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United States Coast Guard

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PACAREAINST 1330.1C
JUL 10 2002

PACIFIC AREA INSTRUCTION 1330.1C

Subj: SHORT TERM PERSONNEL SUPPORT FOR OPERATIONAL AND SUPPORT UNITS WITHIN THE PACIFIC AREA

Ref: (a) Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1

1. PURPOSE. This instruction supplements reference (a) to provide specific guidance for support and operational units' short-term personnel requirements. This guidance provides procedures and policies for both Area and District unit support.

2. ACTION. District commanders, Pacific Area (PACAREA) and Maintenance & Logistics Command Pacific (MLCPAC) division chiefs, and Commanding Officers of support and operational units throughout Pacific Area shall ensure that the guidelines set forth in this instruction are adhered to.

3. DIRECTIVES AFFECTED. PACAREAINST 1330.1B is cancelled.

4. DISCUSSION. Due to personnel shortages, support and operational units will, on occasion, require personnel augmentation in order to complete their missions. These short term personnel needs are usually 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 (ADT). Specific guidelines and responsibilities for requesting temporary personnel to meet support and operational unit's needs must be delineated to ensure sufficient support. The operational commander is responsible for determining if a personnel need is critical or non-critical. *The MLC and ISC organizations assist the operational commander in validating mission criticality.* If volunteers are not identified to fill critical personnel needs, MLCPAC (pf) shall recommend support options to operational commanders for PACAREA units, and ISC (pf) staffs shall make recommendations to operational commanders for District units. Volunteers to fill non-critical personnel

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A	2	2	2		2	2		2	2	2			2		2	2										
B		1	1																							
C	2	2		2	2	1	1		1		4	1					1			1	1	1	1	2		
D		1		2									1							2						
E	1	1																	1							
F	NO	NE																								
G			1	1																						
H	NO	NE																								

NON-STANDARD DISTRIBUTION: B:a: (G-SII) (3)
B:b: (Aof) (1)
B:c: (MLCLANT) (1)

needs may be solicited via the appropriate support commands; if volunteers are not identified, the positions will not be filled.

5. DEFINITIONS.

a. Critical Need: A personnel shortfall that, if left unfilled, prevents a unit from completing its primary mission (e.g., no HS for a WHEC or WMEC, not enough OODs to stand watches, all billets for CGC HEALY and other optimally crewed cutters, all billets for Out-of-Hemisphere deployments, etc.). A critical need assessment aid is contained as enclosure (1).

b. Non-Critical Need: A personnel shortfall that allows the unit to execute primary missions with only a minor degradation in capabilities (e.g., a WHEC or WMEC above 80 percent crewing of SN/SAs).

6. FUNDING.

a. Critical Need: Funding for critical need personnel support will be provided by the Area or District on an annual basis.

b. Non-critical Need: The requesting unit will fund any non-critical personnel support.

7. RESPONSIBILITIES.

a. Commanding Officers of support and operational units shall:

(1) Promptly submit any short-term personnel requirements using the format contained in enclosure (2). The volunteer solicitation and coordination process (from the date of submission to the reporting date of requested personnel) normally takes four weeks, so it is crucial that commands examine the status of personnel assigned and submit personnel support requests as early as practicable. Quick response, short term, urgent personnel support requires appropriate documentation.

(2) Identify funding for non-critical need support.

b. ISC (pf) staffs shall:

(1) Coordinate volunteer solicitations in their area of responsibility. Request assistance from MLCPAC (pf) if no local volunteers are found, or if the personnel requirement is of such a nature that local volunteers are unlikely to be found.

(2) If no volunteers are found to fill a District unit's critical need, identify an appropriate personnel resource from any District unit, "operational" or "support". MLCP (v) and MLCP (k) will assist in identifying the source unit for the appropriate naval engineering or medical specialty required.

(3) For ISC (pf) branches: In accordance with reference (a), all units within each ISC (pf) AOR are eligible for consideration in responding to mission-critical Area requirements. This includes District, Area, MLC, and Headquarters units (Training Center PETALUMA, CAMSPAC, COMMSTAs, etc.) residing within the geographical boundaries serviced by each ISC. For ISC Alameda (pf): This includes personnel assigned to the staffs of PACAREA and MLCPAC.

