



COMDTINST 12410.13
30 JUN 2020

COMMANDANT INSTRUCTION 12410.13

Subj: U.S. COAST GUARD CIVILIAN ROTATIONAL ASSIGNMENTS

- Ref: (a) Management Directive 3130.2, Employee Details
 (b) DHS Instruction 250-01-001, REV 01, Employee Rotations Policy
 (c) Detail of Appropriated Fund Civilian Employees, COMDTINST 12300.7 (series)
 (d) Coast Guard Individual Development Plan (IDP), COMDTINST M5357.1 (series)
 (e) Administrative Grievance Procedure, COMDTINST 12771.1 (series)

1. PURPOSE.

- a. This Instruction establishes U.S. Coast Guard policy and procedures governing voluntary civilian rotational assignments for Coast Guard civilian employees to opportunities internal to Coast Guard. Through this effort, growth opportunities will be offered to civilian personnel to expand professional competencies, build upon leadership skills and offer exposure to different areas of interest.
- b. The Department of Homeland Security (DHS) has a separate program and policy regarding external rotational assignments (i.e., rotational assignments of Coast Guard employees to DHS or other DHS components or agencies, including DHS locations to foreign areas, U.S. Congress, and the White House). This information is covered in the Department of Homeland Security Employee Rotations Policy, Reference (b).

2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, chiefs of headquarters staff elements, and civilian supervisors and employees must comply with the provisions of this Instruction. Internet release is authorized.

3. DIRECTIVES AFFECTED. None.

DISTRIBUTION – SDL No. 170

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X		X					
B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X
E	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X				X	X		
F																	X	X	X	X						
G		X	X	X	X																					
H																										

NON-STANDARD DISTRIBUTION:

4. BACKGROUND. Growing a cadre of talented professionals is of major importance to Coast Guard's success. To be the federal employer of choice, the Coast Guard seeks to sustain and further advance the development of its total workforce. This initiative is designed to offer civilian employees more challenging, broader opportunities to learn about other areas. By implementing this initiative, Coast Guard aims to create a continual learning environment and build a high-performing collaborative workforce. This initiative is not intended to impact permanent allocation of resources including positions or people.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside Coast Guard.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Instruction is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion DHS (CATEX) A3 from further environmental analysis in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 and the Environmental Planning (EP) Implementing Procedures (IP).
 - b. This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policy in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA) and Environmental Effects Abroad of Major Federal Actions, Executive Order 12114, Department of Homeland Security (DHS) NEPA policy, Coast Guard Environmental Planning policy, and compliance with all other applicable environmental mandates.
7. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.dcms.uscg.mil/Directives/>, and CGPortal: <https://cgportal.uscg.mil/library/Directives/SitePages/Home.aspx>.
8. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the Directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

9. COVERAGE. This policy applies to all appropriated fund Coast Guard permanent civilian employees, both in the competitive service and the excepted service. This Instruction does not cover details. References (a) and (c) apply to details. A rotational assignment is not a detail. This policy also does not apply to intelligence or non-intelligence joint duty programs (JDP). A rotational assignment does not qualify for joint duty credit and in most situations will not qualify an individual for movement or promotion to a different series/grade levels.
10. EQUAL OPPORTUNITY (EEO) STATEMENT. Rotational assignments are free from unlawful discrimination and requests are considered without regard to race, color, national origin, religion, sex (including sexual orientation), age, disability, genetic information, marital status, parental status, political affiliation, engagement in a protected Equal Employment Opportunity (EEO) Activity, or any other basis protected by law. Organizations provide accommodations to qualified applicants with disabilities. Determinations on requests for reasonable accommodations are made on a case-by-case basis.
11. GRIEVANCES. As a voluntary action initiated by the employee, the receipt of or failure to receive a rotational assignment is not grievable under the Administrative Grievance Procedure, COMDTINST 12771.1, Reference (e), which applies to all non-bargaining unit employees. In the case of bargaining unit employees, the negotiated grievance procedure of the applicable collective bargaining agreement must be followed as it pertains to whether and to what extent the receipt of rotational assignments and related issues are grievable. Employees considering a rotational assignment should review their collective bargaining unit agreement (if applicable).
12. POLICY. The Coast Guard encourages supervisors to support requests from employees to participate in rotational assignments. Participation in rotational assignments will enhance participants' understanding of different career fields. In exercising this authority, responsible Coast Guard officials shall give due consideration to budgetary constraints as well as the Coast Guard's mission requirements.
13. DEFINITIONS.
 - a. Employee. A full-time permanent federal civilian employee of the Coast Guard
 - b. Coast Guard Rotational Assignment. A temporary placement of a Coast Guard civilian employee, including SES, from his/her position of record to another position within Coast Guard, for the purposes of training, development, and personal growth and/or to gain exposure to new areas.
 - (1) Rotational assignments are part of a training and developmental program. Assignments are intended to broaden employee's skills, help gain organizational knowledge, and enhance personal and professional growth. Assignments may also help the receiving or host organization accomplish its mission, meet Coast Guard's operational needs, and/or promote the efficiency of the U.S. government.
 - (2) Assignments may or may not be in the same office as the employee's position of record. Assignments may be part-time or full-time, virtual or in person, involve

shadowing or performing duties, and can be negotiated to include Job Swaps, as defined below.

