

	<p style="text-align: center;">Office of Civilian Human Resources Workforce Relations Division</p> <p style="text-align: center;">STANDARD OPERATING PROCEDURES</p>
<p>SOP Number: CG-1214-15-001</p>	<p>Effective Date: 23 February 2015</p>
<p>Subj: Length of Service (LOS) Recognition</p>	

1. **PURPOSE.** To establish procedures and guidance for recognizing civilian employees for their public service with the Federal Government.

2. **REFERENCES.**
 - a) 5 U.S.C. Chapter 45, Incentive Award, at CFR Part 451, Awards
 - b) COMDTINST M12451.1C, Coast Guard Civilian Awards Manual
 - c) DHS Directive #255-01, Honorary Awards
 - d) DHS Directive #255-01-001, Instruction Guide on Honorary Awards
 - e) OPM Operating Manual, The Guide to Personnel Recordkeeping, Information
 - f) COMDTINST M5212.12A, Life Cycle Management Manual\
 - g) COMDTNOTE 5605, Standard Distribution List (SDL)

3. **BACKGROUND.** The Commandant and the Secretary, Department of Homeland Security (DHS) value the contributions of civilian employees and fully endorse Career Service recognition. The Workforce Relations Division (CG-1214) is responsible for implementing policy and administrative guidance, providing oversight, securing funding and procuring resources for this Program. Career Service recognition is honored by presentation of a Length of Service Certificate and Service Pin to civilian employees at the completion of their fifth year of creditable service and then again at five-year intervals thereafter. In addition, a Flag Letter signed by the Commandant is also prepared for employees with 30 or more years of service.

4. **DEFINITIONS.** For the purposes of this SOP, the terms listed below are defined accordingly:
 - a) **Award.** Something bestowed or an action taken to recognize and reward an individual, group, or team achievement for contributions that meet organizational goals or improve the efficiency, effectiveness, and economy of the Government, DHS, Coast Guard, or the public interest.

 - b) **Creditable Service.** Federal service time *may* include service with other Federal agencies and may also include prior creditable military service. The employee's Leave Service Computation Date (SCD) is the most suitable data field that reflects the amount of public service. Employees with prior military service should submit appropriate documentation to their servicing Benefits Specialist in order for their service time to be accounted in their Leave SCD.

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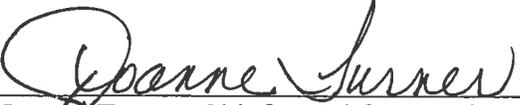
- c) Length of Service Recognition. The LOS is recognition acknowledging the valued contributions during qualifying employment time in the Federal Government as defined by creditable service above.

5. POLICY.

- A. **Publication of Certificates and pins.** CG-1214 is responsible for procuring supplies, publishing certificates, securing signatures and mailing completed packages to field command POCs. Appendix A and Appendix B outline the detailed administrative procedures for publishing Certificates and Flag Letters. Appendix C provides the logistical resource procurement information.
- B. **Generation of the Consolidated Report.** CG-1215 HR staff will develop a list of eligible candidates using the National Finance Center (NFC) database. This list will be retrieved using an algorithm that calculates the anniversary date of employees based upon their official Leave Service Computation Date (SCD) on record. To retain validity of Leave SCD, the report will be generated approximately two months in advance of the projected recognition date.
- C. **Certificates Received with Errors.** The employee's name registered in NFC is the *official* name that will be used. Automated computer processing cannot accommodate for nicknames, undocumented name changes, unconventional or stylistic names or for personal requests. Mis-spellings entered in NFC must be validated and corrected by the employee's Command Staff Advisor or HR Specialist before corrections to LOS will result.
- D. **Certificate and Flag Letter Publication Timeline.** Certificates and Flag Letters will be prepared just prior to the employee's anniversary date. Current Commandant guidance, cost, and time management restricts producing and back-dating any Certificates and Flag Letters beyond one year from the Anniversary date under any circumstance. (Refer to email at Attachment #4).
- E. **Records Review.** Accuracy of individual personnel information is key for proper execution of the LOS Program. All requests for corrections of personnel data will be submitted to the servicing HR Specialist for review. If corrections are necessary, immediate action will be taken to correct the data to avoid improper recognition, contain costs and prevent waste of personnel resources when preparing LOS packages.
- F. **Certificate Presentation.** To publically acknowledge our valued civilians, it is highly recommended that LOS recognition be presented during an appropriate ceremony, particularly those with 25 years or more years of service. Presentation may be conducted formally or informally and is at the discretion of the senior official.

