

United States Coast Guard Selected Reserve Direct Commission (SRDC)



Accession Handbook

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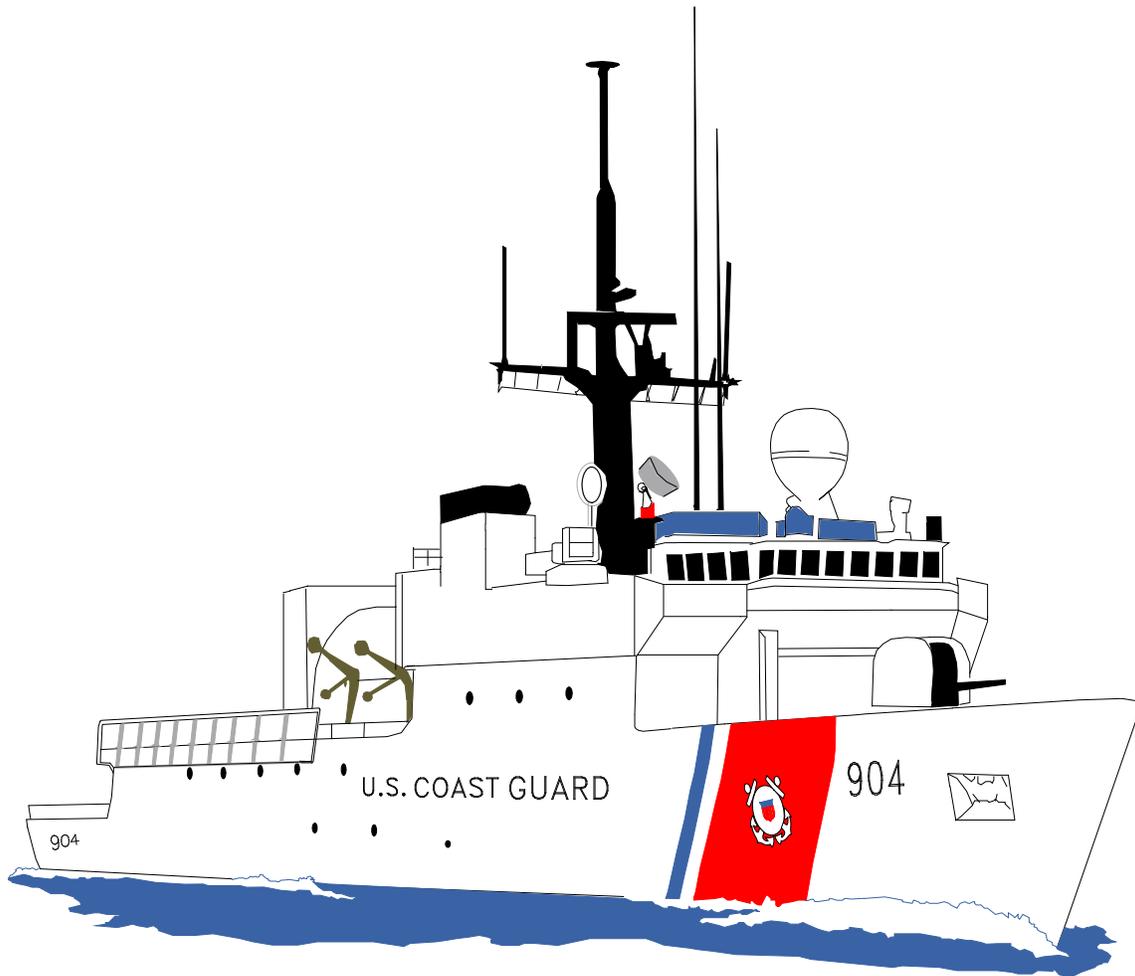
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Introduction/Purpose

Congratulations on your selection as a candidate for commissioning into the U. S. Coast Guard!



The purpose of this handbook is to explain the importance of required accession documents and the time frame for submissions. It is your responsibility to make sure that all required information is completed in a timely matter to make this transition. All applicants must complete everything that is required to remain eligible.

