U.S. Department
of Transportation
**United States
Coast Guard**

Commander
United States Coast Guard
Atlantic Area

431 Crawford Street
Portsmouth, VA 23704-5004
Staff Symbol (Acs)
Phone: (757) 398-6287

LANTAREAINST 1330.1
2 APR 99

LANTAREA INSTRUCTION 1330.1

Subj: SHORT TERM PERSONNEL SUPPORT WITHIN ATLANTIC AREA

Ref: (a) Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1,
        Paragraph 4-e

1. <u>PURPOSE</u>. To provide specific guidance for short term personnel support to meet Atlantic
    Area (LANTAREA) MLCLANT and district unit's operational requirements within
    LANTAREA. This instruction does not cover personnel support for contingency operations,
    mobilization nor involuntary recall of reservists.

2. <u>ACTION</u>. District commanders, LANTAREA and Maintenance & Logistics Command
    Atlantic (MLCLANT) division chiefs, and commanding officers of Integrated Support
    Commands (ISCs) within LANTAREA shall ensure that the guidelines set forth in this
    instruction are adhered to.

3. <u>DIRECTIVES AFFECTED</u>. None.

4. <u>DISCUSSION</u>. Due to personnel shortages, units will occasionally require personnel
    augmentation to complete their assigned missions. These short term personnel needs will
    normally be met by an active duty member on Temporary Additional Duty (TAD), or
    reservists on either Active Duty Special Work for the Active Component (ADSW-AC) or
    Active Duty for Training-Annual Training (ADT-AT). The operational commander or
    program manager is responsible for determining if a request for personnel support is critical or
    non-critical. The Force Optimization organization can assist in the process by collecting
    information, making recommendations, issuing solicitations and issuing select and direct
    orders. Non-critical requests will not be filled unless a volunteer is identified. In this process
    MLCLANT (pf) supports LANTAREA cutters and surge operations. All others are
    supported by their appropriate ISC (pf).

DISTRIBUTION – SDL No. 135   (LANTAREA AREA UNITS)

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	2	2			2	2	2	2	2	2		2	2	2	2	2	2	2	2		2					
B		4	4	1	2	2		4	2	2	2	2	2	4	2	2	4		1	2	2	1	4	1	1	1
C	2	2	1	2	2	1	1		1	1	4	1	1	2			1	1	1	1	1	1	1	2	1	
D	2	1	1	4	1								1	1					2		1					
E	1	1					1	1						1				1			1	1	1			
F	NONE																									
G			1	1																						
H	NONE																										

NON-STANDARD DISTRIBUTION:

5. DEFINITIONS.

   a. Mission Critical Need: A personnel shortfall that if left unfilled will prevent the unit from completing its primary mission (e.g., no HS for a WHEC or WMEC, not enough OODs to safely stand watch and conduct boardings, etc.).

   b. Non-critical Need: A personnel shortfall that would still allow the unit to execute primary missions with only minor degradation (e.g., a WHEC or WMEC missing one BM3).

   c. Short term personnel requirement: A personnel need of less than 180 days.

   d. Long term personnel requirement: A personnel need of 180 days or more.

6. RESPONSIBILITIES.

   a. Commanding officers of operational units shall:

      (1) Promptly submit any short term temporary personnel requirements using the format contained in enclosure (1). See enclosure (2) for an example message. The volunteer solicitation/coordination process normally takes 3-4 weeks, so it is important for commands to request personnel support as early as possible to ensure maximum opportunity to identify volunteers. Commands requiring quick response on a personnel request should initiate their request via phone to the appropriate MLC/ISC (pf) and promptly back up their request with a message. These requests should include documentation addressing why the request is short notice (e.g. emergency leave, very recent medical condition).

      (2) Coordinate with appropriate detailers for replacement personnel for long term vacancies. Long-term vacancies may be filled temporarily by short term personnel support. However, a permanent assignment for long term vacancies is preferred over several short term assignments.

   b. ISC (pf) staffs shall:

      (1) For requests initiated within the ISC's AOR:

         (a) Review requests and make recommendation to the appropriate district program manager on mission criticality.

         (b) If program manager determines request is mission critical, identify source of funding from appropriate operational commander or program manager, issue mission critical solicitation (if time allows) and issue select and direct orders if volunteer cannot be identified in timely manner. Without a clear funding source, ISC's cannot issue select and direct orders even if the request is determined to be

mission critical. If request is determined to be non-critical, solicit for volunteers if funding is identified.

(c) If no volunteers are identified for a district unit' s critical need, coordinate identification of an appropriate personnel resource within the ISC' s AOR and issue select and direct orders. If the ISC is unable to identify the needed personnel, request assistance from MLC LANT (pf). This request must include information on the distribution of related billets, status of personnel filling those billets (or list as vacant) and impact by unit if member from unit within the ISC AOR with appropriate billet receives select and direct orders.

(2) For select and direct orders received from MLC LANT,

(a) Equitably distribute personnel tasking to HQ, LANTAREA, MLC LANT and district units within the ISC' s AOR.

