

*The*  
**Reserve**  
**Junior Enlisted (E4-E6)**  
*Assignment Guide*

*Assignment Year 2018 (AY18)*



**CG PSC-RPM**  
**AUGUST 2017**

## **Welcome!**

The 2018 assignment season is underway!

This document contains the basic principles of the junior enlisted (E4-E6) assignment process. The information in this guide is of equal value to members 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 2018 Reserve Assignment Team within CG PSC's Reserve Personnel Management Division (PSC-RPM) consists of:

- LCDR Jocelyn Soriano, Reserve Assignments Branch Chief.
- LT Paul Radlinski, Central Assignment Coordinator for Districts: 1, 5, 7, and 14.
- LT Jessica Snyder, Central Assignment Coordinator for Districts: 8, 9, 11, 13, 17 and RCMC.
- MLES3 Timothy Waldt, Central Assignment Coordinator for CWOs and AO for Districts: 5 and 7 and CWO Assignments.
- YNCM Toby Burke, AO for Districts: 11, 13, 14, and 17.
- YNCM Jennifer Stiles, AO for District 1 and RCMC.
- YNCS Claricia Gautier, AO for Districts: 8 and 9.

## **Key Elements**

The key elements are the Reserve Junior Enlisted Kickoff Message and e-resume.

Note: Due to the absence of a published junior enlisted shopping list, all positions in Direct Access are available to junior enlisted members of the required rating.

## **Kickoff Message**

The ALCGRSV Kickoff Message announces the Assignment Year (AY) 2018 Junior Enlisted Assignment Season and provides important guidelines and information

for Reserve junior enlisted members competing for assignment, command cadres, and supervisors and Reserve personnel at large. The message also includes the AY18 Junior Enlisted Plan of Action and Timeline; 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 AOs 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 E-resume**

The e-resume is the primary method of communicating your assignment preferences to your AO. A well-developed and realistic e-resume provides the greatest opportunity for a variety of assignment possibilities within a member's rating. Members who fail to submit an e-resume by the advertised deadline, will typically not be contacted by his/her AO. Members and commands should note that e-resumes not submitted by the deadline place members at risk of not having their input considered or possibly not being assigned during AY18. Members who require a new SELRES assignment in AY18 must comply with the timeline specified in the Kickoff Message.

Note - the current version of DA 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., short tour request). This is to ensure that your e-resume endorsement is completed on time.

The current version of DA also does not allow late e-resume submission. ***Your e-resume must be submitted to PSC-RPM by 12 January 2018. It is critically important that the e-resume submission deadline is met.***

***Junior enlisted members are advised that a relocation of their primary residence (i.e. due to change in employment, college graduation, etc) will not automatically result in a new PCS assignment.*** Members are encouraged to engage in their regular assignment cycle whenever possible (i.e. junior year of college, beginning of a job search in another state, etc.) prior to relocating to a new location that is outside of reasonable commuting distance (RCD) from their current units. Accordingly, junior enlisted members who are not tour complete must request (with command endorsement) a new assignment prior to relocating to his/her primary residence outside of RCD.

E-resumes will not be accepted outside of the e-resume submission period noted in the Kickoff Message unless a member is relocating and their new residence is outside RCD or requesting a critical fill assignment (e.g., PSU, Strike Team, and Naval Expeditionary Combat Command units) within RCD. A command endorsement is required for all e-resumes submitted outside the submission period, even for members that are tour complete.

### **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, or
- billets outside of RCD

Due to the dynamic nature of junior enlisted assignments, members competing for assignment should consider all PAL positions in their rating as assignment possibilities including those labeled as closed in Direct Access.

**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 junior enlisted members requesting an early rotation.

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 notification 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.

### **Early Rotations**

A request for early rotation 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. 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.

**Reasonable Commuting Distance (RCD)**

Requests for positions outside a reasonable commuting distance (RCD) as defined in the Reserve Policy Manual, COMDTINST M1001.28 (series), will only be considered when there are absolutely no available positions within RCD.