Approved Physical

- Make sure that your recruiter has sent your physical up for approval by Coast Guard Recruiting Command (CGRC) with all additional documents.
- Regular commission physicals are valid for two years from the examination date. Flight physicals are valid for one year from the examination date.
- Additional documents and waivers require additional time for approval. Make sure your recruiter receives the additional documents immediately. All physicals must be approved by CGRC.
- Any physical that will expire prior to going to the Reserve Officer Candidate Indoctrination (ROCI) course, will require you to make arrangement to be administered a new physical immediately. Expired physicals will not be accepted.



Background Investigation

- All applicants must be eligible for a security clearance prior to entering the Coast Guard or Coast Guard Reserves. Deadlines for eligibility are significant for you to have a successful commissioning. There are two possible ways of becoming eligible for your security clearance. Your recruiter will assist you in the process.
 1. Reciprocity - this is the simplest and swiftest way to become eligible. To qualify you must already have a background investigation with a military service or a federal agency. The recruiter will submit your reciprocity form (CG-5588) for approval. The recruiter will have a response back on the approval within 48 hours. If for some reason you are not eligible, the recruiter will need to initiate your e-QIP.
 2. e-QIP - the second method of becoming eligible for your security clearance. You will need to complete an electronic copy of your investigation. Your recruiter will initiate and assist you with the process. The e-QIP must be filled out properly or it will be returned incomplete by the agency that reviews the investigation. This process can take months, so make sure you do not postpone this procedure.

NCIC/Credit Check

- National Crime Information Center (NCIC) and a Credit Check will be completed on you within 180 days of your commissioning. Any negative findings may require additional documentation and may make you ineligible for a commission.
- Your recruiter will be responsible for sending up a DD-369 (NCIC) and a DHS Form 11000-9 (Credit) to CGRC that has an expiration date less than a year old.



Prior Service Conditional Release

- If you are coming from another service or a different component of the Coast Guard, you will need a conditional release (DD-368). This form allows a service member to transfer from one service/component to another.
- This form requires the service member to receive approval from the proper approving official. Your recruiter can locate this information in the CGRC Standard Operating Procedures (SOP) Manual (CGRCINST M1100.1).
- Conditional releases are only valid for a certain time-period. The time-period is normally only 90 days but can be longer in some cases. Your conditional release must be valid up to or past the day that you will be commissioned. Make sure that you know the expiration date and you promptly have it updated if the conditional release is going to expire before your commissioning date. This process can be lengthy and could take up to 60 days for approval for some services.

Weight Standards

- Compliance with weight standards is crucial for all applicants to receive a commission and have a successful career in the USCG or CG Reserve. Please review the weight chart in [Appendix \(2\)](#) and determine your maximum allowable weight (MAW).
- The Recruiter-in-Charge will weigh in the **Non-CG selectees** within 30 days of the enlistment and provide a weigh-in sheet ([Appendix \(3\)](#)) to the SPO. Members must meet weight standards to access. **If an applicant is overweight, please notify Mr. James Bryan immediately.** If you are not in compliance (with MAW or body fat measurements) or you do not get weighed, you will not receive an enlistment. The PDS Admin must weigh in **current CG members** before orders are requested.
- Final Weigh-In: **Non-CG selectees** must be weighed by the RO in accordance with CG policy regarding training 30 days prior to going to ROCI (no less than 15 days prior to ROCI) ([Appendix \(4\)](#)). If the applicant is overweight, please notify Mr. James Bryan immediately. Current PDS SPO/ADMIN are responsible for ensuring weight standards are met for **current CG members**. If a member reports to ROCI not in compliance with CG weight standards, he/she will be disenrolled, returned to their PDS and will NOT receive a commission.
- You will be weighed-in **again** when you report to ROCI. If you are not compliant, you will be disenrolled from the class.
- Any applicant determined to not be compliance with weight standards or who does not weigh-in will not be enlisted or attend their respective school/course. All completed weigh-in worksheets for ROCI will be emailed directly to James.S.Bryan@uscg.mil by the Recruiter-In-Charge.

