

E-PME



Enlisted

PROFESSIONAL MILITARY EDUCATION

Enlisted Assignment Process 4.F.01

Learning Objective(s): COMPLETE an e-Resumé.

Why You Need to Know This

The selection of duty assignments within the Coast Guard is not a random event. In order for the Coast Guard to fulfill its missions it must ensure that it has qualified people with the right skills in the right job at the right time. By the same token, the Coast Guard recognizes it must balance the needs of service with the needs and desires of its members by providing assignment policies and procedures that are both systematic and fair to all members. The **Coast Guard's Enlisted Assignment Process** is based on several factors and considerations. Knowing how these factors and considerations come into play can help you manage your expectations and also help you make informed choices when exploring your assignment options.

This lesson will provide you with the information you will need to know about the enlisted assignment process.

Topics Covered

This section will cover the following topics:

- Enlisted Assignment Process Overview
- Assignment Year (AY)
- e-Resumé
- Assignment Factors
 - Service Needs
 - Unit Needs
 - Member's Desire
- Assignment Priority Table

At the end of this lesson you will be required to participate in a learning activity. You are encouraged to first review the learning activity and the sign off requirements located in the "**You and Your Supervisor**" section of this lesson. Reviewing this information before you begin the lesson will allow you to take proper notes and focus on key learning points.

Enlisted Assignment Process Overview

Coast Guard Personnel Command is responsible to supply authorized numbers of qualified, versatile personnel who:

- Efficiently perform the Coast Guard's varied duties, and
- Through broad experience, are prepared to assume duties of greater responsibility and authority

To develop the experience and background required to meet this objective, members rotate in assignments within and between Service activities. In managing the Coast Guard's members, personnel command administration follows these basic principal assumptions:

- **Service needs.** In distributing and assigning members, Service needs come.
- **Fully qualified to hold rate.** If an enlisted person holds a specific rate, he or she is fully qualified to perform its duties.
- **Billet structure.** The billet structure the Commandant authorizes for a specific unit is adequate to execute its mission satisfactorily.

Assignment Year (AY)

The Enlisted Personnel Management Branch (EPM) of the Coast Guard Personnel Command is responsible for planning, announcing and executing assignments over a period of time referred to as an Assignment Year (AY). Each year, EPM releases an ALCOAST message (AY SITREP 1) which contains the following information:

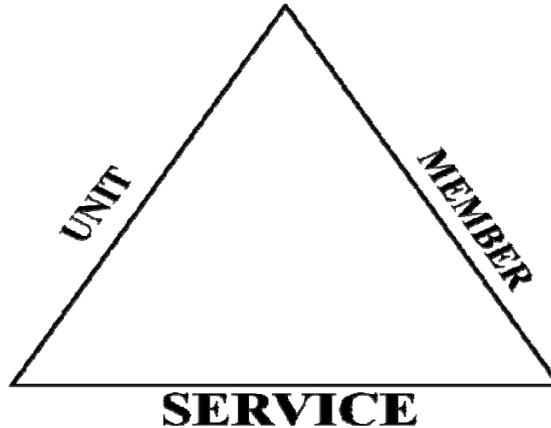
- The deadline for **command concerns**
- **Shopping lists** release dates
- The submission deadlines for electronic resumés or **e-Resumés**

e-Resumé

Members communicate with their assignment preferences using the e-Resumé located in **My Portal Direct**. Generally, members submit their e-Resumé in the fall and the Assignment Officer (AO) will issue orders during late winter and early spring.

The e-Resumé can be accessed from the Pay and Personnel Center website found at the following link: <http://www.uscg.mil/ppc/ps/> Additionally a quick reference guide on how to complete an e-Resumé is included at the end of this lesson.

