



# U.S. Coast Guard Sector Delaware Bay

**Welcome Aboard Reservists!**



CG SECTOR DELAWARE BAY  
1 WASHINGTON AVE  
PHILADELPHIA, PA 19147  
215-271-4800

*Sector Delaware Bay is responsible for over 750 Active Duty, Reserve, Civilian Personnel, and 2600 Auxiliaries at 22 units operating in the Pennsylvania, New Jersey, and Delaware region. We carry out all Coast Guard missions with a collaborative integrated team.*

# SECTOR DELAWARE BAY

## COMMAND PHILOSOPHY

23 JUNE 2017

### Strive for Mission Excellence

Maintain a bias for action. Carry out all missions safely and professionally. Evaluate risks often –mitigate where possible – then carry out the mission taking prudent risks as necessary. Don't work around a problematic policy, practice, or procedure – identify the issue and work with the process owner to make it better. Look for ways to work more efficiently. Always improve!

### Develop and Support Our People

Our active duty, civilian, reserve, and auxiliary personnel are our greatest asset. Focus on proficiency, not just qualification. Ensure each member has the training, equipment, facilities, and guidance to achieve mission excellence. Support our Coast Guard families and keep them informed and engaged in unit activities. Every member of Sector Delaware Bay is in the business of training their successors - each member should be learning from someone and teaching someone.

### Strengthen Internal and External Teams

We cannot accomplish mission excellence alone – we must cultivate and leverage partnerships with a host of agencies and stakeholders. Maintain open lines of communication between sector staffs, district staffs, sub-units, other government agencies, and port stakeholders. Plan, exercise, and operate in a way that builds trust and teamwork. When in doubt – communicate!

### Have Fun

Celebrate success. Maintain work-life balance. Stay physically and mentally fit. Share our story with the community. Represent our service and units with pride – we have a rich heritage to be proud of!

**Be Semper Paratus!**



**Captain Scott E. Anderson**  
**Sector Commander**

Captain Scott Anderson has served as the Commander of U. S. Coast Guard Sector Delaware Bay and Captain of the Port in Philadelphia, PA, since June 2017. He oversees more than 750 Active Duty, Reserve, and civilian personnel and works alongside 2,100 Coast Guard Auxiliary volunteers who execute the Coast Guard missions of marine safety, security, and environmental protection across much of Pennsylvania and New Jersey, and all of Delaware out to 200 miles offshore.

As the Sector Commander and Captain of the Port, Captain Anderson directs the safe mission execution of 22 Coast Guard units, including six Stations, seven seasonal Stations (small), two Aids to Navigation Teams, five cutters, as well as a Sector Field Office and a Marine Safety Detachment. He serves as the Search and Rescue Mission Coordinator and Officer in Charge of Marine Inspection for the region. He also oversees the region's federally designated Area Committee for pollution prevention and response, and the Area Maritime Security Committee to ensure the security of the port and maritime community.

CAPT Anderson started his career on the USCGC POLAR STAR (WAGB-10), where he served as a student engineer and the Damage Control Assistant. He then transitioned to the Marine Safety Program, now part of the Prevention Program, serving tours at Marine Safety Office Houston-Galveston, Sector New Orleans, and Sector Lower Mississippi River in Memphis, TN. He is a qualified marine inspector with experience in domestic vessel, foreign vessel, and facility compliance.

Immediately following the events of September 11th, 2001 he transitioned to the newly created Port Security Directorate at Coast Guard Headquarters where he was integral to the development of the Port Security Assessment Program, Port Security Risk Assessment Model, and safeguards for the sharing of sensitive security information within an unclassified joint industry-government environment.

In 2010 he was assigned as the Deputy Sector Commander at Sector Lower Mississippi River, where he oversaw Coast Guard missions on over 2,000 miles of river in six Midwest states. CAPT Anderson later served as the Chief of Inspections and Investigations for the Ninth Coast Guard District in Cleveland, OH, providing policy guidance and support to Coast Guard units throughout the Great Lakes and St. Lawrence Seaway. Prior to taking command, he served as Deputy Sector Commander at Sector Delaware Bay from 2015 to 2017.

