

*The*  
**Reserve**  
**Senior Enlisted (E7-E9)**  
*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 senior enlisted (E7-E9) assignment process. The guide is designed for senior enlisted 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 Jaqueline Bethel, Central Assignment Coordinator (CAC) for Districts: 1, 5, 7 and RCMC.
- LT Luke D'Lima, CAC for Districts: 11, 13, 14 and 17.
- LTJG Dennis O'Neill, CAC for Districts: 8 and 9;
- F&S3 William Lorenzo, CAC for CWOs and AO for D5 and D7.
- YNCM Angelica Ingham, AO for Districts: 11, 13, 14, and 17.
- YNCM Andray James, AO for District 1 and RCMC.
- YNCS Otmane Karim, AO for Districts 8 and 9.

## **Key Elements**

Key elements are the Senior Enlisted ALCGRSV Kickoff Message, the Shopping List, and e-Resume.

## **Kickoff Message**

The ALCGRSV Kickoff Message announces the Assignment Year (AY) 2021 Senior Enlisted Assignment Season and provides important guidelines and information for senior enlisted members competing for assignment, senior enlisted members in unbudgeted positions, command cadres, and supervisors. The message also includes the AY21 Senior Enlisted Plan of Action and Timeline; which outlines key requirements and deadlines during 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.

## **The Shopping List**

The Senior Enlisted Shopping List consists of Reserve E7 to E9 billets that are expected to be filled in AY21.

A “**Potential**” Shopping List will be available in DA on/about 1 September 2020, which will include:

- billets with incumbents who have a 2021 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 “**Potential**” Shopping List and **provide Command Concerns by the deadline stipulated on the message**. Receiving the Command Concerns by the deadline affords AOs the opportunity to make well-informed assignment decisions.

## **Contacting Commands or Incumbents**

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

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. E-resumes do not have to be extensive, yet should convey your qualifications and career goals. Submissions should be made only after careful consideration.

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., extension/short tour/SERA request).

***It is critically important that the e-resume submission deadline is met. The current version of DA does not allow late e-resume submission. Your e-resume must be submitted to PSC-RPM by 11 January 2021. Earlier submission is preferred.***

## 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 within a single geographic area.

Such e-resumes indicate inflexibility and suggest that you haven't considered the possibility of assignment outside of those commands. In other words, a very narrow e-resume severely limits assignment opportunities and conveys nearly the same message as a blank e-resume.

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 member comments section to briefly discuss goals, limitations, span of travel, least desired areas, or show-stoppers.

Additional notes:

- 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 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.
- A command endorsement from 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 event the extension is not granted.
- E-resumes submitted with fewer than three assignment choices do not allow assignment flexibility and may result in assignment to positions other than those requested or transfer to the Individual Ready Reserve (IRR).

The importance of developing a well-crafted e-resume and ensuring that it is submitted prior to the deadline cannot be over-emphasized.

**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.

**Senior Enlisted Reserve Advisor (SERA)**

SERA positions are open to members of all ratings. 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 members shall complete the SERA e-course (502466) located in the Coast Guard Learning Portal <https://elearning.uscg.mil/> prior to reporting. Senior enlisted members who have not yet 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 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 that will be considered along with your other e-resume selections. The likelihood that you will be approved for an extension depends on several factors. In some cases, Service need may be best met by extending you in a billet. Other times, Service need is best met by transferring you to enhance your career and afford others the same career development opportunity that you were given. Extensions are considered orders. If you are granted an extension, it will only be authorized for one (1) additional year.

A request for early rotation also 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. Early rotations most often occur when Service needs cannot be met using senior enlisted members who are tour complete. 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 consider when making assignment decisions. If you have been at the same unit throughout your enlisted tours, **you**

**should not expect to stay there.**

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 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.

As senior enlisted members advance, opportunities for assignments within RCD become much more limited. Due to 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: "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. Your AO will make every attempt to provide suitable recommendations including suggestions on how to mitigate possible career impacts in cases where no paid billets are available.

**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 or possessions.

## **The RPM Process**

PSC-RPM will develop assignment slates using the Shopping List and your e-resume. This process begins by developing a candidate pool for each billet that includes the senior enlisted members 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 mismatch exists between member and billet;
- advanced to E7 prior to the e-resume submission deadline;
- are in reprogrammed positions;
- are projected to be released from active duty (including senior enlisted who are serving on long-term ADOS and 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. If you are in a billet that is being reprogrammed, you will normally remain until you are tour complete unless you request an early transfer or service needs dictate reassignment to expedite the reprogramming.

## **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.

## **Hierarchy of Assignments**

Generally, assignment decisions are made in a “top down” manner 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, and Naval Expeditionary Combat Command units) 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.

## **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 three communities: the Sector operational community (“Blue Guard”), the Joint Forces/Interagency community (Purple Guard”), and the DSF/PSU/CORIVRON/GRU community (“Green Guard”).

The challenge for members is to show you can perform in those communities at a level of ease and effectiveness expected of senior enlisted. Members seeking assignment counseling should contact their AO (as specified in the AY 21 Kickoff message) and consult with their SRO. Early goal setting, planning, and good mentoring are important.

## **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 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 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 status. 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. This should be completed regardless of the date of termination of the 2021 Long-Term Non-Contingency ADOS orders.

Members involuntarily recalled under Title 10 U.S.C. § 12302 (also referred to as “Involuntary Title 10”) or serving on Short-Term ADOS shall continue to encumber their assigned SELRES position 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. Such members may participate in the AY22 assignment cycle or attempt to compete for an off-season assignment.

**Extended Active Duty (EAD)**

Reserve senior enlisted on EAD are considered “active duty” for assignment purposes and PSC-EPM serves as their AO. Reserve senior enlisted who expect their EAD contracts to expire at any time in 2021 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 AY22 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 accept EAD orders.

## **The Feedback Loop**

We recognize that your anxiety level may be heightened as the assignment process goes into March and April. You are 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.

## **PCS Orders**

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

Reserve PCS orders are normally issued with 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 accepting orders. It is important to understand both the RILO parameters and the difference between the Active Duty and the Reserve RILO processes.

- 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 accepting 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.

Senior enlisted members who do not successfully compete for assignment in AY21 and those who fail to meet the e-resume deadline can expect a status change to the IRR and may compete for assignment in AY22.

### **Off-Season Assignments**

Although the vast majority of senior enlisted assignments are handled through the normal assignment season, 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.

Those 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

consider current command endorsements and courses of action that will minimize a chain reaction of assignments.

### **Off-Season Retirements**

We strongly recommend you plan your retirement to coincide with the regular assignment season so we have the best opportunity to approve your desired date and to backfill your billet.

Per chapter 8 of the Reserve Policy Manual, COMDTINST M1001.28 (series), senior enlisted may request retirement up to one year in advance. These requests must be received by PSC-RPM at least 100 days prior to the requested retirement date. Retirement dates of June through October minimize the impact of a gapped billet. Earlier requests typically result in an extended gap and later requests normally result in double encumbering of the billet.

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

Requests with voluntary retirement dates of June through October are normally approved if made within the above parameters. However, Service need or special unit circumstances may not permit approval of the requested date. One important consideration is our ability to backfill the retiring senior enlisted billet. There are usually no easy backfill options when a vacancy occurs outside the annual assignment process. Therefore, command endorsements 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 senior 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!