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## Who are the different Central Assignment Coordinators and Assignment Officers and how can I get a hold of them?

The staff listing and contact list is on the EPM website at:

<http://www.uscg.mil/hq/cgpc/epm/default.html>.

CGPC-epm-2 responsibilities include:

- Managing assignments based on service, unit & member needs
- Individual career counseling
- Input on retirement, separation, EAD & integration requests
- Guidance on enlisted assignment policies

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## What should I include in my unit's COMCON (Command Concern)?

AN INTEGRAL PART OF THE ASSIGNMENT PROCESS, COMCONS ARE THE PRIMARY MEANS FOR UNITS TO VOICE ENLISTED ASSIGNMENT ISSUES.

COMCONS should address:

- Unit PAL discrepancies.
- Anticipated RELADs/retirements.
- Pending medical issues.
- Fleet-up opportunities.
- Extension requests.
- Specific qualifications & skill requirements.

COMMAND CONCERNS FOR VISITING UNITS MUST BE RECEIVED TWO WEEKS IN ADVANCE. FAILURE TO SUBMIT A COMCON IN THIS TIMEFRAME WILL RESULT IN THE VISIT BEING CANCELLED. COMMAND CONCERNS FOR UNITS NOT VISITING CAN BE SUBMITTED THROUGH PUBLISHED DEADLINE (USUALLY THE END OF AUG). SUBMISSIONS AFTER THIS DATE MAY NOT BE ABLE TO BE FACTORED INTO THE ASSIGNMENT PROCESS.

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## Messdeck Myths:

The following topics are misconceptions that are sometimes confused with policy/procedure/practice, creating challenges and false expectations:

- **If you don't submit an e-resume no one will notice and you can stay**
  - We have a system in Direct Access that gives us the slate of members scheduled to rotate. If you don't put in an e-resume it just means that you are available to go wherever we need you.
- **The detailer has to call if you don't get anything in your e-resume**
  - Totally unrealistic... we cut WAY too many sets of orders to contact everyone who submits unrealistic e-resumes.
- **Detailers get graded on how many people get something off their resume**
  - We don't track this information for evaluations. While it would be nice to assign everyone to a billet on their initial e-resume, this is not possible. When we tell a member to resubmit from a specific list it is to give them an input into the realm of the possible. Declining to provide the input takes you back to the first myth.
- **Dream billets**
  - You should have seen the message on dream billets (ALCGENL 157/07). If someone chooses to include closed jobs on their e-resume, so be it. It

won't help them get the job should it become open unexpectedly and will only slow down the assignment process by asking for jobs that are not available.

- **If you get the “leftover list”, ignore it**
  - The “list” is what we send to people who do not compete favorably from their initial e-resume (normally because they were unrealistic). That list is now the shopping list as far as the member is concerned. They need to rank order those positions to compete for a job. Declining to respond just puts them in the category of any job, anywhere.
- **E-resume submissions are provided to the detailer**
  - Assignment Officers receive no notification when an e-resume is submitted. During the normal assignment process, assignment officers know to actively pull the information from the system, but any e-resume submitted outside of the normal assignment process should be followed up with an e-mail notification.
- **I will get a good job because I know or my supervisor knows the detailer**
  - Assignments are based on many factors and are won by merit, not through connections to the assignment officer. Assignment decisions are reviewed and must be defended and assigned without bias.
- **Submitting my e-resume quickly will improve my assignment chances**
  - Assignments are NOT done on first-come, first-served basis. In fact, it is better to wait until the command validation phase of the shopping list is complete in order to have the most accuracy of available positions. Assignment Officers don't even look at e-resumes until after the deadline, so as long as the e-resume is submitted within the established timeframe, it will be considered with all the others. Submitting an e-resume before the promulgation of the shopping list is not advised due to inaccuracy of the open positions and may not be considered.
- **If I ask for a job that nobody else asks for, I will automatically get that job**
  - Rumor has it that you will be plucked immediately for that position because it plugs an assignment “hole” and the detailer can state that we gave you something you asked for. This is absolutely un-true! You will be slated for the first position on your e-resume that you meritoriously earn based on assignment factors. If we don't fill the undesirable job during our initial slate, it will go on the leftover list and will be filled by someone that failed to compete favorably based on assignment factors and/or an unrealistic e-resume.
- **Assignment Roadshow is a waste of time since my detailer won't be there**
  - The presentation is collectively developed and updated annually by all of the detailers. No matter who is presenting the material, the message is the same and worthwhile, even if you are not tour complete.
- **Twilight tours**
  - Don't exist. Every job is shopped equally and filled with the person who wins it in open competition based on assignment factors.
- **Terminal leave**
  - Doesn't exist. It is a Command decision to allow leave immediately prior to retirement. This is why we try to schedule retirements in the SEP-DEC timeframe, enabling the member to take all the entitlements and 60 days leave, thereby actually departing the unit during the normal summer assignment period.
- **I can get orders changed for the purpose of gaining SRB eligibility**

