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COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 1120.1

Subj: EVERYONE IS A RECRUITER INCENTIVE PROGRAM USER GUIDE

- Ref: (a) Recruiting Manual, COMDTINST M1100.2  
 (b) Coast Guard Diversity Strategic Plan  
 (c) Medals and Awards Manual, COMDTINST M1650.25D  
 (d) Military Assignments and Authorized Absences, COMDTINST M1000.8A

- PURPOSE.** This instruction prescribes the procedures for the Everyone is a Recruiter Incentive Program. It discusses how Coast Guard members can get actively involved with recruiting by providing information on various Coast Guard accession programs that are available. People who are exposed to Coast Guard men and women are generally more inclined to join the ranks of our service. This instruction also outlines the process for members to receive recognition for successfully contributing to the Coast Guard's recruiting mission.
- ACTION.** The provisions of this instruction apply to all active, reserve and auxiliary members of the Coast Guard. This instruction discusses procedures and reiterates the responsibility of all members to advocate for the service and help to recruit new members. Internet release is authorized.
- DIRECTIVES AFFECTED.** None
- REQUEST FOR CHANGES.** Personnel Service Center (PSC) relies on user input and feedback for improvement of this and other publications we provide. Recommendations may be submitted by e-mail to [arl-pf-cgpsc-opm@uscg.mil](mailto:arl-pf-cgpsc-opm@uscg.mil) and [arl-pf-cgpsc-rpm-query@uscg.mil](mailto:arl-pf-cgpsc-rpm-query@uscg.mil).

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NON-STANDARD DISTRIBUTION:

5. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been evaluated for potential records management impact. The development of this Manual has been thoroughly evaluated during the review process, and it has been determined there are no further records scheduling requirement, per Federal Records Act, 44 U.S.C. 3101 et seq., National Archive and Records Administration (MARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This Manual does not have any significant or substantial change to existing records management requirements.
6. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be location on the following website: <http://www.uscg.mil/psc/hra/pscinst.asp>
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
  - a. The development of this Manual and the general procedures contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) #1 from further environmental analysis, per Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Consideration Environmental Impacts, COMDTINST M16475.1 (series).
  - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS, and Coast Guard NEPA policy, and compliance with all other environmental mandates.
8. FORMS/REPORTS. The forms referenced in this Manual are available in Appendix C and D.



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## CHAPTER 1 Defining the Everyone is a Recruiter Incentive Program

### A. General

The Everyone is a Recruiter (EIAR) Incentive program encourages Coast Guard personnel, including active duty, reserves, auxiliary and retirees, to support recruiting efforts and critical recruiting needs, and provides recognition, awards and incentives based on the significance of the contribution.

### B. Definition of Recruiters

Coast Guard recruiters are active-duty and reserve Coast Guard men and women serving on a special duty recruiting assignment. There are approximately 250 recruiters serving at 57 recruiting offices across the nation. The 57 recruiting offices report directly to the Coast Guard Recruiting Command. Recruiters convey opportunities, the Coast Guard ethos, missions, values, traditions, benefits, and way of life. To represent the Coast Guard, a recruiter must educate prospects, help them determine if the service is the right choice for them, and then inspire them to join. The professional recruiting workforce is small and it cannot be at every high school career day or college job fair, which is why Coast Guard (active duty, auxiliaries, and retirees) can help.

### C. Ways to get involved

1. All Coast Guard women and men can provide great examples of what life is like to serve and can share stories of their service experiences. This instruction will serve as a tool to assist members with speaking about Coast Guard missions and recruiting goals.
  - a. Be involved in the community: Participate in community service programs; be active in volunteer work, mentorship programs, and schools within your community. Use the opportunities to share stories and personal experiences.
  - b. Know the website and social media sites: CGRC's website, [www.gocoastguard.com](http://www.gocoastguard.com), provides information on all available programs the Coast Guard has to offer. It also has a "Find a Recruiter" button that allows you to find the nearest Coast Guard Recruiting Office. Like us on Facebook at "Go Coast Guard" and share it with your "friends."
  - c. Know the local recruiters: Make contact with the local recruiters to offer support and see if there are any particularly crucial needs in your local area. You can also volunteer to help out at ongoing recruiting events.
  - d. Be Ready: Prepare ahead of time to answer questions about the Coast Guard. Follow up on initial conversations with prospective applicants and have this instruction available in case there are questions.

