

AY13 Additional Guidance: Reserve Chief Warrant Officer (CWO) and Reserve Senior Enlisted (E7-E9)

1. The following information is provided for the benefit of reserve Chief Warrant Officers and senior enlisted members competing for AY13 assignments. Specific questions should be addressed to the appropriate Assignment Officer.
2. Failure to submit command concerns resulted in several gapped billets during AY12. Senior Reserve Officers (SROs) and Reserve Force Readiness Staffs (RFRS) continue to be a valuable resource in aiding unit commanders in maximizing their reserve force capability which may include pal validation and command concerns. CG PSC-rpm encourages early and active engagement with unit stakeholders in an effort to minimize billet gaps.
3. Typically, members will not detach from their current assignments prior to completion of their full tours. However, early rotations are sometimes necessary to meet service needs.
4. Reservists who volunteer for long-term ADOS shall be removed from their SELRES position, which creates vacancies.
5. Standard tour lengths for CWOS and senior enlisted members are five years. Extensions may be granted for one year, with subsequent extensions based on needs of the service. Tour lengths will be reduced as necessary for those approaching age 60 or 30 years of service. Members with an approved over 30-years of service waiver in accordance with Reserve Policy Manual, Section 5.b.8 (COMDTINST M1001.28A), will continue to serve in their assigned position until completion of their waiver.
6. E-resumes: A well-crafted e-resume is the primary means for members to communicate with assignment officers. A well-developed and realistic e-resume provides the greatest opportunity for a variety of assignment possibilities within a member's specialty/rating. Members who fail to submit an e-resume by advertised deadlines will typically not be personally contacted by his/her AO. Members and commands should note that e-resumes submitted past the deadlines without a prior extension from the AO place members at risk of not having their input considered, or possibly not being retained in the SELRES during AY13. If you are married to an active duty service member, ensure that "dual military" is indicated at the top of the narrative section of your e-resume. When requesting an extension, early rotation, or Senior Enlisted Reserve Advisor (SERA) positions, always include other assignment options within your rating on your e-resume in the event the extension, short tour or SERA position is not granted. Command endorsements are required for extensions, short tours or SERA positions and must address the unit's ability to accommodate billet gaps. Command endorsements provide critical information which assignment officers take into consideration and are required for enlisted members. Command endorsements will only be recognized from Officer-In-Charge, Senior Reserve Officer, Executive Officer, Commanding Officer or other

command designate of the assigned member. A step by step command endorsement (E-Interview) guide is posted on the CG PSC-rpm-2 website at: <http://uscg.mil/rpm/rpm2>.

7. Acceptance of assignment orders: When making assignment decisions, AOs consider many factors including service needs, command concerns, career development, member's desires, and RCD. Given these factors, and a limited number of reserve SELRES positions in some areas, members who decline assignment orders may be transferred to the Individual Ready Reserve (IRR), Standby Reserve, request retirement or separation, as appropriate, NLT 01 Aug 2013. Accordingly, those who do not successfully compete for SELRES assignments in AY13 can expect to be transferred to IRR status during AY13, and may compete for a SELRES assignment in AY14.

8. Assignment Guides: Members due for assignment or considering assignment are encouraged to read the assignment guides located at <http://uscg.mil/rpm/rpm2> and on the CG portal at <https://collab.uscg.mil/lotus/myquickkr/psc-rpm/rpm-2>. Additionally, members contemplating active duty (long-term ADOS or EAD), shall coordinate with their reserve assignment officer early in the process. Unit commanders are reminded that requests for active duty must be approved by the command. CG PSC-rpm requests e-mail notification when members are approved for long-term ADOS or EAD contracts.

9. Reserve Chief Warrant Officers (W2-W4):

a. The CWO shopping list represents anticipated vacancies in summer/fall 2013 to include positions in which the incumbent will attain 30 years or more of service. CG PSC-rpm-2 will release a follow-on ALCGRSV message identifying the CWOs affected by 30 years of service milestones in CY13 who are subject to removal from the SELRES IAW Reserve Policy Manual, COMDTINST M1001.28A, Section 5.b.8.

b. CWOs may be considered for early rotations when members have served at least two years of their current assignment and the requested position is vacant and improves the members RCD.

c. CWO vacancies remaining after completion of the AY13 slate will become available for the Reserve PY14 CWO Appointment Board, scheduled to convene in April 2013.

10. Reserve senior enlisted (E7-E9):

a. In accordance with Reserve Policy Manual, Section 5.a.6 (COMDTINST M1001.28A), CPOs currently assigned to E-6 or below positions, shall expect to be reassigned to a CPO position or expect transfer to the IRR.

b. Senior Enlisted Reserve Advisor (SERA) program: SERA candidates should not be senior in grade to the Officer-in-Charge (OINC) of the unit Reserve Policy Manual, Section 5.a.10.d (COMDTINST M1001.28A). If a member advances and becomes senior to the command OINC while serving as a SERA, then command

concerns will be sought prior to the member's reassignment. SERA positions are open to members regardless of rating. E-resume command endorsements shall address the member's suitability to serve in a SERA leadership position as described in the SERA Program, COMDTINST M1306.3. E-resume command endorsements for members serving on involuntary Title 10 or long-term ADOS shall be completed by the member's permanent command with input from the title 10/ADOS command.