

CAREER RETENTION SCREENING PANEL (CRSP) FAQ's

1. What is CRSP?

Answer: CRSP is a Career Retention Screening Panel aimed at selecting enlisted members for continued service past 20 years. It is a workforce management tool to ensure we are able to maintain a healthy advancement flow for our junior petty officers and non-rates seeking schools.

2. When will the CRSP be held?

Answer: The panel will commence on 27 September 2010.

3. Who is a CRSP candidate?

Answer: Only retirement eligible active duty enlisted personnel E6 & below over 20-years service as of 1 September 1 2010 and E7 & above over 20-years service and 3 or more years time in grade (TIG) as of 1 September 2010. The active duty base date (ADBD) was used to determine active military service.

4. Who is excluded from CRSP?

Answer:

- a. Personnel in the MU rating.
- b. Enlisted personnel serving in the Navy Special Operations programs.
- c. Personnel being evaluated by the physical disability evaluation system (PDES) shall be considered by the CRSP but the CRSP panel decision will be held in abeyance until adjudication/completion of the PDES process.
- d. Personnel with approved retirement dates prior to 1 December 1 2012.
Note: Retirement date must have been approved by EPM-1 prior to the release of ALCOAST 408/10.
- e. Any personnel selected for an officer accession program or appointment, i.e., Officer Candidate School, or above the cutoff for Chief Warrant Officer.
- f. All reserve personnel including any on active duty orders that includes EAD, ADT, ADOT, IADT, ADT-AT, ADT-OTD, and Title 10 orders.

5. Will the CRSP be rating specific?

Answer: No. CRSP will screen all members meeting the previously mentioned CRSP candidate criteria regardless of their rate. The panel will be provided information on the strength of each rating to assess the impact, i.e., creating shortfalls or providing additional advancement opportunities, that non-selection of CRSP candidates would have on those ratings.

6. Why is the Career Retention Screening Panel not implemented for the officer corps?

Answer: The strength of the officer corps is governed by law and is managed on an ongoing basis through the annual promotion boards and continuation boards. The opportunity of selection (OOS) is determined by the needs of the Service and is adjusted yearly to accommodate those needs.

7. Why has the Coast Guard decided to hold the CRSP?

Answer: With only a limited number of management tools in place to ensure a healthy advancement pace, attrition and accessions, (e.g. people coming and going), the Coast Guard has

decided to implement CRSP. Under current policy, once enlisted members pass 10 years TIS, they receive an indefinite enlistment which provides them the ability to continue their service without review to 30 years, leaving the service no means to manage its senior enlisted workforce. An additional benefit is that the CRSP will provide greater opportunity for advancement of high performing junior enlisted.

8. Have other voluntary measures been taken prior to considering a Career Retention Screening Panel?

Answer: Yes. The Recruiting Command reduced accessions, all SRBs have been eliminated, obligated service requirements have been waived for members desiring discharge or retirement, and a voluntary separation program was implemented in ALCGOFF 045/10 and ALCGENL 046/10 which yielded more than 900 separations.

9. If the voluntary separation program was so successful, why was it terminated?

Answer: These programs were successful in reducing the body-to-billet overage, but did not adequately address our concerns about balancing the enlisted workforce to enable greater advancement opportunities. The majority (91%) of the voluntary separations were at the E5 and below level. If allowed to continue, this trend could create an imbalance in the enlisted workforce's experience level in FY11 and out years.

10. Will the CRSP be convened every year, similar to officer continuation boards?

Answer: The Director of Human Resources will evaluate the results and impacts of this year's CRSP to determine if future panels are in the best interest of the workforce as a whole. If the numerous variables that make up the health of the enlisted workforce remain in a less than acceptable situation, i.e. accessions remain low, retention remains high, advancements continue to be below average and the A school waiting lists are above historic averages, it is likely that an annual CRSP will be needed to improve these conditions.

11. Is the purpose of the CRSP to meet required personnel levels that would drive decision making in numbers of personnel selected for involuntary retirement?