A native of Las Vegas, Nevada, Captain Anderson is a 1994 graduate of the United States Coast Guard Academy and holds a Master of Engineering in Naval Architecture and Marine Engineering from the University of Michigan. His personal awards include four Meritorious Service Medals with "O" Device, a Coast Guard Commendation Medal with "O" Device, a Coast Guard Achievement Medal, and a Letter of Commendation as well as other personal, unit, and service awards. CAPT Anderson also holds a Coast Guard Rifleman Excellence in Competition Badge (Bronze).



**Commander Kirsten Trego  
Senior Reserve Officer**

### **Sector Delaware Bay Reserve Vision**

*The CG Sector Delaware Bay Reserves will be a highly trained, flexible operational force of maritime professionals that are “Always Ready” to answer the call in times of crisis! We will master competencies to allow us to safely and effectively save lives and property, and to protect the environment, economy and national security interests of our great nation. With courtesy, respect and professionalism, we will accomplish our missions and uphold the Coast Guard’s Core Values and proudly serve the American people.*

Commander Trego currently serves as the Senior Reserve Officer at Sector Delaware Bay, in Philadelphia, PA as of 1 October 2016. She oversees the readiness and performance of the Sector Delaware Bay Reserve forces to execute all Coast Guard missions in the eastern Pennsylvania, southern New Jersey, and Delaware region.

Prior to serving as Senior Reserve Officer, Commander Trego spent two years on active duty at Coast Guard Headquarters, Washington, DC, leading the implementation of the Commandant’s Arctic Strategy. There, she coordinated cross-programmatic initiatives and worked closely with the White House Arctic Executive Steering Committee, the Arctic Council, National Security Council and the numerous federal agencies to advance the nation’s strategic priorities in the Arctic.

In her civilian capacity, Commander Trego is the Executive Director of the Interagency Coordinating Committee on Oil Pollution Research (ICCOPR), a 15 agency member committee, chaired by the U.S. Coast Guard, that coordinates a comprehensive program of oil pollution research, technology development, and demonstration among the federal agencies.

A native of Arlington, VA, she graduated from the University of Miami in Coral Gables, FL, with a Bachelor of Arts degree in Marine Affairs in 1993. She also holds a Master of Marine Policy degree from the College of Earth, Ocean and Environment at the University of Delaware in Newark, DE.

Commander Trego is qualified as a permanent Marine Safety Professional. Her previous assignments include a mix of active duty and reserve positions, including assignments as the Senior Reserve Officer at the Atlantic Strike Team, Supervisor of Marine Safety Detachment Coram, and Chief of Waterways and Waterfront Facilities at Marine Safety Office/Group Philadelphia. She also served as a Deputy Incident Commander for the Deepwater Horizon oil spill disaster overseeing response efforts across the Gulf of Mexico.

Commander Trego is the recipient of the Meritorious Service Medal, two Coast Guard Commendation Medals, a Coast Guard Achievement Medal and several other personal and unit awards.



**Culinary Specialist Master Chief  
Michael Rowan  
Reserve Command Master Chief**

Master Chief Petty Officer Michael Rowan comes to Sector Delaware Bay from Sector Long Island Sound, New Haven, Connecticut where he served as the senior enlisted member of the Logistics Department since October 2008.

