



Personnel Readiness Assessment

Discussion Guide

The Commandant of the Coast Guard has directed leadership to assess the personal readiness and well-being of every member during the COVID-19 response.

Overview:

Goal:

At the end of this assessment, every member of the Coast Guard should understand the individual risk factors to themselves and their family from COVID-19 and the resources available to help mitigate specific circumstances. The assessment is intended to help leaders better understand the specific risk factors facing their workforce in order to empower local decision-making to take care of our people, while preserving operational readiness. Engaged, forward thinking, resourceful leadership at all levels is the key to navigating through this together.

Audience:

All leaders must offer the opportunity for this discussion with their total workforce. Use of virtual and remote tools is highly encouraged.

Key Messages: Every supervisor should ensure their members understand:

- The Coast Guard's single greatest readiness factor – and our greatest organizational concern – is the health and well-being of our workforce. While the COVID-19 outbreak will challenge our operations, care for our military, civilian, reserve, and auxiliary workforce remains at the forefront of our response efforts. We will get through this together.
- We are America's Maritime First Responder. The Nation is counting on us to keep commerce flowing, and to protect the Homeland. So we must think and act differently to deftly balance the risk to our workforce with the demands of our missions.
- Workforce preservation equates to mission readiness. We will continue to “lead through leaders” and leaders at all levels must use their training and judgment to optimally balance operations with their specific team circumstances and the local geographical considerations.
- The American public will look to us as role models. The decisions you make off-duty are just as important as the ones you make on-duty. Practice social distancing, wash your hands regularly, and follow the guidance of health officials.

Stay Connected:

USCG Corona Virus Website: <https://www.uscg.mil/Coronavirus/>

The primary means of communication is this website and you can sign up to receive email alerts when new information is posted.

CDC Corona Virus Website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

President's Corona Virus Guidelines for America: <https://www.whitehouse.gov/briefings-statements/coronavirus-guidelines-america/>

DHS Employee Resources: <https://www.dhs.gov/employees>

USCG Social Media: @USCoastGuard (Facebook); @USCG (Instagram/Twitter)



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Helpful Questions:

Getting Started:

Currently our members are coping with fear, uncertainty, and new stresses in their lives. Our culture of teamwork and mission readiness may create reluctance in some of our people to discuss their immediate needs. Below are some questions that may guide a conversation about our members' readiness. There is no requirement for members to share personal or health information with supervisors.

- Are you or anyone in your immediate family at higher risk of serious complications from COVID-19 (Over age 60, underlying medical conditions)?
- Have you been exposed to someone with COVID-19?
- Are you experiencing flu-like symptoms (fever, cough, and/or shortness of breath)? Do you know what to do if you experience these symptoms?
- Have you discussed the situation with your spouse and/or family? What mitigating actions have you taken?
- What impacts are you and your family experiencing from social distancing restrictions, including school and day care closures? Are you experiencing any financial impacts from the economic changes?
- Do you know what your options are for telework and leave?
- Do you have any personal or professional travel planned in the near future?
- Have you considered how a delayed PCS may affect you and your family?
- Do you and your family have any immediate unmet needs?
- If you were to conduct a personal GAR (General Assessment of Risk), how would you rate yourself (i.e. green, amber or red) and what are your greatest risks?

Available Resources:

Providing Guidance:

Ensure that every member is aware of the full spectrum of resources - national and local - available to them. Here are some questions that may help ensure members are aware of existing resources.

- Are you visiting the Coast Guard FAQ page for updates and information on available resources? (<https://www.uscg.mil/Coronavirus/>)
- Do you know of financial resources?
- Would you like to talk to a Chaplain? (<https://www.uscg.mil/Leadership/Senior-Leadership/Chaplain-of-the-Coast-Guard/Locations/> or 202-372-4900)
- Would you feel more comfortable discussing your personal situation with someone outside of the unit? Have you contacted CGSUPRT? (www.cgsuprt.com or 855-CGSUPRT (855-247-8778))
- If you feel a member is particularly distraught or they indicate a family member is struggling, proactively intervene and ensure that they receive the necessary assistance.