

2012 CAREER RETENTION SCREENING PANEL (CRSP) FAQs

1/20/2012

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 performance and conduct based tool used to ensure we 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 convene on 18 June 2012.

3. Who is a CRSP candidate?

Answer: Only retirement eligible active duty enlisted personnel E6 & below over 20-years service as of 1 June 2012 and E7 & above over 20-years time in service (TIS) with 3 or more years time in grade (TIG) as of 1 June 2012. The active duty base date (ADBD) will be used to determine active military service. Please refer to FAQ #6 (below) for personnel excluded from 2012 CRSP candidacy.

4. What if I am frocked? How is my TIG computed?

Answer: TIG computation for retirement and advancement is computed from the date of actual advancement to present paygrade for the rating in which presently serving, not the date frocked.

5. I successfully screened and was retained in the 2010 CRSP; will I be a candidate for CRSP this year?

Answer: Yes. Personnel who were approved for continued service in the 2010 CRSP will be reviewed again, provided they still meet the criteria listed in FAQ #3 above.

6. Who is excluded from CRSP?

Answer:

a. Personnel with an approved retirement date.

Note: Approved retirement orders must have been issued by PSC-epm-1 prior to the issuance of ALCOAST 025/12.

b. All reserve personnel to include: EAD, involuntary recall (Title 10), ADT, ADOT, IADT, ADT-AT and ADT-OTD orders.

c. Personnel at or above the cutoff for the 2012 Chief Warrant Officer (CWO) appointment cycle.

d. Personnel at or above the cutoff on the May & Nov 2011 Servicewide (SWE) advancement eligibility list as of 1 June 2012.

e. Personnel who were successfully screened and were selected for continued service by the 2011 CRSP.

f. Personnel serving in the Musician (MU) rating.

g. Personnel serving in the Navy Special Operations (OPS) Program.

h. Personnel selected for OCS, primary and alternate.

7. Will the CRSP be rating specific?

Answer: No. CRSP will screen all members meeting the previously mentioned CRSP candidate criteria regardless of their rate.

8. 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. An opportunity of selection (OOS) is

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determined by the needs of the Service and is adjusted yearly to accommodate those needs. Based upon the OOS established, only a percentage of those officers evaluated are retained or promoted.

9. 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 determined a need to continue CRSP. With the record retention rates we've experienced the past several years within the workforce, the Coast Guard needs an additional means to manage the workforce to ensure an appropriate opportunity for advancement of high performing junior enlisted.

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

Answer: The Assistant Commandant for Human Resources has tentatively planned to hold a CRSP in 2013.

11. Is the purpose of the CRSP to meet pre-determined required personnel levels that would force the panel to select personnel for involuntary retirement?

Answer: No. The purpose of CRSP is to address high retention and increase enlisted advancements. The panel is not required to select a minimum or maximum number for continued service.

12. What factors will the CRSP use to determine who is continued on active duty?

Answer: The CRSP will evaluate the member's record for the previous five years or since advancement to current paygrade, whichever is longest, using a performance and conduct 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 continued service of all members that the panel determines meet appropriate performance levels required of their grade and assigned duties.

13. What factors will the CRSP use to identify who may be recommended for involuntarily retired?

Answer: Documented misconduct and substandard or marginal performance are the primary reasons CRSP eligible candidates will be recommended for involuntarily retirement. The focus will be performance within the last five years, or since the member's advancement to their current pay grade (E5/E6/E7/E8/E9), whichever timeframe is longer (e.g., if a member was advanced to their current pay grade 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 using the prescribed assessment period and the official military personnel data record (EI-PDR) 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.
- 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.

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- 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 loss of 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.

Note: For E-9's, failure to demonstrate upward mobility means a lack of career positions that demonstrate versatility in rate and leadership responsibility.

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

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

15. If identified for involuntary retirement, can I pick the retirement date I want?

Answer: If identified for involuntary retirement by CRSP, all retirements are effective 1 December 2013. Personnel may request a retirement date prior to 1 December 2013 provided it is within the retirement window of 01 September 2013 – 01 December 2013; however, they must obtain a command endorsement indicating the command is willing to support a gapped billet. Requests for a retirement date prior to 01 September 2013 but outside the retirement window must also include a significant and compelling reason to support the modified retirement date. The request should also contain a statement that the command can, and is willing to, support a gapped billet until it can be filled during the normal AY13 assignment season. Personnel may request a waiver through PSC-EPM to extend retirement beyond 1 December 2013. All leave must be taken prior to the retirement date or sold accordingly as applicable with retirement processing.

16. As a CRSP candidate, can I submit a retirement request after ALCOAST 025/12 was released for a retirement date up to two years out IAW with current policy?

Answer: No; however, you may submit a retirement in lieu of CRSP (RILOC), up to 1 December 2013, which must be received before 30 April 2012. Those approved for RILOC will not be screened by the 2012 CRSP.

17. If I am identified by the CRSP for involuntary retirement will I retire under honorable conditions?

Answer: Yes. If you are identified for involuntary retirement you will receive an honorable characterization of service.

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

Answer: The CRSP composition will include a mix of senior officers and senior enlisted members.

19. How many people will be reviewed by CRSP?

Answer: Currently, there are approximately 900 personnel who meet the candidate criteria for the 2012 CRSP.

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20. 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 at ([Http://www.uscg.mil/psc/epm/crspdefault.asp](http://www.uscg.mil/psc/epm/crspdefault.asp)).

21. What were the results of last year's 2011 CRSP waiver and appeal process?

Answer:

2011 CRSP APPEAL FINAL REPORT

Total CRSP Appeals submitted: 11
Total CRSP Appeals approved: 0
Total CRSP Appeals denied: 11

2011 CRSP WAIVER FINAL REPORT

Total CRSP Waivers submitted: 12
Total CRSP Waivers approved: 1
Total CRSP Waivers denied: 11

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

Answer: Commands with e-mail 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 identified for involuntary retirement by CRSP, when will the billet be filled?

