



3. DIRECTIVES AFFECTED. Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1, is cancelled.
4. DISCLAIMER. This document is intended to provide operational requirements for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. BACKGROUND. Short-term/surge personnel requirements include, but are not limited to, temporary vacancies, emergency, seasonal, and special events. Guidance contained herein is aligned with, and complementary to, Coast Guard connectivity to the National Response Framework (NRF) specifically outlined within reference (a), and those policies and procedures contained within references (b) through (o).
6. RESPONSIBILITIES.
  - a. Incident Commander. The Incident Commander's authority over, and responsibility for, the personnel force within their operational area ensures that personnel support is deliberately planned, prioritized, managed and disseminated through the operation order process and through direct communications with higher, subordinate, and supporting organizations. Requirements management is critical to the success of any operation and must receive high priority. At a minimum, the Incident Commander:
    - (1) Executes the deliberate planning and assessment processes outlined in references (c) and (d) to develop appropriate force structure and support concepts for each phase of the operation.
    - (2) Communicates the strategic and operational objectives early in the planning process, and refine/update these as operational requirements change over time.
    - (3) Develops personnel estimates and sustainment plans to support mission objectives.
    - (4) Ensures personnel requirements are adequately identified and prioritized, and forecast specific skills requirements (e.g., foreign language or specialty skills).
    - (5) Enters, tracks, maintains and reports member employment data within the Mobilization Readiness Tracking Tool (MRTT). In its role as the only approved Coast Guard Human Resources Information System supporting contingency and surge operations, MRTT is the system of record and provides incident commanders and senior leadership with accurate personnel requesting, sourcing and tracking information.
  - b. Atlantic and Pacific Areas. Oversee all Coast Guard Districts, Air Stations, Sectors and assigned/ deployed major assets to accomplish the Coast Guard's missions, and link the strategic and tactical levels of maritime operations. Areas define operational personnel requirements and provide guidance to ensure that operational needs are met without overly degrading unit capabilities within each Area's chain-of-command.
  - c. Personnel Service Center. The Personnel Service Center's (PSC) Surge Staffing Branch (PSC-PSD-ssb) exercises authority to effect temporary assignment of Coast Guard active duty, reserve, civilian and Auxiliary members as follows:

- (1) Temporary Duty (TDY) augmentation requirements validated as mission-critical.
- (2) Requests for Forces (RFF) validated for individual augmentation requirements in support of contingency operations beyond the Incident Commander's resource capabilities (i.e., Type II and Type I contingency events).
- (3) Identify, assign and effect the mobilization of Reserve Component responders under the allocations of Title 10 or Title 14 of United States Code when required to support validated individual augmentation requirements.

d. Districts.

- (1) District Administration (da). District (da) staffs are the primary point of contact for PSC-PSD-ssb when candidates within their chain-of-command are identified for inclusion on a mission-critical or contingency operation slate. These staffs coordinate with their District staff elements, program managers and subordinate commands to verify candidate readiness for all active duty, civilian and Auxiliary members, and communicate operational considerations that may impact temporary assignment orders.
- (2) District Reserve Forces Readiness (dxr). District (dxr) staffs are the primary point of contact for PSC-PSD-ssb when Reserve Component members assigned to units within their geographic area of responsibility are identified for inclusion on a mission-critical or contingency operations slate. District (dxr) staffs retain the authority to approve, order and/or activate Reserve Component members identified by PSC-PSD-ssb to meet mission requirements using Active Duty for Operational Support – Active Component/ Reserve Component (ADOS-AC/RC) and mobilizations under United States Code Title 10 and Title 14. District (dxr) staffs also coordinate with District staff elements and units within their geographic area of responsibility to verify reserve members meet individual medical readiness and administrative requirements for mobilization, as described within references (e) and (i).

e. DCMS Contingency Logistics Working Group (CLWG). As outlined in reference (n), the CLWG proposes procedures through the DCMS organization for the logistical support of Coast Guard units in contingency situations. For the purpose of this Instruction, a contingency is defined as a response situation that exceeds a unit's scope of normal operations, including but not limited to man-made and natural disasters such as hurricanes, earthquakes, pollution or terrorist activity.

- (1) This working group is chaired by the Director of Operational Logistics (DOL) and consists of permanent representation from each of the following: DOL Contingency and Deployable Logistics Division (DOL-4); Personnel Service Center (PSC); Aviation Logistics Center (ALC); Shore Infrastructure Logistics Center (SILC); Surface Forces Logistics Center (SFLC); the Health, Safety and Work-Life Service Center (HSWLSC), and the Command, Control, Communications, Computers and Information Technology Service Center (C4ITSC). These members combine to gather and merge input from contingency situations into related policy and project outcomes to specifically enhance support doctrine.

