



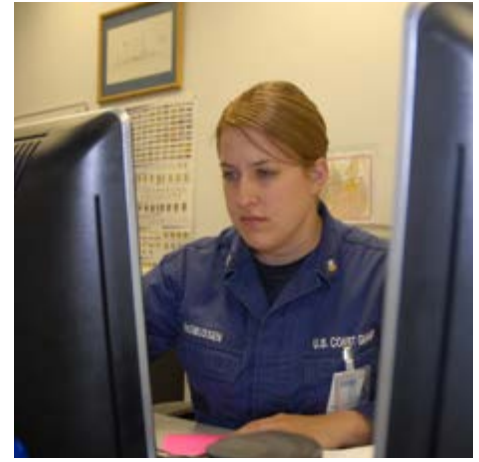
# FEMALE-RELEVANT POLICIES RESOURCE GUIDE

SPONSORED BY THE OFFICE OF DIVERSITY & INCLUSION (CG-127)

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# Coast Guard Female Relevant Policies Resource Guide

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## P U R P O S E

This guide is intended to serve as a helpful resource for all Coast Guard personnel to increase awareness and understanding of policies and procedures that often impact female service members. The policies discussed in this guide primarily apply to military personnel who are Active Duty and Selective Reserve, as well as United States Public Health Service Commissioned Corps members detailed to the Coast Guard.

This guide was developed in response to recommendations from the Women's Retention Study and Holistic Analysis (WRSHA) which recommended creating a quick reference tool that catalogs female-relevant Coast Guard policies because personnel, including supervisors and leaders, are sometimes unfamiliar with policies, particularly new ones. Unfamiliarity can lead to inconsistent and inaccurate policy implementation. Every effort has been made to ensure the accuracy and relevance of the policies selected for this guide, however this document will evolve as new findings and policies emerge or current policies become obsolete. This guide will be reviewed, once yearly, and updated as needed.

This quick guide supports the Commandant's strategic goal of promoting inclusion throughout the Coast Guard by increasing service-wide knowledge of current female-relevant policies. As members and commands become more informed about female-relevant policies and resources, we will begin to see more consistent application of policies, which will foster a more inclusive work environment.

*Links are provided within the guide to information available on the World Wide Web. Changes to links may occur after the once yearly update to this guide, thus the Coast Guard Office of Diversity & Inclusion cannot provide any guarantee as to the accuracy, reliability, or completeness of links. In most cases, links within the guide direct users to content on Coast Guard servers and may require users to copy the URL, paste it into a web browser, and use a Common Access Card. Links to non-Federal government websites do not imply endorsement of any particular product, service, organization, company, information provider, or content. Comprehensive directives, instructions, notices, change notices, and instruction manuals can be accessed at <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/About-CG-Directives-System/Commandant-Instruction-Manuals/>*





## I. Grooming, Appearance, Uniform Standards

### HAIR POLICIES:

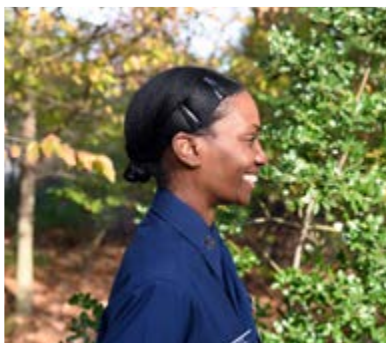
- Women may wear hair in one to two braids or a single ponytail.
- The bulk, (either one ponytail, two braids, or braids interwoven to form one single braid) must not exceed the width of the head and a single ponytail or braid must be centered on the back of the head.
- Women may wear ponytails unpinned, which may be pulled through a ball cap rear opening.

*Members must confine hair in environments where entanglement or other occupational safety hazards exist. Situations requiring temporary hair adjustment include, but are not limited to:*

*— Operating/being near hazardous machinery or equipment, power transmission apparatuses, rotary equipment, moving parts, hazardous chemicals, or flames.*

- When styled, two braids will be evenly spaced and look symmetrical on the back of the head when viewed from behind.
- The length must not extend below a horizontal line centered between the shoulder blades.

- Hair must be secured adequately to prevent obstructing the wearer’s field of vision.
- Hair bulk must not exceed 3.5 inches as measured perpendicular to the scalp.
- Hair bun size may extend to a maximum of 4 inches as measured out from the scalp. The circumference shall be no greater than the width of the member’s head as measured horizontally.
- Short Hair: Hair may touch, but not fall below the bottom edge of the shirt or jacket collar, with the exception of the foul weather parka.
- Hair (to include bangs) will not extend below the eyebrows.
- Hair coloring, if used, must look natural.
- When a hairstyle of multiple braids, micro braids, hair extensions, locks, twists, cornrows or weave is worn, it must stay within uniform standards and will be of small diameter; approximately 0.5 inches or less. Space between rows will not exceed 0.25 inches and all rows must be of the same uniform dimension.
- Braid ends will be secured only with inconspicuous material that matches the color of the hair.
- Micro-braids, extensions, and weaves may extend out from the scalp.
- Hairpins: bobby pins, small barrettes, elastic bands, small plain scrunchies (elastic bands covered with material not to exceed one inch in width) that are brown, black, navy blue or the wearer’s hair color are authorized.