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G. **Recordkeeping.** Per OPM Operating Manual, The Guide to Personnel Recordkeeping, Information and the Life Cycle Management Manual, COMDTINST M5212.12A, a copy of the LOS Certificate or Flag Letter is not retained in the individual electronic Official Personnel Folder (eOPF).

Approved By: 
Joanne Turner, Chief, Workforce Relations Division

Date: 9 March 2015

Sample Flag Letter

March 16, 2012

Dear Mr. Warning,

It is my privilege to personally thank you for 30 years of federal service and to present you with your Career Service Certificate and Pin. Congratulations on achieving this milestone of service to our Nation and the Coast Guard.

Your individual efforts help make us the greatest Coast Guard in the world. No other Coast Guard or military Service has our authorities and capabilities. We are a military Service as well as a federal law enforcement and regulatory agency. In any given year, our personnel serve on every continent while maintaining vigilance within our borders and the Western Hemisphere. For over 224 years, we have been everywhere America needed us. Thank you for your dedication and commitment to excellence in contributing to our success.

Semper Paratus!

Sincerely,

Paul F. Zukunft
Admiral, U.S. Coast Guard

Mr. Theodore J. Warning
Commander Officer
U.S. Coast Guard
Surface Forces Logistics Center
2401 Hawkins Point Rd
Baltimore, MD 21226-1797

DISSEMINATION OF LOS PACKAGES TO PERSONNEL WITHIN HEADQUARTERS.

- 1) Certificates, Flag letters and LOS Pins for those employees located within the Headquarters are mailed or hand-delivered to an Admin Assistant, supervisor or specific directorate POC responsible for presentation.
- 2) A cover letter will accompany each package sent within Headquarters (sample cover letter is located in Attachment three (3)).
- 3) Annotate tracking system of all completed documents before forwarding to recipients.

Sample Letter used when Disseminating LOS Packages to Employees within Headquarters

Mr. Philip Cappel:

Included with this letter is a Length of Service Certificate and pin for an employee that works in your division. This certificate should be given to the appropriate supervisor to be presented to the employee in recognition of length of service, which the Coast Guard considers an important milestone.

If you have further questions, please feel free to contact me at 202-475-5221. Thank you for your assistance in this matter.

A.B. Smith
Administrative Specialist
Director of Civilian Human Resources, Diversity and Leadership (CG-12)

Bowman, Kathrine T CTR

From: Bowman, Kathrine T CTR
Sent: Thursday, February 26, 2015 3:38 PM
To: Sanon, Brandine CIV
Cc: Turner, Joanna CIV; Wells, Joyce CIV
Subject: FW: Flag letters Corrections

Brandine,

I have spoken to YN1 Cole and agreed that the 12-month rule is reasonable and we could honor it from here on out. She indicated that this 2013 certificate you sent up will be the last one to be signed. Of course, if there is a special request, she will consider it, but, you will have to build a good case before they will agree to getting it signed (i.e. the house burned down).

Please prepare yourself a "nice" reply that you can use for any requests in the future. I can help if you need.

Thanks.

Kathy Bowman

-----Original Message-----

From: Sanon, Brandine CIV
Sent: Thursday, February 26, 2015 2:09 PM
To: Bowman, Kathrine T CTR
Subject: FW: Flag letters Corrections

Please help.

-----Original Message-----

From: Cole, Katie E YN1
Sent: Wednesday, February 25, 2015 6:32 AM
To: Sanon, Brandine CIV
Subject: RE: Flag letters Corrections

Good Evening Ms. Sanon,

In the interest of setting some boundaries, I would like to propose a timeliness piece to the Civilian Service Flag Letters/Certificates. I note that Mr. Brown's flag letter and certificate have a June 2013 date, and the reason for the delay is lost/damage through mailing.

In the future, I think that one year is a fair amount of time to rectify any issues with Civilian Service Flag Letters/Certificates. Thoughts?

V/R,

YN1 Katie E. Cole
Office of the Commandant
United States Coast Guard
(P) 782-372-4438
(F) 782-372-4968

APPENDIX A

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ADMINISTRATIVE PROCEDURES.