- This is illegal. Assignment orders will not be delayed in order to wait for advancement or prevent OBLISERV requirements from interfering with bonus eligibility. You may not extend your enlistment more than 3 months prior to your normal expiration of enlistment date for the sole purpose of qualifying for an SRB unless the Coast Guard requires you to extend. Manipulating OBLISERV, extensions, tour lengths, and departure dates for the purpose of gaining a more advantageous SRB situation is not considered. SRBs are offered as a reenlistment incentive to members who possess highly desired skills or are in eligible ratings, at certain specific points during their career. Careful consideration is needed to ensure eligibility. Consult PERSMAN 3.C for details.
- **Even if I advance, I will still complete a full tour**
  - If you are on the supplemental advancement list or have competed in the service-wide examination process...congratulations! With a combination of diligent studying, favorable performance evaluations, time in service, time in rate, and award points, you should expect to be advanced to the next higher pay-grade... you should also expect to be transferred. You are not promoted because you are well liked and are a “good guy/gal”. You are advanced because the Coast Guard anticipates vacancies at the next higher pay-grade. Although we try diligently to honor geographic stability, service need is the primary factor in the assignment process and, unless a fleet-up opportunity is available, you will likely be transferring. This should be taken into account if considering positions that require screening. In order to be prepared, you should screen if you are tour complete or anticipate any possibility for advancement.
- **Priority 3 is a good thing**
  - Priority 3 is good, but not what it used to be for a lot of ratings, especially for BM, MK, and GM. On average, nearly 50% of all personnel transferring each year are priority 3 or above with some rates well above that average. This means if you are below priority 3 or end up toward the bottom of priority 3 based on other assignment factors (sea time, marks, etc.), there are a lot of people selecting jobs ahead of you. Putting down 5 positions all in California would not be the best idea. Ideally you would submit all positions that have any preferential differentiation because if you don't compete for what you asked for, the only choices at that point are on the leftover list even though you may have won a better assignment had you just asked for it. Even if you do not want to go somewhere, but you want to go there more than some place else, that order should be reflected on your list. If half of the 300 jobs are gone to higher priorities and you only asked for 10 jobs, the odds are not good.
- **Collocations get the highest priority**
  - Both members do not transfer at the higher assignment priority. Each member competes for their own job based on their own assignment factors, going down the list of possible locations until a collocation option is determined.

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## **Housing Situation Billet Swap Interim Guidance**

CGPC-epm-2 has been looking at ways to help some of our members who are caught in the current housing crises. We think we can provide some relief for members by considering requests to swap orders by members of the same rate & rank who are

stationed at the same command. This business practice changes the way we normally do assignments, so all requests need command endorsements and must be reviewed by regional Gold Badge Command Master Chief prior to being submitted.

Our thoughts are to allow someone, who after making a good faith effort can't sell their home, to pass their PCS orders to a shipmate who is willing to execute those orders for them. The example I have is 2 POs at the same unit. They are the same paygrade. One of their jobs was reprogrammed so they received orders to another location. That member owns a home and hasn't been able to find a buyer. The second PO, who isn't tour complete, offered to take those orders since they rent. Normally the answer is "no", we don't allow people to just swap orders.

However, in the current situation it makes sense to allow the second member to take the orders. It fills the vacancy while permitting the homeowner more time to resolve their situation.

The guidelines we are looking at are:

- Both members are the same rate/rank and at the same unit. We will consider members in the same geographic area if the swap won't require any AFC-20 expenditures.
- One is in a financial bind due to their home ownership situation. This is strictly limited to housing issues.
- The second member VOLUNTEERS to make the swap. A member shouldn't be pressured by the homeowner or the Command to volunteer.
- The member's commands positively endorse the swap.

As you can imagine we are leery of opening this can of worms for fear of a flood of requests that don't meet our guidelines. This isn't intended to solve every homeowner's situation, but if used correctly will provide relief to a segment of the enlisted workforce. It specifically isn't intended as a way to get out of orders or remain in the same geographic location indefinitely. Some of the things we see potentially happening, that we need help to prevent are:

- Members paying other members to take their orders.
- Members not attempting to sell their homes assuming we will grant them a swap.
- Members buying homes just so they can remain in an area.

Every request will be individually scrutinized to ensure the member's are following the spirit of the plan. We will be relying heavily on the Commands to determine the member's intent. Requests will need to be routed thru the appropriate Gold Badge to help determine if the situation warrants deviating from the normal assignment process. Requests should be sent to CGPC-epm-2 (LCDR Jeff Bippert will be acting epm-2 until July).

This isn't a "fix all" for everyone who can't sell their home. We won't disadvantage a deserving member in this plan -- that isn't fair to them.

## **Housing Situation Billet Swap FAQ**

### **How long does this policy apply?**

This is not a policy. This is an interim business practice initiated by CGPC-epm-2 to provide some means of relief during the current housing market situation. We knew this initiative would not resolve a majority of the housing problems out there, but are hoping we could at least do something to help out when possible. This applies only to AY08 transfers and we will reevaluate for AY09 based on economic factors.

**Does this apply to Officers as well?**

No. This is strictly an Enlisted assignment initiative with very defined guidelines to help ensure the integrity of the assignment process. Each case will be carefully reviewed accounting for multiple criteria, including command endorsement, rate match, geographical proximity, home ownership status, rental availability, voluntary assumption of orders, household good shipment situation, availability to meet receiving command report date needs, completion of required pipeline training, qualifications and other career management concerns.

**Does this apply to collocations?**

Unless both members could find voluntary replacements, we could not proceed because that would leave a gap at the other receiving unit. This is just one of the many challenges with the inherent risks of owning a home, coupled with the difficulties of collocation.

**Does this practice only apply to assignments driven by billet reprogrammings?**

No. Although this practice is limited in scope as per the provided guidelines, it does apply to any positions in the same geographic area (normally at the same unit), regardless of any pending or completed reprogramming action.