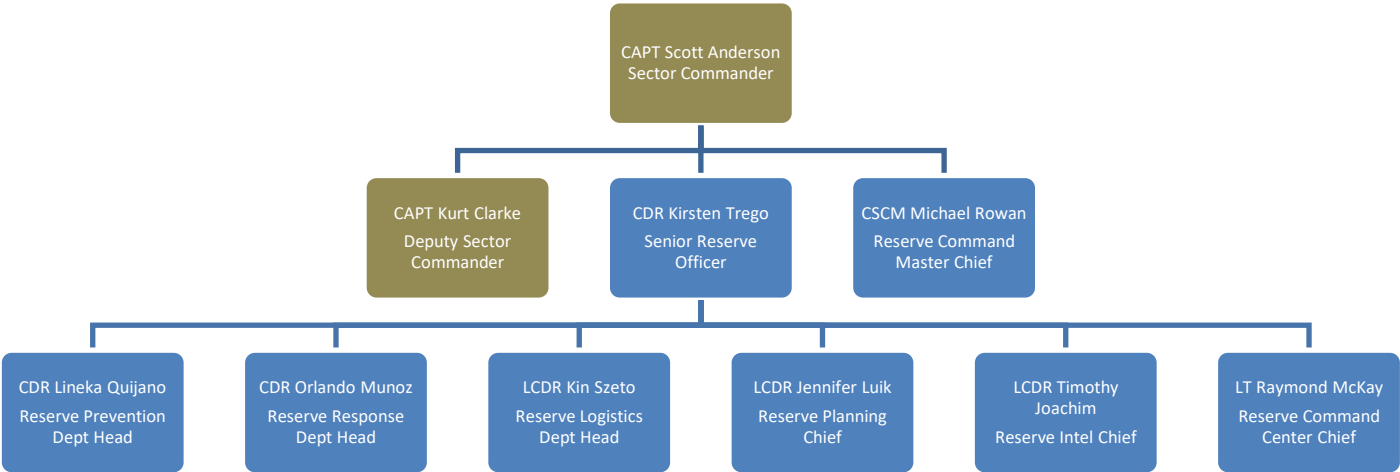
A native of Central Islip, NY, MCPO Rowan entered the Coast Guard on active duty in May 1988. After boot camp he was assigned to the Coast Guard Academy. After release from active duty he continued his career as a reservist and was assigned to Station Fire Island, New York, where he served from 1990-2008. In addition to his primary duties at Fire Island he assumed the role of Senior Enlisted Reserve Advisor. In 2008 MCPO Rowan transferred to Sector Long Island Sound-Logistics. He was mobilized and called to active duty on September 11, 2001 and again for the Deepwater Horizon oil spill in 2010 serving at Grand Isle, LA.

In civilian life MCPO Rowan is the Director of Operations Training for the Long Island Rail Road (LIRR), the largest commuter railroad in North America. He is responsible for the oversight, training and regulatory compliance of over 3,000 employees in the Transportation, Mechanical and Engineering Departments of the LIRR. He also maintains his certification as a locomotive engineer for the LIRR.

MCPO Rowan has been married to his wife, Sarah, for 25 years. They have 2 children; Aislinn and Patrick who are both attending college. His hobbies include exercise, reading and travel. He is also a certified United States Soccer Federation referee.

MCPO Rowan's military awards include: Coast Guard Commendation Medal, three Coast Guard Achievement Medals, 2 Coast Guard Meritorious Unit Commendations and 7 Coast Guard Reserve Good Conduct Medals.

# SECTOR DELAWARE BAY ORGANIZATION



## Reporting Aboard

All newly reporting reserve members should coordinate with their department head, sponsor and RFRS to schedule their check-in. New reserve members must complete their check-in drill during AD (weekday) hours. If you do not know who your department head is, please contact a member of the RFRS staff at 215-271-4800 and they will provide that information to you. While checking in, new members will need to meet with the Command Security Officer, Mr. Pilitowski to have their CACs updated in order to obtain building access. New members will also be expected to update their Direct Access (DA) personal contact information, government travel chard card accounts, and meet with the medical clinic and admin staff for any record maintenance or completion of necessary paperwork.

