

## **AY13 Additional Guidance to Reserve Members: Lieutenant Commander - Ensign**

1. The following information is provided for the benefit of Reserve Lieutenant Commanders through Ensigns 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. Long-term active duty is defined as active duty other than training of more than 180 consecutive days. Reserve officers who were removed from their SELRES billet due to long-term ADOS or EAD, should compete for a position through the AY13 assignment process and comply with all advertised deadlines, if they expect to be released from active duty anytime during FY13. Failure to do so may result in a transfer to the Individual Ready Reserve (IRR) until the officer can compete for a rare off-season assignment in AY13 or wait until AY14.
4. Regular officers who anticipate reserve affiliation via the Regular-to-Reserve (R2R) process should compete for a position through the AY13 assignment process and comply with all advertised deadlines, if they expect to be released from active duty anytime during FY13. Those who miss the advertised deadlines, should monitor off-season assignment messages or expect to remain in the IRR, until the AY14 assignment cycle.
5. Reservists who volunteer for long-term ADOS shall be removed from their SELRES position which creates vacancies. Lieutenant Commanders through Ensigns members serving on long-term ADOS or EAD orders that terminate anytime during AY13 are encouraged to apply for an AY13 SELRES assignment per the kickoff message. E-resumes should specify the end date of the ADOS orders, along with position desires and any pertinent qualifications not listed in Direct Access (DA).
6. E-Resumes: When developing an e-resume, be concise. Situations involving exceptional personal requirements (i.e. co-locations, special needs, etc.), will be handled on a case-by-case basis to best balance the needs of the Coast Guard and the individual. 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. A command endorsement by the unit Commanding Officer or his/her designee is required for all reserve officers requesting tour extension or early rotation. When requesting an extension, always include other assignment options in the event the extension is not granted. In AY12, many e-resumes were submitted with fewer than three assignment choices, and members were assigned to positions other than what they requested due to the limited assignment choices.

7. Reasonable Commuting Distance (RCD): Every effort will be made to comply with Reserve Policy Manual, Section 5.a.2, COMDTINST M1001.28A. When this is not possible, members may voluntarily accept assignment to a position outside of their RCD or be subject to a change in Reserve Component Category (RCC) to the IRR, Standby Reserve, or retired reserve. When considering positions outside of a RCD, members will be subject to the requirements of paragraph 8.

8. Acceptance of assignment orders: When making assignment decisions, Assignment Officers (AOs) consider many factors including service needs, command concerns, career development, member's desires, and RCD. Due to the limited number of reserve SELRES positions in some areas, members who decline assignment orders may be transferred to the IRR, Standby Reserve, request retirement or separation, as appropriate.

9. Assignment Guides: All members are encouraged to read the assignment guides located at <http://www.uscg.mil/rpm/rpm2> and on the CG PSC-rpm portal located at <https://collab.uscg.mil/lotus/myquickr/psc-rpm/rpm-2>. These guides explain the assignment process, describe rules of engagement, and provide information to manage expectations, and serve as a resource for reserve officers. Additionally, officers 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 a member's parent command. CG PSC-rpm requests e-mail notification when members are approved for long-term ADOS or EAD contracts.

10. Off-season assignments: CG PSC-rpm will normally announce off-season assignments for executive officer, Senior Reserve Officer (SRO) and other critical positions at major commands.

11. Junior officers (JOs) seeking SELRES assignment (Lieutenant Commander through Ensign):

a. Standard tour lengths for JOs are five years with the exception of some Lieutenant Commander billets (PSU, SRO, etc.). For PSU assignments, officers on subsequent tours and first tour O1s through O3s will generally receive three-year assignments.

b. If the JO candidate pool does not adequately match expected vacancies, officers selected for the next higher pay grade who are not tour complete may be considered to fill vacancies, with primary consideration given to selectees closest to tour completion.

c. JOs shall submit e-resumes by all advertised deadlines.