- e. **Be Proud:** Engage with friends, relatives, and passers-by. Let them know you are affiliated with the Coast Guard and that you enjoy it. If someone shows interest in the Coast Guard, take the time to explain your experiences to them.
- f. **Be Available:** Offer (through your command) to make presentations on the Coast Guard to prospects at school career days, Service Clubs (such as Rotary), Scout meetings, boating safety classes etc. Presentations and information can be found on [www.gocoastguard.com](http://www.gocoastguard.com).
- g. **Know Your Bounds:** Recruiters are the experts on recruiting programs and eligibility. Leave that work to them. Refer high quality people with an interest in Coast Guard missions to recruiters and to provide that personal human interaction that the website cannot offer. Not everyone referred will meet the standards.
- h. **Unit Involvement:** Assist recruiting efforts. Make sure the local recruiting office knows that local Coast Guard units are available for tours, displays and other support. These efforts also create positive visibility in the local community.
- i. **Know Recruiting Needs:** Each year the Coast Guard has a mission emphasis and critical recruiting needs. Be aware of the current critical ratings and let contacts know of immediate "A" school opportunities. Other primary needs include:
  - i. **Quantity:** Without a sizeable lead and applicant pool, we lack the ability to choose the most suitable people for our service. All efforts that bring in interested applicants helps ensure we bring in the best and brightest.
  - ii. **Quality:** The Coast Guard is looking for applicants who are motivated, trustworthy, judicious, athletic, intelligent and demonstrate the right attitude.
  - iii. **Diversity:** The Coast Guard is looking to introduce talented, under-represented communities of Americans to enlisted and officer opportunities. Enrichment through diversity is what happens when you bring in quality individuals who represent multiple spectrums of race, ethnicity, gender, sexual orientation, culture, talent, geographic origin, ideas and perspectives. In addition to demographic diversity, the Coast Guard needs to recruit and retain the next group of talented women to serve in our ranks.

#### D. Tools for Success

Aside from personal experience, the most important thing members can offer is information. Knowledge of Coast Guard accession programs is crucial. Please review this instruction thoroughly prior to assisting with recruiting efforts. Completing the following six items will ensure you have the tools you need to be effective in any effort to assist Coast Guard recruiting:

1. Review the various enlistment and officer programs described in this instruction.

2. Review the Coast Guard recruiting web site: [www.gocoastguard.com](http://www.gocoastguard.com).
3. Contact local recruiters and get to know them.
4. If you or someone you know is leaving active duty and thinking about joining the Coast Guard Selected Reserve, there is a team that can help. The In-Service Transfer Team (ISTT) of the Coast Guard Recruiting Command can inform members about current enlisted Reserve needs and can be reached at (202) 795-6847. Servicing Personnel Offices (SPO) should have the appropriate forms and information available.
5. Do not hesitate to ask the Recruiting Command for support. The Recruiter workforce is limited, however, the nearest recruiting office will make every effort to support your needs.

## CHAPTER 2 Critical Needs, Incentives and Procedures

### A. General

This section describes the critical recruiting needs, various levels of incentives for the EIAR program and explains the procedures for processing applications for special recognition.

### B. Critical Recruiting Needs

The goal is to meet accession requirements with high quality recruits and strengthen diversity in the workforce IAW Ref (b). Critical recruiting needs are as follows, but refer to the most recent EIAR ALCOAST for the most up to date information on critical needs and ratings.

1. Women
2. Minority (Ethnic and Racial)
3. Any accession not listed above (must recruit two applicants)

### C. Awards and Recognition

1. In exchange for a service member, auxiliaryist, and retiree's support of recruiting efforts, Coast Guard Recruiting Command is authorized to approve incentives to include special recognition and personal awards. Personal awards and special recognition will be presented to members who provide substantial support towards recruiting.
2. CGRC is the approving authority for all personal awards associated with this program. CGRC personnel are not eligible for awards under this instruction.
3. To be eligible, all accessions based on the referral must meet one of the three critical recruiting needs outlined above in section 2.B. or the most recent ALCOAST.
4. All personal awards listed in paragraph 2.C.6 will be applicable to the following programs:
  - a. Active-duty enlisted accessions
  - b. All Reserve accessions (enlisted and officer)
  - c. All Direct Commission Officer (DCO) program accessions (see Ref. A for applicable DCO programs)
  - d. Officer Candidate School accessions
5. Successful completion of initial training by the applicant (i.e. Recruit Training, Direct

Entry Petty Officer Training (DEPOT), Direct Commission Officer (DCO), Officer Candidate School (OCS), Academy Swab Summer, etc) is required for a CG member to receive credit for an applicant.

#### 6. Levels of Awards and Incentives

Coast Guard members who submit referrals for applicants who meet the criteria listed in paragraph 2.C may earn the following awards or be considered for special recognition as outlined below.

- a. The Commandant's Letter of Commendation (LOC): An LOC will be awarded to active or reserve members following an applicant's successful completion of initial training. The Auxiliary Commandant's Letter of Commendation (ALOC) will be awarded to Auxiliary members. Members may earn a maximum of three LOC awards per year. A member who exceeds three accessions in a year may be considered for an award outside the scope of this program as determined by CGRC on a case by case basis.
- b. Special Recognition: Active-duty members who submit referrals that do not qualify for a personal award (e. g. only recruited 1 of 2 applicants as required by 2.B.3) may be eligible for 72 hours of special liberty authorized in Ref D. No member may earn more than one special 72-hour liberty per quarter. Auxiliarists are eligible for the Auxiliary Certificate of Appreciation from CGRC for each successful accession, up to one per quarter per fiscal year. Retirees will receive a thank you letter from CGRC. Civilian personnel are eligible for an Official Letter of Commendation.
- c. DoD recruiters who refer qualified applicants to Coast Guard recruiters are also eligible to receive personal awards as outlined in paragraph 5.a.

CGRC will notify the member's command via email of this accomplishment and entitlement. Active-duty members that receive personal awards for an accession as outlined in paragraph 5.a are not eligible to receive special liberty for the same accession.