- (2) Depending upon the frequency and scope of contingency situations and/or requirements, temporary membership, including that from non-DCMS units, may be periodically assigned to the CLWG to accomplish specific projects.
  - (3) The CLWG shall be the primary resolution authority for all contingency operation challenges presented by logistics support constraints, e.g., inordinate span-of-control issues; supply chain challenges; extensive requirements for personnel, materiel and financial resources, etc.
7. **PROCEDURES.** The ultimate goal in assigning personnel for purposes of TDY augmentation or contingency operations is the efficient placement of qualified volunteer candidates possessing command approval. Such an approach minimizes disruption to other units, members and their dependents; while balancing the operational commander's need for critical competency requirements. In this regard, every request for personnel and forces will be managed to maximize identification and selection of suitable volunteers. In cases where suitable volunteer candidates are unavailable, PSC-PSD-ssb will forward slates of qualified candidates to the cognizant sourcing partner(s) (e.g., District, Logistics Center/ Service Center (LC/SC), Headquarters Directorate/unit) and assign the appropriately qualified responder within sufficient time to balance requesting unit reporting requirements and responder notification considerations. Requesting units that anticipate a contingency, operational surge or short-term requirement for which assigned personnel are considered insufficient shall endeavor to submit their request(s) as soon as practicable and in accordance with the following guidance:
- a. Mission-Critical TDY Augmentation.
    - (1) Area cutters (e.g., WMSL, WMEC, WAGB, etc.) - Forward record message requests via CGMS to the Area program manager, which will validate mission-criticality and forward this determination to the PSC-PSD-ssb staff. A sample message is attached as enclosure (1). A decision-making tool to guide staffs in determining and validating mission-criticality is attached as enclosure (2). NOTE: USCGC HEALY (WAGB 20) personnel backfill actions shall follow the sourcing outline in enclosure (3).
    - (2) District units, Area units other than cutters, DCMS LC/SC units, and Headquarters Directorates and units - Conduct an initial query within their chain-of-command to identify an internal competency fill. If this chain-of-command query does not identify a suitable resource then forward the request to their superior commander (e.g., District (da/dxr), Area program manager, LC/SC staff, etc.), which will validate mission-criticality, identify the requisite source of funding and accounting data, and examine internal competency options within their chains-of-command. Forward unfilled mission-critical requirements to PSC-PSD-ssb via CGMS or email.
    - (3) For all validated augmentation requests, PSC-PSD-ssb enters the requirement details into the Mobilization Readiness Tracking Tool (MRTT), and advertises the requirement service-wide via CGMS. This message contains all available requirement details and directs interested candidates to the requirement's specific location within MRTT's Volunteer Bulletin Board (VBB).

- (4) For situations in which the VBB is unable to generate suitable candidates, PSC-PSD-ssb uses MRTT to create a slate of candidates possessing the requisite competency sets and communicates this information to each identified candidate's command via their cognizant sourcing partner (e.g., District (da/dxr), Headquarters Directorate/unit, or LC/SC staff) within sufficient time to balance reporting and notification considerations. Commands verify and report their member's actual readiness status including fitness for duty status, individual medical readiness and weight standards compliance, and valid Work-Life issues, along with pertinent unit operational and readiness constraints, back to their cognizant sourcing partner. These staffs compile and forward this information to PSC-PSD-ssb.
  - (5) PSC-PSD-ssb selects and assigns the suitable candidate(s), enters the requisite data into MRTT, and orders their movement by transmitting assignment actions and pertinent funding/reporting information as follows:
    - (a) In the case of reservists, selection notification via CGMS to the member's cognizant District (dxr) for orders approval and coordination, Servicing Personnel Office for orders entry into Direct Access, and notification to the Permanent Duty Station and its chain-of-command.
    - (b) In the case of active duty and civilians, via CGMS message orders to the selected responder, with notification to the Permanent Duty Station and its chain-of-command.
    - (c) In the case of Auxiliarists, selection notification via CGMS to the cognizant District Office of Auxiliary and Boating Safety (dpa).
  - (6) All mission-critical TDY augmentation requests seeking five or more personnel that originates from an Area or District unit shall first be submitted through and validated by LANT-355 or PAC-33 as applicable.
  - (7) Reservists being involuntarily recalled to active duty under Title 10 United States Code in support of a defense contingency shall receive no less than 30 days notice prior to activation. In order to meet these legal requirements, units shall forward requests to mobilize reservists to PSC-PSD-ssb no later than 60 days prior to the reporting date.
  - (8) Funds for major cutter mission-critical TDY augmentation use a TONO and accounting string issued by PSC-PSD-ssb. Funds for all other mission-critical augmentation use a TONO and accounting string issued by the District, LC/SC or Headquarters Directorate/unit as applicable.
- b. Contingency Operations.
- (1) Route a Resource Request Message (Form ICS-213 RR CG) from the Incident Command Post to the District Incident Management Team (IMT). The District IMT works to identify potential resources within their jurisdiction to fill the requirement(s), and in all cases analyzes and balances the operational risks presented by reassigning response personnel already in-theater, prior to requesting additional personnel. The District IMT enters these

personnel requirements into the Mobilization Readiness Tracking Tool (MRTT) for future deployment, reassignment, tracking, forecasting and demobilization purposes.