**How does this affect rotation dates?**

The member who stays will typically assume the rotation date of the departing member, thus mitigating cost and rotation concerns. However, each case will be reviewed individually, so any requests outside of the general guidelines will be carefully considered.

**What if my HHG shipment has already been completed?**

Once costs are applied to a TONO, the opportunity is lost. Just as the economy is in a downturn, the transfer budget is also very tight.

**If I cannot sell my house, but there are no personnel to swap with, does this initiative provide any relief?**

Unfortunately we are unable to preclude established assignment policies to allow assignment extensions for all members affected by the housing crisis. This practice is limited in scope to preserve fairness of the assignment process and prevent gaps at receiving commands. In this case we cannot rereack the entire slate and disadvantage other members to overcome the inherent risks of home ownership unless there is another person willing to swap. We understand that non-homeowners and many personnel based on rating, paygrade, locations, and rotations will be unable to take advantage of this initiative.

**What other resources are there?**

Please refer to mutual transfers (Personnel Manual 4.B.10), Coast Guard Mutual Assistance, and ALCOAST 104/08 for other possible solutions. Renting properties and geo-bachelor status awaiting house sale are other options. CG-1 is still working on

coming up with as many ways to help as possible but there is only so much that can be done. Hopefully the market will correct shortly.

### **How do I show “a good faith effort” has been made?**

CGPC-epm-2 has asked the Gold Badge network to assist in validating if a member has actually been working to sell their home. They will be looking at when the member received orders, when their house went on the market, did the member attempt to rent, and other similar factors. The presumption will be that members are truly in need and not attempting to avoid a PCS move.

### **How should the request be made?**

To expedite the process, requests should be made via e-mail through the chain of command, the regional Gold Badge, and then on to CGPC-epm-2 (LCDR Jeff Bippert).

As a military workforce, world-wide assignability remains an important aspect to diversify skills and react to dynamic requirements. Homeownership is a risky venture with many rewards as well as challenges. Even selling at a loss can provide net gains when factoring in tax benefits and equity (when the loss is less than cumulative BAH during tour). This initiative may provide some relief, but the expectation remains for personnel to remain agile to meet Service needs.

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### **What is the Assignment Year (AY) timeline?**

The basic AY timeline is listed below. Consult SITREPs for exact dates:

- Apr: Roadshow Schedule Published
- May – Aug: CGPC-epm-2 road shows
- Jun – Aug: Command visits @ CGPC
- Jun – Aug: Commands/CACs/AOs validate PALs
- Jun – Aug: Members contact AOs for career counseling
- End of Aug: Command concerns due
- End of Sep: Shopping list published
- Mid Oct: Commands complete shopping list validation
- End of Oct: Special assignments orders issued
- Early Nov: E-Resumés due
- Nov – Mar: AOs develop slates/issue orders
- Apr: Publish Final AY Report

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### **What factors are considered when selecting personnel for transfer?**

- Assignment policies
- Assignment priority
- Command concerns
- Previous assignment history
  - Time in geographic area
  - Time at unit
- CO's recommendation
- Advancement status

- Performance
- Career development
- Members' desires
- Sea-to-shore ratio
- Willingness to obligate
- Qualification codes
- Security clearance
- Physical condition (for LE/Boat crew positions)
- **SERVICE NEED (overall importance)**

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### What are the different Assignment Priorities for jobs?

#### (PERSMAN 4.B.4)

Assignment Priorities	Units
1	Overseas restricted units, <b>AVDET GTMO and PATFORSWA afloat.</b>
2	Overseas afloat units <b>other than PATFORSWA afloat</b> , Polar Class Icebreakers, Loran Station Shoal Cove <b>and PATFORSWA ashore.</b>
3	INCONUS afloat units, LEDETs, HITRON deployment crews, <b>MSST deployment crews</b> ; Special Command Aides, Recruit Company Commanders, International Training Division, Coast Guard Recruiters, PSU active duty deployment, Stations Neah Bay and Quillayute River, MSD American Samoa and <b>Rating Force Master Chiefs (RFMC).</b>
4	Overseas ashore units, National Strike Force, Fleet and Afloat Training Groups, Atlantic and Pacific Area Training Teams, UTB and MLB STANTEAMS, MLC Food Services Assistance and Training (FSAT) Team, active duty International Ice Patrol (IIP), Commandant/Vice Commandant drivers and <b>STA Grand Isle.</b>
5	INCONUS ashore units.

- Members not filing an E-Resume by the deadline noted on the SITREPS may lose their assignment priority.
- Members who **are involuntarily extended** in an afloat position will have their assignment priority upgraded to the next higher priority.

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### What should I do if I have a collocation situation?

#### (PERSMAN, Section 4.A.8)

- Contact the Assignment Officers early in the assignment season.
- Tour lengths may be adjusted to coincide transfers.
- Ensure Direct Access reflects that spouse is in the service.
- Ensure e-resumes match and contain all viable options.
- The lower assignment priority will be considered first.
- **Both** members receive authorized PCS entitlements.

#### Married Couples:

- Will not be assigned to the same ship, restricted unit or unit having less than 60 members.
- If members get married midway through a tour, this may not result in an immediate transfer to accommodate COLO.
- With dependents will not normally be assigned to shipboard duty simultaneously.
- Needs of service may preclude the ability to collocate members.