A. Length of Service Certificates.

- 1) An automated Length of Service Consolidated Report is prepared by a CG-1215 staff member bi-monthly using data retrieved from the National Finance Center (NFC). The report is constructed using NFC downloaded fields to include employee names, years of service, Leave SCD, Command and other identifying organizational data.
- 2) Microsoft Access and People Soft software applications are used to import data, sort, filter information and generate reports. Data analysis is conducted by a customized Enterprise Database Warehouse (EDW) capable of manipulating personnel information with precise accuracy. The data retrieved is filtered to generate a final list of eligible candidates projected to incur a Length of Service anniversary in the next two-month window. The candidate list is sorted by Command and identifies employees eligible for recognition for completing the following years of service: 5, 10, 15, 20, 25, 30, 35, 40, 45, and 50.
- 3) Certificates for candidates ranging from five (5) through twenty-five (25) years of service are prepared and digitally signed by the Director, Civilian Human Resources, Diversity and Leadership using the appropriate forms WPS 101A thru WPS 105A.
- 4) Certificates for candidates ranging from thirty (30) thru fifty (50) years of service are personally signed by Commandant. Forms WPS 106A thru WPS 110A will be used for this distinct population.

B. Flag Letters. Flag Letters are prepared for each individual employee with 30 years or more of service and signed by the Commandant.

- 1) Appendix B provides step-by-step instructions on the internal procedures used to prepare Flag Letters, the administrative review steps and the steps to securing the Commandant's signature.
- 2) Attachment one (1) is a sample of the Commandant's Letter.

C. Length of Service Pin. A lapel pin will accompany the Certificate and denotes the completion of 5, 10, 15, 20, 25, 30, 35, 40, 45, and 50 years of service.

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D. Dissemination.

1. Field Units.

- a) Delivery packages are then prepared, sorted and carefully package with all documentation and the appropriate LOS pin(s) and mailed to a POC at the designated command location via the most expeditious means of delivery; subject to availability of funds. See Appendix D for a list of the current command Points of Contacts (POCs). COMDTNOTE 5605, Standard Distribution List (SDL), will also be used as an additional source to locate official Coast Guard address and distribution symbols.
- b) Delivery of packages is monitored using the designated courier service assigned tracking code. Distribution center security safeguards and protocols after delivery are unique to each Command and can slow delivery to Field POCs. POC's should attempt to locate lost or missing packages at the local station distribution delivery center. In addition, emails are generated to each POC notifying them of the list of employee certificates that will need verification when received. Follow-up emails may be required if the POC does not verify receipt in a timely manner.
- c) Appendix D lists the Command POCs as of the publication date of this SOP. Commands are responsible for notifying CG-1214 on changes to this list.

2. Within Headquarters.

- a) Certificates, Flag Letters and pins for Headquarters staff personnel are hand-delivered to a supervisor or specific directorate POC responsible for arranging presentation.
- b) Attachment #2 contains the detailed steps taken to disseminating LOS packages to employees within Headquarters.
- c) Attachment #3 contains a sample of an internal letter attached when disseminating LOS packages to employees within Headquarters.

APPENDIX B

SOP Number: CG-1214-15-001

ADMINISTRATIVE PROCEDURES.

Flag Letter Procedures.

1. Verification. Verify that there is a certificate for each employee on the LOS Report.
2. Prepare Flag letters. Draft Flag letters using a mail merge file with imported recipients names. (Sample at Attachment #1).
3. Review. Once the Flag letters are prepared in draft form, the result is saved to a new file and sent electronically to the Commandant's Executive Secretary intranet mailbox at HQS DG-1st-ExecSec@uscg.mil for review.
4. Print. Once approval is received, letters are printed on Flag letterhead.
5. Commandant's Signature. Forward all Certificates and Flag letters to the Executive Secretary for signature. Use tracking system to monitor documents submitted.
6. Forwarding. Once signed, the Executive Secretary will send an email requesting pickup.
 - a) Certificates and Flag letters for those employees located outside of the Headquarters are returned to CG-1214 for further dissemination to field units.
 - b) Certificates and Flag letters for those employees located within the Headquarters are mailed or hand-delivered to the Admin Assistant, supervisor or appropriate POC with a cover letter (sample cover letter is located in Attachment three (3)).
 - c) Annotate email tracking system of all completed documents before forwarding to recipients.

APPENDIX C

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SUPPLIES.

A. Length of Service Certificates and Pins.

1. Requisition Source. With assistance from CG-1215 staff personnel, funding is allocated to restock Certificates and Service Pins. The requisition is sent thru CG-6 for acquisition.

