



*The*  
**Reserve Captain**  
*Assignment Guide*

*Assignment Year 2020 (AY20)*



**CG PSC-RPM**  
**AUGUST 2019**

## **Welcome!**

The 2020 Reserve Captain assignment season is underway! Congratulations to all the new IDPL O-6 selectees and welcome to the Captain ranks. For all veterans of this process, welcome back.

Due to the uniqueness of the Reserve O-6 assignment process, this guide was created to:

- Explain the Reserve O-6 assignment process,
- Disseminate the rules of engagement, and
- Manage expectations.

Though this guide is targeted for Reserve Captains and Captains-select, we encourage all flag and senior officers including their principal assistants to review this guide in order to assist them in understanding their roles.

## **Who We Are**

The 2020 Reserve O-6 Assignment Team within CG PSC's Reserve Personnel Management Division (PSC-RPM) consists of:

- CAPT Mike "Batch" Batchelder, Division Chief and Assignment Officer (AO) for all O-6 Selected Reserve (SELRES) positions.
- CDR Troy Fryar, Assistant Division Chief and AO for all O-5 SELRES positions.
- LT Jaqueline Bethel, PSC-RPM-2, O-6 AO Assignment Support.
- Ms. Walterella McNear, PSC-RPM-2, Assignment Support.

## **Key Elements**

The key elements to the Reserve O6 assignment season are the Reserve Captain ALCGRSV Kickoff Message, Shopping List, the member's e-resume, the one-page biography, and the Reserve O-6 Assignment Panel.

## **Kickoff Message**

The ALCGRSV Kickoff Message announces the Assignment Year (AY) 2020 Reserve Captain Assignment season and provides important guidelines and information for Reserve officers competing for assignment, Reserve officers in unbudgeted positions, command cadres, supervisors, and the Reserve officer corps at large. The message also includes the AY20 Captain 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 AO with their assignment needs. Failure to submit Command Concerns may result in gapped billets. Senior Reserve Officers (SROs) and Reserve Force Readiness Staffs (RFRS) are a valuable resource in aiding unit Commanders in maximizing their Reserve Force capability, which may include PAL validation and Command Concerns development. PSC-RPM encourages early and active engagement with unit stakeholders in an effort to minimize billet gaps.

## **The Shopping List**

The Captain Shopping List consists of Reserve O-6 billets that are expected to be filled in AY20.

A “**Potential**” Shopping List will be available in DA on/about 1 September 2019, which will include:

- billets with incumbents who have a 2020 rotation date,
- billets occupied by Captains with approved separation requests on file,
- Captain billets currently filled by officers of a different pay-grade, and
- vacant positions.

In the AY Kickoff message, we ask commands to carefully review the Potential 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 formulate substantive recommendations to the Assignment Panel.

Changes to the Potential Shopping List normally occur after the results of the AY20 Reserve Senior Command Screening Panel (RSCSP), which screens for O-5 PSU Commands and for O-6 Reserve Units augmenting Combatant Commands. Necessary changes to the list are also made based on unit validations and Command Concerns. As such, revisions to the list may be required on an as needed basis.

In November the **Captain Shopping List** will be released via ALCGRSV and will also be available on the PSC-RPM website. The intent of the Shopping List is to provide you the opportunity to consider positions to apply for.

## Who's in Play?

The primary candidate pool consists of Reserve Captains and Captains-select who:

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

Our intent is to transfer only tour-complete O-6s, unless Service needs dictate otherwise. As such, if you are tour complete, you will receive PCS orders, even if the assignment panel elects to extend you or transfer you to non-paid duty. If you're not tour complete but you screen for command or request to go in play (and are approved), you *may* be reassigned and your billet will be shopped. If you're a Reserve Captain-select serving in a SELRES O-5 billet and not tour complete, you are normally more susceptible to an early transfer than a person already in an O-6 billet, unless you are a sitting commanding officer.

## The E-resume

The **E-Resume** is the method of submitting your assignment preferences to us. If you enter substantial comments in the E-Resume, or have compelling items to convey to RPM, please also email them or discuss the matter directly with your AO. Please include items you wish to be considered even if already discussed with the AO. Entering your biography in the E-Resume is not necessary.

Your E-Resume must be submitted via Direct Access **NLT 13 January 2020**. Submitting the E-Resume substantially in advance of this date is not recommended (other than to apply for command screening or other programs) since selection board/panel results during the summer will drive changes that may greatly influence your submission.