(b) If no personnel are available within the ISC AOR to meet the requirement, notify MLC LANT (pf) via message, which must include distribution of related billets, status of personnel filling those billets (or list as vacant) and impact by unit if member from unit with appropriate billet would receive select and direct orders.

(3) Provide quarterly reports to MLCLANT (pf) on number of personnel requests and distribution of personnel tasking.

c. MLCLANT (pf) shall:

(1) Research personnel support requests for Area cutters and surge operations and make critical/ non-critical need recommendation to appropriate program manager or operational commander.

(2) Upon critical need determination, issue solicitation and/or select and direct orders. If no volunteers are identified for an Area cutter' s mission critical need, issue select and direct orders to an appropriate ISC for further distribution to a unit (HQ, LANTAREA, MLCLANT or District unit) within the ISC' s AOR.

(3) Coordinate Area or Coast Guard wide volunteer solicitations when requested by a HQ, LANTAREA, MLC PAC or LANTAREA ISC.

(4) Coordinate funding and ADSW-AC days for support of LANTAREA units.

(5) Publish a report at the end of each quarter summarizingshort term personnel support provided to Coast Guard units within the LANTAREA. Distribution of the report shall include LANTAREA, district staffs and LANTAREA ISC' s.

d. Operational commanders/ program managers shall:

(1) For subordinate units, determine whether short term personnel requests are critical or non-critical. Enclosure (4) decision matrix is provided to assist in this process. If additional information is needed, conduct own research or request that the appropriate ISC/MLC acquire specific information and make a recommendation on criticality.

(2) Work with requesting unit to identify funding (including ADSW-AC days if needed) for support of subordinate commands. Note: ISC's are not funded for personnel support, so funding is normally the responsibility of the appropriate operational commander, program manager or unit. Units should work through their program manager on funding issues. As ADSW-AC orders require both funding and FTE, both resources must be available before ADSW-AC orders can be issued.

(3) Keep servicing ISC (pf) apprised of all short term personnel support arranged within their AOR so quantity of support can be measured and select and direct tasking can be equitably distributed.

7. USE OF RESERVISTS.

a. Funding: To utilize a reservist on other than ADT, the order issuing authority normally must provide both ADSW-AC days and funding.

b. A reservist may be utilized to directly support an operation or to backfill at an active duty command that has provided an active duty member to fill a personnel support request.

8. HEADQUARTERS UNITS:

a. Headquarters units should request critical personnel support from their headquarters program manager, who will determine criticality and provide funding if needed.

b. Program managers should determine if another unit within their area of responsibility could meet the personnel requirement prior to seeking assistance from an MLC.

c. Headquarters units may contact local ISC (pf) directly to issue solicitation for volunteers.

9. SELECT AND DIRECT AUTHORITY: Per reference (a), ISC's and MLC's have select and direct authority to task all units within their AOR for short term/surge operations. However, the force optimization organization shall take into consideration the staffing and missions of units when issuing select and direct orders.

10. AMPLIFYING INFORMATION. Enclosure (3) lists Plain Language Addresses (PLADs) and phone numbers for MLCLANT and ISC (pf) branches. Contact the local ISC (pf) staff or MLCLANT for further guidance if needed.

THOMAS E. BERNARD
Chief of Staff

Encl: (1) Message Request format
       (2) Sample Message Request
       (3) Listing of MLCLANT and LANTAREA ISC(pf) PLADS and numbers
       (4) Short Term Personnel Support Decision Aid

MESSAGE REQUEST FORMATS

R
P Use priority for reporting date within 7 days
O Use immediate for reporting date within 72 hours
FM _____
TO COMCOGARD MLC LANT NORFOLK VA//PF// (for LANTAREA units)
COGARD INTSUPRTCOM _____//PF// (for District units)
INFO COMLANTAREA COGARD PORTSMOUTH VA//AOFC// (for LANTAREA units)
CCGD _(program manager/operational commander)___//___// (for District units)
COGARD INTSUPRTCOM __(local ISC)_____//PF// (for LANT units)
BT
UNCLAS //N01326//
SUBJ: REQ FOR PERSONNEL SUPPORT
A. (previous correspondence/phoncon if appropriate)
1. PER REF A, REQ FOL TAD SUPPORT FOR UPCOMING PATROL:
2. (List number and rate/rank required)
A. Special qualifications or skills
B. reporting time and location
C. departing time and location
D. AUTHORIZED: list total unit allowance or related ratings
E. ON BOARD: list number on board
F. Reason for shortage.
G. Critical or non-critical need.
H. Additional info if needed (e.g. training available, etc.)
2. Repeat above as necessary.
3. Female berthing availability.
4. Unit POC:
BT
NNNN