2. Description.

a) *Length of Service Certificates.* The certificates, which are suitable for framing or placing in a presentation folder, are available in two common frame sizes; 8" x 10" (203 x 254 mm) and 8 1/2" x 11" (216 x 279 mm). The certificates are pre-printed on an off-white card stock with lines for entering the recipient's name, date, and appropriate signature. The length-of-service certificates have an embossed seal with the Great Seal of the United States within an octagonal medallion. To distinguish the various certificates, the 5-, 10- and 15-year certificates are embossed in bronze; 20- and 25-year certificates are embossed in silver; and 30-, 35-, 40-, 45-, 50-year are embossed in gold.

b) *Length of Service Pin.* Each pin features an imprint of the Great Seal of the United States of America, the U.S. Department of Homeland Security and United States Coast Guard Agency name and the years of service. The device is circular, measures approximately 3/4" inch in diameter and is manufactured from a bronze, silver or gold metal alloy. Each device is packaged in a plastic see-through storage box.

B. Flag Letterhead. The Commandant's Office will requisition and fund for Flag letterhead through CG-6. CG-1214 staff will take appropriate measures to contact the Commandant's administrative staff to replenish letterhead ensuring that a six-month supply is stocked on-hand.

C. Presentation Folders. Grey portrait presentation folders will be used for LOS certificates 30 years and above. Blue two-pocket folders will be used for all other certificates and for shipping multiple certificates. Both folders will be requisitioned with the assistance of a CG-1215 staff member. An adequate stock needed for up to six months will be retained on hand.

D. Printer Supplies. Printer ink for a dedicated printer will be requisitioned with the assistance of a CG-1215 staff member. Sufficient printer ink needed for up to six months will be retained in stock.

E. Packaging/Mailing Supplies. Padded envelopes will be requisitioned with the assistance of a CG-1215 staff member. An adequate stock needed for up to six months will be on hand. Per CG-6 instructions, visit the CG-121 portal site under external links to order USPS mailing supplies boxes, envelopes, tracking labels free of charge.

COMMAND POCS

BALTIMORE, MD		NORTHEAST
Yard	Jerry Davis (410) 636-7094 Jerry.w.davis2@uscg.mil	
Surface Forces Logistics Center APO	Tara Greene (410) 636-7286 Tara.t.greene@uscg.mil	
FORCECOM Cape May, NJ - TRACEN PSC Cape May, NJ Woodbine, NJ - JDC	TRACEN - Cape May, NJ – Kimberly Tangree (609) 898-6335 Kimberly.r.tangree@uscg.mil	
BOSTON, MA		NORTHEAST
Base Boston - NESU Boston - IPF Boston - IPF South Portland - IPDs (New Haven/ South Weymouth) - ESU Boston - ESD: Cape Cod; South Portland; South Weymouth D1 Sectors Northern New England Southeast New England Long Island Sound Boston New York-Air Station Cape Cod	Linda Shedden (617) 223-3493 Linda.m.shedden@uscg.mil Sector NYC – Staten Island, NY – Antoinette Ruberti (718) 354-4003 Antoinette.Ruberti@uscg.mil	
ELIZABETH CITY, NC		NORTHEAST
ALC C-130J Aircraft Project Office D5 Air Station Elizabeth City FORCECOM Aviation Technology Training Center National Strike Force Coordination Center Base Elizabeth City	Base Elizabeth City- Donald Culkin Donald.culkin@uscg.mil ALC – Amy Cyr (252) 335-6192 Amy.N.Cyr@uscg.mil	

