

Coast Guard Recruiting

Updated: 4/11/2016

Do not attempt to seek a release from rate by contacting your rated Assignment Officer. That process is handled by the Special Assignment Officer.

Job Description

The job of a CG Recruiter is to recruit the best possible applicants to fill the multi-mission and critical specialty needs of the Coast Guard. Recruiters make daily decisions on which applicants are most suitable to become a shipmate in our service. Their efforts shape the next generation of Coast Guard men and women. Recruiters recruit for enlisted active duty and reserve, and several Officer Candidate School and Direct Commission programs. Recruiters visit schools, colleges, clubs, and community centers (etc) to share Coast Guard opportunities, identify prospects, and develop relationships. Recruiters often speak to parents and siblings to put them at ease and to garner support for the applicant's decision. Recruiters work irregular hours and perform travel to accomplish mission. In addition, recruiters conduct all the screening, processing, and paperwork corresponding to enlistment or commissioning in the United States Coast Guard.

Prospective recruiters should be energetic, demonstrate infallible character and professionalism, and show a spirited focus on building a workforce to support Coast Guard mission needs and the Commandant's Diversity Strategic Plan. Recruiters should have excellent interpersonal skills, and a high level of attention to detail.

Recruiters may also be called upon to perform honor guard duty for funeral services or parades.

All recruiters will attend a three-week recruiter course located at Training Center Cape, New Jersey. Recruiters-in-charge will attend the recruiter course, in addition to a one-week course focused on Recruiter-in-charge duties. (This course is also at TRACEN Cape May).

Minimum Qualifications

- ***Regional Supervisors assigned to CGRC at CG Head Quarters, DC: Any E-8 (not above the cut or predicted to advance to E-9). Prior recruiting experience is desired but not required.***
- Production Recruiters in the field: Any E-7 (not above the cut or predicted to advance to E-8) and all E-5 thru E-6s.
- Tour complete in assignment year 2017. No waivers.
- Have four (4) years of service by 1 Jul 2017. Waiver available for up to 3 months. Must be requested by the CO within the certification form.
- You **MUST** meet the assignment criteria outlined on the certification form which is a combination of Military Assignments and Authorized Absences, COMDTINST M1000.8 Arts. 1.E.2 and 1.E.7.
- The applicant must meet the eligibility requirements on the date he or she signs the certification form (except for years of service as noted above).

Timeline:

- **26 May 2016:** *E-Panel submissions in Direct Access and application packages are due. (Note 1).*
- **01 June – 01 August 2016:** *CG Recruiting Command conducts interviews (Note 2).*
- **15-19 August 2016:** *Selection Panel convenes*
- **OOA 26 August 2016:** *Panel results released and shopping list published (Note 3).*

E-PANEL

All applicants must submit a My Panel Submissions for PG/Adv Ed programs in Direct Access. *E-Panel includes mbrs statement on why you are applying for recruiter and Command Endorsement. Please describe the following in the mbrs statement and CO Endorsement :(Max 1352 characters).*

- *Why you would make a good recruiter*
- *Leadership experience*
- *Organizational skills*
- *Public Speaking ability*

https://cg.portal.uscg.mil/units/ppc/RoboHelp/DAGP/SSmbr/My_Panel_Submissions.aspx

Portal Page: Self Service Employee > Tasks > ...more > My Panel Submissions

- a. Log into Direct Access.
- b. Locate the Employee Self Service Page on the Direct Access Home Page. Click the x More....link under "Tasks".
- c. The Tasks list will open. Click the My Panel Submissions link.
- d. The My Panel Submission page will open. You can:
 - a. Review the status of previously submitted applications. They will be listed in the tables (click "History" to refresh the list). If the application isn't "marked final" (meaning it hasn't yet been endorsed by your command), you can click the "Edit" button and make changes or withdraw the application by clicking the delete row link (-).. If it is "marked final" no changes can be made.
 - b. Apply for a board or panel. Select an item from the Panel Source list and click **Go**.
- e. In the View Job Posting Screen select the Position Source drop-down menu and select "**Advanced Training**."
- f. Select the training you are interested in by checking the "Apply" checkbox and click the "Submit" button.

