

## **Reserve Change of Rate – FAQ Sheet:**

This document provides answers to frequently asked questions concerning reserve change in rates. However, where a conflict between this document and the regulations exist, the regulations shall govern.

### **1. How does Flexpal impact change in rates?**

Due to the new **FLEXPAL initiative**, the Change in Rating process will be more scrutinized with a business decision making approach strictly based on the needs of the Service or a legitimate reason the member is requesting a Change in Rate.

What does this mean? If a Change in Rate is approved, a member could change geographic location but there is a high probability the assignment will not be within RCD based on the Billet Breakdown List. The respective RFRS and/or DXR needs to ensure they relay this information to any of their member desiring a Change in Rate along with counseling for realistic expectations and possible impacts. The Billet Breakdown List is maintained by RPM-2 and can be obtained at the following link:

Billet Break Down List: [https://www.dcms.uscg.mil/Portals/10/CG-1/psc/rpm/RPM-2/Assignments/AY21/FLEX\\_PAL\\_E4\\_E6\\_Billet\\_Break\\_Down\\_List.pdf?ver=2020-09-10-095448-577](https://www.dcms.uscg.mil/Portals/10/CG-1/psc/rpm/RPM-2/Assignments/AY21/FLEX_PAL_E4_E6_Billet_Break_Down_List.pdf?ver=2020-09-10-095448-577)

### **2. Is a qualifying ASVAB score required for reserve change of rate?**

Yes, change in rate requests through completion of class “A” school require the member to have the minimum qualifying ASVAB score for the new rating.

### **3. How does a change in rate affect my current assignment?**

A member who is approved to pursue a change in rating will be assigned to a position by RPM-2 in the new rating.

### **4. How long does the change of rate process take?**

Change in rate is a long process that requires RPM to coordinate with multiple offices including RPM-2 for assignments, and Rating Force Master Chiefs (RFMCs) for the losing and gaining ratings. Please allow up to eight weeks for a decision.

### **5. What are common reason for disapproval?**

RPM considers a variety of factors when making a decision. The most common reasons for disapproval are lack of service need, unavailability of class “A” school, or poor performance.

**6. I am requesting a direct lateral request (without attending class “A” school) to the ME rate, what documentation does RPM-1 require for consideration?**

All direct lateral requests without attending class “A” school require strong supporting documentation. For the ME rating specifically, all requests must include current PT test documentation, proof of weapons training, and all certificates/transcripts showing law enforcement training completed (police academy, college level courses, etc...)

**7. What are common mistakes in these requests that result in RPM returning the request?**

Because this process can take up to eight weeks, we highly recommend that all packages be thoroughly reviewed prior to submitting to RPM. For change in ratings, incorrectly completed CG-1002s and un-qualifying ASVAB scores are the most common mistakes. For direct lateral requests without attending class “A” school, the most common errors are missing supporting documentation, and PT test (if applying for the ME rating)

**8. I’m requesting a direct lateral request (without attending class “A” school). If my request is denied, what happens next?**

If a direct lateral request (without attending school) is denied, the member will receive a memo from RPM with this decision. If the member still wants to pursue the new rating by attending class “a” school (and graduating as a 3<sup>rd</sup> class petty officer in the new rating), the member should indicate this in the CG-1002’s comments block. This allows RPM to approve a change in rating via class “a” school if the direct lateral is not approved.

Example: If my direct lateral is denied, I **do/ do not** want to receive approval to attend A school at this time.

**Questions or concerns regarding reserve advancements:**  
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