

U. S. Coast Guard Auxiliary
Coast Guard Recruiting Support
The National Human Resources Directorate
Coast Guard Recruiting Support
Underway Deployment Guidelines & Procedures



Mission: The United States Coast Guard Auxiliary's "Coast Guard Recruiting Support" (CGRS) program provides an opportunity for Auxiliarists who may qualify to report for duty at a CG Recruiting Office (RO) or related assignments within an RO's AOR. Auxiliarists may train and complete the CGRS PQS when reporting for duty and, upon completion of the PQS, may earn the designation as certified Coast Guard Recruiting Support Specialists (CGRSS). These specialists are rated at three levels (3 entry level, two mid-level, and 1, advanced).

Examples of these augmentation missions may include but are not limited to:

- o Recruiting support at a CGRO
- o Representation at other CG recruiting events.
- o MEPS (Military Enlistment Processing Stations)
- o CSPI on College Campuses (College Student Pre-Commissioning Initiative) and
- o Many other augmentation missions supporting an RO.

The Auxiliary's CGRS program operates and functions within the CG Recruiting Command's (CGRC) requirements, regulations and expectations. The Auxiliary is responding to the CGRC's request to provide augmentation, and supplemental support for their CGRO, situated within the United States and its territories. Qualified and approved Auxiliarists are to report for duty to a CG Recruiting Office (RO) or recruiting event in the RO's AOR under the following guidelines:

Processing Details:

- Recruiters in Charge (RIC) should submit their e-mail request for an Auxiliarist(s) to report for duty to their Sector Office.
- Sector then forwards request to Auxiliarist's DIRAUX (District's Director of Auxiliary Office)
- DIRAUX communicates a request to Auxiliarist's District Commodore (DCO) and
- DCO forwards request down to the COL requesting the Auxiliarist to report for duty.

The CGRC may request deployments to operate among multiple CGRO assignments including augmenting an RO, at CG Recruiting events within the RO's AOR and or serving as the liaison for an RO at a MEPS location (Military Enlistment Processing Station), or CSPI operation or other recruiting events as directed by the RIC as the following:

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- The **United States Coast Guard Auxiliary and this SOP** addresses the procedure and guidelines for the CGRC to request, process and assign appropriate CGRS personnel at CGRO events.
- The official CGRS's Roster of Auxiliarists who are qualified to report for duty to a CGRO will be maintained, monitored and administered by the CGRS BC- HGP (Branch Chief, Logistics), supervised by the Division Chief, Coast Guard Recruiting Support (DVC-HG).
- The CGRS personnel who are requesting to "report to duty" at a CGRO or recruiting event must annually submit their request for duty {by application} on an annual basis to DVC-HG or the appropriate Branch Chief (BC). At a minimum, this request should state:
 1. They are physically and mentally capable of providing augmentation support within a CGRO, CG recruiting events outside a CGRO and liaison representation at a MEPS location.
 2. There are no physical or medical issues that would jeopardize personal safety and professional behavior:
 3. Confirm of any required certifications to qualify as an Auxiliarist to report for duty at a CGRO, recruiting event, or MEPS.
 4. Auxiliarists who submit their annual request to report for duty at a CGRO, events, or MEPS should not share or submit any confidential information, names, health history, or personal information about any CGRC accession candidates to any individuals.
- Approved CGRS personnel are individually responsible for maintaining their annual CGRS currency (qualifications) and must proactively communicate their status to the DVC-HG as changes and updates occur. Failure to maintain their currency and notify DVC-HG may result in the CGRS member being placed on 'Inactive' status and removed from deployment (reporting for duty) eligibility.
- CGRS personnel must not accept or initiate any "deployment/reporting for duty" assignments if they are not current with their currencies, where failure to maintain their current status might jeopardize the ability of the USCG Auxiliary to continue augmenting the CGRO as committed.

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- Augmented CGRS personnel are required to maintain and report their accumulated hours when reporting for duty. They must maintain a minimum of fifty (50) hours of direct CGRO support annually as required in the CGRS PQS and as recorded in AUXDATA from Form 7030. Exceptional circumstances should be addressed directly to the DVC-HG, CGRS.
- Appropriate BCs and the DVC-HG shall be jointly responsible for validating a deployment applicant prior to official recommendation to National.
- All CGRS BCs and Branch Assistants (BAs) must maintain and submit an official CGRS Roster to the Branch Chief Logistics (BC-HGL) listing all vetted and qualified CGRS personnel who are qualified to report to duty at CGRO and related augmentation events.
- The BC-HGL shall be responsible for updating and maintaining this roster and providing it to the DVC-HG when requested
- Auxiliarists' applications to participate in the CGRS shall be included/attached to the roster.
- Auxiliarists must not initiate contact or solicit and self-deploy to any CGRO or event under any circumstances and must direct their interest/request through the application process as noted on the CG RC website:
<https://www.gocoastguard.com/about-us/find-recruiter>
- CGRS may not deploy an Auxiliarist who is not 'vetted' and officially qualified and approved for any CGRS deployment without the expressed written consent of the CGRS DVC-HG.
- Auxiliarist's uniform and grooming requirements: Since participating Auxiliary members will be working with active-duty Coast Guard personnel and the public, it is essential that they maintain an exemplary appearance, and fully comply with the Auxiliary Manual, Chapter 10, Section A.4 on page 4, and Section C.1 on page 9.
 1. The Recruiter in Charge (RIC) or Alternate Recruiter in Charge (ARIC) shall communicate the uniform requirements to Auxiliarists reporting for duty.
 2. Auxiliarists are authorized to wear their position devices on the appropriate uniform when reporting for duty.

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- The CGRS leadership is committed to serving the U. S. Coast Guard Recruiting Command, where the CGRS leadership team takes great pride in assigning “the best of our CGRS” personnel so we may do what is necessary to match the core values of those we serve.

Report for duty: ensure compliance with all the below pre-requisites before reporting to a RO. For an Auxiliarist to participate in this program, it must be determined that present no risks associated with granting government access to Personally Identifiable Information (PII).

- The E-QIP process is not required if an Auxiliarist has a previously issued, valid, DI or higher-level clearance.
- Electronic Questionnaires for Investigations Processing (E-QIP): it is conducted by the National Backgrounds Investigations Bureau. Required submission by mail to DIRAUX of two sets of fingerprints with a signed Declaration of Federal Employment.
- Common Access Card (CAC)/Auxiliarist Logical Access Credentials (ALAC): to receive an ALAC, an Auxiliarist must have submitted an E-QIP, and it needs to be in approved status. Approved status means that SECCEN has determined that they are no errors in the information submitted, and the investigation can begin. This is a requirement to access MIRS at the local MEPS. MIPS is used to process applicants.
- Defense Enrollment Eligibility Reporting System (DEERS): once the E-QIP is accepted the Auxiliarist will need to enroll in DEERS via phone interview with DIRAUX. After completing this step, a CAC/ALAC may be issued at any RAPIDS location. After receipt of a CAC/ALAC an Auxiliarist will be required to complete the Federal Cyber Awareness Online Course. Once the course is completed, an Automated Information System (AIS) form CG-5500A needs to be signed and scanned to DIRAUX.
- GSA ID Cards: required to access MEPS building. This ID type is only issued at MEPS locations.

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