- (2) When the District IMT cannot fill the requirement(s) from within their assigned personnel, forward the requirement data contained within the form ICS-213RR CG via CGMS to the the Area IMT and DCMS Watchstander using the format of the sample message in enclosure (4).
- (3) Once received, the Area IMT staff (DOL provides the Logistics Section Chief) validates the request and appropriately tasks each requirement to the cognizant Area/ DCMS program manager for staffing of Emergency Management Teams, Emergency Response Teams and other force element resources; engages Area staff elements for Reserve Component mobilization / Full-Time Equivalent (FTE) cap management considerations and inclusion into operational risk analysis efforts; and designates remaining requests as individual augmentation requirements, as outlined in reference (n). Forward all validated individual augmentation requirements to the PSC-PSD-ssb for sourcing action.
- (4) PSC-PSD-ssb ensures all validated mission-critical requirement details are entered into MRTT, and advertises the requirement service-wide via CGMS. This message contains all available requirement details and directs interested candidates to the requirement's specific location within MRTT's Volunteer Bulletin Board (VBB).
- (5) For situations in which the VBB is unable to generate suitable candidates, PSC-PSD-ssb uses MRTT to create a slate of candidates possessing the requisite competency sets and communicates this information to each identified candidate's command via their cognizant sourcing partner (e.g., District (da/dxr), Headquarters Directorate/unit, or LC/SC staff) within sufficient time to balance reporting and notification considerations. Commands verify and report their member's actual readiness status including fitness for duty status, individual medical readiness and weight standards compliance, and valid Work-Life issues, along with pertinent unit operational and readiness constraints, back to their cognizant sourcing partner. These staffs compile and forward this information to PSC-PSD-ssb.
- (6) PSC-PSD-ssb selects and assigns the suitable candidate(s), enters the requisite data into MRTT, and orders their movement via CGMS as follows:
  - (a) In the case of reservists, selection notification via CGMS to the member's cognizant District (dxr) for orders approval and coordination, Servicing Personnel Office for orders entry into Direct Access, and notification to the Permanent Duty Station and its chain-of-command.
  - (b) In the case of active duty and civilians, CGMS message orders will be transmitted to the selected responder, with notification to the Permanent Duty Station and its chain-of-command.
  - (c) In the case of Auxiliarists, the cognizant District Office of Auxiliary and Boating Safety (dpa) prepares orders following notification by CGMS.

- (d) Funds for large-scale contingency requirements use a local TONO from the responder's Permanent Duty Station, with pre-identified accounting data and Cost Center specific to each contingency operation.
  - (7) Selected candidates then report to the contingency operation as ordered, and the District IMT completes all requisite MRTT entries necessary to report-in, track contingency assignment and reassignment actions, and report-out prior to member's return to base.
  - (8) The Incident Command Post should complete an ICS 225-CG Personnel Performance Rating form to document responder performance at an incident. This form can be used by supervisors at the responder's Permanent Duty Station for appropriate military or civilian performance evaluations.
- c. Volunteer Solicitations. Contrasted with TDY augmentation requests and contingency operation RFFs, units that have volunteer solicitation opportunities control all aspects of candidate selection, funding and duty performance. Consequently, volunteer solicitations are not depot-level events and do not require this degree of service. However, units may leverage their volunteer solicitation needs on a service-wide basis by accessing the MRTT Volunteer Bulletin Board (VBB) using the format of the sample message in enclosure (5) and the guidance as follows:
- (1) Forward Volunteer Solicitations to PSC-PSD-ssb via CGMS, with info copy to the unit's chain-of-command. A sample message is attached as enclosure (5).
  - (2) PSC-PSD-ssb advertises each opportunity nationwide via CGMS and enters the provided information into the MRTT VBB.
  - (3) MRTT automatically forwards names of command-approved volunteers to the requesting unit point of contact via email. This email also links the volunteer's application with the MRTT selection mechanism, fully automating the selection and notification processes. Candidate selection using this method also automatically notifies all other volunteers of their non-selection, and closes the solicitation within the VBB.
  - (4) The requesting unit funds all requisite costs and forwards all pertinent information to the volunteer's command and cognizant Servicing Personnel Office for travel order issuance.
- d. Assignment Considerations and Exemptions from Consideration for TDY Augmentation & Contingency Operations. As stated earlier, the ultimate goal in assigning personnel for purposes of TDY augmentation or contingency operations is the proper execution of deliberate planning, used in conjunction with the placement of qualified volunteer candidates possessing command approval. Such an approach balances the operational commander's emergent competency requirements while minimizing disruption to other units, other operations, our members and their dependents. Requesting commands shall develop their requirements to meet a target of 21 days advance notice for all notified members, allowing full leverage of the VBB application within MRTT, and maintaining fairness and equity to our Coast Guard units, members, and their dependents. Candidates shall be afforded no less than 96 hours to report to any temporary

assignment following notification. Operational necessities and constraints that make these standards impractical will be factored only in the most exigent circumstances.

