

[Enlisted Assignment Process](#) 13-4.02-K

KNOW the enlisted assignment process, as presented in the E-PME Study Guide.

*Enlisted
Assignment
Process*

Coast Guard Personnel Command administration strives 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 first.
- **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.

Coast Guard Personnel Command transfers hundreds of people each year within a period called an Assignment Year (AY). The assignment year is promulgated on October 1st and coincides with the fiscal year. However, many months of preparation take place prior to the promulgation of an AY.

*Special
Assignments*

Special assignments have a sizable impact in the preparation of an AY. Each year, persons are assigned to special assignment positions (also referred to as "out of rate" positions).

Personnel desiring to fill special assignments must submit applications to the special Assignments Officer (AO) requesting an out of rate assignment.

Special Assignments Include:

-  **Command Cadre (OinC/XPO)**
 -  **Recruiting**
 -  **Company Commander**
 -  **Coast Guard Investigators (CGIS)**
 -  **Career Development Advisor (CDA)**
 -  **Substance Abuse Advisor (SAD)**
 -  **Chief Petty Officer Academy (CPOA) instructors**
 -  **Command Master Chief (CMC)**
 -  **Honor guard for POs**
 -  **Tactical Law Enforcement Teams (TACLET)**
 -  **Maritime Law Enforcement (MLE) instructors**
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***Special
Assignments
Process***

The special assignments officer begins work on the upcoming AY around November. Many special assignment positions (such as Command Cadre, CMC, Recruiting, Company Commander) have panels to determine the best candidate for the position.

These panels convene well in advance of the AY for the following two reasons:

- If a panel selects an applicant for a special assignment, the special assignments officer must request the member's rating AO to release him or her for service in an "out of rate" billet.
- Members who apply but do not get accepted for special assignment positions must be notified and instructed to compete for assignments during the regular AY.

Once the special assignments process has been completed, all other AOs must determine who is leaving the rating and who is returning to the rating from special assignments.

Next, they must take into account all members who will:

- Be advanced
- Be released from active duty
- Retire
- Fleet up

After all the events related to personnel assignments have been considered and addressed, the shopping lists for each rating is promulgated and released.

Priority Categories	
Category	Unit Types
One	Unaccompanied overseas or extremely arduous
Two	OCONUS afloat
Three	INCONUS afloat
Four	OCONUS shore duty
Five	INCONUS shore duty

*Special
Assignments
Process
(continued)*

All personnel in the current AY must submit e-résumés via Direct Access.

- Personnel in priorities one through three receive their orders first. Most often people in these categories receive orders by January or February.
 - Personnel in categories four and five should receive orders by March or April.
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