

**MEMBER:** Fill out and forward to your servicing PERSRU.  
**HRS/PERSRU:** Enter the following information into CGHRMS for the reservist who does not have access.  
 This blank form is also available as CG-3799 (8/01) at the following website: <http://www.uscg.mil/reserve/forms.htm>

EMPLID	Name (Last, First, MI)
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Rank	Unit (Division)	Primary E-mail
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Primary Phone Work: Home:	Permanent Mailing Address
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Marital Status:	Number of Dependents:
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Date of last Physical:

**COMPETENCIES, QUALIFICATION CODES, EXPERIENCE INDICATORS**

Competencies, Qualification Codes, Experience Indicators	Effective Date

**STANDARD OCCUPATION CODE(S)**

See <http://stats.bls.gov/soc> or write in your job title and choose from major codes on page 3 of this form.  
 You may have more than one occupation code.


**CIVILIAN EMPLOYER INFORMATION**

Employer: _____	Phone: _____
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Address: \_\_\_\_\_  
 \_\_\_\_\_

Contact Name: _____	Contact's Phone: _____
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**AVAILABILITY FOR MOBILIZATION**

You must notify your chain of command of anything that prevents you from mobilizing (including **temporary conditions**).

I am available for mobilization.  Yes  No

If no, check only one below and explain. Checking "no" MAY mean you cannot be a drilling reservist.

- My Federal agency has designated me as a key employee.
  - Your Federal Agency has declared in writing that your position is critical and you cannot be mobilized. This will cause you to lose your SELRES status.
- I am employed in a critical civilian occupation.
  - An occupation that could be critical to your community at the same time that a mobilization is necessary (police, fire department, EMA, local government official). This MAY affect your SELRES status.
- My absence would create a community or family hardship.
  - A temporary condition makes is impossible for you to mobilize. This MAY cause you to lose your SELRES status for the duration of the hardship.
- Other

Explain

: \_\_\_\_\_  
 \_\_\_\_\_

**ACKNOWLEDGEMENT OF POTENTIAL RECALL STATUS**

As a member of the U.S. Coast Guard Reserve, I am subject to involuntary recall to active duty, and I willingly accept this obligation. I am ready to deploy and be mobilized on short notice except as noted on this form. I understand it is my responsibility to be ready for recall and have my personal affairs in order. If my deployment ability changes due to employment, family, medical (dental, physical, and/or psychological), or any other condition(s), I shall notify my command of the change immediately in writing. I understand that refusing to comply with orders for a recall to active duty is subject to penalties imposed by the Uniform Code of Military Justice (UCMJ). Among other sanctions, I could receive dismissal, a bad conduct discharge, a dishonorable discharge, or an administrative discharge characterized as other than honorable.

I have read the above paragraph and:

Check one:  I understand and accept  I do not accept  I do not understand

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Privacy Act Statement:** This information is collected under Title 10 USC 10149 that requires that the USCG continuously screen Ready Reserve members to ensure they are properly skilled and able to report for active duty if mobilized. Title 10 USC 10205 requires that you report to your chain of command any change in address, marital status, number of dependents, civilian employment, or medical condition (dental, physical, or psychological) that would prevent you from mobilizing – even temporary conditions.

Failure to complete this form may affect your status in the Coast Guard Reserve or result in disciplinary action.

**SOC Major Groups**  
See <http://stats.bls.gov/soc>

11-0000	<u>Management</u>
13-0000	<u>Business and Financial Operations</u>
15-0000	<u>Computer and Mathematical</u>
17-0000	<u>Architecture and Engineering</u>
19-0000	<u>Life, Physical, and Social Science</u>
21-0000	<u>Community and Social Services</u>
23-0000	<u>Legal</u>
25-0000	<u>Education, Training, and Library</u>
27-0000	<u>Arts, Design, Entertainment, Sports, and Media</u>
29-0000	<u>Healthcare Practitioners and Technical</u>
31-0000	<u>Healthcare Support</u>
33-0000	<u>Protective Service (incl Police &amp; Fire Fighters)</u>
35-0000	<u>Food Preparation and Serving Related</u>
37-0000	<u>Building and Grounds Cleaning and Maintenance</u>
39-0000	<u>Personal Care and Service</u>
41-0000	<u>Sales and Related</u>
43-0000	<u>Office and Administrative Support</u>
45-0000	<u>Farming, Fishing, and Forestry</u>
47-0000	<u>Construction and Extraction</u>
49-0000	<u>Installation, Maintenance, and Repair</u>
51-0000	<u>Production</u>
53-0000	<u>Transportation and Material Moving</u>
55-0000	<u>Military Specific</u>

Within these major groups are 96 minor groups, 449 broad occupations, and 821 detailed occupations. If you do not have access to the web site above, select major group from above and tell us your job title. **You may have more than one occupation code.**