

*The*  
**Reserve Commander**  
*Assignment Guide*  
*Assignment Year 2022 (AY22)*



**CG PSC-RPM**  
**SEPTEMBER 2021**

## Welcome

The 2022 Reserve Commander assignment season is underway. Congratulations to all the newly-selected Reserve Commanders from the Promotion Year 2022 list! For all veterans of this process, welcome back.

## Wave-Tops for AY22!

Without digesting this entire Assignment Guide, you can be successful in AY22 if you know the following business rules:

- AY22 Reserve O-5 e-resumes are due on Monday, 13 December 2021.
- All newly-selected Reserve O-5s from Promotion Year 2022 (PY22) not currently serving in a SELRES O-5 position **MUST** submit an AY22 e-resume, even if their top choice is to remain in place until AY23.
- Reserve O-5s selected in PY21 who remained in their O-4 positions in AY21 **MUST** submit an AY22 e-resume with O-5 positions listed.
- The deadline to submit a Reserve Senior Command Screening Panel (RSCSP) application to compete for PSU Commanding Officer positions is 26 September 2021. Members awaiting the results of the PY22 IDPL CDR selection board may apply without a waiver.
- Listing only COCOM positions on your e-resume constrains the Reserve O-5 Assignment Panel's ability to place Reserve officers in career-enhancing O-5 assignments, thus impacting promotion potential to O-6.
- In AY22, tour-complete Reserve O-5s who desire an extension in their current assignment must have a Command Endorsement entered into Direct Access.
- Reserve O-5s who are not tour complete in AY22 but desire a short-tour must have a Command Endorsement to their e-resume entered into Direct Access.

## Who We Are

The 2022 Reserve O-5 Assignment Team at the Personnel Service Center, Reserve Personnel Management Division (PSC-RPM) consists of:

- CAPT Michael Batchelder, Division Chief and Assignment Officer (AO) for all CAPT Selected Reserve (SELRES) positions.
- CDR Andrew Younkle, Assistant Division Chief and AO for all CDR SELRES positions.
- LCDR (sel) Luke D'Lima, PSC-RPM-2, CDR AO Assignment Support.

## Key Elements

Due to the uniqueness of the Reserve O-5 assignment process, this guide was created to:

- Explain the Reserve O-5 assignment process
- Disseminate the rules of engagement
- Manage expectations

The key elements are the Reserve Commander ALCGRSV Kickoff Message, Shopping List, e-resume, and the Reserve O-5 Assignment Panel.

## Kickoff Message

The ALCGRSV Kickoff Message announces the Assignment Year (AY) 2022 Reserve Commander Assignment season and provides important guidelines and information for Reserve officers competing for assignment, command cadre, supervisors, and the Reserve officer corps at large. The message also includes the AY22 Commander Plan of Action and Timeline, which stipulates key requirements and deadlines for the assignment season.

In addition, the Kickoff Message also provides guidance on submitting Command Concerns, which is an opportunity for commands to provide AOs with their assignment needs. Failure to submit Command Concerns may result in gapped billets. Senior Reserve Officers (SROs) and Reserve Force Readiness Staffs (RFRS) are a valuable resource in aiding unit commanders to maximize their Reserve Force capability, which may include PAL validation and Command Concerns development. PSC-RPM encourages early and active engagement with unit stakeholders in an effort to minimize billet gaps.

## The Shopping List

The Commander Shopping List consists of Reserve O-5 billets that are expected to be filled in AY22.

A Potential Shopping List was made available in DA in September 2021, which included:

- Billets with incumbents who have a 2022 rotation date,
- Billets occupied by Commanders with approved retirement/separation requests on file,
- Vacant positions.

In the AY Kickoff message, we ask commands to carefully review the Potential Shopping List and ***provide Command***

***Concerns by the deadline indicated on the message.***

Receiving the Command Concerns by the deadline provides the AOs the opportunity to formulate substantive recommendations to the Assignment Panel.

Changes to the Potential Shopping List normally occur after the results of the AY22 Reserve Senior Command Screening Panel (RSCSP), which screens for O-5 PSU Commands and for O-6 Reserve Units augmenting Combatant Commands. Changes to the list are also made based on unit validations and Command Concerns. As such, revisions to the list may occur on an as needed basis.

