



MEMORANDUM OF UNDERSTANDING
FOR
EMPLOYMENT OF THE U. S. COAST GUARD AUXILIARY
IN SUPPORT OF
MILITARY RECRUITMENT FOR THE U. S. COAST GUARD

OBJECTIVE: Through mutual involvement and commitment, employ the men and women who make up the Coast Guard Auxiliary to assist in military recruitment for the Coast Guard.

DISCUSSION: The Coast Guard has a continuing need to access highly qualified young men and women for military service, active duty and reserve, for enlisted and officer programs. Conversely, a number of factors are working against this: The population of young men and women who qualify for military service is continually shrinking; our sister services and private enterprise are also competing for these very same people; while the propensity of young people to enter military service has declined significantly in the past several years. Auxiliarists can be of invaluable assistance in military recruitment for the Coast Guard by: (1) referring interested individuals (prospects) to the nearest Coast Guard Recruiting Office (RO), (2) providing administrative assistance at a RO, and/or (3) qualifying as Coast Guard recruiters and actively participating in military recruitment. Auxiliarists participating in any of these activities ARE NOT precluded from participating in other recruitment programs, such as AIM, and are in fact encouraged to assist as much as they can and desire.

Prospect referral

When carrying out Auxiliary missions, such as Public Education, Vessel Examination, and Operations, members of the Coast Guard Auxiliary may come into contact with many young men and women, some of whom may have an interest in nautical matters who may also be interested in joining the Coast Guard (such individuals are referred to as prospects). Auxiliarists who come in contact with such young men and women are encouraged to refer them to the nearest Coast Guard recruiter or the Auxiliarists' flotilla staff officer (career counselor).

Administrative assistance

RO's are faced with a multitude of routine administrative tasks, such as preparing numerous reports, mass mailing of recruiting literature, and filing correspondence. Auxiliarists can assist a

ENCLOSURE (2)

RO immensely by providing administrative assistance, thus allowing the assigned Coast Guard recruiters to spend more time conducting actual recruiting activities.

Coast Guard Auxiliary military recruiters

Some Auxiliarists themselves may have an interest in actively recruiting for the Coast Guard. Auxiliarists interested in becoming Coast Guard recruiters should be encouraged to do so, but should also understand the need to appear trim and fit while in uniform. (As an alternative, Auxiliarists may wear the Auxiliary blue blazer.) They should also be made fully aware of the training required, including completing formal standardized training and Recruiter Personnel Qualification Standards (PQS), and undergoing a period of on the job training (OJT) at their local Coast Guard RO.

AGREEMENT: The Director, Coast Guard Recruiting Center, and the Chief Director, Coast Guard Auxiliary, hereby establish the attached joint action plan which formalizes Auxiliary involvement in Coast Guard military recruitment. The Operations Officer, Coast Guard Recruiting Center, and Chief, Auxiliary Administration Branch, are designated action officers for coordinating and implementing the plan. The plan provides the outline by which both programs identify joint macro level goals, and establish priorities and responsibilities for attaining the goals; action officers shall jointly identify processes and develop priorities. However, both parties must keep in mind the plan is a "living" document and should be periodically reviewed and updated jointly by action officers as priorities and initiatives change. This memorandum of understanding will remain in effect until cancelled in writing by either or both party/parties.

CGRC

APPROVED

P. O. NORWOOD, JR.
Captain, U. S. Coast Guard
Director, Coast Guard
Recruiting Center

24 Feb 1996
DATE

COMDT (G-NABx)

APPROVED

A. A. SARRA
Captain, U. S. Coast Guard
Chief Director of the
Auxiliary

24 FEB 96
DATE

ACTION ITEMS

Prospect referral/Administrative assistance

1. Provide and periodically update a current list of all Coast Guard RO's, including addresses, telephone numbers, and names of personnel assigned.
2. Encourage RIC's to establish liaison with local Coast Guard Auxiliary flotillas, especially flotilla career counselors.
3. Encourage courtesy marine examiners, public education instructors, and other Auxiliarists to refer Coast Guard prospects to the nearest RO.
4. Encourage Auxiliarists interested in providing recruiting administrative assistance to contact their nearest RO.
5. Develop methodology to recognize Auxiliarists whose efforts contribute significantly to Coast Guard recruiting.
6. Incorporate the above in the Coast Guard Auxiliary Career Candidate Officers' Guide (AIM and RAP), COMDTINST M1100.4 (series).

