

2011 CAREER RETENTION SCREENING PANEL (CRSP) FAQs

10/3/2011

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 20 June 2011.

3. Who is a CRSP candidate?

Answer: Only retirement eligible active duty enlisted personnel E6 & below over 20-years service as of 1 June 2011 and E7 & above over 20-years time in service (TIS) with 3 or more years time in grade (TIG) as of 1 June 2011. The active duty base date (ADBD) will be used to determine active military service.

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. 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 086/11.

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 2011 Chief Warrant Officer (CWO) appointment cycle.

d. Personnel at or above the cutoff on the May 2010 Servicewide (SWE) advancement eligibility list.

e. Personnel who were successfully screened and were selected for continued service by the CRSP 2010.

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.

6. Will the CRSP be rating specific?

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

7. 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. Based upon the OOS established, only a percentage of those officers evaluated are retained or promoted.

8. 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. Under current policy, once enlisted members pass 10 years TIS, they receive

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an indefinite enlistment which provides them the ability to continue their service without review to 30 years, leaving the service no means to manage the flow of its senior enlisted workforce. 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.

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

Answer: The Director of Human Resources Services has tentatively planned to hold a CRSP in years 2012 and 2013.

10. 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 involuntary retirement.

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

Answer: The CRSP will evaluate the member's record up to 5 years back 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 retention of all members that at least two-thirds of the panel members determine meet appropriate performance levels required of their grade and assigned duties.

12. 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 involuntary 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 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.
- 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.

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- 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 participating in the servicewide exam during the last 5 years or since advanced to present paygrade.
Note: For E-9's, failure to demonstrate upward mobility means a lack of career positions that demonstrate versatility in rate and leadership responsibility.

13. 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.

14. If selected for involuntary retirement, can I pick the retirement date I want?

Answer: If selected for involuntary retirement by CRSP, all retirements are effective 1 December 2012. Personnel may request a retirement date prior to 1 December 2012 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 AY12 assignment season. Personnel may request a waiver through PSC-EPM to extend retirement beyond 1 December 2012. All leave must be taken prior to the retirement date or sold accordingly as applicable with retirement processing.

15. As a CRSP candidate, can I submit a retirement request after ALCOAST 086/11 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 2012, which must be received before 15 June 2011.

16. If I am identified by the CRSP panel 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.

17. 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.

18. How many people will be reviewed by CRSP?

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

19. 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/>).

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

Answer:

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CRSP APPEAL FINAL REPORT

Total CRSP Appeals submitted: 46
Total CRSP Appeals approved: 7
Total CRSP Appeals denied: 39

CRSP WAIVER FINAL REPORT

Total CRSP Waivers submitted: 97
Total CRSP Waivers approved: 9
Total CRSP Waivers denied: 85
Total CRSP Waivers no action*: 3

* No action taken due to CRSP appeal approved

21. 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)

22. 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 2012 (AY12).

23. 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.

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

Answer: Yes. Those selected 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.

25. 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 correspondence from PSC once all notifications to those members selected for involuntary retirement have been made. We anticipate correspondence to be mailed by the end of August.

26. Will there be a change to the Military Separations Manual?

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

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CRSP CANDIDATE RESPONSIBILITY

27. If a member meets the criteria established in ALCOAST 086/11 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 2011. This will update the EI-PDR at PSC.

28. 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 involuntarily retired are properly counseled on their retirement dates and benefits.

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

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

30. 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.

31. What if my Active Duty Base Date (ADBD) is incorrect?

Answer: It is the member's responsibility to ensure his or her retirement related base date is correct. The date can be check 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.

32. How will an error in my ADBD 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 2011. (Refer to PSC-epm-1 link for CGMS template).

33. 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.

34. 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

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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 048/11 for communication memo restrictions.

35. 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 2011.

36. 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 2011.

37. 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 2011.

38. 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.

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

Answer: The CRSP panel will review member records during the last 5 years or since advancement to present pay grade for your rating, whichever is longer.

40. 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

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

Answer: Personnel eligible for the May 2011 SWE may still participate, provided they remain qualified.

42. What if I advance during the CRSP process?

Answer: Personnel below the cutoff on an eligibility advancement list who advance on or after 1 June 2011, and were originally identified for CRSP, remain candidates for CRSP. Advancement will not remove a candidate from CRSP consideration unless they were at or above the cut before 1 June 2011.

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

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

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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 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 2011.

45. If I am selected for involuntary retirement, will I be able to take the May 2012 SWE?

Answer: No. Personnel selected for involuntary retirement will be ineligible to compete for the May 2012 SWE.

46. If I am eligible to take the November 2011 SWE, will I still be considered for CRSP?

Answer: Yes. Personnel otherwise eligible to compete in the November 2011 SWE are encouraged to prepare for the exam.

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

Answer: Maybe. Only members selected 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 Advancement Manual, an approved voluntary retirement immediately removes a member from the enlisted advancement eligibility list.

48. 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@uscg.mil. Allow 72 work hours for a response.