Please do not plan on making major E-Resume changes after 13 January 2020. If you do need to submit an E-Resume update (e.g., adding a job included in a shopping list update), you should notify RPM/RPMa immediately as the system does not automatically alert that a new E-Resume has been submitted. Officers in zone but not selected for O-6 that are tour complete must resubmit a new E-Resume in accordance with the O-5 assignment process.

## **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,
- only an extension, or
- billets in a single geographic area.

Such e-resumes indicate inflexibility and suggest that you have not considered the possibility of assignment outside of those commands. In other words, a very narrow e-resume severely limits a paid assignment opportunity.

**It is recommended** to submit a broad e-resume that:

- communicates your preferences in priority, and
- addresses alternatives that you believe are appropriate based on your background and experience.
- Utilize the narrative (white space) to briefly discuss goals, limitations, span of travel, least desired areas, or show stoppers.

Additional notes:

- Develop an e-resume that is concise, some of the most effective e-resume comments only require five to six sentences.
- 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 member comments section of your e-resume.
- E-resumes submitted with very few assignment choices have resulted in the past with members being assigned to positions other than what they requested or to non-pay status 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 over-emphasized.***

## **Information in DA**

The information available in DA is one tool your AO will utilize to make assignments. Therefore, it is important that your information in DA is current and accurate, including:

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

## **O-6 Biography**

Captains and O-6 (selects) that are eligible for transfer in AY20 must prepare and submit a one-page Biography to [HQS-SMB-CGPSC-RPM-SRO-AO@uscg.mil](mailto:HQS-SMB-CGPSC-RPM-SRO-AO@uscg.mil) by **17 December 2019**. The template is included at the end of this guide and available on the PSC RPM website at: [Reserve CAPT Biography Template](#). This document contains your assignment history, education, and background. It will be forwarded to the cognizant Flag Officer/SES for each billet you request on your E-Resume and the ones we feel are appropriate given your assignment history and specialty background.

**Please do not deviate from the prescribed format** (Times New Roman, 12 point font, 1 inch margins). Submissions that deviate from the standard will be returned for correction. Officers not submitting a timely biography will have a generic employee summary substituted which could be a disadvantage to the applicant.

## **Extensions and Early Rotations**

A request for extension in your current billet requires a Flag Officer endorsement and is viewed by PSC-RPM and the Reserve O-6 Assignment Panel as one assignment preference on an e-resume that 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 needs may be best met by extending you in a billet. Other times, Service needs are best met by transferring you to enhance your career and afford others the same career development opportunity. Extensions are considered orders. If you are granted an extension, it will be authorized for only one (1) additional year.

A request for early rotation also requires a Flag Officer 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 and 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.

**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 geographical area or unit for the past 10 years, your expectations to remain in that area or same unit, fleeting up is unlikely as it would not benefit the command in the long-term and would do you a disservice.

If geographic stability is a special consideration for you, make sure that your AO is aware. However, you must understand that geographic diversity may make a difference between receiving a paid assignment and being placed in a non-pay status.

**Reasonable Commuting Distance (RCD)**

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

Funded SELRES O-6 PAL positions are a scarce resource that are geographically dispersed. Due to these circumstances, RCD is not a primary consideration in the assignment process and incumbents who agree with an assignment outside RCD will be expected to accommodate individual travel requirements.

Encumbering positions with multiple Captains in SELRES status is only done in extraordinary circumstances. We understand that Reserve Captains have a primary civilian occupation and family situations leading to special considerations unique to the Reserve program. Ensuring that these factors are included in your e-resume allows PSC-RPM to make every effort to account for them. Your best course of action is to be up-front with your AO. This allows your AO to best represent your situation to the Reserve O-6 Assignment Panel.

**Co-Location**

Unlike PSC-OPM's active duty O-6 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 member comments 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.

### **Command Screening**

The criteria for AY20 command screening is available in PSCINST 1401.1B and was published in ALCGRSV 037/19. Assignments to command of Reserve Units augmenting Combatant Commands require screening. Individuals who desire to screen for command must request to go before the panel. Instructions can be found in ALCGRSV 037/19.

### **The RPM Process**

Armed with the Shopping List, your E-Resume and biography, we develop assignment slates and engage flag officers in a dialog concerning reserve O-6 billets under their cognizance. This dialog normally covers skill-set needs, priorities regarding billets, and information with which to reconcile questions on billets.

We also start developing a list (candidate pools) for each billet and include the name of every O-6 requesting that billet on their E-Resume as well as the ones we feel are appropriate given their assignment history and specialty background. Officers that are detailer added to a candidate pool will be notified of that action. This does not mean you will not be considered for the jobs you requested, this is a means to ensure each billet has a viable solution set presented to the flags for review and feedback.