Reservists shall enter an IDT drill request in DA for the date of their check-in. The IDT drill request MUST be submitted prior to the date of the check-in, so you will be properly covered by orders during your transit to and from Sector. For assistance in submitting a drill request, please see the following link:

[https://www.uscg.mil/ppc/guides/gp/selfservice/reserve/Self%20Service%20-%20Inactive%20Duty%20for%20%20Training%20%20\(IDT\).pdf](https://www.uscg.mil/ppc/guides/gp/selfservice/reserve/Self%20Service%20-%20Inactive%20Duty%20for%20%20Training%20%20(IDT).pdf)

Upon completion of check-in, reserve members must notify their supervisor to process the IDT for payment. If a member is unable to access DA, they should contact the Sector SPO.

Newly reporting reservists should complete the check-in package and return it to their supervisor within 90 days of report date.

## RESERVE BERTHING

### Who is authorized berthing?

The Reserve Policy Manual, chapter 2.G, explains the policy regarding IDT berthing.

- Currently in the Fifth District, Dxr will normally authorize IDT berthing for the following situations: Reserve members who perform multiple drills and live between 50-100 miles will receive berthing the night between multiple drill dates.
- Reserve members who live more than 100 miles from their normal drill site may receive berthing the night before the first multiple day duty.

### What is the process?

1. Member must enter IDT Drill dates into Direct Access
2. Member must request IDT berthing a minimum of 30 calendar days before their scheduled check in date
3. Request berthing through this website, accessible from any web-enabled computer or mobile phone: <https://einvitations.afit.edu/inv/anim.cfm?i=364893&k=016746017254>
4. Once member has clicked "submit" for their berthing request on the E-invitations website, the member should save their confirmation page\
5. **Berthing Arrangements will be made for the member by the D5 Reserve Berthing staff**
6. Member will receive an email with their hotel confirmation and information within 5 days of their requested check in date.
7. Member will be required to show I.D. when checking into hotel.
8. Member will sign and forward a LEDGIBLE copy of their invoice to [d05-smb-reserveberthing@uscg.mil](mailto:d05-smb-reserveberthing@uscg.mil) upon checkout.

## **IDT Berthing Frequently Asked Questions:**

### **How do I make a proper request?**

All berthing requests must be received 30 days prior to the requested berthing start date. Berthing start date must be the same as the 1st IDT duty date or the night prior for those who are authorized. LATE REQUESTS WILL MOST LIKELY BE DENIED by D5.

A request for IDT berthing is to be made a minimum of **30 calendar days** before the check in date. Late requests are handled on a case-by-case basis and members may be denied berthing.

### **How/ when will I know about my berthing arrangements?**

Member will receive an email with their hotel confirmation and information within 5 business days of their check in. If member has not received hotel confirmation within 5 business days of requested check in date, it is the member's responsibility to contact the berthing staff and inquire about berthing arrangements.

### **What should I do if I cannot drill for the time I requested?**

Member is to notify the D5 Reserve Berthing staff of any changes in schedule ASAP.

### **How do I properly cancel my request?**

To cancel a reservation received, the member should contact IDT Berthing via email to: [D05-SMB-reserveberthing@uscg.mil](mailto:D05-SMB-reserveberthing@uscg.mil) or to the DXR Reserve Berthing after hours cell (757) 647-2240 immediately as this will prevent unnecessary charges to the government. This is an important step for members assigned the same room. Members shall not cancel their room on their own with hotel. Member is potentially subject to any costs associated with "no show" events.

### **What will happen if I do not properly cancel my request?**

If a member does not check in to the hotel on the required day, the CG may be charged for a 'No Show'. If this should occur, the command of the 'No Show' reservist will be notified. If this should occur twice within a one-year period, berthing privileges are subject to suspension for one year. Member is liable for any costs associated with "no show" charged by the hotel. If a member fails to check-in IAW the hotel's policy (usually before midnight), the hotel confirmation becomes void and a "no-show" charge will apply. Make sure you contact the hotel if a late arrival is anticipated to avoid potential charges.

