

*The*  
**Reserve Personnel**  
*Assignment Guide*  
*Assignment Year 2022 (AY22)*



**CG PSC-RPM**  
**SEPTEMBER 2021**

## **Welcome!**

The 2022 assignment season is underway!

The information in this guide is of equal value to officers and enlisted members anticipating assignments, as well as commands, and mentors.

This document contains the basic principles for the following assignments:

- Junior Officers, O1-O4
- CWO and Senior Enlisted
- Junior Enlisted

We have created this guide to:

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

## **Who We Are**

The 2022 Reserve Assignment Team within CG PSC's Reserve Personnel Management Division (PSC-RPM) consists of:

- LCDR Cecilia Williams, Reserve Assignments Branch Chief.
- LT Luke D'Lima, Assignment Officer (AO) (O-1 to O-4) for Districts 1, 5, and 7.
- LT Claricia Gautier, AO (O-1 to O-4) for Districts 8, 9.
- LT Dennis O'Neill, AO (O-1 to O-4) for Districts 11, 13, 14 and 17.
- F&S3 William Lorenzo, AO for CWO Assignments and Reserve Capacity Management (FlexPAL).
- YNCM Angelica Ingham, AO for Districts: 11, 13, 14, 17 and Reserve Gold/Silver Badge CMC.
- YNCM Dennis Tompkins, AO for District 1.
- YNCS Otmane Karim, AO for Districts 5 and 7.
- YNCS Mary Endicott, AO for Districts 8 and 9.

## **Key Elements**

The key elements are:

- ALCGRSV Kickoff messages (Junior Officers O1-O4, CWO/Senior Enlisted and Junior Enlisted)
- Shopping List

- Command Concerns
- E-resume

## **Kickoff Message**

The ALCGRSV Kickoff Messages announces the Assignment Year (AY) 2022 season and provides important guidelines and information for Reserve members competing for assignment, their command cadres, their supervisors, and the Reserve component at large. These messages also includes the AY22 Timeline; which stipulates key requirements and deadlines for the assignment season.

In addition, the Kickoff Messages 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, 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**

A **“Potential”** Shopping List will be available in DA early September 2021, which will include:

- billets with incumbents who have a 2022 rotation date;
- billets occupied by a member with an approved separation requests on file;
- billets currently filled by members of a different pay-grade (except CWO;s) or rating (enlisted); and
- vacant positions.

In the AY Kickoff messages, 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.

In November, the **Shopping List** will be available in DA and on the PSC-RPM website. The **Shopping List** is updated weekly during the e-resume submission period.

## **Contacting Commands or Incumbents**

As you review the Shopping List, you may begin to create your own list of preferred billets. In this case, you will 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-resume submissions are not the beginning of an extensive and iterative dialog. 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 their endorsement (i.e., for an extension or short tour 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 16 January 2022. Earlier submission is preferred.*** If you miss the deadline, you must let your AO know immediately via email and submit your assignment preferences on form CG-2002.

## **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 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 showstoppers.

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 members requesting tour extensions or early rotations.
- When requesting an extension, always include other assignment options in the likely event the extension is not granted.
- E-resumes submitted with fewer than three assignment choices 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.

**\*\* In addition to the above recommendations, Junior Enlisted members shall follow the FlexPAL E-resume submission process below.**

**FlexPal  
(Junior Enlisted only)**

The FlexPAL system is the primary means for Junior

Enlisted personnel to submit an e-resume. **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.

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 at: [INTERNET RTCW AUG. 21.xlsx \(uscg.mil\)](#) for a full list of units and their respective reserve rates that are available.

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 if necessary.

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

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 AY22. Members who require a new SELRES assignment in AY22 must comply with the timeline specified in the Kickoff Message.

***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 plan and engage 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 AY22 Kickoff Messages, 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 is current and accurate, including:

- phone and email;
- current residential address;
- academic degree(s);
- security clearance; and
- other pertinent information.

### **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 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 that you were given. 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 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 members who are tour complete. Our general position is to NOT rotate members early unless the needs of the Service clearly dictate otherwise.

### **Assignment Diversity**

Assignment diversity is a career-enhancing factor that you should take into consideration when making assignment decisions. Although not required as we continue to move

into the incorporation of FlexPAL, the importance of diverse, unit-type experience enables members to better compete for future leadership positions.

**Reasonable Commuting Distance (RCD)**

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

As officers promote and senior enlisted 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-OPM'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.

**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.

**The "Slating" 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 member 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?

### *Junior Officers, CWO and Senior Enlisted*

The primary candidate pool consists of members who:

- are tour complete;
- will change Reserve Component Category (RCC) to SELRES;
- are filling positions in which a paygrade mismatch exists between member and billet (Officers and Senior Enlisted only);
- are in reprogrammed positions;
- are projected to be released from active duty (including members serving on long-term ADOS and EAD);
- are in billets with more than one member assigned;
- advanced to E-7 prior to the e-resume submission deadline.

### *Junior Enlisted*

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 advancing from E6 to E7 on or before 1 January 2022, and are currently in an E6 and below position, should expect to be reassigned.

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, which usually runs concurrently with the e-resume submission period.

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.

#### *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 consideration to be viewed as another factor for assignment.

## Hierarchy of Assignments

### *Officers and Senior Enlisted*

Generally, assignment decisions are made in a “top down” manner to ensure the most robust candidate pools of officers and 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.

