

**DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY**

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

DPM LETTER: 300-24

DATE: March 16, 1998

SUBJECT: United States Coast Guard Personnel Assigned to
Positions Throughout the Department of Transportation

This Letter supersedes DPM Chapter 300, Subchapter 14.

INTRODUCTION

This Letter sets forth the policy and procedures for the assignment of United States Coast Guard (USCG) military personnel on active duty to positions elsewhere in DOT to complement the Department's civilian personnel resources. The provisions of this Letter apply to all components within the Department.

POLICY

The Commandant, USCG, upon request of the Head of an organization (the Administrator of an Operating Administration; the Assistant Secretary for Administration acting for OST; or the Inspector General), may assign USCG military personnel on active duty to fill positions in those other components of the Department. The assignment of such personnel should normally be limited to positions where a requirement exists for specific expertise available in the USCG, where maritime industry knowledge or liaison is essential, where military status would be especially suitable, or where the team concept of the Department would be fostered by such assignment.

CONDITIONS

The assignment of a USCG military member will be for the performance of stipulated duties, normally for a period of 2 years, subject to recall or extension as mutually agreed upon by the organization concerned and the Commandant.

A USCG military member assigned to an organization will not be subject to direction or control by the USCG or any officer thereof either directly or indirectly with respect to the responsibilities exercised in the position to which assigned. He/she will, however, remain subject to the Uniform Code of Military Justice and to USCG policies and directives which do not affect the responsibilities exercised. Such a member will be subject to all appropriate regulations and directives which affect the organization to which assigned.

Funding for USCG military personnel assigned to an organization shall be the responsibility of the organization obtaining the services of such personnel.

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PROCEDURES

All activity pertaining to the assignment of military personnel to other DOT components is the responsibility of the affected organization and the USCG, as described below:

a. Requests and Designations

- (1) By memorandum, the Head of an organization may request the Commandant to assign a USCG military member on active duty to fill a position in his/her organization. He/she should specify the location of the position in the organization, the duties to be performed, desired approximate reporting date, and the level of any required clearance for access to classified information. A Billet Description Information form, USCG-5179, should accompany each request.
- (2) Upon receipt of a request, the Commandant will, subject to the availability of suitable USCG personnel, designate a member of an appropriate grade and qualifications. Prior to actual assignment, the Commandant will furnish to the Head of the organization the name, grade, and a summary of the qualifications of the person nominated for the assignment. When a security clearance is required, the Commandant shall confirm the date, level, and basis of any clearance issued.

b. Acceptance and Assignment

- (1) The Head of the organization will advise the Commandant whether the person designated for assignment has been accepted. If the person designated is not accepted, the Commandant will be advised as quickly as possible.
- (2) Personnel accepted will be assigned to duty in the designated position as closely as possible to the date specified in the request.
- (3) The normal tour of duty for USCG personnel on active duty will be 2 years. Requests for extension of a tour of duty will be considered under unusual circumstances, but because of the effect upon career development of the individual concerned, extensions granted will be for not more than 1 year.
- (4) A person assigned to an organization may be recalled prior to the end of his/her normal tour upon the request of the Head of the organization.
- (5) The Commandant may, in unusual circumstances, recall on an individual basis any member assigned to an organization. In such event, he will designate, subject to a request therefore and acceptance in accordance with these procedures, a replacement to report to the organization as close to the recall date as possible.

c. Performance of Duties

- (1) A USCG member assigned to an organization will submit fitness (performance evaluation) reports to his/her immediate supervisor for preparation in accordance with appropriate USCG instructions. The report will be prepared by the immediate supervisor and signed by the Office Chief or Director as reporting officer. It will then be reviewed by the next higher level official and then transmitted to USCG Headquarters. When the reporting official is a Departmental Officer or Administrator, no review will be required. A civilian supervisor preparing a report, or a civilian official signing a report, should consult a senior USCG officer designated by the Head of the organization for advice concerning fitness reporting procedures and marking standards. Special reporting instructions will be provided if an enlisted person is assigned to an organization.
- (2) The position or duties of a member assigned to an organization may be changed when approved by the Commandant provided the qualifications of the member are generally consistent with the new description of duties.
- (3) A USCG member assigned to an organization shall submit requests for leave to the appropriate leave granting authority specified by the organization concerned. Upon return of the member from authorized leave, the leave authorization, endorsed to show time and date of departure and time and date of return, shall be transmitted to USCG Headquarters for leave accounting purposes. Requests for leave in excess of 30 days may not be authorized unless approved by the Commandant.

d. Pay, Reimbursement, and Administrative Support

- (1) The USCG will pay personnel whom it assigns to an organization all normal active duty pay, including hazardous duty pay where applicable, and allowances.
- (2) The organization will reimburse the USCG for all payments made in accordance with the preceding paragraph. This obligation will begin and terminate on the dates of detachment of the person concerned.
- (3) The organization will reimburse the USCG for expenditures incident to the assignment of USCG members to the organization and the USCG will bear the costs incident to the termination of that assignment without reimbursement.
- (4) The organization will pay all travel costs for the USCG member during the performance of duties. Temporary additional duty travel orders may be issued by the organization as required. Military personnel travel is governed by Volume I of the Joint Travel Regulations. All travel and transportation allowances must be paid only in accordance with those regulations.
- (5) The organization will reimburse the USCG for all its expenditures incident to changes to the duty stations of assigned members when such changes are made at the request of the organization.
- (6) Travel costs for which reimbursement will be made are those costs authorized in accordance with the Joint Travel Regulations.
- (7) USCG members assigned to the organization will be attached to USCG Headquarters for administrative and accounting purposes. Pay, health, and service records shall be maintained at USCG Headquarters.
- (8) Hospitalization orders and sick leave authorization, when required, will be issued by the Chief, Administrative Services Division, USCG Headquarters. Travel costs incident to hospitalization will be borne by the USCG.



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