



Coast Guard HR Flag Voice 134

Revised Procedures for Hiring Retired Military

This Flag Voice addresses changes we made to improve the administrative procedures required to request waivers to Department of Transportation (DOT) policy which prohibits the hiring of Coast Guard retired military members in the 180-day period following military retirement.

The recruitment, hiring, and retention of high quality civilian staff are essential to the performance of the Coast Guard's mission. We must ensure our hiring procedures at all points are both efficient and effective in delivering and retaining top caliber Team Coast Guard members - that the Coast Guard is hiring from among the best candidates available for the job. Our approval processes should be optimized to get the right person to the right job at the right time, while complying with all legal and regulatory requirements as well as ensuring fairness to all job seekers, civilian employees and retired military.

Improved recruiting capabilities is especially important in today's job market, where unemployment is the lowest it has been in decades, and our ability to draw in good talent from as many sources as possible is an absolute "must." As the Coast Guard vies with other federal agencies to attract the best and the brightest, we must maintain high standards to ensure we follow sound merit principles in all aspects of the hiring process; extend mandated selection priority for displaced and surplus federal job applicants; address opportunities for women, minorities, and persons with disabilities that are underrepresented in the federal workforce; meet collective bargaining agreements; and conform to federal hiring regulations set by the Office of Personnel Management. Very simply, to meet today's 21st Century challenges we must sharpen our recruiting and hiring capabilities, hone and refine the ways we do business.

One of the ways we can do this is by optimizing the waiver process required to approve hiring Coast Guard retired military members in the 180-day period post-retirement.

In accordance with DOT policy, retired members have the right to be considered for federal civilian employment on the same basis as other candidates, provided merit principles are followed and selection is made from a pool of the best available candidates.

Our revised COMDTINST 12300.6J reduces documentation and other administrative requirements to approve requests to waive restrictions on the hiring of retired military members. While the new Instruction requires selecting officials to justify their proposed selections, a detailed, comparative

analysis of candidates is no longer required. Additionally, the revised Instruction delegates approval authority to Commandant (G-WPC), thereby reducing the number of administrative levels required to make a decision.

Although we have streamlined this process, at each stage of the approval process, as Coast Guard managers we must remain committed to the fundamental principle of ensuring full and fair competition, and that the selectee has not been accorded any undue advantage over other applicants.

Your Command Staff Advisor (CSA) may assist in answering questions you may have about the new procedures.

Regards, FL Ames

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