Note 1: *Email photos and DD369 in one email to ARL-PF-CGPSC-epm-1-Panels@uscg.mil and copy CWO4 Wiley at HQS-SMB-PSC-EPM-2-SpecialAssignments. The subject line shall read: "AY17 RECRUITING/RATE/NAME"*

Package Contents: *Forms are located within the Special Assignments website under Recruiting ([PSC: Enlisted Personnel Management](#))*

1. *Two photos (4x6 full length clear digital photos: Tropical Blue Long, uncovered, one side view, one front view). Members currently deployed may wear ODU's w/sleeves rolled up. Pregnant member may wear the maternity uniform.*
2. *Completed DD369*

Note 2: CG Recruiting Command conducts interviews with applicants. If the member will be unavailable for an interview during this time due to an operational commitment, the member must advise CG PSC-epm-1 NLT 19 May via email at: ARL-PF-CGPSC-epm-1-Panels@uscg.mil. Arrangements will be made for a later interview (prior to the panel date) as long as all documentation is on file at CG PSC-epm-1.

Note 3: Panel results released via ALCGENL message. All applicants selected for recruiting duty will receive an email from the Special Assignments Officer stating whether or not you have been released from rate. **DO NOT ENGAGE YOUR RATED ASSIGNMENT OFFICER TO ASK IF YOU HAVE BEEN OR WILL BE RELEASED FROM RATE.**

- *The Shopping List will be published following the release of the panel results message.*

If you successfully screen for recruiting duty and are released from rate you will receive orders to a recruiting office. If you successfully screen for a Regional Supervisor position you will receive orders to CG Recruiting Command in Washington, DC. Upon receipt of PCS orders selectees must obligate service for a full tour in recruiting (typically four years) or; serve at least two years in the position commencing on the reporting date prior to voluntary retirement. You do NOT have the option to turn down your assignment orders unless you request Separation in Lieu of Orders (SILO) or Retirement in Lieu of Orders (RILO) within 5 days after your Recruiting Orders are completed in Direct Access.

Responsibilities

The application process is a multi-level procedure requiring all responsible parties to do their part to ensure success. Failure by a supervisor or supporting command to fulfill their responsibilities is not justification for a waiver and may result in the applicant not being eligible to compete. In order to maintain fairness to all applicants in this highly competitive process, the published [application deadline](#), [eligibility requirements](#), and [application guidelines](#) will be rigorously upheld.

The applicant bears the responsibility for ensuring his or her application is timely, complete, and in compliance with applicable requirements and instructions. Applicants must work closely with their [command](#), [servicing SPO](#), and [CG PSC \(bops-mr\)](#) to correct any errors or omissions. In past years some applicants failed to meet the established requirements, resulting in a loss of eligibility for consideration and/or not competing well. Members must follow the guidance provided to maximize this unique and rewarding opportunity.

Review of CG PSC EI-PDR

All applicants should review their official record maintained by the [Coast Guard Personnel Service Center, Business Operations Division, Military Records, CG PSC \(bops-mr\)](#) and provide copies of any missing authorized documents. This can be done by:

- a. Requesting a copy of your official record by submitting a signed Coast Guard memorandum. The primary and preferred method of delivery is a PDF document sent via e-mail to ARL-PF-CGPSCENLRecords@uscg.mil (Global ARL-PF-CGPSC ENL Records).

(Note: Include your EMPLID in the memo.)

b. The Employee Summary Sheet (ESS) will provide each Coast Guard member with a consolidated view of their information as it appears in Direct Access. This serves as a means for every Coast Guard member to review his/her personal data and to ensure the information in Direct Access is updated and accurate. ESS Panel View will be part of the matters of official record presented to panel.

In-person Interview Suggestions:

- Be prepared to be open, honest, and have an in-depth conversation about why you want to be a recruiter.
- Be proactive by studying so you are able to talk about Coast Guard enlisted ratings and basic job descriptions.

Pay and Allowances

Recruiters receive Special Duty Assignment Pay (subject to change by ALCOAST), a one-time supplemental clothing allowance and reimbursement for out-of-pocket expenses not to exceed \$75.00 per month.

Training

Professional recruiter training is three (03) weeks in length and is conducted at Training Center Cape May with graduates receiving five college credits at successful completion of the course (2 in Sales Management, 1 in Principles of Marketing, 1 in Personal Communication Skills, and 1 in Computer Database Management). Further information about this course can be viewed at:
<http://www.uscg.mil/hq/capemay/Training/RecruiterSchool.asp>.

Recruiters-in-charge (RICs) receive three weeks of recruiter training, in addition to one additional week of RIC training.

Shopping List

Service needs and qualifications are the basis for every assignment. Members who are selected for recruiter duty and released from rate will be issued orders into recruiting.

NOTICE: COMPLETE AN E-RESUME BY THE DEADLINE NOTED ON THE RESULTS MESSAGE.

Once again, DO NOT attempt to seek a release from rate by contacting your rated Assignment Officer. That evolution is handled by the Special Assignments Officer.