(4) Coordinate funding for all critical needs support of District units, including ADSW-AC funding.

c. MLCPAC (pf) shall:

(1) Determine if the personnel support requested by Area units is critical or non-critical, based on definitions provided in paragraph 5a and enclosure (1). Request concurrence from the operational commander.

(2) If no volunteers are found to fill an Area unit's critical need, identify an appropriate personnel resource. Due to the specialized training and familiarization required for many of CGC HEALY's billets, requests for personnel support aboard CGC HEALY may be treated differently, depending on the billet required. Specifically, volunteers will not be solicited for certain billets. Personnel support requests that require specific training and equipment familiarization will automatically be determined select and direct, and will be filled per the guidance provided in enclosure (5).

(3) Ensure that select and direct tasking is, to the maximum extent possible, spread equitably throughout their area of responsibility. Factors considered in determining which unit/district will be recommended for select and direct tasking include, but are not limited to:

a. Units with more billets in a given rating shall be considered before units with fewer billets.

b. Units that are at or over authorized strength shall be considered before units that are under strength.

c. Once the list of potential sources is narrowed down, the number of days those units have previously provided for support is used in making a final determination.

d. MLCP (v) and MLCP (k) will assist MLCP (pf) in identifying the source unit for the appropriate naval engineering or medical specialty required.

e. NESU Seattle and ESU Seattle are the primary units to provide TAD support for specific CGC HEALY billets, as detailed in enclosure (5). Because of this encumbrance placed on NESU Seattle and ESU Seattle, caution should be exercised in selecting and directing members from these two units to provide TAD support to other commands.

f. Other factors unique to each select and direct situation.

(4) Coordinate Area or Coast Guard-wide volunteer solicitations when a local volunteer cannot be or is unlikely to be identified.

(5) Coordinate funding for all critical need support of PACAREA units, including ADSW-AC funding

(6) Publish a report at the end of each fiscal year summarizing short term personnel support provided by Coast Guard units within the Pacific Area, including both personnel and cost information.

d. Select and Direct providing units:

(1) Based on the factors in Paragraph 7.c.(3) above, "select and direct" decisions and directive messages are normally final. However, a unit "selected and directed" to provide a personnel resource to an Area unit requiring a critical need fill may submit a message to PACAREA (o) documenting the consequences of such actions affecting local unit mission readiness that must be borne by that providing unit.

8. USE OF RESERVISTS.

a. To utilize a reservist in support of an operational command, the order issuing authority must have ADSW-AC funding, or ADT days, as applicable.