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## [What is the policy for requesting “Dream Billets”?](#)

From ALCGENL 157/07:

SUBJ: CLARIFICATION OF "DREAM BILLET" REQUESTS

A. CG PERSMAN, COMDTINST M1000.6A

1. EVERY ASSIGNMENT YEAR (AY) THERE ARE MANY QUESTIONS AND OFTEN MUCH CONFUSION REGARDING THE PLACEMENT OF "DREAM BILLETS" ON E-RESUMES. THE INTENTION OF THIS MSG IS TO CLARIFY THIS PRACTICE ACROSS ALL RATINGS.
2. ALTHOUGH VERY MUCH INGRAINED IN COAST GUARD LORE AND WIDELY USED THROUGHOUT, THE TERM "DREAM BILLET" DOES NOT EXIST WITHIN REF (A). POSITIONS ARE EITHER OPEN OR CLOSED WITHIN DIRECT ACCESS AND THEREFORE EITHER AVAILABLE OR NOT FOR SELECTION DURING ANY PARTICULAR AY.
3. MEMBERS COMPETING DURING THEIR RESPECTIVE AY SHOULD LIST ONLY POSITIONS NOTED AS "OPEN" WHEN SUBMITTING THEIR E-RESUMES. TO DO OTHERWISE CREATES UNNECESSARY WORK FOR DETAILERS AND PROLONGS AN ALREADY LENGTHY ASSIGNMENT PROCESS. TO FACILITATE THIS, MBRS SHOULD ENSURE THE BOX NEXT TO 'INCLUDE POSITIONS NOT ON SHOPPING LIST' IN THE SEARCH CRITERIA SECTION OF THEIR E-RESUME IS NOT CHECKED.  
LISTING CLOSED POSITIONS ON AN E-RESUME ADDS NO VALUE TO THE SUBMISSION.
4. UNEXPECTED OFF-SEASON VACANCIES WILL BE FILLED ON A CASE-BY-CASE BASIS GIVEN THE SITUATION AND SURROUNDING CIRCUMSTANCES OF THE POSITION IN QUESTION. DETAILERS WILL MITIGATE GAPS AND FILL VACANCIES BY UTILIZING POTENTIAL FLEET-UPS, OVER-BILLETED PERSONNEL WITHIN THEIR ACCOUNTS IF AVAILABLE, OR BY CG-WIDE SOLICITATION VIA CGMS.

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## [What is the Early Slate Procedure/Timeline?](#)

The BM, EM, ET, and GM assignment officers utilize the early slate process, in order to:

- Ensure availability of members for critical fill positions
- Ensure adequate time for pipeline/pre-arrival training
- The timeline for the early slate/progressive slate processes and the available “early slate” positions will be identified by the assignment officers in the EPM SITREPs.
- The early slate process is independent of assignment priority. Positions are slated before the normal assignment process.

Critical vacancies:

- Filled with fleet-ups or from “A” school.
- If not possible, advertise the position in SITREPs.
- Members will not be assigned to fill a critical vacancy at one unit just to create another critical vacancy at another unit.

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## [What is the guidance for submitting an e-Resume?](#)

(PERSMAN CH 4.C.2)

The E-RESUME is the primary method and often the only needed communication to the assignment officers required regarding a member's assignment desires. Members should consider the following when submitting an E-RESUME (in no particular order):

- Current Assignment Priority
- Rating Advancement Requirements
- Current Status on SWE
- Sea time and Sea-to-Shore rotation for your rate
- Career Diversity and Professional Goals/Desires
- Qualifications

- Personal Desires (i.e geographic location, collocation, spousal employment, special needs, etc.)

Members should use the comments section of the E-RESUME to address those issues listed above and any other pertinent information they feel the assignment officer needs to know. E-RESUME submissions should be in alignment with published timelines and according to relevant message traffic.

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### **What is the policy for Extensions of Enlistments?**

(PERSMAN, Section 1.G.15)

By voluntary written agreement subject to the commanding officer's approval, career personnel may extend or reextend their term of enlistment as follows:

- For 1-6 full years for members who have <10 years active service (>10yrs is indefinite enlistment).
- For any number of full years and/or full months up to six years to ensure sufficient obligated service for these purposes:
  - Attend a resident school.
  - INCONUS and OUTCONUS assignments; Article 4.B.6.
  - Advance to E-7, E-8, or E-9; Articles 5.C.25.e. and 12.B.12.b.2.
  - Meet an approved retirement date; Article 12.C.11.a.2.b.(4).
- For any number of full months less than 1 year in order to complete a deployment on a vessel scheduled to be absent on the member's normal date of expiration of enlistment. Article 12.B.11.d.
- For periods less than one year as Commander (CGPC-epm) may authorize in specific cases upon request via standard message.
- Total extension amount shall not exceed 6 years
- Non-US citizens can only be extended with CGPC authorization

Note: Tour extensions and Enlistment extensions are independent. If member was expected to rotate or RELAD and extension is granted, the member may still be reassigned, even if only for a one year period.

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### **What is the policy for tour length extensions?**

(PERSMAN, Section 4.B.3, 4.A.5.b, 4.C.3)

CGPC may grant extensions for up to one full tour length, but typically only offer one-year extensions in order to promote career diversity and allow the position to be an available opportunity for others. Members must compete for tour extensions based upon their assignment priority unless service and/or unit needs dictate otherwise.

Members may compete for a second extension if no other candidates request assignment to that position. Extensions require a command endorsement on the e-resume. Involuntary extensions may be required due to Service/unit need, but result in an upgraded assignment priority if assigned to a cutter.