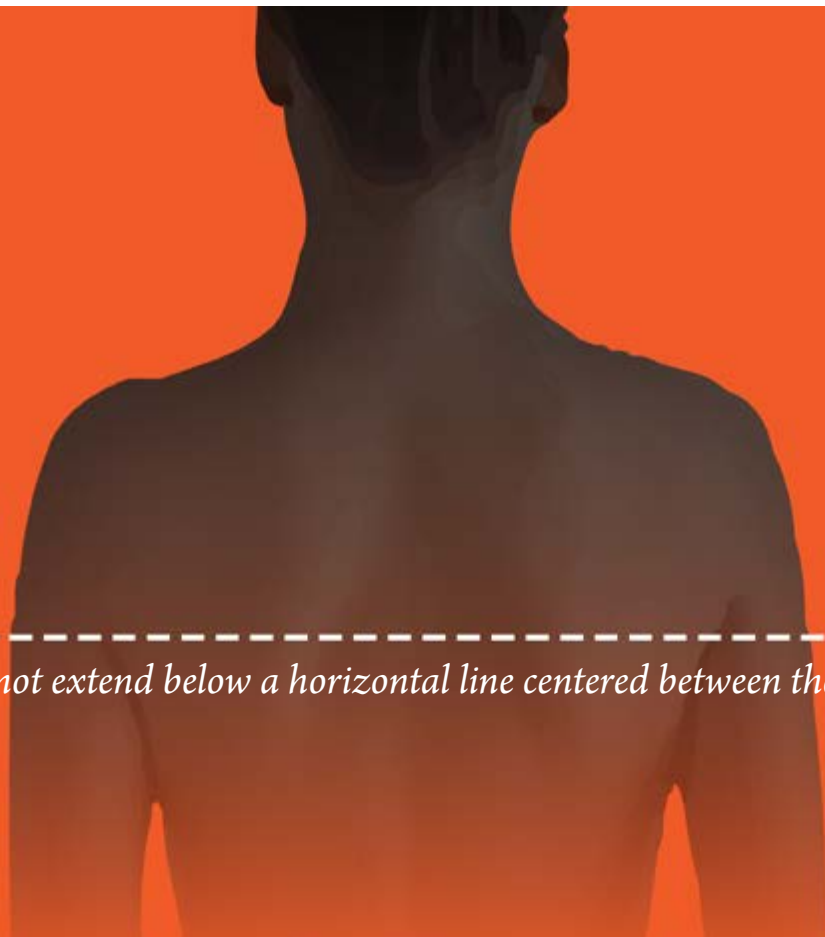




*As of July 2021, the U.S. Coast Guard revised its standards for women's hair.*

*IAW ALCGPSC 065/21:*

*Women in the service can now wear their hair in one or two braids or a single ponytail.*



*The length must not extend below a horizontal line centered between the shoulder blades.*







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- Wingless hair claws (not to exceed 3 inches in length and 1 inch width), along with small combs that are plain black, navy blue, brown, or color similar to the wearer's hair color are authorized.
- Accessories must not interfere with the proper wearing of head gear and/or safety gear.
- The appropriateness of a hairstyle must also be judged by its appearance when headgear is worn.
- Hairstyles such as lopsided, asymmetrical, unblended, un-tapered, and or undercutting are not authorized and should be corrected to a properly authorized hairstyle.
- Given physics, it is normal and natural for braids and ponytails to momentarily move away from the back of the head, such as when the member bends down.

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*It is impossible to provide examples of every appropriate or unacceptable hairstyle or "conservative" or "eccentric" grooming, therefore the good judgment of leaders at all levels is key to upholding the Coast Guard grooming policy.*

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- The Exemptions to the Policy (ETP) option for Transgender members may be requested for any gender-based CG Policy prior to changing their gender marker in DEERS as determined to be medically necessary and approved by Commander (CG PSC).

References: U.S. Coast Guard. (2020). *Uniform Regulations: Commandant Instruction M1020.6K. Chapter 2*. Retrieved January 1, 2022 from [https://media.defense.gov/2020/Jul/09/2002451108/-1/-1/0/CIM\\_1020\\_6K.PDF](https://media.defense.gov/2020/Jul/09/2002451108/-1/-1/0/CIM_1020_6K.PDF)

U.S. Coast Guard. (2021). *Military Transgender Service. Commandant Instruction M1000.13B*. Retrieved December 30, 2022 from [https://media.defense.gov/2020/Jul/09/2002451108/-1/-1/0/CIM\\_1020\\_6K.PDF](https://media.defense.gov/2020/Jul/09/2002451108/-1/-1/0/CIM_1020_6K.PDF)

## FINGERNAIL POLISH:

- Acceptable nail polish colors include neutral shades of grey, brown, green, beige, pink, mauve, plum, burgundy, blue, black, white, and red.
- Nail polish colors that are not authorized are as follows: metallic, glitter-style, textured colors, ombré, color-changing polish, glow-in-the-dark, fluorescents/neon colors, ornamentation, stickers, and bedazzlements.
- The French manicure with a classic white tip is the only two-toned fingernail color authorized.

- To maintain the professional appearance of the fingernail, damaged or chipped fingernail color should be repaired in a timely manner (1-2 days). If matching polish is not available or the chipped colors cannot be repaired in a timely manner, the polish should be removed or changed.
- All fingernails will be filed smooth and have rounded or straight shaped tips.
- Current policies for fingernail polish only authorize polish to be worn on females.

Reference: U.S. Coast Guard. (2020). *Uniform Regulations: Commandant Instruction M1020.6K. Chapter 2*. Retrieved January 1, 2022 from [https://cg.portal.uscg.mil/sites/externaldata/Directives/CIM\\_1020\\_6K.pdf](https://cg.portal.uscg.mil/sites/externaldata/Directives/CIM_1020_6K.pdf)

## SHOES & HOSIERY:

- Flats are authorized as an optional item for wear with the skirt.
- Pumps or flats will be plain in style, and the sole edges and heels will be of the same color as the shoe. The heels and toes will be closed and the heel may be 1 to 2 5/8 inches high. The base of the heel will be no less than 1/2 inch wide at the floor.
- Hosiery is required when wearing pumps or flats. Hosiery worn with a skirt must match the wearer's flesh color.
- Black or flesh colored hosiery, including knee-high stockings, may be worn with oxfords, pumps, or flats when wearing slacks.

