

*The*  
**Reserve**  
**Senior Enlisted (E7-E9)**  
*Assignment Guide*

*Assignment Year 2016 (AY16)*



**CG PSC-RPM**  
**OCTOBER 2015**



## **Welcome!**

The 2016 assignment season is underway!

This document contains the basic principles of the senior enlisted (E7-E9) assignment process. The information in this guide is of equal value to senior enlisted anticipating assignments, as well as commands, and mentors. We have created this guide to:

- explain the Reserve assignment process;
- pass along the rules of engagement; and
- manage expectations.

## **Who We Are**

The 2016 Reserve Assignment Team within CG PSC's Reserve Personnel Management Division (PSC-RPM) consists of:

- LCDR Jocelyn Soriano, Reserve Assignments Branch Chief.
- LT Eric Meaders, Central Assignment Coordinator for Districts: 1, 9, 11, 13, 14, and 17.
- LT Paul Radlinski, Central Assignment Coordinator for Districts: 5, 7, 8, and RCMC.
- LT Timothy Byars, Assignment Officer (AO) for District 5.
- PERS3 Pam Thompson-Yancey, Assignment Officer (AO) for District 7 and CWO Assignments.
- YNCM Mike Snyder, Assignment Officer (AO) for Districts: 11, 13, 14, 17, and RCMC.
- YNCM Jennifer Stiles, Assignment Officer (AO) for Districts: 1 and 9.
- YNCS Claricia Gautier, Assignment Officer (AO) for District 8.

## **Key Elements**

The key elements are the Senior Enlisted ALCGRSV Kickoff Message, Shopping List, and e-resume.

## **Kickoff Message**

The ALCGRSV Kickoff Message announces the Assignment Year (AY) 2016 Senior Enlisted Assignment Season and provides important guidelines and information for senior enlisted competing for assignment, senior enlisted in unbudgeted positions, command cadres, and supervisors. The message also includes the AY16 Senior

Enlisted Plan of Action and Milestones; which stipulates key requirements and deadlines in the assignment season.

In addition, the Kickoff Message also provides guidance on submitting Command Concerns, which is an opportunity for commands to provide the AO their assignment needs. Failure to submit Command Concerns may result in gapped billets. Senior Reserve Officers (SROs) and Reserve Force Readiness Staffs (RFRS) continue to be a valuable resource in aiding unit commanders in maximizing their Reserve force capability, which may include PAL validation and Command Concerns. PSC-RPM encourages early and active engagement with unit stakeholders in an effort to minimize billet gaps.

## **The Shopping List**

The Senior Enlisted Shopping List consists of Reserve E7 to E9 billets that are expected to be filled in AY16.

A **“Preliminary”** Shopping List will be available in DA on/about 1 September 2015, which will include:

- billets with incumbents who have a 2016 rotation date;
- billets occupied by senior enlisted with approved separation requests on file;
- Senior enlisted billets currently filled by members of a different rating/pay-grade; and
- vacant positions.

In the AY Kickoff message, we ask commands to carefully review the **“Preliminary”** Shopping List and **provide Command Concerns by the deadline stipulated on the message**. Receiving the Command Concerns by the deadline provides the AOs the opportunity to make well-informed decisions on assignments.

In November the **“Shopping List”** will be released via ALCGRSV and will also be available on the PSC-RPM website and CG Portal site. The intent of the **“Shopping List”** is to provide you the opportunity to consider new alternatives. Please don't subject your AO or the incumbent in an advertised billet with questions regarding why the billet will be vacant or what is happening with the incumbent.

## **Contacting Commands or Incumbents**

As you review the Shopping List, you may begin to create your own list of preferred billets. In this case, you'll likely want to get a better read for a particular command and the work involved. Contacting the chain of command that owns the billet or the current incumbent may provide you a better understanding of job expectations and tasks associated with the billet. It is important to note that the billet title may not accurately reflect the actual job description or task requirements.

## **The E-resume**

The e-resume is the primary method of communicating your assignment preferences to your AO. Please do not view submitting your e-resume as an entering position to begin an extensive and iterative dialog. However, we strongly recommend you share your draft e-resume with your family and discuss your goals and objectives with them before submitting your final e-resume.

Note - the current DA 9.1 version does not notify an endorser of an endorsement request. For that reason, you should notify your command when you submit an e-resume that requires their endorsement (i.e., for an extension/short tour/SERA request). This is to ensure that your e-resume endorsement is completed on time.

***DA 9.1 also does not allow late e-resume submission. Your e-resume must be submitted to PSC-RPM by 15 January 2016. However, earlier submission is preferred. It is critically important that the e-resume submission deadline is met.*** If you miss the deadline, you must let your AO know immediately via email and submit your assignment preferences on form CG-2002.

