

The Reserve Personnel Career Counseling (RPCC) Guide



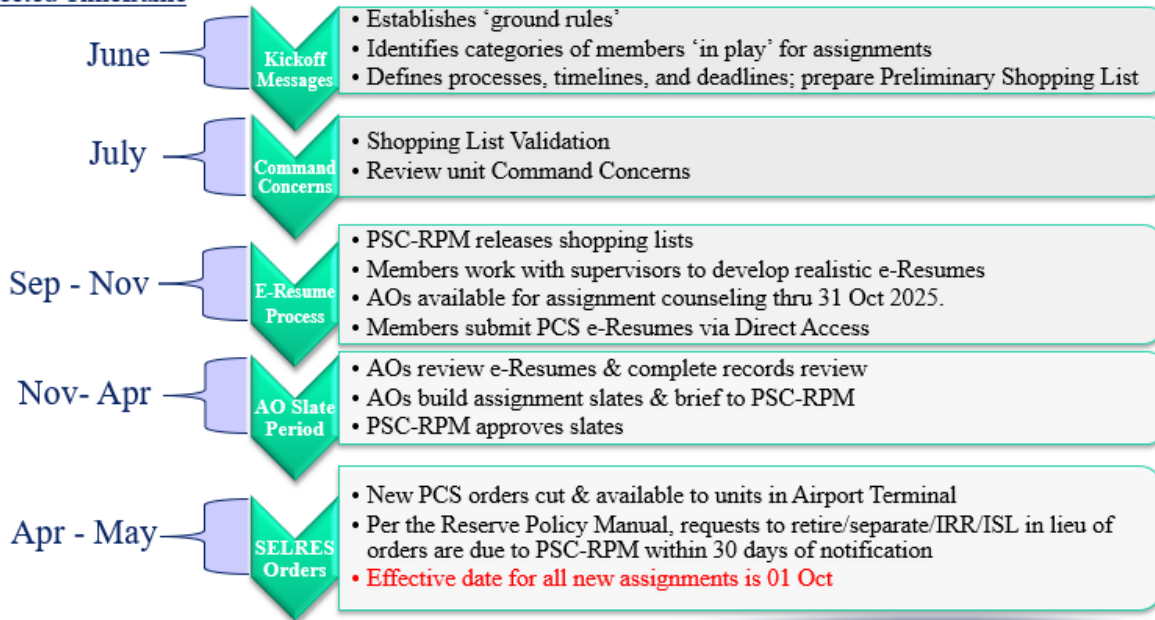
CG PSC-RPM
JUN 2026

Table of Contents

List of Figures	5
Zone Sizes and Opportunity of Selection (OOS)	5
Officer Boards and Panels	6
The Reserve Officer Career Path	8
Chief Warrant Officers (CWO)	12
Chief Warrant Officer Professional Development (CWOPD)	12
CWO Promotion	13
Senior Enlisted Selection Boards and Panels	13
Senior Enlisted Reserve Advisor (SERA).....	14
SERA Selection/Assignment Process	14
Command Senior Enlisted Leadership (CSEL) Positions	14
Reserve Master Chief Advancement Panel (RMCAP)	14
Reserve Senior Chief Advancement Panel (R-SCAP).....	14
Reserve Senior Enlisted Continuation Board (R-SECB).....	15
Progression From E-7 To E-9.....	15
High-Year Tenure	15
Junior Enlisted Progression.....	15
Assignment Tips.....	16
Individual RPCC Session.....	18

Assignment Timeline

Projected Timeframe



Human Resources Directorate



Zone Sizes and Opportunity of Selection (OOS)

The Reserve Officer Corps Management Plan (ROCMP) is the primary means the Coast Guard uses to shape the Reserve Officer workforce. By law, O-4 and above are considered “controlled grades” with a specified end strength cap. To comply with law and maintain rank pyramids, the ROCMP determines the number of officers that will be considered for promotion (zone size) and the percentage that will be selected (OOS). The Promotion Year 2027 ROCMP can be found at the below link: [Here](#).

Knowing when you may be in zone is critical. Once WMR-2 develops the ROCMP, RPM releases the annual Promotion Year Inactive Duty Promotion List (IDPL) Selection and Retention Boards message with zone estimates. You can cross-reference the projected zone with your Signal Number on the Register of Officers to determine whether you are in-zone.

RPM will release the actual candidate message approximately 30 days prior to each board. It is important to note that candidate lists often change due to movement in and out of the IDPL. CG Personnel Service Center Notice 1401 (PSCNOTE 1401) publishes the convening dates for all boards and panels. In accordance with ALCOAST 026-26, delays for biennial, annual, or semi-annual OERs are not authorized for any reason, including Detachment/PCS or ROO or Change of RO.