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### **What is the policy for fleet-ups?**

(PERSMAN, Section 4.B.3, 4.A.5.b, 4.C.3)

Fleet-ups allow a member recently advanced or projected to advance to fill a position of the new rank at the same command if there is an anticipated vacancy and there is not a greater service need. If no vacancy exists at the same unit, assignment officers may

look into options in the same geographic area. Fleet-ups into Command Cadre and independent duty positions may require screening, which should be considered if eligible for advancement. Members typically maintain the same rotation date. Members should expect to transfer if no fleet-up opportunity exists. Advancements occur based on vacancies, so there is likely a potential need for the member to fill a position at the higher paygrade.

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### **How can I maintain geographic stability?**

(PERSMAN, Section 4.B.3)

Geographic stability can be achieved by the following methods:

- Completing full tours of duty.
- Assignment Officers granting fleet-ups and extensions.
  - *Rotation dates do not normally change with fleet-ups.*
- Local stability:
  - 2 tours of duty in local area. *Not necessarily same unit.*
  - Does not affect a household goods move.
- Regional stability:
  - 2 tours of duty within a geographic region (same district).
  - Minimize family and PCS transfer costs.
  - Minimize family and personal disruptions.

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### **What are the OBLISERV requirements for each rank?**

(PERSMAN, Section 4.B.6)

Members in receipt of PCS orders must obligate service (OBLISERV) prior to execution of the orders. The obligation term will be noted in the orders.

- Members having less than 6 years of active duty service and assigned INCONUS must OBLISERV equivalent to the full tour.
- Members having more than 6 years of active duty service and assigned INCONUS must OBLISERV 1 year of service.
- Members assigned OUTCONUS must OBLISERV the full tour.
- Special Assignments require OBLISERV equivalent to a full tour.
- Advancement to E7/E8/E9 requires 2 year OBLISERV.

EPM must be advised via message if a member fails to OBLISERV. Assignment Officers will take the appropriate actions. Failing to OBLISERV does not guarantee remaining at current unit.

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### **What are the requirements for Overseas Assignments?**

(PERSMAN, Section 4.H)

The member must review overseas member/dependent screening criteria and include the statement from 4.H.2.1.b of the PERSMAN when listing overseas positions on their e-Resume.

Suitability for overseas assignment should be addressed in the e-Resume command endorsement.

Unit commands must complete an overseas screening within **10 days** after overseas orders have been issued.

IAW PERSMAN 4.A.5.b, a member may request a 1-year increase in overseas tour length:

- Prior to reporting to the overseas unit or
- Within 12 months of reporting to overseas assignment.

An increase in tour length is independent of a tour extension.

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### **What is the Sea Duty Matrix?**

The sea duty matrix is an internal process effectively used by many of our Assignment Officers, particularly by those managing the "non-traditional sea-going rates" such as YN, SK and HS. It is an objective look at personnel, both male and female, to help us to best determine who should fairly be assigned to sea duty positions. It is based on specific lengths of time that a member; 1) has been previously assigned afloat as a rated member; 2) has been in the same geographic area; 3) has in rank; as well as evaluations, etc. Each factor is given a numeric value, which are then tabulated impartially. The final figures allow the Assignment Officers to fairly rank members in order of sea duty potential.

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### **When is the shopping list available for selecting jobs?**

The shopping list is usually available from the end of September through the beginning of November. It is simply a collection of all the open positions within Direct Access. The first two weeks after the shopping list is promulgated are for commands to review for accuracy, so it is best to select positions after that period. During the remainder of the year, the shopping list is not necessarily an accurate representation of current or upcoming available positions. Off-season position vacancies are typically solicited or handled on a case-by-case basis.

COMMANDS ARE REMINDED TO VALIDATE THEIR PAL ON A ROUTINE BASIS TO ENSURE THEY REFLECT WHERE MEMBERS ARE ACTUALLY ASSIGNED IN THEIR UNIT. COMMANDS SHOULD CONTACT THE APPROPRIATE AO IF DISCREPANCIES EXIST TO ENSURE PROJECTED VACANCIES ARE SHOPPED. AOS ARE NOT NOTIFIED IN DIRECT ACCESS WHEN A MEMBER RELADS. COMMANDS MUST NOTIFY AOS AS SOON AS POSSIBLE WHEN A MEMBER INTENDS TO RELAD TO ENSURE POSITIONS ARE SHOPPED AND BACKFILLS ARE PROVIDED IN A TIMELY MANNER.

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### **What is the policy for short tours?**

(PERSMAN, Section 4.A.5.b)

Short tours may be required based on service, unit, or member needs under various circumstances, including:

- Advancement
- Position deletion/reprogramming
- Good Order and discipline
- Administrative Assignment
- Special Needs/HUMS
- Urgent Service needs

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### **What are Special Assignments and timelines for application?**

**Special Assignment programs are CGIS, CMCs, Recruiting, CCs, CPOA/LAMs/MLEA Instructors, CPO Barracks, CDA, EOAs, and PAL positions listed as MCPO, SCPO, CPO and POs.**

- NLT 31 March: All program ALCGENLs released.
- May: Program panels convene & shopping list released.
- Mid June: Program packages & e-resumes due.
- July – August: Select candidates; coordinate report dates & issue orders.
- Mid October: All special assignments orders issued.

Consult AO notes for specific details:

[http://www.uscg.mil/hq/cgPC/epm/epm-2/AO\\_Pages/saao.html](http://www.uscg.mil/hq/cgPC/epm/epm-2/AO_Pages/saao.html)

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### **What afloat assignment opportunities are there for women?**

Please use this link for a list of cutters available to women:

<http://www.uscg.mil/hq/cgPC/epm/epm-2/womanafloat.html>

For a **current list** of cutter availability please contact the Women Afloat Coordinator within the CAC V account.