In October 2021, the **Commander Shopping List** will be released via ALCGRSV message and will be available on the PSC-RPM website. The intent of the Shopping List is to provide members the opportunity to consider positions to apply for.

**Contacting  
Commands or  
Incumbents**

As you review the Shopping List, you may begin to create your own list of preferred billets. In this case, you'll likely want to get a better read for a particular command and the work involved. Contacting the chain of command that owns the billet or the current incumbent may provide you a better understanding of job expectations and tasks associated with the billet. It is important to note that the billet title may not accurately reflect the actual job description or task requirements.

**Reserve Personnel Career  
Counseling (RPCC)**

The Reserve Personnel Career Counseling (RPCC) Guide is a resource available to provide career management counseling to Reserve Personnel with special emphasis on career decisions as they pertain to competitiveness for assignments and promotions.

The RPCC Guide can be found via the following url:  
[RPCC \(uscg.mil\)](https://www.uscg.mil/rpcc).

**Who's in Play?**

The primary candidate pool consists of Reserve Commanders and Commanders-select who:

- are tour complete,
- will change Reserve Component Category (RCC) to SELRES,
- are filling positions in which a pay grade mismatch exists between member and billet,

- are in unbudgeted or reprogrammed positions,
- are projected to be released from active duty (including Reserve Commanders and Commanders-select who are serving on long-term ADOS),
- are in billets with more than one member assigned.

Our intent is to transfer only tour-complete O-5s, unless Service need dictates otherwise. As such, if you are tour complete, you will receive PCS orders, even if the assignment panel elects to extend you or transfer you to non-paid duty. If you're not tour complete but you screen for command (see Command Screening section) or request to go in play (and are approved), you *may* be reassigned and your billet will be shopped. If you're a Reserve Commander-select serving in a SELRES O-4 billet and not tour complete, you are normally more susceptible to an early transfer than a person already in an O-5 billet, unless you are a sitting commanding officer. If you are in a billet that is being reprogrammed, you will normally remain until you are tour complete unless you request an early transfer or Service need dictates reassignment to expedite the reprogramming. PSC will only deal with reprogramming issues when the change flips to "proposed" status in DA.

## The E-resume

The e-resume is the method of communicating your assignment preferences to us. E-resume submissions are not the beginning of an extensive and iterative dialog. Submissions should be made only after careful consideration.

Note - the current version of DA does not notify an endorser of an endorsement request. Therefore, you should notify your command when you submit an e-resume that requires their endorsement (i.e., for an extension or short tour request).

***It is critically important that the e-resume submission deadline is met. The current version of DA does not allow late e-resume submission. Your e-resume must be submitted to PSC-RPM by 13 December 2021. Earlier submission is preferred.*** If you miss the deadline, you must let your AO know immediately via email and submit your assignment preferences on form CG-2002.

## E-resume Craftsmanship

A well-crafted e-resume allows for assignment flexibility and acknowledges possible assignment outcomes.

It is **not recommended** to submit an e-resume that lists:

- one or two billets,
- only COCOM positions,
- only an extension, or
- billets in a single geographic area.

Such e-resumes indicate inflexibility and suggest that you haven't considered the possibility of assignment outside of those commands. In other words, a very narrow e-resume severely limits professional growth opportunities.

**It is recommended** to submit a broad e-resume that:

- communicates your preferences in priority,
- addresses alternatives that you believe are appropriate based on your background and experience, and
- utilizes the member comments section (white space) to briefly discuss your goals, limitations, span of travel, least desired areas, or show stoppers.

Additional notes:

- Develop an e-resume that is concise.
- Situations involving exceptional personal requirements (i.e. co-locations, special needs, etc.), will be handled on a case-by-case basis and will attempt to 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 "Member Comments" section of your e-resume.
- A command endorsement from the unit Commanding Officer or his/her designee is required for all reserve officers requesting tour extensions or early rotations.
- When requesting an extension, always include other assignment options in the likely event the extension is not granted.
- E-resumes submitted with fewer than three assignment choices may result in assignment to positions other than those requested, or the Individual Ready Reserve (IRR), due to the limited choices of assignments provided.

***The need to develop a well-crafted e-resume and ensure that it is submitted prior to the deadline cannot be over-emphasized.***

### **Information in DA**

The information available in DA is what your AO will utilize to make assignments. Therefore, it is important that your information in DA is current and accurate, including:

- personal contact information,
- academic degree(s),
- security clearance, and
- other pertinent information.

