

U.S. Coast Guard
Personnel Service Center
Enlisted DIVE Assignments
(Updated: 02/10/2012)

Be mindful that this is a **lengthy process** (regardless of whether or not you are a qualified diver). The sooner you start planning the better! Special Assignment orders are cut up to a year in advance. For example; orders for Special Assignments in 2013 are cut during the summer and fall of 2012.

YOU DO NOT NEED PRIOR DIVE EXPERIENCE TO APPLY

You SHOULD be tour complete in AY2013 to participate in the AY2013 assignment season. If you are not tour complete, the command endorsement within your E-Resume must specifically address any backfill/gap issues if you are selected for early reassignment.

In accordance with Section 2.B. of the Coast Guard Diving Policies and Procedures Manual, VOL I, COMDTINST M3150.1C:

Due to the physically and mentally challenging nature of diving operations, the screening requirements for diver candidates are extremely strict. The applicant's commanding officer is responsible for ensuring applicants ordered to initial diver training are qualified in all respects. The diver screening process involves the following requirements:

- Eligibility Criteria
- Dive Officer Interview
- Command Endorsement
- Diving Medical Examination

Job Description:

Coast Guard primary diving missions are:

- a. Ports, Waterways and Coastal Security (PWCS).
- b. Aids to Navigation (ATON).
- c. Polar Operations Support-Engineering support for Polar Class Ice Breakers.

Coast Guard dive capabilities supporting the primary diving missions include:

- a. Underwater Ship Husbandry (UWSH).
- b. Underwater Search and Recovery (UWSR).
- c. Safety Divers in support of the 9D6 Dunker at AVTTCEN Elizabeth City, NC.

Program Support: Deployable Operations Group (DOG) and COMDT (CG-721)

Tour Length: 4 years

Clearance: Current NAC on file

The potential exists for a follow on tour in a D14 cutter performing collateral dive duties.

REFERENCES:

- ALCGENL 021/12 – DIVE PROGRAM EARLY SOLICITATION FOR ENLISTED ASSIGNMENT YEAR 2013 (AY13)
- Special Assignments website
<http://www.uscg.mil/psc/epm/AO/SpecialAssignments.asp>
- CG Dive Program Link:
<https://cgportal.uscg.mil/author/Satellite/CG7212/HOME>
- CG Diving Policies and Procedures Manual, COMDTINST M3150.1C,
<http://www.uscg.mil/directives/default.asp>
- Military Assignments and Authorized Absences, COMDTINST M1000.8
<http://www.uscg.mil/directives/default.asp>

Position Locations (not to be confused with actual expected vacancies):

- COMDT (CG-721), Washington, DC.
- Dive Locker West: San Diego, CA.
- Dive Locker East: Chesapeake, VA.
- Dive Liaison/Instructor: NDSTC: Panama City FL.
- DDE-Naval Safety CTR – Dive Mgr: Naval Safety Ctr, Norfolk, VA
- Collateral Diving Duty: D14 225' (CGC KUKUI, WALNUT, SEQUOIA)
- ATTC 9D6 Dunker, Elizabeth City, NC (*AST specific & also Special Assignment positions*).

STEP 1: DO YOU MEET THE ELIGIBILITY CRITERIA?

- Refer to the CG Diving Policies and Procedures Manual, COMDTINST M3150.1C Section 2.B.2 for diving eligibility requirements.
- Make certain that you give yourself plenty of time to meet the published application deadlines.
- Go to TQC's website (<http://www.uscg.mil/HQ/TQC/>) and click on: Class Schedules >"C" School Schedule >Dive Program to view class convening dates and eligibility requirements.

STEP 2: DIVE OFFICER INTERVIEW:

- Refer to the CG Diving Policies and Procedures Manual, COMDTINST M3150.1C Section 2.B.3 for an explanation of the interview process.

