC) - You will be responsible for point to point voice and data communications and distress radio frequency monitoring and interpretation. You are the Coast Guard's link to people in distress. In addition, you will be responsible for computer networking and troubleshooting.

FOOD SERVICES SPECIALIST (FS) - You will be responsible for feeding the Coast Guard men and women. You will be trained in cooking, menu preparation, baking, sanitation, food purchasing and storage, dietetics, dining facility management and personnel administration.

HEALTH SERVICES TECHNICIAN (HS) - You will be responsible for the health of Coast Guard people and their families. You will assist medical and dental officers, and can serve in independent duty at some small units and cutters or fly on rescue missions.



**Information
Concerning
ASVAB Testing**

ASVAB

(Armed Forces Vocational Aptitude Battery)

The ASVAB test is the first step in your application to the Coast Guard. If you do not pass it the first time, you can retest after 30 days. If you do not pass on the second try, you will have to wait six months before retesting. Applicants that study and seriously prepare for the test usually pass on their first try. If you have been out of school for a while or if you have not taken any math classes beyond Algebra I, you definitely need to study before attempting to take this test.

One of the best ways to study is to pick up a Study Guide. They are available in most book stores, libraries or possibly in your school guidance office. The following two books are normally available:

1. **BARRON'S: PASS KEY TO THE ASVAB**
2. **ARCO: ASVAB BASICS**

These books give an overview of all ten parts (described on the following page) of the ASVAB, with an in-depth concentration in **Arithmetic Reasoning (AR)**, **Mathematics Knowledge (MK)**, **Word Knowledge (WK)** and **Paragraph Comprehension (PC)**. These four parts are the most important parts of the test. They make up your **AFQT** score. This is the score that qualifies you for enlistment. In order to join the Coast Guard, you must score at least a 40.

If you can't find one of these basic books, both companies print larger books that cover all ten parts of the test. If you purchase one of these books, remember to spend most of your time studying the **AR**, **MK**, **WK** and **PC** sections. If you have a good idea of what type of job you would like to pursue, tell us and we can advise you about any additional sections to study.

EXAMPLE: 1. If you want to go into Electronics, you will need to score well on the Electronics Information (EI).

EXAMPLE: 2. If you want to go into any of the Mechanical jobs, you will need to score well in the Mechanical Comprehension (MC) and the Auto and Shop Information (AS).

The ASVAB is a three hour test with no scheduled breaks. Before the test starts, make sure you are not hungry or thirsty and that you have used the bathroom. If you need to use the bathroom during the test, do not go during the **AR**, **MK**, **WK**, or **PC** sections! When you check in for the test, you will need the test slip (714A) and your drivers license or a picture ID. Everything else you need will be provided by your test administrator.

Remember, this test is one of the most important steps in your applications process. Without a passing score, you will not be allowed to continue processing. **Good Luck!**

The ASVAB consists of 10 subtests. Briefly, they are:

- a. **General Science (GS)** - (25 items in 11 min) Items are drawn from biology, medicine, chemistry, and physics. This test measures basic factual knowledge at a level appropriate to high school general science courses.
- b. **Arithmetic Reasoning (AR)** - (30 items in 36 min) Often called “word problems”, the items in this subtest require the use of arithmetic skills to solve problems described in short paragraphs. Knowledge of advanced mathematics is not required for this subtest.
- c. **Word Knowledge (WK)** - (35 items in 11 min) Essentially a vocabulary test. You are given a word and asked to choose which of four other words is closest in meaning.
- d. **Paragraph Comprehension (PC)** - (15 items in 13 min) Designed to measure how well you can acquire information from written passages. You are required to read short paragraphs and answer questions about them.
- e. **Numerical Operations (NO)** - (50 items in 3 min) This covers basic arithmetic operations, which you are asked to solve as quickly as possible. Score depends on speed and accuracy to a great extent.
- f. **Coding Speed (CS)** - (84 items in 7 min) Like Numerical Operations, this subtest emphasizes speed and accuracy. Given the code numbers for certain words at the top of the page in the test booklet, you are asked to mark spaces on the answer sheet corresponding to the code numbers of the words.
- g. **Auto and Shop Information (AS)** - (25 items in 11 min) This subtest measures your specific knowledge of the tools and the terms associated with the repair and maintenance of vehicles.
- h. **Mathematics Knowledge (MK)** - (25 items in 24 min) The questions in this subtest concern subjects that are normally taught in high school classes, such as algebra, geometry, and trigonometry.
- i. **Mechanical Comprehension (MC)** - (25 items in 19 min) Items in this subtest show pictures related to basic machines, such as pulleys, levers, gears, and wedges. To answer the questions, you must visualize how the pictured objects would operate.
- j. **Electronics Information (EI)** - (20 items in 9 min) This subtest measures your familiarity with electrical equipment, knowledge of electronics terminology, and ability to solve simple electrical problems.