\*JPME 1/JPME 2 attainment should be identified in the “Competencies” section of your ESS. The competency codes are “JPME Intermediate (Phase I)” and “JPME Senior Level (Phase II)”.

### **Extensions and Early Rotations**

A request for extension in your current billet requires a command endorsement and is viewed by PSC-RPM as one assignment preference on an e-resume that will be considered along with your other e-resume selections. The likelihood that you will be approved for extension depends on several factors. In some cases, Service need may be best met by extending you in a billet. Other times, the needs of the Service are best met by transferring you to enhance your career and afford others the same career development opportunity that you were given. Extensions are considered orders. If you are granted an extension, it will normally only be authorized for one (1) additional year.

A request for early rotation also requires a command endorsement. The purpose of the command endorsement is not to address your suitability for requested billet(s). Rather, it is designed to address the effect of your early departure on the unit’s continuity or the overall skills and experience level of the unit’s staff. “Conditional” positive endorsements (e.g., “I support early rotation for billet X but not for billet Y”) are not appropriate.

### **Geographic Diversity**

Geographic diversity is a career enhancing factor that you should take into consideration when making assignment decisions. For example, if you have been at the same geographical area or unit for the past 10 years, you should

not expect to remain in that area or same unit, fleeting up is unlikely as it would not benefit the command in the long-term and would do you a disservice.

If geographic stability is a special consideration for you, make sure that your AO is aware. However, you must understand that geographic diversity may make a difference between receiving a paid assignment and being placed in an IRR status.

**Reasonable Commuting Distance (RCD)**

Every effort will be made to comply with the Reserve Policy Manual, COMDTINST M1001.28 (series), regarding RCD.

Funded SELRES O-5 positions are limited and geographically dispersed. Therefore, RCD is not a primary consideration in the O-5 assignment process. Commanders who accept an assignment outside RCD will be expected to accommodate individual travel requirements.

Encumbering positions with multiple Commanders in a SELRES status is done in only very specific circumstances. We understand that Reserve Commanders have a primary civilian occupation and family situations leading to special considerations unique to the Reserve program. Ensuring that these factors are included in your e-resume allows PSC-RPM to make every effort to account for them. Your best course of action is to be up-front with your AO. This allows your AO to best represent your situation to the Reserve O-5 Assignment Panel.

**Co-Location**

Unlike PSC-OPM's active duty O-5 assignment process, there is no specific co-location policy governing Reserve assignments. However, if you are married to a military member, ensure that your AO is aware of the situation by indicating "Dual Military" at the top of the "Member Comments" section of your e-resume. In such cases, your AO will make every attempt to provide suitable recommendations.

**Residing Outside the U.S.**

Please refer to chapter 5 of the Reserve Policy Manual, COMDTINST M1001.28 (series), for policy on remaining in a SELRES status while residing outside the U.S., its territories, or possessions.

**Command Screening**

The criteria for AY22 command screening is specified in PSCNOTE 1401.1B and was published in ALCGRSV



047/21. Individuals who desire to screen for command must request to go before the panel. Instructions can be found in ALCGRSV 047/21. It is important to note that due to historically smaller size candidate pools as compared to ADPL Senior Command Screening, PSCINST 1401.1B does not mandate an officer be tour complete to compete in the IDPL Senior Command Screening process. Candidates who screen successfully are not guaranteed assignment to a command position and must compete against other candidates who screened for those positions available.

### **The RPM Process**

PSC-RPM will develop assignment slates using the Shopping List and your e-resume. We also start developing a list (candidate pool) for each billet; noting those Reserve Commanders and Commanders-select who requested particular billets on their e-resume as well as those who may be most competitive based on their assignment history and background.