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### **What is an Administrative Assignment (AD ASSIGN)?**

(PERSMAN, Section 4.A.9)

Administrative Assignments are requested through CGPC-epm and are usually for members who are temporarily medically unfit to perform their duties in a Temporary Limited Duty (TLD) status. This assignment creates a vacancy, which can then be backfilled, but limits the opportunity for the member to return when the Administrative assignment is complete.

Other situations when Administrative Assignments can be used include medical treatment away from the permanent duty station that will exceed 60 days or disciplinary actions where it would be contrary to the good order and discipline of the unit for a member to return.

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### **What is the process for Change in Rate (CIR)?**

(PERSMAN, Sections 5.C.11.d and 5.C.30)

CIR Requests are submitted to CGPC-epm-1 and are reviewed by Rating Force Master Chiefs, Assignment Officers, CACs, and epm-2. Typically members should have less than 5 years time in service and no performance problems. Also taken into account are the command endorsement, competencies, A-School requirement, OBLISERV, bonuses received, and current status of ratings.

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### **Extended Active Duty (EAD) / Integration Information**

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#### **EAD GENERAL INFORMATION:**

Reservists may submit requests for Extended Active Duty (EAD) to CGPC-epm-1, usually for a two-year period to fill a specific Active Duty vacancy. Contact the Special Assignments or respective AO for vacancy opportunities. Requests must be submitted on CG-3472. This form is available at your local unit or on Adobe Forms on the CG Standard Workstation and must be endorsed by the member's unit and the servicing ISC (fot). In addition, the member's command must indicate if the member is in compliance with the Coast Guard Weight Standards and is physically qualified for active duty. Also, if the reserve member is serving on Title 10 or ADSW orders, an expiration date of those orders must be included on the CG-3472 in the remarks block.

Once the CG-3472 is received by CGPC-epm-1, the member's Assignment Officer (AO) will usually call the member to discuss assignment options that are available provided the AO determines there is a Service need for an EAD contract. If the member and the AO can agree on an assignment and if the request is approved, a message will be sent to the member's command authorizing the EAD and will also indicate when the start date, end date, unit and the position number the member will be assigned to. The average processing time for an EAD contract is approximately 2 to 4 weeks. For additional information, please refer to COMDTINST 1141.3B or contact Mr. Howard at the above number.

#### **INTEGRATION GENERAL INFORMATION:**

Reservists may request integration into the Regular Coast Guard after successfully completing a minimum of 1-year of their extended active duty contract. However, a reservist may request immediate integration if serving on Title 10 orders. If under Title 10 orders, it is highly recommended to submit an integration request at least 2 to 3 months before the Title 10 orders expire. This will ensure adequate time to process the request. Once the Title 10 orders expire, integration will not be possible without executing an extended active duty contract first. In addition, integration is only open to reservist who has less than 12 years of total active duty. If the member has over 12 years of active duty, integration is still possible, however, Commandant (CG-12A) must first approve a waiver. CGPC-epm-1 will process the waiver to Commandant and no action of the member's part is required.

A request for integration must be submitted using the same form as for EAD, CG-3472. The only difference being, at the top of the form, cross out the words "Extended Active Duty" and handwrite "Integration". See above where to obtain form. Please refer to ALCOAST 080/02 for further guidance.

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#### **What is the Foreign Language Program?**

Certain designated units have been identified as needing interpreters and have collateral duty positions with incentive pay for personnel with the necessary language skills. For more information, please follow this link:

<http://www.uscg.mil/hq/cgPC/epm/epm-2/FOREIGNLANGUAGEPROGRAM.doc>

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#### **What is the policy for frocking?**

(PERSMAN, Section 5.C.39)

Frothing is the practice of pinning on a higher rate when a member is above the cutoff on the current Advancement Eligibility List for that rate but before the actual advancement date. Frothing is requested through CGPC-epm-2 and should be limited, but may be considered in these cases:

- When necessary to clearly establish the individual's position when reporting to another agency/service for duty.
- When member is residing in Government quarters to ensure it is commensurate with the higher rate.
- When the higher rate is a significant factor in establishing the member's stature, thereby enhancing his/her ability to carry out duties.

Entitlements include assuming title, wearing insignia, and obtaining ID card and housing of higher rate. Higher pay/allowances, increased disciplinary power, time in grade computations, and evaluation at higher paygrade do not start until the actual advancement date.

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### [What are the requirements for HUMS transfers?](#)

(PERSMAN, Section 4.B.11)

- 1) For extraordinary hardship not encountered by most members
- 2) Hardship arose or deteriorated since entering current enlistment
- 3) Problem affects immediate family
- 4) No other relatives capable of providing assistance
- 5) Member's presence is essential to alleviate hardship
- 6) Problem must be **short-term** in nature
- 7) Normally executed as 6-month TAD
- 8) Maximum of 2 years (PCS) usually with current/projected unit vacancy
- 9) Member incurs all transfer cost
- 10) Members need approval to reenlist, extend, attend "A" school training or attend resident service schools

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### [What is a Medical Evaluation Board \(MEB\)?](#)

You will most likely become involved in the PDES process when you incur an injury or illness that calls into question your ability to perform the duties of your office, grade, rank, or rating [[Physical Disability Evaluation System Manual](#) (hereinafter, the PDES Manual), COMDTINST M1850.2C, chapter 3]. In that case, a Medical Evaluation Board (MEB) will convene, usually at the request of your commanding officer or treating physician.