#### D. Referring Prospective Recruits

1. In order for a member to receive credit for an accession, the following steps must be completed.
  - a. Coast Guard members must provide the applicant with an "Everyone is a Recruiter" referral contact sheet found in Appendix C, to be completed and provided to their respective recruiter upon their first appointment at the recruiting office. This form must be hand-carried by the applicant into the recruiting office.
  - b. Upon successful completion of the applicant's required training, the recruiter must submit the "EIAR Submission Form" found in Appendix D, via email to CGRC admin at [cgr-pf-cgrc-admin@uscg.mil](mailto:cgr-pf-cgrc-admin@uscg.mil).

- c. CGRC admin will review the submissions and forward the award recommendation to Commanding Officer, CGRC for final approval.
- d. Once the awards and special recognition are finalized and approved, they will be forwarded to the recipient's command for presentation.

**APPENDIX A USEFUL INFORMATION TO EDUCATE PROSPECTIVE APPLICANTS****A. Basic Qualifications**

The following are the basic requirements for becoming a member of the Coast Guard:

- Must be a U. S. citizen or Resident Alien.
- Have no more than two dependents.
- Active Duty applicants between the ages of 17-27 (up to age 32 if qualified for attending guaranteed "A" school) for Active-Duty (if applicant is 17, he/she will need parental consent).
- Reserve applicants must be between the ages of 17-39. Prior service personnel should contact their local recruiter for specific programs.
- Have a high school diploma. GEDs are accepted in special circumstances.
- Pass the Armed Services Vocational Aptitude Battery (ASVAB) test.
- Pass a military entrance medical exam.
- Be open to serving the public on or around the water.

**B. General Benefits**

1. **Steady Income.** Members are paid twice a month, based on pay grade and service requirements. Link for reference: <http://uscg.mil/PPC/rates.asp>
2. **Advancement.** Promotions and advancements based on knowledge of chosen career fields, performance, time in pay grade and service requirements.
3. **Paid Vacation.** Earn 2.5 days paid vacation per month for a total of 30 days each year.
4. **Training.** Ability to choose a career path based on aptitude, physical abilities, security clearance, motivation, and determination.
5. **Health Care.** While on active duty, members will receive complete medical and dental care at no cost. Link for reference: <http://www.tricare.mil/mybenefit>
6. **Life insurance.** Active-duty members have the option of selecting up to \$400,000 in term life insurance at a cost of \$29 per month. Link for reference: <http://www.benefits.va.gov/insurance/sgli.asp>
7. **Allowances.** Receive additional tax-free money for Basic Allowance for Housing (BAH) if government housing is not available in the area you are stationed; Basic Allowance for Subsistence (BAS) if government food facilities are not available in the area you are stationed; and a uniform allowance if you enlist to help maintain your uniform. Link for reference: <http://www.defensetravel.dod.mil/site/bah.cfm>
8. **Tax advantage.** Only basic monthly pay is subject to federal or state income tax. All other monthly pay allowances are tax free.

9. **GI Bill.** The Post 9/11 GI Bill offers up to 36 months of education benefits, generally payable for 15 years following your release from active duty. To find out more and also get up to date official information about the Post 9/11 GI Bill go to:  
[http://www.benefits.va.gov/gibill/post911\\_gibill.asp](http://www.benefits.va.gov/gibill/post911_gibill.asp)
10. **Tuition Assistance.** While on active duty, members may continue their education, and may be helped in defraying the cost of college-accredited courses.
11. **Additional Benefits.** There are exchange and commissary privileges, moving allowances, temporary lodging expenses, travel, survivor benefits, Veterans Administration home loans and more.

#### C. Armed Services Vocational Aptitude Battery (ASVAB) Testing

The ASVAB test is one of the first steps in the application process for the Coast Guard. If an applicant does not achieve a favorable score the first time, they can retest after 30 days. Recruiters can provide applicants with specific ASVAB score requirements. If an applicant does not pass on the second try, they will have to wait six months before retesting. Applicants that study and seriously prepare for the test usually pass on their first try. Study guides are available in most book stores, libraries or local guidance counselor's office. For more information on the ASVAB, visit <http://official-asvab.com/index.htm>.

#### D. Basic Training, Assignments and "A" School Training

1. **Recruit training or "Basic training"** is an eight-week basic training program that is designed to prepare recruits for entry-level service. Recruit training is located at the Coast Guard Training Center in Cape May, New Jersey. Recruit Training is tough, both mentally and physically! Its purpose is to prepare members for life in the Coast Guard. Much of the training will take place in a classroom where valuable skills such as first aid, fire fighting, weapons handling, practical seamanship and general Coast Guard knowledge will be learned. There will be daily physical fitness classes and time at the pool learning basic water-survival techniques. Recruits will meet their Company Commander (CC) on the first Friday of their training. The CC has the responsibility to make a hard-working, efficient team of up to 120 strangers. The CC will teach military drill, which includes marching, handling the M-16 rifle, and developing recruits into basically trained, physically fit Coast Guardsmen ready to serve our Nation.
2. **Preparing for Basic Training:** After an applicant enters the Delayed Entry Program (DEP), they will receive a copy of the Helmsman, which is a recruit guidebook which should be studied in its entirety. There is a lot of very important information in it. Ensure applicants are aware of the list of items not allowed at basic training, the 11 General Orders, and the Position of Attention. Recruiters will also ensure applicants are prepared for physical fitness training.
3. **Preparing for the First Assignment:** The first assignment for members can vary based