As junior enlisted members advance, opportunities for assignments within RCD become limited based on availability and positions being diversely located. Due to these circumstances, RCD may not be a primary consideration in the assignment process. Incumbents who agree to an assignment outside RCD will be expected to accommodate individual travel requirements.

A member’s decision to accept orders beyond RCD is purely voluntary. Members who voluntarily accept orders beyond RCD shall include the following statement in their e-resume: “I, (rank and name) on (date), understand the Reasonable Commuting Distance (RCD) policy stipulated in COMDTINST M1001.28 (series), and will voluntarily accept orders beyond 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.

**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.

## **Who's in Play?**

A junior enlisted member who has been assigned to a unit for more than five (5) years is considered tour-complete and may be subject to reassignment at any time. A NON Deployable Specialized Forces (DSF) tour-complete junior enlisted member who desires a new assignment shall submit an e-resume for positions within his or her rating.

Members with approved waivers to remain in an active status beyond 30 years of service will remain in their assigned SELRES position until expiration of their waivers.

The primary candidate pool consists of junior enlisted members who:

- advance from E6 to E7,
- move and establish full-time residence beyond a RCD from their current unit,
- are projected to be released from active duty (including junior enlisted who are serving on long-term ADOS and EAD),
- hold a rating needed to fill unit vacancies to support deployment schedule requirements, and

Members and Commands are encouraged to contact AOs during the assignment-counseling period.

## **Deployable Specialized Forces (DSF) Units**

In accordance with the Reserve Policy Manual, COMDTINST M1001.28 (series), Reservists may be involuntarily assigned to DSF units if an insufficient number of volunteers are identified to meet Service needs. Members will be screened and may be assigned to DSF units based on the following criteria (in priority order):

- members who live within RCD of a DSF unit and have been assigned to a non-DSF unit for more than five (5) years,
- members who live within RCD with fewer than five (5) years at their current unit and have never been assigned to a DSF unit,
- members who live within RCD of a DSF unit and it has been more than five (5) years since assigned to a DSF unit.

Standard DSF unit tour lengths are five (5) years for junior enlisted members. Members assigned to DSF units may compete for reassignment in the assignment year they will complete five (5) years of service. Deployment of DSF units may result in members remaining beyond their rotation date to carry them through the scheduled deployments.

**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.

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

**Over-billeting**

On a limited basis, junior enlisted members may be assigned in an over-billet status at a command where another junior enlisted member 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.

**Long-term Active Duty**

Long-term active duty is defined as active duty other than training of more than 180 consecutive days. Reserve junior enlisted members 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 accept Long-Term ADOS orders.

By policy, SELRES members who serve on Long-Term (Contingency or Non-contingency) ADOS, 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 2018, members desiring a SELRES position upon release from active duty (RELAD) must submit an e-resume within the AY e-resume submission period in order to compete for a SELRES assignment.

Members involuntarily recalled under Title 10 U.S.C. § 12302 (also referred to as “Involuntary T10” 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 billet, unless otherwise subject to reassignment.

In general, members serving on Long-Term Non-Contingency ADOS orders that terminate at any time during 2018, or are otherwise subject to reassignment upon RELAD in 2018, are encouraged to apply for assignment. Members who do not apply for assignment should expect a status change to the IRR. Members in the IRR may request a change in Reserve Component Category (RCC) and compete for positions at any time during the AY18 assignment season.

**Extended Active Duty  
(EAD)**

Reserve junior enlisted members on EAD are considered “active duty” for the purpose of assignments and PSC-EPM serves as their AO while on EAD. Reserve junior enlisted members who expect their EAD contracts to expire at any time in 2018 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. Members in the IRR may request a change in RCC and compete for positions at any time during the AY18 assignment season.

Additionally, members 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 accept EAD orders.

## **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.

## **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.

In accordance with the Reserve Policy Manual, COMDTINST M1001.28 (series), paragraph 5.A.10, members who decline orders are subject to a status change to the IRR, Standby Reserve, or may request retirement or separation as appropriate.

## **Conclusion**

We hope you find this information useful in understanding the Reserve junior 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, and 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!