Coast Guard Auxiliary military recruiters

1. Provide quotas to Recruiter Training School for prospective Auxiliary military recruiters. As an alternative for Auxiliarists who have attended the Auxiliary National Career Counselor School (NCCS), develop standardized formal training to supplement material taught at NCCS, with the goal of increasing the prospective Auxiliary recruiter's knowledge of recruiting procedures equivalent to that of a person completing Recruiter Training School.
2. Provide Recruiter Personnel Qualification Standard (PQS) sign-off booklets and recruiter badges to qualified Coast Guard Auxiliary military recruiters.
3. Provide OJT to prospective Coast Guard Auxiliary military recruiters.
4. Conduct a recruiter certification board for Auxiliarists who successfully complete Recruiter Training School, Recruiter PQS, OJT, and have received a favorable recommendation from the RIC. If certified by the board, designate the individual a Coast Guard Auxiliary military recruiter and issue the member a recruiter gold wreath (worn around the recruiter badge).
5. Encourage interested Auxiliarists to actively participate in Coast Guard military recruiting.

6. Develop methodology to recognize Auxiliarists who contribute significantly as Coast Guard recruiters.

7. Encourage Auxiliarists to serve as Coast Guard Proctors for the Armed Service Vocabulary Arithmetic Battery (ASVAB) Student Testing Program at high schools.

Agenda Item # 1

PROSPECT REFERRAL/ADMINISTRATIVE ASSISTANCE

Objective: Disseminate information among members of the Coast Guard Auxiliary regarding opportunities for young people to serve in America's premier maritime service, the United States Coast Guard.

Discussion: Many flotillas have developed a close working relationship with their nearest Coast Guard recruiting office and either actively conduct military recruiting, refer prospective Coast Guard applicants to that office, or provide administrative assistance. However, other flotillas are not located reasonably near a RO; periodically, because of the Auxiliary's missions, they too may come into contact with young people interested in joining the Coast Guard. Because of the increased competition the Coast Guard faces from the DOD services and private enterprise, Auxiliary assistance in military recruitment can have a significant positive impact.

Action Item #1

- Provide a current list of all Coast Guard RO's, including addresses, telephone numbers, and names of personnel assigned.

Discussion: In the past two years, many Coast Guard RO's were decommissioned; others were either commissioned in a city where none existed previously, or were moved within a city. CGRC will distribute and provide an updated list of all Coast Guard RO's, including addresses, areas of responsibility, telephone numbers, and personnel assigned. The Chief Director of the Auxiliary and each district Director of the Auxiliary will be responsible for providing mailing labels for dissemination.

Lead: CGRC
Contributing: COMDT (G-NAB-1)
Funding: N/A
Target Date: Second quarter, FY-96

Action Item #2

- Encourage RIC's to establish liaison with local Coast Guard Auxiliary flotillas, especially flotilla commanders and career counselors.

Lead: CGRC
Contributing: COMDT (G-NAB-1), Directors of the Auxiliary, individual flotilla commanders
Funding: N/A
Target Date: Third quarter, FY-96

Action Item #3

- Encourage courtesy marine examiners, public education instructors, and other Auxiliarists to refer Coast Guard prospects to the nearest RO.

Discussion: To ensure Auxiliarists have the most current information regarding locations of RO's, CGRC will develop an updated list (see Action Item #1, above).

Lead: COMDT (G-NABx), Auxiliary
Contributing: CGRC, RO/RIC's
Funding: N/A
Target Date: Second quarter, FY-96

Action Item #4

- Encourage Auxiliarists interested in providing recruiting administrative assistance to contact their nearest RO.

Discussion: RO's are tasked with an extraordinary amount of routine administrative tasks, most of which do not require certification as a recruiter. Auxiliarists who desire to assist the Coast Guard in non-operational missions could greatly ease an RO's burden by assisting in these tasks, and would make an invaluable contribution to the military recruiting mission.

Lead: COMDT (G-NABx), Auxiliary
Contributing: CGRC, RO/RIC's
Funding: N/A
Target Date: FY-96

Action Item #5

- Develop methodology to recognize Auxiliarists whose efforts contribute significantly to Coast Guard recruiting. Auxiliarists active and that qualify for the Coast Guard Recruiting Ribbon will be awarded IAW ALDIST 219/95.

Lead: Auxiliary, COMDT (G-NABx)
Contributing: CGRC
Funding: N/A
Target Date: FY-96

Action Item #6

- Incorporate the above in the Coast Guard Auxiliary Career Candidate Officers' Guide (AIM and RAP), COMDTINST M1100.4 (series).