## **E-resume Craftsmanship**

A well-crafted e-resume allows for assignment flexibility and acknowledges possible assignment outcomes.

**It is not recommended to submit an e-resume that only lists:**

- one or two billets;
- an extension; or
- billets in a single geographic area.

E-resumes that reflect the above indicates that you haven't considered the possibility of not being assigned to those commands. In other words, a very narrow e-resume conveys nearly the very same message as a blank e-resume. Thus, we will assume you will be equally thrilled with any assignment if we are unable to offer any of the few preferences you provided.

**What is recommended is submitting a broad e-resume that:**

- communicates your preferences in priority; and
- addresses alternatives that you believe are appropriate based on your background and experience.

Additional things to note:

- Develop an e-resume that is concise.
- Situations involving exceptional personal requirements (i.e. co-locations, special needs, etc.), will be handled on a case-by-case basis to balance the needs of the Coast Guard and the individual.
- If you are married to an active duty service member, ensure that "dual military" is indicated at the top of the narrative section of your e-resume.
- A command endorsement by the unit Commanding Officer or his/her designee is required for all reserve senior enlisted requesting tour extensions, early rotations, or SERA positions. When requesting an extension, always include other assignment options in the likely event the extension is not granted.
- E-resumes submitted with fewer than three assignment choices have resulted in the past with members being assigned to positions other than what they requested due to the limited choices of assignments provided.

The need to develop a well-crafted e-resume and ensure that it is submitted prior to the deadline cannot be emphasized enough. In addition, you must inform your AO via email each time your e-resume has been updated. This is critical since your AO will not automatically be notified by DA.

## **Information in DA**

The information available in DA is what your AO will utilize for assignment purposes. Therefore, it is important that your information in DA is current and accurate, such as:

- personal/contact information;
- academic degree(s);
- security clearance; and
- other pertinent information.

## **Senior Enlisted Reserve Advisor (SERA)**

SERA positions are open to members regardless of rating. E-resume command endorsements shall address the member's suitability to serve in a SERA leadership position as described in the RFRS Staff Element Responsibilities, COMDTINST 5320.4 (series).

Upon assignment to a SERA position, senior enlisted shall complete the SERA e-course (502466) located in the Coast Guard Learning Portal <https://elearning.uscg.mil/> prior to reporting for duty. Senior enlisted who have not already attended a senior enlisted service academy (e.g., Chief Petty Officers Academy (CPOA)/CPOA-Reserve or equivalent DoD senior enlisted course) shall complete a senior enlisted service academy and have the "PERJR" competency code entered into DA within one year of assignment to a SERA position. Once the "PERJR" competency code has been obtained and the SERA e-course has been completed, members then qualify to earn the "SERA" competency code.

## **Extensions and Early Rotations**

A request for extension in your current billet requires a command endorsement and is viewed by PSC-RPM as one assignment preference on an e-resume and will be considered along with your other e-resume selections. The likelihood that you will be approved for extension depends on several factors. In some cases Service need may be best met by extending you in a billet, while other times the Service need is best met by transferring you to further enhance your career and affording others the same career development opportunity that you had been given. Extensions are considered "orders" and if you are granted an extension, it will be authorized for only one additional year.

A request for early rotation also requires a command endorsement. The purpose of the command endorsement is

not to give an opinion of your suitability for the requested billet(s), but rather to address the effect of your early departure on the unit's continuity or the overall skill/experience level of the unit's staff. "Conditional" positive endorsements (e.g., "I support early rotation for billet X but not for billet Y") are not appropriate. Early rotations most often occur when Service need cannot be met using senior enlisted that are tour complete. In keeping with the Commandant's vision, "Service to Nation," our general position is to NOT rotate members early unless the needs of the Service clearly dictate otherwise.

### **Geographic Diversity**

Geographic diversity is a career enhancing factor that you should take into consideration when making assignment decisions. For example, if you have been at the same unit throughout your enlisted tours; **you should not expect to stay there.**

Consequently, if geographic stability is a special consideration for you, make sure that your AO is aware; with the understanding that this may make a difference between receiving a paid assignment and being placed in an IRR status.

### **Reasonable Commuting Distance (RCD)**

Every effort will be made to comply with the Reserve Policy Manual, COMDTINST M1001.28 (series) regarding RCD.

A member's decision to accept orders beyond RCD is voluntary. With this understanding, you will need to provide your AO a written statement (email is acceptable) certifying your willingness to accept orders outside RCD.

### **Co-Location**

Unlike PSC-EPM's active duty assignment process, there is no specific co-location policy governing Reserve assignments. However, if you are married to a military member, ensure that your AO is aware of the situation by indicating "Dual Military" at the top of the narrative section of your e-resume. In such cases, your AO will make every attempt to provide suitable recommendations; such as, suggestions on how to mitigate possible career impacts in cases where no paid billets are available.



