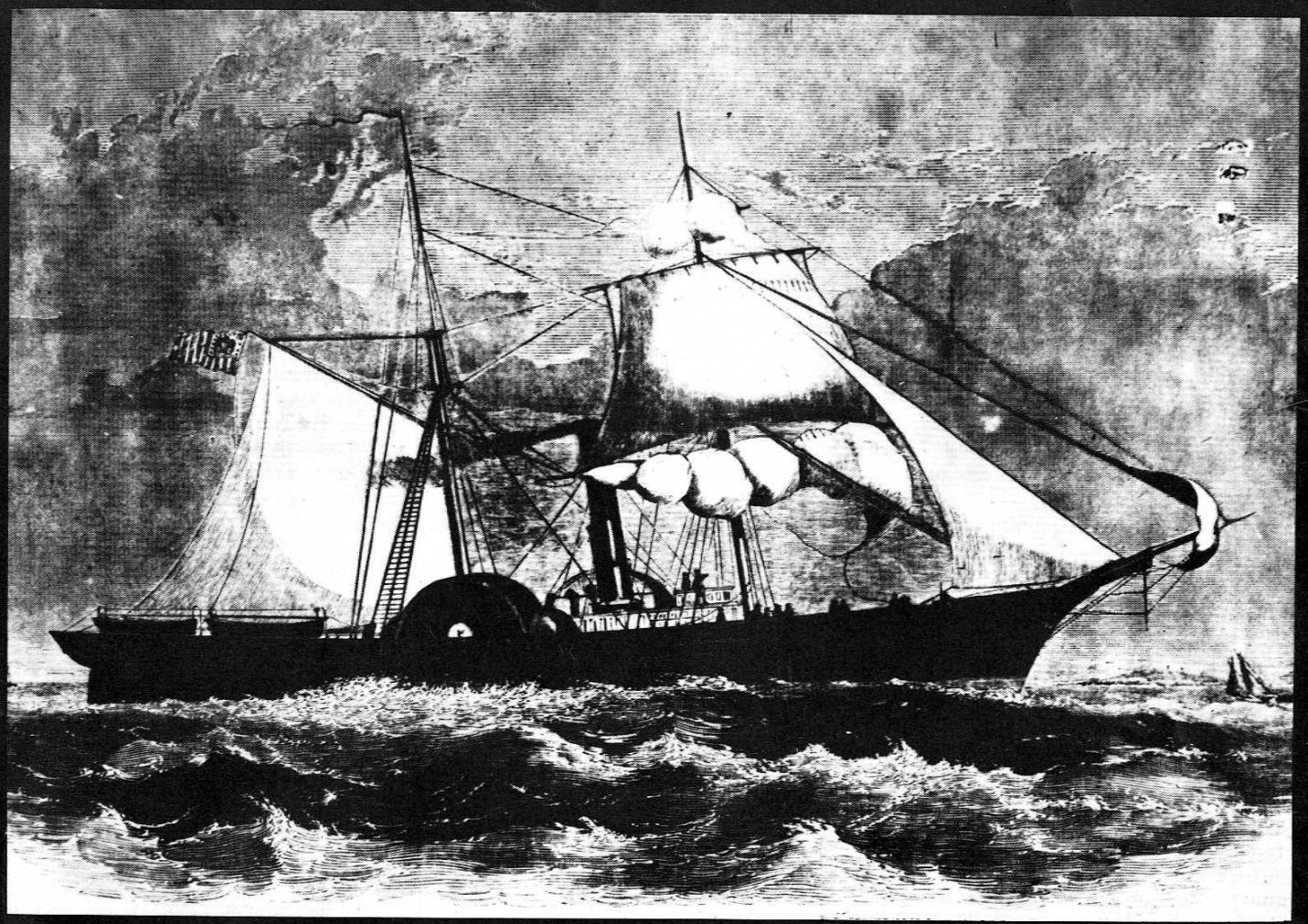
The Reservist

July-August 1983

U.S. Department
of Transportation

**United States
Coast Guard**



unclas

CAPT John T. Andrews, the Deputy Chief, Office of Reserve, has been reassigned to G-C as Special Assistant to the Commandant. CAPT Kenneth R. Murphy, former Chief, Twelfth District(r), stepped into the Headquarters position June 20. The Office of Reserve staff wishes the best to both officers in their new positions.

YN1 Ruth M. Pascal of Coast Guard Reserve Group Gloucester received the Coast Guard Woman of the Year Award from the United States Navy League's Hunterdon, Somerset, Watchung Council.

This award rewards outstanding military performance and "model citizen" attributes.

CGRU Base Southwest Harbor has conferred upon Shirley Mansell the title of "Honorary Yeoman" for the unit. Shirley, a legal/insurance secretary volunteered her services when she became aware of the Reserve unit's need for clerical assistance through her husband, former unit member BMC Colby R. Mansell.

Sunday drill after Sunday drill, Shirley typed and typed. This was no small feat, considering Shirley is the mother of six teenage boys, four of whom are identical twins.

RU Base Southwest Harbor remains indebted to Shirley for her five months of uncompensated assistance, and wants to remind her that she is welcome back anytime.

The Coast Guard historian is searching for old photographs, artifacts and other memorabilia pertaining to women in the armed forces for possible inclusion in a permanent exhibit in a Pentagon corridor to honor military women.

For the present, please send only information about what materials you might have available for the exhibit, and do not send the actual items. The historian will review the information and then contact the owners.

Defense Secretary Casper Weinberger late last year approved the corridor exhibit, and additional planning is going on now. A second-floor corridor near the Hall of Heroes has been designated for the exhibit. Planners expect to complete the corridor in November 1983. The cost to establish the project is estimated at $65,000 to $100,000.

The corridor will highlight the history of women in the military from the Revolutionary War to the present. Information should be sent to:

Historian
Commandant (G-BPA)
United States Coast Guard
Washington, D.C. 20593
Phone: (FTS) 426-1855 or (com) 202-426-1855

Seaman Jeffrey S. Case, a Coast Guard reservist under the RK Program, was given a Cadet appointment at the U. S. Coast Guard Academy in New London where he will undertake studies in the field of marine engineering.

Seaman Case participated in weekend drills with the Boston Unit of Reserve Central Zone.

Present and former customers of Louisiana Power and Light Company (LP&L) in Southeast Louisiana are entitled to refunds for electricity used during 1977 and 1979 through 1982.

Address questions to:

Louisiana Power and Light Co.
P.O. Box 6379
New Orleans, Louisiana 70174

to find out if you're eligible for a refund.

***On the cover*-- The United States Revenue Cutter *Harriet Lane*, which fired the first shot in the Civil War, was named for the First Lady, niece of bachelor President James Buchanan. Revenue cutters, the forerunners of the Coast Guard, were authorized by the first Congress August 4, 1790. Celebrate Coast Guard Day August 4th. Coast Guard historical photo.**

THE COAST GUARD RESERVIST is published bi-monthly by the Commandant of the United States Coast Guard.

ADMIRAL James S. Gracey
Commandant, U.S. Coast Guard

REAR ADMIRAL James C. Irwin
Chief, Office of Reserve

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Editor

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This material is printed as information only and is not authority for action.

Members of the Coast Guard Reserve are invited to submit articles, photographs and artwork to the editor for possible publication. By-lines will be given.

Inquiries concerning the Coast Guard Reserve should be addressed to:

Commandant, U.S. Coast Guard (G-R-1)
Washington, D.C. 20593

phone 202-426-2350 (FTS 426-2350)

CG-288

Admiral's corner

I would like to take this opportunity to express my view of proper military and personal appearance. I believe that these are important ingredients of a "squared away" unit. As a matter of fact, I have yet to see an outstanding unit whose personnel do not also look outstanding. In such units I find morale high, disciplinary problems non-existent and performance notable. By the same token, a unit whose personnel present a mediocre appearance is likely to be a mediocre unit.