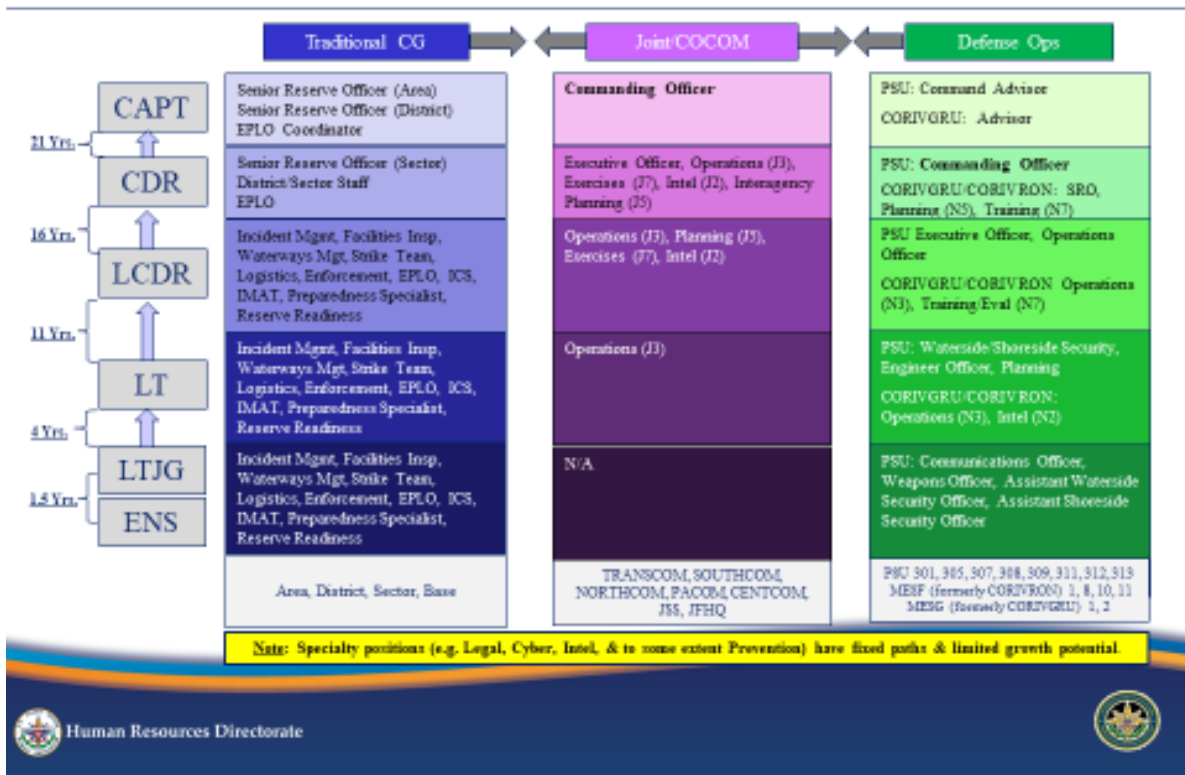
### **Assignment**

Armed with Service need, career progression, performance, skill-sets, and the member's personal desires for assignment considerations; the assignment officer puts together a recommended assignment slate. The slate is constructed with Service need as a top priority followed by unit need, followed by member's desires. Once the proposed slate is finalized by the AO, the proposed member and the receiving unit are each told who is recommended for the position. This is commonly referred to as the "penciled in" call. The proposed slate goes forward to the O-5 Assignment Panel for approval, and the AO communicates to the panel if the proposed assignment was acceptable to the unit and the member. The panel makes the final decision.

### **RPCC**

The Reserve Personnel Career Counseling (RPCC) Guide highlights the importance of assignment diversity throughout an officer's career. Achieving that diverse experience early on enables the Reserve O-5 to better compete for the field leadership positions identified below:

# Career Management – Assignment Diversity



Reserve O-5s who successfully serve in two of the three communities (Blue, Purple, Green) are often able to illustrate the professional and assignment diversity valued by Reserve O-6 selection boards.

## The Feedback Loop

We recognize that your anxiety level may be heightened as the assignment process goes into late January and February. You are certainly welcome to call and check on our progress. However, please understand that if we tell you “we don’t know yet,” or “it’s too early to tell,” that is exactly what we mean. Certain parts of the slate are worked out before others, but there are always billets that will not be determined until just before the Reserve O-5 Assignment Panel. At many points in the process, we are simply in a “holding pattern” awaiting feedback from a senior officer or awaiting a single assignment that will affect others. Regardless, if you call us, we will communicate what we know at that time.

By approximately mid-February we will have a sense of the billets for which you may be most competitive. Being competitive normally means you are among the pool of candidates likely to be recommended to the panel. Remember, we are providing the same information to your peers and information on who is part of the candidate pool will not be disclosed.

Just prior to the Reserve O-5 Assignment Panel convening date, we will notify you of our assignment recommendation. It is always essential that you make sure your contact information is up-to-date in DA. You may send us an e-mail with your contact information, particularly if you are on travel.

