



# YEOMAN FORCE NOTES

August 2008

YN Rating Force Master Chief	YNCM Emily Jennings	202-475-3668
YN 'A' School Chief	YNCM Lori McNaught	707-765-7105
Subject Matter Specialist	YNC Jose Collazo	707-765-7121
YN-East Assignment Officer	CWO3 Amy Cerino	202-493-1290
YN-West Assignment Officer	CWO3 Steven Merchant	202-493-1290
CWO(PERS) Specialty Force Mgr	CWO4 David Schuster	202-475-3671

*Official disclaimer: These notes are for the sole purpose of passing information to those within the Yeoman Rating. Questions, comments, or things of interest for future YN Rating Force Notes may be sent to me at: Raymond.J.Capezzuto@uscg.mil*

Greetings everyone! Hope you are all enjoying your summer and life is treating you well. First off, I would like to extend a warm welcome to Washington, DC to CWO3 Steven Merchant, the new YN-West Assignment Officer. Mr. Merchant takes over for CWO3 Tucker who is now at ISC Portsmouth. Best of luck to both of you.

Since my last force notes I had the privilege of visiting Yeoman in the Miami, St. Petersburg and Boston area. I want to thank all the commands I visited for the warm welcome and enthusiastic audiences I encountered. This is always the best part of the job and I appreciate the welcome I receive.

On July 22-25 the Yeoman Qualification Review was held in Dallas, TX. Nine people were locked in a room (well not locked) hashing out the data from the YN survey that approximately 65% of you filled out. The results of the qual review will lead to changes to the quals we now have to accurately reflect the job that we now do. I want to thank YNCS Nancy Hobby, YNC Brad Bartsch, YNC Ken Pallais, YN1 Lacretria Nolan, YN1 Misty Erickson, YNi Alicia Escalante, YN1 Dennis Schnarr, YN2 Jacquelyn Rocklage and YN2 Trent Finley for their dedication and passion in making sure that the best product emerged from our four day session. Well done!!! I also want to thank YNCM Mark Planitz, Mr. Dan Reed, CWO Anthony Varner, Ms. Karen Emmot, YNCM Lori McNaught, YNCM Emily Jennings and YNC Jose Collazo for keeping us on track and making this a truly enjoyable experience.

As always, I would like to thank all you who took the time out of your busy schedules to submit articles of interest for the Force Notes. I appreciate the time and effort made to educate/inform us on what's going on. There is always an open invitation to all those interested in submitting articles for the common good of all. If you have any information you would like to pass, please send it to me and I will make sure it is included in the next force notes. Good luck to all of you and keep doing an outstanding job!!!

Lastly, as you probably have gathered by reading the first line in the force notes, these will be my last force notes. I will be leaving this job on 29 August with a retirement date of 1 December. YNCM Emily Jennings will be taking over for me. As I depart I would like to thank all of you for the support you've given me the two years I had this job. I thoroughly enjoyed meeting you and I wish I would have had the time to talk to more of you. I have been a YN since the day I basically joined the Coast Guard and it

always makes me proud to see the dedication that you show in your job. You must always remember that we are a support rating, not always the easiest thing in the world, but a job that 99.99% of you do in an outstanding manner. There will be a lot of potential changes coming our way as the next few years unfold. There is no person I would rather see in the job than YNCM Jennings as she guides us through this new and exciting time. I also want to thank my counterpart in the PERS Specialty, CWO4 Dave Schuster for his friendship this past year. You will not find a more dedicated person who truly cares about not only the PERS force but YN's as well. Thank you Dave. I also want to thank Mr. Mike Fijalka and Mr. Rod Nubgaard for their unwavering support these past two years. It was much appreciated. As for me, I will reside in Encinitas, CA (about 25 north of San Diego). I look forward to the next chapter in my life, whatever that may be. Thank you all again and best of luck to each and every one of you.

## **ITEMS OF INTEREST**

There have been quite a few ALCOASTS/ALLCGENL published since my last force notes that may be of interest to you. In the interest of saving space I am just going to list the names. Please take the time to review this information.