By now I have visited units in approximately 75 percent of our districts. I have held personnel inspections at almost every unit I have visited. The uniform discrepancies I find most often include wrinkled shirts, unshined shoes, run-down heels, and work trousers instead of dress slacks. Haircuts are a big problem. Too many reservists seem to think that haircut standards are different for reservists and regulars, or that standards only apply while reservists are on active duty. I would like to dispell those ideas once and for all. Whenever a reservist is in uniform the standards set forth in the Uniform Regulations apply.

I urge each of you to do your part in making our Reserve the very best. Appearance is important. Good appearance in itself does not make a good unit, but it is indicative of strong leadership and a cohesive and loyal crew who want to do their best. Personal appearance is the responsibility of each individual. However, it is the duty of the commanding officer to insure that the unit's officers and enlisted personnel abide by the established standards. An officer who cannot accomplish this has questionable command ability.

I believe stongly that reservists should always look as good or better than their active duty counterparts. I do not want reservists to be guided by the standards they find at the units where they train or augment. Reservists should be guided by the Uniform Regulations.

RADM James C. Irwin
Chief, Office of Reserve

brief comments

Now's your chance to be sure you'll advance

The past few issues of The Reservist have featured articles on various aspects of the advancement eligibility requirements. In the May-June issue, RADM Irwin devoted his Admiral's Corner to a discussion of the eligibility requirements for CPO candidates.

With the deadline for submission of exam requests (form CG-4716) around the corner, CPO candidates are reminded that the headquarters screening panel will once again be looking closely at the documentation packages before it makes a determination of a candidate's eligibility for advancement to E-7, E-8, or E-9.

CPO candidates must be aware that a determination of ineligibility will result from ANY incomplete or non-current advancement requirement:

1) Non-currency of E-7 correspondence course for E-7 candidates;

2) Failure to complete the path-of-advancement E-6 course for E-7 candidates;

3) Failure to complete the UCMJ course for E-8 candidates;

4) Failure to complete the Navy Leadership course or the Officer and Chiefs' Leadership ADT course for E-9 candidates;

5) Failure to complete advancement rate professional and military requirements practical factors (compare the current, authorized form to the enlisted qualifications manual-- only the newest revisions of this form will be allowed this cycle and beyond); and

6) CPO evaluation letters that do not, in content, conform to the provisions in chapter seven of the Reserve Administrative Manual or evaluations not performed in rate-related duties or under appropriate supervision.

These are the more common failings of CPO advancement candidates.

No one wants to see an otherwise qualified member fail for advancement because an oversight (complacency) resulted in neglecting one practical factor or a non-current correspondence course.

Although these words are directed at CPO candidates because they must satisfy more requirements than E-4 through E-6 candidates, ALL candidates should be aware of their advancement eligibility requirements. To that end, everyone in the advancement chain-of-command must continually keep the candidate aware of individual requirements, and the candidate must work diligently to meet those requirements.

For each of you going for advancement in the October 1983 cycle, ask your training officer to explain the requirements for advancement contained in chapter seven and its enclosures of the Reserve Admininstrative Manual (COMDTINST M1001.26). And maximize your chances for success by hard study.

Use seatbelts for safety

Commandant Instruction 11240.14 sets forth the Commandant's seatbelt policy. All personnel shall use safety belts or other restraint systems while driving or riding in motor vehicles on official business. This policy includes the use of rental and private vehicles on official business. Failure to use seatbelts while on official business shall be punishable under Article 92 of the Uniform Code of Military Justice.

Seabag fillers

Change Six to the Comptroller Manual, Vol. III contains revised procedures for uniform support for reservists.

TRACEN Cape May offers uniform support to reservists who undergo basic training. It also provides mail-order service to reservists who want to purchase seabag items at their own expense.

Only RTC Yorktown issues initial and supplemental uniform items to reservists who are not required to report to TRACEN Cape May for basic training. All reservists may order replacement-in-kind items from Yorktown.

In ordering publications, administrative personnel should be sure to order from the correct stock point on the correct order form.

Read the first six pages of COMDTNOTE 5600, Directives, Publications and Reports Index, for guidance.

ESOs, please ensure that people fill out Reserve correspondence end-of-course answer sheets correctly.

ROCI -- Direct Commission Officers go the distance

Changes have been made to the Direct Commission Officer Program for the Inactive Duty Reserve in both the eligibility and training requirements. The changes include a prerequisite correspondence course and a new resident course, Reserve Officer Candidate Indoctrination, ROCI.

These changes were designed to improve the training which aids direct commission officers in assuming their roles and duties as junior officers at Reserve units. In addition, this backround will provide a sound foundation for direct commission officers to receive more advanced training.

Many Coast Guard officers are Officer Candidate School and Academy graduates who enter the Selected Reserve after completion of their initial tour. However, these sources do not provide enough junior officers to fill all the available billets at Reserve units. The Direct Commission Officer Program was established to meet this need.

Until recently, candidates who either held a baccalaureate degree or who were E-5's in the Coast Guard or Navy (or their Reserve components) were qualified for direct commissions. In addition, these pe ty officers were required to have completed 60 semester hours and be qualified in a specialty. Those selected were subsequently commissioned as ensigns, lieutenant(jg)s, or lieutenants.

Candidates from sources outside the Coast Guard or Navy were required to take a two-week resident course, Reserve Officer Basic Indoctrination (ROBI). All direct commission officers were required within two years of commissioning to complete a resident or correspondence course in leadership as well as two correspondence courses from a selected list.

Rumblings from the field, both the regular and Reserve sides, suggested that this training might not adequately prepare direct commission officers to take on their roles as junior officers at Reserve units. An in-depth study of the direct commission program by Commandant (G-RT) confirmed this theory.

The major changes to the program are outlined below. For more information refer to Commandant Instructions 1131.9, 1131.10 and forthcoming changes to the Personnel, Reserve Training and Reserve Administrative Manuals, or ask your unit training officer.

New Eligibility Requirements (effective January 1983)

1. Applicants for direct commissions in the inactive duty Selected Reserve must be former or present members of one of the Armed Forces of the United States or licensed officers of the United States Merchant Marine with two years of active duty in the regular service or inactive duty in the Selected Reserve.

2. Enlisted members of the armed forces as specified above must meet the following requirements:

a. Attained pay grade E-5 and
b. Satisfactorily completed a minimum of 60 semester hours at an accredited college or university.

3. Applicants must be between the ages of 21 and 37. Current or former members of the Coast Guard or Navy or their Selected Reserve components may exceed 37 years of age by an amount equal to the total of their service years up to a maximum age of 47.

New Training Requirements (Applies to persons receiving direct commissions after March 31, 1983)

1. All candidates, with the exception of current or former officers and chief warrant officers of the Coast Guard and Coast Guard Reserve and Navy officers, are required to complete the following requirements:

a. Starting January 1984, a prerequisite Coast Guard Officer Orientation Correspondence Course (CGO-O) - This course will include topics such as Coast Guard history, uniforms, rates and ratings, and other basic military and Coast Guard information;

b. Reserve Officer Candidate Indoctrination (ROCI) - This is a two-week course held at RTC Yorktown. The course will include classes in career development, UCMJ, correspondence and directives, enlisted advancement, and leadership and management. Physical fitness training will also be emphasized. Commissioning will occur after successful completion of the course. (ROCI replaces the Reserve Officer Basic Indoctrination course.)