Answer: No, the purpose of the CRSP is to address high retention and increase enlisted advancements. The panel is not required to select any minimum number for involuntary retirement.

12. What factors will the CRSP use to determine who is retained?

Answer: The CRSP will evaluate the entire member's record using a performance-based methodology that focuses on leadership, accomplishment, performance, discipline, professional skills, and adherence to our Core Values to retain those members that best meet the high standards required in our enlisted service. The CRSP will recommend retention of all members that at least two-thirds of the panel members determine to meet appropriate performance levels required of their grade and assigned duties.

13. What factors will the CRSP use to determine who may be involuntarily retired?

Answer: Documented misconduct and substandard or marginal performance are the primary reasons CRSP eligible candidates will be considered for involuntarily retirement. The focus will be performance within the last five years, or since the member's advancement to their current

grade (E5/E6/E7/E8/E9), whichever timeframe is longer (e.g. if a member was advanced to their current rank seven years ago, the last seven years of performance will be reviewed; if the member advanced one year ago, the last five years of performance will be reviewed.). The factors listed below will indicate to the panel that an individual may not meet the performance requirements for continuation. The panel may consider these factors with the entire official military personnel data record to select for continuation those shipmates whose service is considered to be in the best interest of the coast guard. While this list is not all inclusive, it provides the performance indicators the panel will consider to select those CRSP candidates for involuntary retirement:

- a. Substandard performance of duty to include receipt of a not recommended for advancement based on an unsatisfactory conduct mark or declining performance with the same approving official in the rating chain.
- b. Receipt of an enlisted evaluation report (EER) with a minimum average characteristic marks of 3.5 or below.
- c. Moral or professional dereliction, such as Relief for Cause.
- d. Failure to meet service norms or regulations concerning alcohol use and body fat standards.
- e. Documented misconduct involving violation of the UCMJ, e.g., non-judicial punishment, or conviction by military court-martial; conviction by a civilian court.
- f. Other documented adverse information clearly indicating the CRSP candidate's continuation may be inconsistent with National Security interest or may otherwise not be in the best interest of the Coast Guard, such as losing one's security clearance.
- g. Financial irresponsibility; such as failure to pay just debts or a pattern of government credit card delinquency, including revocation of the government credit card due to misuse or failure to pay outstanding balance.
- h. A candidate on performance probation who does not demonstrate progress during the probationary period in overcoming the deficiency.
- i. Failure to demonstrate upward mobility by not qualifying or participating in the service wide exam.

14. Why were factors/criteria used to evaluate and select members for involuntary retirement not disclosed earlier?

Answer: The original intent was to mirror the process used by Officer Promotion and Continuation Boards. At these boards, criteria are developed by the board members and not published. Due to the concerns voiced by the workforce, and to reflect the process used by the U.S. Navy for their Senior Enlisted Continuation Board, the not all inclusive list of criteria described in FAQ #13 above was published in ALCOAST 464/10.

15. If I am identified by the CRSP panel for involuntary retirement, will I receive separation pay?

Answer: No, the CRSP is only applicable to members who are retirement eligible. Those members not selected for retention will be involuntarily retired and will receive all applicable retirement benefits.

16. If selected for involuntary retirement, can I pick any retirement date I want?

Answer: If selected for involuntary retirement by CRSP, requests for retirement shall specify a retirement date within the period of 1 September through 1 December 2011. Personnel may request a retirement date prior to 1 September 2011 if they obtain a command endorsement with a statement that the command can, and is willing to, support a gapped billet until it can be filled during the normal AY11 assignment season. Personnel may request a waiver request to PSC-EPM to extend retirement beyond 1 December 2011. All leave must be taken prior to the retirement date or sold accordingly as applicable with retirement processing.

17. Can I submit a retirement request after the CRSP ALCOAST 408/10 was released for a retirement date up to two years out IAW with current policy?

Answer: Yes, but only if you are not identified for CRSP and are retirement eligible; otherwise any member identified by CRSP must await the CRSP panel report unless the retirement request is for 01 September 2011 or earlier, then they will be removed from the CRSP candidate list and processed for retirement (Retire in lieu of CRSP).