- Once completed, the Dive Officer will document the results of the interview in a memorandum to the CG Liaison Officer (CGLO), Naval Diving and Salvage Training Center (NDSTC). This must be included with your application package.
- A Navy Master Diver may also conduct and complete the interview if the applicant is completing the package at a Navy Base that has divers.

STEP 3: YOUR COMMANDING OFFICERS ENDORSEMENT:

- Refer to the CG Diving Policies and Procedures Manual, COMDTINST M3150.1C, Section 2.B.4 for an explanation of the Commanding Officers Endorsement.
- Memo format – A sample endorsement is available in Appendix E of the CG Diving Policies and Procedures Manual, COMDTINST M3150.1C.
- The Commanding Officers Endorsement must be included with your application package.
(The wording from the memo endorsement must also appear within the applicants ERESUME endorsement so the Special Assignment Officer can view it).

STEP 4: DIVING MEDICAL EXAMINATION:

- Refer to the CG Diving Policies and Procedures Manual, COMDTINST M3150.1C, Section 2.B.5 for an explanation of the Diving Medical Examination requirements.
- Prior to having the examination, applicants are encouraged to successfully pass the diver physical screening test located in Appendix E of the Diving Policies and Procedures Manual and review the MILPERSMAN 1220-100, Exhibit 8, Diver/BUD/S Medical Screening Questionnaire with their medical department to ensure all aspects of the examination are completed. The Diver/BUD/S Medical Screening Questionnaire is contained in Appendix E of the CG Diving Policies and Procedures Manual.
- Once the examination is complete, the applicant will fax the required information/forms to the CG Liaison Officer (CGLO), Naval Diving and Salvage Training Center (NDSTC). See the Point of Contact further down on this document to make initial contact with the CGLO.

STEP 5: PHYSICAL SCREENING TEST

- Refer to the CG Diving Policies and Procedures Manual, COMDTINST M3150.1C, Section 2.B.6 for an explanation of the Physical Screening Test.
- This test is designed to determine the applicant's physical readiness for initial training and will be re-administered upon reporting for training. Physical Screening Test standards are the same for all candidates regardless of age or

gender. Detailed guidance on this requirement is available in Appendix E of the CG Diving Policies and Procedures Manual, COMDTINST M3150.1C.

- This test shall be administered by a military diver. If no military divers are available the unit Health Promotion Coordinator (HPC) may conduct the test but CGLO NDSTC (contact info is below) should be contacted to receive guidance on testing procedures. Specific testing procedures change periodically.

STEP 6: PRESSURE TOLERANCE TEST

- Refer to the CG Diving Policies and Procedures Manual, COMDTINST M3150.1C, Section 2.B.7 for an explanation of the Pressure Tolerance Test requirement.
- This test is conducted at a military hyperbaric treatment facility in accordance with the U.S. Navy Diving Manual, Rev. 6, SS521-AG-PRO-010 (NOTAL). If this test cannot be readily accomplished, do not delay submission of the application package.

The Dive Training Application Package shall only include the following:

NOTE: Each bullet listed below shall be its own section in a 6 part folder. When mailing your package ensure you follow up with CGLO NDSTC to verify they have received it.

- Cover Letter (Request for Diver Training Memo)
- Command Endorsement
- Results of Physical Screening Test
- Dive Officer Interview Memorandum
- Results of Medical Examination (DD 2808 and DD 2807-1)
- NAVMED-6150/2, Special Duty Medical Abstract (for Pressure Tolerance Test results, if conducted).

The application package shall be sent to the CGLO NDSTC for processing at the address:

Coast Guard Liaison Office Naval Diving and Salvage Training Center 350 South Crag Road Panama City, FL 32407
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Points of Contact:

- 1) Assignment Issues, EPM-2:
 - a) Special Assignment Officer- CWO Mike Dignan, james.m.dignan@uscg.mil or (202) 493-1291.
 - b) CAC- LT Brian Whisler, brian.r.whisler@uscg.mil or (202) 493-1270.
- 2) CGLO at NDSTC:
 - a) MKC Charles Sowers, charles.b.sowers@uscg.mil or (850) 235-5244.
 - b) ME1 Michael West, michael.v.west@uscg.mil or (850) 235-5244.
- 3) Dive Program Managers- (CG-7212):
 - a) LCDR Hare, trevor.m.hare@uscg.mil or (202) 372-1294.
 - b) MKC Hill, thomas.r.hill@uscg.mil or (202) 372-2047.
- 4) DOG Dive Force Management (RDLE/RDLW):
 - a) LT Schreckengost, christie.a.schreckengost@uscg.mil or (202) 493-1015.
 - b) CWO Ken Andersen, kendell.g.andersen@uscg.mil or (202) 493-1086.

E-Resume: DO NOT SUBMIT AN ERESUME UNTIL YOU HAVE PROPERLY COMPLETED THE INITIAL 6 STEPS LISTED ABOVE.

- E-Resumes must be submitted by stated deadlines. See ALCGENL 021/12 to view the published deadlines.
- E-Resume must have a Command Endorsement that specifically states the member meets the Special Assignment criteria as per Chapter 1.E. of Military Assignments and Authorized Absences, COMDTINST M1000.8.
- E-Resumes received after the published deadlines and/or without the required command endorsement may not be considered.
- It is the member's responsibility to meet all stated deadlines.

Do not use Direct Access to search for Dive Assignment vacancies. If you desire a position at one of the two Dive Lockers you will want to review the Dive Locker Shopping List that is contained within the Special Assignments web page or ALCGENL 021/12.

Those interested in a collateral duty dive assignment in a D14 225' will see a list of expected vacancies within ALCGENL 021/12 only.

Once you have identified a desired position, you will need to utilize Direct Access to submit your ERESUME (to include the mandatory command endorsement).

Applicant Comments within the E-Resume- Make it easy just "cut and paste" the below items, then add your info):

- Date of graduation from Naval Diving and Salvage Training Center as SCUBA or 2/C diver. Please specify which (all candidates that do not possess the first/second class diver competency should first complete the application process with NDSTC and then submit their ERESUME).
- Ability or date of Dive Physical. For ability, please research requirements...do not guess.
- Dive PT Test Results. Provide date and breakdown of each element.
- State whether or not you meet the minimum Special Assignments eligibility requirements as outlined in Military Assignments and Authorized Absences, COMDTINST M1000.8 Art. 1.E.2.
- State you have the Government Travel Charge card and it is in good standing. If you've never been issued a Government Travel Charge Card you will need to apply for one immediately.

E-Resume Command Endorsement(minimum):

Command Endorsement must be included in the applicant's E-Resume in order for it to be visible to the Assignment Officer. A sample command endorsement is enclosed in appendix (e) of the CG Diving Policies and Procedures Manual, COMDTINST M3150.1C. At a minimum, the E-Resume Command Endorsement shall state: "Member recommended for Diving Duty. Member meets or exceeds the minimum eligibility requirements for Special Duty Assignments as outlined in Military Assignments and Authorized Absences, COMDTINST M1000.8, Art. 1.E. and is highly recommended for Diving Duty detailed in Chapter 1.E. of Military Assignments and Authorized Absences, COMDTINST M1000.8 and in Section 2.B.1 of the CG Diving Policies and Procedures Manual, COMDTINST M3150.1C."

If the applicant is not tour complete, the endorsement shall state: "Member is not currently tour complete. Command is willing to accept early rotation of member to participate in the diving program."

For applicants who are not tour complete, the command endorsement shall include a statement as to whether or not an immediate backfill is required.

DIVING Assignment Timeline AY13:

- The Dive assignments solicitation message has been released. See ALCGENL 021/12.
- E-Resume with required command endorsement due by: 2 April 2012.
- Dive applications (with all required documents) due to CGLO at NDSTC by: 2 April 2012.
- Diver Screening: OOA 6 May 2012 (Cape May, NJ).
- Selections made: OOA 1 August 2012.
- Orders sent out: OOA 1 September 2012.