Reference: U.S. Coast Guard. (2020). *Uniform Regulations: Commandant Instruction M1020.6K. Chapter 3*. Retrieved January 3, 2022 from [https://media.defense.gov/2020/Jul/09/2002451108/-1/-1/0/CIM\\_1020\\_6K.PDF](https://media.defense.gov/2020/Jul/09/2002451108/-1/-1/0/CIM_1020_6K.PDF)

## ACCESSORIES:

- One earring per ear centered on the earlobe is authorized. Earrings will be 4-6mm ball studs (approx. 1/8 – 1/4 inch), natural white pearl (colored pearls are not authorized), white diamond, plain gold, or silver with a shiny or brushed matte finish. Ornate or combination settings are not authorized.
- All bags worn with the uniform or carried must conceal its contents, be unadorned, plain blue or black (white with white uniforms), and be no wider than 12 inches by 8 inches tall and 5 inches deep.

Reference: U.S. Coast Guard. (2020). *Uniform Regulations: Commandant Instruction M1020.6K. Chapter 2*. Retrieved January 3, 2022 from [https://media.defense.gov/2020/Jul/09/2002451108/-1/-1/0/CIM\\_1020\\_6K.PDF](https://media.defense.gov/2020/Jul/09/2002451108/-1/-1/0/CIM_1020_6K.PDF)



## II. Assignment Related Content

### CO-LOCATION OF DUAL-MILITARY-MARRIED COUPLES

Aligning dual-military-married couple's in support of co-location:

- Dual-military-married couples that are E-6 & below or O-4 & below will have tour completion dates that align.
  - Members serving in these paygrades should communicate through career counseling their desires to collocate.
- This policy provides reassurance to members that the CG supports co-location and is invested in easing the administrative burden and worry of separation due to misaligned tour completion dates.

Reference: U.S. Coast Guard. (2019). *Military Assignments and Authorized Absences, Change Note 1000. Commandant Instruction M1000.8A* Retrieved January 1, 2022, from [https://media.defense.gov/2018/Jun/26/2001935940/-1/-1/0/CIM\\_1000\\_8A.PDF](https://media.defense.gov/2018/Jun/26/2001935940/-1/-1/0/CIM_1000_8A.PDF)

### WOMEN'S AFLOAT ASSIGNMENT OPPORTUNITIES

Female service members who are interested in afloat assignment opportunities are encouraged to reach out to the Enlisted Women's Afloat Coordinator within the Office of Enlisted Personnel Management (EPM-2). Resources available:

- Year round career counseling
- Advocacy for Afloat positions
- Women Afloat Newsletter
- Afloat Assignment Year Information
- Women Afloat Mentor Sign Up
- Women Afloat experience periodicals

Reference: *Enlisted Personnel Assignments Women Afloat. Personnel*



*Service Center Enlisted Personnel Management. (n.d.).* Retrieved December 29, 2021, from <https://cg.portal.uscg.mil/units/psc/psc-epm/SitePages/Women%20Afloat.aspx>

## III. CG Body Composition Program

The CG Body Composition Program offers additional opportunities for active duty and reserve members to demonstrate compliance with Coast Guard readiness standards. This includes a new abdominal circumference assessment and fitness test. The program better connects medical professionals to the health assessment.

- The abdominal circumference or the legacy body fat assessment (standard taping) are methods for compliance if a member exceeds Maximum Allowable Weight (MAW).
- If neither taping standard is met, a Physical Fitness Test (PFT) is another opportunity to achieve compliance if the member is determined to be medically fit.

Details

- Abdominal Circumference standards must not exceed 39 inches for males and 35.5 inches for females.
- Physical Fitness Test (PFT or PT) requirements and guidelines are outlined in U.S Coast Guard Boat Operations and Training (BOAT) Manual Volume II, COMDTINST M16114.33.

*Transgender members may request an exception to any gender-based CG policy prior to changing their gender marker in DEERS if and when such exceptions are determined to be medically necessary and specifically approved by Commander Coast Guard Personnel Service Center (CG PSC).*

*An Exception-to-Policy (ETP) may not remain in effect beyond two years of the date it was issued. Members may request to extend the ETP in two year increments. Managing extensions of ETP is the sole responsibility of the member.*

References:

U.S. Coast Guard. (2017). *Coast Guard Weight and Body Fat Standards Program Manual. Change Note 1020. Commandant Instruction M1020.8H* Retrieved December 29, 2021, from [https://media.defense.gov/2019/Apr/05/2002110152/-1/-1/0/CIM\\_1020\\_8H.PDF](https://media.defense.gov/2019/Apr/05/2002110152/-1/-1/0/CIM_1020_8H.PDF) (This link may change with new manual.)

U.S. Coast Guard. (2021). *Military Transgender Service.*





Commandant Instruction M1000.13B. Retrieved December 29, 2021, from <https://www.cgsuprt.com/portal/landing?a=1>

## IV. Mental Health - Employee Assistance Program (EAP) & CG Support Services (CGSUPRT)

- US Coast Guard provides you with a comprehensive Employee Assistance Program (EAP), known as CG SUPRT. CG SUPRT is here 24/7/365 to help with some of life's most difficult challenges. Services are free and confidential, within the bounds of the law. Counseling sessions are offered via telephone, text, video chat and online chat.

