

# HOMETOWN RECRUITING PROGRAM (HTRP) GUIDE



## PURPOSE

The Hometown Recruiting Program (HTRP) is designed to provide recruiting offices with mobile support from active-duty Coast Guard members who wish to assist recruiters in communities that they feel personally connected to.

Once approved by their respective commands, these members will submit a Hometown Recruiting Application to the Coast Guard Recruiting Command (CGRC) HTRP liaison for final approval. Following approval by HTRP Liaison, their commands may issue permissive orders to the member's hometown or local communities to support recruiting opportunities that may exist outside of more traditional recruiting efforts.

Authority for this program is outlined in COMDTINST M1000.8A (series).

## APPLICABILITY

This guide applies to:

- a. ALL active-duty Coast Guard.
- b. Refer to COMDTINST M1000.8A, CGRCINST M1100.1A, and ALCOAST 457/22

## RESPONSIBILITIES

- a. CGRC: Shall oversee program policy, provide instructions and guidance as needed to successfully execute mission. Also, may terminate participation at any time if performance standards are not met, or if continuation in the program does not benefit the Coast Guard, or if it is determined that recruiting support is no longer warranted.
- b. HTRP Liaison: Shall review the application, determine eligibility, and approve or deny the application.
- c. The Recruiter in Charge (RIC): Will verify dates of participation, activities and expectations. Also, may recommend termination of participation at any time if performance standards are not met, or if continuation in the program is determined not to benefit the Coast Guard, or in the event that it is determined that recruiting support is no longer warranted.
- d. Commanding Officers: Shall ensure applicants meet eligibility requirements listed in the HTRP application to include weight standards.

## RESPONSIBILITIES CONTINUED

e. Active-duty Participants: Will be eligible to receive permissive orders up to 30 days for which per diem or travel expenses will NOT be authorized. Length of time for permissive order is determined by the member's chain of command. Authorization of permissive orders may occur at any juncture of a member's career.

f. Participating members of the HTRP are eligible for the *Scout Talent and Refer* monetary incentive and Letter of Commendation.

All questions can be forwarded to: [CGRC-HTRP@uscg.mil](mailto:CGRC-HTRP@uscg.mil)



## POLICY

a. Members shall obtain approval from their command to participate in the Hometown Recruiting Program. (Any members receiving permissive orders in conjunction with a PCS transfer must receive approval from current and receiving command.)

b. After a member has obtained command approval, the member will submit the application to: [CGRC-HTRP@uscg.mil](mailto:CGRC-HTRP@uscg.mil)

c. Submit the package 1 - 3 months before the requested dates. Once approved, by GCRC, permissive orders shall be drafted by the member's administrative office.

d. Upon arrival at their destination, the member shall make contact with their designated RIC, who will verify dates of participation, activities and expectations.

e. RICs will coordinate with the HTRP liaison to ensure suitability, mission goals and mutual expectations. Each office shall evaluate Hometown Recruiting Applications based on office need and availability.

f. Recruiting Offices may implement local procedures to effectively use each Hometown Recruiter to maximize lead generation.

g. The RIC should provide feedback to the member and HTRP liaison upon completion of their participation and follow up with member's command accordingly.

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**The Application for participation in the Hometown Recruiter Program, CGRC  
HOMETOWN RECRUITING RESOURCES can be found at:**

<https://cg.portal.uscg.mil/units/cgrc/recruiterresources/SitePages/Home.aspx>

