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FM COMCOGARD PSC ARLINGTON VA//EPM-2//  
TO ALCGPSC  
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UNCLAS //NO1306//  
ALCGENL 083/12

SUBJ: AY13 RECRUITER SOLICITATION

A. Military Assignments and Authorized Absences, COMDTINST M1000.8,  
Art. 1.E.2 and 1.E.7

1. This message solicits candidates and outlines the application process for members interested in recruiting duty in AY13.
2. Recruiting duty is a very challenging and rewarding experience. Recruiters are often the first contact that a vast majority of the public has with the Coast Guard and are a key element in providing human resources to the organization. Given the huge impact on the readiness of the service, the selection, motivation and training of the recruiter work force is a top priority for the Coast Guard today.
3. Eligibility requirements: All personnel who are tour complete in AY13 and meet the minimum requirements outlined in Ref A are encouraged to apply. The Recruiter Certification Form, command endorsement requirements, and email submission instructions can be found on the Special Assignments web site at:  
<http://www.uscg.mil/psc/epm/ao/specialassignments.asp>.
4. Reserve members seeking possible EAD opportunities in recruiting should submit a package for consideration. EAD contracts will only be considered after all active duty positions have been filled, however, screening by the panel will alleviate delays in the process.
5. Process/timeline:
  - A. NLT 27 Jun 2012: Recruiter Certification Forms and photos due.
  - B. 11 Jun - 17 Jul 2012: CGRC conducts phone interviews.
  - C. 18-19 Jul 2012: Selection panel convenes.
  - D. 00A 3 Aug 2012: Panel results released and shopping list published.
6. An e-Resume will only be required for those selected and released from rate. Notification regarding release from rate will be made by the Special Assignments Officer after the panel results have been published.
7. Research and timing are the primary elements that facilitate a smooth entry into Special Assignments. Most questions can be answered via the Special Assignments web site or reference material. For additional information, contact CWO Mike Dignan, Special Assignments Officer via email at: James.M.Dignan(AT)uscg.mil.

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