on needs of the service. Life at a small station is different than life on a cutter. Very few training graduates go directly to "A" school for training, and others will receive orders to various units throughout the Coast Guard including ships. Applicants should remember that it is very important to maintain an excellent attitude during this time as their supervisors will be observing their potential and work ethic. The first unit is an opportunity to start to perform the duties of a crewman and members must learn everything about their ship or small boats at their station. Some missions may include going on rescue missions, assisting with law enforcement, or working aids to navigation.

4. **How to Choose a Rating ("A" School):** Members can attend any available "A" school as long as they meet minimum qualifications. ASVAB results will determine "A" school options. To enter into the aviation ratings, vision can be no worse than 20/100 uncorrected, corrected to 20/20. In addition, you will need normal color vision to enter into any of the aviation ratings as well as others specifically notated below. It is important to know that most schools have a waiting list which can range from a few months to more than a year for very popular ratings. Members must have a minimum of 30 months remaining on their enlistment before they can enter any Class "A" school. If the school has a long wait, the applicant may need to extend their enlistment to satisfy the aforementioned 30-month enlistment contract requirement.

5. Below are the available enlisted ratings in the Coast Guard:

- a. **BOATSWAINS MATE (BM):** You will be a master of seamanship and navigation; capable of performing almost any task in connection with deck maintenance and small boat operations. Additionally, you must accurately read and understand navigational charts and signals. \*Normal Color Vision Required

(Related civilian jobs include: pier superintendent, tugboat crewman, heavy equipment operator, marina supervisor, marina operator, and ship pilot.)

- b. **OPERATIONS SPECIALIST (OS):** You perform a central role in the execution of nearly all Coast Guard operations as the eyes, ears and voice of the Coast Guard for the maritime community. OSs perform functions ranging from search and rescue or law enforcement case execution to combat information center operations or intelligence gathering. They operate the most advanced tactical computer systems the Coast Guard has. \*Normal Color Vision Required

(Related civilian jobs include: intelligence specialist, emergency operations coordinator, data base manager, and air/vessel traffic controller.)

- c. **GUNNER'S MATE (GM):** You will be an expert in everything from small weapons to rocket launchers, large guns and pyrotechnics. You will operate, maintain and repair all gunnery equipment and handle ammunition. \*Normal Color Vision Required.

(Related civilian jobs include: small arms trainer, electronics mechanic,

gunsmith, ammunition foreman, hydraulic equipment operator, and mechanic.)

- d. **MARITIME ENFORCEMENT SPECIALIST (ME):** You will enforce maritime laws and regulations at home and abroad. You will be responsible for tracking and arresting illegal drug runners, modern day pirates, and migrant smugglers. \*Normal Color Vision Required

(Related civilian jobs include: local state or federal enforcement officer, criminal investigator, and detective.)

- e. **DAMAGE CONTROLMAN (DC):** You will be responsible for preserving the hull and all modern safety and survival devices on Coast Guard vessels. Among your duties are welding, pipe fitting, and woodworking. You also maintain shore facilities and buildings.

(Related civilian jobs include: welder, plumber, carpenter, pipe fitter, ship fitter, fire fighter, home/building inspector, trade school teacher, construction foreman, and maintenance supervisor.)

- f. **MACHINERY TECHNICIAN (MK):** You will work with internal combustion engines, air conditioning and refrigeration, hydraulics, bearings, gears, clutches, pumps, valves, basic electricity, pneumatics and hazardous waste. Many MKs are also called on to act as federal law enforcement officers. \*Normal Color Vision Required

(Related civilian jobs include: auto/truck mechanic, heavy-duty equipment repair technician, HVAC technician, and mechanical shipyard worker.)

- g. **INFORMATION SYSTEMS TECHNICIAN (IT):** You will be responsible for establishing and maintaining Coast Guard telecommunications equipment ranging from towers and antennas to pole lines and underground cables. In addition, you will maintain data communications and processing systems, computers, telephones, security and remote control systems. \*Normal Color Vision Required

(Related civilian jobs include: telephone/network/computer systems technician, voice and data technician, telecommunications technician, and central office technician.)

- h. **ELECTRICIAN'S MATE (EM):** You will repair power plants and equipment. You will take care of the electrical propulsion equipment, gyrocompass (and related equipment), generators, electrical panels and the ship's internal communications system. \*Normal Color Vision Required

(Related civilian jobs include: electrician, industrial/generating plant technician, industrial/shipyard electrician, electrical field service/maintenance technician, power and instrumentation technician, and facilities engineering technician.)

- i. **ELECTRONICS TECHNICIAN (ET):** You will be responsible for the repair and maintenance of sophisticated electronic equipment used for navigation and communications.