You should note that the assignment panel may not agree with our recommendation. The panel's recommendation is subject to the Personnel Service Center (PSC) Commander for approval. For these reasons, do not be surprised if your final assignment differs from what we initially proposed.

We normally stop all communications with officers in play the day before the panel convenes and do not return or make calls while the panel is in session. If you do get a call from us during that time frame, it is usually at the panel's direction. After the panel recesses and reports out, we do not discuss their deliberations. As with all board deliberations, this information is confidential.

## **The Panel**

The Reserve O-5 Assignment Panel convenes in late February/early March of 2022. Those present in the room are the panel members, your AO, and PSC-RPM staff.

Our proposals to the Reserve O-5 Assignment Panel are based on our best match assessment of Service need, unit need, and your individual needs - in that order. We strive to optimize overall Coast Guard staffing to maximize mission execution.

Besides our proposals, we make available to the panel:

- your e-resume;
- official letters of communication in CG memo format from candidates to the panel president;
- the names of all personnel asking for a billet;
- your Employee Summary Sheet (ESS); and
- characterization of your Service record.

We specifically note whether or not a billet is on your e-resume and whether you find the assignment acceptable or unacceptable - and why. Similarly, we present differing views when they may arise. We explain our rationale for an assignment proposal and alternatives if requested.

The panel typically meets for one to two days before issuing their initial report and recesses for two weeks during the Reserve Retirement In Lieu of Orders (RILO) period. The post-RILO session is much shorter, and yields the final report after a day. Assignment decisions made after the final report are made under the off-season assignment process.

### **Retirement In Lieu of Orders (RILO)**

When the panel's initial assignment recommendations are approved by PSC, an ALCGPSC message is released and the two-week Reserve RILO period begins. It is important to understand the RILO parameters.

- Unlike Active Duty RILO, which is strictly a request for retirement, the Reserve RILO encompasses: RET-1 retirement request status (Reserve members who have completed the requisite qualifying years of creditable service and applied for and are receiving non-regular retired pay at or after age 60) and RET-2 requirement request status (Reserve members who have completed the requisite qualifying years of service for non-regular retired pay and are not yet 60 years of age or have not applied for non-regular retirement pay).
- If you have 20 years of service, have no obligated service requirements, and prefer to retire instead of accept orders, your request will normally be granted.

All Reserve RILOs must take place no later than 1 October. You may ask to retire earlier if desired. If you prefer a later retirement date (perhaps to be eligible for a longevity pay raise or to better meet your personal needs), then you need to submit your voluntary retirement request in time for us to act on it prior to the panel convening date. Submitting your retirement request as early as possible, preferably before mid-January, will allow us the time we need to shop and fill your billet.

**Post-RILO**

Shortly after the two-week Reserve RILO period expires, the panel reconvenes. By that time we have considered RILO-caused vacancies and other new developments, and have worked out alternative assignment recommendations for each new vacancy.

**PCS Orders**

We will make every effort to issue PCS orders by the end of May. The majority of PCS orders are issued with the following paragraph, "Firm reporting date to be coordinated between transferring and receiving commands, DIRLAUTH."

Due to DA requiring an estimated report date to be entered in order to cut orders, you can expect a default report date of 1 October. However, commands are authorized to arrange exact reporting dates with you, generally 90 days before or after the reporting date on your orders. This is important when changes in commands are involved or where an OER end-of-period is affected.

**Declining Orders and Status Change**

When making assignment decisions, AOs consider many factors including:

- Service need,
- Command Concerns,
- career development,
- member's desires,
- RCD, and
- the limited number of SELRES positions in certain geographical locations.

In accordance with the Reserve Policy Manual, COMDTINST M1001.28 (series), paragraph 5.A.10, members who decline orders are subject to a status change to the IRR, Standby Reserve, or may request retirement or separation as appropriate.

Members who do not successfully compete for assignment in AY22 can expect a status change to the IRR and may compete for assignment in AY23. Members who do not meet the e-resume deadline can expect a status change to the IRR and may compete for assignment in AY23.

**Long-term Active Duty**

Long-term active duty is defined as active duty other than training of more than 180 consecutive days. Reserve officers contemplating long-term ADOS shall coordinate with their AO early in the process. Requests for active duty

must be approved by your parent command and you must notify your AO when you take on long term ADOS orders.

