

The
Reserve Captain
Assignment
Guide



DEC 2007

Purpose

For the veterans of the Reserve Captain assignment process, welcome back. For the new selectees, congratulations and welcome to the Captain ranks. This assignment process is slightly different from Reserve Commander assignment process and very different from assignments at the junior ranks. With that in mind, we have created this guidebook to:

- demystify the assignment process;
- pass along some of our rules of engagement;
- provide information to help everyone manage expectations, and
- help prepare you to counsel and educate your reserve wardroom on assignment process survival tips.

As this is a constantly evolving process we appreciate any and all feedback in what would make this a better guide. If you have any questions or recommended changes, your point of contact is the current Reserve Captain Assignment Officer (AO) at (202) 493-1701.

The Key Elements

The Reserve Captain assignment process is, to a large extent, not much different from what you've experienced in the past, in that the key elements are the shopping list and e-resume. As with Commander assignments, assignment is actually made at the combined Reserve O5/O6 Assignment Panel. While CGPC makes recommendations to the Panel, it is the Panel that ultimately makes the assignments.

The Shopping List

The shopping list of all the Reserve Captain billets expected to be available in the upcoming assignment season is initially published in October via message traffic and in Direct Access (DA). As a starting point, the list includes all billets where the incumbent will be tour-complete the following summer, billets where we have approved separation requests on file and any billets where the incumbent is at a mandatory separation point. In the initial message, we ask commands to carefully review the list. Additions and deletions based on that review will occur.

In the months and weeks leading up to the Reserve O-5/O-6 Assignment Panel, we publish every billet we believe will be acted upon by the Panel. In addition to updating the DA shopping list, we issue updates via message traffic, right up until the Assignment Panel convenes. In this way the entire Reserve Captain and Captain (select) population is kept informed of billets that are open. Changes are announced in ALCGRSV message updates to the shopping list, usually combined with commander shopping list updates. The greatest number of changes normally occurs right after the shopping list is released as commands verify billet changes and member rotations. Other changes will likely occur as members evaluate career and personal goals and through billet growth due to Service needs.

Contacting Commands or Incumbents

As you review the shopping list, you will start to build your own list of preferred billets. At that point, you probably want to get a better read for command and work involved. Contact the chain of command that owns the billet or the current incumbent to get a feel for the expectations and current tasks. Remember, while we would like the billet title to accurately reflect the actual job description, this is not always the case. Also, what a command may have the incumbent doing currently may not be what they have in mind for incoming personnel. The reserve flag officers can also be of great value at this point. Discussing career intentions at that level is welcomed and expected.

The E-Resume

The e-resume is your primary and the only mandatory method of communicating with the AO and the assignment panel. Give us complete information so we can best serve you. You should feel free to contact your AO to get advice, but the e-resume is the final, official statement of your desires. Judicious updates along the way, based on shopping list changes or other new information, are always welcome. An email to the AO letting him/her know you have updated your e-resume is only way to ensure that your most recent e-resume is being acted upon. The bottom line is that your e-resume should accurately reflect your personal preferences.

Please use the shopping list when developing or updating your e-resume. If you are tour complete or desire a transfer in the current assignment season, we need your e-resume by the date listed in the Assignment Year kickoff message. If you send in a late e-resume, you are subject to a process that has already begun.

A final note. Unlike your active duty counterparts, one page biographies are not necessary.

E-Resume Craftsmanship

A well-crafted e-resume should allow flexibility and acknowledge possible outcomes. If your e-resume lists only one or two billets and nothing more, that tells us you haven't considered the possibility of not being assigned to those commands. The same applies to e-resumes that list only an extension, or only billets in a single geographic area. A very narrow e-resume makes our work almost as easy as a blank e-resume, because we will presume you will equally entertain any assignment after the few preferences you listed. A broad e-resume tells us your preferences and addresses alternatives that you believe the Service will consider you for, given your specialty background and/or experience.

Use the comments section to provide amplifying information. We do not need a formal resume as you would normally see in your civilian occupation. Let us know of your career desires, any special considerations, and anything from your civilian experience that makes you the right fit for a particular billet. This is your vehicle to advise us of your desires and express your concerns. Use it!

