

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

*Assignment Year 2021 (AY21)*



**CG PSC-RPM**  
**AUGUST 2020**

## **Welcome!**

The 2021 assignment season is underway!

This document contains information pertaining to the junior enlisted (E4-E6) assignment process. The guide is designed for members anticipating assignments, their commands, and mentors. We have created this guide to:

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

## **Who We Are**

The 2021 Reserve Assignment Team within CG PSC's Reserve Personnel Management Division (PSC-RPM) consists of:

- LCDR Cecilia Williams, Reserve Assignments Branch Chief.
- LCDR Jacqueline Bethel, Central Assignment Coordinator (CAC) for Districts: 1, 5 and 7 and RCMC.
- LT Luke D'Lima, CAC for Districts: 11, 13, 14, and 17.
- LTJG Dennis O'Neill, CAC for Districts: 8, 9.
- F&S3 William Lorenzo, CAC for CWOs and Assignment Officer (AO) for Districts 5 and 7
- YNCM Andray James, AO for District 1 and RCMC
- YNCM Angelica Ingham, AO for Districts: 11, 13, 14, and 17.
- YNCS Otmane Karim, AO for Districts: 8 and 9.

## **Key Elements**

The key elements are:

- The Reserve Junior Enlisted Kickoff Message
- Direct Access E-resume
- Billet Break Down Spreadsheet
- CG Form 2002 (Coast Guard Direct Access System Assignment Data Worksheet)

**Note:** Due to the implementation of FlexPAL only position number 00047023 will be used by junior enlisted members to submit for PCS assignment within DA.

## **Kickoff Message**

The ALCGRSV Kickoff Message announces the Assignment Year (AY) 2021 Junior Enlisted Assignment

Season and provides important guidelines and information for Reserve junior enlisted members competing for assignment, command cadres, supervisors, and Reserve personnel at large. The message also includes the AY21 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 AOs 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. PSC-RPM encourages early and active engagement with unit stakeholders in an effort to minimize billet gaps.

## **FlexPAL**

The e-resume submission process has been amended with the advent of the new FlexPAL system. ALL Junior Enlisted members of ALL ratings will ONLY select the following position when submitting their e-resume in DA during the established deadline: **00047023**. Members will utilize the Billet Break Down List and provide their desired unit choices in the Member Comments section of the e-resume.

## **E-resume Craftsmanship**

In the Member Comments section of the E-resume, members will provide their AO with their current geographic location, desired drill location and desired unit(s). Members may reference the Billet Break Down List located on the [RPM-2 website](#) for a full list of units and their respective reserve rates that are available.

**It is recommended** to submit member comments that:

- Communicate your preferences in geographic location and priority
- Communicate your desired position type and
- Address alternatives that you believe are appropriate based on your background and experience.

Additional notes:

- Situations involving exceptional personal requirements (i.e. co-locations, special needs, etc.), will be handled on a case-by-case basis and will attempt 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 in DA and CG-2002.
- A command endorsement from the unit Commanding Officer or his/her designee is required for all reserve junior enlisted members requesting an early rotation.

The importance of ensuring that an e-resume is submitted prior to the deadline cannot be over-emphasized.

A guide for completing a FlexPAL e-resume in DA can be found on the [RPM-2 Website](#).

### **Submitting the CG-2002**

After the e-resume submission deadline, AOs will review the E-resume Member Comments and reach out to all members via phone and/or email.

Members will be provide a CG-2002 along with a list of positions available within RCD. Members shall complete and return the CG-2002 within 30 calendar days.

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 AY21. Members who require a new SELRES assignment in AY21 must comply with the timeline specified in the Kickoff Message.

The current version of DA also does not allow late e-resume submission. ***The e-resume must be submitted to PSC-RPM by 11 January 2021. 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.

As noted in the AY21 Kickoff Message, e-resumes will not be accepted outside of the e-resume submission period unless a member is relocating outside of RCD or they are requesting a critical fill assignment (e.g., PSU, Strike Team, or Naval Expeditionary Combat Command units) within RCD. A command endorsement is required for all e-resumes submitted outside the submission period, even for members who are tour complete.

### **Information in DA**

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

- 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 address your suitability for requested billet(s). Rather, it is designed to address the effect of your early departure on the unit's continuity or the overall skills 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. 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.

**Note** - the current version of DA does not notify an endorser of an endorsement request. Therefore, you should notify your command when you submit an e-resume that requires an endorsement (i.e., short tour request) to ensure that your e-resume endorsement is completed on time.

**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 no available positions within RCD.

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

A member's decision to accept orders beyond RCD is purely voluntary. Members who voluntarily seek assignment beyond RCD shall include the following statement in their e-resume in DA or CG-2002: "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 "Member Comments" section of your e-resume in DA and CG-2002. In such cases, your AO will make every attempt to provide suitable recommendations.

**Residing Outside the U.S.**

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, and possessions.

**Who's in Play?**

Junior enlisted members who have been assigned to a unit for more than five (5) years are considered tour-complete and may be subject to reassignment at any time. A tour-complete junior enlisted member not assigned to a Deployable Specialized Forces (DSF) unit, 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.

Members advancing from E6 to E7 on or before 1 January 2021, and are currently in an E6 and below position, shall refer to the Senior Enlisted (E7 to E9) Assignment Guide and compete for assignment in AY21.

The primary candidate pool consists of junior enlisted members who:

- 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), or
- hold a rating needed to fill unit vacancies to support deployment schedule requirements.

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 an element considered alongside other factors including: Service needs, career progression, performance, skill-sets, and the member's personal desires.

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.

**Long-term Active Duty**

Long-term active duty for operational support (ADOS) 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 an active duty status. Regardless of the date of termination of Long-Term Non-Contingency ADOS orders in 2021, members desiring a SELRES position upon release from active duty (RELAD) must submit an e-resume in DA 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") 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 2021, or are otherwise subject to reassignment upon RELAD in 2021, 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 AY21 assignment season.



**Extended Active Duty (EAD)**

Reserve junior enlisted members on EAD are considered “active duty” for assignment purposes and managed by PSC-EPM while on EAD. Reserve junior enlisted members who expect their EAD contracts to expire at any time in 2021 should submit an e-resume in DA 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 AY21 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. It is important to understand the RILO parameters and the difference between the Active Duty RILO and the Reserve RILO process.

- 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 request 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 to afford PSC-RPM 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. Therefore, it is in your best interest to contact your AO to get a complete understanding of your available 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 as a whole. We also hope our messages, PSC-RPM website, and 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!**