### **What is Revealed?**

The information we pass to the flag officer regarding Reserve candidates is your one-page biography and general answers to questions regarding a candidate's record of performance. We do not reveal e-resume assignment preference or your OERs to the billet owner. However, the Reserve O-6 Assignment Panel will see much more as stated in the section of this guide titled, "The Panel".

### **What Kind of Say Does the "Billet Owner" Have?**

We ask for very simple feedback on each Reserve officer we propose. At a minimum, the flag officer specifies whether each candidate is preferred, acceptable or unacceptable. Absent a disqualifying matter of record or lack of requisite experience, most candidates are considered acceptable. Please understand that we will not share details of our conversations with the flag officers, just as we will not discuss details of your e-resume with them. This approach maintains the confidentiality of the process. Flag

officer input is only one factor the Reserve O-6 Assignment Panel takes into account when making their final recommendation.

### **Marketing yourself?**

Each year we are asked: “Should I call the chief of staff or flag officer? Should I send a letter or resume? Should I send a copy of my e-resume to the Reserve flag officers?” We recognize that some Reserve officers do this in order to introduce themselves but this is *not* part of our assignment process. On some occasions it has proven helpful and in other instances it has not. In general, we do not recommend this type of engagement.

Generally, if a flag officer is interested in speaking with you regarding one of their vacancies, they will contact you. If you feel compelled to send your information, we suggest you seek the counsel of the flag officer’s deputy, chief of staff or EA to determine if it is appropriate.

### **Assignment**

Armed with flag input, service needs, career progression, performance, skill-sets, and the member’s personal desires for assignment considerations, the assignment officer puts together a recommended assignment slate. The slate is constructed with service need as a top priority followed by unit need, followed by member’s desires. Once the proposed slate is finalized by the AO, the proposed member and the receiving unit are each told who is recommended for the position. This is commonly referred to as the “penciled in” call. The proposed slate goes forward to the O6 Assignment Panel for approval, and the AO communicates to the panel if the proposed assignment was acceptable to the unit and the member. The panel makes the final decision.

***Due to the persistent imbalance between officers in active status and available positions, O-6s who have already had one or more tours in paid, SELRES Captain billets may be offered non-pay assignments in AY20.***

There is no formal Humanitarian Assignments program for Reserve personnel. Situations that involve severe family hardships are deemed as a special considerations to be viewed as yet another factor for assignment.

### **The Feedback Loop**

We recognize that your anxiety level may be heightened as the assignment process goes into late January and February. You are

certainly welcome to call and check on our progress. However, please understand that if we tell you “we don’t know yet,” or “it’s too early to tell,” that is exactly what we mean. Certain parts of the slate are worked out before others, but there are always billets that will not be determined until just before the Reserve O-6 Assignment Panel. At many points in the process, we are simply in a “holding pattern” awaiting feedback from a senior officer or awaiting a single assignment that will affect others. Regardless, if you call us, we will reveal what we can.

By approximately mid-February 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 we may eventually see before the Reserve O-6 Assignment Panel. Being competitive normally means you are among the pool of candidates likely to be recommended to the panel. Remember, we are providing the same information to your peers and information on who is part of the candidate pool will not be disclosed.

Just prior to the Reserve O-6 Assignment Panel convening date, we will notify you of our assignment recommendation. It is always essential that you make sure your contact information is up-to-date in DA. You may send us an e-mail with your contact information, particularly if you are on travel.

You should note that it is possible that the assignment panel may not agree with our recommendation. Also, the panel’s recommendation is subject to Assistant Commandant for Human Resources (CG-1) approval. For these reasons, do not be surprised if your final assignment differs from what we initially proposed.

We normally stop all communications with officers in play the day before the panel convenes and do not return or make calls while the panel is in session. If you do get a call from us during that time frame, it is usually at the panel’s direction. After the panel recesses and reports out, we do not discuss their deliberations. As with all board deliberations, this information is confidential.

## **The Panel**

The Reserve O-6 Assignment Panel convenes in early March 2020. Panel membership consists of four flag officers assigned to serve by the Commandant. The only other people in the room are your AO and the PSC-RPM staff.

Our proposals to the Reserve O-6 Assignment Panel are based on our best match assessment of Service needs, unit needs and your

individual needs - in that order. We strive to optimize overall Coast Guard staffing to maximize mission execution.