- (1) Assignment Considerations. Any decision effecting temporary assignment to TDY augmentation and contingency operations prioritizes the following circumstances:
  - (a) Service needs.
  - (b) Training qualifications and skill sets.
  - (c) Providing-unit needs.
  - (d) Member's desires.
  - (e) Proximity to tour completion.
- (2) As Service needs are prioritized above the other assignment considerations, PSC-PSD-ssb shall exercise Select and Direct authority when necessary to meet all valid mission-critical and contingency operation requirements. When a member's command feels the rationale for an assignment decision is inadequate, the commanding officer or his or her representative may appeal for further clarification from Commander, Personnel Service Center (PSC-PSD) via their chain-of-command.
- (3) Exemption Reasons. Members may be excused from consideration for assignment to TDY augmentation and contingency operations for the following reasons:
  - (a) Validated unit operational requirements which substantiate a significant impact to mission success caused by the temporary reassignment of the member.
  - (b) Validated unit readiness requirements, generally applicable only to units funded by non-Coast Guard sources, or units that are organized and trained to serve as units, e.g., MSST, Strike Team, Port Security Unit, etc.
  - (c) Members who are in an Available for Limited Duty (AFLD) or Not Fit for Duty (NFFD) status declared by competent medical authority, or members with Deployment Limiting Medical Conditions (DLMC) as outlined within reference (h).
  - (d) Members who do not meet standards as outlined within reference (j).
  - (e) Significant Work-Life issues, to include both documented Special Needs program and command cadre reported circumstances that would be exacerbated by temporary assignment. Commands and members are reminded that single parents and military couples shall have current and effective family care plans to provide care for their dependents during the absence of one or both parents.
  - (f) Members who have become a single parent as a result of unforeseen circumstances shall be deferred for four months from the effective date the circumstance occurred, unless he or she volunteers for a temporary assignment.



- (g) A military mother shall be deferred for six months after the birth of a child, unless she volunteers for a temporary assignment.
- (h) A single member, or one member of a military couple, shall be deferred for four months from the effective date an adoption is finalized, unless he or she volunteers for a temporary assignment.
- e. Reserve Component Participation. Reservists provide excellent force multipliers. Reservists may be identified as primary surge response personnel due to unique qualifications or local knowledge or, with approval from the cognizant Area reserve management staff, may backfill for deployed active duty members or Temporary Duty (TDY) civilians. Reservists provide surge capability through involuntary mobilization under 10 United States Code (primarily 10 United States Code 12302), involuntary mobilization under 14 United States Code 712, or voluntary mobilization under 10 United States Code 12301(d). PSC-PSD-ssb and District (dxr) staffs shall comply with the provisions contained within references (e) and (i), and follow applicable involuntary mobilization and ADOS management practices.
- f. Civilian Participation. Under certain circumstances the optimal surge force may include detail of civilian personnel or the use of civilian temporary hires. Considerations shall include the nature of the assignment, required skills, and length of duty. When civilians are considered in the optimal surge force, follow guidance set forth in reference (f) for detail of civilian employees. Consult the civilian personnel servicing Command Staff Advisor within the area of responsibility regarding temporary hires to ensure compliance with Office of Personnel Management regulations.
- g. Auxiliary Participation. The Coast Guard Auxiliary is a volunteer organization that promotes boating safety and also may be used to supplement forces for appropriate Coast Guard missions. Qualified Auxiliarists may be employed as crewmembers on any Coast Guard cutter or boat, except as coxswain unless otherwise designated in reference (g); to train and assist in training Coast Guard personnel; as watchstanders at Sectors, Station operations, or command centers; as aviation resources, communications resources, and in any of the administrative, technical, and professional capacities in which Auxiliarists are qualified. Auxiliary operational facilities may be used to supplement Coast Guard cutter, boat, aviation and communication resources to provide area familiarization and other mission-related transportation for Coast Guard personnel, and for individual Auxiliary operational duty independent of other Coast Guard resources. When considering Auxiliarists as a part of optimal surge forces, consult the Auxiliary branch of the District staff to ensure compliance with regulations set forth in reference (g), including the following:
  - (1) Auxiliarists cannot be given general police powers or direct law enforcement authority; however, they may be assigned to missions that support Coast Guard law enforcement efforts.
  - (2) The use of Auxiliary resources outside policy as set forth by reference (g) must be coordinated through the Office of Auxiliary and Boating Safety (CG-542).

(3) Tasking that includes Auxiliarists shall only be initiated in coordination with the unit commander requiring surge forces.