This program is available to the following:

- Active Duty Military (includes Coast Guard Academy and Training Center Enlisted Recruits)
- SELRES
- Civilian employees
- U.S. Public Health Service Coast Guard Assigned Officers
- U.S. Navy Chaplains Assigned to the Coast Guard
- Non-Appropriated Fund Employees
- Family Members and Dependents

Features of the program Include:

- Work-life Resources and Referrals for range of personal needs to include childcare, eldercare, adoption, academic, special needs, pet care, relocation and more.
- Document Translation services.
- Non-Medical Counseling, assessment & short-term counseling for issues ranging from stress, communication, relationships, family concerns, parenting, anxiety, depression, work-related concerns, alcohol, substance abuse and other issues impacting your well-being.
- Health Coaching
- Personal Financial Wellness
- Legal Services
- Education & Career Counseling

Reference: [www.cgsuprt.com](https://www.cgsuprt.com). (n.d.). Retrieved December 29, 2021, from <https://www.cgsuprt.com/portal/landing?a=1>

## V. Pregnancy & Post-partum-related Content

### MATERNITY UNIFORMS:

- Maternity uniforms may be worn during pregnancy and up to 60 days after returning from maternity leave.
- Commanding officers may authorize pregnant women to wear civilian clothing when there is no maternity uniform equivalent (e.g. Dinner Dress Uniforms) or when the maternity uniforms no longer fit comfortably. The type of civilian clothing must be comparable to the uniform the individual would normally wear.
- Post-partum Nursing T-shirt— The T-shirt may be purchased on the economy (no CG specific variant), and shall be dark blue in color and not extend below the lower edge of the Operational Dress Uniform blouse when worn.
- Uniforms are available at the Uniform Distribution Center or at an Air Force exchange.
- Enlisted women may receive an enlisted supplemental clothing allowance (SUPP CMA) per CG-5155A form. Subsequent payments are not to be authorized for more than one pregnancy within three years of the date of approval of earlier payments.
- Outerwear may be worn unzipped, if necessary, when worn with maternity uniforms.

Reference: U.S. Coast Guard. (2020). *Uniform Regulations: Commandant Instruction M1020.6K. Chapter 3*. Retrieved January 1, 2022 from [https://media.defense.gov/2020/Jul/09/2002451108/-1/-1/0/CIM\\_1020\\_6K.PDF](https://media.defense.gov/2020/Jul/09/2002451108/-1/-1/0/CIM_1020_6K.PDF)

### SHIPBOARD/AVIATION:

- No pregnant member shall deploy or remain aboard a ship, including small boat duty, beyond their 20th week of pregnancy.
- A pregnant member shall not remain aboard a cutter if the time for medical evacuation to a treatment facility, capable of evaluating and stabilizing obstetric emergencies, is greater than three hours.
- Pregnant aviation personnel shall not deploy OCONUS or aboard a cutter after the 20th week of pregnancy.
- Pregnant aviation personnel may be deployed INCONUS after the 20th week of pregnancy only if medical facilities equivalent to or better than those currently provided to the member at the assigned air station are available at the deployment site.
- Aviation personnel shall not normally deploy INCONUS for six months following pregnancy unless the service member is medically fit and requests a waiver for earlier resumption of duties.



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- Resumption of deployments— requirement to pass physical fitness standard tests; assignment to cutter or OCONUS duties will not normally be made for a period of 12 months following the end of pregnancy unless the service member is medically fit and requests a waiver for an earlier resumption of duties.
- Pregnant service members shall not remain aboard a cutter if the time for medical evacuation to treatment facility is greater than three hours.

Reference: U.S. Coast Guard. (2019). *Military Assignments and Authorized Absences, Change Note 1000. Commandant Instruction M1000.8A*. Retrieved January 1, 2022 from [https://cg.portal.uscg.mil/sites/externaldata/Directives/CIM\\_1000\\_8A.pdf](https://cg.portal.uscg.mil/sites/externaldata/Directives/CIM_1000_8A.pdf)

## DUTY RESTRICTIONS:

- A pregnant service member will not be made to engage in labor wherein her physical configuration prevents her from continuing with specific activities, such as lying in the prone position, or where nausea or fatigability would be hazardous to her or the unborn child.

## WATCHSTANDING:

- During the last three months of pregnancy (28 weeks and beyond), the commanding officer or officer-in-charge should monitor and limit the member to a 40-hour work week.
  - The hours may be distributed among any seven-day period, but hours are defined by the member's presence at a duty station, and not by type of work performed.
  - Pregnancy does not excuse a member from watchstanding responsibilities, but all hours worked will count toward the 40-hour weekly limitation.
  - The member may request a waiver to extend her hours beyond the stated 40-hour week, if she is physically capable and her attending physician concurs.
- The member is exempt from standing at parade rest or attention for longer than 5 minutes.

## EXCESSIVE NOISE:

- Brief exposure (5 minutes per hour or less) to ambient noise above 84 dBA, while transiting through high noise areas, may be safe. Prolonged exposure to this level of noise is not recommended.
- Pregnant women should avoid exposure to ambient noise greater than 104dBA (corresponding to the need for double hearing protection), and shall not be assigned to regular duties requiring double hearing protection.

## ENVIRONMENTAL HEALTH & SAFETY:

- Pregnant members should not be exposed to chemical agents hazardous to reproduction.
  - Avoid exposure to known chemical, biological, or physical agents in excess of Coast Guard workplace standards as defined in Chapter 4 of the Safety and Environmental Health Manual, Commandant Instruction M5100.47D.
  - Avoid known hazardous conditions as determined by the health care provider and Safety & Environmental Health Officer (SEHO); Health Safety Work-Life Service Center.
- Radio frequency (RF) — limit specific absorption rate to 0.4 Watts/kg in any six-minute period.
- Ionizing radiation not to exceed 0.5 rem during entire gestation period.