2. Post-commissioning training, required of all direct commission officers, includes the following:

a. Attendance at a formal school or OJT related to the officer's mobilization assignment during the first period of ADT;
b. Completion of the Reserve Unit Administration and Training (RUAT) correspondence course (currently being developed) within two years of commissioning;
c. Earning of experience indicator codes in accordance with the Reserve Administrative Manual;
d. Completion of additional training as required, depending upon an officer's background and experience.

Armed with this background and training, direct commission officers can GO THE DISTANCE to a successful and rewarding career in the Coast Guard Selected Reserve.

brief comments

Officer appointments

Physical exam is selectee's responsibility

Prior to 1 November 1982, when Commandant (G-RA) notified an inactive duty Reserve officer of selection for appointment to the next higher grade, a "Request for Appointment" form was enclosed with the notification letter (see Example 1). This form had to be filled out completely by the selectee to show formal acceptance of the appointment. Until the form was received by G-RA, the officer could not be appointed to the new grade, regardless of whether all other conditions for the appointment had been met.

Under a new system, an inactive duty Reserve officer is still notified of selection by G-RA. The major change, however, is the elimination of the "Request for Appointment." The officer's desire for appointment is presumed unless the officer specifically declines appointment within 30 days of his notification of selection in a letter to Commandant (G-RA) via the chain of command.

Now the only responsibility of the selectee is to make sure that a current physical examination remains on file. In the second paragraph of the new notification letter, the date of the selectee's last physical (according to RPMIS) will be indicated (see Example 2) It is up to the individual officer to make certain that this date is correct and to make sure the exam on file is kept current according to the member's age (i.e., tri-annual if 36 or younger, annual if 36 or older).

An officer is tendered an appointment to the next higher grade in order of precedence, provided the following conditions are met:

1. the active duty running mate is appointed to the next higher grade
2. a vacancy exists in the new grade
3. the selectee's "character of service" has remained satisfactory prior to appointment
4. the member has a current, qualifying physical on file
5. all officers of the same grade of higher precedence on promotion lists have been tendered an appointment
6. the Secretary of Transporation exercises promotion authority.

While the new system will help smooth the promotion process, you can ensure that your appointment won't be delayed by keeping your physical up-to-date.

U.S. Department of Transportation
United States Coast Guard

Commandant
United States Coast Guard

Washington, DC 20593
Staff Symbol: (G-RA)
Phone: (202) 426-1637

1426

Date

From: _____
To: Commandant (G-RA)
Via: (1) Commanding Officer, _____
(2) Commander, _____ Coast Guard District (r)

Subj: Request for Appointment

Ref: (a) COMDT (G-RA) ltr 1401 of _____
(b) COMDTINST M1000.2 (CG-294)

1. After having been notified of selection by reference (a), I hereby request appointment to the grade of _____. This request shall serve as my acceptance of the appointment, when delivered.

2. The following information is provided in order to substantiate that I meet all the physical requirements as provided for in reference (b).

DATE OF BIRTH _____ AGE _____

DATE OF LAST MILITARY PHYSICAL EXAMINATION _____
(or physical examination which meet requirements in Medical Manual)

(To be qualified for this appointment, I understand that I must have been found physically qualified for retention less than one year prior to date of appointment if 36 years of age or older; or, within the prior three years if 35 years of age or younger).

3. I certify that to the best of my knowledge, I am physically fit and generally in the same physical condition as that which existed at the time of my last military physical examination. I am not suffering from any disability, defect, or illness which was not present at my last military physical examination.

_____

Example 1

U.S. Department of Transportation
United States Coast Guard

Commandant
United States Coast Guard

Washington, DC 20593
Staff Symbol (G-RA)
Phone (202) 426 1637

1401

From: Commandant
To: LTJG Curtis BAY 001 02 0345, USCGR
Via: Commander, Fifth Coast Guard District (r)

Subj: Selection for permanent appointment; notification of

Ref: (a) Title 14, U. S. Code
(b) COMDTINST M1000.1 (old CG-294)

1. Congratulations! You have been selected for permanent appointment to the grade of lieutenant, pursuant to the approved recommendations of a board convened in accordance with Section 730 of reference (a).

2. Before you can be promoted, you must meet all physical requirements as outlined in Section 3-H-1 of reference (b). RPMIS records show your last physical was completed in February 1982. In addition, the character of your service must continue to be satisfactory.

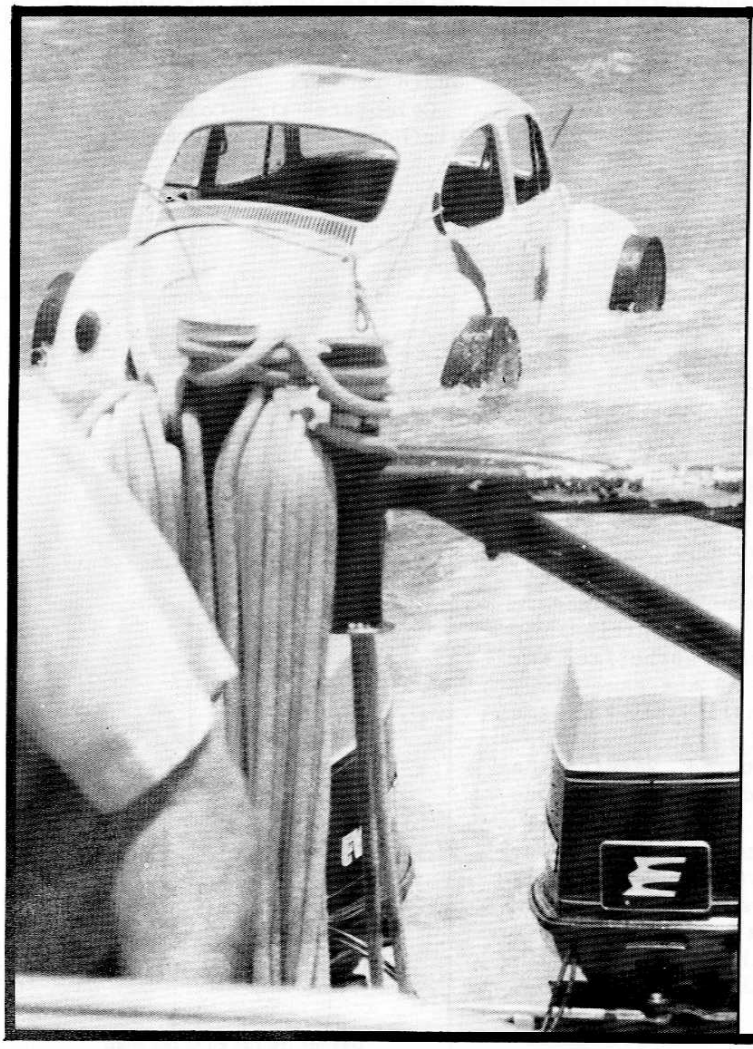
3. Provided you meet these requirements, your date of rank to lieutenant will coincide with the date of rank of your running mate on the Active Duty Promotion List. The effective date of your pay and allowances will be that date or as soon thereafter as a vacancy occurs on the Inactive Duty Promotion List.