18. If I am identified by the CRSP panel for involuntarily retirement will I receive an honorable discharge?

Answer: If you are identified for involuntarily retirement you will receive an honorable discharge.

19. Who will sit on the Career Retention Screening Panel?

Answer: The CRSP composition will include a mix of senior officers and senior enlisted members. MCPOCG will participate as a non-voting member.

20. How many people will be reviewed by CRSP?

Answer: Currently, there are approximately 1,300 personnel who meet the criteria for CRSP.

21. How can I find out if I am on the list to be reviewed for CRSP?

Answer: The CRSP candidate pool is posted on the PSC-EPM-1 website (<http://www.uscg.mil/psc/epm/>).

22. What if I am underway and my unit has connectivity issues? How can I find out if I have been identified for CRSP?

Answer: Commands with connectivity issues may submit a message via CGMS requesting a listing of those members at the unit who have been identified by CRSP.
(Refer to PSC-EPM-1 link for CGMS template)

23. If my unit has a member selected for involuntary retirement by CRSP, when will the billet be filled?

Answer: Commands can expect that PSC-EPM-2 will backfill vacancies incurred by CRSP in Assignment Year 2011 (AY11).

24. How will I know if I was selected for involuntary retirement by CRSP?

Answer: Those members selected for involuntary retirement will be notified by their Commanding Officer.

25. Will I receive full retirement benefits and will there be any transition assistance available prior to retirement?

Answer: Yes, those involuntarily retired will receive full retirement benefits and transition assistance. As a reminder, those retiring must elect to transfer Post 9/11 GI Bill benefits to dependents prior to retirement. For those who are involuntarily retiring as a result of the CRSP, there will be no requirement to complete any obligated service requirements in order to transfer GI Bill benefits to dependents. Anyone retiring should contact local Coast Guard Work-life offices to receive transition assistance and details on retirement benefits.

26. How will I know if I was selected for retention by CRSP?

Answer: Those members selected for retention on active duty will be notified by PSC ALCGENL message once all notifications to selectees for involuntary retirement have been made. We anticipate this message to be released by the end of November.

27. Will there be a change to the PERSMAN?

Answer: There are currently no plans to update the PERSMAN due to CRSP but that could change depending on the needs of the Service.

CRSP CANDIDATE RESPONSIBILITY

28. If a member meets the criteria established in ALCOAST 408/10, what is their responsibility in this process?

Answer: Members should review their EI-PDR and provide their SPO/Admin with any authorized documents that are lacking and/or missing by 24 September 2010. This will update the EI-PDR at PSC.

29. What is the command's responsibility in this process?

Answer: The command's responsibility is to verify the list of members identified by CG PSC on the ALCGENL message and notify PSC NLT 24 September 2010: (1) If eligible candidates were not listed, commands should submit names via message to PSC-EPM-1. (2) If a listed candidate was not eligible, commands should submit a message to PSC-EPM-1 requesting invalidation. (3) If member has a medical board pending, commands should inform PSC-EPM-1 via message. Commands are also responsible for ensuring members involuntarily retired are properly counseled on their retirement dates and benefits.

30. Why can't I submit the documents myself?

Answer: SPOs are responsible for submitting the necessary documents needed to update the EI-PDR.

31. Is using the member's record sufficient?

Answer: Yes. The member's records are used for CWO selection boards, OCS candidate selections, Gold and Silver Badge selections, OIC screenings and assignments, and other special duty assignment selection processes.

32. What if my Active Duty Base Date (ADBD) is wrong?

Answer: It is the member's responsibility to ensure his or her retirement related base date is correct. The date can be checked on member's LES or in Direct Access under Self Service>Employee>View>Member Information>Search. Any discrepancies should be reported to the SPO for correction.

