

ALCOAST COMMANDANT NOTICE

CANCEL DATE 29 AUG 2019

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FM COMDT COGARD WASHINGTON DC//CG-1//

TO ALCOAST

UNCLAS //N07220//

ACN 088/18

SUBJ: FY19 WORKFORCE PLANNING SITREP 3 - ENLISTED INTERVENTIONS

A. Performance, Training and Education Manual, COMDTINST M1500.10 (series)

B. Military Bonus Programs, COMDTINST M7220.2 (series)

C. Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series)

D. Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)

E. Coast Guard Recruiting Manual, COMDTINST M1100.2 (series)

1. This ACN announces the results of the Enlisted Workforce Planning Team (EWPT)

replacing the Critical Rate Management Workgroup. The EWPT convened from 11-12 June 2018 to

deliberate and recommend workforce policy interventions to the Assistant Commandant for Human

Resources (CG-1). The EWPT identified strategies for rates/ratings deemed to have personnel

shortages that could negatively influence mission execution. EWPT

deliberations considered

factors from a broad spectrum of organizational needs. Interventions include non-monetary

policy changes, Enlistment Bonuses (EB), Critical Skills Training Bonuses (CSTB), Selective

Reenlistment Bonuses (SRB), and Critical Skills Retention Bonuses (CSRB).

2. The policy interventions in this SITREP will remain in effect until modified or terminated by

another ACN, or until this ACN expires.

3. Critical Ratings: AST, CS, ET, and OS are not forecasted to close to within 5% of authorized

levels within 12 months and/or are projected to become gapped at greater than 5% of authorized

levels within 12 months.

4. Stressed Ratings: None.

5. Intervention strategies are authorized as needed to attract and retain personnel in targeted

rates to promote a mission ready total workforce in line with Service needs.

6. Non-Monetary Interventions:

a. The 4-month requirement in Chapter 7.E.2. of REF (A) for non-rated members to attend CS

A-School, ET A-School and OS A-School is waived. All other requirements in REF (A) remain in effect.

b. Enlistment with guaranteed A-School is offered for the CS, EM, ET, MK, and OS ratings.

c. Enlistment with conditional guaranteed A-School is offered for the AST rating.

7. Monetary intervention bonus programs are detailed in Paragraphs 8-18 below and may be adjusted

or terminated not less than 30 days in advance and are anticipated to continue in effect through

FY19. Authorized FY18 interventions terminate on 30 Sep 2018. Members who receive a paid bonus

and subsequently lose eligibility are subject to unearned bonus recoupment policy per REF (B).

8. Enlistment Bonus (EB): An EB is offered for new enlistments to attract qualified personnel to critical skills or ratings by attending a guaranteed Class A-school. Members agree to enlist and satisfactorily complete a minimum of four years of active duty service in the designated rating and abide by all requirements and eligibility qualifications of Chapter 1.A. in REF (B) to earn an EB entitlement.

a. The EB for new recruits without a guaranteed Class-A School is hereby cancelled.

b. A \$40,000 EB is authorized for CS applicants with a qualified culinary degree to enlist as an E-3.

(1) A qualifying culinary degree is defined as an Associate of Arts (AA) or Bachelor of Arts (BA) degree in culinary arts from an accredited academic or culinary institution.

(2) The culinary degree must be verified by the CS Rating Force Master Chief (RFMC).

(3) CS members who acquire a culinary degree after completion of CS Class A-School and members in the Regular Coast Guard who acquire or hold a culinary degree are ineligible.

c. A \$30,000 EB is authorized for CS applicants with a qualified culinary certificate to enlist as an E-3.

(1) A qualifying culinary certificate is defined as a culinary arts certification from an institution accredited by the American Culinary Federation.

(2) The culinary certificate must be verified by the CS RFMC.

(3) CS members who acquire a culinary certificate after completion of CS Class A-School and members in the Regular Coast Guard who acquire or hold a culinary certificate are ineligible.

d. A \$20,000 EB is authorized for CS, or OS applicants to enlist.

e. A \$10,000 EB is authorized for ET applicants to enlist.