By Direction

Example 2

Reserve Officer Selection Board schedule

BOARD NAMES	TENTATIVE DATES OF BOARDS	BOARD MEMBERS SELECTION FROM INDICATED DISTRICTS										
		1	2	3	5	7	8	9	11	12	13	14
ENLISTED TO WARRANT OFFICER; CWO2 (PERM) & CWO3 (TEMP); CWO4 (TEMP) & CWO3 (PERM); CWO4 (PERM); LTJG SELECTION	1-5 AUG 83	X	X		X				X			
CAPTAIN SELECTION	31 OCT-10 NOV 83				X		X		X			
COMMANDER SELECTION	9-20 JAN 84	X	X			X				X		
LIEUTENANT(jg) SELECTION & LIEUTENANT SELECTION	27 FEB-9 MAR 84			X			X			X	X	
CAPTAIN RETENTION	2-6 APR 84	USE RESERVE ADMIRALS AND CAPTAINS										
LIEUTENANT COMMANDER SELECTION	7-18 MAY 84			X				X			X	X
RESERVE OFFICER MOBILIZATION DISPOSITION (ISL SCREENING)	9-20 JUL 84	LOCAL BOARD			USE HQ AND C5CCGD MEMBERS							
TOTALS		2	2	2	2	1	2	1	2	2	2	1



A boat in distress? During the Red Cross Cocos Challenge, a fund-raising water race held at Merizo, Guam, May 15, members of Coast Guard Reserve Unit Marianas Section patrolled the lagoon between Cocos Island and Government Pier in Merizo, picking up swimmers and crazy-craft riders too exhausted by moderate waves to continue the race.

The reservists provided a tow for an unusual sea-going craft-- a specially modified 1967 VW Bug. The vehicle proved too heavy for its paddlers to maneuver. Strong winds blew the craft off course, and after three hours of paddling, the car's exhausted riders finally gave up and signalled to be removed from the waterway. When all the paddlers were picked up by rescue craft, the Coast Guard boat moved in and towed the VW back to Cocos Island, then returned to patrol the lagoon until all the participants in the race had crossed the finish line.

Photo by PA3 Pam Briola.

brief comments

Celebrate Coast Guard Day August 4th

Originally a system of cutters, the Coast Guard was established on 4 August 1790, when the first Congress authorized the Secretary of the Treasury to purchase ten vessels for "securing the collection of revenues." Today, tariffs hardly seem controversial. But, in the first days of the new nation, the imposition of these taxes was a bold act since taxes had been a primary catalyst for the War of Independence.

For eight years, these ten cutters were the country's only sea-going armed force-- a tiny fleet that patrolled the waters off the coast. The Coast Guard and its forerunners have fought in almost every conflict in which the United States has taken part since the Constitution became the law of the land in 1789.

The Harriet Lane, a revenue cutter, fired the first shot in the Civil War. The Coast Guard suffered the second largest loss of life incurred by any U.S. naval unit in WWI when the Tampa sank with 111 Coast Guardsmen on board. During World War II, Coast Guard-manned ships sank 11 enemy submarines, and Coast Guard personnel manned amphibious ships and craft which landed Army and Marine forces in every important invasion in North Afica, Italy, France and the Pacific. In addition, Coast Guardsmen patrolled beaches along our coasts, keeping a watch for enemy submarines. During the recent Vietnam conflict, Coast Guard craft patrolled the inland waters of that country in an attempt to impede enemy infiltration, and Coast Guard personnel were detailed to improve port security in such ports as Saigon.

Over the years, the "system of cutters" has evolved into the Service as we know it today. The Service traces the origin of its search and rescue mission to 1831, when the Secretary of the Treasury directed the revenue cutter Gallatin to cruise the coast in search of ships in distress. This was the first time a government agency was tasked specifically to search for people who might be in danger. In 1915, the merging of the Revenue Cutter Service and the Life-Saving Service created the Coast Guard. In 1939, the Lighthouse Service was absorbed into the Coast Guard, and three years later the Bureau of Navigation and Steamboat Inspection became part of the Service, thus completing the Coast Guard family.

Celebrate the Coast Guard's birthday this 4th of August!

Benefits for retired reservists

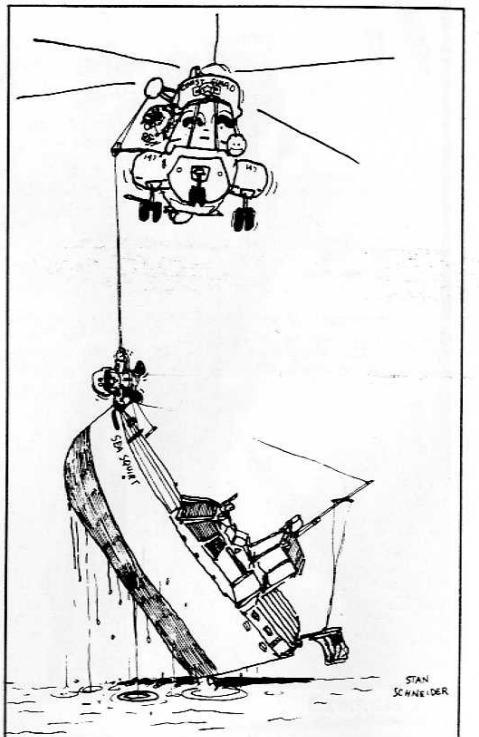
Recently the question was brought to the Board of Control, Coast Guard Mutual Assistance as to whether retired reservists are eligible to receive assistance. A review of Coast Guard Mutual Assistance literature and brochures revealed that the Retired Reserve category was not specifically described as eligible.

Personnel of the Retired Reserve <u>are</u> Sponsorship Members of Coast Guard Mutual Assistance and may apply for assistance under the Emergency Loan Program and the Admiral Roland Student Loan Program. The eligibility definition in the Coast Guard Mutual Assistance Manual under Sponsorship Members will be revised to specifically include members of the Retired Reserve.

More slots for better people

RADM Irwin has approved changes in the Reserve's enlisted advancement system that will generally improve opportunities for personnel in most authorized Reserve rates. At the same time, the Reserve shall apply the same pass/fail criteria to the Reserve-administered Servicewide Exam as the active service uses in its exam.

The result could be better advancement opportunities, but only for reservists who put in hard study using the knowledge factors contained in the Enlisted Qualification Manual as a study guide.



"Davenport! Let go of the boat!"

Selected Reserve
Explanations may improve retention

Retention in the Selected Reserve is good, but we do lose many valuable reservists because they lack family and employer support. In many cases, this is because the family or employer doesn't know what the reservist does during drill weekends and two weeks ADT. By improving retention, we can increase the Selected Reserve (now below authorized strength) and save valuable Coast Guard resources-- its trained personnel.

A short letter to the reservist's family and employer from the commanding officer can dispel misconceptions. It can also give the reservist recognition for his or her efforts. Commanding officers should ensure that the reservist wants this information communicated to his employer.

The following sample letter is a guide commanding officers may use to enlighten their unit members' employers.

U.S. Department of Transportation
United States Coast Guard

Commandant
United States Coast Guard

Washington, DC 20593
Staff Symbol:
Phone:

American Business Enterprises, Inc. 3060
Attention: Mr. S. L. Clemens
100 Main Street
St. Joseph, MO 64505

Dear Sir:

Port Securityman First Class Thomas G. Ferguson, U. S. Coast Guard Reserve recently completed a very successful two-week training period at Base St. Louis, Missouri.

The importance of this training cannot be overemphasized. The Coast Guard needs well-trained reservists. They are critical resources because they can rapidly augment active duty forces during national emergencies or time of war. Also, Petty Officer Ferguson's participation helps extend the Coast Guard's capability to serve the American public in its peacetime missions.

I realize that Petty Officer Ferguson's Reserve obligations cause inconvenience and, at times, hardships for families and employers. Your support of the Reserve program is needed and much appreciated. I look forward to your continued support which will bolster the Coast Guard Reserve and the military preparedness of the United States.