Reference: U.S. Coast Guard. (2011). *Pregnancy in the Coast Guard: Commandant Instruction 1000.9*. Retrieved January 1, 2022 from [https://cg.portal.uscg.mil/sites/externaldata/Directives/CI\\_1000\\_9.pdf](https://cg.portal.uscg.mil/sites/externaldata/Directives/CI_1000_9.pdf)

## PREGNANCY & POST-PARTUM WEIGHT STANDARDS:

- Women are exempt from weight and body fat standards during pregnancy.
- Post-Birth/Termination Exemption— Members under this exemption are not required, but can participate in all weight screenings and have their current weight data entered into DA.
  - During this period, members who exceed program standards will be considered compliant.
- In cases where the end date of a pregnancy is unclear, a note from a medical provider will be required to establish the date the pregnancy ended.
- Members who were pregnant less than twenty weeks are exempt for six months from the date of pregnancy termination.
- Members that carry a child to full term are exempt for 12 months.

Reference: U.S. Coast Guard. (2017). *Coast Guard Weight and Body Fat Standards Program Manual. Commandant Instruction M1020.8H. Chapter 5*. Retrieved January 1, 2022 from [https://media.defense.gov/2019/Apr/05/2002110152/-1/-1/0/CIM\\_1020\\_8H.PDF](https://media.defense.gov/2019/Apr/05/2002110152/-1/-1/0/CIM_1020_8H.PDF) (This link may change with new manual.)

## PERFORMANCE EVALUATIONS:

- Commanding officers and officers in charge will ensure that



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pregnant service members will not receive adverse evaluation reports strictly as a consequence of pregnancy.

- The mention of pregnancy in an evaluation is prohibited. The restriction applies to the reported on officer and family members.
- Duty status and weight standards exceeded during pregnancy and/or nursing are not cause for adverse OERs or other evaluations.
- Pregnancy status should not adversely affect the career progression of the member.

## LACTATION:

- Lactation Facility required— ensure the availability of a private, clean room for expressing breast milk during the workday.
  - When space is limited, a multi-purpose room (i.e. duty room), stateroom, or berthing area may be used as long as privacy can be assured for the time required.
  - The facility shall be as close as possible to a water source for washing hands and rinsing equipment.
  - The facility should also be equipped with electrical outlets, a table and chair.
  - It is preferable that this space not be a head, unless the head is equipped with a lounge type of area.

Storage— Ensure access to cool storage for breast milk.

- Access to refrigeration is ideal, however if no refrigerator space is available, the member will supply cold packs for storing milk.
- Access to a freezer compartment is necessary if the workday extends beyond 12 hours.
- Breast milk should be contained and labeled by the member to avoid contamination by other items located in the vicinity.

Lactation Breaks— through communication between the supervisor and member, most assignments can accommodate creative use of time to accomplish mission and the member's need to breastfeed.

- Lactating members should be allowed a flexible schedule for pumping (within the limits of mission requirements).
- Arrangements should be discussed/negotiated between the member and her supervisor.

Reference: U.S. Coast Guard. (2011). *Pregnancy in the Coast Guard: Commandant Instruction 1000.9*. Retrieved January 1, 2022 from [https://cg.portal.uscg.mil/sites/externaldata/Directives/CI\\_1000\\_9.pdf](https://cg.portal.uscg.mil/sites/externaldata/Directives/CI_1000_9.pdf)



## ASSIGNMENT DEFERMENT FOR POST-PARTUM MEMBERS:

- 12-Month Assignment Deferment for Post-Partum Members— Orders will be amended so that post-partum Active Duty members shall not be issued TDY orders for up to 12 months from the date of birth.
  - A post-partum member may elect TDY or voluntary mobilization orders within the 12 months following a birth only if cleared by a Coast Guard medical officer and with approval from the first O-6/GS-15 in the chain of command.
- Reserve Assignments will be amended so that post-partum Reserve members will not be involuntarily mobilized for up to 12 months from the date of birth.

Reference: U.S. Coast Guard. (2019). *Military Assignments and Authorized Absences, Change Note 1000*. Commandant Instruction M1000.8A Retrieved January 1, 2022 from [https://cg.portal.uscg.mil/sites/externaldata/Directives/CIM\\_1000\\_8A.pdf](https://cg.portal.uscg.mil/sites/externaldata/Directives/CIM_1000_8A.pdf)

## NON-CHARGEABLE LEAVE:

- Non-chargeable leave terms such as “maternity,” “paternity,” and “adoption,” have been replaced with “Maternity Convalescent Leave,” “Primary Caregiver Leave,” and “Secondary Caregiver Leave.”
- District commanders, commanding officers, and officers in charge may grant prenatal leave without the Commandant's approval for periods up to 30 cumulative days after being certified as necessary by a medical officer.
- All maternity convalescent and caregiver leave is non-chargeable and cannot be sold at any time.
- All caregiver leave must be used within one year of the birth/





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adoption date or the balance will be forfeited regardless of when the leave was requested, granted, or started.

- Maternity Convalescence Leave — 42 days; only for the birth parent and granted without regard to any subsequent caregiver leave entitlement.
  - Maternity Convalescence Leave must start on the first full day following the date of discharge or release from the hospital or wherever the birth took place.
- Primary Caregiver Leave — 42 days; typically the parent who gave birth or the parent who has primary responsibility for caring for the child.
- Secondary Caregiver Leave — 21 days; typically the spouse of the birth parent. In a dual military marriage, where the other parent is the primary caregiver, or a member whose child is born outside of marriage, but parentage is established.