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HEADQUARTERS	WASHINGTON DC NATIONAL CAPITAL REGION	
Office of the Commandant and Vice Commandant Assistant Commandant for Intergovernmental and Public Affairs Judge Advocate General	CG-00/ CG-09 CG-092 CG-094	Donald Pederson (202) 372-3818, 2F23-05 Donald.pederson@uscg.mil
Mission Support Chief of Staff Civil Rights Directorate Administrative Law Judge (ALJ)	CG-01 CG-00H CG-00J	David Bannon (202) 475-5580 7Y 07-17 David.bannon@uscg.mil
DCO-Commandant for Operations DCO-Assistant Commandant for Marine Safety, Security & Stewardship DCO- Assistant Commandant for Capability Marine Safety Center Air Station Washington	CG-DCO CG-DCO-I CG-DCO-8 CG-5 CG-7 CG-X CG-G	Cynthia Seibert – (202) 372-2291 3E21-04 Cynthia.c.seibert@uscg.mil Dawn Knepp – (202) 372-2280 3E 22-07 Dawn.i.knepp@uscg.mil
DCMS Mission Support 34, Office of Security Policy & Mgmt Mission Support 5, Integration Office Mission Support 8, Resource Directorate SAPR-MCO	Mission Support 34	LuCia Powell - (202) 475-372-4546 2K 16-00 LuCia.r.powell@uscg.mil Mia Huff - (202) 372-4547 2K 16-00B Mia.a.huff@uscg.mil
Personnel Service Center (PSC), Arlington, VA Coast Guard Recruiting Command	PSC	YN2 Sandra Derk - (703) 872-6475 Suite 1100 Sandra.a.derk@uscg.mil
National Pollution Funds Center	NPFC	YN1 Anika Doehl (703) 872-6003 Anika.doehl@uscg.mil
Assistant Commandant for Human Resources	CG-1	Theresa Stevenson (202) 475-500 9GG 13-00 Theresa.l.stevenson@uscg.mil
Coast Guard Investigative Service	CGIS	Craig Cruz - (703) 872-6679 CGIS, Room 740 Craig.cruz@uscg.mil
Assistant Commandant for Intelligence	CG-2	YN1 Jesse Phillips (202) 372-2701 3I 12-00 Jesse.w.phillips@uscg.mil
Assistant Commandant for Engineering and Logistics	CG-4	Nicole Boone (202) 475-5554 7Y 1700AT Nicole.g.boone@uscg.mil
Assistant Commandant for C4 and Information Technology	CG-6	Margaret Jute (202) 475-3500, 7S 12-00 Margaret.r.jute@uscg.mil
Assistant Commandant for Planning, Resources and Procurement	CG-8	LT Julio Gonzalez (202) 372-3471 6S 13-01 Julio.r.gonzalez@uscg.mil
Assistant Commandant for Acquisition	CG-91 CG-92 CG-93	Jennifer Newman (202) 475-3042, 8Y 18-24 Jennifer.m.newman@uscg.mil

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MARTINSBURG, WV	SOUTHEAST
<p>NMC OSC Nat'l Vess Doc Ctr</p>	<p>NMC – Martinsburg, WV Karen Quigley (304) 433-3403 - karen.i.quigley@uscg.mil</p> <p>OSC – Kearneysville, WV Connie Champion (304) 264-2675 - Connie.s.champion@uscg.mil</p> <p>NVDC - Falling Waters, WV – Belinda Lewis -(304) 271-2506 - Belinda.g.lewis@uscg.mil</p>

MIAMI, FL	SOUTHEAST
<p>D7 Sectors (Miami/San Juan/St. Petersburg/ Charleston/ Key West)</p> <p>MSU Savannah Air Stations (Miami/Borinquen/Savannah/ Clearwater)</p> <p>SILC CEU Miami</p> <p>DOL</p> <p>Base Miami Beach</p> <p>HITRON Jacksonville</p>	<p>D7 – Sectors (Miami/San Juan/St. Petersburg/Charleston/ Key West), MSU Savannah Air Stations (Miami/Borinquen/Savannah/Clearwater) CDR Harry Mautte (305) 415-6702 – harry.d.mautte@uscg.mil</p> <p>Sector Jacksonville LCDR Peter Bosma (904) 564-7539 – peter.f.bosma@uscg.mil</p> <p>SILC/CEU Miami CDR Michael Good –(305) 278-6777 – Michael.d.good@uscg.mil</p> <p>MLE Academy CDR Matthew Braden – (843) 746-7954 – matthew.a.braden@uscg.mil</p> <p>Base Miami Beach/DOL – Marcia Tomas - (305) 535-4498 - Marcia.r.tomas@uscg.mil</p> <p>HITRON Jacksonville CDR Walter Horne – (904) 594-6802 – walter.l.horne@uscg.mil</p>