The MEB will make a recommendation as to whether you meet the Coast Guard's physical retention standards [[PDES Manual](#), chapter 3, para. G.4]. The MEB documents your medical problems, defines limitations (if any) imposed by your condition, and explains how your condition affects your ability to perform the duties of your office, grade, rank or rating. For the purposes of the Physical Disability Evaluation System, "office" is defined as the member's assigned duties [[PDES Manual](#), Chapter 2, para. A.33].

You will be furnished a copy of the board's report unless the information contained in the report might have an adverse effect on your physical or mental health. At this point,

you are afforded an opportunity to submit a statement in rebuttal to any portion of the board's report [[PDES Manual](#), chapter 3, para. H]. Your rebuttal must be made within 15 working days (not counting weekends and holidays) after you receive the MEB report.

Your command will then submit an MEB report, including a Medical Officer's narrative summary of your condition, a command endorsement, and your rebuttal should you choose to make one, to Commander, Coast Guard Personnel Command, Physical Disability Evaluation Branch (CGPC-adm-1). You should be aware that any rebuttal will become part of the PDES record. For a more detailed explanation of what happens when you are injured, or the Medical Evaluation Board process, see the [PDES Manual](#), chapter 3.

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### **What are the Mutual Exchange requirements?**

(PERSMAN, Section 4.B.10)

Mutuals involve two members who conform to the following:

- Have completed a minimum of 6 months at their current assignment.
- Have a minimum of 1 year obligated service.
- No NJP, unsat conduct, court martial or civil conviction in previous year.
- No performance evaluation average lower than 3.
- Favorable command endorsements.
- Member incurs all cost.
- Normally, members swap rotation dates, except for members transferring to afloat assignments, who usually are assigned a full tour.

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### **What is the pregnancy assignment procedure while assigned to a cutter?**

PERSMAN References:

Chapter 4-A-7-b, Assignment While Pregnant

Chapter 9, Pregnancy in the Coast Guard

Chapter 12-F, Temporary Separation Policy

Chapter 12-B-12-a, Convenience of the Government

Upon verification of a service woman's pregnancy, Commands are required to contact the perspective Assignment Officer within CGPC-epm-2. CGPC should PCS AD ASSIGN member NLT the 20th week of pregnancy to the NEAREST supporting unit where adequate housing and medical facilities are available. Because the child's safety is paramount, any request by the Command to remove a member before the 20th week should be approved.

CGPC should backfill position as soon as possible. After the 6 month postnatal period, AOs should make every effort to reassign a member back afloat to complete the balance of their afloat tour. This is especially important if the member requires sea time for advancement. Because this is a PCS AD ASSIGN, the next PCS assignment (6 months after childbirth) should be based off needs of the service. Assignment priority should not be considered.

The desire to breast feed past 6 months should not be an assignment factor when making their next PCS assignment. If a member has over 4 years of service, the



member could meet the requirements for CNC. If CNC is not an option, member should be discharged IAW PERSMAN 12.B.12.a.

Maternity Leave: Up to 30 days cumulative prenatal sick leave authorized without HQ approval. Up to 42 cumulative postnatal sick leave authorized, plus 60 days or more (at command's discretion) of regular leave.

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### What is the Special Needs Program?

(Commandant Instruction 1754.7a)

The Special Needs Program identifies members who have dependents with verified medical, physical, psychological, mental and or educational disabilities.

Program enrollment is mandatory. The special need must be validated every two years with the local Work life staff.

Prior to cutting orders, the assignment officer checks with the Work life staff to ensure special needs can be met at potential location(s).

Enrollment does not guarantee a specific unit nor does it preclude an afloat assignment.

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### What are the criteria for Temporary Limited Duty (TLD)?

#### Summary of Actions under the TLD Designation

Milestone	Action
Member becomes incapacitated and is on Available for Limited Duty (AFLD) status.	Member is treated at local Military Treatment Facility (MTF).
<b>3-Month Point</b> Member is incapacitated on AFLD status.	<b>Medical Officer:</b> Place member on TLD and inform the member's command of this action. Specify a day when the member will be Available for Full Duty (AFFD) (member's prognosis must be AFFD within the next 6 months). Command endorsement is not required. <b>Command Clinic Administrator:</b> Make TLD designation visible by informing CGPC-adm-1, and CGPC-epm/opm or servicing ISC (pf), and establishing a tracking system for the member. <b>Member's Command:</b> Coordinate follow-on medical evaluation or treatment for member with losing and receiving MTF (if applicable). <b>CGPC:</b> Issue PCS orders to fill critical position. Re-assign TLD member. Coordinate between (epm/opm) and the affected commands in accordance with the current policy and the criticality of the position. Note: 3 months is a guideline for the medical officer.
<b>3 to 6 Month Point</b> Member is on TLD – time is cumulative from outset of initial AFLD status.	<b>Medical Officer/Command Clinic Administrator/CGPC:</b> If required, initiate a Medical Evaluation Board (MEB) (Medical officer cannot state in writing that member's prognosis will be AFFD within the next 6 months).
<b>7 to 8 Month Point</b> Member is on TLD – time is cumulative from outset of initial AFLD status.	<b>Medical Officer/Clinic Administrator:</b> Re-evaluate member's TLD condition.