Reference: U.S. Coast Guard. (2019). *Military Assignments and Authorized Absences, Change Note 1000. Commandant Instruction M1000.8A Chapter 6*. Retrieved January 1, 2022 from [https://cg.portal.uscg.mil/sites/externaldata/Directives/CIM\\_1000\\_8A.pdf](https://cg.portal.uscg.mil/sites/externaldata/Directives/CIM_1000_8A.pdf)

## PARENTAL LEAVE AUGMENTATION PROGRAM

- The Office of Military Personnel Policy is currently evaluating the Parental Leave Augmentation Program (beta test) for feasibility as a permanent program.
- This program provides much needed backfill for active duty positions while providing additional training and developmental opportunities for reservists in rating specific roles via Active Duty for Operational Support (ADOS) orders.



- ADOS is managed through Personnel Services Division Surge Staffing Section (SSS) and the Request for Forces (RFF) process.
- Requests for workforce coverage during times of prenatal (up to 30 days), maternity convalescent (up to 42 days) and primary caregiver (42 days) leave may be approved for up to 120 days in duration to cover the non-chargeable portion of parental leave.
- Headquarters will centrally fund this program utilizing short-term ADOS orders and manage it through PSC's Surge Staffing Section (SSS).
- To allow adequate time to identify an optimal ADOS candidates, RFFs must be received by SSS no later than 12 weeks prior to the requested start date.
- Any requests deemed mission critical will use the process for Mission-Critical Short-Term Augmentation found in Commandant Instruction 5400.1A "Obtaining Personnel Resources to Meet Surge Requirements." (2012).

Reference: ALCOAST 174/21 – May 2021 Surge Staffing Augmentation to Support Parental Leave and Renewal of Beta Test Retrieved January 1, 2022 from <https://content.govdelivery.com/accounts/USDHSCG/bulletins/2d7cd3b?reqfrom=share>

## COAST GUARD MUTUAL ASSISTANCE (CGMA) ASSISTED REPRODUCTIVE SERVICES LOAN PROGRAM:

Loan assistance is available for members engaging in a recognized fertility treatment program or associated costs not covered by TRICARE for themselves or their spouse.

- Zero interest loan up to \$6,000 per Coast Guard Mutual Assistance form 3.
- Repayment will not normally exceed Expiration of Enlistment (EOE) or 36 months, whichever is earlier.
- Limited to one loan of this type at a time. Should additional loans be desired, the initial loan must be paid in full before another application is submitted.
- The loan may be issued up to 30 days prior to the commencement of preparatory treatment, contract signing, or other mechanisms required to commit to treatment.

Reference: *Coast Guard Mutual Assistance. Assisted Reproductive Services (ARS) Loan*. Retrieved January 1, 2022 from <https://www.cgmahq.org/>



## COAST GUARD MUTUAL ASSISTANCE (CGMA) BREAST MILK SHIPMENT REIMBURSEMENT PROGRAM

CGMA may provide financial assistance to members who are faced with out of pocket costs for the shipment of breast milk while away from home due to TDY, being underway, traveling on government business or excused absences.

- Open to all active duty members, including U.S. Public Health Service Commissioned Corps members and U.S. Navy chaplains detailed to the Coast Guard.
- Reservists on ADOS, spouses on business travel for their job, and Coast Guard civilian employees traveling on government business are also eligible.
- The annual allowance for reimbursement is \$750 per household.
- Eligible members may apply for reimbursement at the conclusion of any period away from home longer than 72 hours.
- Submissions for reimbursement must occur within 60 days of their return home, and require a copy of the receipt for the shipping costs.

Reference: *Coast Guard Mutual Assistance (CGMA) Breast Milk Shipment*. Retrieved December 30, 2021 from <https://www.cgmahq.org/programs/bms.html>

## VI. Dependent Care Related Content

### COAST GUARD MUTUAL ASSISTANCE REIMBURSEMENT PROGRAM FOR CHILD CARE DURING PCS:

Child care needs while attending to relocation responsibilities may contribute to financial hardship for junior officers and enlisted members. The CGMA PCS Child Care Expense Reimbursement program provides financial assistance to Active Duty and ADOS Reserve members, in pay grades E6 and below and O-2 and O-1, who are faced with increased out of pocket costs subsequent to PCS orders which required a Government funded move of House Hold Goods (HHG).

- Children must be 12 or under on the date(s) the service is provided.
- The service must be provided within 60 days prior to departure, and/or within 60 days of reporting to the new permanent duty station.
- Limited to \$150 per child, for up to three children, 12 years old and under; (no age limit for special needs dependents/children).
- \$450 cumulative total per calendar year.
- Requesters must submit a PCS Child Care Expense application

(CGMA Form 9), along with suitable documents showing the costs of qualifying service to their local CGMA representative.

Reference: *Coast Guard Mutual Assistance (CGMA) Reimbursement Program for Child Care during PCS*. Retrieved January 1, 2022 from <https://www.cgmahq.org/programs/pcsChildcare.html>

## SPECIAL NEEDS PROGRAM (SNP)

The Special Needs Program is mandatory for all active duty members and members of the selected reserve on orders for 181 days or more who have dependent family members diagnosed with medical, psychological, physical, or educational special needs.

The Special Needs Program applies to any service member's family member who meets the following criteria:

- Is enrolled in DEERS;
- Has a chronic medical, psychological, physical, or educational condition or special need; and
- Resides with the sponsor (exceptions include geographical bachelors and family members receiving long-term inpatient care or living in an educational setting).