(4) The Coast Guard reimburses Auxiliarists for certain authorized expenses for operational missions. Follow procedures described in chapter 2 of reference (g) for payment of appropriate reimbursable expenses.

h. Pay and allowances/per diem/travel costs. Requesting units shall ensure use of proper accounting procedures and shall follow guidance within the Joint Federal Travel Regulations (JFTR) and the Joint Travel Regulations (JTR) for pay and allowances, per diem, and travel costs for each surge event. Charges against AFC-01 for emergency involuntary and voluntary recall of reservists shall be used only when authorized per reference (e). Per diem and travel, when authorized, will generally be charged against the requesting unit's normal operating funds, except in the case of emergency voluntary or involuntary recalls. The requesting unit will coordinate funding with their superior commander to ensure availability of sufficient funds and determine appropriate accounting data. Message traffic shall be issued separately for each contingency describing procedures for charging travel/per diem for reservists under emergency voluntary or involuntary recall. Units may request a separate Cost Center from Commandant (CG-832) in order to more accurately track costs of surge operations. Requesting unit shall ensure civilian overtime is properly managed and documented.

8. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Instruction contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.

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 Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of this Instruction, and the environmental guidance provided

within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Instruction.

10. FORMS/REPORTS. The forms referenced in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet at: <http://www.uscg.mil/forms/>; CGPortal at: <https://cgportal.uscg.mil/delivery/Satellite/uscg/References>; and Intranet at: <http://cgweb.comdt.uscg.mil/CGForms>.

R. T. HEWITT /s/  
Assistant Commandant for Human Resources

- Encl: (1) Request for Short-Term Personnel Support  
(2) Critical-Need Decision Aid  
(3) USCGC HEALY (WAGB 20) Personnel Backfill Plan  
(4) Contingency Operations Request for Forces  
(5) Request for Short-Term Personnel Support Volunteer Solicitation

**REQUEST FOR SHORT-TERM PERSONNEL SUPPORT**

DTG

FM (unit)

TO (operational commander)

INFO COMCOGARD PSC ARLINGTON VA//PSD-SSB//

BT

UNCLAS //N01330//

SUBJ: REQUEST FOR PERSONNEL SUPPORT

1. REQUEST FOR SUPPORT

- A. (1) (Quantity, Preferred rank, or rate/rating - include all grades that would be acceptable)
- (2) (Period of augmentation and location and time required to report.)
- (3) (List all competency and other requirements – example: CIWS tech, MK-92 Tech,

IDHS, Specific

School/Qualification codes, Passport (Official – Red, or Tourist-Blue), etc.)

- (4) (Unit's total allowance for requested rating (including all grade levels of requested rate - i.e. MKCM, MKCS, MKC, MK1, MK2, and MK3 - vs. total assigned, and add special qualifications each member holds)
- (5) (Reason for billet vacancies; plus, reason for unavailability of assigned Member's; be as specific as possible)
- (6) (Impact on mission)
- (7) (Ability to accommodate females)
- (8) (Any amplifying information that might be helpful in soliciting for volunteers –

examples:

Type of Patrol – South Patrol, North Patrol, Out of Hemisphere Patrol, also List Port calls).

(9) (Passport Requirements – are official passports required for potential port calls in the Foreign Clearance Guide)

(10) (Mission critical recommendation based upon decision aid.)

B. (Same as subparagraph A if requesting support with variations in rank/rating and requirements).

2. (Unit POC, Phone number. E-mail address).

BT

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**REQUEST FOR SHORT-TERM PERSONNEL SUPPORT (CONTINUED)**

**378 WHEC (IN GARRISON) EXAMPLE:**

R102245Z APR 10

FM USCGC DALLAS

TO COMLANTAREA COGARD PORTSMOUTH VA

INFO COMCOGARD PSC ARLINGTON VA//PSD-SSB//

INFO CCGDSEVEN MIAMI FL//DR//

BT

UNCLAS //N01330//

SUBJ: REQUEST FOR TDY SUPPORT

1. REQ FOL SUPPORT

A. (1) HSC/1

(2) TO RPT NLT 0800, 22MAY10 AND DEPART OOA 10JUL10. MEMBER TO BOARD

AND DEPART FROM CUTTER HOMEPORT OF CHARLESTON, SC.

(3) IDHS QUALIFICATION REQUIRED.

(4) TOTAL HS'S AUTH: 02. ASSIGNED: 01.

(5) HSC NFFD DUE TO INJURY. CUTTER ONLY HAS HS3 ONBOARD WITH LIMITED

EXPERIENCE AND DOES NOT HOLD IDHS QUALIFICATION.

(6) SAILING WITH ONLY 1 OUT OF 2 AUTH HS'S WILL SERIOUSLY IMPAIR

THE ABILITY TO SAFELY PERFORM MISSION AND TREAT CREW.

(7) FEMALE BERTHING AVAILABLE.