### *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.

### *Over-billeting*

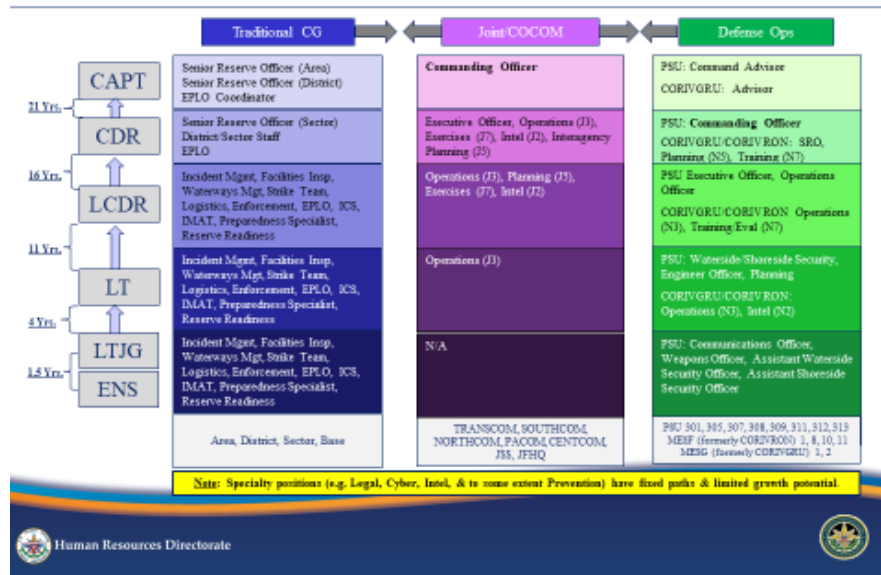
On a limited basis, officers and senior enlisted may be assigned in an over-billet status at a command where

another officer 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.

## Officer 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”).

### Career Management – Assignment Diversity



The challenge for members is to show you can perform in those communities at a level of ease and effectiveness expected of officers and senior enlisted. If your Reserve career has predominantly been limited to one community, it is recommended that you seek to diversify your background and skillset by competing for assignment within a different community.

Officers should be mindful that opportunities to enter the Joint Forces/Interagency community become increasingly scarcer as one promotes. Therefore, officers are encouraged to actively seek opportunities to broaden their expertise if they would like to remain competitive for continued promotion.

Members seeking assignment counseling should contact their AO (as specified in the AY Kickoff message) and

consult with their SRO. Early goal setting, planning, and good mentoring are important.

**Enlisted Career Progression**

Enlisted members also have opportunities to serve in the Blue and Green communities mentioned in the officer section above, with limited Purple billet assignments. Rating progression and advancement potential are key to an enlisted member's career path. Rating-specific diversity of assignment types will bolster all members' military records, help in Panel selections, and should prepare members for advancement.

**Reserve Personnel Career Counseling (RPCC)**

PSC-RPM offers Reserve Personnel Career Counseling (RPCC) to provide career management counseling to all Reserve members, placing special emphasis on career decisions as they pertain to competitiveness for assignment, promotion and advancement. This resource is designed to align Reserve career management and assignments IAW the United States Coast Guard Human Capital Strategy.

RPCC is an on-line interactive counseling mechanism available throughout the year via either Skype for Business application or telephone. Visit our RPM website for more information and the RPCC Guide:

[RPCC \(uscg.mil\)](https://www.uscg.mil/rpcc)

**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 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 status. The reason for removal is to afford the SELRES Command a dedicated member to complete the mission. 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 2022 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 2022 or are otherwise subject to reassignment upon RELAD in 2022, 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 AY23 assignment cycle or attempt to compete for an off-season assignment.

**Extended Active Duty (EAD)**

Reserve members on EAD are considered “active duty” for assignment purposes and managed by PSC-OPM for officers and PSC-EPM for enlisted members. SELRES members who expect their EAD contracts to expire at any time in 2022 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 AY23 assignment cycle.

**Exception:** Junior enlisted members in the IRR may request a change in RCC and compete for positions at any time during the AY22 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 from PSC-RPM when you accept EAD orders.

**Balancing Active Duty Orders**

Trade-offs exist when SELRES members take active duty orders over time. Member should ensure they maintain a favorable balance of SELRES participation and active duty assignments. Ex: Members that consistently stay on active duty orders may not be viewed as competitive on boards, panels and for assignment considerations.

## The Feedback Loop

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

By approximately late March or early April 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 the final assignment outcome. Being competitive normally means that you are among the pool of candidates for a position. Remember, we are providing the same information to your peers and the identities of your competitors that constitute the candidate pool will not be disclosed.

## 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, 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.***

## 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.

Members who do not successfully compete for assignment in AY22 can expect a status change to the IRR and may compete for assignment in AY23. Members who fail to meet the e-resume deadline can expect a status change to the IRR and may compete for assignment in AY23.

### **Off-Season Solicitations**

Although the majority of assignments are handled through the assignment season for officers and senior enlisted



members, circumstances often arise that require off-season solicitations for key leadership positions.

When we become aware of an upcoming off-season vacancy, we advertise the billet in an ALCGRSV message.

Those who 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), request for retirement may be submitted up to one year in advance. These requests must be received by PSC-RPM at least 100 days prior to the requested retirement date. We request a minimum of six months and no more than twelve months in advance of the desired transfer to RET-1 or RET-2. 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 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 a 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 found this information useful in understanding the Reserve 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!**