9. Critical Skills Training Bonus (CSTB). Non-rated enlisted members who enter into their first active duty enlistment and complete CS, ET, or OS Class A-School are eligible for a CSTB.

a. Members must abide by all requirements and eligibility qualifications in Chapter 1.C. of REF (B) and agree to obligate service to meet a minimum Active Duty Service Commitment (ADSC) to earn a CSTB entitlement.

b. Members may not receive a CSTB if they have signed a contract (annex) to receive a rated EB.

c. Members who qualify for a CSTB but received a non-rate EB will receive the computed difference of the CSTB and non-rate EB.

d. Chapter 1.C.4.b. of REF (B) is modified to authorize members to complete and sign a Critical Skills Training Bonus (CSTB) Agreement, Form CG-7220D, while assigned to Class A-School.

e. Chapter 1.C.4.c. of REF (B) is waived and members affiliated with or enrolled with a rating through the striker program are not eligible to receive a CSTB.

f. Members must continuously meet all performance and conduct standards including additional reenlistment criteria as outlined in REF (C). Members who are eligible to reenlist or extend are eligible to receive a CSTB.

g. A \$20,000 CSTB is authorized for non-rated enlisted members who agree to attend and complete CS or OS Class A-School.

h. A \$10,000 CSTB is authorized for non-rated enlisted members who agree to attend and complete ET Class A-School.

10. Critical Skills Retention Bonus (CSRB): No CSRB is authorized at this time.

11. Selective Reenlistment Bonus (SRB):

a. An SRB may not be paid for the same period of service in which an EB or CSTB is paid.

b. Members meeting the criteria of Chapters 1.B.5.e. and 1.B.5.i. of REF (B) are eligible for an SRB, regardless of their expiration of enlistment (EOE). However, members will only be paid for newly obligated service on a monthly prorated amount.

c. Members must continuously meet all performance and conduct standards, including additional reenlistment criteria, as outlined in REF (C). Members who are eligible to reenlist are eligible to receive an SRB.

d. All members must reenlist for an SRB; members extending their contracts are not authorized to receive SRBs. IAW Chapter 1.B.4 of REF (B), members may only receive one SRB per zone during their careers.

e. Members are strongly encouraged to review Chapter 1.B.5.f. of REF (B) before cancelling extensions to receive SRBs. Chapter 1.B.5.f. of REF (B) only applies to members who are within 3 months of their 6 or 10 year anniversary or who have to extend due to obligated service requirements.

f. This ACN waives Chapters 1.B.4.a.(1), 1.B.4.a.(2), 1.B.4.b.(1), and 1.B.4.b.(2) of REF (B) and authorizes members who enlist into the Regular Coast Guard under the Open Rate List (ORL) an SRB in the following rates exclusively: CS3, CS2, ET3, OS3, and OS2.

g. Members must satisfactorily complete the term of their SRB contract in the rating for which they received the SRB. Members who fail to do so may be subject to unearned bonus recoupment per REF (B).

h. SRB Zone Definitions:

(1) Zone A: Members must have more than 17 months and less than 6 years time-in-service (TIS) and be within 3 months of their expiration of enlistment (EOE), within 3 months of their

6 year anniversary date, or obligate service per Chapter 1.B.5.e. of REF (B). Members in pay grade E-3 with a designator are authorized Zone A SRBs if that rating is authorized Zone A SRBs for third class petty officers.

(2) Zone B: Members must have more than 6 years and less than 10 years TIS and be within 3 months of their EOE, within 3 months of their 10th year anniversary date, or obligate service per Chapter 1.B.5.e. of REF (B).

(3) No waivers for members exceeding TIS requirements are authorized.

i. Bonus Amounts

(1) A \$50,000 (prorated monthly) Zone A SRB is authorized for OS members who reenlist for an additional 6 years of active service obligation.