(8) TYPE OF PATROL: SOUTH PATROL. PORT CALLS WILL INCLUDE MEXICO AND

OTHER CENTRAL AMERICAN COUNTRIES.

(9) OFFICIAL RED PASSPORT DESIRED, BUT NOT REQUIRED. BLUE PASSPORT WILL

SUFFICE DUE TO TIME CONSTRAINTS.

(10) RECOMMEND PERSONNEL NEED BE DEEMED MISSION CRITICAL

2. POC: CDR RICHLAND OR YNC BELLEVUE, (843) 308-9636.

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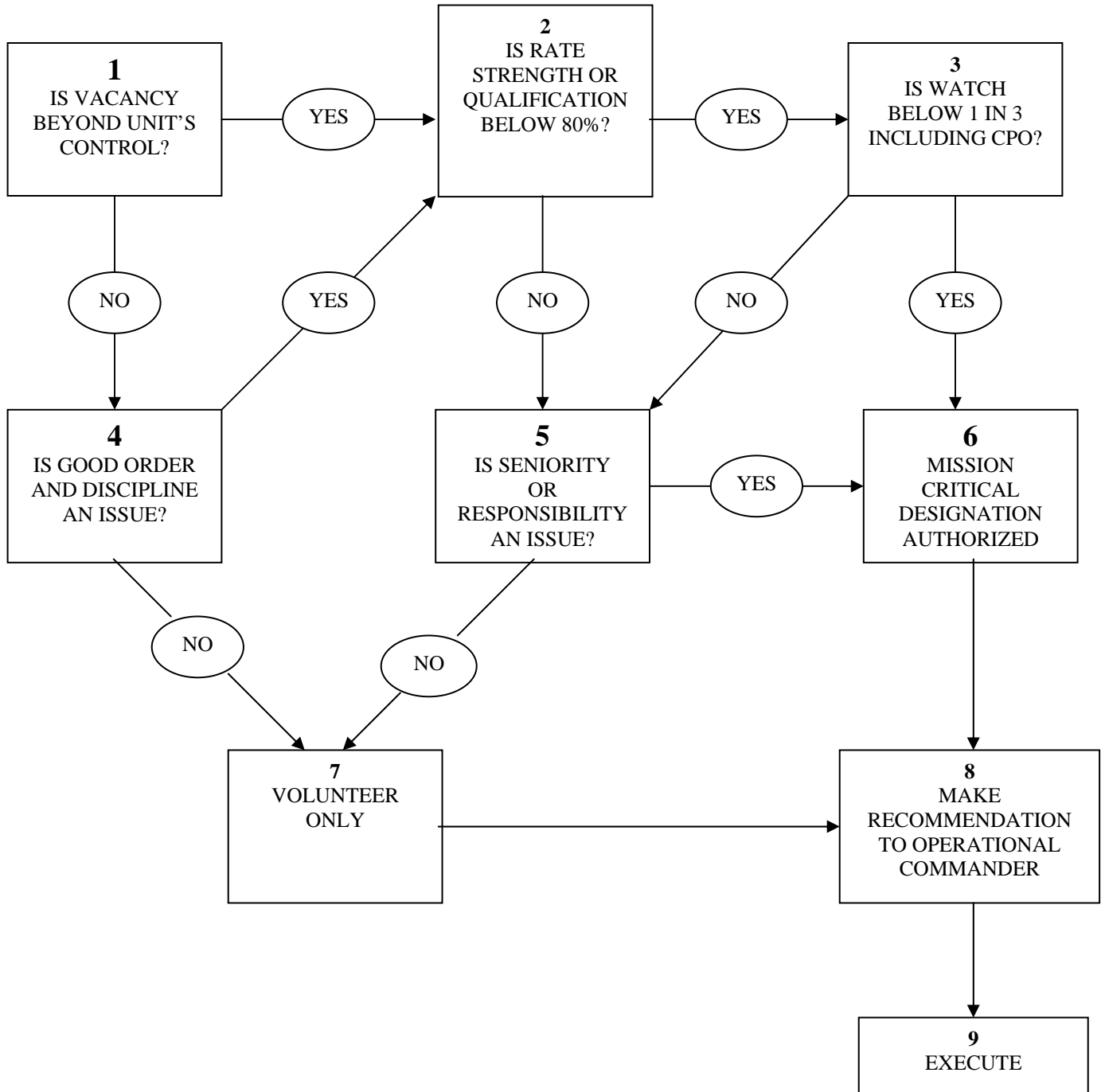
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**REQUEST FOR SHORT-TERM PERSONNEL SUPPORT (CONTINUED)**