These include radio receivers and transmitters, radar and communications equipment. You will also be an expert on how wind, parallax, and ship's movement affect weapons systems. \*Normal Color Vision Required

(Related civilian jobs include: electronics technician, guidance systems specialist, radio and radar repair, computer technician, and telephone repair, data and satellite communications specialist.)

- j. **AVIATION MAINTENANCE TECHNICIAN (AMT):** You inspect, service, maintain, troubleshoot and repair aircraft engines, auxiliary power units, propellers, rotor systems, power train systems, and associated airframe and systems-specific electrical components. AMTs also fill aircrew positions such as flight engineer, flight mechanic, loadmaster, dropmaster, sensor-systems operator and basic air crewman. \*Normal Color Vision Required

(Related civilian jobs include: flight engineer, airline maintenance supervisor, general/commercial aviation mechanic, general/commercial aircraft inspector, aviation-maintenance instructor, and aircraft ground handler.)

- k. **AVIATION SURVIVAL TECHNICIAN (AST):** You will be a rescue swimmer deploying from helicopters to save lives. You will also be responsible for rigging and repairing survival equipment and rescue devices. You will work on parachutes, small arms, pyrotechnics, droppable pumps and all search and rescue equipment. \*Normal Color Vision Required

(Related civilian jobs include: land and water survival instructor, parachute rigging and repair technician, life support equipment technician, commercial aircraft life support technician, and paramedic.)

- l. **AVIONICS ELECTRICAL TECHNICIAN (AET):** You will inspect service, maintain, troubleshoot and repair avionics systems that perform communications, navigation, collision avoidance, target acquisition, and automatic flight-control functions. AETs also fill aircrew positions such as navigator, flight mechanic, radio operator, sensor systems operator, and basic air crewman. \*Normal Color Vision Required

(Related civilian jobs include: aircraft electrician or ground handler, avionics technician or instructor, and general/commercial aircraft avionics inspector.)

- m. **MARINE SCIENCE TECHNICIAN (MST):** You will investigate pollution incidents, monitor cleanups, conduct vessel boardings, inspect waterfront facilities, and enforce other pollution and safety laws. Scientific duties include weather forecasting and operating marine safety laboratories.

(Related civilian jobs include: marine environmental specialist, marine safety specialist, hazardous materials specialist, oil and hazardous materials spill responder, facility supervisor, vessel inspector, and OSHA response trainer.)

- n. YEOMAN (YN): You will be a Coast Guard personnel specialist.

You will be a key source of information to personnel on questions ranging from career moves, entitlements, and incentive programs to retirement options and veterans' benefits.

(Related civilian jobs include: benefits specialist, office administrator, customer service representative, client service associate, human resources specialist, executive assistant, personnel manager, and administrative assistant.)

- o. STOREKEEPER (SK): Your job will be to procure, store, preserve, and package supplies, spare parts, provisions, technical items, and all other necessary supplies and services. Storekeepers also handle all logistical functions and are experts in the Coast Guard accounting system, preparing financial accounts and reports.

(Related civilian jobs include: inventory manager, purchaser, accountant, budget analyst, bookkeeper, shipping and receiving clerk, and warehouseman and logistics specialist.

- p. PUBLIC AFFAIRS SPECIALIST (PA): You are the Coast Guard's enlisted public-communication experts. PAs write news releases and feature articles, shoot pictures and videos, serve as spokespersons, and maintain websites to raise public awareness of important Coast Guard issues and news stories.

(Related civilian jobs include: public relations specialist, news reporter, web designer, writer, editor, videographer, photographer, and desk publishing designer.)

- q. FOOD SERVICES SPECIALIST (FS): You will be responsible for feeding the Coast Guard men and women. You will be trained in all facets of food preparation including culinary fundamentals, advanced culinary methods and techniques, and pastry and baking. FSs will also learn about equipment use and safety, sanitation, and dining-facility management.

(Related civilian jobs include: sous chef, executive chef, finance and supply manager, restaurant manager, caterer, baker or cook.)

- r. HEALTH SERVICES TECHNICIAN (HS): You will be responsible for the health of Coast Guard members and their families. You will assist medical and dental officers performing diagnostic testing, x-rays and lab tests, prescribing medications, administering immunizations, and performing minor surgical procedures. An HS is normally assigned to a large Coast Guard clinic, small sick bay ashore or aboard a cutter. \*Normal Color Vision Required

(Related civilian jobs include: medical assistant, X-ray technician, LPN, and medical laboratory technician.)

- s. INTELLIGENCE SPECIALIST (IS): You will be responsible for performing a wide range of duties associated with the collection, analysis, processing, and dissemination of intelligence in support of Coast Guard operational missions with exposure to both law enforcement and national intelligence. You will be required to maintain a top secret clearance. \*Normal Color Vision Required

(Related civilian jobs include: intelligence analyst/manager, intelligence collector, counterintelligence specialist, and counter-terrorism specialist.)

- t. INVESTIGATOR (IV): *Reserve Specific Rating*: You will be an investigator, providing support to Coast Guard law enforcement and intelligence missions. You will conduct criminal and personal background checks and investigations, collect and analyze intelligence information, and provide personal protection services to high-ranking Coast Guard officials and other VIPs.

