



The
Reserve Captain
Assignment
Guide

Assignment Year 2012 (AY12)



CG PSC-RPM
SEPTEMBER 2011

Welcome!

The 2012 Reserve Captain Assignment season is underway! Congratulations to all the new IDPL O-6 selectees and welcome to the Captain ranks. For all veterans of this process, welcome back.

Due to the uniqueness of the Reserve O-6 assignment process, we have created this guide to:

- Explain the Reserve O-6 assignment process;
- Pass along the rules of engagement; and
- Manage expectations.

Though this guide is targeted to Reserve Captains and Captain-selects, we encourage all flag officers and their principal assistants to review this guide in order to assist them in understanding their role.

Who We Are

The Reserve O-6 Assignment Team within CG PSC's Reserve Personnel Management Division (CG PSC-RPM) consists of:

- CAPT Steve Nye, Division Chief and assignment officer (AO) for all CAPT Selected Reserve (SELRES) positions.
- CDR Rob Hanley, Assistant Division Chief and AO for all O-5 SELRES positions.
- LT 'Scooter' McKnight, PSC-RPM-2 AO and O-6/O-5 Assignment Support.
- Ms. Wally McNear, PSC-RPM-2, Assignment Support

Key Elements

The key elements are the **Reserve CAPT Shopping List**, **E-Resume**, the **One-Page Biography**, and the **Reserve O-6/O-5 Assignment Panels**.

The Shopping List

The O-6 SELRES Shopping List consists of those Reserve O-6 billets that are expected to be filled in AY12 and were initially published on 1 September 2011.

Additions and deletions to the O-6 SELRES Shopping List will be made on an as needed basis. You may access the updated/current shopping list via the PSC-RPM Portal and the PSC-RPM internet website. After 1 September, we will also send updates via email. Changes to the shopping list normally occur after the results of the AY12 Consolidated Major Reserve Command Screening Panel (CMRCSP), which will screen for O-5 PSU Commands and beginning this year for O-6 Reserve Units augmenting Combatant Commands.

Shopping list updates are intended to give you a chance to consider new alternatives. Please don't subject your AO or the incumbent in an advertised billet with questions regarding why the billet will be vacant or what is happening with the incumbent.

The E-Resume

The E-Resume is the primary method of communicating your assignment preferences to us. Please do not view submitting your E-Resume as an entering position to begin an extensive and iterative dialog.

Your E-Resume must be submitted to PSC-RPM NLT 6 January 2012. However, earlier submission is preferred. We strongly recommend that you share your draft E-Resume with your family and discuss your goals and objectives with them before submitting your final E-Resume.

If you submit an E-resume after the deadline or desire to submit an update, you must let us know immediately as the Direct Access (DA) system does not automatically let us know that a new E-resume has been submitted.

E-Resume Craftsmanship

A well-crafted E-Resume allows for assignment flexibility and acknowledges possible assignment 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 broad E-Resume communicates your preferences in priority and addresses alternatives that you believe are appropriate given your background and experience. A very narrow E-Resume conveys nearly the very same message as a blank E-Resume. Thus, we will assume you will be equally thrilled with any assignment if we are unable to offer any of the few preferences listed.

O-6 Biography

Given the number of Reserve Captains & Captains-select in an active status (SELRES & IRR), all must prepare and submit a One-Page Biography to (bio) by 06 January 2012. This includes Reserve Captains and Captains-select serving of long-term Active Duty Operational Support (ADOS, formerly termed ADSW). The biography template is included at the end of this guide and available on the RPM Portal; submit your biography to ARL-PF-CGPSC-RPM-SRO-AO@uscg.mil. This document contains your assignment history, education, and background. It will be forwarded to the cognizant Flag Officer/principal assistant for each billet you request on your E-Resume and the ones we feel are appropriate given your assignment history and background. It may also be used as a tool for selecting Captains to serve on long-term ADOS. **Please do not deviate from the prescribed format.** We cannot stress this enough!

Extension and Early Rotations

A request for extension in your current billet is viewed by RPM and the O-6 Assignment Panel as one assignment preference on an E-Resume and will be considered along with your other E-Resume choices. The likelihood that you will be approved for extension depends on several factors. In some cases Service need may be best met by extending you in

a billet, while other times the Service need is best met by moving you and affording others the opportunity to serve in a desirable or developmental billet. Extensions are considered ‘orders’ and if you are granted an extension, it will be authorized for only one additional year.