**175 WLM EXAMPLE:**

R 211725Z OCT 10  
FM USCGC JAMES RANKIN  
TO CCGDFIVE//DA//  
INFO COMCOGARD PSC ARLINGTON VA//PSD-SSB//  
BT  
UNCLAS //N01330//  
SUBJ: REQUEST FOR TDY SUPPORT  
1. REQ FOL SUPPORT  
    A. (1) BM1  
        (2) TO RPT NLT 0800, 6NOV10 AND DEPART OOA 27NOV10. MEMBER TO BOARD  
            AND DEPART FROM CUTTER HOMEPORT OF BALTIMORE, MD.  
        (3) ATNBDR COMPETENCY REQUIRED.  
        (4) TOTAL BM'S AUTH: 05. (BMC, BM1, BM2, (2) BM3). ASSIGNED: 04.  
        (5) BM1 NFFD DUE TO INJURY. CUTTER LACKS DECK DIVISION LEADERSHIP NECESSARY FOR SAFE BUOY HANDLING OPERATIONS.  
        (6) CUTTER LACKS DECK DIVISION LEADERSHIP NECESSARY FOR SAFE BUOY HANDLING OPERATIONS.  
        (7) FEMALE BERTHING AVAILABLE.  
        (8) TYPE OF PATROL: ATON PATROL. NUMEROUS PORT CALLS WILL INCLUDE WASHINGTON, DC AND ANNAPOLIS, MD.  
        (9) NO PASSPORT REQUIREMENTS.  
        (10) RECOMMEND PERSONNEL NEED BE DEEMED MISSION CRITICAL  
2. POC: BMC SMITH, (410) 576-2640.  
BT  
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### CRITICAL-NEED DECISION AID



## **CRITICAL NEED DECISION AID EXPLANATIONS**

**BLOCK 1.** Is/are the vacancy(ies) due to circumstances beyond the unit's control (e.g., regular leave/terminal leave/normal PCS are within the unit's control; not fit for sea duty is not)?

**BLOCK 2.** Is the rating or qualification on board the unit below 80 percent?

**BLOCK 3.** If the request is for a watchstander(s), is the underway watch rotation less than three sections, including all grades within the rating (i.e. MKCM, MKCS, MKC, MK1, MK2, and MK3)?

**BLOCK 4.** Is the request based on a good order and discipline issue (i.e., are the needs of the service better served if a particular member is left behind due to disciplinary issues)?

**BLOCK 5.** Is the request based on a vacant senior enlisted billet for that rating (i.e., beyond watchstanding, is there a leadership or supervisory issue.)? Is the request based on a vacant CO, XO or Dept Head billet?

**BLOCK 6.** It is determined that the request merits a recommendation to the operational commander that a member be selected and directed to fill the vacancy.

**BLOCK 7.** It is determined that the vacancy merits a recommendation to the operational commander that the request should only be filled if a member volunteers.

**BLOCK 8.** The recommendation to the operational commander regarding whether or not the billet meets "critical-need" criteria thereby warranting select and direct orders.

**BLOCK 9.** The stage where the operational commander's determination is executed.



**USCGC HEALY (WAGB 20) PERSONNEL BACKFILL PLAN**

<u>Position</u>	<u>Assignment</u>	<u>Backfill Source</u>
ENG4	MPA/EOW	NESU Seattle ENG4
MST1	Marine Science	ESU Seattle MST1
MST2	Marine Science	ESU Seattle MST1
MST2	Marine Science	ESU Seattle MST1
SK1	Supply	NESU Seattle SKC or SK2
MKCS	Aux/EOW	NESU Seattle MKCM, MKC
MKC	Main Prop/EOW	NESU Seattle MKCM, MKC
MK1	Aux Div	NESU Seattle MK1
MK1	Main Prop Div	NESU Seattle MK1
MK1	Fuel Grp	NESU Seattle MK1
MK2	Aux Div	NESU Seattle MK2
MK2	Aux Div	NESU Seattle MK2
MK2	Main Prop	NESU Seattle MK2
MK3	Aux Div	NESU Seattle MK3
MK3	Main Prop	NESU Seattle MK3
EMCM	Prop Grp/EOW	NESU Seattle EMCM, EMC
EM1	Prop Grp	NESU Seattle EM1
EM1	Systems Grp	NESU Seattle EM1
EM2	Prop Grp	NESU Seattle EM2
EM2	Systems Grp	NESU Seattle EM2
IT1	Sys Grp/Sys Mgr	ESU Seattle IT1/WSIII Systems Mgr
ETCM	Sys Grp/EOW	NESU Seattle ETCM, ETC
ETC	Sys Grp/EOW	ESU Seattle ETCS, ETC
ET1	Prop Grp	NESU Seattle ET1
ET2	Systems Grp	NESU Seattle ET1
ET2	Systems Grp	ESU Seattle ET2, ET1
DCC	DC Div/EOW	NESU Seattle DCC
DC1	DC Div	NESU Seattle DC1
DC2	DC Div	NESU Seattle DC2
FN	Main Prop	NESU Seattle FN

Note: All other CGC HEALY positions have no predetermined backfill source.