PSC Note 1401 PY27 Schedule of Officer Personnel Boards and Panels.



Officer Boards and Panels

The following section is intended to help demystify the process and give you a greater understanding of how to ensure you and your record are properly prepared. A Reserve Officer’s career requires the successful navigation of the board process and an understanding of how this relates to the assignment process.

Boards and panels are presented with multiple items to assist in making their selection decisions. Just like promotions, assignments are competitive and Assignment Officers use the same tools to make their decisions. These items include:

- The “Board/Panel View” of the candidate’s Employee Summary Sheets (ESS),
- Reserve Point Statement from Direct Access,
- Communications to the board/panel (if applicable), and
- Each candidate’s Official Military Personnel File (OMPF) via iPERMS

COMDTINST 1410.2 provides a complete list of items viewable by selection boards/panels. These include items such as OERs, educational transcripts, disciplinary documentation, CG-3307s, CG-4082s, and awards.

Remaining competitive for promotion and assignment requires a complete and accurate record. This includes an up-to-date OER, no missing OERs, an updated ESS, and an accurate Reserve point balance statement. All Officers are encouraged to review their OMPF. To find out more about viewing your OMPF via iPERMS, please visit the PSC-BOPS-mr website. Even if you do not anticipate going before a board, annual checks ensure your record is complete when you go in-zone.

Record Verification Checklist

Officer Evaluation Reports (OER)	Up to date, no gaps, none missing
Employee Summary Sheets (ESS)	Accurate, competencies, OSCs, Awards, Education
Reserve Point Statement	Accurate
Official Military Personnel File (OMPF)	OERs, Awards, Education, CG-4082s

Another way to remain competitive is to know what each board or panel will be targeting. In accordance with COMDTINST M1000.3 (series), Article 6.A.3, boards/panels are directed to use four pillars to establish criteria: **Performance, Professionalism, Leadership and Education.**

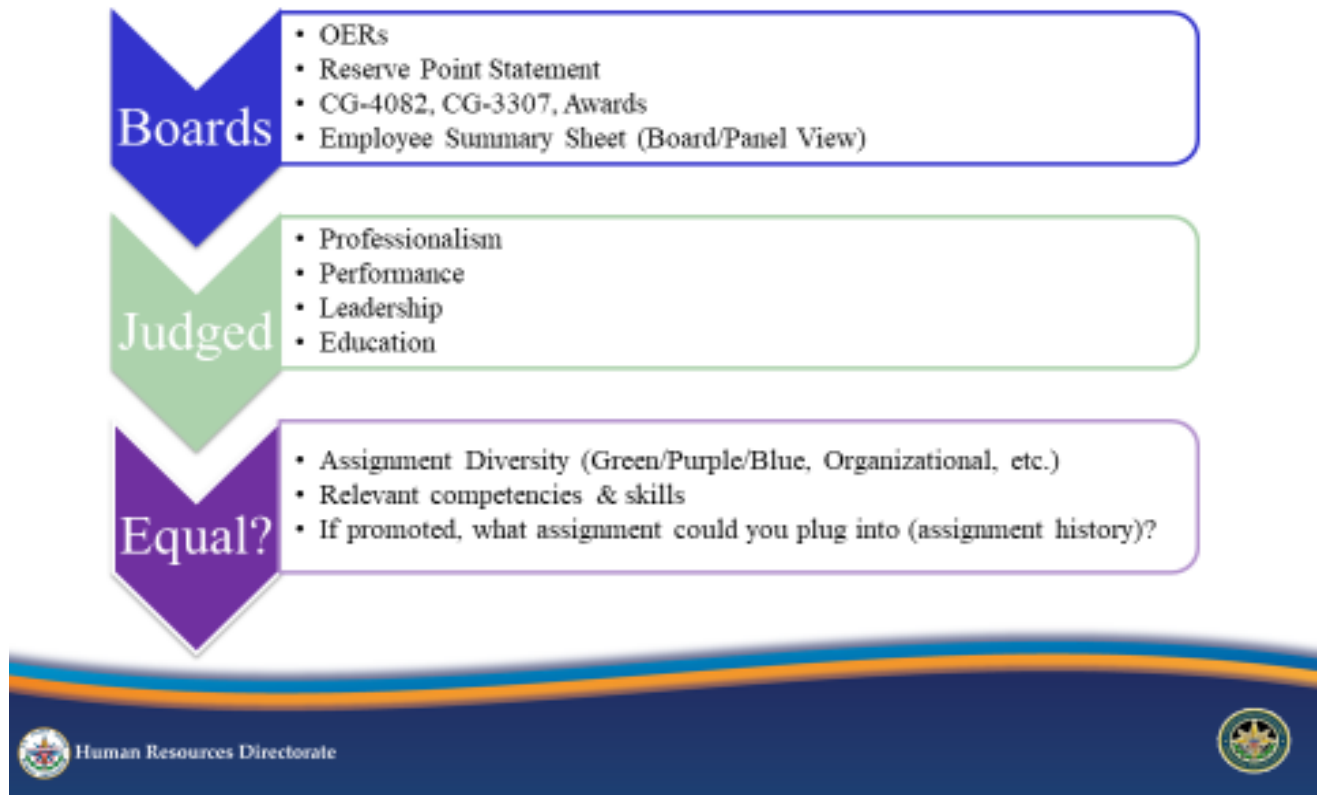
Each spring, the Commandant publishes the “Commandant’s Guidance to Officer Selection Boards and Panels” that provides specific guidance and expectations to board and panel membership. This guidance includes the basic characteristics of successful officers and serves as the foundation that boards/panels use to build selection criteria by which each candidate’s record will be evaluated. Selection criteria, as determined by the board, are neither published nor disclosed to any person who is not a member of the board or panel.

