



Welcome Aboard!



Congratulations on your assignment to Coast Guard Sector Columbia River Reserves! As a valued member of the Sector Columbia River Reserve team, we welcome you aboard and are committed to helping make your duty here as rewarding as possible.

About Sector Columbia River

Sector Columbia River executes virtually the full range of Coast Guard missions in a uniquely challenging and complex maritime environment. Its Command Center overlooks the world famous Columbia River Bar and “Graveyard of the Pacific”. The Sector ensures Maritime Safety, Security and Environmental Protection from the Pacific Ocean to coastal Oregon and southern Washington and associated ports, and throughout the Columbia, Snake and Willamette River systems to Idaho.

Among the Sector’s many missions are Search and Rescue; Marine Inspection; Waterways Management; Ports, Waterways and Coastal Security; Law Enforcement; Marine Environmental Protection and Response; Aids to Navigation; Boating and Commercial Fishing Vessel Safety; and Living Marine Resources.

SELRES Members within Sector Columbia River are assigned to one of Four Units: 1) Sector Columbia River Proper, located in Warrenton, OR; 2) MSU Portland, Located in Portland, OR; 3) Station Portland, located in Portland, OR; 4) Station Cape Disappointment, located in Ilwaco, WA.

Sector Columbia River Mailing Address

Commander
USCG Sector Columbia River
2185 SE 12th Place
Warrenton, OR 97146

Reporting Aboard

Sector Columbia River is staffed with two active duty personnel dedicated to supporting the Reserve Program and Reserve Personnel. These Members form the Reserve Forces Readiness Staff (RFRS) and are available during the week to answer questions about the unit, berthing, PCS orders, points of contact, etc. please reach out to them prior to your arrival and inform them of your anticipated arrival date.

RFRS Contact Email

D13-SG-M-SecColRvrRPA@uscg.mil

LT Aaron McClellan

Aaron.E.McClellan@uscg.mil

503-861-6340

YN3 Anthony Arevalo

Anthony.J.Arevalo@uscg.mil

503-861-6302

New Members From all Sector Columbia River Units (including MSU Portland, Station Portland, and Cape D) are required to report to Sector Columbia River (2185 SE 12th Place Warrenton, OR) to begin their check-in process the Friday before their first drill weekend. Drill weekends are generally scheduled the second weekend of the month, but you should confirm with the RFRS staff before scheduling.

During your “Check-In Friday”, you should meet with the Sector Executive Officer, Command Master Chief, RFRS Office, and Medical. Members are expected to report in Tropical Dress Uniform (Trops), unless otherwise directed. Depending on your permanent unit- you may also check-in with your Chain of Command and/or Marking Chain either on Friday or during your first drill weekend. Before you leave, your RFRS Office should provide you written guidance regarding the dates, times, location and uniform for your next drills.

Websites

For access to more information regarding Sector Columbia Reserves, the Sector Columbia Reserve SOP, useful forms, and other documents, visit:

<https://cgportal2.uscg.mil/units/sectorcolumbiariver/reserveforcereadiness/SitePages/Home.aspx> and,

<http://www.uscg.mil/d13/sectcolrvr/>

Berthing

Reservists may be authorized berthing (depending on their drilling unit) based on the table below. Those who qualify for berthing shall submit their berthing request at least 21 days in advance via: www.uscg.mil/D13/ReserveBerthing

If	And	Lodging Authorized?
Member lives less than 50 miles from duty location	Member's commute is no more than 1.5 hours.	No
Member lives less than 50 Miles from duty location.	Member's duty requires member to lodge locally.	Yes
Member lives more than 50 miles from duty location.	Member requests lodging.	Yes, one night.
Member lives more than 50 miles from duty sight.	Member cannot arrive home before 2100.	Yes, also authorized lodging the night following the last day of duty.
Member lives more than 100 miles from duty location.	Member has to leave home before 0545 to arrive by 0745.	Yes, also authorized lodging night prior to duty.

Meals

Enlisted Reservists may be authorized Meals (depending on their drilling unit) based on the table below:

If	And	Then
Member lives less than 50 miles from duty location	Member is not Auth. Lodging	Pay "Lunch" only for all IDT drill days.
Member lives more than 50 Miles from duty location	Member is Auth. Lodging.	Follow rules for members that live more than 50 miles from duty location.
Member lives more than 50 miles from duty location	Member travels on first day of duty	Pay "Lunch and Dinner".
Member lives more than 50 miles from duty location	Member is performing more than two consecutive days of duty.	Pay "All Meals" for all days in between first and last day of duty.
Member lives more than 50 miles from duty location	Member is performing last day of duty.	Pay member "Breakfast and Lunch".
Member lives more than 100 miles from duty location	Member is Auth. Lodging on day prior to duty	Pay "All Meals" first day of duty.