Reference: U.S. Coast Guard. (2020). *Special Needs Program. Commandant Instruction 1754.7C*. Retrieved January 1, 2022 from SPECIAL NEEDS PROGRAM, COMDTINST 1754.7C [https://cg.portal.uscg.mil/sites/externaldata/Directives/CI\\_1754\\_7C.pdf](https://cg.portal.uscg.mil/sites/externaldata/Directives/CI_1754_7C.pdf)

## VII. Engagement & Support Opportunities

### CG AFFINITY GROUP PROGRAM

An incorporated or unincorporated, not-for-profit voluntary Employee Association that has formed independently of the Coast Guard. A list of current CG Affinity Groups, Events, and





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Conferences is available on Office of Diversity and Inclusion, CG-127 website, here: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Diversity-and-Inclusion/Affinity-Groups/>

- Primary focus is to advance inclusive excellence throughout the service.
- Provide forums for Coast Guard employees to gather and share ideas about matters that affect their professional development and the Coast Guard work environment.
- Participation adds valuable professional development opportunities, a forum for mentoring, networking, and optimizing career success outside the mainstream of the organization's social or operational structure.
- Affinity Groups may be established around a shared characteristic or common interest, however membership is offered without regard to race, color, creed, sexual orientation, religion, national origin, age, marital status, political affiliation, disabling condition or membership in a labor organization.

References: U.S. Coast Guard. (2021). *U.S. Coast Guard Affinity Group Program. Commandant Instruction 5350.10*. Retrieved January 3, 2022 from [https://media.defense.gov/2021/Aug/24/2002837735/-1/-1/0/CI\\_5350\\_10.PDF](https://media.defense.gov/2021/Aug/24/2002837735/-1/-1/0/CI_5350_10.PDF)

Coast Guard Affinity Groups. <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Diversity-and-Inclusion/Affinity-Groups/>

## CG MENTORSHIP PROGRAM

Designed to offer expanded leadership opportunities and connection for active duty, reservists, and civilian workforce.

Program offers four types of mentoring “tracks” or connections tailored specifically to individual needs and scheduling preferences. Program is free and accessible through any web-based or mobile device via the Chronus Mobile app.

Types of Mentoring Connections “Tracks”

- One-to-One
- Communities Marketplace (Circle Mentoring)
- Fresh Perspectives – Insight from Future Leaders
- Flash Mentoring

Reference: *U.S. Coast Guard Mentoring Program*. Retrieved January 3, 2022 from <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Office-of-Leadership-CG-128/Programs/Coast-Guard-Mentoring-Program/>

## CG INCLUSIVE LEADERSHIP, EXCELLENCE, AND DIVERSITY (ILEAD) COUNCIL

The Commandant’s Inclusive Leadership, Excellence and Diversity (ILEAD) Council is the Coast Guard’s enterprise approach to impacting leadership and diversity; charged with making recommendations to enhance leadership development practices, support a diverse and inclusive workforce, and raise crucial leadership and diversity issues to the highest levels of the Coast Guard. The Council works in conjunction with local Leadership and Diversity Councils (LDACs).

- Every Coast Guard Employee is represented by an LDAC and has the opportunity to communicate to senior leadership through the LDAC network to the Coast Guard’s ILEAD Council.
- Purpose is to assess the command climate and leadership development of the total workforce and provide recommendations to the Commandant.
- Membership is open to all who are interested in problem solving, leadership development, human relations, and command climate.

References: U.S. Coast Guard (2021). *Leadership and Diversity Councils. Commandant Instruction 5350.9A*. Retrieved January 3, 2022 from <https://cg.portal.uscg.mil/communities/leadership-excellence-diversity-council/SitePages/Home.aspx>





## Additional References and Resources

### CIVIL RIGHTS DIRECTORATE

The mission of the Civil Rights Directorate is to maximize the Coast Guard's overall mission effectiveness by leading programs and facilitating practices which foster a discrimination-free workplace.

By regulation, Commanding Officers/Officers in Charge (CO/OICs) are responsible for civil rights leadership and compliance. The Civil Rights Directorate (CRD) assists CO/OICs with these responsibilities by providing guidance and tools.

Local Civil Rights Service Providers serve as initial points of contact to ensure appropriate responsiveness to concerns, including complaint counseling and the opportunity to resolve claims at the lowest level.

Civil Rights Directorate Landing Page: <https://www.uscg.mil/Resources/Civil-Rights/>

To speak to a Civil Rights Service Provider regarding an Equal Employment Opportunity (EEO) or Equal Opportunity concern, contact: 1 (888) 992-7387 or your Civil Rights Service Provider: <https://www.uscg.mil/Resources/Civil-Rights/Service-Providers/>

### OFFICE OF DIVERSITY AND INCLUSION (CG-127)

Equity, diversity, inclusion, and accessibility are matters that permeate across the U.S. Coast Guard. The Coast Guard Office of Diversity and Inclusion (CG-127) supports the entire Coast Guard workforce in creating responsible and inclusive spaces.

To accomplish this, CG-127 facilitates initiatives around equity, diversity, inclusion, accessibility, and identity as they impact the Coast Guard and those it serves. CG-127 strives to create a culture where equity, diversity, inclusion, and accessibility are incorporated into everybody's everyday work. CG-127's mission in valuing diversity is to build a positive and respectful work environment for all personnel, regardless of their similarities or differences, to enhance the Coast Guard's mission capabilities.