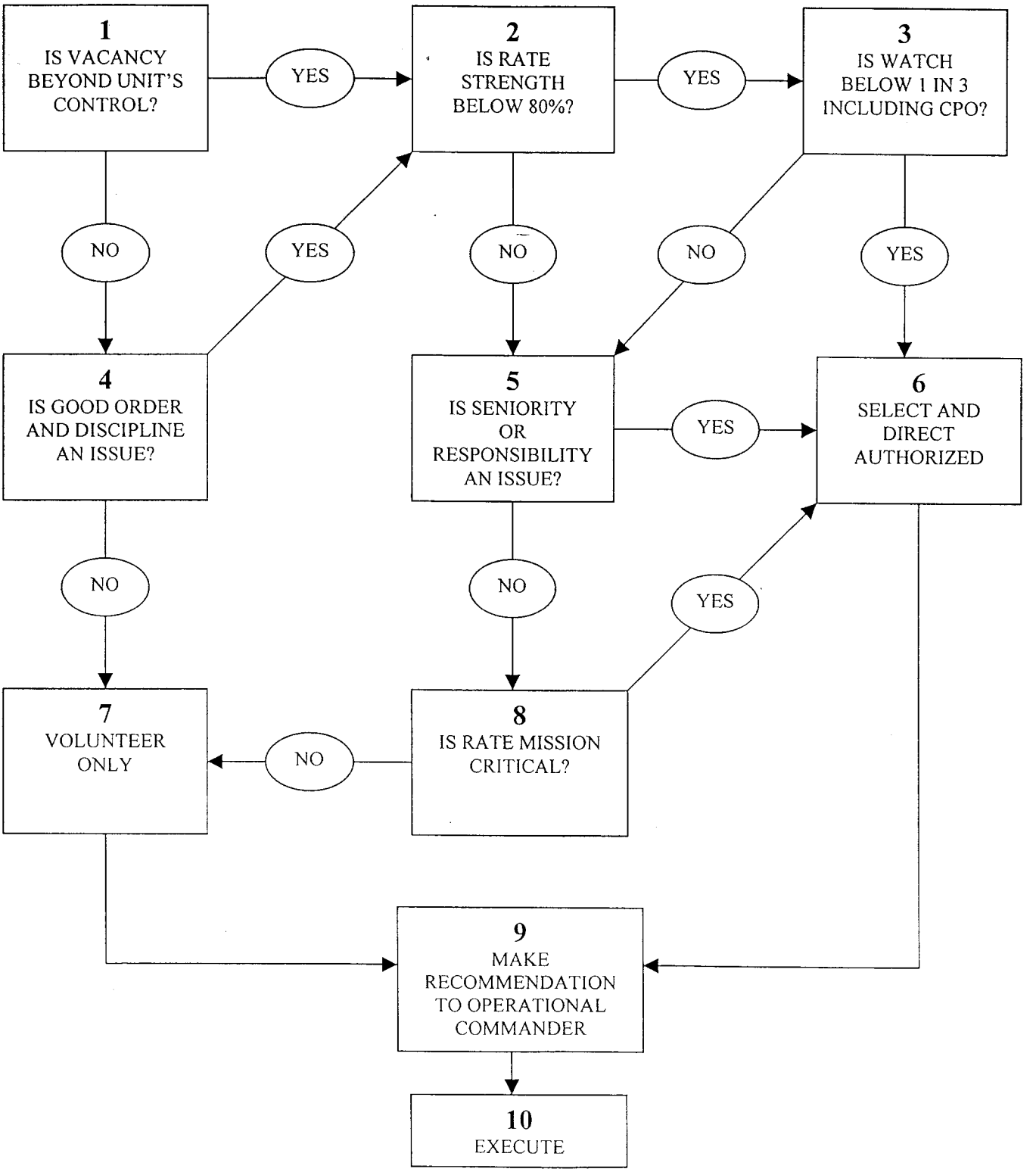
c. MLCPAC may provide authority to use ADSW-AC to fill critical need requirements for PACAREA operational units depending on funding availability. Similarly, ISC (pf) staffs may provide authority to use ADSW-AC to fill critical need requirements for District operational units. Depending on funding availability, ADSW-AC may be requested and authorized to provide a reservist to backfill at an active duty command that has been selected and directed to provide an active duty member to fill a critical need.

9. AMPLIFYING INFORMATION. Enclosure (3) lists Plain Language Addresses (PLADs) and phone numbers for MLCPAC and ISC (pf) branches. Enclosure (4) provides flowcharts that describe the short term, temporary personnel support process. Units are encouraged to contact their local ISC (pf) staff or MLCPAC for further guidance if needed.

T. S. SULLIVAN
Captain, U. S. Coast Guard
Pacific Area Chief of Staff

Encl: (1) Critical Need Decision Aid
(2) Request for Short Term Personnel Support
(3) Listing of MLCPAC and ISC (pf) Staffs
(4) Process Flowcharts
(5) CGC HEALY Personnel Backfill Plan

CRITICAL NEED DECISION AID



CRITICAL NEED DECISION AND 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 on board the unit below 80%?

BLOCK 3. If the request is for a watchstander(s), is the underway watch rotation less than three sections, including the Chief Petty Officer or Leading Petty Officer?

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?)

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 program manager that the request should only be filled if a member volunteers.

BLOCK 8. The operational commander's determination as to whether or not the rating is mission critical (e.g., FTs for a WHEC Middle East deployment).

BLOCK 9. The MLC or ISC recommendation to the operational commander regarding whether or not the billet meets "critical need" criteria thereby warranting select and direct orders.

BLOCK 10. The stage where the operational commander's determination is executed.

