



Coast Guard HR Flag Voice 102

TRANSITION & RELOCATION MANAGERS

In alignment with the Commandant's Direction 2000-2002, Restoring our Readiness and Shaping our Future, the Office of Work-Life is implementing new ways in which to do business. They are aggressively exploring better ways to obtain, train, qualify and deliver their services to our people.

Understanding the need to create services that support a dynamic, effective and flexible workforce that will meet the needs of the Coast Guard today and in the future, eleven of our **Transition & Relocation Managers** (TRM) recently received their certifications as International Job & Career Transition Coaches.

As an International Career Coach, each TRM will contribute to career transition success by offering a variety of results oriented programs. By incorporating career assessment tools and techniques, exploring job and career options, focusing on immediate job objectives and long term career goals via individual or group self assessments, employee development plans and transition plans, you will be able to identify individual attributes, plan an effective and workable career strategy and receive appropriate feedback on real career issues, options and barriers.

Utilizing the knowledge, skills, tools and information that these TRMs have will help our both our military members and civilian employees gain more control over their careers.

Under the umbrella of Transition each TRM is responsible for three primary programs: **Transition Assistance**, **Relocation Assistance** and **Spouse Employment Assistance**.

The TRM can assist active duty members in scheduling a **Transition Assistance Seminar**. This seminar meets the Congressional Mandate (PL101) which is intended to assist transitioning active duty members in preparing for the civilian job market. Spouses of active duty members are highly encouraged to attend, however travel funding is not provided. These seminars cover such topics as resume writing, interviewing techniques, salary negotiations, and successful attire strategies. Each seminar will also familiarize the member with the benefits they may be entitled to as a separatee or retiree.

In order to deliver better **relocation assistance** to active duty members and civilian employees, all TRMs have several software applications such as the Standard Installation Topic Exchange System (SITES) and "Know the Neighborhood" software which helps introduce new or unfamiliar areas. Finding the right home can be a stressful situation, but finding the right neighborhood can be even

harder. "Know the Neighborhood" provides detailed information about crime rates, school rankings, climate and demographics.

The **Spouse Employment Assistance** Program (SEAP) is designed to assist spouses of active duty members and civilians in overcoming the difficulties associated with finding employment during the relocation process. The SEAP program is not an employment office or placement center. TRMs can provide comprehensive and standardized employment information and services at Work-Life Offices Coast Guard-wide. This program provides spouses with the tools necessary for career planning for both today's and tomorrow's workplace. The TRM can provide self-service employment resources, a reference library, general employment information, and assistance with preparing a regular or government resume, SF-171, or OF-612.

There are 13 Transition & Relocation Managers Coast Guard-wide. One is located at each Integrated Support Command (ISC) within the Work-Life Staff and one at the Headquarters Support Command (HSC). Please contact them for Transition or Relocation Assistance.

You can contact your local TRM at the office nearest you, by calling 1-800-872-4957 followed by the extension listed next to these ISC locations: Alameda (252), Boston (301), Cleveland (309), Honolulu (314), Ketchikan (317), Kodiak (563), Miami (307), New Orleans (308), Portsmouth (305), San Pedro (311), Seattle (313), St. Louis (302), and Washington DC (932).

Regards, FL Ames

Following is the ALCOAST announcing our on-line web-enabled ADC process. ADCs have been rolling in -- we received about 600 in the first day and a half of use. One of the major problems experienced was members using the earlier test site in lieu of the link noted in the ALCOAST. The LCDR, LT and LT(jg) shopping lists will not be available on-line until mid-September. This is the first roll-out to the entire Coast Guard of our new Human Resources Management System (HRMS) using the software product PeopleSoft and the first "self-help" feature for our military members. More to come.

ALCOAST 327/00

COMDTNOTE 1300

SUBJ: NEW ASSIGNMENT DATA REQUEST PROCEDURES

A. PERSONNEL AND PAY PROCEDURES MANUAL, HRSICINST M1000.2A

1. THIS ALCOAST ESTABLISHES A NEW PROCESS FOR THE COMPLETION,

APPROVAL AND SUBMISSION OF ASSIGNMENT DATA INFORMATION. THE COAST

GUARD IS IMPLEMENTING IMPROVEMENTS TO ITS HUMAN RESOURCE INFORMATION MANAGEMENT SYSTEM. THE NEW SYSTEM, CALLED THE COAST GUARD HUMAN RESOURCES MANAGEMENT SYSTEM (CGHRMS), INCLUDES FUNCTIONALITY FOR ELECTRONIC SUBMISSION OF ASSIGNMENT DATA CARDS (ADC'S). WHILE WE UNDERSTAND THAT NOT ALL PERSONNEL CURRENTLY HAVE ACCESS TO SWS III TO USE THE NEW SYSTEM, PROCEDURES HAVE BEEN ESTABLISHED AND OUTLINED BELOW TO ENSURE THAT PERSONNEL WITHOUT ACCESS TO SWS III CONTINUE TO BE ABLE TO SUBMIT ADC'S. ULTIMATELY, THESE PROCEDURAL CHANGES ARE BEING IMPLEMENTED TO IMPROVE THE ACCURACY AND AVAILABILITY OF ASSIGNMENT DATA FOR ACTIVE DUTY AND RESERVE PERSONNEL.

