



Reserve Info Bulletin



Off-Season Extended Active Duty Opportunity for Human Resource Specialists (O4 & O3)

The CG Office of Personnel Management (PSC-opm) is seeking Reserve or Active Component Officers to support critical fill positions at within the Human Resource field. Members interested in these opportunities are encouraged to reach out to the below points of contacts for the applicable position immediately. This Bulletin contains seven O-4 and four O-3 positions available for Reservists seeking EAD positions:

The Personnel Service Center Military Programs office is looking for an O-4 to serve as the Section Chief in PSC-PSD-Field Support (POSN 00029097). The member selected for this position will be responsible member benefits programs to include GI Bill, DEERS/RAPIDS, TSGLI, BAH protection, Family Stability Act, Coast Guard Voting Assistance Program, casualty matters, and military funeral honors.

Base NCR is looking for an O-4 to serve as the Personnel Support Department Head (POSN 0001756). The member selected for this position will lead and manage a department of 85 members (1 Officer, 35 enlisted, 9 GS, 35 Non-Appropriated Funds employees and 5 reserves). The Base NCR Personnel Support Department provides regional support for personnel & admin and pay and human resources to over 4,300 + customers. They also manage the HQ Fitness Center and the largest CG Child Development Center. Finally, the Personnel Support Department Head oversees regional MWR activities to include the CG Ball & CG DAY Picnic.

Commandant (CG-1R) is looking for an O-4 to serve as RW30 Implementation and Sustainment Team Leader (POSN 00071216). The member selected for this position will serve as the lead Change Management Champion for Mission Ready Total Workforce (RW30) Strategic Inlook Implementation efforts and foster collaboration across all RW30 stakeholders and Working Groups. This billet will lead the implementation efforts by facilitating initiative brainstorming, enabling cross functional communication, establishing knowledge management and metrics, enabling CG-wide RW30 comms & scheduling / attending recurring meetings on high-priority initiatives to ensure smooth execution of all initiatives. Ensure RW30 resourcing needs are integrated with budget formulation/execution, oversee management of CG-1 centered goals and priorities, and serve as the conduit to align CG-1 strategic efforts. Coordinate all RW30 annual reports and briefs for CG-1, DCMS, DCO, VCG, and CCG on RW30 progress and status affecting the entire workforce.

For more information on this position, contact CDR Jason Hopkins at Jason.A.Hopkins@uscg.mil.



Reserve Info Bulletin

District 17 is looking for an O-4 Administration Staff Chief (POSN 00037439). The member selected for this position plans, manages, and advances ~\$30M in Security Cooperation and Security Assistance activities throughout the Indo-Pacific to achieve national security, foreign policy, & DHS/USCG strategic objectives. Liaises w/ DoD, DoS International Narcotics & LE Affairs (INL), and 20+ U.S. Embassy country teams to facilitate organizational design, human capital investment, resident & mobile training, key leader engagements, and inter-agency synchronization for maritime security capacity-building programs.

TRACEN Yorktown is looking for an O-4 to serve as Personnel Support Department Head (POSN 00016543). The member selected for this position manages Personnel Services & Admin Sections supporting CG's largest TRACEN to include approximately 750 permanent staff and 1,500 "A" School students annually. Responsible for payroll, tuition assistance, \$35K AFC-34 budget, PDRs, PCS moves, discharges, retirements, weight, govt travel card, urinalysis & education programs.

BASE Miami Beach is looking for an O-4 to serve as Personnel Support Department Head (POSN 00008447). The member selected for this position leads five divisions; Personnel & Administration to include Education Services, Servicing Personnel Office (SPO), D7 Regional MWR, Regional Housing, and Regional Personal Property Shipping Office (PPSO). Manages 47 AD, 8 Reserve, 3 GS sups & 16/GS/NAF staff w/>10k customers across DHS & DOD in D7 AOR. Responsible for \$135K AFC-30 budget; oversees addtl \$700K in other AFC/NAF. ICS Coordinator & D7 Area IMT LSC. Direct assistant to XO for personnel matters, liaison to PSC.

BASE New Orleans is looking for an O-4 to serve as Personnel Support Department Head (POSN 00016554). Oversight, management and leadership responsibilities for ADMIN Div, SPO Div, MWR Div and Housing Div. to include ESO, DAO, AWS and PSTs.

For general information on how to apply to the O-4 positons, contact OPM-2 Assignment Officer: CDR Sarah Brenna at Sarah.E.Brennan@uscg.mil.



Reserve Info Bulletin

The Baltimore Yard is looking for an O-3 to serve as the Yard Military Support OPS (POSN 00017493). The member selected for will carry out duties equivalent to Base Personnel Department Head with some additional logistics responsibilities at the CG's largest industrial facility & only full service shipyard. They will supervise 2-GS, 2-CWO, 1-E8, 5-E7, 40-(E2-E6) providing Base support services (security, military police, admin, MWR, galley, barracks) to 2,200 personnel across 14 operational & mission support commands incl SFLC, Sector MD-NCR, APO, & 175-WLM. Manages \$400K AFC-30 and \$300K NAF annually.

Base Ketchikan is looking for an O-3 to serve as the Personnel Support Department Head (POSN 00001081). The member selected for this position will manage a 20+ member department (officer, enlisted, civilian, & NAF) across 3 remote Alaska locations. They will oversee delivery of Personnel Support Services, Transportation, & Area Housing. Supporting 22 District, Area, & HQ units regarding: pay, personnel, admin, education, housing, morale well-being & recreation (MWR), & HHG/POV shipments. Approving authority for overseas entry approval screening.

The Region 3 Civil Rights Detachment Office in Alameda, CA is looking for an O-3 to serve as the EEO Advisor (POSN 00039287). The member selected for this position will provide direct oversight & support as field-level expert for military & civilian equal opportunity rights & CG policies for all personnel and commands (80+) within Region 3, Zone 11. They will ensure compliance with CG & civil rights laws/statutes, COMDT Instructions & policies to include Title VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, & the Rehabilitation Act of 1973.

The Coast Guard Recruiting Command is looking for an O-3 to serve as the OPS Chief at Military Entrance Processing Station (MEPS) Atlanta (POSN 00017545). The member selected for this position will serve as the Operations Officer for at third largest jointly staffed MEPS; supervising 30+ military and civilians. They will manage daily operations, consisting of medical screenings, military entrance exams, & admin processing. They advise the MEPS Commander on operational policies and procedures and maintains the daily battle rhythm to ensure completion of all operational and training tasks. Additionally, the Operations Officer establishes and maintains relations with service liaisons and joint agencies.

For general information on how to apply to the O3 positons, contact OPM-2 Assignment Officer: LCDR Jacqueline Fitch at Jacqueline.Fitch@uscg.mil.