NEW LONDON, CT	NORTHEAST
<p>Academy R&D Center Marine Safety Lab International Ice Patrol SILC CEU Providence PSC HSWL Academy</p>	<p>CG Academy – Bonnie Fogell - (860) 444-8285 HSWL Bonnie.i.fogell@uscg.mil</p> <p>RDC – Susan Stevens - (860) 261-2662 Susan.e.stevens@uscg.mil</p> <p>CEU Providence – Tammy O’Toole - (401) 736-1702 Tammy.c.o'toole@uscg.mil</p> <p>MSL - Kristy Juairé – (860) 271-2784 Kristy.l.juairé@uscg.mil</p> <p>IIP – CDR Gabrielle McGrath – (860) 271-2631 Gabrielle.g.mcgrath@uscg.mil</p>

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NORFOLK, VA	SOUTHEAST
<p> DOL Base Portsmouth HSWL Service Center Norfolk LANTAREA MIFCLANT CAMSLANT Chesapeake D5 COMMSTA Miami Air Station Atlantic City NCRCC Sectors Hampton Roads Delaware Bay North Carolina Baltimore Eastern Shore C4IT C3CEN LSC SILC Base Cleveland SILC –CEU Cleveland D9 Air Stations (Detroit/Traverse City) MSUs: Chicago; Cleveland; Duluth; Toledo MSDs Massena Sturgeon Bay Sectors Detroit Lake Michigan - Grand Haven Sault Ste Marie Buffalo FINCEN Community Services Command SILC/FD&CC DOL FORCECOM TRACEN Yorktown Special Missions Training Center Training Quota Mgt Center Performance Technology Center Maritime Law Enforcement Academy Aviation Training Center Mobile </p>	<p> Portsmouth – Lori Bean – (757) 483-8696 lori.bean@uscg.mil SILC - Evelyn Irizarry- (757) 628-4320 evelyn.irizarry@uscg.mil TRACEN, Yorktown – Barry Tate (757) 856-2249 barry.tate@uscg.mil SECCEN, Chesapeake, VA - James Trommatter (757) 410-7402 james.d.trommatter@uscg.mil </p>

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NEW ORLEANS, LA		SOUTHEAST
<p>D8 Air Stations (Houston/Corpus Christi/New Orleans) MSUs Barboursville Baton Rouge Corpus Christi Houma Lake Charles Morgan City - Vessel Traffic Service Berwick Bay Paducah Pittsburgh Port Arthur - Vessel Traffic Service Port Arthur Texas City Sectors Corpus Christi Houston-Galveston Lower Mississippi River Mobile New Orleans Ohio Valley Upper Mississippi River DOL Base New Orleans Det St Louis</p>	<p>Cristina DeMichiel (504) 671-2302 Cristina.d.demichiel@uscg.mil</p>	

ALAMEDA, CA (3 Hrs Behind)		WEST
<p>D-11 Air Stations Humboldt Bay Los Angeles/Long Beach San Francisco Sacramento Sectors Los Angeles/Long Beach San Diego San Francisco LSC West PACAREA NUMBERED STAFF MIFCPAC SILC CEU Oakland</p>	<p>LCDR Shannon Giammanco – (510) 437-5680 Shannon.B.Giammanco@uscg.mil</p>	
<p>DOL Base Alameda DOL Base Los Angeles (LA) / Long Beach (LB) FORCECOM TRACEN Petaluma</p>	<p>Base Alameda - Jacques Audra Jacues.audra@uscg.mil</p>	

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HONOLULU, HI (6 Hrs Behind/Spring & 5 Hrs Behind/Fall)		WEST
D14 Air Station Barbers Point Sector Guam Sector Honolulu - TBD (Pago Pago, American Samoa) Base Honolulu	Base Honolulu – Maureen Lum (808) 842-2005 Maureen.m.lum@uscg.mil	
KODIAK, AK (4 Hrs Behind)		WEST
D-17 Air Station Kodiak Sitka Sectors Anchorage Juneau DOL Base Ketchikan D17 SILC CEU Juneau	Sandra Peterson (907) 463-2025 Sandra.j.peterson@uscg.mil	
SEATTLE, WA (3 Hrs Behind)		WEST
DOL Base Seattle D-13 Air Stations Port Angeles Astoria North Bend Sectors Columbia River Seattle MFPU – Bangor NMLBS	Sector Puget Sound – Patricia Williams (202) 475-3270 Patricia.f.williams@uscg.mil	
TOPEKA, KS (1 Hr Behind)		WEST
PPC, Topeka USCG Institute, OK City	PPC, Topeka, KS – Donna Fuchs –(785) 339-3666 Donna.i.fuch@uscg.mil	

Last Updated: 2/27/2015