**CONTINGENCY OPERATIONS REQUEST FOR FORCES**

P

FM (District IMT)

TO COMLANTAREA COGARD PORTSMOUTH VA//LANT30// or COMPACAREA  
COGARD ALAMEDA CA

COGARD DOL NORFOLK VA//DOL-4//

INFO COMCOGARD PSC ARLINGTON VA//PSD-SSB//

BT

UNCLAS //N01330//

SUBJ: REQUEST FOR FORCES – (Name of Contingency)(Position Number being filled)

A. (List any emails or messages that facilitate the request)

1. PER REF A, REQUEST THE FOLLOWING PERSONNEL ISO (Name of Contingency).

A. DESCRIBE EXACTLY WHAT IS NEEDED, NUMBER OF PERSONNEL, RATE/RANK, JOB TITLE, REQUIRED COMPETENCIES (PER THE COMPETENCY DICTIONARY), PREFERRED COMPETENCIES, OTHER RESTRICTIONS, AND DATES REQUIRED. (See example below)

B. ONE (01) E7-O3 HSTF-SE MARITIME OPS WATCHSTANDER FOR D7  
COMMAND CENTER TO RPT 22 FEB 2010. MBRs MUST HAVE COMMAND CENTER  
EXPERIENCE AND SECRET CLEARANCE.

2. DURATION: NOT TO EXCEED 30 DAYS.

3. FINANCIAL GUIDANCE: SELECTED PERSONNEL SHOULD UTILIZE ACCOUNTING  
STRING: ACCT: (Provide Acct String). ORDERS SHOULD BE GENERATED BY  
RESPONDING UNIT SERVICING PERSONNEL OFFICE (SPO) USING UNIT GENERATED  
TONO NUMBER W/ ABOVE ACCOUNTING DATA. ENSURE (District) IS PROVIDED  
COPY OF ORDERS FOR OBLIGATION AND COST ACCOUNTING PURPOSES (Provide  
POC for Accounting)

4. LIST IMT POCS: NAME, PHONE, EMAIL

BT

NNNN

**REQUEST FOR SHORT-TERM PERSONNEL SUPPORT VOLUNTEER SOLICITATION**

DTG

FM (unit)

TO COMCOGARD PSC ARLINGTON VA//PSD-SSB//

BT

UNCLAS //N01330//

SUBJ: REQUEST FOR VOLUNTEER SOLICITATION

1. REQUEST VOLUNTEER SOLICITATION

- A. (1) (Quantity, Preferred rank, or rate/rating - include all grades that would be acceptable)
- (2) (Period of augmentation and location and time to report.)
- (3) (List all competency and other requirements – example: CIWS tech, MK-92 Tech, IDHS, Specific School/Qualification codes, Passport (Official – Red, or Tourist-Blue), etc.)
- (4) (Any amplifying information that might be helpful in soliciting for volunteers – examples:

Type of Patrol – South Patrol, North Patrol, Out of Hemisphere Patrol, also List Port calls).

- (5) (Funding Information or POC)

B. (Same as subparagraph A if requesting support of with variations in rank/rating and requirements).

2. (Unit POC, Phone number. E-mail address).

BT

NNNN

FM USCGC LEGARE

TO COMLANTAREA COGARD PORTSMOUTH VA

INFO COMPACAREA COGARD ALAMEDA CA

BT

UNCLAS //N01330//

SUBJ: REQUEST FOR VOLUNTEER TDY/ADOS-AC SOLICITATION IN SUPPORT OF CGC LEGARE 2009 OOH: O3/O4 STAFF OFFICER

A. YOUR 271208Z AUG 11

1. REF A DEEMED NEED NOT MISSION CRITICAL. SUBSEQUENTLY, REQUEST COAST GUARD WIDE VOLUNTEER SOLICITATION

A. STAFF OFFICER

(1) ONE ACTIVE DUTY OR RESERVE STAFF OFFICER (LT/LCDR) TO SUPPORT CGC LEGARE'S 2009 OUT OF HEMISPHERE

(2) PERIOD: 28JUN09 TO 01OCT09 INCLUSIVE

(3) SECRET CLEARANCE REQUIRED.

(4) PRIMARY DUTY WILL BE TO ACT AS LIAISON W/COUNTRY TEAMS TO COORDINATE JOINT OPERATIONS AND PORT VISITS (TRAINING ACTIVITIES, RECEPTIONS, ETC.). IN ADDITION, MEMBER WILL ASSIST ATFP OFFICER WITH FP PREPS FOR PORT CALLS AND ASSIST OPERATIONS OFFICER WITH THEATER SECURITY COOPERATION ACTIVITIES. PREVIOUS OOH EXPERIENCE, JOINT DOD EXPERIENCE AND UNDERWAY EXPERIENCE DESIRED BUT NOT REQUIRED. BERTHING RESTRICTIONS: MALE ONLY.

(5) FUNDING POC: SKC BERT (757) 483-8750.

2. UNIT POC: ENS HYDE (757) 483-8750.

BT

NNNN