Direct Access Information

A word on Direct Access information in general. Yes, AOs do review that information and use it as well. Be sure that all the personal information, from security clearance to academic degrees to contact numbers, is correct. It is used to make assignments so make sure it accurately represents you.

Extensions and Early Rotations

Extensions are assignment decisions made by the Panel. A request for extension is viewed by the Panel as one of, hopefully, several assignment preferences.

How likely is it that you may be extended in your current billet? That depends on several factors. In some cases the Service need may be best met by extending you in a billet; at other times the Service need is best met by moving you to afford others the opportunity to serve in a desirable or developmental billet. There is no set rule of thumb since each case is different and decisions are based on a multitude of factors. A positive command endorsement will certainly influence assignment considerations.

For early rotations, it is required that your active command, at the chief of staff or flag level, endorse your e-resume. The purpose of the command endorsement is not to give an opinion of your suitability for the requested billet(s), but rather to address the effect your early departure would have on unit continuity or the overall skill/experience level of the unit 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 a Service need cannot be adequately satisfied using officers that are tour complete. In unusual instances they are made to benefit the member’s career development.

Special Considerations

At the Commander and Captain level, all Reserve billets are seen as national fills and members are available for world wide assignment. This means that the reasonable commuting distance is not a primary consideration in the assignment process and Reserve officers are expected to resolve any individual travel issues. At this level, and any level, a paid billet is a privilege and not a right. Over billeting in a paid status is only done in extraordinary circumstances, with over billeting in a non paid status the norm.

That said we understand that Reserve officers have a primary civilian occupation and family situations leading to special considerations unique to the Reserve program. CGPC makes every effort to take these into account if the AO is made aware of them. Your best course of action is to be frank with your AO. This allows the best opportunity for you to understand the impact of your decisions on your Reserve career and allows the AO to best represent your given situation to the Panel.

Collocation

Unlike the Active-Duty assignment process, there is no specific collocation policy governing the Reserve process. However, where there is a Reserve officer married to an Active-Duty member; make the AO aware of the situation. In such cases, we will make every attempt to provide suitable options. Where no paid billet is available, we will

make suggestions on how to mitigate any career impacts.

The Assignment Process

Armed with the shopping list and your e-resume, we can begin to develop all the information we will need to make assignment recommendations and explain them to the Assignment Panel.

Strategizing and forming the Slate

In October, we contact program managers, flag officers and/or chiefs of staff concerning their Reserve Captain billets that are open in the upcoming assignment season. The dialogue normally covers special concerns, billet ownership, and information with which to identify the broad population of officers meeting billet needs.

Once all the e-resumes are received, typically in early January, we start developing a slate, including the name of every officer requesting the billet on his or her e-resume, for each billet. We may place your name on a slate for billets even though you didn't include them on your e-resume. We typically do this in cases where we find you meet the criteria of the billet owner and an adequate pool of qualified officers was not obtained from those requesting the billet.

Once we start developing candidate lists, we normally talk directly with the Active-Duty flag officer or chief of staff that owns the billet. We ask for very simple feedback on each officer we propose. We ask the prospective receiving command to tell us whether they find our proposed candidate acceptable or not. Absent a disqualifying **matter of record** or lack of requisite experience, most officers are found acceptable. We also discuss slate options with IDPL Flag leadership. We don't share details of these conversations with you, just as we don't discuss details of your e-resume with anyone else. We do not pass what assignment preference the billet is on your e-resume, so please don't worry about billet placement in that regard.

Who's in Play?

Every Reserve Captain and Captain (select), unless scheduled for retirement, is in play. But, of course, we aren't really going to transfer everyone, so there is a general hierarchy. If you're tour complete, you will get orders, even if the Panel elects to extend you or place you in a non paid status. If you're not tour complete and you ask for orders, you may be reassigned. If you're a Captain (select), not tour complete, and serving in an O5 billet, you are normally less susceptible to a transfer, however, we may still propose to move you if Service needs require. A common first choice on a Captain (select) e-resume is to remain in place. Remember, give us other choices.

Continuation vs. Retention

Unlike their active duty counterparts, reserve captains are annually screened for retention. This makes the discussion of post-continuation and pre-continuation assignments moot in the reserve community. Captains in O-5 billets should carefully consider the impact of remaining in place given an annual retention board.