The Commandant’s Guidance to PY27 Officer Selection Boards and Panels is published on RPM-1’s Sharepoint site: [Here](#).

Recommendations for selection can ONLY be made from matters of a candidate’s official record. A selection cannot be made based on rumor, hearsay or an opinion of a candidate. If it’s not in your record, it may not be discussed by the board.

Whether for retention, promotion, or assignment, selection relies upon a strong record. Ultimately, **“You are what your record says you are.”**

Promotion Boards



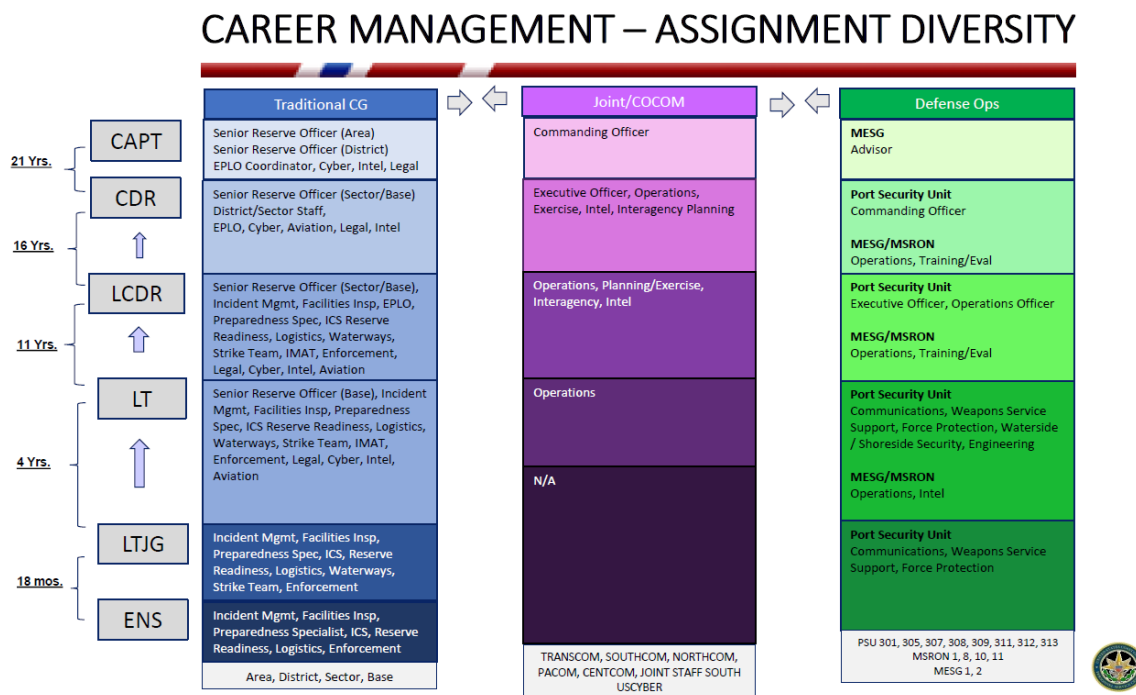
The Reserve Officer Career Path

In accordance with the Force Design 2028 Execution Plan Summary ([Force Design 2028 Execution Plan Summary](#)) The Reserve Force will be transformed into a strategic mobilization asset. The Coast Guard will establish new policy for Active-Duty augmentation that preserves the Reserve's primary mandate as defined by both law and policy – contingency mobilization. The Coast Guard will focus the scope of the Reserve mission to drive Reserve billet and rating structure for greater ability to manage, train, and mobilize reservists at necessary speed and scale, to include codifying four Reserve mission types and two support functions:

- Defense Operations
- Maritime Security
- Marine Environmental Response
- Emergency Management
- Reserve Maintenance Assist Teams
- Reserve Readiness

The Reserve Component is first and foremost a contingency response organization. Officers should strive to develop skill sets (competencies, Officer Specialty Codes, etc.) that demonstrate an organizational contingency response value. When called upon, what skills will you bring to the table? By nature, contingencies are unpredictable so we never know exactly what capabilities the Coast Guard may need. Therefore, Reserve Officers with wide ranging skill sets provide more value to the organization and are typically more successful competing for varied assignments. If you are promoted tomorrow, what assignments would you qualify for?

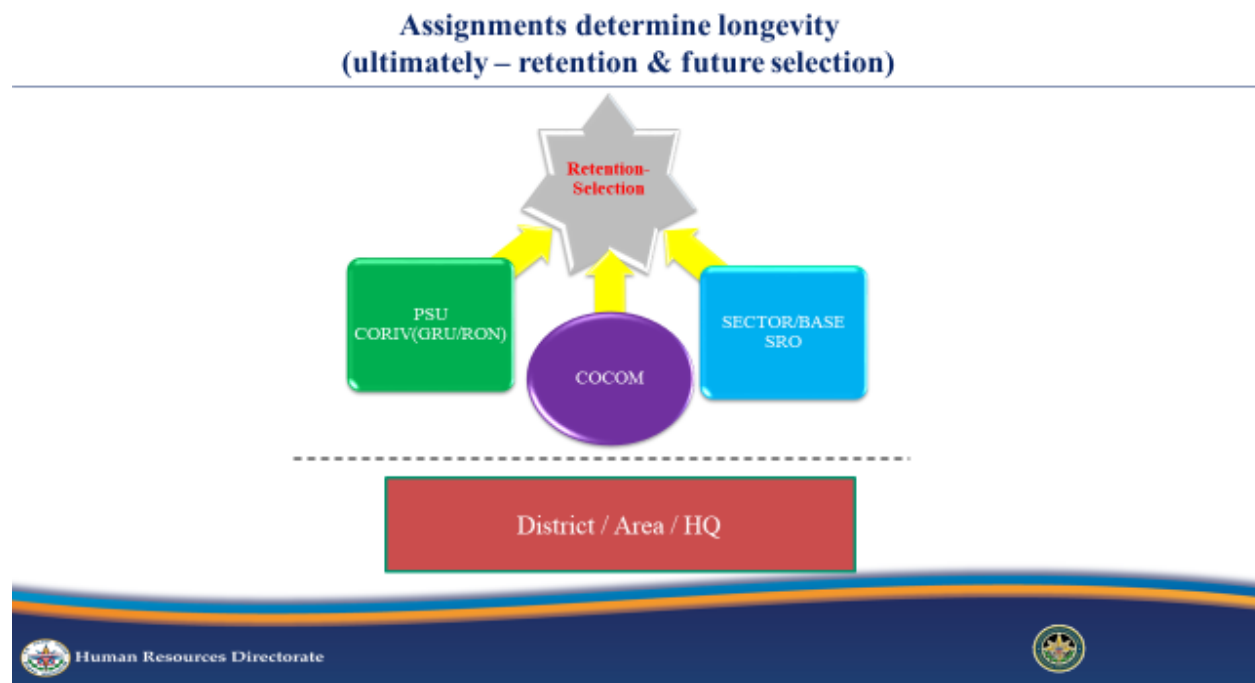
Unlike the ADPL that values a more linear, specialized career path, IDPL boards place a high value on career diversity. Diversity can be defined in several different ways. However, recent board results indicate that more successful Reserve officers have experience in two or more of the three "communities" – the traditional Coast Guard (Blue), the Joint/Combatant Command community (Purple), and the Defense Operations community (Green). It is essential that an officer seek assignment diversity early in their careers when more job opportunities are available. As you become more senior, the force pyramid thins, and it becomes more difficult to compete for the limited diverse options.



It is still possible to have a long and successful career just within the "Blue Guard," but officers should seek assignment diversity within that community and accrue contingency response related qualifications like advanced ICS competencies to be competitive for future promotions. Assignment diversity is perhaps even more important for officers in more specialized career fields like Cyber, Intel, Legal, Aviation and Prevention.