(Related civilian jobs include: criminal investigator, detective, and police officer.)

- 6. Differences between “A” School and Basic Training: Unlike basic training, “A” School is specialized training for an operational specialty that is chosen by the member. It may involve work details and duty, however the main focus is on technical and professional training. Students will receive pay according to published pay schedule for their pay grade, in addition to any Temporary Duty or travel allowances due to them.

7. Where is “A” School Conducted?

- a. Training Center Yorktown, Yorktown, VA: BM, DC, EM, GM, IS, MK and MST
- b. Training Center Petaluma, Petaluma, CA: ET, FS, HS, IT, OS, SK and YN
- c. Aviation Technical Training Center, Elizabeth City, NC: AET, AMT and AST
- d. Maritime Law Enforcement Academy (MLEA), Charleston, SC: ME
- e. Defense Information School (DINFOS), Fort Meade, Maryland: PA

8. Reserve Specific Programs

Keeping the Coast Guard Reserve staffed with quality people and directly impacts our ability to carry out our mission. A challenge in recent years is attracting new reserve applicants. Below are available programs for reserve applicants:

1. **Split Training Program:** Ideal for high school and college students, teachers, and professionals with seasonal employment, who are between the ages of 17 and 31. The program allows you to attend eight weeks of basic training, return home to continue school or civilian employment, report to your unit, and then attend your specialized training at a later date.
2. **Consecutive Training Program:** Ideal for applicants with less than 60 semester hours of college, no prior service or skills that relate to a Coast Guard job field, and are between the ages of 17 and 31. You can attend the eight weeks of basic training and then attend your specialized training consecutively.
3. **Direct Entry Petty Officer Program:** Ideal for applicants with professional or prior service skills that relate to a Coast Guard job field, and are between the ages of 27 and 40. You may be able to enlist with a higher rank (E4), with more pay, increased benefits and greater responsibility. You will attend three weeks of condensed training at Cape May, NJ, then report directly to your duty station without additional training.
4. **Direct Entry Education Program:** Ideal for applicants with 60 or more semester hours of colleges and are between the ages of 27 and 40. You may be able to enlist with a higher rank (E3), with more pay, increased benefits and greater responsibility. You will attend three weeks of training at Cape May, NJ, followed by specialized training, and then report to your duty station. Please note: in some situations, you could be sent to your duty station after completion of the condensed three week, then to your specialized training.
5. **Prior-Military Service Program:** Ideal for prior service active-duty and reserve applicants who are looking to build on previous experience and to continue earning points towards their military retirement. You will be able to enlist with a higher rank (E4), with more pay, increased benefits and greater responsibility. Depending upon your prior-military occupation you may qualify for some programs up to the age of 40. You will attend three weeks of training at Cape May, NJ, followed by specialized training, and then report to your duty station. Please note: in some situations, you could be sent to your duty station after completion of the condensed three week, then to your specialized training.

## APPENDIX B OFFICER PROGRAMS

### A. General

There are several ways to become an officer in the Coast Guard to include successfully graduating from the U. S. Coast Guard Academy, successfully completing Officer Candidate School (OCS), or through one of several Direct Commission Officer (DCO) programs. All officer program training is delivered at the U. S. Coast Guard Academy in New London, Connecticut. The Coast Guard selects future officers from top active-duty enlisted members, high school students, college graduates, and working professionals.

### B. Coast Guard Academy

1. The Coast Guard Academy is the Coast Guard's primary source of commissioned officers. The Coast Guard has been training cadets since 1876, when cutters (Coast Guard vessels 65 feet or longer) were used as training platforms. The Coast Guard Academy, a four year college, located in New London, Connecticut, was established in 1932, and is fully accredited by the New England Association of Schools and Colleges. All engineering majors are accredited by the Accreditation Board of Engineering and Technology. More than 200 cadets enter training every year. Classroom sizes range from 20 to 25 students with smaller classes frequent in more senior major classes. The majority of cadets graduate with engineering, science or mathematics degrees: civil, electrical, mechanical, naval or marine engineering, marine science, mathematical and computer science, but others graduate with humanities degrees such as government and management.
2. To apply, applicants should have competitive standardized test scores which have averaged around 1270 for the SAT and 27 for the ACT. Applicants must not have reached their 22<sup>nd</sup> birthday. Unlike other service academies, a Congressional nomination is not required and tuition is free. For an application or more information, go to [www.cga.edu](http://www.cga.edu) or call 1800-883-8724. Interested applicants may also write:

U. S. Coast Guard Academy  
Admissions  
31 Mohegan Avenue  
New London, CT 06320-8103

### C. Officer Candidate School

1. Officer Candidate School (OCS) is a 17-week officer indoctrination program located in New London, Connecticut, that includes training in nautical science, law enforcement, seamanship, Coast Guard history and leadership. Graduates are commissioned as an Ensign (O-1) in the United States Coast Guard and incur an active-duty service obligation of three years. Upon completion of the initial three years of active-duty obligation members may continue to serve on active duty indefinitely.

2. Applicants must hold a bachelor's degree or be in their senior year of college and meet the age, academic, character and physical requirements to be a successful officer to apply for OCS. The application process is extensive, and includes an intense background and medical screening, in addition to an interview with three Coast Guard officers.