Besides our proposals, we make available to the panel:

- your e-resume,
- your one-page biography,
- letters from candidates to the panel president,
- the names of all officers asking for a particular billet,
- input from the cognizant flag officer(s),
- your Employee Summary Sheet (ESS),
- characterization of your Service record.

We specifically note whether or not a billet is on your e-resume and whether you find the assignment acceptable or unacceptable - and why. Similarly, we present differing views when they may arise. We explain our rationale for an assignment proposal and alternatives if requested.

The panel typically meets for two days before issuing their initial report and recesses for two weeks during the Reserve Retirement In Lieu of Orders (RILO) period. The post-RILO session is much shorter, and yields the final report after a day. Assignment decisions made after the final report are made under the off-season assignment process.

## **Retirement In Lieu of Orders (RILO)**

When the panel's initial assignment recommendations are approved by CG-1, an ALCGPSC message is released and the two-week Reserve RILO period begins. It is important to understand the RILO parameters.

- Unlike Active Duty RILO, which is strictly a request for retirement, the Reserve RILO encompasses: 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) and 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 may 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 in time for us to act on it prior to the panel convening date. Submitting your retirement request as early as possible, preferably before mid-January, will allow RPM the time we need to shop and fill your billet.

## **Post-RILO**

Shortly after the two-week Reserve RILO period expires, the panel reconvenes. By that time we have considered RILO-caused vacancies and other new developments, and have worked out alternative assignment recommendations for each new vacancy. We present recommended solutions to the panel which includes information on each officer involved, as it was presented in the initial session. Panel decisions are announced in an ALCGPSC message, which constitutes the final report.

Officers who are reassigned during the post-RILO session are also afforded a two-week RILO period. Backfill actions resulting from post-final report RILOs are addressed as off-season transfers.

## **PCS Orders**

We will make every effort to issue PCS orders by the end of May. The majority of PCS orders are issued with the following paragraph, "Firm reporting date to be coordinated between transferring and receiving commands, DIRLAUTH."

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, generally 90 days before or after the reporting date on your orders. This is important when changes in commands are involved or where an OER end-of-period is affected.

## **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.

Members who do not successfully compete for assignment in AY20 can expect a status change to the IRR and may compete for assignment in AY21. Members who do not meet the e-resume deadline can expect a status change to the IRR and may compete for assignment in AY21.

### **Serving in the IRR**

Because of the aforementioned imbalance between O-6 billets on the SELRES PAL and the number of Reserve Captains in an active status, it is impossible to slate every qualified officer in play for an assignment to a SELRES position. In accordance with the Reserve Policy Manual, COMDTINST M1001.28 (series), paragraph 5.F.4, reserve Captains who do not receive a paid SELRES billet will automatically be assigned to Individual Augmentation Duty (IAD) in the IRR. Officers slated by the AY20 Captain Assignment Panel to IAD normally will be assigned to the districts closest to where they reside to perform voluntary, non-pay Inactive Duty Training (IDT) as directed by the district SRO or Reserve Chief of Staff. Although orders to IAD would be for a two year duration, the officer is encouraged to compete for a SELRES assignment every assignment year after being placed on IAD, and to closely monitor the message board for off-season SELRES solicitations. Reserve officers in IRR status, are required by law to earn at least 50 retirement points per year to remain in an active status. We encourage officers on IAD to maintain good communications with the units they are assigned to so that voluntary drill time is as productive as possible and helps the officer maintain competitive OERs to be considered on future assignment lists. Captains assigned to IAD also may perform voluntary and involuntary active duty for pay (Title 10, ADOS) and may earn retirement points through completion of correspondence courses. Active duty for pay opportunities may also contribute to making an officer more competitive for a SELRES assignment the following assignment year. Captains who decline assignment to IAD will remain in IRR status and will be assigned to CG PSC-RPM-3. Although they will be ineligible to drill for points, they may earn retirement-point credit through completion of correspondence courses and are eligible for paid active duty, including

mobilization and ADOS. Your AO and the PSC RPM staff are committed to your continued success while drilling in non-pay status. Information on serving in the IRR can be found in the *Individual Ready Reserve & Standby Reserve Member Guide* at: <http://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/Reserve-Personnel-Management-PSC-RPM/RPM-3/Individual-Ready-Reserve-IRR/>