Organizational diversity is a topic a board will value as well. Officers should consider positions that allow opportunities to see how the organization is managed, and decisions are executed at multiple levels: unit, Sector, District, Area, HQ, etc.

Regardless of the community or level of the organization, Reserve Officers should continually seek increasingly challenging assignments that afford the opportunity to lead people, oversee processes, and manage assets.



The pinnacle of responsibility for any officer is command. As a Reserve Officer, you have two opportunities: PSU command at O-5 and CGGRU COCOM command at O-6. The chart below is adapted from Enclosure (1) to CG PSCINST 1401(series) and shows the current eligibility criteria for command screening. As you can see, there are a variety of ways to become eligible, but they all require a significant degree of planning early in one's career to earn a qualifying assignment.

IDPL Officer Commands	Grade	Eligibility Criteria
CGRU COCOM, including CGRU JSS	O-6	Meet any one of the following assignment / education combinations: (1) PSU Command cadre (CO or XO); Maritime Expeditionary Security Squadron (MSRON)/Maritime Expeditionary Security Group (MESG)O-5/O-4 assignment, or COCOM/JSS CGRU Executive Officer (2) PSU, MSRON/MESG COCOM/JSS CGRU, or Joint Staff assignment and Joint Professional Military Education (JPME-1) Completion. (3) Any Area/District/Sector/Base SRO duty and JPME-1 completion.
PSU	O-5	Served in one of the following positions: (1) PSU Executive Officer, Operations Officer, or Engineering Officer (with prior waterside/shoreside/communications division officer assignment). (2) A MSRON/MESG (O-5/O-4 assignment). (3) Senior Reserve Officer (SRO) at any Coast Guard unit with PSU Insignia or Advanced Boat Forces Insignia. (4) Tactical DSF department head assignment with Advanced Boat Forces Insignia. (5) Joint Staff assignment with a minimum of two years' experience at a CORIVRON or PSU with prior waterside/shoreside/communications division officer assignment.

While your assignment history, performance in assigned positions, and progress towards contingency response related competencies may be the most important consideration for retention and promotion, they are not the only factors. You should also consider the importance of how frequently you have mobilized. Officers that involuntarily mobilize under T-10 or T-14 are often looked favorably upon by promotion boards and Assignment Officers. Voluntarily acceptance of excessive Long Term Active Duty for Operational Support (LT-ADOS) or Extended Active Duty (EAD) may not always carry the same weight.

LT-ADOS and EAD offer officers the opportunity to gain valuable skills and experience. However, officers should be judicious when accepting these opportunities. Remember, you are a Reserve Officer. An IDPL board will want to see your impact upon the Reserve Component and its primary mission areas. Some LT-ADOS and EAD opportunities will provide that. Others may not. Officers on EAD should also be aware that they will compete on the ADPL should they be in-zone while on EAD orders, competing against ADPL officers.

Chief Warrant Officers (CWO)

Appointment

Unlike active duty, the Reserve component does not utilize a pre-scoring system for CWO candidates. Personnel Data Extracts (PDE) and a pre-board eligibility list will not be available.

Applicants, if selected, must agree to transfer to a vacant, or projected vacant SELRES CWO position for a minimum of two years from the appointment effective date. Selectees who fail to complete the initial two-year SELRES CWO Assignment commitment shall be assigned to the Individual Ready Reserve (IRR) for the balance of their initial two-year commitment. CWOs who complete their initial two-year commitment while assigned to the IRR may compete during the next Assignment Year (AY) for vacant SELRES CWO positions on the Personnel Allowance List (PAL).

Selectees who decline appointment and follow-on assignment should familiarize themselves with latest PY Reserve Chief Warrant Officer (CWO) Appointment Board Timelines, ALCGRSV message to determine their eligibility to reapply for appointment.

Since CWO appointment is based upon SELRES vacancies, members must be in the Ready Reserve (SELRES/IRR) on the date of appointment. Members on mobilization and support orders must be released from Active Duty prior to appointment and assignment to the SELRES. Appointees must serve in the assigned SELRES CWO position for a minimum of two years before pursuing voluntary Active Duty (ADOS or EAD) outside their SELRES unit.

Selectees who decline appointment and follow-on assignment should contact RPM-2 to determine their eligibility to reapply for appointment. All messages pertaining to CWO appointments will be available under ALCGRSV messages and the CWO OCMP available on the RPM-1 website: [B&P \(uscg.mil\)](https://uscg.mil).