For early rotations, we require an endorsement from the first flag officer in your chain of command. 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 Service need cannot be met using officers that are tour complete. In keeping with the Commandant’s vision to “Steady the Service,” our general position is to NOT rotate members early unless the needs of the Service clearly dictate otherwise. Sitting Commanding Officers are expected to complete their full tour of duty. Thus, requests for early rotation will only be considered where there is a compelling Service need.

Reasonable Commuting Distance (RCD)

Funded SELRES CAPT PAL positions are a scarce resource (currently 36 total Coast Guard-wide). Consequently, all Reserve Captains are considered generally available for these types of assignments, regardless of geographical location. This means that RCD is not a primary consideration in the assignment process and incumbents who agree with an assignment outside RCD will be expected to accommodate individual travel requirements. Encumbering positions with multiple captains in SELRES status is only done in extraordinary circumstances. We understand that Reserve Captains have a primary civilian occupation and family situations leading to special considerations unique to the Reserve program. PSC-RPM makes every effort to account for these factors, if we are made aware of them in your E-Resume. Your best course of action is to be up-front with us regarding any possible civilian employment and family factors, allowing your AO to best represent your given situation to the O-6 Assignment Panel.

Collocation/Residing Outside the U.S.

Unlike PSC-OPM’s Active-Duty O-6 assignment process, there is no specific collocation policy governing the Reserve process. However, where there is a Reserve officer married to a military member make your AO aware of the situation by indicating “Dual Military” at the top of the narrative section of your E-Resume. 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.

Please refer to ALCOAST 529/09, RESERVE MEMBERS RESIDING OUTSIDE THE UNITED STATES, which provides policy guidance for requesting to remain in a SELRES status, assigned to your current billet or another SELRES PAL position while residing outside the U.S., its territories, or possessions.

Command Screening	The criteria for AY12 command screening will be published by ALCGRSV no later than 1 October 2011. Port Security Units (PSUs) and Reserve Units augmenting Combatant Commands require command screening command.
The RPM Process	Armed with the Shopping List, your E-Resume and biography, we develop assignment slates and engage flag officers/principal assistants in a dialog concerning Reserve O-6 billets under their cognizance. We also start developing a list (candidate pools) for each billet and include the name of every Reserve O-6 requesting that billet on their E-Resume as well as the ones we feel are appropriate given their assignment history and background.
Working the Slates	In January of each year we begin discussing Reserve O-6 candidate pools with the Flag Officers—normally through the Active Duty principal assistants/deputies. We normally work with incumbents; however, for many positions we'll also seek input from the incoming Flag.
What is Revealed?	The information we pass regarding Reserve candidates is your one-page biography and general answers to questions regarding a candidate's record of performance. We do not reveal E-Resume assignment preference or your OERs to the billet owner. However, the Reserve O-6 Assignment Panel will view your E-Resume.
What Kind of Say Does the "Billet Owner" Have?	In return, we ask for very simple feedback on each Reserve officer we propose. At a minimum, the Flag Officer (through the principal assistant) specifies whether each candidate is preferred, acceptable or unacceptable. Absent a disqualifying matter of record or lack of requisite experience, most candidates are considered acceptable. Please understand that we will not share details of our conversations with the Flag officers, just as we don't discuss details of your E-Resume with them. This approach maintains the confidentiality of the process. Flag Officer input is one factor the Reserve O-6 Assignment Panel takes into account when making its final recommendation.
Continuation vs. Retention	Unlike Regular Captains, Reserve Captains in an active status are normally screened for retention in an active status on an annual basis. Discussions of post-continuation and pre-continuation assignments do not apply to SELRES assignments.
Who's in Play?	Every Reserve Captain and Captain-select, unless scheduled for retirement, is technically in play for each assignment season. Reserve Captains and Captains-select who are serving on long-term ADOS are also considered. However, in keeping with the Commandant's goal of "Steadying the Service," our intent is to transfer only four complete O-6s

unless Service needs dictates otherwise. Thus, if you are tour complete, you will receive PCS orders, even if the Assignment Panel elects to extend you or transfer you to the Individual Ready Reserve (IRR). If you're not tour complete but you screen for command or request to go in play (and are approved) you *may* be reassigned and your billet will be shopped. If you're a Reserve Captain-select serving in an SELRES O-5 billet and not tour complete, you are normally more susceptible to an early transfer than a person already in an O-6 billet, unless you are a sitting commanding officer. We encourage you to keep a current E-Resume on file as we may have a billet need that can't be satisfactorily met with the pool of tour complete Reserve O-6s.