### **ALCOAST 386/08**

**SUBJ: TRANSITION TO NEW GOVERNMENT TRAVEL CHARGE CARD (GTCC)**

### **ALCOAST 367/08**

**SUBJ: ASSIGNMENT OF COAST GUARD PERSONNEL TO TRAIN AND SERVE WITH  
U.S. NAVY NAVAL SPECIAL WARFARE (SEALS)**

### **ALCOAST 366/08**

**SUBJ: THE GUARDIAN ETHOS**

### **ALCOAST 349/08**

**SUBJ: ENLISTED PROFESSIONAL MILITARY EDUCATION (EPME) STUDY GUIDE  
AND ADVANCEMENT QUALIFICATION EXAM (AQE) REVISIONS**

### **ALCOAST 333/08**

**SUBJ: AIRLINE CHECKED BAGGAGE FEE AND AIRLINE FUEL SURCHARGE**

### **ALCOAST 307/08**

**SUBJ: CHANGE TO INDEFINITE REENLISTMENT POLICY WITH OPPORTUNITY TO  
SELL LEAVE**

### **ALCOAST 294/08**

**SUBJ: RELEASE OF UPDATED MEDALS AND AWARDS MANUAL**

### **ALCOAST 293/08**

**SUBJ: CLARIFICATION OF ENTITLEMENTS AFFORDED RETIRING UNIFORMED  
SERVICE MEMBERS**

### **ALCOAST 196/08**

SUBJ: TRAINING PROGRAMS LEADING TO YEOMAN THIRD CLASS (YN3)

ALCGENL 105/08

SUBJ: PRACTICES AND PROCEDURES FOR VOLUNTARY RETIREMENT  
REQUESTS BY COAST GUARD ENLISTED PERSONNEL

ALCGENL 110/08

SUBJ: ENLISTED PERSONNEL MANAGEMENT WEBSITE UPDATE

IMPORTANT REMINDER TO ALL YN2s: Next year it will be required that you must complete LAMS prior to 1 February 2009 in order to compete for YN1 in May 2009. No waivers will be granted!!!

**A FEW WORDS FROM OUR YEOMAN ASSIGNMENT OFFICERS  
CWO3 AMY CERINO and CWO3 STEVEN MERCHANT**

Good Day to you All! As the summer is quickly coming to a close I wanted to congratulate each and everyone of you for making it through yet another transfer season. Whether you were the one transferring or you were left holding down the fort, I thank you for your commitment to your unit and the Coast Guard.

I would like to welcome aboard CWO Steven Merchant who is now the Yeoman West AO. He is quickly getting submerged in the myriad of personnel issues we deal with daily. I can assure you he is concerned about each and everyone of you and for the future of the Yeoman Workforce.

Both CWO Merchant and I will be attending the SPO Conference in Topeka from 23-25 September. We are going to be there to dispel any rumors out in the field and give you insight on new initiatives. But most importantly we are going to be there to meet each of you so that you can personally talk with us.

Currently we are extremely busy trying to verify our slates for AY09, but our phone lines are open for one on one counseling or you can always send us an email. Next year we will be assigning members to positions that provide opportunities for career enhancement. If you are currently working in a SPO/Admin you should expect orders to a Staff position. If you have been on a Staff position you should be looking to go to the field. Direct Access will not be accurate until 28 September so please do not go home to your spouse and show them the shopping list.

Finally, we would like to Congratulate YNCM Capezzuto on his retirement. Thank you so much for you commitment to your fellow yeoman and your friendship to all who have had the privilege to serve with you. We wish you all the best California has to offer!

CWO Amy Cerino, YN East AO  
&  
CWO Steve Merchant, YN West AO

**For your reading pleasure, the latest edition of PSC's Advancement and Evaluations Newsletter is now available:**

<http://www.uscg.mil/hq/psc/adv/advnews.pdf>.