CG-127 Landing Page: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Diversity-and-Inclusion/>

Email: [HQS-DG-1st-CG-127@uscg.mil](mailto:HQS-DG-1st-CG-127@uscg.mil)

### OFFICE OF WORK-LIFE (CG-111)

Responsible for establishing, developing and promulgating Work-Life policy and interpreting program standards for Coast Guard-wide implementation. Landing Page: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Health-Safety-and-Work-Life-CG-11/Office-of-Work-Life-CG-111/>

[uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Health-Safety-and-Work-Life-CG-11/Office-of-Work-Life-CG-111/](https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Health-Safety-and-Work-Life-CG-11/Office-of-Work-Life-CG-111/)

Phone: (202) 475-5100

### OFFICE OF HEALTH SERVICES (CG-112)

Provides health care to active duty and reserve members in support of Coast Guard missions, ensures the medical and dental readiness of all Coast Guard members to maintain ability for worldwide deployment, and ensures the availability of quality, cost effective health care for all eligible beneficiaries. Landing Page: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Health-Safety-and-Work-Life-CG-11/Office-of-Health-Services-CG-112/>

Phone: (202) 475-5165

### OFFICE OF SAFETY AND ENVIRONMENTAL HEALTH (CG-113)

Responsible to ensure that our people, systems, infrastructure, and processes are safely integrated to maximize mission effectiveness, mitigate workplace hazards and sustain healthy operations. Landing Page: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Health-Safety-and-Work-Life-CG-11/Safety-and-Environmental-Health/>

Phone: (202) 475-5130

### SEXUAL ASSAULT PREVENTION, RESPONSE, AND RECOVERY (SAPRR) (CG-114)

The mission of the Coast Guard's Sexual Assault Prevention, Response, and Recovery (SAPRR) Program is to eliminate sexual assault from our Service. Landing Page: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Health-Safety-and-Work-Life-CG-11/Sexual-Assault-Prevention-Response-and-Recovery-Program/>

*Sexual Assault Prevention, Response and Recovery (SAPRR) Tactics, Techniques, and Procedures (TTPs) (2019).* [https://cg.portal.uscg.mil/communities/hp/HPCenter/Pubs/CGTTP\\_1-16\\_1A\\_Sexual\\_Assault\\_Prevention\\_Response\\_and\\_Recovery.pdf](https://cg.portal.uscg.mil/communities/hp/HPCenter/Pubs/CGTTP_1-16_1A_Sexual_Assault_Prevention_Response_and_Recovery.pdf)

### SEXUAL ASSAULT RESPONSE COORDINATOR (SARC)

Contact Information available here: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Health-Safety-and-Work-Life-CG-11/Sexual-Assault-Prevention-Response-and-Recovery-Program/Sexual-Assault-Response-Coordinator-Contact-List/>



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If you are unable to contact a Sexual Assault Response Coordinator or need additional assistance beyond the information provided on the SAPRR website, please contact the Sexual Assault Prevention and Response (SAPR) Coordinator, Magnus Graham, HSWL SC, at (757) 628-4327 or email at [Magnus.J.Graham@uscg.mil](mailto:Magnus.J.Graham@uscg.mil). If unable to get in touch with a SARC or the SAPR Coordinator, please contact the Headquarters Sexual Assault Prevention and Response Program Manager, Michelle Underwood, CG-114, at (202) 475-5206 or email at [michelle.a.underwood@uscg.mil](mailto:michelle.a.underwood@uscg.mil).

## COAST GUARD BODY COMPOSITION PROGRAM RESOURCES

CG-133 Body Composition Program website. <https://www.dcms.uscg.mil/military/Body-Composition-Program/>

## ASSIGNMENT & TEMPORARY SEPARATION

Enlisted Personnel Assignments; Women Afloat <https://cg.portal.uscg.mil/units/psc/psc-epm/SitePages/Women%20Afloat.aspx>

U.S. Coast Guard. (2021). Temporary Separations. Commandant Instruction M1040.6A. [https://media.defense.gov/2021/Oct/21/2002877650/-1/-1/0/CIM\\_1040\\_6A.PDF](https://media.defense.gov/2021/Oct/21/2002877650/-1/-1/0/CIM_1040_6A.PDF)

PSC-EPM: Temp Sep Enlisted Guide. <https://cg.portal.uscg.mil/units/psc/psc-epm/SitePages/EPM-1%20Home.aspx>

PSC-OPM: Temp Sep Officer Guide. <https://cg.portal.uscg.mil/units/psc/psc-opm/1/f/SitePages/Home.aspx>

U.S. Coast Guard. (2020). *Enlistments, Evaluations, and*

*Advancements. Instruction M1000.2C.* [https://media.defense.gov/2020/Feb/06/2002245088/-1/-1/0/CIM\\_1000\\_2C.PDF](https://media.defense.gov/2020/Feb/06/2002245088/-1/-1/0/CIM_1000_2C.PDF)

*Coast Guard Pregnancy and New Parent Resource Guide (2019).* [https://www.dcms.uscg.mil/Portals/10/CG-1/cg111/docs/pdf/CG1\\_Pregnancy\\_and\\_New\\_Parent\\_Resource\\_Guide\\_v15.pdf?ver=2019-06-26-122711-810](https://www.dcms.uscg.mil/Portals/10/CG-1/cg111/docs/pdf/CG1_Pregnancy_and_New_Parent_Resource_Guide_v15.pdf?ver=2019-06-26-122711-810)

U.S. Coast Guard. (2021). *Military Transgender Service. Commandant Instruction M1000.13B* [https://media.defense.gov/2021/Jun/08/2002737215/-1/-1/0/CIM\\_1000\\_13B.PDF](https://media.defense.gov/2021/Jun/08/2002737215/-1/-1/0/CIM_1000_13B.PDF)

U.S. Department of Defense. (2021). *Transgender Service in the U.S. Military: An Implementation Handbook* <https://cg.portal.uscg.mil/units/psc/FS/Military%20Transgender%20Service/%281%29%20Policy/2021%20Transgender%20Service%20in%20the%20US%20Military.pdf>

U.S. Coast Guard. (2020). *Special Needs Program. Commandant Instruction 1754.7C* [https://media.defense.gov/2020/Apr/13/2002280237/-1/-1/0/CI\\_1754\\_7C.PDF](https://media.defense.gov/2020/Apr/13/2002280237/-1/-1/0/CI_1754_7C.PDF)