Assignment Factors Assignment decisions made within the Coast Guard can best be understood by viewing them in the context of the Assignment Pyramid illustrated below:



Prior to making assignment decisions, AOs must consider a variety of factors, which include but are limited to the following:

- Service Needs
- Command concerns
- Member's desires
- Assignment policies
- Assignment priority
- Time in geographic area
- Time at current unit
- Commanding Officer's recommendation
- Sea to shore ratio
- Advancement status
- Performance
- Willingness to obligate service
- Members Competency codes
- Physical condition
- Security clearance

Service Needs

Mission execution is the primary need of the Coast Guard during transfer season. When considering the "Needs of the Service" AOs must take into account the following circumstances:

- Prioritization of mission critical positions
 - Return on Investment (transfer & training)
 - Maintain effective assignment & advancement processes
 - Attract/Develop/Retain/Deploy diverse & qualified workforce
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Unit Needs

The needs of the unit are also a factor the AOs must consider when making assignment decisions. Some of the command concerns and issues that AO's must consider include:

- Unit Personnel Allowance List (PAL) discrepancies
 - Release from Active Duty (RELAD)
 - Retirements
 - Medical Issues
 - Fleet-Ups
 - Specific qualification/skill needs
 - Command endorsements
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Member's Needs

While attempting to meet the needs of the service and the unit, the AO also must attempt **to balance the needs of the individual member**. In order to accomplish this, the AO must consider the following circumstances and concerns:

- Short/Long term professional goals
 - Assignment history & qualifications
 - Performance evaluations
 - Co-location (member married to member)
 - Special needs concerns
 - Geographic area preferences
 - Short tours
 - Extensions
 - Overseas screening considerations
 - Assignment priority
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Assignment Priority The Enlisted Personnel Management Branch (EPM-2) establishes assignment priorities based on location and unit type. AOs generally issue orders for members assigned to Priority 1 units first and finish with those members assigned to Priority 5 units. The **Assignment Priority Table** is listed below:

Priority	Unit Types
1	Overseas restricted units, AVDET GTMO and PATFORSWA afloat
2	Overseas afloat units other than PATFORSWA afloat, onboard the Polar Class Icebreakers, and PATFORSWA ashore.
3	INCONUS Afloat; LEDET/TACLET (deployment crews), HITRON (deployment crews), MSRT (deployment crews), MSST (deployment crews), PSU (active duty deployment personnel), Special Command Aides, Recruit Company Commanders, International Training Division, CG Recruiters, qualified Surfman, Dive Lockers, National Strike Force Strike Teams (deployment crews) , Rating Force Master Chief, STA Neah Bay, STA Quillayute River, STA Grand Isle, STA Venice, ANT Venice, ISC New Orleans (DD STA Grand Isle only)
4	Overseas ashore units, National Strike Force, Fleet and Afloat Training Groups, Atlantic and Pacific Area Training Teams, UTB and MLB STANTEAMS, MLC Food Services Assistance and Training (FSAT) Team, active duty members of International Ice Patrol (IIP), Commandant/Vice Commandant drivers and STA Grand Isle.
5	INCONUS ashore units.

Learning Activity



To successfully complete this requirement you will need to complete an e-Resumé with the assistance your supervisor.

Additional e-Resumé support can be found at the below website:

<http://www.uscg.mil/ppc/ps/>

For you and Your Supervisor

In order to meet the sign-off requirement for this lesson **YOU** must perform the following:

1. Prior to meeting with your supervisor review the contents of this lesson and organize your thoughts.
2. Using the quick reference guide found on the PPC website, complete an e-Resumé with the assistance of your supervisor.

Before signing off on this requirement your **SUPERVISOR** must:

1. Review the e-Resumé and make sure the member has completed it correctly.
 2. Provide the member with corrective feedback and answer any questions they may have related to this topic.
 3. Sign-off the check-off sheet on the Record of Enlisted Professional Military Education (E-PME) Performance Requirements.
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References

The following references were used in this lesson, they can be found at [CG Directives at CG-612](#):

- U.S. Coast Guard Personnel Manual, COMDTINST M 1000.6 (Series) Ch. 4
 - EPM Website: <http://www.uscg.mil/psc/epm/>
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