## **Long-term Active Duty**

Long-term active duty is defined as active duty other than training of more than 180 consecutive days. Reserve officers 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 Title 10”), 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 2020, Reserve officers 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 or serve on Short-Term ADOS shall continue to encumber the SELRES position assigned at the time of recall. Once released from active duty, these members return to their SELRES status, unless otherwise subject to reassignment. ***Note: Because of limited assignment opportunities for Reserve Captains, O-6s who volunteer to serve on back-to-back short-term ADOS are subject to removal from their SELRES assignments once it becomes evident they intend to remain on ADOS beyond 180 days and therefore are performing constructive long-term ADOS.***

We are frequently asked about the impact of voluntary ADOS on a Captain’s career. To be clear, ADOS meets Service needs and individuals should be encouraged to perform ADOS, particularly when a tour of active duty helps them acquire qualifications, competencies or experience that directly enhances their value as reservists. However, reservists who perform multiple ADOS assignments send a signal to the Service that their preference is for active duty vice SELRES duty. Reserve members, particularly senior officers, should carefully weigh long-term career

considerations, including potential impact on SELRES assignments, against short-term benefits of performing ADOS, and are encouraged to contact their AO for assignment guidance.

In general, members serving on Long-Term Non-Contingency ADOS orders that terminate at any time during 2020, or are otherwise subject to reassignment upon RELAD in 2020, are encouraged to apply for assignment. Members who do not apply for assignment should expect a status change to non-pay and may participate in the AY21 assignment cycle, unless the member competes successfully for an off-season assignment.

### **Extended Active Duty (EAD)**

Reserve Captains or Captains-select serving on EAD are considered “active duty” officers for assignment purposes managed by PSC-OPM while on EAD. Reserve officers who expect their EAD contracts to expire at any time in 2020 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 AY21 assignment cycle.

Additionally, Captains and Captains-select 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.

### **Off-Season Assignments**

Although the vast majority of Reserve Captain assignments are handled through the panel process described in this guide, circumstances may arise that require off-season assignment decisions that were not considered by the panel. PSC-RPM will normally announce off-season assignments via ALCGRSV message traffic. .

Off-season Reserve O-6 assignments are approved by Commander, Coast Guard Personnel Service Center.

The names of officers who respond to the solicitation, along with others who may be most competitive based on their seniority, skills, and experience, are proposed to the approving official. We also take into consideration the flag officer, current command

endorsements, and the best course of action that will minimize a chain reaction of assignments.

### **Off-Season Retirements**

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.

Per chapter 8 of the Reserve Policy Manual, COMDTINST M1001.28 (series), officers may submit a request for retirement up to one year in advance. These request must be received by PSC-RPM at least 100 days prior to the requested retirement date. 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. Later requests normally will result in double encumbering the billet.

All Reserve Captains desiring to retire are strongly encouraged to submit retirement requests prior to the convening of the Reserve O-6 Assignment Panel or within the Reserve RILO period following the panel results.

Requests received with voluntary retirement dates of June through October are normally 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 officer's billet. There are usually no easy backfill options when a vacancy occurs outside the annual assignment process. Therefore, 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.

### **Conclusion**

We hope you find this information useful in understanding the Reserve O-6 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, as well as correspondence, 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!

**CAPT (or CAPT(s)) First I. Last**  
Employee ID #

**Current Assignment** (*FORMAT: Unit, Position, Date Reported (MMM YY)*)  
(*Example*)

COMMANDANT (CG-OEM-2), EPLO Program Coordinator, Oct 16

**Assignment History** (*for all commissioned time starting with most recent*)  
(*MMM YY – MMM YY Unit, Position, rank*)  
(*Examples*)

Oct 14 – Sep 16          Base Miami Beach, Senior Reserve Officer, CDR

Aug 02 – May 03        CG Gulf Strike Team, Logistics Chief, LCDR

**Educational Summary** (*starting with most recent*)  
(*YYYY Institution, Degree or Certificate*)  
(*Examples*)

2003    Naval War College, Masters of Science in National Resources Strategy

1998    USCGA, BS in Mathematical Science

**Military Personal Awards and Significant National Recognition or Achievement**  
(*Examples*)

LOM, MSM (2), COM (2), ACH

1999, Excellence in Government Fellow

1996, CG Witherspoon Inspirational Leadership Award Recipient 1995, CG Comptroller of the Year

1994, CG Jarvis Award Recipient

**Significant Current Professional Credentials or Recent Activities**  
(*Examples*)

Merchant Mariner License, Unlimited Master Professional Civil Engineer License, State of Florida  
Published, "The Coast Guard at War," USNI Proceedings, May 2003 Vice President, Alameda CG  
Officers Association

Member, Society of American Military Engineers

Level I Acquisition Certification: Test & Evaluation