REQUEST FOR SHORT TERM PERSONNEL SUPPORT

(For Area Units)
R _____Z ___ 99
FM _____
TO COGARD INTSUPRTCOM _____//PF// (applicable ISC(pf))
COMCOGARD MLC PAC ALAMEDA CA//PF//
INFO COMPACAREA COGARD ALAMEDA CA//POF/PT// (OPCON/facility manager)

(For District Units)
R _____Z ___ 99
FM _____
TO COGARD INTSUPRTCOM _____//PF// (applicable ISC(pf))
INFO COMCOGARD MLC PAC ALAMEDA CA//PF//
CCGD_____//____// (OPCON/facility manager)

(For CGC HEALY)
R _____Z ___ 99
FM USCGC HEALY
TO COGARD INTSUPRTCOM SEATTLE WA//PF//
COMCOGARD MLC PAC ALAMEDA CA//PF//
INFO COMPACAREA COGARD ALAMEDA CA//POF// (OPCON/facility manager)
COGARD NESU SEATTLE WA
COGARD ESU SEATTLE WA

BT
UNCLAS //N01330//
SUBJ: REQUEST FOR TAD SUPPORT
1. REQ FOL SUPPORT
A. (1) (Preferred rank, or rate/rating)
(2) (Period and location of augmentation)
(3) (Any special requirements) [include enlisted qualification codes per COMDTINST M1440.9 (series), Enlisted Codes Manual]
(4) (Unit's total allowance for requested rating vs. total assigned; list total for all grades combined)
(5) (Reason for billet vacancies; plus reason for unavailability of assigned members; 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).
B. (Same as subparagraph A if requesting additional support).
2. (Unit POC and phone number).
BT
NNNN

See next page for an example of a request from an area unit.

REQUEST FOR SHORT TERM PERSONNEL SUPPORT (cont.)

EXAMPLE:

R102245Z APR 98
FM USCGC MELLON
TO INTSUPRTCOM SEATTLE WA//PF//
COMCOGARD MLC PAC ALAMEDA CA//PF//
INFO COMPACAREA COGARD ALAMEDA CA//POF//
BT
UNCLAS //N01330//
SUBJ: REQUEST FOR TAD SUPPORT
1. REQ FOL SUPPORT
A. (1) QMC/1
(2) TO RPT NLT 0800, 22MAY98 AT HOME PORT OF SEATTLE, WA AND DPT OOA 10JUL98 AT HOME PORT.
(3) WHEC EXP DESIRED BUT NOT REQUIRED.
(4) TOTAL QM'S AUTH: 06. ASSIGNED: 05.
(5) QM3 DISCHARGED IN MARCH; PCS REPLACEMENT NOT EXPECTED TO GRAD FM "A" SCHOOL UNTIL 26JUN98. ASSIGNED QMC WILL NOT SAIL DUE TO NFFD STATUS AND IS NOT PREDICTED TO BE DECLARED FFD UNTIL OOA 01JUL98.
(6) SAILING WITH ONLY 4 OUT OF 6 AUTH QM'S; 3 OF THE 4 ARE JUNIOR PERSONNEL. LACK OF AN ADDITIONAL SENIOR QM WILL SERIOUSLY IMPAIR ABILITY TO SAFELY PERFORM MISSION.
(7) FEMALE BERTHING AVAIL.
(8) PATROL WILL INCLUDE PORT CALL DURING PORTLAND OR ROSE FESTIVAL AND MPB IN KODIAK AK.
2. POC: CDR SMITH OR YNC JONES, (206) 217-6290.
BT
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LISTING OF MLC PAC AND ISC (pf) STAFFS

(As of Date of Instruction)

MLC PAC:

PLAD - COMCOGARD MLC PAC ALAMEDA CA//PF//
Phone - (510) 437-3243/3257

D11 AOR:

PLAD - COGARD INTSUPRTCOM ALAMEDA CA//PF//
Phone - (510) 437-5600/2779

D13 AOR:

PLAD - COGARD INTSUPRTCOM SEATTLE WA//PF//
Phone - (206) 217-6326/6323

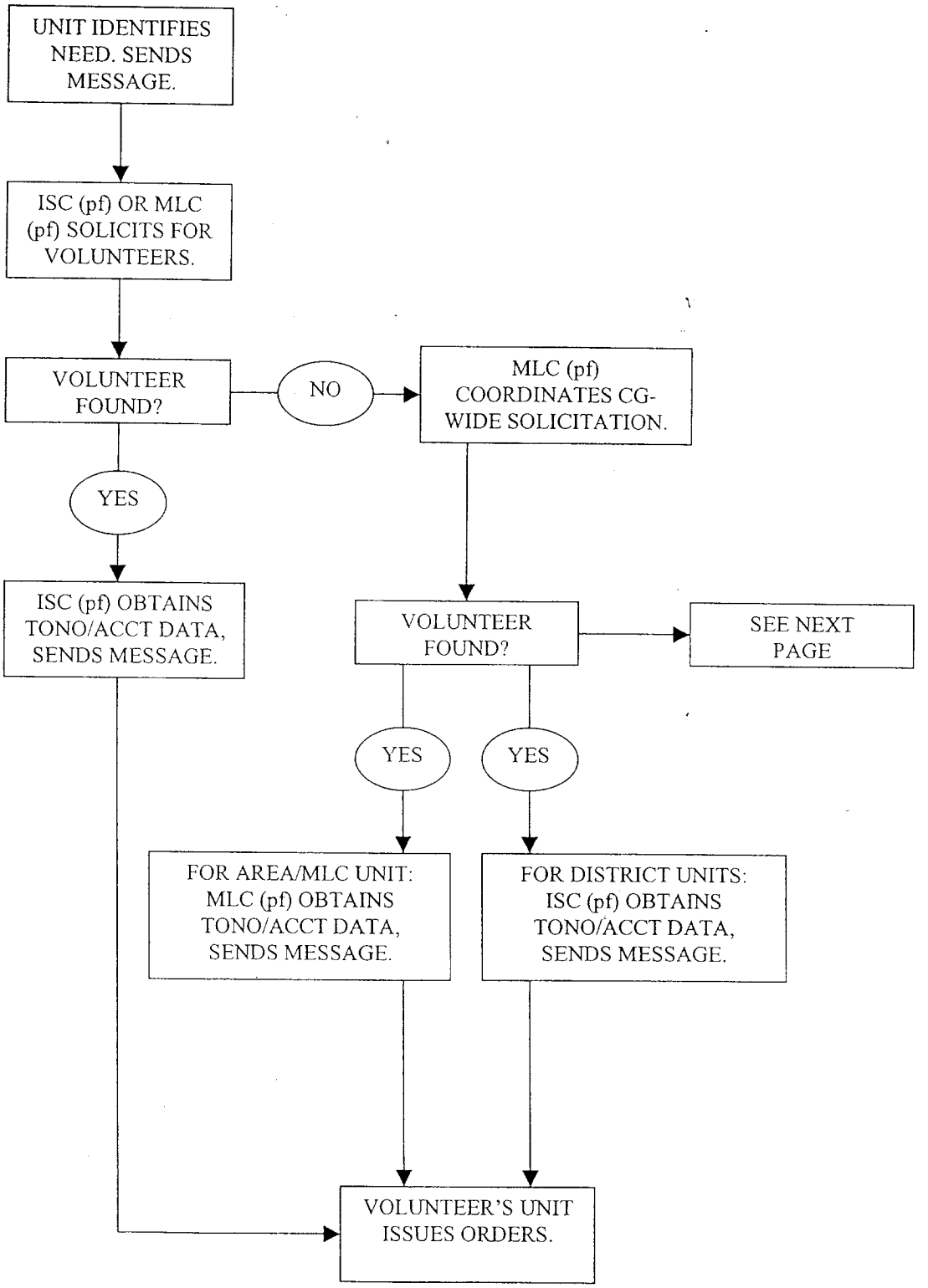
D14 AOR:

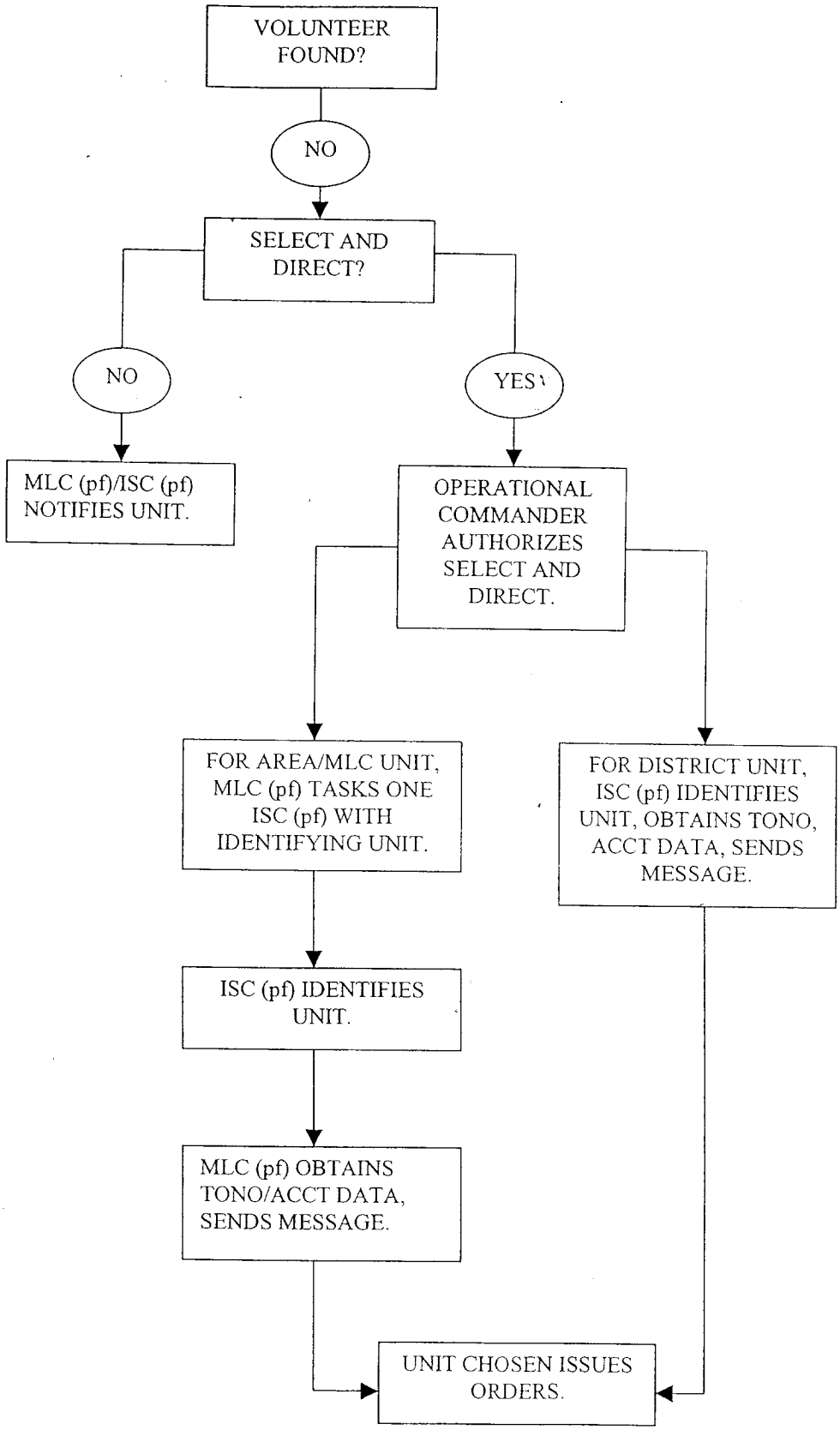
PLAD - COGARD INTSUPRTCOM HONOLULU HI//PF//
Phone - (808) 541-1507/1509

D17 AOR:

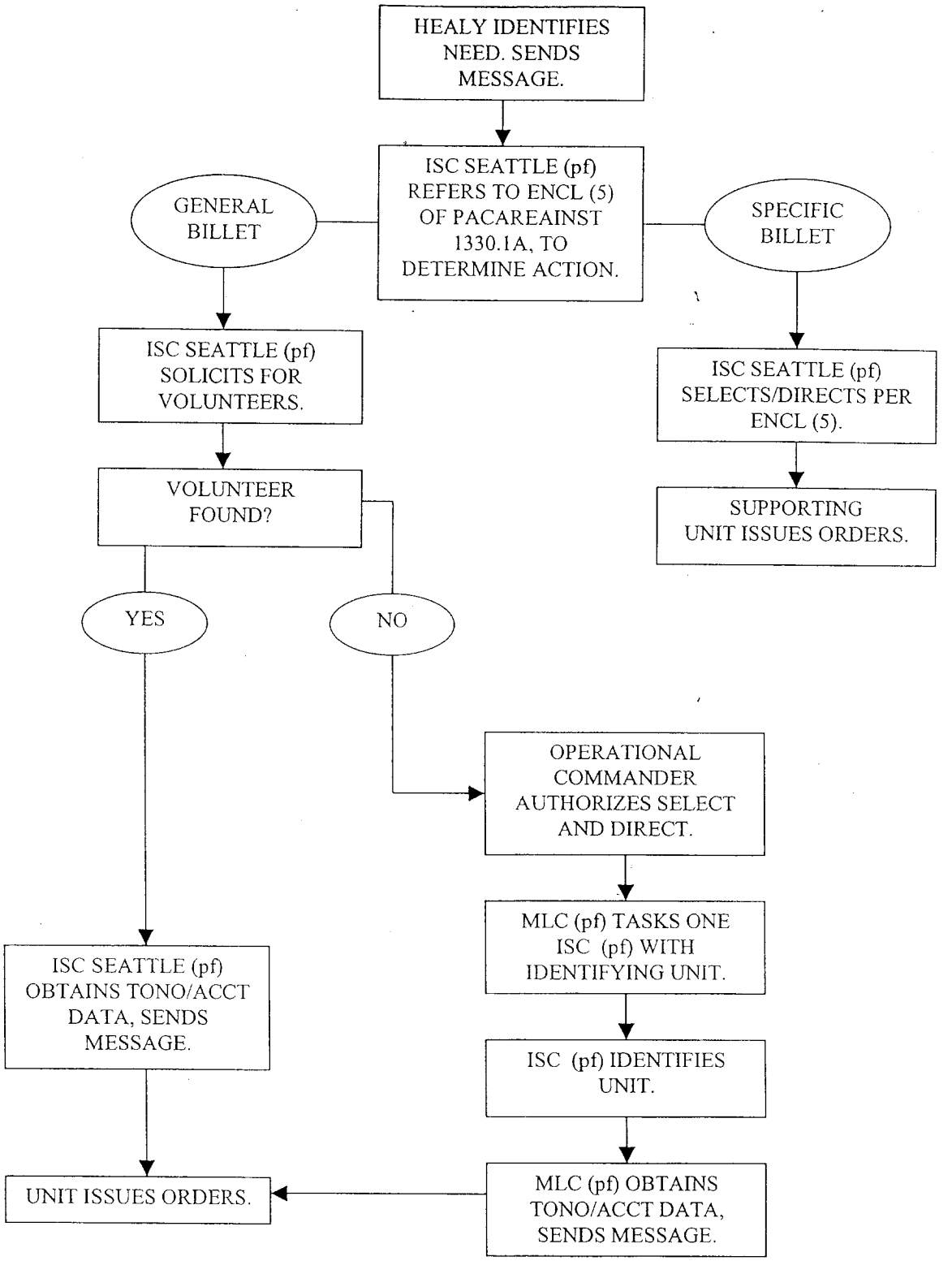
PLAD - COGARD INTSUPRTCOM KETCHIKAN AK//PF//
Phone - (907) 463-2105/2103

GENERAL PROCESS FLOWCHART




VOLUNTEER FOUND?
NO
SELECT AND DIRECT?
NO
YES
MLC (pf)/ISC (pf) NOTIFIES UNIT.
OPERATIONAL COMMANDER AUTHORIZES SELECT AND DIRECT.
FOR AREA/MLC UNIT, MLC (pf) TASKS ONE ISC (pf) WITH IDENTIFYING UNIT.
FOR DISTRICT UNIT, ISC (pf) IDENTIFIES UNIT, OBTAINS TONO, ACCT DATA, SENDS MESSAGE.
ISC (pf) IDENTIFIES UNIT.
MLC (pf) OBTAINS TONO/ACCT DATA, SENDS MESSAGE.
UNIT CHOSEN ISSUES ORDERS.