By policy, SELRES members who serve on Long-Term (Contingency or Non-contingency) ADOS, are removed from their SELRES position while in this active duty status. Regardless of the date of termination of their Long-Term Non-Contingency ADOS orders in 2022, Reserve officers desiring a SELRES position upon release from active duty (RELAD) must submit an e-resume within the AY e-resume submission period in order to compete for a SELRES assignment.

Members involuntarily recalled under Title 10 U.S.C. § 12302 or serve on Short-Term ADOS shall continue to encumber the SELRES position assigned at the time of recall. Once released from active duty, these members return to their SELRES billet, unless otherwise subject to reassignment. ***Note: Because of limited assignment opportunities for Reserve Commanders, O-5s who volunteer to serve on back-to-back short-term ADOS are subject to removal from their SELRES assignments once it becomes evident they intend to remain on ADOS beyond 180 days and therefore are performing constructive long-term ADOS.***

We are frequently asked about the impact of voluntary ADOS on a Commander's career. To be clear, ADOS meets the needs of the Service and individuals should be encouraged to perform ADOS, particularly when a tour of active duty helps them acquire qualifications, competencies or experience that directly enhances their value as reservists. Reserve members, particularly senior officers, should carefully weigh long-term career considerations, including potential impact on SELRES assignments, against short-term benefits of performing ADOS, and are encouraged to contact their AO for assignment guidance.

In general, members serving on Long-Term Non-Contingency ADOS orders that terminate at any time during 2022 or are otherwise subject to reassignment upon RELAD in 2022, are encouraged to apply for assignment. Members who do not apply for assignment should expect a status change to the IRR. Such members may participate in the AY23 assignment cycle or attempt to compete for an off-season assignment.

**Extended Active Duty (EAD)**

Reserve Commanders or Commanders-select serving on EAD are considered “active duty” officers for assignment purposes managed by PSC-OPM while on EAD. Reserve officers who expect their EAD contracts to expire at anytime in 2022 should submit an e-resume to PSC-RPM to compete for a SELRES assignment. Members who do not apply for assignment should expect a status change to the IRR and may participate in the AY22 assignment cycle.

Additionally, Commanders and Commanders-select considering EAD orders shall coordinate with their Reserve AO early in the process. Requests for active duty must be approved by your parent command and you must notify your Reserve AO when you accept EAD orders.

**Off-Season Assignments**

Although the vast majority of Reserve Commander assignments are handled through the panel process described in this guide, circumstances may arise that require off-season assignment decisions that were not considered by the panel. PSC-RPM will normally announce off-season assignments via an ALCGRSV message.

The names of officers who respond to the solicitation, along with others who may be most competitive based on their seniority, skills, and experience, are considered. We also take into consideration current command endorsements and the best course of action that will minimize a chain reaction of assignments.

**Off-Season Retirements**

We strongly recommend you plan your retirement to coincide with the assignment season so we have the best opportunity to approve your desired date and backfill your billet.

Per chapter 8 of the Reserve Policy Manual, COMDTINST M1001.28 (series), officers may submit a request for retirement up to one year in advance. These request must be received by PSC-RPM at least 100 days prior to the requested retirement date. Retirement dates of June through October are within the reasonable parameters to afford commands a minimum gap. Earlier requests typically will result in an extended gap. Later requests normally will result in double encumbering the billet.

All Reserve Commanders desiring to retire are strongly encouraged to submit retirement requests prior to the convening of the Reserve O-5 Assignment Panel or within the Reserve RILO period following the panel results.

Requests received with voluntary retirement dates of June through October are normally approved if made within the above parameters. However, Service need or circumstances at a unit may not permit approval of the requested date. One important consideration is our ability to backfill the retiring officer's billet. There are usually no easy backfill options when a vacancy occurs outside the annual assignment process. Therefore, command endorsements on retirement requests must address backfill requirements. Requests for retirement made outside of the assignment process will likely be disapproved if the command is not willing to absorb a gap.

## **Conclusion**

We hope you find this information useful in understanding the Reserve O-5 assignment process. We recognize how important the outcomes of assignment decisions are to each individual and to the Service. We also hope our messages, PSC-RPM website, and correspondence will keep you informed as we seek to meet the Service need by balancing the needs of the unit and your individual desires.

All the best to you this assignment season!