Long-term Active Duty

By policy, SELRES officers serving on long-term ADOS (sometimes also masked as "voluntary T10"), are removed from their SELRES position, while in this active duty status. Upon RELAD, we will reassign the officer to the same or similar position, unless they would have otherwise been subject to reassignment.

Regardless of the date of termination of long-term ADOS during the fiscal year, Reserve Captains and Captains-select shall submit an E-Resume to update us regarding your active duty status and desire to compete for a SELRES assignment. Officers involuntarily recalled (normally referred to as "Invol T10") shall continue to encumber the SELRES position assigned at the time of recall. Once RELAD, these officers return to their SELRES status, unless otherwise subject to reassignment. Reserve officers recalled under Invol T10 shall also submit an E-Resume. Reserve Captains or Captains-select serving on extended active duty (EAD) are considered "active duty" officers for purposes of assignments and PSC-OPM serves as their AO while on EAD. Reserve officers who expect their EAD contracts to expire in the current assignment year shall also submit an E-Resume to PSC-RPM to compete for a SELRES assignment.

Marketing yourself?

Each year we are asked: "Should I call the chief of staff or flag officer?" "Should I send a letter or resume?" "Should I send a copy of my E-Resume to the Reserve flag officers?" etc. We recognize that some Reserve officers do this in order to introduce themselves but please know that this is *not* part of our assignment process. On some occasions it has proven helpful and in other instances it has not. In general, we do not recommend this type of engagement. Generally, if a Flag Officer is interested in speaking with you regarding one of their vacancies, they will contact you. If you feel compelled to send your information, we suggest you seek the counsel of the Flag Officer's Deputy, Chief of Staff or EA to determine if it is appropriate.

The Feedback Loop

As the assignment process goes into late January and February, we recognize that your anxiety level will be heightened. 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. Certain parts of the slate are worked out before others, but

there are always billets that will not be determined until just before the Reserve O-6 Assignment Panel. At many junctures of the process we are simply in a “holding pattern” awaiting feedback from a senior officer or awaiting a single assignment that will affect others. Regardless, if you call us, we will reveal what we can.

By approximately mid-February 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 what we may eventually see before the Reserve O-6 Assignment Panel convenes. Being competitive normally means you are among the pool of a few candidates likely to be recommended to the panel. Remember, we are providing the same information to your peers but we will not tell you who else is in competition for that billet.

Just prior to the Reserve O-6 Assignment Panel convening date, we will notify you of our assignment recommendation. It is always essential that you make sure your contact info is up-to-date in Direct Access. You may send us an e-mail with your contact information, in particular if you are on travel.

We normally stop all communications with officers in play the day before the Panel convenes and do not return or make calls while the Panel is in session. If you do get a call from us during that time frame, it is usually at the Panel’s direction. After the Panel recesses and reports out, we do not discuss their deliberations... similar to all board deliberation, it is confidential. It is conceivable that the Assignment Panel may not agree with our recommendation. Also, the Panel’s recommendation is subject to Assistant Commandant for Human Resources (CG-1) approval. Thus, do not be surprised if your final assignment differs from what we initially proposed.

The Panel

The Reserve O-6 Assignment Panel convenes in early March 2012. Panel membership consists of four flag officers assigned to serve by the Commandant; the only other people in the room are CAPT Nye and the RPM support staff.

Our proposals to the Reserve O-6 Assignment Panel are our assessment of the best match of Service needs, unit needs and your individual needs - in that order. We strive to optimize overall Coast Guard staffing to maximize mission execution. This often drives us to find a compromise/balance between Service/ unit need and your needs/desires. Besides our proposals, we make available to the panel your E-Resume, your one-page biography, letters from candidates to the Panel President, screening panel results, the names of all personnel asking for a billet, input from the cognizant Flag officer(s), your Employee Summary Sheet (ESS) and a characterization of your Service record. We specifically note whether or not a billet is on your E-Resume and whether you find the assignment acceptable or unacceptable - and why. Similarly, we present

divergent views when they may arise. We explain our rationale for an assignment proposal and alternatives if requested.

The Panel typically meets for one to two days before issuing their initial report and recesses for ten days during the Reserve Retirement In Lieu of Orders (RILO) period. The post-RILO session is much shorter, and yields the final report after a day. Assignment decisions made after the final report are made under the off-season assignment process.

Retire In Lieu of Orders (RILO)

When the Panel's initial assignment recommendations are approved by CG-1, an ALCGPSC message is released and the 10-day Reserve RILO period begins. It is important to understand the RILO parameters.