Answer: Commands can expect that PSC-EPM-2 will make every effort to minimize unexpected vacancies that result from CRSP.

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

Answer: Those members identified for involuntary retirement will be notified by their Commanding Officer in early August.

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

Answer: Yes. Those identified for involuntary retirement will receive full retirement benefits and transition assistance commensurate with retirement. *As a reminder, those involuntarily retiring who want to transfer Post 9/11 GI Bill benefits to their dependents must do so prior to retirement. The involuntary nature of the separation provides benefits and GI Bill protection if elected while on active duty.*

26. How will I know if I was identified for continued service by CRSP?

Answer: Those members identified for continued service on active duty will be notified by correspondence from PSC once all notifications to those members identified for involuntary retirement have been made. We anticipate correspondence to be mailed by the end of August.

27. Will there be a change to the Military Separations Manual (MILSEP)

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

CRSP CANDIDATE RESPONSIBILITY

28. If a member meets the criteria established in ALCOAST 025/12 what is their responsibility in this process?

Answer: Personnel who meet the criteria for CRSP should review and update their Direct Access information and work with their SPO/Admin to update their EI-PDR. Any missing or lacking authorized documents should be submitted before 30 April 2012. 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-epm-1: (1) If an eligible candidate is not listed; commands must submit name via message. (2) If an identified candidate does not meet the criteria; commands must submit a message requesting invalidation. (3) If member has a medical board pending; inform PSC-epm-1 via message. (4) If a candidate PDR is incorrect or incomplete; commands must ensure that the SPO is diligently reconciling the EI-PDR against the SPO PDR and submit all required information. Commands are also responsible for ensuring members identified for involuntarily retirement are properly counseled on their retirement dates and benefits, including Post-911 education benefits.

30. Who can I contact on questions regarding Post-911 education benefits?

Answer: All education benefits questions should be directed to Mr. Reidus Stokes at (202) 493-1936, CG-PSC-PSD-FS.

31. Why can't I submit my missing EI-PDR documents myself?

Answer: SPOs are responsible for submitting the necessary documents needed to update the EI-PDR, in accordance with ALCGPSC 045/10.

32. Is using the EI-PDR sufficient for this retention panel?

Answer: Yes. The EI-PDR is used for CWO selection boards, OCS candidate selections, Gold and Silver Badge selections, OIC screenings and assignments, and other special duty assignment selection processes. The EI-PDR is the official military personnel data record.

33. What if my Active Duty Base Date (ADBDB) is incorrect?

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

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

Answer: If this occurs, have your command submit a CGMS message to PSC-epm-1 for validation and action NLT 30 April 2012. (Refer to PSC-epm-1 link for CGMS template).

35. What if I have missing EERs?

Answer: It is every member's responsibility to ensure their EERs are completed in a timely manner.

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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.

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

Answer: Communication to the panel is a one-time opportunity that ensures 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 must be in the form of a CG memo (12-pt. font); not more than two pages in length.

Note: Refer to ALCGENL 007/12 for communication memo restrictions.

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

Answer: Personnel incorrectly identified for CRSP should quickly have their respective Permanent Duty Station (PDS) communicate this to PSC-epm-1 via CGMS. (Refer to PSC-epm-1 link for CGMS template). This message must be sent NLT 30 April 2012.

38. 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 shall have their respective PDS immediately notify PSC-epm-1 via CGMS. (Refer to PSC-epm-1 link for CGMS template). This message must be sent NLT 30 April 2012.

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

Answer: Members with medical board pending should immediately have their respective PDS notify PSC-epm-1 via CGMS. (Refer to PSC-epm-1 for CGMS template). This message must be sent NLT 30 April 2012.

40. What if I am scheduled for PCS in AY 2012, 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.

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

Answer: The CRSP will review member records during the last five years or since advancement to present pay grade for your rating, whichever is longer.

42. 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

43. If I am a CRSP candidate, can I still take the servicewide exam (SWE)?

Answer: Personnel eligible for the May 2012 SWE may still participate, provided they remain qualified.

44. What happens if I am below the cutoff and advance before the 2012 CRSP?

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Answer: Personnel below the cutoff on an eligibility advancement list who advance on or before 1 June 2012 will be removed from CRSP candidacy. Personnel below the cutoff on an eligibility advancement list who advance after 1 June 2012, and were originally identified for CRSP, remain candidates for CRSP.

45. What if I advance during CRSP and I am identified for involuntary retirement?

Answer: If a member is identified for involuntary retirement, they will retire at the higher pay grade.

46. 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 and November 2011 advancement list retain their current standing, may be advanced accordingly, and will be removed from CRSP candidacy, if above the cut prior to 1 June 2012.

47. If I am identified for involuntary retirement, will I be able to take the May 2013 SWE?

Answer: No. Personnel identified for involuntary retirement will be ineligible to compete for the May 2013 SWE.

48. If I am eligible to take the November 2012 SWE, will I still be considered for CRSP?

Answer: Yes. Personnel otherwise eligible to compete in the November 2012 SWE are encouraged to prepare for the exam.

49. If I am below the cutoff and identified for involuntary retirement, will I remain on the eligibility list?

Answer: Maybe. Only members identified for involuntary retirement who elect to remain involuntarily retired will remain on the eligibility list. IAW article 3.A.13.f of the Enlisted Accessions, Evaluations, and Advancements, an approved voluntary retirement immediately removes a member from the enlisted advancement eligibility list.

50. 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-Panels@uscg.mil. Allow 72 work hours for a response.