Long Term Active Duty Orders

Reserve Officers on long term active duty orders, EAD, ADSW or USC Title 10 (T10), are not typically in play for selected reserve assignment.

In the case of those members involuntarily recalled on T10, by policy they should continue to encumber the selected reserve billet that they were in at the time of recall. Once they come off T10 orders, they should go back to that command and billet. At that point they would go through the normal assignment process.

For those officers on long term ADSW (sometimes also masked as voluntary T10), they are by policy removed from their selected reserve billet while on those orders. If, due to the duration of the orders, they are likely to come off orders in the assignment cycle, we recommend they compete in the process. Please let us know if you are in this situation as it is not always apparent you should be getting assignment consideration. If members come off ADSW after the assignment panel, by policy they will be over billeted in a paid status until the next assignment cycle.

Those officers who have taken an extended active duty (EAD) contract are considered active duty officers. As such, they are under the active duty process for assignment until their contract ends. Officers who expect their EAD contracts to end in the current assignment year should seek out the AO for specific guidance.

Hierarchy of Assignments

Generally, assignments are considered "top down" to ensure the most robust candidate pools of officers are considered for the highest priority billets. Commanding Officer, Area, District and Sector Senior Reserve Officer (SRO) assignments are the first to be completed, and so on. If you are requesting these types of billets, be sure to review current ALCGRSV message traffic to ensure you submit an e-resume to meet these deadlines.

Pecking Order?

Does all this mean that Reserve Captains (selects) and junior Captains get assigned to billets after more senior ones? No. The process is the same for all, and it's a process that has placed newly selected Captains at COCOM units and other desirable positions. Just remember though, we attempt to issue orders to fill every billet for which there is a vacancy, including those billets for which no one asks.

The Feedback Loop

As member interaction in the process heightens in January and February, the interest level (and the anxiety level) is also understandably heightened. You can call and check on things, but we appreciate your patience if the answer you get is "we don't know yet" or "it's too early to tell." Certain parts of the slate are worked out before others, but the "daisy chain" implications are such that the most likely outcome is not known until just before the Panel convenes. We try to strike a balance between getting information to you quickly and providing you with accurate information that is less likely to change.

It is not until approximately mid February that we start to get a sense of the billets for which you may be most competitive. A word of caution: saying you are competitive is not an indication of what we may eventually see before the Panel convenes. Being competitive normally means you are among the pool of a few candidates from which we think the billet will be filled. Remember, we are telling other people the same thing. Will we tell you who? No. We do not discuss your e-resume with anyone but you and we don't discuss other officers' preferences with you either.

Career Progression

Reserve career paths generally fall into one of two communities, the Sector operational community and the Joint Forces/Interagency community. At the Captain level, you should be able function in either community at a level of ease and effectiveness expected of senior officers. If you have always been in a Sector/District community it is very unlikely that you will be eligible for Commanding Officer positions at a joint command. Please counsel your wardroom accordingly.

Geographic Diversity

Remember that at the Reserve Captain, Commander and Chief Warrant Officer level, all billets are viewed as national. At the captain level, expect to travel if you want to stay in a paid billet. If geographic stability is a special consideration for you, make sure your AO knows this. Also understand that this may make a difference between being placed in a paid billet or being place in a non paid status.

Prior to Assignment Panel

In the week or so prior to the Panel convening date, we attempt to notify each person who is tour-complete or likely to be reassigned of where we have you on the slate. Our forecast is usually accurate. That means most will have a good sense of what the future holds before the Panel convenes. However, the Panel is the final authority, and they have no obligation to stay with the AO prepared slate, so it is normal that some officers may see something different come out in the message.

We stop communication the day before the Panel convening date, and do not return or make calls while they are in session. If you do get a call from us during that time frame, it's at the Panel's direction. After the Panel recesses and reports out, we do not discuss their deliberations. As with any board or panel those are, and will remain, confidential.

The Panel

The combined Reserve O-5/O-6 Assignment Panel convenes each year in early March. Panel membership consists of one Active-Duty flag officer, two Reserve flag officers and two senior Reserve captains. The Reserve Captains only join the Panel once all Captain assignments are complete. The only other people in the room are the Reserve AOs and a recorder who supports the Panel as an Executive Assistant. The Panel typically meets for two to three days before issuing the initial report and then recessing during the Requests for voluntary action In Lieu of Orders (RILO) period. After that period the Panel meets one last time submitting a final report.

