

AY13 Additional Guidance: Reserve Junior Enlisted (E6 and Below)

1. The following information is provided for the benefit of Reserve Junior Enlisted members competing for AY13 assignments. Specific questions should be addressed to the appropriate Reserve Assignment Officer.
2. Reserve Policy Manual, Section 3.b.4.b (COMDTINST M1001.28A), requires that reservists who volunteer for long-term ADOS be removed from their SELRES positions. Junior enlisted members serving on long-term active duty orders that terminate before 30 Sep 2013 are encouraged to apply for an AY13 SELRES assignment. E-resumes should specify the end date of the ADOS orders, along with position desires and any pertinent qualifications not listed in DA. Junior enlisted members who anticipate release from active duty (e.g., long-term ADOS) and seek SELRES affiliation after 30 Sep 2013, shall follow this guidance or plan to transfer to the individual ready reserve (IRR) status (unless SELRES obligor) and wait to participate in the AY14 assignment cycle.
3. A junior enlisted member who has been assigned to a unit for more than five (5) years is considered tour-complete and is subject to reassignment at any time after completion of five years. A tour-complete junior enlisted member shall submit an e-resume for positions within his or her rating, including members seeking to extend in their current positions. Members request an extension shall list other options in case an extension is not granted. Members who desire positions outside a reasonable commuting distance (RCD) as defined in Reserve Policy Manual, Section 5.a.2.a (COMDTINST M1001.28A) should state at the top of their e-resume narratives that they are willing to waive RCD.
4. Due to the dynamic nature of junior enlisted assignments, members competing for assignment should consider all PAL positions in their rating as assignment possibilities, including those labeled as closed in direct access (DA).
5. Members with approved waivers to remain in an active status beyond 30 years of service will remain in their assigned SELRES position until expiration of their waivers.
6. Junior enlisted members are advised that a relocation of their primary residence (i.e., change in employment, college graduation, etc.), will not automatically result in a new PCS assignment. Members are encouraged to engage in the regular assignment cycle whenever possible (i.e., junior year of college, beginning a job search in different state, etc.) prior to relocating to a new location outside of a RCD to their current units. Accordingly, junior enlisted members who are not tour complete must request (with command endorsement) a new assignment prior to relocating his/her primary residence outside of RCD.
7. In instances when it is necessary to detach a member to meet service needs, CG PSC-rpm-2 may consider assignments for members who meet the following conditions:
 - a. Members who advance from E-6 to E-7.

b. Members who move and establish full-time residence beyond a RCD from their current unit.

d. Members who are released from active duty (RELAD) due to the 1095 rule and desire selected reserve (SELRES) affiliation where a vacancy exists or is anticipated (See ALCGPSC 097/12 and COMDTINST 1330.1D).

e. Members of a rating needed to fill unit vacancies to support deployment schedule requirements.

f. Members currently serving at a DSF unit and have completed more than five consecutive years.

g. Members assigned to unbudgeted positions.

8. Junior enlisted members currently assigned to unbudgeted positions shall submit an e-resume for positions on PAL within their ratings during AY13. Members assigned to unbudgeted positions in remote locations where no positions exist within RCD in their ratings should consider a position beyond RCD to compete for an AY13 assignment or risk transfer to the IRR. Members and commands are encouraged to contact AOs during the assignment counseling period.

9. DSF units:

a. IAW Reserve Policy Manual, Section 5.a.7 (COMDTINST M1001.28A) reservists may be involuntarily assigned to DSF units if insufficient numbers of volunteers are identified to meet service needs. Members will be screened and may be assigned to DSF units based on the following criteria (in priority order):

(1) Members who live within RCD of a DSF unit and have been assigned to a non-DSF unit for more than five (5) years.

(2) Members who live within RCD with fewer than five (5) years at the current unit and have never been assigned to a DSF unit.

(3) Members who live within RCD of a DSF unit.

b. Standard DSF unit tour lengths are five (5) years for junior enlisted members. Members assigned to DSF units must compete for reassignment in the assignment year they will complete five (5) years of service (DSF junior enlisted members may apply for one-year extensions). Deployment of DSF units may result in extending rotation dates beyond five (5) years to carry members through the deployment schedules.

10. 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

rating. Members who fail to submit an e-resume by the advertised deadline, will typically not be personally contacted by his/her AO. Members and commands should note that e-resumes not submitted by the deadlines place members at risk of not having their input considered or possibly not being retained in the SELRES or assigned 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, always include other assignment options within your rating on your e-resume in the event the extension is not granted. Command endorsements are required for extensions or short tours and must address the unit ability to accommodate billet gaps. Command endorsements provide critical information which assignment officers take into consideration and are highly encouraged for enlisted members. Command endorsements will only be recognized from the Officer in Charge, Senior Reserve Officer, Executive Officer, or Commanding Office 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>. **Due to the absence of a published junior enlisted shopping list, all positions in the Direct Access shopping list are available to junior enlisted members of the required rating. Junior members should be sure to check the box on the position search labeled “include positions not on shopping list” below the search boxes to ensure they view all applicable positions in their ratings when developing their e-resumes.**

11. Reasonable Commuting Distance (RCD): IAW Reserve Policy Manual, Section 5.a.2 (COMDTINST M1001.28A), describes Coast Guard policy regarding RCD. As a member becomes more senior, the opportunities for assignments within RCD become increasingly scarce. If a member desires to continue serving in a SELRES status, the member should consider assignment options beyond RCD. Members may voluntarily accept assignment to a position outside RCD or accept a change in reserve component category (RCC) to the IRR, standby reserve, or request retired reserve, except for SELRES obligors.

12. Acceptance of Assignment Orders: When making assignment decisions, AOs consider many factors including service needs, command concerns, career development, member 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 IRR, standby reserve, or should request retirement or separation, as appropriate. Accordingly, junior enlisted members without a SELRES obligation 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.