SAMPLE MESSAGE REQUEST

R 242222Z JAN 99
FM USCGC UNDERWAY
TO COMCOGARD MLC LANT NORFOLK VA//PF//
INFO COMLANTAREA COGARD PORTSMOUTH VA//AOFC//
COGARD INTSUPRTCOM PORTSMOUTH VA//PF//
BT
UNCLAS //N01326//
SUBJ: REQ FOR PERSONNEL SUPPORT
A. PHONCON LT SALTY CGC UNDERWAY/LT SHORESIDE MLCLANT (PF) OF
23 JAN 99
1. PER REF A, REQ FOL TAD SUPPORT FOR UPCOMING PATROL:
2. ONE HS1/2:
   A. INDEPENDENT DUTY QUALIFIED. WILLING TO ACCEPT EXERIENCED
       HS3.
   B. REPORT NLT 0800, 15MAR98 AT HOME PORT, PORTSMOUTH VA
   C. DEPART: 29MAR98, GUANTANAMO BAY, CU.
   D. AUTHORIZED: 01.
   E. ON BOARD: 00.
   F. ASSIGNED HS1 HAS MEDICAL CONDITION REQUIRING OPERATION.
       TAD SUPPORT NEEDED TO COVER PERIOD HS1 WILL BE GONE.
   G. REQUEST IS MISSION CRITICAL. HS REQUIRED FOR AMIO OPS AND
       CREW SAFETY.
3. TWO MK2/3.
   A. ONE MK2/3 WITH PREFERABLY WITH 270 EXPERIENCE AND ONE MK2/3
WITH ANY U/W EXPERIENCE.
   B. REPORT: NLT 0800, 15MAR98 AT HOME PORT, PORTSMOUTH VA
   C. DEPART: 01MAY98, HOMEPORT.
   D. AUTHORIZED: 01 MKC, 1 MK1, 2 MK2, 2 MK3 (TOTAL 06).
   E. ON BOARD: 01 MKC, 1 MK1, 1 MK2, 1 MK3 (TOTAL 04).
   F. REASON FOR SHORTAGE: ONE MK2 DID NOT REENLIST. REPLACEMENT
DUE TO REPORT 15JUN98. ONE MK3 NFFD DUE TO BACK INJURY UNTIL OOA
01JUL98.
   H. ONE MK2/3 IS MISSION CRITICAL. OTHER MK2/3 IS NON-MISSION
CRITICAL. DUE TO NEWLY REPORTED MK3 (UNQUALIFIED), COMMAND
NEEDS ADDITION MK TO MEET WATCH/OPERATIONAL REQUIREMENTS
(BOARDINGS, BOAT CREW, WATCHES) WHILE MAINTAINING MINIMUM PMS
REQUIREMENTS.
   H. THIS IS GOOD OPPORTUNITY FOR MK2/3 TO COMPLETE PRACTICAL
FACTORS. WILLING TO INCLUDE MK IN WEEKLY LE TRAINING.
4. ABLE TO ACCOMMODATE 2 ADDITOINAL FEMALES.
5. POC: LT SMITH AT (757) 555-1212.
BT
NNNN

LISTING OF MLC LANT AND ISC (pf) PLADS AND NUMBERS

MLC LANT:

> PLAD - COMCOGARD MLC LANT NORFOLK VA//PF//
> Phone - (757) 628-4496/4495/4507

D1 AOR:

> PLAD - COGARD INTSUPRTCOM BOSOTN MA//PF//
> Phone - (617) 223-3463/3461

D5 AOR:

> PLAD - COGARD INTSUPRTCOM PORTSMOUTH VA//PF//
> Phone - (757) 483-8436/8579

D7 AOR:

> PLAD - COGARD INTSUPRTCOM MIAMI FL//PF//
> Phone - (305) 535-7582/7580

D8 AOR:

> PLAD – COGARD INTSUPRTCOM NEW ORLEANS LA//PF//
> Phone: (504) 942-4071/4066
>
> PLAD – COGARD INTSUPRTCOM ST LOUI S MO//PF//
> Phone – (314) 539-3900 ext 355/505

D9 AOR:

> PLAD - COGARD INTSUPRTCOM CLEVELAND OH//PF//
> Phone - (216) 902-6388/6387

Force Optimization

SHORT TERM PERSONNEL SUPPORT

CRITICAL NEED DECISION AID

VACANCY BEYOND UNIT'S CONTROL? For example, regular leave/ terminal leave/formal training/normal PCS are within unit's control; medically not fit is not.

RATING BELOW 80%? Count all grades within a rating for example, all BMs, not just BM2s.

WATCH BELOW 1 & 3 INCLUDING CPO? If the request is for a watchstander(s), is the watch rotation less than 3 sections including the Chief Petty Officer/Leading Petty Officer/Supervisor?

GOOD ORDER & DISCIPLINE ISSUE? Is the request based on extenuating circumstances concerning good order and discipline? Would the needs of the service be better served by moving someone from another command?

SENIORITY/POSITION ISSUE? Beyond watchstanding, is there a leadership or supervisory issue?

MISSION CRITICAL RATING? The program manager determines whether the rating is critical for the particular mission (e.g., 100% of billeted GM's for a gunnery test).