### **Will I have a roommate?**

Per the Reserve Policy Manual (M1001.28A) Chapter 2.G.3, when using commercial berthing, two members shall be assigned to each room. Dxr may place three members in a room together when budgetary constraints dictate. Separate berthing must be made available for males and females. CGIS agents will only be berthed with other CGIS agents.

### **Can I switch my assigned room that I am given?**

The member is NOT allowed to switch the room assigned to them; doing so may result in denial of berthing.

### **Who is allowed to stay with me in my room?**

Reserve berthing is approved for authorized members only. It is not to be shared with family, friends or non-authorized members. Doing so WILL result in forfeiture of berthing. Expect to have a roommate assigned to your room.

### **Am I responsible for any costs when receiving IDT berthing?**

There is no cost to the member(s) for lodging; the Coast Guard pays for your room. However, parking, movies,



wi-fi, and other amenities that incur charges are the responsibility of the reservist. Expect the hotel to swipe your personal card in advance IAW the hotel's practices.

*CG RESERVISTS DO NOT HAVE AUTHORIZATION TO CHARGE THE GOVERNMENT FOR BERTHING.* If you need an extended period on your reservation, please let the D5 Reserve Berthing staff and your unit command know ASAP. If this happens, the member's command will be contacted, appropriate action will be taken and member is subject to any costs associated with this infraction.

**What are my responsibilities at the conclusion of my lodging?**

All parties who receive hotel lodging must print their name(s) and sign the final copy of the hotel bill (also referred as folio). This completed receipt, with signatures, must be scanned (clear photo with your cell phone is acceptable) and e-mailed to [D05-SMB-reserveberthing@uscg.mil](mailto:D05-SMB-reserveberthing@uscg.mil). Your signed receipt is required to verify lodging was received by the intended recipients and becomes part of the audit package for that purchase.

**May I add points to my personal hotel reward membership (HILTON HONORS, etc.), in conjunction with the reservation made by the DXR staff?**

Reservists shall not use their personal hotel reward points programs with a reservation made by DXR.

**RESERVE PARTICIPATION STANDARDS**

To maintain satisfactory reserve participation, you must comply with the below standards. (Ref: Reserve Policy Manual, COMDTINST M1001.28B).

1. Report per orders.
2. Attend 90% of scheduled, authorized paid IDT drills per fiscal year, equating to at least 44 IDT periods not to exceed 48 IDT periods. Absence from scheduled drill periods will be considered Unexcused unless prior authorization granted from the appropriate Reserve supervisor.
3. Satisfy the annual training (ADT) requirement, 12 days, by the last day of the fiscal year, 30SEP.
4. Complete resident or correspondence courses required by the enlistment contract or commissioning program.
5. Answer official correspondence in a timely manner (phone calls, email, letters).
6. Respond to annual screening questionnaires (due each year between 01AUG - 31OCT).
7. Promptly notify your unit of changes of residence and changes of phone number(s) or mailing address, changes in marital status or number of dependents, changes in civilian education or civilian employment, and any physical condition or other factor that would affect the member's immediate availability for active military service.
8. Maintain Coast Guard physical fitness and weight standards. (Weigh-ins are scheduled in Apr and Oct every year).
9. Obtain Flu Shots/Immunizations.
10. Complete Annual Verifications with your Unit Admin:
  - a. CG-2020D Designation of Beneficiaries & Record of Emergency Data

- b. SGLV 8286 Servicemembers' Group Life Insurance Election Certificate
- c. SGLV 8286a SGLI Family Coverage Election Certificate: (If required)
- d. CG 4170 BAH/Dependency Data

11. Officers must accrue a minimum of 50 retirement points in an anniversary year to remain in an active status. Additionally, all members in the Ready Reserve or Standby Reserve, Active Status who are retirement qualified, except for having reached sixty years of age, must accrue a minimum of 50 retirement points in an anniversary year to remain in an active status (see Section 4.B.5).

