

BT

UNCLAS //N01310//

SUBJ: 2008 RESERVE JUNIOR OFFICER ASSIGNMENT PANEL FOR ISC CLEVELAND - INITIAL

A. RESERVE POLICY MANUAL, COMDTINST M1001.28A

1. THIS MSG INITIATES THE 2008 SELECTED RESERVE JUNIOR OFFICER (RJO) ASSIGNMENT SEASON FOR UNITS AND MEMBERS SERVICED BY ISC CLEVELAND (FOT). IAW REF A, THE 2008 RJO ASSIGNMENT PANEL WILL CONVENE MAY 8-9 2008.

2. THE FOLLOWING LIST OUTLINES THE RJO ASSIGNMENT PROCESS ACTION ITEMS AND THE TIMELINE FOR COMPLETION:

A. 04FEB08 - ISC CLEVELAND (FOT) WILL RELEASE THE SHOPPING LIST VIA MSG.

B. 04APR08 - COMMAND CONCERNS AND POSITION VALIDATION SUBMITTED TO ISC CLEVELAND (FOT). GUIDANCE FOR SUBMISSION WILL BE TRANSMITTED VIA SEPCOR.

C. 07APR08 - ASSIGNMENT PANEL MBRSHIP CONFIRMED.

D. 14APR08 - RJO SUBMISSIONS TO ISC CLEVELAND (FOT). SEE RJO INFO SECTION FOR SUBMISSION DETAILS.

E. 23APR08 - PRECEPTS AND READ AHEADS SUBMITTED TO PANEL MBRS.

F. 02MAY08 - ASSIGNMENT DECONFLICTION COMPLETED BY ISC (PF)S.

G. 08-09MAY08 - ASSIGNMENT PANEL CONVENES. LOCATION TBD.

H. 16MAY08 - PANEL RESULTS PUBLISHED VIA MSG.

I. 30MAY08 - ORDERS ISSUED IN DIRECT ACCESS.

J. 13JUN08 - MBR DEADLINE TO DECLINE ORDERS.

K. 01JUL08 - TRANSFERS EFFECTED.

3. TO ENSURE EQUITABLE ASSIGNMENT OPPORTUNITIES, ISC CLEVELAND WILL SUSPEND THE OFF-SEASON ASSIGNMENT PROCESS AFTER 4FEB08. ALL OFFICERS REQUIRING A SELRES POSITION AFTER THIS DATE WILL BE REQUIRED TO COMPETE VIA THE ASSIGNMENT PANEL.

4. UNIT REQUIREMENTS:

A. PROVIDE ISC CLEVELAND (FOT) WITH NAME OF UNIT POC TO COORDINATE COMMAND CONCERNS AND POSITION VALIDATION VIA EMAIL NLT 04FEB08.

B. ENSURE ALL ASSIGNED RJOs ARE PROVIDED A COPY OF THIS MSG.

C. ENDORSE RJOs E-RESUME.

5. RESERVE JUNIOR OFFICER REQUIREMENTS:

A. RJOs IN THE FOLLOWING CATEGORIES ARE REQUIRED TO SUBMIT AN E-RESUME:

1. TOUR COMPLETE.

2. SELECTED FOR THE NEXT HIGHER PAYGRADE.

3. ASSIGNED TO AN UNBUDGETED POSITION.

B. RJOs IN THE FOLLOWING CATEGORIES MAY SUBMIT AN E-RESUME FOR PANEL CONSIDERATION:

1. NOT TOUR COMPLETE--REQUIRES CMD ENDORSEMENT ON THE E-RESUME.

2. RJOs ASSIGNED TO IRR. IRR MBRS WILL REQUIRE RPM APPROVAL PRIOR TO ORDERS BEING ISSUED.

C. SUBMIT E-RESUMES VIA DIRECT ACCESS ONLY.

D. SUBMIT THREE MOST RECENT OERS AND RESERVE OFFICER PERSONAL RESUME (FORM CG-5481) TO ISC CLEVELAND (FOT). OERS AND CG-5481 SHOULD BE MAILED TO THE ATTENTION OF MS. AIDALIS MILLS, COAST GUARD INTEGRATED SUPPORT COMMAND CLEVELAND (FOT) 1240 EAST NINTH STREET CLEVELAND OH 44199 (FOT). MBRS ARE RESPONSIBLE FOR ENSURING OERS ARE RCVD BY ISC CLEVELAND (FOT) BY COB 14APR08.

C. RJOs MAY SUBMIT OTHER INFORMATION (I.E., LTR OF RECOMMENDATION, AWARDS, COURSE INFORMATION, ETC.) NOT CONTAINED IN DIRECT ACCESS. ADDITIONAL INFORMATION SHOULD BE MAILED ALONG WITH THE OERS.

F. ENSURE MBR INFO IN DIRECT ACCESS IS UP TO DATE PRIOR TO SUBMISSION OF PKG.

6. ISC CLEVELAND (FOT) POC: MS. AIDALIS MILLS (AIDALIS.MILLS(AT)USCG.MIL)

7. INTERNET RELEASE AUTHORIZED.

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