KEEP TRACK OF YOUR CONTACTS

Date First Contact: _____	Follow up: _____
Name: _____	Address: _____
Phone Number: _____	E-Mail Address: _____
Programs interested in: _____	

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Name: _____	Address: _____
Phone Number: _____	E-Mail Address: _____
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Phone Number: _____	E-Mail Address: _____
Programs interested in: _____	

KEEP TRACK OF YOUR CONTACTS

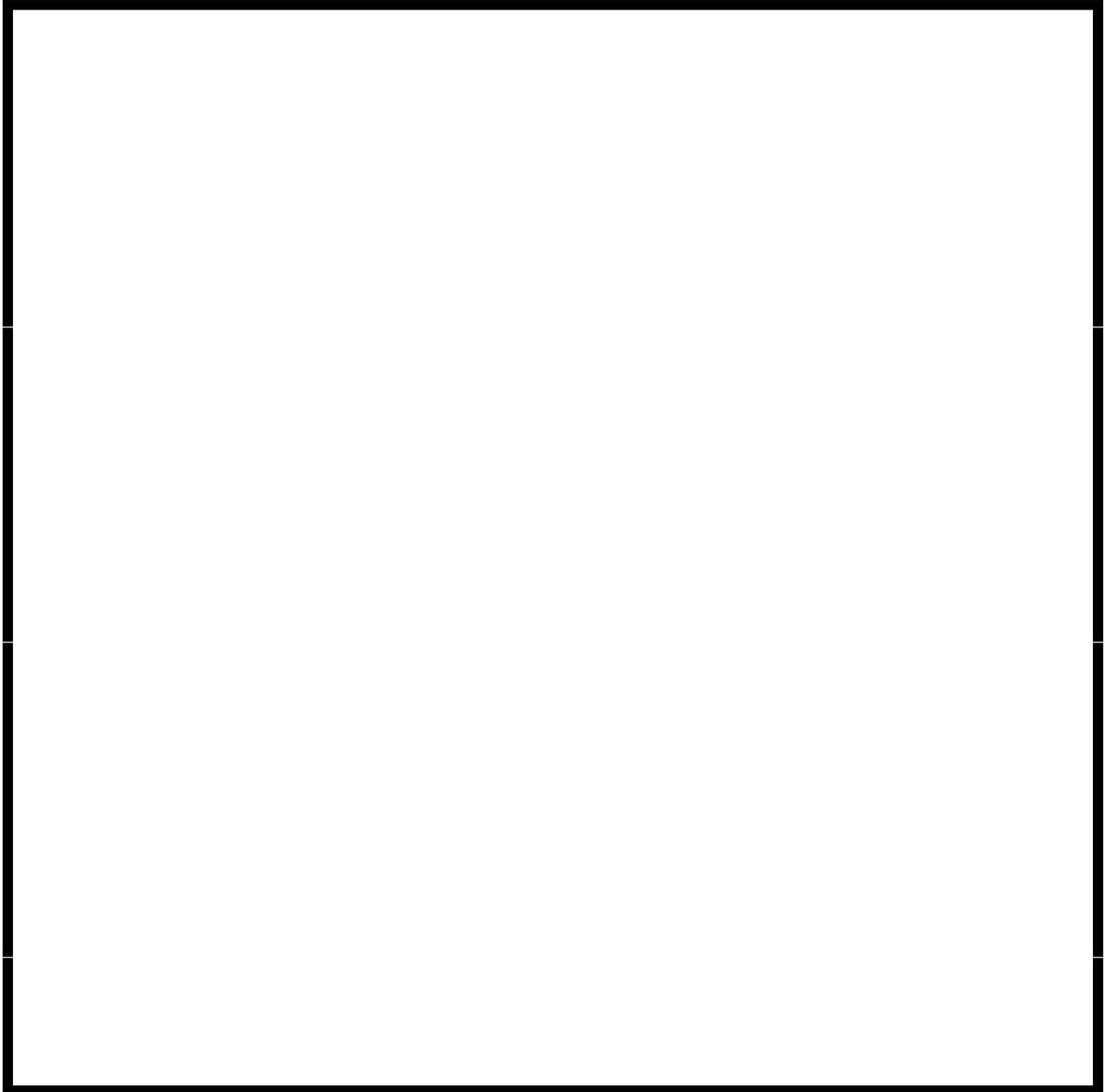
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Date First Contact: _____	Follow up: _____
Name: _____	Address: _____
Phone Number: _____	E-Mail Address: _____
Programs interested in: _____	

Your comments are encouraged. Please send us your ideas, suggestions and comments to:

Director
Coast Guard Recruiting Center
4200 Wilson Blvd., Suite 450
Arlington, VA 22203
Attn: RECRUITER ASSISTANCE PROGRAM
E-Mail: mmccracken@ballston.uscg.mil
Telephone: (202) 493-6675
Fax: (202) 493-6699

A large empty rectangular box with a thick black border, intended for comments.

REGULAR ENLISTMENT:

1. Must be between the ages of 17 and 28.
2. Have a High School diploma or equivalent.
3. Be in good physical condition.
4. Clean police record.
5. 40 and above on ASVAB scores.
6. No drug use.

OFFICER CANDIDATE SCHOOL:

1. Must be between the age of 21 and 26.
2. Have a Bachelor degree or higher.
3. Meet minimum SAT/ACT Scores (SAT of 1100), ASVAB GT Scores of 110 (AR & VE)
4. Attend 17 week training course at New London, CT.

COLLEGE STUDENT PRECOMMISSIONING INITIATIVE (C.S.P.I.):

1. Cannot have reached 27th birthday by college graduation day.
2. Be a Sophomore or Junior in a Historically Black college or Hispanic college.
3. Have a minimum college GPA of 2.5.
4. Meet minimum SAT/ACT Scores, or ASVAB GT Score of 110.