(2) A \$36,000 (prorated monthly) Zone A SRB is authorized for CS, and ET members who reenlist for an additional 6 years of active service obligation.

(3) A \$36,000 (prorated monthly) Zone A SRB is authorized for E-5 only EM, GM, and MK members who reenlist for an additional 6 years of active service obligation.

(4) A \$30,000 (prorated monthly) Zone A SRB is authorized for OS members who reenlist for an additional 4 years of active service obligation.

(5) A \$20,000 (prorated monthly) Zone A SRB is authorized for CS, and ET members who reenlist for an additional 4 years of active service obligation.

(6) A \$20,000 (prorated monthly) Zone A SRB is authorized for E-5 only EM, GM, and MK, members who reenlist for an additional 4 years of active service obligation.

(7) A \$30,000 (prorated monthly) Zone B SRB is authorized for ET and OS members who reenlist for an additional 6 years of active service obligation.

(8) A \$20,000 (prorated monthly) Zone B SRB is authorized for CS members who reenlist for an additional 6 years of active service obligation.

j. Once all necessary SRB actions have been completed, requests for SRB payment must be

submitted to PPC via a Customer Care Trouble Ticket. Include Members' applicable SRB

Administrative Remarks, Form CG-3307's and PPC's "USCG SRB ELIGIBILITY CHECKLIST". Also attach

as applicable PCS orders, EPM-1 Approval Memo's and COMDT (CG-1331) waivers if utilized.

k. A \$10,000 kicker is authorized for E-5 and above CS members who are qualified IAW REF (D) to assume the duties and responsibilities of a Food Service Officer (FSO) and who elect a Zone A or Zone B SRB IAW this ACN.

(1) The FSO kicker is in addition to the Zone A or Zone B SRB. If a member receives a prorated Zone A or Zone B SRB, he or she will also receive a prorated FSO kicker.

(2) An Administrative Remarks, Form CG-3307 (SRB-05a), entry is required to document that a member is qualified for FSO assignment. This document must be signed by the member's

Commanding Officer; "By Direction" or "Acting" signature authority is prohibited. Questions should be directed to: PPC-SMB-MAS-Bonus@uscg.mil.

(3) Members must maintain this qualification throughout their new obligated service period. Members do not need to be currently assigned to an FSO billet to receive the kicker. If a member loses his or her FSO qualification or is no longer qualified for assignment to an FSO billet, the unearned portion of the payment will be recouped as of the date of removal for the remainder of the contractual obligation.

(4) Entitlement to the FSO Kicker will not be restored when loss of qualification was due to personal fault, and the member later re-qualifies during the same contractual period.

12. All bonuses authorized by this ACN will be paid in lump sum, subject to 22% federal, and applicable state income tax withholdings that are not contributed to a tax-deferred

Thrift Savings Plan (TSP) account. Members that elect to contribute bonus monies to their

TSP account must do so not less than 30 days prior to receipt of bonus.

13. Change to REF (B):

a. Sections 1.B.5.h. and 1.B.9.e., are amended to state: "Members who accept a bonus and during their obligated service period enter an officer training program as a commissioned or warrant officer are no longer authorized a bonus and will have the unearned portion of payment recouped upon appointment."

b. Members considering appointment to the warrant or officer corps may still enlist, re-enlist, or extend their contract in one of the above mentioned ratings without electing to receive a bonus.

14. The Pay & Personnel Center (PPC) receives a high volume of bonus questions and submissions.

Unanswered questions must be routed through senior yeomen before engaging PPC. Payments may

take up to 4 months from the date a member's servicing personnel office (SPO) has submitted a

Trouble Ticket to PPC. Refrain from contacting PPC about a bonus until 4 months has elapsed from

a trouble tickets submission date. If it is not known whether a ticket has been submitted,

designated yeoman should contact PPC Customer Care for investigation. If no ticket is active

submit a trouble ticket with appropriate bonus documentation.