OCS applications are submitted through Coast Guard recruiters, and applications compete in an annual selection panel against other applicants from across the nation. Only the best candidates are chosen to become officers. For more information, visit following link:

<http://www.gocoastguard.com/active-duty-careers/officer-opportunities/programs/officer-candidate-school-ocs>

#### D. Direct Commission Officer (DCO) Opportunities

As a lawyer, engineer, intelligence professional, maritime academy graduate, aviator, physician assistant, or military academy ROTC graduate, you may also qualify for a Direct Commission. Direct commission officers are highly motivated individuals whose skills and leadership enable the Coast Guard to meet the need for expertise in critical mission and mission support arenas. DCO selectees are commissioned as an ensign, lieutenant (junior grade) or lieutenant and attend a four or five week indoctrination course in New London, Connecticut. For more information about the available programs, visit the following link:

<http://www.gocoastguard.com/active-duty-careers/officer-opportunities/programs/direct-commission-programs>

MARGRAD: <http://www.gocoastguard.com/active-duty-careers/officer-opportunities/programs/maritime-academy-graduate-margrad>

#### E. Careers in Aviation

There are several ways to become a pilot in the Coast Guard. You can apply to the Wilks Flight Initiative (WiFi) program after acceptance into the College Student Pre-Commissioning Initiative (CSPI) program, you can apply to flight school during officer candidate school (OCS), after acceptance into the OCS program, you can compete for flight school during your senior year at the Coast Guard Academy, or you can apply to flight school after you are commissioned. There are two flight training solicitations annually for Coast Guard officers. Flight school is located in Pensacola, Florida, and lasts up to 13 months. Finally, pilots in other branches of the military who meet the criteria of the Direct Commission Aviation (DCA) program are eligible to compete for a direct commission as a Coast Guard aviator. Applicants for each of these programs must pass a Class 1A Flight Physical.

WiFi link: <http://www.gocoastguard.com/active-duty-careers/officer-opportunities/programs/wilks-flight-initiative-wifi>

#### F. Medical Officers

The Coast Guard is also seeking qualified health professionals in the above disciplines. If you are interested in any of these programs, you must first be a U. S. Public Health Services (USPHS) officer. For assistance with your application or for more information regarding these programs please visit the "Health Profession Programs" section at the following link: <http://www.gocoastguard.com/active-duty-careers/officer-opportunities/programs>

#### G. Officer Programs Quick Reference

1. Officer Candidate School (OCS)-Temp: Age 21-34 (have not reached 35 by Sept 30 of FY in which panel convenes), current active duty member of the CG with 4 years of active duty time, at least E-5 (or will make E-5 by panel date), completed at least 30 college credits (including college math), must obtain a minimum qualifying test score of at least 109 GT on ASVAB, 1100 SAT (math + critical reading) or 23 ACT, US Citizen.
2. Officer Candidate School (OCS)-Reserve: Age 21-30 (have not reached 31 by Sept 30 of FY in which panel convenes), completed bachelor's degree (or in senior year) with minimum 2.5 GPA, must obtain a minimum qualifying test score of at least 109 GT on ASVAB, 1100 SAT (math + critical reading) or 23 ACT, US Citizen, < 6 years non-CG active duty military service.
3. College Student Pre-Commissioning Initiative (CSPI): Age 19-27 (has not reached 28 by Sept 30 of FY in which panel convenes), 1100+ SAT/23+ ACT/109+ ASVAB, Sophomore or Junior at a HBCU/HSI/TCU or approved school in HI, Guam, or V. I.
4. Wilks Flight Initiative (WiFi): must be a current senior in the CSPI program meeting all conditions of CSPI Statement of Understanding, obtain qualifying ASTB (Aviation Selection Test Battery) score (4 AQR, 5 PFAR), complete a Class 1A Flight Physical.
5. Direct Commission Selected Service (DCSS): Age 21-40 (have not reached 41 by Sept 30 of FY in which panel convenes), completed bachelor's degree (or in senior year) at a military college or while participating in at least 2+ years of ROTC, US Citizen, <10 years non-CG active duty military service.
6. Maritime Academy Graduate (MARGRAD): Age 21-40 (have not reached 41 by Sept 30 of FY in which panel convenes), completed bachelor's degree (or in senior year) from a State/Federal maritime academy with a minimum 2.2 GPA, US Citizen, < 10 years non-CG active military service.
7. Direct Commission Lawyer (DCL): Age 21-40 (have not reached 41 by Sept 30 of FY in which panel convenes), completed juris doctor (or in 3<sup>rd</sup> year) at an ABA-accredited law school, admitted to bar or scheduled to take the bar exam (must successfully pass bar within 2 years of receiving commission), US Citizen, < 10 years non-CG active duty military service.
8. Direct Commission Engineer (DCE): Age 21-40 (have not reached 41 by Sept 30 of FY in which panel convenes), completed bachelor's degree (or in senior year) in a command,