Post Selection Process for ROCI Candidates

- The assignment officers will work directly with all SRDC selectees prior to enlistment. CGRC will notify Recruiters of their applicant's assignments. Recruiters must make contact with the member and get acceptance of orders. Recruiter must notify CGRC of response.
- Recruiters will make contact with the applicant's responsible SPO. **AFTER** you have made contact, please send the exact name of the POC to YN1 Jeanni Lewis. Recruiters will communicate and provide the SPO with all required accession documents and completed original DD-4 for all Non-Coast Guard members.
- SPO/ADMIN will generate ADT-AT orders for ROCI applicants. The SPO/ADMIN may have forms the member must complete in order to generate orders. SPO/ADMIN should communicate with the member regarding these forms.
- Recruiters will assist new accession applicants with travel arrangements and CAC cards. If there are issues with DEERS, please notify SPO/ADMIN ASAP. Current CG members will work with their PDS SPO/ADMIN for assistance with travel arrangement or CAC issues.
- Finally, the entire SRDC/ROCI process from start to finish can be found in [Appendix \(1\)](#).
- Congratulations and welcome to the United States Coast Guard!

Check Sheet

1. ___ Physical completed and approved (All Applicants)
2. ___ Waivers Approved (All Applicants)
3. ___ Reciprocity or EQIP completed (Prior Service and Civilians)
4. ___ NCIC and Credit Checks are favorable (Prior Service and Civilians)
5. ___ Conditional Release (Prior Service and Coast Guard Active Duty)
6. ___ Make contact with responsible SPO/ADMIN (All Applicants)
7. ___ Enlistment Weigh-In completed (All Applicants)
8. ___ Coordinate with SPO and complete enlistment for Non-Coast Guard members (All Applicants)
9. ___ ROCI Weigh-In completed (All Applicants)
10. ___ Recruiters assist with travel and CAC cards (Prior Service and Civilians)

Note: The first eight items must be completed and approved in order for the applicants to receive their Enlistment.

SRDC/ROCI PROCESS

After panel has convened and SRDC's are selected, Recruiters need to ensure all accession items have been completed (NCIC/ CREDIT CHECK/ EQIP/ PHYSICAL). This should be done as soon as notifications have been made

The below guide is a GENERAL OUTLINE. Unfortunately, there is no timeline because it is driven by RPM Assignments Officer slates. SPO & Admin offices may also have their own set processing timelines, which CGRC has no control over. *This guide does NOT dictate policy. Current Pay and Personnel Policies, and PPC guides take precedence over this SRDC/ROCI Process Guide.*

Note: If any qualification factors with the ROCI changes at any point during this process, you must notify Mr. James Bryan immediately.

(ROCI) #1- ASSIGNMENT OFFICER OPEN ENGAGEMENT OPPORTUNITY

- Note: During this period, Assignment Officers will have open engagement opportunities for selectees.

(CGRC/RECRUITER/ROCI) #2- ASSIGNMENTS

- Assignments are sent to CGRC. CGRC will notify Recruiter of the assignment. Recruiter must make contact with the member and get acceptance of orders. Recruiter must notify CGRC of response.
- If applicant does not accept assignment, the process is over and an alternate will be selected.
- If applicant accepts assignment, then process continues.

(RECRUITER/ROCI) #3- ESTABLISHES SPO AND ADMIN POC

- New Accessions (current civilians):**
 - Recruiter will make contact with the responsible SPO from the **NEW/INCOMING UNIT** for ALL new accessions.
 - Recruiter is required to reach out to the responsible SPO to establish the POC that will handle the accession. You should inform them of the incoming ROCI and the unit they will be assigned to.
 - Please provide the SPO and Admin with a copy of this SRDC/ROCI Process
 - **AFTER** you have made contact, please send the exact name to YN1 Jeanni Lewis.
- Current CG members** will work with their **CURRENT SPO and Admin**. As a courtesy, RO should send the name of SPO and Admin POC to YN1 Jeanni Lewis. Please provide the Current CG member with a copy of this SRDC/ROCI process.