Lead: COMDT (G-NABx), Auxiliary

Contributing: CGRC

Funding: N/A

Target Date: FY-96

Agenda Item #2

COAST GUARD AUXILIARY MILITARY RECRUITERS

Objective: Expand opportunities for Coast Guard military recruitment to Coast Guard Auxiliarists who complete a recruiter training program and who have satisfied the requirements for, and have been designated as, Coast Guard Recruiters.

Discussion: Auxiliarists who have an interest in conducting military recruitment for the Coast Guard recruiters should be encouraged to do so, but should also recognize and understand the need to appear trim and fit while in uniform. (As an alternative, Auxiliarists may wear the Auxiliary blue blazer.) They should also be made fully aware of the training required, including completing formal standardized training and Recruiter Personnel Qualification Standards (PQS), and undergoing a period of on the job training (OJT) at their local Coast Guard RO.

Action Item #1

- Provide quotas to Recruiter Training School for prospective Auxiliary military recruiters. As an alternative for Auxiliarists who have attended the Auxiliary National Career Counselor School (NCCS), develop standardized formal training to supplement material taught at NCCS, with the goal of increasing the prospective Auxiliary recruiter's knowledge of recruiting procedures equivalent to that of a person completing Recruiter Training School.

Lead: CGRC, RO RIC's
Contributing: Auxiliary
Funding: CGRC
Target Date: FY-96

Action Item #2

- Provide Recruiter Personnel Qualification Standard (PQS) sign-off booklets and recruiter badges to qualified Coast Guard Auxiliary military recruiters provided by CGRC.

Lead: CGRC, RO RIC's
Contributing: Auxiliary
Funding: N/A
Target Date: FY-96

Action Item #3

- Provide OJT to prospective Coast Guard Auxiliary military recruiters.

Lead: RO RIC's
Contributing: Auxiliary
Funding: N/A
Target Date: FY-96

Action Item #4

- Certify Auxiliarists who successfully complete Recruiter Training School, Recruiter PQS, OJT, and have received a favorable recommendation from the RIC. If certified by the RIC, designate the individual a Coast Guard Auxiliary military recruiter and issue the member a recruiter gold wreath (worn around the recruiter badge).

Lead: CGRC, RO RIC's
Contributing: Auxiliary
Funding: CGRC
Target Date: FY-96

Action Item #5

- Encourage interested Auxiliarists to actively participate in Coast Guard military recruiting.

Lead: COMDT (G-NABx), CGRC, Auxiliary
Contributing: RO RIC's
Funding: N/A
Target Date: FY-96

Action Item #6

- Develop methodology to identify Auxiliarists who contribute significantly as Coast Guard recruiters.

Lead: COMDT (G-NABx), Auxiliary
Contributing: CGRC
Funding: N/A
Target Date: FY-96

Action Item #7

- Encourage Auxiliarists to serve as Coast Guard Proctors for the Armed Service Vocabulary Arithmetic Battery (ASVAB) Student Testing Program at high schools.

Lead: COMDT (G-NABx), Auxiliary, RO RICs

Contributing: CGRC

Funding: N/A

Target Date: FY-96

MEMORANDUMS OF UNDERSTANDING
BETWEEN
THE UNITED STATES COAST GUARD AUXILIARY
AND
VARIOUS USCG OFFICES, COMMANDS, DOD ELEMENTS, OTHER AGENCIES
THAT ARE SUPPORTED BY/ WORK WITH THE AUXILIARY

1. Signed Memorandums of Understanding:
 - a. USCG Auxiliary/ Civil Air Patrol
 - b. USCG Auxiliary/ G-MRO (formerly G-MEP)
 - c. USCG Auxiliary/ G-MVP (Two MOUs)
 - d. USCG Auxiliary/ G-OPT
 - e. USCG Auxiliary/ CGRC
2. Memorandums of Understanding under review:
 - a. USCG Auxiliary/ G-OLE
 - b. USCG Auxiliary/ G-NSR
 - c. USCG Auxiliary/ G-NIO
 - d. USCG Auxiliary/ USCG Academy
3. Memorandums of Understanding under development:
 - a. USCG Auxiliary/ G-NRS
 - b. USCG Auxiliary/ G-MCO
 - c. USCG Auxiliary/ G-CI
 - d. USCG Auxiliary/ G-NAB

ENCLOSURE (3)