USCG Sector Columbia River Check-in

MBR Name: _____ **Rate/Rank:** _____
EMPLID: _____ (if SN/FN, list desired rate)
Sponsor: _____
Dept: _____ **Report Date:** _____
Personal Email: _____ **Cell Phone:** _____
Home Address: _____ **Home Phone:** _____
Dependents: Y/N

Miles you commute to drill: _____
Employer/School: _____
Position/Degree Track: _____

Date you joined the Coast Guard: _____
Date of your last approved Coast Guard Physical: _____
Date of your last approved Coast Guard Dental Exam: _____
Date of your last Coast Guard Weigh-in: _____
Date of your last Annual Screening Questionnaire: _____
Date of your last Immunizations per CG Records: _____
Date of your ADT/IADT for this current Fiscal year: _____
Date of your last Advancement: _____
List of your Qualification Letters: _____

My Chain of Command/Marking Chain is: _____

Command Personnel

Sector Executive Officer (XO)	
Sector Command Master Chief (CMC)	
Senior Reserve Officer (SRO) -or- Deputy Senior Reserve Officer	
Reserve Program Administrator (RPA)	
Reserve Forces Readiness Staff (RFRS)	
Medical	
Division/Branch Chief	
Reserve Department Advisor (RDA)	
Team Lead	
Senior Enlisted Reserve Advisor (SERA) -or- Silver Badge	
Training Chief/Officer	
Supervisor (for Evaluations)	
Marking Official/Reporting Officer	
Approving Official/Reviewer	

Please submit to RFRS Office, once completed.

Reserve Check-In

Name: _____
Reported: _____
Department: _____
Assigned Team: _____
Team Leader: _____

Initial Check-in (at Sector Columbia River)

Reserve Forces Readiness Staff (YN3 Arevalo)

- Reporting worksheets completed
- Review members PDR (awards, point statement)
- CG-4170A/SGLV-8286 Updated
- Proper security paperwork completed
- DEERS Updated
- Govt. Travel Card Application/Update
- Medical/Dental/ASQ Requirements
- Review member's readiness and GMT currency
- Review IDT Berthing Policy (if applicable)
- Issue CAC reader
- Ensure Computer Access
- Review Health and Well Being program
- Add member to Command Database

Reserve Program Administrator (LT McClellan)

- Review Sector ICS Program
- Confirm member assigned to Sector in TMT
- Determine WQSB position and requirements
- Review Training/Career Opportunities
- Review Competency Program
- Review Reserve Standard Operating Procedures
- Review Reserve benefits
- Review Mobilization
- Review COOP/muster points

Sector Columbia River Medical

- Member updates TRICARE enrollment
- Review urgent care policy (IDT or on AD)
- Date of last Physical & Dental exam (Provide to Admin)
- Immunization Updated
- Screen Member for enrollment in OMSEP

Department Check-In (at Unit)

Division (RDA or Team Lead)

- Ensure member signs Statement of Understand
- Ensure member understands Reserve SOP and expectations/responsibilities
- Review the duties pertaining to Civil Rights
- Review the COMDT's drug and alcohol policy
- Discuss Dept. Operations and Procedures
- Review ITP Status
- Review Evaluation status
- Review Weekend Operations and Procedures
- Review Chain of Command and Procedures
- Discuss Drilling Schedule (IDT/ADT)
- Schedule IDT drills and berthing (if applicable)
- Discuss Medical/Dental/ASQ Requirements
- Review CGBI and notification process
- Review CAC-RAS requirements
- Access CGMS for messages
- Explain Gate Hours and Procedures
- Connect to Office computer and printer

Training Chief/Officer

- Review member's Training Record
- Ensure member has received applicable training
- Explain CG Training Opportunities
- Review member's competencies
- Ensure entry into Unit's Training Program
- Assist locating Sector CG Portal Pages (Reserve, ICS, and applicable local unit)
- Explain the procedures of ordering ECOT
- Assist locating E-Learning site
- Access Direct Access and TMT to ensure information is current/correct for competencies

Sector Columbia River Reserve

Statement of Understanding

Participation Standards:

I understand that as a condition of employment and in order to be eligible for various medical, educational, and other benefits, I must perform the following tasks. If I fail to perform these tasks, I may lose benefits and face administrative or other types of disciplinary actions- including involuntary discharge from the Coast Guard.