Sincerely,

Commanding Officer

Reservist Recruiters

ET1 John Lander of Ogden, Utah found himself in a precarious situation when budget cuts closed his Salt Lake City recruiting branch in August of 1981. This economic event spurred Lander to open a one-man recruiting office in his own home. The absence of a supporting staff meant that Lander would have to cover all aspects of a full-service recruiting office himself. In most cases, this would be a full-time job in itself. In Lander's case, this massive task would have to be woven into and around his civilian full-time job of working on aircraft instruments at Hill Air Force Base in Ogden Utah.

"It takes quite a bit of juggling, but the results are rewarding," Lander says.

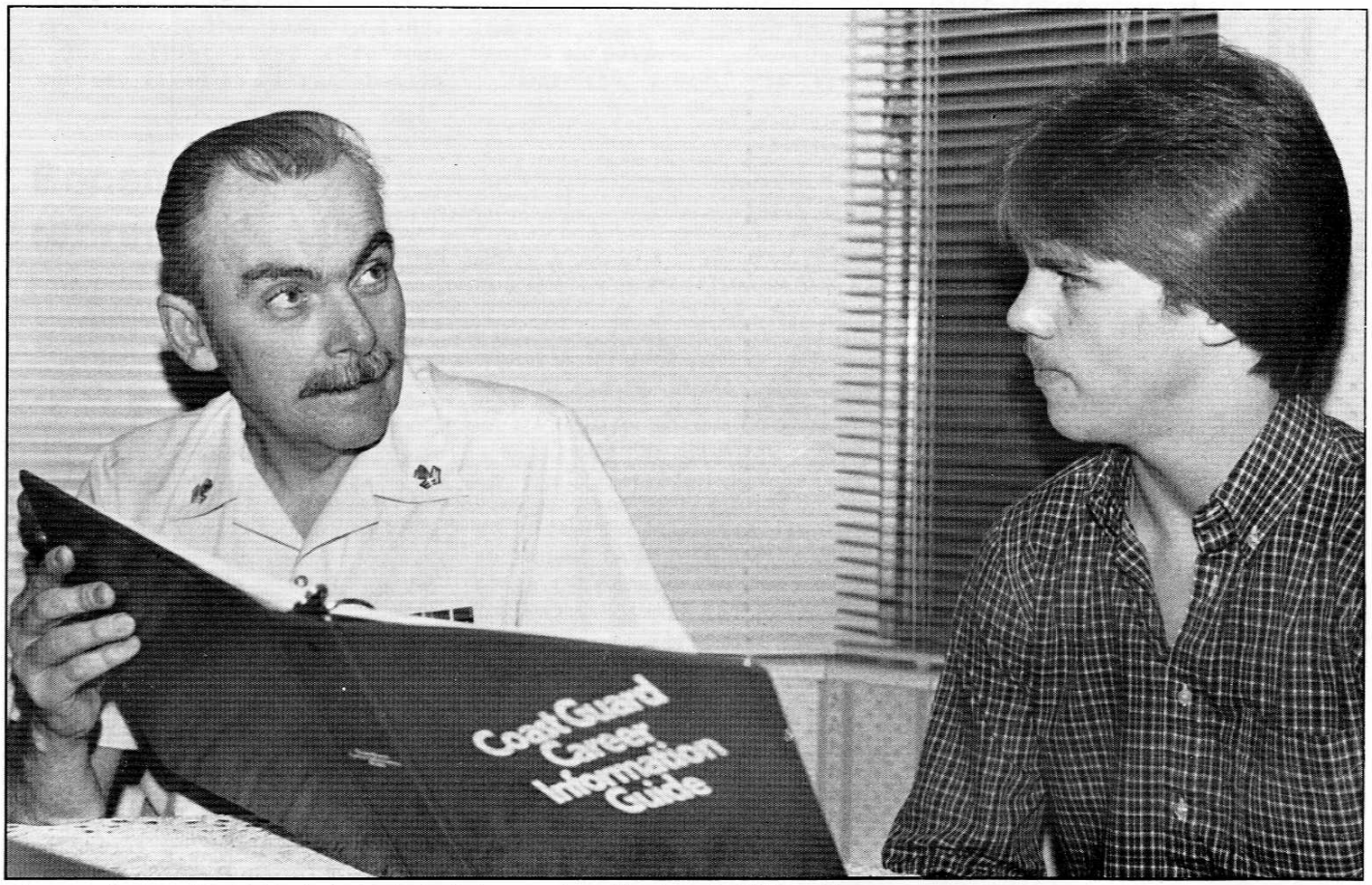
In an unprecedented manner, Lander shows films and slide presentations at numerous career-day functions. Once a prospect is chosen, Lander tests and grades the individual according to Coast Guard standards. The next step finds him making arrangements for the new recruit's physical. In addition, he conducts police checks and actually fingerprints the recruit. Finally, Lander types up the orders and delivers them along with the recruit to the local airport.

Over the years, ET1 Lander has chalked up some fascinating credentials that validate his super-recruiter status. Heading the list is the fact that he recruited most of the Salt Lake City Reserve Unit. In addition, he recruits for the regular Coast Guard and handles many calls relating to the Coast Guard Auxiliary. Lander's pace includes 40 to 50 hours of Coast Guard work per month. "It all pays off," he comments, "All the folks I recruit call or return to see me upon completion of their training."

CAPT Dan Williams, the former 12th District Reserve Group Commander, labeled ET1 Lander as "phenomenal, trustworthy and convincing-- the best recruiter I've known in my entire 37 years in the Coast Guard."

One point is clear beyond a shadow of a doubt. ET1 John Lander has a knack for recruiting.

by PA1 Marshall Berman



A prospect listens as ET1 John Lander begins the detailed process of recruiting. Photo by PA1 Steve Rogers.

Coast Guard Reserve recruiting is a family affair with Vilma and Gerry Roderick. The married couple, formerly on active duty with the Coast Guard, now serve in the Reserve program as recruiters at Reserve units Concord and Mare Island.

YNC Gerry Roderick served 17 years with the Coast Guard before he left the regular service two years ago to devote more time to his expanding management consulting business. After Vilma was discharged from the regular Coast Guard last November as a YN2 with close to four years of service, she joined her husband full time in the consulting business. The firm of Roderick and Roderick, Inc., team-teaches management seminars throughout the country, telling managers how to increase employee performance and productivity.

It seemed only natural for Gerry to enter the Reserve recruiting program. "I served eight years as a recruiter when I was on active duty and I enjoyed the work, so I requested the same type of duty with the Reserve," he said.

Gerry says he uses the same approach today on potential Reserve recruits that he used when he was an active duty recruiter. "You have to be honest, truthful and up-front with the people you're dealing with," he says. "If you're anything less than candid, you lose credibility right away, along with the person you're trying to recruit."

The management consulting team credits the Coast Guard for getting them into their civilian careers. "The Coast Guard offered a lot to me and I intend to tell potential recruits what it can offer them," says Vilma. Her husband agrees. "The service provides a person with good skills and a chance to learn about management, too. If the Coast Guard thinks you're capable of doing something, they let you try it."

by PA1 Bob Borden

YN2 Vilma Roderick and her husband, YNC Gerry Roderick, face recruitment challenges in the Twelfth District. Photo by PA2 George Clarke.

You, a reservist, can make a valuable contribution to increasing the Selected Reserve strength of the Coast Guard.

We are now below our authorized strength service-wide. Recruiting force reductions and other budget actions have made increasing our strength a difficult job-- difficult, but not impossible with your help. You know the Reserve program and you can become a salesperson for the Reserve in your community.

Act. You have friends, neighbors, and co-workers who can make valuable contributions to the Reserve-- themselves! Ask them if they would like to join us-- invite them to visit your unit. And refer potential applicants to the nearest Coast Guard recruiter.