(SPO/RECRUITER/ROCI) #4- ACCESSIONS

- All selectees will receive an email from Coast Guard Academy with required documentation that must be completed and sent back as soon as possible. These forms are in addition to any forms the SPO may require.
- New Accessions:**
 - Recruiter will weigh in the member and provide a weight sheet to the SPO. Member must meet weight standards to access. **If applicant is overweight, please notify Mr. James Bryan immediately.**
 - Recruiter will do contract for new accession
(Time: 4 years/ Branch of Service: Coast Guard Reserve/ Pay Grade: SAOC-E2)
 - *If the new accession is a Coast Guard member that has been out for less than 5 years, they will be brought in at their previous pay grade.*
 - Recruiter will also provide SPO with all required accession documents and original DD-4
 - SPO will process new accession hiring member into the IRR / Category J / 145079 (CGPSC/IRR)
 - **SPO must submit a reserve member status change to SELRES/AD upon first day of AD (which is the start of ADT-AT orders)**
- Current CG members:** will attend ROCI at current pay grade.
 - All CG members with contracts that expire before ROCI graduation must be extended until their commissioning/graduation date.
 - Member must be weighed in IAW CG Policy regarding training (no more than 30 days before school, and no less than 15 days prior to school.) **If applicant is overweight, please notify Mr. James Bryan immediately.** Current PDS SPO/ADMIN is responsible for ensuring weight standards are met. **If member reports to ROCI out of CG weight standards, they will be disenrolled, returned to PDS and will NOT receive a commission.**

☐ New Accessions:

- SPO/ADMIN will generate ADT-AT orders for ROCI. The SPO/ADMIN *may* have forms they need the member to complete in order to generate the orders. SPO/ADMIN should communicate with the member regarding that.
- **IMPORTANT:** Unlike other ADT-AT Reserve orders, FUNDING FOR ROCI COMES FROM CG-1312. **Please route orders to CG-1312 (007989) for approval and funding.**
- Use OCS Dept ID (004750) as dept benefiting
- Ensure Correct BAH code is reflected (if members have dependents the code should reflect that)
- Members will be authorized one travel day. Hotel is authorized and expense will be reimbursed on their travel claim
- Orders should authorize Essential Unit Messing while at ROCI
- Once approved by “Approval Authority” SPO/ADMIN will finalize orders and send to member and Recruiter
- All amendments to ADT-AT orders must be obtained from the responsible SPO/ADMIN POC. CGRC does not handle any pay or travel documents related to ROCI’s.
- Ensure the members orders are appropriately executed when they depart for ROCI

☐ Current CG members: :

- Member will generate ADT-AT orders and route thru their proper approval chain
- **IMPORTANT:** Unlike other ADT-AT Reserve orders, FUNDING FOR ROCI COMES FROM CG-1312. **Please route orders to CG-1312 (007989) for approval and funding.**
- Use OCS Dept ID (004750) as dept benefiting
- Ensure Correct BAH code is reflected (if members have dependents the code should reflect that)
- Members will be authorized one travel day. Hotel is authorized and expense will be reimbursed on their travel claim
- Orders should authorize Essential Unit Messing while at ROCI
- Once approved by “Approval Authority”, SPO/ADMIN will finalize orders and send to member
- All amendments to ADT-AT orders must be obtained from the responsible SPO/ADMIN POC. CGRC does not handle any pay or travel documents related to ROCI’s.
- Ensure the members orders are appropriately executed when they depart for ROCI

(RECRUITER / SPO/ADMIN) #6- TRAVEL & CAC CARDS

☐ New accession:

- **Travel:** Recruiter should assist ROCI with making travel arrangements thru SATO. All amendments to ADT-AT orders must be obtained from the responsible SPO/ADMIN POC. CGRC does not handle any pay or travel documents related to ROCI’s.
- **CAC:** Recruiter should assist ROCI with obtaining a CAC card. **All ROCI’s MUST have a CAC before reporting SRDC.** If there are issues with DEERS, please notify the SPO/ADMIN ASAP.
- **Final Weigh in:** Member must be weighed in IAW CG Policy regarding training (no more than 30 days before school, and no less than 15 days prior to school.) **If applicant is overweight, please notify Mr. James Bryan immediately.** Current PDS SPO/ADMIN is responsible for ensuring weight standards are met. **If member reports to ROCI out of CG weight standards, they will be disenrolled, returned to PDS and will NOT receive a commission.**

☐ Current CG members:

- **Travel:** If member needs assistance arranging travel, they should contact their PDS admin or SPO
- **CAC:** All ROCI’s MUST have a CAC before reporting SRDC. If you have any issues with your CAC, please see your local admin.

#7- COMMISSIONS

- ☐ All ROCI’s will receive their commission at completion of ROCI.

HELPFUL SPO GUIDES

[http://www.uscg.mil/ppc/gp/Accessions/SELRES Direct Commissions ROCI.htm](http://www.uscg.mil/ppc/gp/Accessions/SELRES_Direct_Commissions_ROCI.htm)

SELRES Direct Commission/ROCI – Non Prior Service

<http://www.uscg.mil/ppc/guides/gp/spo/Accessions/HIRE%20-%20ROCI.pdf>

Appendix (2)

SCREENING WEIGHTS & MAXIMUM ALLOWABLE BODY FAT PERCENTAGE

A. Screening Weights. Screening weights listed below are age and gender neutral. Service members who fall below the minimum weight standards shall be referred for a medical evaluation.

Minimum Screening Weight (lbs)	Height (inches)	Maximum Screening Weight (lbs)
91	58	131
94	59	136
97	60	141
100	61	145
104	62	150
107	63	155
110	64	160
114	65	165
117	66	170
121	67	175
125	68	180
128	69	186
132	70	191
136	71	197
140	72	202
144	73	208
148	74	214
152	75	220
156	76	225
160	77	231
164	78	237
168	79	244
173	80	250

B. Maximum Allowable Body Fat Percentage (MABF). Members who exceed **both** Maximum Screening Weight and MABF are considered non-compliant with this policy and subject to administrative actions outlined in Chapter 3 of this manual.

Age	Percent Body Fat (Men)	Percent Body Fat (Women)
Less than 30	22%	32%
Less than 40	24%	34%
Age 40 or greater	26%	36%

Record of Enlistment Weigh-In

DATE: _____ PROGRAM: _____ CLASS: _____

FULL NAME: _____ AGE: _____

BLOCK 1: All members, initial screening, no shoes

Height Round up to nearest whole number	inches
MAX Allowable weight per BMI table	pounds
Weight Round down to nearest whole number	pounds

- ✓ ODU w/ blouse – subtract 4.0 lbs.
- ✓ Tropical Blue or organizational clothing– subtract 3 lbs.
- ✓ T-shirt and trousers or sweatpants - subtract 2 lbs.
- ✓ T-shirt and gym shorts - subtract 1 lb.

HEIGHT	MAX WGT	MIN WGT
58	131	91
59	136	94
60	141	97
61	145	100
62	150	104
63	155	107
64	160	110
65	165	114
66	170	117
67	175	121
68	180	125
69	186	128
70	191	132
71	197	136
72	202	140
73	208	144
74	214	148
75	220	152
76	225	156
77	231	160
78	237	164
79	244	168
80	250	173

BLOCK 2: Body fat determination (if needed)

AGE	MAXIMUM BODY FAT		Enter MAX body fat %
	MEN	WOMEN	
LESS THAN 30	22%	32%	
LESS THAN 40	24%	34%	
40 and above	26%	36%	
Enter Circumference Value as determined below			inches
Enter Body fat from CIM 1020.8H enclosure (2)			%

Compliant? Y ___ N ___

Circumference Value determination:

	Waist Round down to nearest half-inch. Measure over the bellybutton for males, smallest point for females.	+ Buttocks (females only, use 0 for males) Round down to nearest half-inch. Measure the widest point when viewed from side.	- Neck Round up to nearest half-inch, measure below larynx	= Total
Set 1		+	-	=
Set 2		+	-	=
Set 3		+	-	=

Compare the three totals. Is any difference greater than 1.0?