**Residing  
Outside the U.S.**

Please refer to chapter 5 of the Reserve Policy Manual, COMDTINST M1001.28 (series), for policy on remaining in a SELRES status while residing outside the U.S., its territories or possessions.

**The RPM Process**

Equipped with the Shopping List and your e-resume, PSC-RPM will develop assignment slates. We also start developing a list (candidate pool) for each billet; noting the names of senior enlisted who requested particular billets on their e-resume, as well as, those who may be most competitive based on their assignment history and background.

**Who's in Play?**

The primary candidate pool consists of senior enlisted who:

- are tour complete;
- will change Reserve Component Category (RCC) to SELRES;
- are filling positions in which a rating/pay-grade mismatch exists between member and billet;
- are in unbudgeted or reprogrammed positions;
- are projected to be released from active duty (including senior enlisted who are serving on long-term ADOS/EAD); and
- are in billets with more than one member assigned.

Our intent is to transfer only members who are tour complete, unless Service needs dictate otherwise.

**Assignment  
Considerations**

The assignment process will take into consideration when a member has completed an arduous assignment (i.e., duty in hard-to-fill assignments/geographic locations, lengthy involuntary recalls). It will be a factor considered along with other factors, such as: Service needs, career progression, performance, skill-sets, and the member's personal desires.

Being that there is no formal Humanitarian Assignments program for Reserve personnel, situations that involve severe family hardships would fall under special considerations and will be viewed as yet another factor in any assignment.

**Hierarchy of Assignments**

Generally, assignments are considered “top down” to ensure the most robust candidate pools of senior enlisted are considered for the highest priority billets. The missions and deployable nature of Deployable Specialized Forces (DSF) units (Port Security Units, Strike Teams) require these units to be staffed to the maximum extent possible. Members residing within RCD of DSF units should expect one or more assignments to these units during their career.

Following DSF assignments, priority is given to operational commands followed by staff assignments. Careful consideration is given to match members to billets so that Service needs, unit needs, professional development and member desires are maximized.

Note - your AO will attempt to fill each vacant billet; to include billets that may not be the most desired.

**Over-billeting**

On a limited basis, senior enlisted may be assigned in an over-billet status at a command where another senior enlisted already occupies the position to which the member will be assigned. This is a rare occurrence and is based on a variety of reasons including Service need, unit training capacity, and other pertinent factors.

**Career Progression**

Reserve career paths generally fall into one of two communities: (1) the Sector operational community; and (2) the Joint Forces/Interagency community.

The challenge for members is to show you can function in either community at a level of ease and effectiveness expected of senior enlisted. Members seeking assignment counseling should contact their AO (as specified in the AY Kickoff message) and consult with their SRO. Early goal setting, planning, and good mentoring are important.

**Long-term Active Duty**

Long-term active duty is defined as active duty other than training of more than 180 consecutive days. Reserve senior enlisted contemplating long-term ADOS shall coordinate with their AO early in the process. Requests for active duty must be approved by your parent command and you must notify your AO when you take on Long-Term ADOS orders.

By policy, SELRES members who serve on Long-Term Non-contingency ADOS (sometimes also called “voluntary T10”), are removed from their SELRES position while in this active duty status. Regardless of the date of termination of their Long-Term Non-Contingency ADOS orders in 2016, Reserve senior enlisted desiring a SELRES position upon release from active duty (RELAD), must submit an e-resume in order to compete for a SELRES assignment.

Members involuntarily recalled under Title 10 U.S.C. § 12302 (also referred to as “Invol T10” or Long-Term Contingency ADOS) or serve on Short-Term ADOS shall continue to encumber the SELRES position assigned at the time of recall. Once RELAD, these members return to their SELRES status, unless otherwise subject to reassignment.

In general, members serving on Long-Term Non-Contingency ADOS orders that terminate at any time during 2016, or are otherwise subject to reassignment upon RELAD in 2016, are encouraged to apply for assignment. Members who do not apply for assignment should expect a status change to the IRR and may participate in the AY17 assignment cycle; unless the member competes successfully for an off-season assignment.

**Extended Active Duty (EAD)**

Reserve senior enlisted on EAD are considered “active duty” for the purpose of assignments and PSC-EPM serves as their AO while on EAD. Reserve senior enlisted who expect their EAD contracts to expire at any time in 2016 should submit an e-resume to PSC-RPM to compete for a SELRES assignment. Members who do not apply for assignment should expect a status change to the IRR and may participate in the AY17 assignment cycle.

Additionally, senior enlisted considering EAD orders shall coordinate with their reserve AO early in the process. Requests for active duty must be approved by your parent command and you must notify your reserve AO when you take on EAD orders.

**The Feedback Loop**

We recognize that your anxiety level may be heightened as the assignment process goes into March and April. You’re certainly welcome to call and check on our progress.