The cut-out information offered below may help you. Carry it in your wallet with your I.D. card and mobilization orders. This card lists the principle Reserve enlistment programs with qualifying criteria and outlines subjects to discuss with potential applicants.

THINGS TO DISCUSS WITH POTENTIAL APPLICANTS

1. Would you like some part-time work that pays from $85-$150 per month? I'd like to tell you about the Coast Guard Reserve. (Explain what you enjoy doing.)

2. Screening factors: U. S. citizen (if prior service, only E-3 or above); normal color vision for most ratings; meet physical standards; no convictions of serious crimes or crimes involving drugs or marijuana.

3. Do you have any questions? (If you get questions you can't answer, tell the person you will find out and get back to person by (date).

4. For more information, you can call _____ at _____, (name of recruiter) (telephone number) or call 1-800-424-8883 (except in Alaska, Hawaii, and Washington, D.C.).

5. May I have your name, address and home and work telephone numbers to pass to a recruiter? A recruiter will give you an aptitude test and arrange for you to take a physical exam before you enlist. I'm looking forward to serving with you.

PRINCIPAL RESERVE ENLISTMENT PROGRAMS

RQ Prior Military Service 23-41 years old	2-8 yr enlistment; monthly drill at CGRU - 2 weeks ADT.
RX Direct Petty Officer Program (for certain civilian skills) 26-35 years old	6 yr enlistment; monthly drill at CGRU - 2 weeks ADT. Looking primarily for law enforcement, firefighting or security personnel. Generally, 2 years occupational experience required.
RP Guaranteed School 17-25 years old	6 yr enlistment; 30 weeks IADT (or more) including preselected school. Monthly drill at CGRU - 2 weeks ADT.
RK Student Enlistment 17-25 years old	6 yr enlistment; first summer 10 weeks boot camp; second summer 12 weeks Class A school; monthly drill at CGRU - 2 weeks ADT. Applicant must be high school or college student.
RY Non-school Program 17-25 years old	6 yr enlistment; 10 weeks boot camp followed by 30 days OJT. May apply for Class A schools on a space available basis during first three years. Monthly drill at CGRU - 2 weeks ADT.
RN Obligated ex-regulars 19-32 years old	Completion of statutory military obligation; monthly drill at CGRU - 2 weeks ADT.

Beating the FITREP blues

by LT(jg) Kim Pickens

You're the XO of a rather large Reserve unit and you've just been saddled with preparing the fitness reports for four lieutenants due for their annual reports, two newly-promoted lieutenants (junior grade) and a warrant officer who is transferring to another unit.

"As if I haven't enough paperwork to do," you groan. "Well, maybe I can throw something together on these (blank-blank) things this afternoon."

Sound familiar? Well, let's change the scenario a little bit. You are one of those officers mentioned above who has just submitted your fitness report to be prepared by your XO, and as you leave his office you overhear him muttering something about rotten paperwork and throwing something together this afternoon. Enough to send a small chill down your spine, isn't it? After all, we're talking about your career here!

We can all relate some horror story about a friend or acquaintance who was passed over because of one fitness report that gave the wrong impression to a selection board. At the same time, we can all relate another kind of horror story--an obviously incompetent officer who was picked up by a selection board based on a lack of information or misinterpreted information.

Too many such sad examples abound for us to prepare an officer's fitness report in haste or without thought. How can you prepare a fitness report that says what you mean with a minimum amount of hassle? As you sit down to write your next report picture yourself, for a moment, on a selection board. What kinds of things would you be looking for if you were poring through several hundred officers' records?

What you would probably look for is concise, objective information that clues you in on the officers concerned. A report doesn't have to be detailed. But, like completing a puzzle, you tend to look first for pieces that are sharply defined and easily identifiable.

Let's take an example. Which of these two comments gives you a better idea of what the officer is like?

LCDR Niceguy has shown outstanding management ability during this reporting period.

or

LCDR Perfecto is now concentrating on developing the administrative skills of his senior petty officers by encouraging them to delegate responsibility and by developing a systematic approach to handling the administrative work at the unit. The early result has been promising: every officer in this command has commented on the fact that paperwork is being processed much faster and jobs are being done with little or no direct supervision, thus freeing the unit to pursue some of the long-range goals that had been put off for so long.

If you were on a selection board and you had to choose between these two officers, all other things being equal, which officer would you pick? More than likely, Perfecto would win out. But why?

There are several aspects of the second report that set it apart from the first.

For one, it concentrates on something specific: how LCDR Perfecto has demonstrated his own management skills during this reporting period. He is doing it by developing the administrative skills of his petty officers. We can see that this is a relatively new development. LCDR Perfecto seems to be building on a foundation laid earlier. We can probably find bits of that foundation in earlier fitness reports.

Second, it shows the results of this accomplishment-- how concentrating management at lower levels is currently helping the unit and may be of even greater benefit in the future.

Third, it goes beyond addressing LCDR Perfecto's management capabilities. We get a strong feeling from this report that LCDR Perfecto works well with his subordinates. Our good officer also appears to take a genuine interest in improving the unit as a whole. He also seems to be using a leadership style appropriate to the situation by seizing the right moment to increase the responsibilities of his senior petty officers. In two sentences, we have a clear indication of LCDR Perfecto's leadership and management skills, initiative, judgement, human relations skills and other qualities considered important in an officer.

With a little thought, you can write a fitness report that will give a selection board a sound basis upon which to make a decision on someone's career. Here are a few simple guidelines to help you prepare a meaningful report.

1. Avoid over-used adjectives. Words like "outstanding," "exemplary," "excellent," etc. quickly lose their effectiveness. Use them sparingly and let the facts speak for themselves.

2. Similarly, avoid generalizations. Be specific. How is CWO3 Grinandbearit a "capable and effective training officer"?

3. Concentrate on actions. What tasks were assigned to the officer during this reporting period? Which were completed? Emphasize one or two important projects. What was the quality of the work? How do these accomplishments (or lack thereof) demonstrate this officer's ability to perform at higher levels?

4. Limit your remarks to the reporting period being covered. Avoid rehashing old accomplishments or problems. Likewise, avoid speculating on specific tasks to be assigned in the future.

5. Don't try to bury poor performance; it may come back to haunt you. There are ways of addressing weaknesses in an officer's performance without chopping his/her head off. The key is that word "performance." Concentrate on what the officer accomplished during this period compared to what was assigned. The facts will speak for themselves. If there are problems, you should outline in your report what measures you have taken to help the situation and indicate whether or not the officer has taken steps to improve him/herself. You do no one a favor by disguising serious weaknesses in meaningless verbiage or, worse, in silence.

While the comments section is the meat of a fitness report, other sections-- the "numbers" sections-- are extremely important. They, too, should be approached in a thoughtful, objective manner. Reporting officers tend to be on the side of leniency in giving marks. Their reasoning is understandable. If you mark your subordinates according to the percentages outlined on the fitness report form, you'll probably lose two-thirds of your officers in two years. That's the unfortunate part of the numbers game.

But there are ways you can minimize your tendency toward leniency without wreaking havoc on a good officer's career.

1. Before you put any marks down, mentally compare this officer with others you have graded of the same rank and experience. How does this officer compare?

2. Look carefully at each block or section to be graded. What does each block mean? You should mark each block as an independent unit, not necessarily in accordance with your overall impressions. If the officer has a specific trait which is significantly different from the officer's overall qualities or performance, let that mark stand out. For example, CWO4 Rocktheboat has a tendency to engage his mouth before engaging his brain. On the other hand, he has saved your neck on numerous occasions by his professional knowledge and skills. Let him stand out in those areas, both good and bad. Then-- and this is important-- back up those numbers with a meaningful statement in the comments section.