**For the latest SPO Newsletters, along with what's happening at the Personnel Service Center please visit the following link:**

<http://www.uscg.mil/HQ/psc/>

**For the latest in workshops sponsored by PSC and other great information please visit the following link:**

<http://www.uscg.mil/hq/psc/pd.asp>

**The 2007 SPO Conference/Customer Advisory Council Meeting was held from 21 to 23 August in Topeka, KS. The After Action Report from the conference is now available. It provides the notes (questions & answers) from the breakout and general sessions along with status updates on some of the initiatives we have underway.**

<http://www.uscg.mil/hq/psc/alspo/2007ConferenceReport.pdf>

## **YN World of Work**

***YNCM Dave Maly (CG-1222)***

The Housing and Economy Act of 2008 (PL 110-289), signed by President Bush on Wednesday, 30 July included section 2609, Payment of Transportation of Baggage and Household Effects for Members of the Armed Forces Who Relocate Due to Foreclosure of Leased Housing. Section 406 of title 37, United States Code, is amended--

(1) by redesignating subsections (k) and (l) as subsections (l) and (m), respectively; and

(2) by inserting after subsection (j) the following new subsection (k):

"(k) A member of the armed forces who relocates from leased or rental housing by reason of the foreclosure of such housing is entitled to transportation of baggage and household effects under subsection (b)(1) in the same manner, and subject to the same conditions and limitations, as similarly circumstanced members entitled to transportation of baggage and household effects under that subsection."

The above authorization is scheduled to be published in the Joint Federal Travel Regulations as change number 263, dated 1 November 2008 though the authority is effective on 30 July 2008, date of enactment).

## **REENLISTMENT CONTRACT ISSUES**

***YNCM BOBBIE J. SISTO (CGPC-epm-1)***

There has been a recent increase in requests for corrections to reenlistment contracts. While there are occasions when system errors occur and cannot be avoided, most of the recent problems are due to Yeomen error, and more specifically, due to Yeomen not using their resources (PERSMAN, 3P & DA Help) when completing contracts & associated transactions in DA.

SPO Chiefs/PAO's: Please ensure that you & your personnel have thoroughly read DA help and understand exactly how to complete the contract & all transactions involved! The below information is not all inclusive but we hope that it will give you an idea of the contract issues that we're experiencing.

THE IMPORTANCE OF DATES ON REENLISTMENT CONTRACTS: Effective Date, Begin Date & Signature Date MUST be the same. When they are not, it creates many problems. For instance, if the member is entitled to an SRB, and the dates do not match, no SRB can be paid!

PEN AND INK CHANGES: NOT normally acceptable on contracts. If for some reason a pen and ink change is authorized, one line should be drawn through the incorrect information, the correction should be made so that it is legible and then should be initialed by both the member and the officer administering the oath. A YN initialing a pen and ink change on a members contract is NEVER acceptable.

SIGNATURES AND INITIALS: Know how many signatures and initials are required on the contract & make sure that the contract is complete BEFORE it's approved in the system. Remember, these contracts still require a PAO & the PAO should NEVER approve a contract without first actually looking at it.

WHO MAY ADMINISTER THE OATH: See PERSMAN 1.G.10.a to ensure that the person scheduled to administer the oath is actually authorized to administer the oath.

HOW DO YOU CALCULATE THE PERIOD THAT IS WITHIN 3 MONTHS PRIOR TO THE END OF ENLISTMENT: PERSMAN 3.C.2.3 specifically addresses how to calculate the period that is within 3 months prior to the end of enlistment. When it is miscalculated, contracts are invalid and, again, if member is entitled to an SRB, they can't be paid!

REQUESTING CORRECTIONS/DELETIONS TO CONTRACTS: Requests for contract corrections or deletions MUST come from at least the SPO Chief and may be sent via email to MCPO Bobbie Sisto at Bobbie.J.Sisto@uscg.mil or in cases where MCPO Sisto can not be reached, to Mr. Mike Hershberger at Michael.L.Hershberger@uscg.mil. The following information must be included in the request: Name, Rank, EMPLID, a complete explanation of the error (including dates, SRB entitlement, etc), and why it occurred, what corrective action is being requested, and the responsible PAO's name and contact information. Additionally, all associated documents must be attached to the email or faxed to (202)493-1249.

If you have any questions regarding the contract correction/deletion process, please contact MCPO Sisto at 202-493-1242.

## **UNOFFICIAL CG TRANSCRIPTS AVAILABLE FOR EACH RATING** **LCDR THERESA TIERNEY, CO USCG INSTITUTE**

Our own CG Registrar, Mr. Charles Morrison completed an Unofficial CG Transcript for each Enlisted Rating, from E-2 (Recruit training) to CWO2 and we have them posted on the CG Institute Website.