Chief Warrant Officer Professional Development (CWOPD)

The CWOPD course is designed to assist newly commissioned CWOs in transitioning into the commissioned officer ranks. The course curriculum focuses on leadership, service etiquette, customs and courtesies, communication (oral and written), and the necessary administrative skills needed to become an effective Coast Guard Officer. CWOPD builds upon individual skills attained through one's career and provides a vehicle for sharing experiences to improve group effectiveness. This course facilitates professional and personal growth in knowledge, skills, attitudes, and abilities through learning, self-awareness, self-assessment, feedback, and reflection.

Key areas of emphasis are Coast Guard Vision, Core Values, Professionalism, Lifelong learning, and the uniqueness of Chief Warrant Officers in our service. This course also emphasizes education assessment, diversity, critical thinking, and mentoring. Attendance and successful completion of the CWOPD course is mandatory for all W-2s within the first 18 months of commission.

CWOPD Course Information and Schedule can be found [HERE](#)

CWO Promotion

A CWO is deemed a technical expert and a subject matter expert in their specialty. CWO's have demonstrated potential to assume positions of greater responsibility requiring broader conceptual, management and leadership skills.

The overall career path for a Chief Warrant Officer is straightforward. Members should ensure that they are developing in a positive direction within their respective specialties, showing increasing levels of the above-mentioned skills while hitting the benchmarks for promotion at the various stages in their career for CWO3/CWO4 (In zone 3rd year and promoted 4th year).

In some instances, CWO's within the F&S and PERS specialties can elect to pursue the Warrant to LT route as a Reserve Component Manager (RCM). At the time of release of the RCM application message (typically released in August or September annually) requirements may change specifically based on needs of the service.

OER submission schedule

All OERs shall be submitted in alignment with the following schedule:

Grade	Regular IDPL	Promotion/Retention IDPL
All CWO's	31 May	31 May

Senior Enlisted Selection Boards and Panels

In accordance with the Commandant and Master Chief Petty Officer of the Coast Guard Guidance to Enlisted Selection Boards and Panels, enlisted members are highly encouraged to pursue a Special Assignment during their career. Three business rules that RPM strives to attain each assignment year for Senior enlisted positions are:

1. Try to assign E-7's in POC billets
2. Try to grade match E-9's in POCM billets
3. Attempt to place best E-9's and E-8's into badge positions

These unique assignments provide valuable opportunities to represent their professional communities and networks, learn other operation and mission support activities and prepare the way for future assignments to highly visible leadership and management positions.

Senior Enlisted Reserve Advisor (SERA)

Reservists filling SERA positions will assist their commands in maximizing readiness of assigned reservists for mobilization. SERAs also coordinate with their commands to address

leadership, training, and administrative processes required to support mobilization requirements, and mentoring of assigned SELRES.

SERA Selection/Assignment Process

Reserve Senior Enlisted members (E7 to E9); regardless of rating, can compete for SERA positions during the regular assignment schedule. However, a command endorsement is required and MUST address leadership suitability as described in COMDTINST 5320.4.

Assignments are made based on multiple factors (Service needs, unit needs and member desires). Additionally, the strength of a member's record, and RCD are significant in the assignment process.

Command Senior Enlisted Leadership (CSEL) Positions

CSELs are direct representatives to their flag officers/principals on all matters pertaining to the efficient and effective management of the day-to-day activities in their area of responsibility, as well as advancing broader strategic objectives and support to the workforce.

[COMMAND SENIOR ENLISTED LEADER \(CSEL\) RATING FORCE MASTER CHIEF \(RFMC\) AND SENIOR ENLISTED LEADER \(SEL\) PROGRAM, COMDTINST 1306.11 \(sharepoint-mil.us\)](#)

Reserve Gold and Silver Badges are the highest level of Reserve senior enlisted leadership and requires panel screening.

Commands should encourage senior enlisted members to aspire to CSEL positions and become familiar with the Commandant and Master Chief Petty Officer of the Coast Guard Guidance to Enlisted Selection Boards and Panel.

Reserve Master Chief Advancement Panel (RMCAP)

All E-9 positions in the Reserve Component (RC) are now "rating-neutral." Members' eligibility for the RMCAP is the same as if they were competing on the RSWE. It is strongly recommended that members review CGMHRR and ensure the PDE is updated.

Reserve Senior Chief Advancement Panel (R-SCAP)

The R-SCAP selects eligible reserve Chief Petty Officers for advancement to Senior Chief Petty Officer. The R-SCAP will follow the standard Personnel Service Center (PSC) panel process that is utilized for the R-MCAP executed by RPM.