- Unlike PSC-OPM's Active-Duty RILO, which is strictly a request for retirement, the Reserve RILO encompasses one of three choices: request retired status (RET-1 or RET-2), request transfer to the Individual Ready Reserve (IRR), or the Standby Reserve.
- If you have 20 years of service, you have no obligated service requirements, and if you prefer to retire instead of accepting orders, your request will normally be granted.

All Reserve RILOs must take place NLT 1 October. You can ask 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 (VOLRET) request in time for us to act on it prior to the Panel convening date. Submitting your VOLRET request as early as possible, and preferably prior to the Martin Luther King, Jr. holiday, will allow us the time we need to shop and fill your billet.

Post-RILO

Shortly after the 10-day Reserve RILO period expires, the Panel reconvenes, usually with one or more members participating via phone conference. By that time we have considered RILO-caused vacancies and other new developments, and have worked out alternative assignment recommendations 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 ALCGPSC message, which constitutes the final report.

Those officers who are reassigned during the post-RILO session are also afforded a 10-day RILO period. Backfill actions resulting from post-final report RILOs are addressed as off-season transfers.

PCS Orders

We will make every effort to issue new PCS orders by the end of April, starting with officers known to have early reporting dates. The majority of PCS 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, you can expect that 01 October will

be entered as a default date. Commands are authorized to arrange exact reporting dates. This is important when changes of commands are involved or where an OER end-of-period is affected.

Off Season

Although the vast majority of Reserve Captain assignments are handled through the Panel process described above, each year circumstances arise which require off-season assignment decisions not contemplated by the Panel.

When we become aware of an upcoming off-season vacancy, we advertise the billet in an ALCGRSV message, along with any other billets that stand a good chance of opening as part of a daisy chain (unless advertised extensively during the regular assignment season). We propose 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 Flag officer, current command endorsements, and our ability to minimize a chain reaction of assignments.

Off-season Reserve O-6 assignments are approved by Commander, Coast Guard Personnel Service Center.

Off-Season Retirements

Per the current Reserve Policy Manual (CIM 1001.28A, Art. 8.C.12), officers may submit a request for retirement up to one year in advance of the desired 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 are within the reasonable parameters to afford commands a minimum gap. Earlier requests typically will result in an extended gap, and later requests double encumber the billet.

Off-season Reserve Captain retirements can cause churn and impact unit and Service readiness. All Reserve Captains desiring to retire are strongly encouraged to submit retirement requests prior to convening of the Reserve Captain Assignment panel or within the Reserve RILO period following the panel results.

Requests received with voluntary retirements dates of June through October will normally be approved if made within the above parameters. However, Service need or circumstances at a unit may not permit approval of the requested date. One important consideration is our ability to backfill the retiring officer's billet. There are usually no easy backfill options when a vacancy occurs outside the annual assignment process. For that reason, command endorsements on retirement requests 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.

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

Conclusion

We hope you find this information useful in understanding the Reserve O-6 Assignment process. We recognize how important the outcomes of assignment decisions are to each individual and to the Service. We also hope our messages, voice mail, and portal sites, as well as personal contact, will keep you well informed as we seek to meet Service need by balancing the needs of the unit and your individual desires.

Wish you well!

Date updated: mm/dd/yy

CAPT (or CAPT(s)) First I. Last
YG 19XX (DOR MMM YY)
Employee ID #

Current Assignment (*FORMAT: Unit, Position, Date Reported (MMM YY)*
(*Example*)

PSU 301, Commanding Officer, Jul 07

Assignment History (*for all commissioned time starting with most recent*)
(*MMM YY – MMM YY Unit, Position*)

(*Examples*)

Jul 05 – Jun 07 DDE, Pentagon, RES JCS

Aug 02 – Jun 05 SRO, Sector Long Island Sound

Educational Summary (*starting with most recent*)

(*YYYY Institution, Degree or Certificate*)

(*Examples*)

2003 NDU, Reserve Components National Security Course

Military Personal Awards and Significant National Recognition or Achievement

(*Examples*)

LOM, MSM (2), COM (2), ACH

1999, Reserve JO of the Year

Significant Current Professional Credentials or Recent Activities

(*Examples*)

Merchant Mariner License, Unlimited Master

Professional Civil Engineers License, State of Florida

Current Civilian Employer/Job Description

(*Examples*)

Textron Defense Systems, Manufacturing Manager

***** Limit to one page!**