

The
**Reserve Officer
Career Counseling (ROCC)
Guide**



CG PSC-RPM
AUGUST 2017

- A. PURPOSE. To align Reserve career management and assignments IAW the United States Coast Guard Human Capital Strategy, the Reserve Officer Career Counseling (ROCC) is a resource available to provide career management counseling to Coast Guard Reserve Officers; with special emphasis on career decisions as it pertains to competitiveness for assignments and promotions.
- B. The ROCC will contribute to the Commandant's Direction by:
 - 1. Guiding officers through careers to make a positive contribution to current and future **readiness**;
 - 2. Placing emphasis on the growth, professional development and well-being of Coast Guard **Reserve Officers**; and
 - 3. Reinforcing **stewardship**, public trust, and Coast Guard mission performance by ensuring officers are knowledgeable about the impacts of career decisions.
- C. DESCRIPTION. The ROCC is an on-line interactive counseling mechanism available throughout the year via the Office Communicator application. Officers with the communicator functionality (icon located at the bottom right of your screen once you are logged into Outlook) installed on their workstation are able to participate. Establishing a live meeting is the quickest means for an officer to review their record and greatly enhances the counseling session.
- D. CAREER COUNSELING. Career counseling involves a discussion of questions/concerns regarding the member's record as it pertains to career decisions, assignments and promotions.
 - A. General career path
 - B. E-resume development and submittal questions
 - C. Officer Specialty Codes
 - D. CG-4082, Record of Professional Development guidance
 - E. OER writing and reviewing
 - F. General assignment process --- AY Kickoff Message & Assignment Guides
 - G. Joint Record Review – a review of the member's Employee Summary Sheet (ESS) and Electronic Individual Personal Data Record (EI-PDR).
 - 1. ESS
 - a. Differences between My View, Board, Panel
 - b. ESS is viewed by the board/panel

- c. Training and testing documented on the ESS
 - d. Documentation of information on CG-4082
 - e. Verify competencies and Officers Specialty Codes (OSC)
 - f. Boards and membership
 - g. Comparison of awards in ESS to EI-PDR
 - h. Review licenses and certifications
2. EI-PDR
- a. Verify personal awards and citations
 - b. Verify academic transcripts
 - c. Ensure OERs are in the PDR
 - d. Ensure CG-4082 updated , Record of Professional Development guidance
 - e. OER writing and reviewing

E. PROCESS.

- A. Officers desiring an appointment for an interactive live meeting should contact the following via email with the subject title “**Career Counseling**”:
- 1. Captains (O6): CAPT Rob Hanley at: Robert.T.Hanley@uscg.mil
 - 2. Commanders (O5): CDR Troy Fryar at: Troy. E. Fryary@uscg.mil
 - 3. Junior Officers (O1-O4): LCDR Jocelyn Soriano at: Jocelyn.L.Soriano@uscg.mil
- B. In order for members to have visibility of their record, officers should obtain a copy of their EI-PDR via Personnel Service Center-Business Operations Division prior to the counseling session: <http://www.uscg.mil/psd/mr/>. Officers are highly encouraged to review their record and have any questions/concerns ready to be discussed during the counseling session. *NOTE – it takes approximately 3 business days for a record to be emailed to the requestor.

F. RESOURCES.

A. Policies

1. [Reserve Policy Manual, COMDTINST M1001.28C](#)
2. [Military Assignments and Authorized Absences Manual, COMDTINST M1000.8A](#)
3. [Reserve Force Readiness System \(RFRS\) Staff Element Responsibilities Instruction, COMDTINST 5320.4A](#)
4. [Command Senior Enlisted Leader \(CSEL\) Program Instruction, COMDTINST 1306.1E](#)
5. [Active Duty For Operational Support \(ADOS\) Instruction, COMDTINST 1330.1D](#)
6. [Temporary Separations Manual, COMDTINST M1040.6](#)
7. [Coast Guard Directives and Publications](#)
8. [Personnel Service Center \(PSC\) Instructions, PSCINST](#) (CAC required)
9. [Standard Distribution List \(SDL\)](#) (CAC required)

B. Systems and Guides

1. [Direct Access Login](#)
2. [Direct Access User Guides, Tutorial, and Webinar Recordings](#)
3. [eResume Submission Guidance](#)
4. [eResume Command Endorsement Guidance](#)
5. [Electronically Imaged – Personnel Data Record \(EI-PDR\)](#)
6. [ePAL](#) (CAC required)
7. [Directory Management System – Self-Service Portal](#) (CAC required)

C. Forms and Worksheets

1. [Coast Guard Forms and Worksheets](#)
2. [CG Direct Access System Assignment Data Worksheet, CG-2002](#)
3. [Change in Reserve Component Category \(RCC\), CG-1001](#)

4. [Reserve "A" School Request Form](#)
5. [Reserve "A" School Schedules](#) (CAC required)