3. Justify each mark you give in your own mind. This is not to imply that you should give a "good-but-not-the-best" officer 5's and 6's all around. However, to hand out 9's indiscriminately renders the marking system useless. How about reserving those 9's for those who truly walk on water? Then, substantiate those marks in the comments section so that a selection board will know you mean it.

If you are the officer being reported on, don't expect your boss to remember everything you've done during this reporting period. You are responsible for making sure that your superiors know exactly what you have accomplished. Write down your achievements as you complete them. Include dates and amplification and submit this with your fitness report form. Through the entire reporting period you should keep your supervisor informed both verbally and in writing.

If you are the preparing or reporting officer, prepare that fitness report as if you would be judged by its completeness. (In fact, your supervisor should judge you in part by your thoroughness in preparing fitness reports.) You don't expect shoddy work from your subordinates, so don't give them shoddy work. Even your worst officer deserves a thorough report.

A lot of this advice is just "common sense" stuff. But, it's important that we remind ourselves every once in a while how important that fitness report is. Don't kid yourself into thinking that one hastily-prepared report can't do much harm. It can.

A hastily-prepared report weakens the selection process. If you do your part in ensuring that the fitness reports you prepare are clear, complete and objective, you will have a powerful voice in the selection process. And that's good for everyone.

(Note: Reservists will continue to use the Officer Fitness Report forms for the forseeable future.)

The Soviet enlisted soldier leads a rigorous, Spartan existence. It's estimated that he trains 16 hours a day.

He's in top physical condition, and is expected to work at full throttle under harsh conditions, even during the USSR's notoriously bitter winters. He can be seen donning nuclear chemical, biological (NBC) gear for long periods, a fact reflecting the Soviet Union's extensive NBC warfare preparation.

Though his technical knowledge isn't extensive, he's better prepared than the average World War II Soviet recruit to comprehend what makes weapons systems and vehicles work. Skills are gained through repetition. Ingenuity is neither encouraged nor expected. Other people think and lead.

On the personal side, Ivan is paid little. He enjoys no privacy and leave is rare.

However, Ivan is under terrific pressure to perform and conform. Undoubtedly, he would fight hard for his country.

From ARMY Magazine, August 1981.
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Long, hard road for red reservists

by CAPT Bob Pratt, U. S. Army

The scene is a playground. Two mothers begin to chat. One says, "Sorry, Ludmilla. Ivan's got drill this weekend. We can't make it."

What sounds like the opener of a dull TV soap script about Soviet reservists and their wives could never be written. Spouses of reserve soldiers don't have to complain about their partner's weekends. That's because there are no reserve units. Things are different in the USSR.

NO VOLUNTEERS

Military service is obligatory; there are no volunteers. When Soviet soldiers leave active duty (the usual hitch is two years) they're subject to recall up to the age of 50. American soldiers only have to worry about completing a six-year military service obligation.

BIG POOL

Instead of training with units, Soviet reservists belong to a manpower pool that's designed to "flesh out" the nation's 180-plus divisions upon mobilization. This is something like our Individual Ready Reserve (IRR). However, their pool is monstrous. Roughly eight million Soviet troops are released from active duty every five years. That fact combined with the lengthy military obligation provides the USSR with 40 million reservists, according to Department of Defense officals. The American (Army) IRR stood at 242,000 at the end of November 1982.

So the Soviets have more than enough people to bring their divisions to wartime strength. And the arrangement seems to work well. The Soviet pool has even been tested; reservists have been called up for the invasions of Czechoslovakia and Afghanistan.

What are the "gaps" reservists are intended to fill? Take a look at what defense analysts call the readiness posture of the Ground Forces' divisions.

Forty-plus divisions are considered combat ready with 75-100 percent of their wartime strengths. They are labeled Category I.

Category II divisions (35-plus) are at reduced strength with 50-75 percent of their manpower. These are mostly combat support divisions.

Category III divisions (105-plus), typically combat service support, are at "cadre" strength. They possess less than fifty percent of their wartime strengths.

There would be little problem locating reservists to bring divisions up to wartime levels. All must register with their local commissariat offices. Chalk it up to the tightly-knit, political nature of Soviet society.

CALL-UPS

Though reservists don't drill monthly with units, they are subject to call-ups. In practice, this "refresher training' can be anything from fighting in Afghanistan to harvesting corn. The latter indicates the military's important role in maintaining Soviet social and political cohesion.

Class I reservists, who are 34 years old or younger, can be activated for periods of up to three months. Those with less than a year's active duty experience are subject to six call-ups. Those with more than a year's experience can expect four.

Class 2 reservists (ages 35-44) can look forward to one or two call-ups of up to two months each.

Class 3 soldiers (ages 45-49) are obligated for one period of up to a month.

Some reservists appear to be pre-assigned to units for mobilization purposes. Others are "held" in the manpower pool and, if the balloon went up, would be shipped to units requiring their military skills.

QUALITY

Enlisted reservists have limited technical skills compared to our NCOs. That's because in the active forces most of the decision-making and training, as well as the technical expertise, are in officers' hands. Couple this fact with the Soviet practice of maintaining relatively simple equipment and command structures. Then you begin to understand how the USSR keeps its divisions at a high state of readiness.

That Soviet reservists aren't technical wizards is, apparently, a price that the establishment is willing to pay.

1802
ALASKA

Reserve Unit Juneau: Act I

Scene I

Story and photo by LT Eldo K. Delong, Jr.

Alaskan reservists used to feel like orphans. There's only one Reserve unit in Alaska-- Reserve Unit Juneau. This year a MOBEX (mobilization exercise) in January brought 30 of the 40 members together for the first time since the unit was commissioned in November of 1980.

Some of the Alaskan reservists journeyed over 800 miles to accomplish this Reserve milestone. They represented the state's lonely extremities as well as its populated communities. Residents of Ketchikan, Juneau, Sheldon Point, Soldotna, Seward, Kodiak, and Fairbanks eagerly united at MSO Anchorage, host of this MOBEX. Reservist LCDR Stephen Burg arranged the scenario and planned MOBEX activities.

After January 30th, any expectations the Alaskan reservists had concerning the port security mission were transformed into experiences. Inspection of the Port of Anchorage and the transport ship, Alaska Land, empirically revealed the intricacies of duties that would be vital during real mobilization.

Several training topics were presented during the week. A pre-mobilization lecture outlined the responsibilities of each reservist with regard to his personal affairs. This was followed by a presentation on the Unifrom Code of Military Justice (UCMJ) by members of the JAG Office at Elmendorf Air Force Base. They outlined the applicability of the UCMJ to reservists-- on and off duty-- and took a few moments to discuss the new laws on alcohol and drug abuse recently enacted by the State of Alaska. A four-hour first aid course was presented in which all reservists received hands-on experience with Resusci-Annie.

Overshadowing these topics, however, was a presentation on a sabotage exercise at the Aleyeska Pipeline Terminal conducted last year in Valdez. Presented by Pat Wellington, Chief of Security at the terminal, the short, narrated video tape "brought home" the importance placed on the Coast Guard Reserve in the area of port security. The seriousness and reality of FBI, Alaska State Troopers, Aleyeska Terminal Police and Alcohol, Tobacco, and Firearms personnel who participated in the three day event shed new light on the importance of the Port of Valdez as a strategic Alaskan Port.