33. How will an error in my ADBD affect CRSP (e.g., I was identified by CRSP but should not have been)?

Answer: If this occurred, commands should submit a CGMS message to PSC-EPM-1 for validation and action NLT 24 September 2010. (Refer to PSC-EPM-1 link for CGMS template).

34. What if I have missing EERs?

Answer: It is every member's responsibility to have their EERs completed in a timely manner. Missing EERs can be addressed through the communication option (i.e., CG Memo) to the CRSP. Special EERs shall not be submitted just for the CRSP.

35. What exactly does the communication opportunity to the panel offer?

Answer: Communication to the panel is a one time opportunity to ensure that every candidate is afforded due process and can provide mitigating information on any circumstance in their Coast Guard career that could be deemed as substandard, unsatisfactory performance and/or a conduct incident, including a missing EER. The communication should be submitted in the form of a CG memo (12-pt. font); not more than two pages in length.

36. What if I am incorrectly identified as a CRSP candidate?

Answer: Personnel incorrectly identified for CRSP are required to have their Permanent Duty Station (PDS) communicate this to PSC-epm-1 via CGMS. (Refer to PSC-epm-1 link for CGMS template). This message deadline is NLT 24 September 2010.

37. What if I am not identified for CRSP but I should be a CRSP candidate?

Answer: Personnel not identified for CRSP that should have been a candidate are required to have their PDS immediately notify PSC-epm-1 via CGMS. (Refer to PSC-epm-1 link for CGMS template). This message deadline is NLT 24 September 2010.

38. What if I am identified by CRSP but have a MEDBOARD pending?

Answer: Members with medical board pending should immediately have your PDS notify PSC-epm-1 via CGMS. (Refer to PSC-epm-1 for CGMS template). The message deadline is NLT 24 September 2010.

39. What if I am scheduled for PCS in AY 2011, how will this impact my assignment priority and/or billet selection?

Answer: CRSP will not be a consideration in the assignment process. Assignment officers will proceed with their normal assignment slating/priorities practices. Please ensure your e-Resume is updated as this remains a critical component for reassignment.

40. If I had a substandard, unsatisfactory performance and/or conduct incident, how far back will the CRSP panel review my record?

Answer: A member's entire performance history will be available to the CRSP panel; however, a specific time period that the panel will focus on will be determined by the panel during its proceedings and deliberations.

41. What if I am on weight/body-fat probation during CRSP and fail to make reasonable and consistent progress or fail my probation?

Answer: Members who fail probation will be processed for discharge IAW existing policy and will be removed from CRSP processing. Those on probation will be evaluated by the CRSP.

SERVICEWIDE COMPETITION & ELIGIBILITY ADVANCEMENT LIST

42. What if I advance during the CRSP process?

Answer: Personnel who advance on or after 1 September 2010 and were originally identified for CRSP, remain candidates for CRSP. Advancement will not remove a candidate from CRSP consideration.

43. What if I advance during CRSP and I am selected for involuntary retirement?

Answer: If a member is selected for non-retention, they will retire at the higher pay grade.

44. If I am above the cutoff, will I lose out on my advancement before the CRSP panel results are published?

Answer: No, personnel on the May 2010, November 2009, and May 2009 advancement lists retain their current standing and may be advanced provided they remain eligible.

45. If I am selected for involuntary retirement, will I be able to take the May 2011 SWE?

Answer: No, personnel not selected for retention will be ineligible to compete for the May 2011 SWE.

46. If I am eligible to take the November 2010 SWE, will I still be considered for CRSP?

Answer: Yes. Personnel otherwise eligible to compete in the November 2010 SWE are encouraged to prepare for the exam. The terminal eligibility date was 1 August 2010. Personnel who place above the November 2009 or May 2010 advancement list cutoff will still be considered by the screening panel. Should these members be involuntarily retired, they will be retired at the higher grade if the advancement occurs prior to the retirement date.

47. If I have questions, is there someone I can contact for more information?

Answer: Yes. Please send all questions, comments, or concerns via email to the following address: ARL-PF-CGPSC-EPM-1-Career-Retentions. Allow 48 hours for a response.