Set 1 total _____ - Set 2 total _____ = _____
 Set 2 total _____ - Set 3 total _____ = _____
 Set 3 total _____ - Set 1 total _____ = _____ } Are any of these differences greater than 1.0?

No. All totals are within 1.0 inches of each other. Enter lowest total of the three sets as the Circumference Value for block 2.
Yes. Complete an additional set of measurements and then calculate an average circumference value using only the three closest set totals. Set 4: Waist _____ + Buttocks (females) _____ - Neck _____ = Total _____ Add the three closest totals from sets 1-4 together then divide by three to find an average. Round the average down to the nearest 0.5: (_____ + _____ + _____) ÷ 3 = _____ circumference value to enter in block 2

I agree that the above measurements are accurate (print and sign):

Member: _____

Cmdr Cadre &/or Witness: _____

Witness &/or entered by: _____

Record of Officer ROCI School Weigh-In

DATE: _____ PROGRAM: _____ CLASS: _____

FULL NAME: _____ AGE: _____

BLOCK 1: All members, initial screening, no shoes

Height Round up to nearest whole number	inches
MAX Allowable weight per BMI table	pounds
Weight Round down to nearest whole number	pounds

- ✓ ODU w/ blouse – subtract 4.0 lbs.
- ✓ Tropical Blue or organizational clothing– subtract 3 lbs.
- ✓ T-shirt and trousers or sweatpants - subtract 2 lbs.
- ✓ T-shirt and gym shorts - subtract 1 lb.

HEIGHT	MAX WGT	MIN WGT
58	131	91
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60	141	97
61	145	100
62	150	104
63	155	107
64	160	110
65	165	114
66	170	117
67	175	121
68	180	125
69	186	128
70	191	132
71	197	136
72	202	140
73	208	144
74	214	148
75	220	152
76	225	156
77	231	160
78	237	164
79	244	168
80	250	173

BLOCK 2: Body fat determination (if needed)

AGE	MAXIMUM BODY FAT		Enter MAX body fat %
	MEN	WOMEN	
LESS THAN 30	22%	32%	
LESS THAN 40	24%	34%	
40 and above	26%	36%	
Enter Circumference Value as determined below			inches
Enter Body fat from CIM 1020.8H enclosure (2)			%

Compliant? **Y** ___ **N** ___

Circumference Value determination:

	Waist Round down to nearest half-inch. Measure over the bellybutton for males, smallest point for females.	+ Buttocks (females only, use 0 for males) Round down to nearest half-inch. Measure the widest point when viewed from side.	- Neck Round up to nearest half-inch, measure below larynx	= Total
Set 1		+	-	=
Set 2		+	-	=
Set 3		+	-	=

Compare the three totals. Is any difference greater than 1.0?

Set 1 total _____ - Set 2 total _____ = _____
 Set 2 total _____ - Set 3 total _____ = _____
 Set 3 total _____ - Set 1 total _____ = _____ } Are any of these differences greater than 1.0?

No. All totals are within 1.0 inches of each other. Enter lowest total of the three sets as the Circumference Value for block 2.
Yes. Complete an additional set of measurements and then calculate an average circumference value using only the three closest set totals. Set 4: Waist _____ + Buttocks (females) _____ - Neck _____ = Total _____ Add the three closest totals from sets 1-4 together then divide by three to find an average. Round the average down to the nearest 0.5: (_____ + _____ + _____) ÷ 3 = _____ circumference value to enter in block 2

I agree that the above measurements are accurate (print and sign):

Member: _____

Cmdr Cadre &/or Witness: _____

Witness &/or entered by: _____