- control, communications, computers and information technology (C4IT) major, current CG members with at least an associate's degree in a C4IT major and C4IT experience are eligible to apply, minimum 2.5 GPA, US Citizen, < 10 years non-CG active military service.
9. Direct Commission Intelligence Officer (DCIO): Age 21-40 (have not reached 41 by Sept 30 of FY in which panel convenes), completed bachelor's degree (or in senior year) in an intelligence or STEM major (other majors considered on a case by case basis), 5 years of experience in HUMINT, human-derived intelligence, counterintelligence, cyber, or cryptology (other experience will be considered on a case by case basis). CG members must be an Intelligence Specialist (at least E-5) or a CGIS agent to compete, possess a top secret (SSBI) clearance, US Citizen, <10 years non-CG active military service.
  10. Direct Commission Aviator (DCA): Age 21-34 (have not reached 35 by Sept 30 of FY in which panel convenes), completed at least 30 college credits (including college math), completed military flight program, served at least two years as an active duty commissioned military pilot, 500+ military flight hours, US Citizen, <10 years non-CG active military service, complete a Class IA Flight Physical.
  11. Select Reserve Direct Commission (SRDC): Age 21-36 (have not reached 37 by Sept 30 of FY in which panel convenes), completed bachelor's degree (or in senior year), current CG members E-5 and above must have completed at least 60 college credits (including college math), must obtain a minimum qualifying test score of at least 109 GT on ASVAB, 1100 SAT (math + critical reading) or 23 ACT, must have prior service in a branch of the U.S. Armed Forces, CG reservists must meet the IADT competency requirements (including a minimum of 84 days of training and being a rated petty officer), US Citizen, <10 years non-CG active military service, <14 yrs non-CG service credible for retirement.
  12. Direct Commission Physician Assistant (DCPA): Age 21-40 (have not reached 41 by Sept 30 of FY in which panel convenes), completed bachelor's degree, graduating (or about to graduate) from an ARC-PA approved physician associate or assistant program, NCCPA certified, +100 hrs of patient care preferred, US Citizen, <10 years non-CG active military service.
  13. Direct Commission Physician Assistance-Select Reserve (DCPA-SELRES): 21-40 (have not reached 41 by Sept 30 of FY in which panel convenes), completed bachelor's degree, graduating (or about to graduate) from an ARC-PA approved physician associate or assistant program, NCCPA certified, +100 hrs of patient care preferred, US Citizen, be willing to be assigned to a port security unit (PSU) including, <10 years non-CG active military service, <14 yrs non-CG service credible for retirement.
  14. Prior Trained Military Officer (PTMO): 21-40 (have not reached 41 by Sept 30 of FY in which panel convenes), completed bachelor's degree, served +2 years as commissioned officer in the US Armed forces (active duty or reserve) NOAA or PHS, US Citizen, <10 years non-CG active military service.

APPENDIX C

**EVERYONE IS A RECRUITER EMAIL TEMPLATE**

Recruiting Offices draft an email IAW template below and email to CGRC admin to ensure member receives recognition for recruiting efforts.

**From:** CG RUITOFF \_\_\_\_\_  
**To:** CGRC Admin

**CC:** (Member's Name)  
**CC:** Recruiter-In-Charge  
**CC:** Regional Supervisor  
**CC:** Regional Leader

**Subj:** EIAR referral

**Referrer's Full Name:**  
**Rank/Rate:**  
**Referrer's work email address:**  
**Unit Name:**  
**Current Address:**

**Applicants Full Name:**  
**Recruit training start date:**  
**Recruit training completion date:**  
**Make note if the recruit is a critical need i.e. Woman or URM**

Submit the completed information via email to: CGR-DG-CGRC-ADMIN



DEPARTMENT OF HOMELAND SECURITY  
U.S. Coast Guard  
**EVERYONE IS A RECRUITER REFERRAL CONTACT SHEET**

**Coast Guard Applicant: Bring this completed form to the local recruiting office. This will ensure the Coast Guard member who recruited you receives proper recognition.**

**Referral Information:**

Name of Coast Guard Member: \_\_\_\_\_

Unit Assigned to: \_\_\_\_\_

Check One:       Active Duty     Reservist     Auxiliarist     Retiree

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Thank you for contributing to the Coast Guard's recruiting mission!**

Please note that the referrer will not be able to contact your recruiter regarding the status of your application due to privacy considerations.

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. § 504 and 14 U.S.C. § 211 authorizes this collection of information to process individuals interested in enlistments and/or commissions in the United States Coast Guard or Coast Guard Reserve.

**PURPOSE:** The Coast Guard will use this information to ensure Coast Guard personnel, including active duty, reserves, auxiliary and retirees, who recruit new applicants, receive proper recognition, awards and incentives. The Everyone Is A Recruiter campaign will assist with recruiting efforts and critical recruiting needs.

**ROUTINE USES:** The information will be used by and disclosed to Coast Guard personnel who need the information to assist in activities related to recruiting. Any external disclosures of data within this record will be made in accordance with DHS/USCG-027, Recruiting Files System of Records, 76 Federal Register 49494, August 10, 2011.

**DISCLOSURE:** Furnishing this information is voluntary; however, failure to furnish the requested information may delay or prevent being contacted by a recruiter, or prevent recognition of Coast Guard personnel. Any information provided is protected from unauthorized disclosure by the Privacy Act of 1974.