Reserve Senior Enlisted Continuation Board (R-SECB)

The Reserve Senior Enlisted Continuation Board (R-SECB), as outlined in Military Separations, COMDTINST 1000.4 (series), carefully considers, without prejudice or partiality, the record of every eligible candidate and recommends those senior enlisted members for non-continuation whose service is no longer in the best interest of the Coast Guard Reserve. Members selected for non-continuation are retired from the Coast Guard Reserve.

Progression From E-7 To E-9

As a Chief in the RC, the positional pyramid includes SERA, Silver Badge, Gold Badge, et al. As members advance their roles shift from being technical experts to predominantly leadership roles. Therefore, diversity of assignments in progressive leadership opportunities is key. This may require travel, depending on your residential location.

High-Year Tenure

Reserve High Year Tenure (R-HYT) is designed to increase personnel flow, compel rating advancement, plus allow consistent training and advancement opportunities for the Reserve enlisted workforce.

Per [ALCGPSC 114/25](#), R-HYT is suspended through 2028.

Junior Enlisted Progression

As a junior member, you **MUST** stay well-informed of the requirements for progression in your rating. Advancements are dependent on meeting those requirements and following sequence of events for the Servicewide Examination (SWE). For advancement to first class petty officer, completion of a Leadership and Management School (LAMS) is required.

Step	Servicewide Exam Sequence of Events
1	Member meets advancement eligibility requirements outlined the Enlisted Advancements and Evaluations Manual <u>ENLISTMENTS, EVALUATIONS, AND ADVANCEMENTS</u> , COMDTINST M1000.2 (series) (defense.gov)
2	Commanding Officer recommends member for advancement on latest Employee Review
3	Unit receives ALCGENL or ALCGPSC message announcing the upcoming SWE. Unit passes message info on EOCT and SWE waivers, timeline, and other important message data to members.
4	PPC posts PDE to Direct Access. Corrections to PDE are initiated by members and completed by unit and SPO.
5	Member follows up to ensure that PDE corrections are reflected in Direct-Access prior to PDE Correction Deadline Date.

6	Unit notifies PPC via message of any waiver requests, changes to Exam Board OPFAC and changes of eligibility status of members prior to PDE Correction Deadline Date.
7	PPC (adv) sends SWE tests and instructions to the SWE Officer of the exam board unit.
8	SWE Officer notifies PPC (adv) of any missing or incorrect exams.
9	SWE Officer administers SWE and follows pre and post-test handling procedures provided in administrator's booklet
10	PPC (adv) scans test answer sheets and uploads scores to Direct-Access for inclusion into members final multiple scores.
11	PPC (adv) ensures Profile Letters containing exam score, and final multiple scores are posted in DA.
12	CGPSC (rpm) releases the Advancement Eligibility List.
13	CGPSC (rpm) releases monthly Advancement Announcement Messages with the names of members authorized to promote on the first day of the upcoming month.
14	PPC (adv) completes advancements in the pay and personnel system and completes and forwards CPO Certificates to E7's and above.

Figure 9

*****SWE for all Reservists will normally occur in the month of October.**

If you are uncertain or need assistance regarding your specific rating eligibility requirement, we cannot over-emphasize the importance of contacting your SRO, SERA or PPC-adv.

Additional information can be found on the PPC-ADV webpage at: [Enlisted Advancement Information \(uscg.mil\)](http://enlistedadvancement.uscg.mil).

The PPC website also contains information on the Reserve supplemental lists for ratings in which the Reserve Servicewide (RSWE) have been waived. [Reserve Supplemental Lists Information.pdf \(uscg.mil\)](http://reservesupplementallists.uscg.mil).

Career-Broadening Thoughts

If your goal is to advance to CPO, a second tour at a new unit type is extremely advantageous. Commands should ensure members are aware of Professional Growth Points (PGP) criteria.

Assignment Tips

It is vitally important that you know your rotation date and meet all established Assignment Year (AY) deadlines to remain competitive for assignment. RPM releases AY Kickoff messages annually in June. This message sets each AY's deadlines and announces the members who will be "in-play" for the AY. Simultaneously, RPM will also post a Reserve Personnel Assignment Guide on its web site with amplifying information. As a leader, you must comply with these directions and ensure that your subordinates do as well.