However, please understand if we tell you “we don’t know yet” or “it’s too early to tell” – that is exactly what we mean.

By approximately late March and early April we will have a sense of the billets for which you may be most competitive. **One caution:** saying you are “competitive” is not an indication of what may be the final assignment outcome. Being competitive normally means you are among the pool of candidates for a position(s). Remember, we are providing the same information to your peers and information on who is part of the candidate pool will not be disclosed.

### **PCS Orders**

We will make every effort to issue new PCS orders by the end of May.

Due to DA requiring an estimated report date to be entered in order to cut orders, you can expect a default report date of 1 October. However, commands are authorized to arrange exact reporting dates with you.

### **Retirement In Lieu of Orders (RILO) and Separation In Lieu of Orders (SILO)**

Members may decide to RILO instead of accept their orders. Therefore, it is important to understand the RILO parameters – and the difference between the active duty RILO process and the Reserve RILO process.

- Unlike active duty RILO, which is strictly a request for retirement, the Reserve RILO encompasses: (1) RET-1 retirement request status – Reserve members who have completed the requisite qualifying years of creditable service, and applied for and are receiving non-regular retired pay at, or after age 60; or (2) RET-2 requirement request status – Reserve members who have completed the requisite qualifying years of service for non-regular retired pay and are not yet 60 years of age or have not applied for non-regular retirement pay.
- If you have 20 years of service, have no obligated service requirements, and prefer to retire instead of accept orders, your request will normally be granted.

All Reserve RILOs must take place no later than 1 October. You can ask to retire earlier if desired. If you prefer a later retirement date (perhaps to be eligible for a longevity pay

raise or to better meet your personal needs), then you need to submit your voluntary retirement request as early as possible; so that PSC-RPM is afforded the time required to shop and fill your billet.

Another option is SILO. Members who do not have a military service obligation to fulfill may decide to separate from the Service instead of accept their orders.

Each of these options has varying career impacts. We understand that your Reserve career may not be your primary focus. As such, it is in your best interest to contact your AO and get a complete understanding of your options and possible consequences.

NOTE: There is a new policy for declining orders, ALCGRSV 017/15; as described in the upcoming section below.

### **Declining Orders and Status Change**

When making assignment decisions, AOs consider many factors including:

- Service needs;
- Command Concerns;
- career development;
- member's desires;
- RCD; and
- the limited number of SELRES positions in certain geographical locations.

Due to new policy described in ALCGRSV 017/15, members who decline orders are subject to a status change to the IRR, Standby Reserve, or may request retirement or separation as appropriate.

Members who do not successfully compete for assignment in AY16 can expect a status change to the IRR and may compete for assignment in AY17. Members who fail to meet the e-resume deadline can expect a status change to the IRR and may compete for assignment in AY17.

## **Off-Season Assignments**

Although the vast majority of senior enlisted assignments are handled through the assignment season, each year circumstances may arise that require off-season assignment decisions.

When we become aware of an upcoming off-season vacancy, we advertise the billet in an ALCGRSV message.

The names of senior enlisted that respond to the solicitation, along with others who may be most competitive based on their seniority, skills, and experience, are considered. We also take into consideration current command endorsements, and the best course of action that will minimize a chain reaction of assignments.

## **Off-Season Retirements**

Per chapter 8 of the Reserve Policy Manual, COMDTINST M1001.28 (series), senior enlisted may submit a request for retirement up to one year in advance of the desired retirement date. We request a minimum of six months and no more than twelve months in advance of the desired transfer to RET-1 or RET-2. Retirement dates of June through October are within the reasonable parameters to afford commands a minimum gap. Earlier requests typically will result in an extended gap, whereas, later requests normally will result in double encumbering the billet.

Off-season Reserve senior enlisted retirements can cause churn and impact unit and Service readiness.

Requests received with voluntary retirement dates of June through October will normally be approved if made within the above parameters. However, Service need or circumstances at a unit may not permit approval of the requested date. One important consideration is our ability to backfill the retiring senior enlisted's billet. There are usually no easy backfill options when a vacancy occurs outside the annual assignment process. For that reason, command endorsements on retirement requests must address backfill requirements. Requests for retirement made outside of the assignment process will likely be disapproved if the command is not willing to absorb a gap.

We strongly recommend you plan your retirement to coincide with the assignment season so we have the best

opportunity to approve your desired date and backfill your billet.

## **Conclusion**

We hope you find this information useful in understanding the Reserve senior enlisted assignment process. We recognize how important the outcomes of assignment decisions are to each individual and to the Service. We also hope our messages, PSC-RPM website, CG Portal site, as well as correspondences, will keep you well informed as we seek to meet Service need by balancing the needs of the unit and your individual desires.

All the best to you this assignment season!