15. Commanding Officers and Officers in Charge are reminded that all members who agree to

obligate service and are within 3 months of their end of enlistment, or within 3 months of

their 6 and 10 year active duty anniversary date shall: be counseled on their SRB eligibility;

have the opportunity to read REF (B) in its entirety and; sign the appropriate Administrative

Remarks, Form CG-3307 for their record.

16. Eligible members are reminded that they ultimately decide the length of contractual obligation and actual date of reenlistment. A reenlistment requires the member's signature acknowledging they have read and understood the terms of the contract and have had all questions answered to their satisfaction.

17. Members who previously signed contracts IAW REF (A), are prohibited from cancelling their existing contract to sign a new contract to meet the requirements of this ACN.

18. Members who were counseled about their SRB eligibility and signed an Administrative Remarks, Form CG-3307, entry IAW REF (A), but have not signed a reenlistment contract, are eligible to receive a bonus IAW this ACN. Members must still meet the remaining requirements of this ACN and REF (B).

19. Members should contact their unit counselors (typically the Command YN/CMC/SCPO/MCPO) well in advance of their EOE. Additional sources of information include: SPO and work-life staff as well as senior Yeoman and servicing legal offices.

a. REF (B) contains requirements for member notification about bonus eligibility, normally at the 6 and 10 year anniversary of service. Members who believe they were not properly counseled about bonus eligibility should contact their SPO for additional information about obtaining a waiver to obtain bonus eligibility.

b. For questions that cannot be answered after exhausting all of the above resources, the designated administrative support representative may contact COMDT (CG-133) at: HQS-PolicyandStandards@uscg.mil. Personnel office contact with COMDT (CG-133) is a faster and more direct alternative than the member seeking correction through the Board for Correction of Military Records (BCMR).

20. Special Assignment Considerations: Members in critical ratings are encouraged to apply for special assignment opportunities; however, PSC-epm will work within each rating to ensure a proper balance is achieved between special assignments and rating needs.

21. Extended Active Duty (EAD): EAD assignments will be considered for reserve members in the following rates as needed: BM3, BM2, CS3, CS2, DC3, EM3, ET3, GM3, IS3, IS2, IT3, IT2, ME3, ME2, MK3, OS3, OS2, SK3, YN3.

22. Open Rate List (ORL) is a workforce planning tool designed to enlist skilled and qualified prior-service members to fill vacancies in targeted rates. The advancement implications of listing rates on the ORL are structured to meet current and future mission needs.

a. Eligibility requirements and procedures for enlistment under the ORL are contained in REF (E). Maximum active duty time for E-4 applicants is 6 years TIS and the maximum active duty time for E-5 applicants is 10 years TIS. Applicant qualifications for enlistment will be reviewed by the appropriate assignment officer (AO) in consultation with the RFMC. Final approval or disapproval of an applicant's enlistment via the ORL will be made by Recruiting Command (CGRC).

b. The ORL includes the following rates exclusively: AET3, AST3, BM3, BM2, CS3, CS2, DC3, EM3, ET3, GM3, IS3, MK3, OS3, OS2, SK3, YN3.

c. Applicants for AET2, AST3, BM2, CS2, ET2, and OS2 must have prior Coast Guard experience.

d. For rating-specific concerns, contact the appropriate AO or RFMC.

23. Questions regarding the EWPT may be directed to LCDR Gregory Higgins, Workforce Forecasting and Analysis (CG-126), at Gregory.E.Higgins@uscg.mil. Policies regarding bonuses or other human resource management matters may be directed to Office of Military Personnel (CG-133) at: HQS-PolicyandStandards@uscg.mil. Questions regarding A-schools may be directed to YN1 Katherine Windt, CG PSC-epm-2, at: Katherine.D.Windt@uscg.mil.

24. Commanding officers and officers in charge shall bring the contents of this ACN to the attention of all personnel.

25. Released by RADM W. G. Kelly, Assistant Commandant for Human Resources.

26. Internet release authorized.