2. ALL ADC'S SHALL BE SUBMITTED IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THIS ALCOAST. EFFECTIVE 15AUG 00, THE NEW ELECTRONIC ADC FORMAT WILL BE AVAILABLE ON THE CG INTRANET:

[HTTP://CGHRMS.OSC.USCG.MIL/](http://CGHRMS.OSC.USCG.MIL/).

BLOCK-BY-BLOCK INSTRUCTIONS FOR SUBMITTING AND ENDORSING AN ELECTRONIC ADC ARE AVAILABLE ON THE WEBSITE. IF A PROBLEM IS ENCOUNTERED WHILE USING THE WEB-BASED SYSTEM, A HELP DESK HAS BEEN ESTABLISHED AT HRSIC FOR USER ASSISTANCE.

3. THE WEBSITE CONTAINS THE CG SHOPPING LIST, ADC PANELS, A COMMAND ENDORSEMENT PANEL, AND A COMMAND "AIRPORT TERMINAL" PANEL THAT LISTS ALL PERSONNEL ORDERED INTO A DEPARTMENT (UNIT) AND ESTIMATED ARRIVAL

DATES. THE WEBSITE ALSO LISTS PERSONNEL ORDERED OUT, AND DEPARTURE DATES. THE SHOPPING LIST WILL BE UPDATED CONTINUOUSLY AS POSITIONS (BILLETS) BECOME AVAILABLE OR ARE FILLED.

4. MEMBERS HAVING ACCESS TO SWS-III, EITHER AT THEIR UNIT OR AVAILABLE AT A SUPPORTING UNIT, WILL BE REQUIRED TO SUBMIT THEIR ASSIGNMENT DATA PREFERENCES VIA THE WEB APPLICATION, AND COMMANDS WILL BE REQUIRED TO ENDORSE THEM VIA THE WEB APPLICATION FOR ENLISTED MEMBERS. UNTIL SWS-III IS AVAILABLE CG-WIDE, SERVICING PERSRU'S ARE TO PROVIDE THE NECESSARY SUPPORT TO ENSURE SERVICE-WIDE PARTICIPATION. THOSE UNITS WHO DO NOT HAVE ACCESS SHALL FORWARD MANUAL ADC WORKSHEETS (CG HRSIC-2002) TO THEIR SERVICING PERSRU FOR ENTRY INTO THE ELECTRONIC ASSIGNMENT SYSTEM. COMMAND ENDORSEMENT FOR ENLISTED MEMBERS SHALL BE COMPLETED PRIOR TO SUBMISSION TO THE PERSRU. THE MANUAL ADC WORKSHEET WILL BE AVAILABLE ON CGPC'S SHOPPING LIST FAX-ON-DEMAND SITES, AND FOR PERSRUS THROUGH THE CGHRMS WEBSITE. HARD COPY ADC'S WILL NO LONGER BE SUBMITTED TO CGPC-OPM/EPM.

5. CONFIRMATION THAT AN ELECTRONIC ADC HAS BEEN ENTERED WILL BE VIA E-MAIL, ONLY IF THE MEMBER ENTERS A FULL E-MAIL ADDRESS IN THE ADC PANEL OR WORKSHEET. ADC'S SHOULD NOT BE E-MAILED DIRECTLY TO AN ASSIGNMENT OFFICER (AO) UNLESS SPECIFICALLY REQUESTED BY THE AO.

6. THE NEW CGHRMS SYSTEM SUPPORTS THE EXISTING COMMAND ENDORSEMENT PROCESS. ALL ADC'S FOR ENLISTED MEMBERS WILL AUTOMATICALLY BE QUEUED FOR COMMAND ENDORSEMENT. CO'S/OINC'S MUST DESIGNATE A USER TO PERFORM COMMAND ENDORSEMENTS (USERS CAN BE THE CO/OINC OR SOMEONE WITH BY DIRECTION AUTHORITY). EACH USER MUST COMPLETE A USER ACCESS FORM IN ORDER TO RECEIVE A LOGON USER NAME/PASSWORD FROM HRSIC CUSTOMER SERVICE TEAM (CST). ACCESS FORMS AND DIRECTIONS FOR SUBMITTAL CAN BE FOUND AT [HTTP://CGHRMS.OSC.USCG.MIL/](http://CGHRMS.OSC.USCG.MIL/). SINCE COMMAND ENDORSEMENT IS NOT REQUIRED FOR OFFICERS, OFFICER ADC'S ARE NOT AUTOMATICALLY ROUTED TO THE COMMAND IN THE NEW SYSTEM. COMMAND ENDORSEMENTS ON OFFICER ADC'S, IF APPROPRIATE, WILL BE IN THE FORM OF AN E-MAIL FROM THE COMMAND TO THE COGNIZANT ASSIGNMENT OFFICER.
7. ANY ADC (CG-3698A) SUBMITTED PRIOR TO 15 AUG 00 WILL NEED TO BE RESUBMITTED ELECTRONICALLY IN THE NEW SYSTEM.
8. THE INITIAL WEBSITE SHOPPING LIST WILL BE AVAILABLE ON 15AUG00 IN CONJUNCTION WITH THE NEW ADC SYSTEM. CGPC WILL PUBLISH VIA SEPCOR THE DATES THE SHOPPING LIST WILL BE UPDATED TO REFLECT THE MOST CURRENT LIST OF BILLETS AVAILABLE FOR ASSIGNMENT YEAR 2001 (AY01) AS WELL AS THE TIMELINE FOR AY01 ADC SUBMISSION.
9. POC: HRSIC CUSTOMER SERVICE TEAM (CST) AT (785) 357-3547.

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