Initial Each Item:

_____ *For New Recruits Only:* I understand that if I have a guaranteed school, I must attend this school within one year of my entry into the CG. I understand that I must attend and complete any other courses stated in my enlistment contract. I understand that if for any reason I believe I am unable to attend my school, I must notify my CG supervisors and my Servicing Personnel Office (SPO).

_____ I understand that when directed and under orders, I must report IAW (in accordance with) my orders.

_____ I understand that I must perform at least 90% of my required drills during the Fiscal Year. Unless otherwise stated, this is at least 43 drills. I also understand that I must schedule all my drills through the end of the fiscal year and must request permission from my supervisor in order to reschedule a drill, otherwise my drill may be unexcused and I won't be able to make it up.

_____ I understand that I must provide and maintain my current contact information. At a minimum, this includes a physical address where I can be located and a phone number where I can be directly reached. This includes updating CGPAAS, Direct Access, the RFRS office, and my chain of command.

_____ I understand that I must respond as soon as possible to all official CG Correspondence- whether by phone, email, or regular mail.

_____ I understand that I must update the Annual Screening Questionnaire (ASQ) at least yearly (in OCT) and whenever a significant event occurs that I believe would impact my ability to be recalled to Active Duty.

- _____ I understand that I must maintain my dental and medical readiness. I understand this entails having a Physical Health Assessment (PHA) and dental exam at least once a year at an authorized dental facility and providing the results of that exam to the unit corpsman. I understand that it is my responsibility to maintain at least a dental class II classification and unless on Active Duty, I must shoulder all costs associated with maintaining my dental readiness. I understand that I must have a current medical physical and be current on various required immunizations. I further understand that if I incur a significant medical injury or illness that could impact my ability to be recalled or deployed, I will notify my CG supervisor.
- _____ I understand that I must maintain my allowable weight standards IAW CG policy and be weighed twice a year in Apr and Oct.
- _____ I understand that I may be involuntarily recalled to Active Duty at any time and- if recalled- I must report as ordered regardless of my physical, personal, or family situation. When I report, I must be prepared to be deployed anywhere the US Coast Guard performs its missions.
- _____ Given the above, I understand that I must prepare myself and those that may depend on me for the possibility. This includes, but is not limited to, financial preparedness, legal preparedness, family preparedness, child care preparedness, employer preparedness, education preparedness, pet preparedness, etc.
- _____ I understand that in order to get a good year for the purpose of retirement, I must earn at least 50 points in my *anniversary* year. I understand that I can earn 15 points for simply being affiliated with the CG Reserves in any capacity.
- _____ I understand that I must sign up for CGBI email notifications to be received at an e-mail address that I check regularly.
- _____ I understand that I must apply for the Government Travel Card / Credit Card. This will require completing the appropriate training and acknowledging all expected responsibilities. I further understand that, for mobilization readiness, I am expected to maintain an active Government Travel Card to be available for necessary charges within 24 hours.
- _____ I understand that our Coast Guard Core Values (Honor, Respect, Devotion to Duty) are conditions of employment and that I must abide by them at all times, including when not performing IDT/ADT.

Member signature

Team Lead signature

Please submit to RFRS Office, once completed.

Performance Factors

Task	Team Lead Signature	Date
Phase I (Complete within 60 days)		
Ensure Medical Readiness		
Complete ICS 100, 200, 700, and 800 online (all). Ensure Certificates entered into TMT & DA		
Complete ASQ		
Schedule Drills for Current FY in DA		
Schedule Berthing via D13 Berthing Website for Current Quarter		
Initial IDP/ITP Discussion with Team Lead (training, quals, schools)		
Update Personal Info on CGPAAS Site		
Obtain Access and Navigate Direct Access		
Access Coast Guard Messaging System (CGMS)		
Access CG E-Learning Site from within/outside USCG		
Sign-up for CGBI Notifications		
Submit required form for Security Clearance		
Apply for Govt. Travel Card/Credit Card		
Obtain (acknowledge receipt) CAC Reader and Drivers Ensure log-in from home		
Read SOP and requirements (Sign Statement of Understanding)		

Phase II (Complete within 6 months)		
Commence Position-Specific training through augmentation and/or formal training.		
Complete ITP		
Submit Training Request for ICS 300		
Phase III (Ongoing)		
Attend Reserve All Hands for Annual Readiness Requirements		
Leadership and Management School (required to advance to E-6)		
Progress towards completion of primary contingency/mobilization qualifications		
Mandatory Training Completed (By Apr 15 th)		