Behind Closed Doors

Our proposals to the Panel are our assessment of the best match of Service needs, unit needs, and your personal desires—quite frankly, in that order—based upon all the information we have available. We’re trying to weave a matrix that best accommodates all the various concerns in filling every vacant billet. We don’t pretend that there is a “right” answer; we simply try to achieve the best balance possible in filling every billet possible.

Besides our proposals, we make available to the panel letters from members to the Panel President, source documents such as screening panel results, your assignment history, and a characterization of your record. We specifically note if the billet was on your e-resume, and what billet preference it was. If we know you specifically do not desire an assignment, we note that and we make your best case in stating your reasons. Similarly, we present divergent views when they may arise between a program manager and a field command. We explain our rationale for the assignments we propose and note alternatives as requested. Understand that alternatives are not usually one for one replacement, but are rather a daisy chain of moves.

RILOs

When the Panel's initial assignments are approved, an ALCGPERSCOM message is released and the typical one month RILO period begins.

It is important to understand the RILO parameters...and the difference between the Active-Duty RILO process and the Reserve RILO process.

- Unlike the Active-Duty RILO which is strictly a request for retirement, the Reserve RILO encompasses one of three choices: retirement, non paid assignment to a command, and transfer to the Individual Ready Reserve (IRR).
- Under the RILO process Reserve retirements or changes in status will typically effective 01 July.

Please note that all these options have varying career impacts. While we fully understand that the Reserve career is typically your secondary or tertiary life consideration, these decisions should not be done in a vacuum. It is in your best interest to call your AO and get a complete understanding of options, outcomes, and down range ramifications.

Post-RILO

Shortly after the one month RILO period expires, the Panel reconvenes, usually with one or all members participating via phone conference. By that time we have had time to consider RILO-caused vacancies and other new developments, and have worked out alternative daisy chains for each new vacancy. We present recommended solutions to the Panel, providing information on each officer involved in the same way as in the initial session.

Panel decisions are announced in an ALCGPERSCOM message which constitutes the final report.

Those officers who are reassigned during the post-RILO session are also afforded a one month RILO period. Backfill actions resulting from post-final report RILOs are addressed as off-season transfers.

Orders

Approximately the end of April we start transmitting orders. Target date for orders is July of that year. Any questions regarding status of those orders should be directed to CGPC-rpm.

DIRLAUTH

The majority of officer orders are issued with the following paragraph, "Firm reporting date to be coordinated between transferring and receiving commands, DIRLAUTH." While DA requires that an estimated report date be entered into the system in order to cut orders, typically 01July200X is entered as a default, commands are authorized to arrange exact dates, i.e., direct liaison authorized. This is especially important when changes of commands are involved.

Security Clearances

Another issue requiring timely action once orders are cut is your security clearance. Some positions require an increased security clearance that requires lengthy lead times to complete. It is in your best interest to start the ball rolling at the earliest possible opportunity. The responsibility to start this process rests with the departing command.

**Off-Season
Assignment Process**

Although the vast majority of Reserve Captain assignments are handled through the Panel process described above, each year circumstances arise which require off-season transfer decisions not contemplated by the Panel. While a panel of senior officers is not involved in off-season assignment decisions, we follow many of the same steps.

When we become aware of upcoming off-season vacancies, we consult with the billet owner to see if it needs an immediate fill. Typically most captain billets fall into that category.

If an immediate fill, we advertise the billet in an ALCGRSV message. We consider the names of officers who respond to the solicitation, along with others we might have identified who also have the right seniority, skills and experience. We consider the billet owner's input, current command endorsements, and our ability to minimize a chain reaction of assignments.

Reserve Captain off-season recommendations are developed by the AO and approved by Commander, Coast Guard Personnel Command.

GOOD LUCK!

We hope you find this information useful in understanding the Reserve senior officer assignment process and that it helps reduce the associated stress. We recognize how important the outcome of an assignment decision is to each individual and to the Service. We look forward to serving you and hope that our messages, voice mails, website, as well as personal contact, keep you well informed. If you have additional questions, please feel free to contact your AO at (202) 493-1701.