12. Have a valid ID card.

13. Complete Mandated Training (MT) A and B as required.

The definition of unsatisfactory participation is failing to comply with any of the contractual obligations or program requirements listed above. Failure to meet participation standards may result in disciplinary action. Members may be discharged for unsatisfactory participation or ordered to involuntary active duty in accordance with 10 U.S.C 12303 to fulfill their military service obligation.

## ADDITIONAL INFORMATION

### Important Phone Numbers:

Sector Delaware Bay Quarterdeck: 215-271-4800  
Reserve Force Readiness Chief: 215-271-4844  
D5 DXR Berthing Specialist: 757-483-8591  
Admin Office Chief: 215-271-4788  
Medical: 215-271-4816

### Sector Delaware Bay Public Webpage:

<https://www.atlanticarea.uscg.mil/Our-Organization/District-5/District-Units/Sector-Delaware-Bay/>

Sector Delaware Bay Portal page: <https://cg.portal.uscg.mil/units/sectordelawarebay/SitePages/Home.aspx>

### Sector Delaware Bay Reserve Community Portal page:

<https://cg.portal.uscg.mil/units/sectordelawarebay/sector-delaware-bay-reserve-community/SitePages/Home.aspx>

### ID/CAC Cards Servicing Office:

NWSC Philadelphia Naval Business Center  
4700 South Bread St  
Bldg. 29, 1<sup>st</sup> floor  
Philadelphia, PA 19112  
215-897-7001  
Hours of Operation: M-F 0730-1600  
\*CALL FOR APPOINTMENT FIRST

### Area Familiarization:

Philadelphia is a city full of excitement and entertainment. Please visit [www.visitphilly.com](http://www.visitphilly.com) for up to date information on local events and activities. Philadelphia is also known for its traffic delays. Prior to your commute, you can keep informed of the local traffic changes at [www.phillytraffic.com](http://www.phillytraffic.com).

If you are commuting via bus, train, or air, you may find these local service links helpful:

SEPTA

<http://www.septa.org/service/bus/>

Amtrak

[https://www.amtrak.com/servlet/ContentServer?pagename=am/am2Station/Station\\_Page&code=PHL](https://www.amtrak.com/servlet/ContentServer?pagename=am/am2Station/Station_Page&code=PHL)

Philadelphia International Airport

<https://www.phl.org/>

## CAC RAS/VDI REMOTE ACCESS INSTALLATION INSTRUCTIONS

This guide will provide instructions on how to install and configure all VDI Remote Access software. The link will take you to the CG Portal site. In order to access the Portal, you will need to have a CAC reader plugged into your computer. Ask your supervisor or RFRS staff member to obtain a CAC reader. While reading through the guide, section C (VDI Requirements) will provide you a link to TISCOMs Portal page where you will find the VDI installation software. Once you click that link, scroll down to “software” and click the “DocType: TAR/Zip File”. From there you will select the appropriate program for your Mac or PC.

### **Windows:**

[https://cg.portal.uscg.mil/units/tiscom/Services/Guides/VDI Remote Access Installation Instructions Windows.pdf](https://cg.portal.uscg.mil/units/tiscom/Services/Guides/VDI%20Remote%20Access%20Installation%20Instructions%20Windows.pdf)

### **Mac:**

[https://cg.portal.uscg.mil/units/tiscom/Services/Guides/VDI Remote Access Installation Instructions MAC.pdf](https://cg.portal.uscg.mil/units/tiscom/Services/Guides/VDI%20Remote%20Access%20Installation%20Instructions%20MAC.pdf)

### **TISCOMs CG Portal Page:**

[https://cg.portal.uscg.mil/units/tiscom/Services/SitePages EISI/Virtual Desktop.aspx](https://cg.portal.uscg.mil/units/tiscom/Services/SitePages/EISI/Virtual%20Desktop.aspx)