A trip through the Chugach mountains to the Port of Whittier, Alaska, helped illuminate the importance of this town as another strategic Alaskan sea port. This tiny isolated fishing community nestled on the coast at the terminus of the railroad hosts the only munitions off-loading facility in this part of Alaska. It is the only port available to supply the major military facilities around Anchorage during time of national emergency. The limitations of this port, as well as its suitability for off-loading hazardous materials, were discussed at length on the return trip.

Highlighting the five day experience was a special visit by Rear Admiral James H. Lipscomb III, Senior Reserve Officer Coast Guard Pacific Area. Throughout his stay RADM Lipscomb talked with each reservist individually, lending an ear and offering advice when solicited, stressing points with personal experiences.

Friday, the end of the MOBEX was the beginning of a new history for the Alaskan reservists. During the week, loose ends were woven into a strong rope. The reservists felt their commitment to the group and its purpose. For the first time, being a Coast Guard reservist meant something. As one reservist aptly commented, "We felt like orphans before, but now we know we're really not."

The new northernmost Coast Guard Reserve unit has several goals-- recruitment heads the list. More people will mean a more active program: augmentation of Coast Guard units, future MOBEXs, and ultimately, inclusion in future Alaska joint task force exercises.

The creation of a second Reserve unit in the Anchorage area hinges on the success of those mentioned. Another Alaskan Reserve unit means recognition of the Coast Guard Reserve in Alaska as a viable and dependable resource.

The reservists of Reserve Unit Juneau are enthusiastic and optimistic. These qualities often breed success.

Opposite page: ***The Port of Whittier, small and isolated, serves as a fisherman's haven and munitions off-loading facility for the Anchorage area.***

MONEY IN THE BANK

Your pocketbook or briefcase is stolen. You cancel your credit cards, change the locks on your doors and order new checks. But you don't bother to notify the bank about the theft. A week later you try to write a check on your account and find out you have gone from a balance of $355 to zero. Some forger has cleared out your account.

"Check fraud goes on every day to the tune of millions of dollars," says Carlos J. Arboleya, a banking advisor for the American Bankers Association (ABA). "People don't realize that they must be as careful with their checkbooks as they are with their cash. There are lots of forgers out there just waiting to get your blank checks. Although it's possible to receive reimbursement from a bank on stolen and forged checks, the law does not always hold the bank responsible. You must notify your bank immediately."

To be certain you're not among the growing number of check fraud victims, the ABA suggests the following simple precautions:

1. Write at the extreme left of every line and tightly fill in all spaces so that no words or figures may be added. Fill in all blank spaces.

2. Never write a check in pencil or erasable pen. Always use pen and ink.

3. Write legibly. This will decrease the chance of forgery.

4. Endorse a check only in the presence of a teller or the person cashing your check.

5. Use only one signature for your checks and be certain it matches the one on file.

6. Make sure to record each check transaction, listing the check number, date, dollar amount and who the check is written to at the time you write the check.

7. Go through your monthly checking account bank statement as soon as possible after you receive it. Be sure that the transactions indicated on your bank statement match those you have recorded in your checkbook record. The sooner you reconcile your monthly statement, the sooner you can deal with discrepancies.

8. Notify the bank if your new checks are late in arriving through the mail and examine all new checks for correct information. Be certain none is missing.

9. Store your blank checks in a safe place. Your signature can be forged by burglars or their associates. If your checks are stolen, notify your bank immediately. Cancel your current account and open a new one.

10. Be cautious when writing checks. Never expose your bank balance to strangers.

If you are in the type of business where you deal with the public and often are paid by check, you must take special precautions against check fraud. Here's how to protect yourself and your business:

1. Never cash a check that shows any sign of alteration.

2. Be certain that the endorsement corresponds with the payee's name on the face of the check.

3. Never cash a check for a stranger without positive identification. Insist on references and check them carefully.

4. Refuse to cash a check from an out-of-town firm or bank unless you are absolutely certain of the presenter's identity and the validity of the check.

5. Always demand that the person presenting the check endorses it in your presence.

6. Refuse to cash checks signed with rubber stamps unless you personally know both the check writer and the payee.

7. Ask for more than one piece of identification. Don't let the endorser rush you.

8. Make note of all means of identification presented. Keep them on file until the check has cleared.

9. Refuse post-dated or third-party checks.

10. Refuse to cash checks written in pencil.

opportunities

One YN with word processor experience to perform general clerical duties. ASAP for 90 days at Headquarters (G-TES-2). For more information contact CDR Chiswel: (FTS) 426-1281 or (commercial) 202-426-1281.

One O-1 to O-3 to perform research and prepare papers on the effects of U.S. ratification of international environmental agreements. MEP or MIO experience preferred but not necessary. Starting 22 August 83 for 80 days at Headquarters (G-WER-3). For more information contact LT Ditto or LCDR Josiah: (FTS) 426-9573 or (commercial) 202-426-9573.

Five Storekeepers SK3 to SK1. Stock management or similar experience preferred. ASAP for 120 days at Training Center Cape May, N.J. For more information contact MR. Ed Maxwell: (FTS) 426-2001 or (commercial) 202-426-2001.

One O-3 to O-4 with analytical and writing skills to assist in preparation of a study to determine polar icebreaker needs for the next 20 years. ASAP for approximately 90 days at Headquarters (G-OIO). For more information contact CDR Caster: (FTS) 426-1870 or (commercial) 202-426-1881.

Reservist to perform construction inspection duties for LORSTA Lampedusa and LORSTA Sellia Marina, Italy. Reservists with prior experience inspecting architectural, structural, mechanical and electrical construction or intimately familiar with general construction are eligible. At least two reservists are needed. Ability to read, speak, write, and understand Italian language is desirable. Flexibility in accepting orders for these positions is necessary because the exact dates for work commencement are unknown at this time. For LORSTA Lampedusa approximately 70 days duration. For LORSTA Sellia Marina approximately 120 days. For more information contact LT Petersen COGARD ACTEUR London: (AUTOVON) 234-4719 or (commercial) (01) 409-4719.

Four E-6 to E-9, CWOs or O-1 to O-3 who desire to serve as collateral duty or full-time Military Civil Rights Counselors/Facilitators (MCRC/F's). One year's training includes correspondent and resident college level courses at Patrick Air Force Base. Officers must submit requests in letter form via the chain of command to Commandant (G-HME). Enlisteds must submit applications and meaningful CO endorsement via the chain of command to Commandant (G-PE) on form CG-3453 with a copy to Commandant (G-HME). Course begins 25 Sept 1983. For more information contact CAPT Martin Baskin at (FTS) 426-1563 or (commercial) (202) 426-1563.

Space-A book hits the press

The first Space-A book in chart format covering all Services' opportunity flights has just been published.

Military Living's Military Space-A Air Opportunities Around the World lists more than 250 world-wide military installations of all Services which have such flights available.

The 360-page book also contains much sought-after information on personal entry requirements for foreign countries, passport and visa information, complete, up-to-date Space-A Rules and Regulations, and more than 40 questions and answers on unique Space-A situations -- including information for reservists.

Mail-order copies of Military Living's Space-A Air Opportunities Around the World may be ordered for $11.95 from Military Living, P.O. Box 4010, Arlington, Va. 22204. Phone orders are accepted with Visa or MasterCard: (703) 237-0203.

Discounts for reservists

Summer travel and ADT season are here. Some discount rates are available to reservists on hotel/motel rates, automobile rentals, air fares and other travel expenses. Discounts as much as 50 percent or more are now available at over 80 Marriott hotels and resorts across the nation. Formerly restricted to active duty employees, these rates have been extended to reservists and their families. Advance reservations are required, and you must present your red I.D. card when you check in. Hertz, Avis, and National are among some of the car rental companies which also offer discount rates to military personnel.

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