They provide a great summary at each level of the College Credits our enlisted members have earned by virtue of their advancement (Military Experiential Learning Credit), completion of A School and PQG's (Military Training Credit).

I've attached one example, but each of them can be viewed at the Institute Website under Voluntary Education > Rating Road Maps or just click on following link:

<http://www.uscg.mil/hq/cg1/cgi/ve/roadmaps/roadmaps.asp>

### **Force Statistics (aka State of the Rate)**

Active Component – Current strength by rating can be found at:

[http://cgcentral.uscg.mil/uscg\\_docs/portal/MyCG/Editorial/20051215/Strength%20Comparison%201.xls](http://cgcentral.uscg.mil/uscg_docs/portal/MyCG/Editorial/20051215/Strength%20Comparison%201.xls)

To find information such as the above go into CGCentral and follow the below: Our CG -> Organizational Information -> About the USCG Reserve Component – For manpower numbers, go into CG Central: Community -> Reserve Operations -> MANPOWER - Reserve Manpower Report

**Seperations & Retirements** (Active Duty only) – Do not make advancement plans based off these numbers as changes in PALs and return of out-of-rate personnel may affect advancements.

	YN3	YN2	YN1	YNC	YNCS	YNCM
Sep 08	1	4	4	4		1
Oct 08	1	1	3	3	1	
Nov 08		2	2		2	1
Dec 08	1		5	7	2	3
Jan 09			2			
Feb 09			2			
Mar 09						
Apr 09						
May 09						
Jun 09						
Jul 09				1		
Aug 09			2	1		

**Congratulations to the following people on their advancement!!**

**1 May 08**

**Active**

YN2	C	HOWELL	YN2	T	FOSTER
YN2	T	MINDORO	YN2	M	SPADAFINO
YN2	W	MUELLER	YN2	D	GOMEZ
YN2	M	PALMER	YN2	R	SAMUELS
YN2	R	BAUTE	YN2	M	POWELL
YN2	M	MENDEZ	YN3	J	LOPEZ
YN3	H	MELTON	YN3	C	SKILES

**Reserve: None**

**1 Jun 08**

**Active**

YN2	J	LANGLEY	YN2	L	DEJESUS
YN2	D	ZOZZARO	YN2	D	MOORE
YN2	J	GANLEY	YN2	M	HALE
YN2	R	RAIFSNIDER	YN2	C	YOWELL
YN2	P	DAVIS	YN2	H	MALDONADO
YN2	C	MILLER	YN2	R	PENA
YN2	K	JOHNSTON	YN2	J	TOOLEY
YN2	M	DENMAN	YN2	J	LAMAR
YN2	V	CHAVIS	YN2	C	LUKKES
YN2	K	THOMPSON	YN3	M	SHERROW
YN3	T	SMALLING	YN3	N	COOPER

**Reserve**

YNC	L	LASWELL	YNC	T	BENAVENTE
YNC	S	DORSEY			

**1 Jul 08**

**Active**

YNCM	K	WILKERSON	YNCM	R	SHARP
YNC	K	CANTERA	YN2	N	PRICE
YN2	J	LAMBORN	YN2	P	BOYD
YN3	T	THOMAS	YN3	A	MILLER
YN3	V	DELGADO			

**Reserve: None**

**1 Aug 08**

**Active**

YNC	J	MCDONALD	YNC	J	WILLARD
YNC	D	WILSON	YN1	C	COCHRAN
YN1	M	CAPEHART	YN1	J	ROUSH
YN1	M	BLALOCK	YN2	S	NASH

YN2	D	GILLES	YN2	M	ROSS
YN2	E	MEDINA	YN2	E	WOODS
YN2	D	STEPHENS	YN2	A	HAFFORD
YN2	T	ROSTECK	YN2	T	LAWSON
YN3	S	GREENAN	YN3	T	FLACK

**Reserve:**

YNCM	L	KENTCH	YNCS	T	HEAVEY
YNCS	R	MORRIS	YNC	P	HAHN
YNC	N	HAHN	YNC	T	COLLINS
YNC	A	SOROCCO			