Managing your career can be a delicate balance. Unfortunately, there are no concrete templates to follow. When crafting an e-resume, you will likely have to choose how to prioritize potential

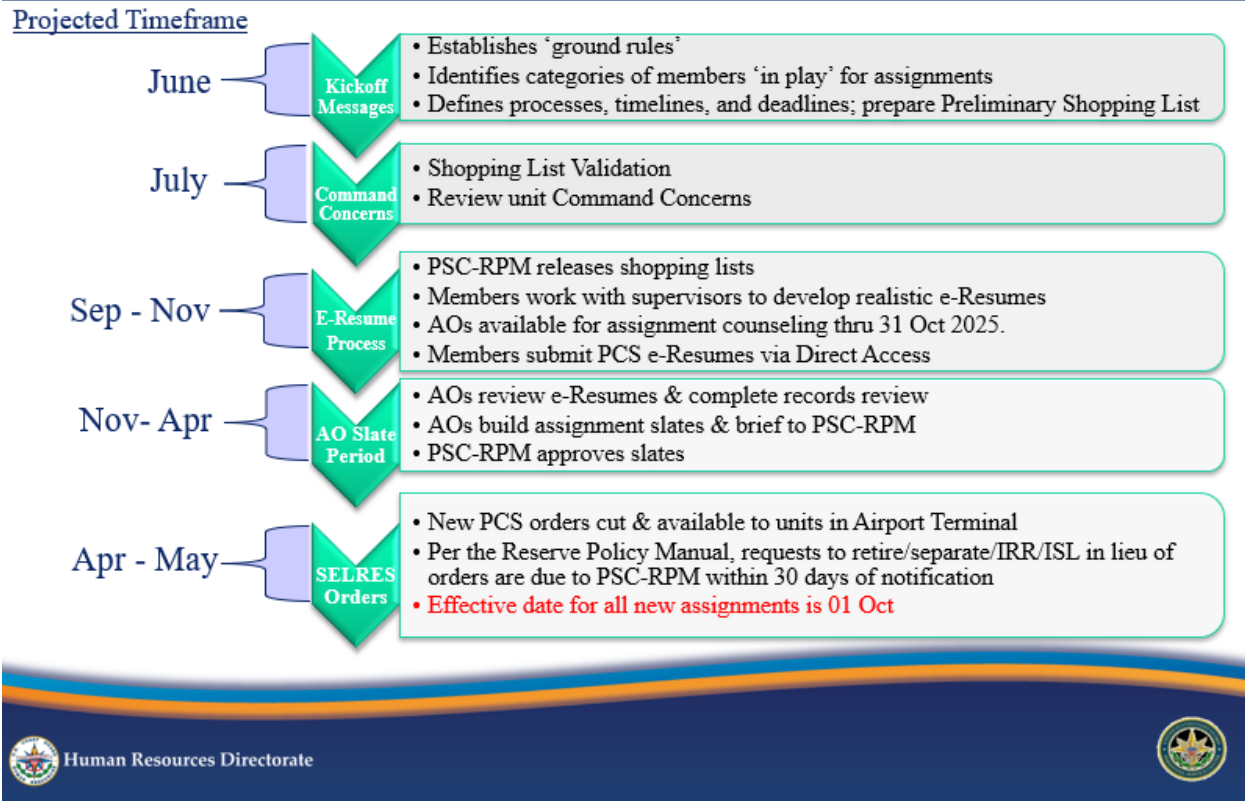
assignments between one that will get you into a new community and one that will offer the opportunity to further develop a career enhancing and organizationally valued competency. Remember that you are not the only one seeking a highly desired assignment. Realistically weigh your odds and have a solid back up plan to increase your value to the organization.

A well-crafted e-resume allows for assignment flexibility and acknowledges possible outcomes. You should submit a reasonably broad e-resume that communicates your preferences in priority order and addresses alternatives based upon your background and experience. Do not list any position that you are not willing to accept. Use the Member Comments section to concisely relay goals, limitations, span of travel, least desired areas, or co-location to your Assignment Officer.

Assigning members to positions within reasonable commuting distance (RCD) remains a priority. However, available positions within RCD become increasingly scarce as you promote and advance. RPM will not involuntarily assign you to a position outside of RCD, but these positions are sometimes the only ones available. If you desire to compete for a career enhancing billet outside of RCD, you may request one. However, these requests are completely voluntary, and you should carefully balance such a request with your civilian profession and personal life.

Remember that Assignment Officers use the same information as boards and panels. You must ensure your record is complete and accurate to best position yourself for success prior to competing for assignment.

Assignment Timeline



Individual RPCC Session

Now that you have read the RPCC Guide, you may schedule an Individual RPCC Session with a Reserve Assignment Officer. See the latest ALCGRSV message for additional information, and email HQS-DG-CGPSC-RPM-RPCC@USCG.MIL with tentative dates and times that you are available. RPM will reply and establish a firm appointment.