<p><b>9 to 12 Month Point</b> Member is on TLD – time is cumulative from outset of initial AFLD status.</p>	<p><b>Medical Officer:</b> Terminate TLD status of member (either member becomes AFFD or an MEB is initiated on member).  <b>Command Clinic Administrator:</b> Take appropriate action if member is terminated from TLD and has an MEB.  <b>CGPC:</b> Issue PCS replacement orders for other than critical position if warranted (process begins once MEB received at CGPC). CGPC assignment officers (epm/opm) will coordinate with the affected commands in accordance with the current policy.  Note: 9 to 12 months is a guideline for the medical officer.</p>
<p><b>More Than 12 Months</b> Member on TLD – time is cumulative from outset of initial AFLD status.</p>	<p><b>Medical Officer/CGPC Senior Medical Officer:</b> If an MEB is not warranted, request for extension of TLD status – status continued.  <b>CGPC:</b> Issue PCS replacement orders for member’s position if warranted (coordinate w/ command). Assignment officers (epm/opm) will coordinate with the affected commands in accordance with the current policy.  Note: 12 months is a guideline for the medical officer.</p>

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**What happens when member will be Released from Active Duty (RELAD)?**

(PERSMAN, Section 4.C.1)

CGPC does not receive Career Intention Worksheets, so commands should include any anticipated RELADs within COMCONs and/or notify the respective Assignment Officer. Early notification will improve chances of backfill minimizing potential gap. If member changes decision, assignment consideration will be based on service needs. Short term extensions can be approved through CGPC to provide command continuity and align separation with Assignment Year.

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**Where and when do I submit my retirement package?**

(PERSMAN, Section 12.C.11.A)

Retirements must be:

- Submitted to Commander (CGPC-epm-1).
- Submitted not more than two years nor less than six months prior to desired retirement date.
- Retirements dates must normally be SEP-DEC in order for actual departure date from unit to align with Assignment Year. Requests outside this range must have Command endorsements containing acknowledgement and acceptance of temporary position gap.

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**What do I need to do if I want to retire in lieu of orders (RILO)?**

(PERSMAN, Section 12.C.11.a.3)

A retirement eligible member (active duty w/greater than 20 years) in receipt of PCS orders may request to retire from the service in lieu of executing the orders.

- The member must advise EPM by message within 15 days of receiving the PCS orders.
- A retirement request with an effective date NLT 01Aug must be submitted to EPM.
- The retirement request is considered by EPM based on overall service need. The member maybe required to execute the PCS orders.

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### **What if I want to separate from the service instead of executing orders (SILO)?**

(PERSMAN, Section 12.B.7.D)

A member on an indefinite reenlistment contract (10years < active duty<20 years) in receipt of PCS orders may request to separate from the service in lieu of executing the orders.

- The member must submit the separation request to EPM within 15 days of receiving the PCS orders.
- The separation request is considered by EPM based on overall service need.
- If the request is approved, the member is separated within 3 months of receiving the PCS orders.

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### **What are the Temporary Separation (TEMP SEP) and Care of Newborn Children (CNC) programs?**

(PERSMAN, 12.F)

The Temporary Separation policy allows CG members to pursue growth or other opportunities outside the service, while providing a mechanism for returning to active duty. The long-term intent of this program is to retain valuable experience and training that might otherwise be lost. Under this policy, career-oriented members are allowed a one time separation from Active Duty for up to two years. Requests should be submitted six months in advance and applicants (except those requesting CNC) should normally be tour complete. CNC separations should be within 12 months of the child's birth or adoption and after one year of duty at INCONUS units or two years for OCONUS units. The following members are not eligible for separation under this policy:

- Personnel who have previously separated under this policy.
- Members with active duty obligated service.
- Retirement-eligible members.
- Members pending investigation, performance probation, NJP, courts-martial, or civilian criminal charges or proceedings.
- Members within two (2) years of their Professional Growth Point or on the High Year Tenure (HYT) list published by CGPC-epm.
- Disciplinary action within previous two years.
- Members of a grade level less than E-4.
- For Temp Sep members with less than 6 years time in service.
- For CNC members with less than 4 years time in service.

A member desiring to cancel an approved separation under this policy will be required to complete a minimum of two years active duty from the date of cancellation.

Cancellation of an approved separation will be based on Service needs. Personnel who already have an approved separation date may request, prior to that date, to be separated under this policy.

Enlisted members shall submit their written request for discharge under the temporary separation policy to Commander, (CGPC-epm-1) (with a copy to Commander, (CGPC-rpm) if the member desires to affiliate with the Reserve program) via their Commanding Officer with the signed acknowledgment of conditions as an attachment to the request. In the forwarding endorsement, commanding officers shall include a statement about the status of any disciplinary action pending, service schools attended, and a definite

recommendation for approval or disapproval. Enclose a copy of the Marks Sheet, CG-3306, for at least four years of marks.

The applicant must submit a "Notice of Intent to Return" at least six months, but not earlier than one year, before the intended date of return to Active Duty. To ensure the greatest job opportunity, applicants should consider submitting their notice of intent by 1 October to compete for assignments in the following summer. In order to process the return to Active Duty, the applicant shall contact their local Coast Guard recruiter and Commander, CGPC-CGRC (or Commander, CGPC-epm if affiliated with Reserve). Enlisted members in ratings requiring security clearances must initiate a National Agency Check before re-enlisting.

For advancement purposes, enlisted members' pay grade begins on their reenlistment date. Members who return to Active Duty after the temporary separation will receive full credit for any TIR formerly creditable prior to their separation under this policy for computation of their SWE final multiple.

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