HEALY PROCESS FLOWCHART



USCGC HEALY (WAGB 20)
PERSONNEL BACKFILL PLAN

For Underway Billet Vacancies

Billet	Assignment	Backfill Source	Required Qualifications/Experience
CAPT	CO	MLCPAC action	As required by PACAREA
CDR	XO	MLCPAC action	Polar IB experience; possible internal fleet-up
LCDR	EO	MLCPAC action	Polar IB experience; possible internal fleet-up
LCDR	Ops	MLCPAC action	Polar IB experience; possible internal fleet-up
LT	AEO/EOW	MLCPAC action	Polar IB experience; possible internal fleet-up
LTJG	Sci/Dive/OOD	MLCPAC action	Polar IB dive quals & experience; cutter u/w OOD
ENS	EOIT/EOW	MLCPAC action	Polar IB experience
BOSN4	1st Lt/OOD	MLCPAC action	Polar IB experience
F&S4	SuppO	MLCPAC action	Polar IB experience; imprest fund cashier; CMPlus & LUFS experience
ENG4	MPA/EOW	NESU Seattle ENG4	
BMC	Deck/OOD	MLCPAC action	BMC: Polar IB experience; cutter u/w OOD; LSO desirable
BM1	Deck	MLCPAC action	BM1-BM3: Polar IB experience; RHI/LCVP cox'n; crane/weight handling experience
BM2	Deck	MLCPAC action	
BM2	Deck	MLCPAC action	
BM3	Deck	MLCPAC action	
QMCM	Nav/OOD	MLCPAC action	QMCM: Polar IB experience; cutter u/w OOD; ECDIS experience desirable
QM2	Nav	MLCPAC action	QM2: Polar IB experience; cutter u/w QMOW; ECDIS & GMDSS experience desirable
QM2	Nav	MLCPAC action	
TCC	Comms	MLCPAC action	Polar IB u/w comms qualified; EKMS user or Custodian experience
MSTC	Mar Sci	MLCPAC action	MSTC: Polar IB experience
MST1	Mar Sci	ESU Seattle MST1	MST1-MST2: If backfill from ESU not feasible, Polar IB experience required
MST2	Mar Sci	ESU Seattle MST1	
MST2	Mar Sci	ESU Seattle MST1	
YNC	Admin/Pers	MLCPAC action	Cutter independent duty qualification & experience
HSCS	Medical	MLCPAC action	Cutter independent duty qualification & experience
SK1	Supply	NESU Seattle	SKC*, SK2 (2 billets); ISC Seattle SK1*
FSCS	FSO	MLCPAC action	FSCS: Polar IB experience as FS1 or above; FSO experience
FS1	Food Svc	MLCPAC action	FS1: Afloat FS experience
FS1	Food Svc	MLCPAC action	FS2-FS3: FS experience
FS2	Food Svc	MLCPAC action	
FS2	Food Svc	MLCPAC action	
FS3	Food Svc	MLCPAC action	

MKCS	Aux/EOW	NESU Seattle MKCM*, MKC (2 billets)	
MKC	Main Prop/EOW	NESU Seattle MKCM*, MKC (2 billets)	
MK1	Aux Div	NESU Seattle MK1 (2 billets)	
MK1	Main Prop	NESU Seattle MK1 (2 billets)	
MK1	Fuel Grp	NESU Seattle MK1 (2 billets)	
MK2	Aux Div	NESU Seattle MK2 (2 billets)	
MK2	Aux Div	NESU Seattle MK2 (2 billets)	
MK2	Main Prop	NESU Seattle MK2 (2 billets)	
MK3	Aux Div	NESU Seattle MK3 (2 billets)	
MK3	Main Prop	NESU Seattle MK3 (2 billets)	
EMCM	Prop Grp/EOW	NESU Seattle EMCM*, EMC	
EM1	Prop Grp	NESU Seattle EM1 (2 billets)	
EM1	Systems Grp	NESU Seattle EM1 (2 billets)	
EM2	Prop Grp	NESU Seattle EM2 (2 billets)	
EM2	Systems Grp	NESU Seattle EM2 (2 billets)	
TT1	Sys Grp/Sys Mgr	ESU Seattle TT1/WSIII System manager training/experience	
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	All non-rate billets: For absences more than 30 days, first available recruit training assignment as backfill
FN	Main Prop	MLCPAC action	
FN	Fuel Grp	MLCPAC action	
FA	Aux Div	MLCPAC action	
SN	Deck	MLCPAC action	
SN	Deck	MLCPAC action	
SN	Deck	MLCPAC action	
SN	Deck	MLCPAC action	
SA	Deck	MLCPAC action	
SA	Deck	MLCPAC action	
SA	Deck	MLCPAC action	

* NESU Seattle SKC, MKCM, EMCM and ETCM billets, & ISC Seattle SK1 billet planned but not yet established.