- (3) Officially, the employee maintains the same grade, position description (PD), bargaining unit status, and in most instances, pay from his/her position of record (see 15e7). Assignments shall remain within the local commuting area of the employee, unless working virtually.
 - (4) Rotational assignments can last up to 180 days or six consecutive months. With consent from the home office, rotational assignments may be extended up to an additional 180 days, provided the total rotational assignment does not exceed one year.
 - (5) If the rotational assignment involves working virtually, the employee does not report to the host location, the duty station remains the same, and the employee generally follows the same work schedule.
- c. Job Swap. A type of rotational assignment that takes place when two employees in different offices or programs exchange jobs for a defined period of time. Typically, the employees have similar knowledge and skill sets that allow each to backfill the other during the job swap, and eventually go back to their original positions. Job Swaps are intended to increase an employee's understanding of how other offices and programs operate, to promote collaboration among offices/programs, and to expand employee skills and abilities. Typically these are limited to swaps within a single local commuting area.
 - d. Shadow Assignment. A type of rotational assignment during which an employee observes another person, often viewed as a mentor, during his/her official duties and daily work for a short, specified period of time. The learning aspect takes place through observation, questioning, discussion, and guidance gained from the mentor. Shadow assignments enable employees to gain first-hand knowledge about a job to understand better the roles and responsibilities of the incumbent's job. Typically, shadow assignments are less than one week, or can be for a few hours weekly or monthly.
 - e. Detail. A temporary assignment of an employee to a different position for a specified period with the employee returning to his/her regular duties at the end of the detail. Details in excess of 30 days shall be documented with a Request for Personnel Action, (SF-52) submitted by the supervisor. More information about details can be found in Reference (c), Detail of Appropriated Fund Civilian Employees, COMDTINST 12300.7 (series).
 - f. DHS Rotations Program (Homeland Security Rotation Program [HSRP] & Virtual Homeland Security Rotation Program [VHSRP]). An in-person (HSRP) or virtual (VHSRP) temporary assignment of a DHS employee, including SES, from his/her position of record to another office within DHS Headquarters or an Operational Component, or outside of DHS to another federal agency, congressional committee, of the White House, for the purposes of training and development. Eligibility requirements

and policy guidelines for this external program can be found in the Department of Homeland Security Employee Rotations Policy, Reference (b).

- g. Joint Duty Program (JDP)-(Non-Intelligence) & Joint Duty Assignment (JDA)-(Intel). DHS governed program and opportunities of assignments outside of the employee's home component or organization to another component or organization. These assignments have different intended outcomes and stricter eligibility requirements that can be found on this DHS web page:
<http://dhsconnect.dhs.gov/org/comp/mgmt/dhshr/emp/Pages/Joint-Duty.aspx>.
 - h. Position of Record. An employee's official position defined by grade, occupational series, employing agency, law enforcement officer status, and any other condition that determines coverage under a pay schedule, other than official worksite, as documented on the employee's most recent Notification of Personnel Action (Standard Form 50 or equivalent) and current position description.
 - i. Home Supervisor/Supervisor of Record. The employee's supervisor of record.
 - j. Home Office/Office of Record. The organization to which an employee is officially assigned as his/her regular, permanent duty location.
 - k. Host Supervisor. The employee's "temporary" supervisor during the assignment period.
 - l. Host Office/Receiving Office. The organization to which an employee is assigned for the duration of the rotational assignment.
 - m. Announcement. Rotational assignments are announced by the Civilian Career Management Team (CCMT) through the automated system and includes the office and/or branch name, position title, location, duration, and grade level along with information about the rotational assignment, desired or required skills and qualifications, and information about how to apply.
 - n. Days. Calendar days.
14. CIVILIAN EMPLOYEES ELIGIBILITY CRITERIA. To be eligible, a civilian employee must meet all of the following eligibility requirements:
- a. Have been employed by the Coast Guard on a permanent appointment for at least 1 year;
 - b. Have completed his/her probationary period;
 - c. Have not been demoted or suspended for performance or conduct reasons within the preceding 12 months; or, have not been issued a decision to effect a removal, demotion, or suspension action;

- d. Have an overall rating of record of at least “Fully Successful,” “Meets,” or equivalent rating from most recent performance review with no documented performance-related comments;
- e. Have met all applicable security clearance requirements;
- f. Have met any minimum educational, licensure, and certification requirement for the assignment; and
- g. Have met physical fitness standards, if such is required.

15. ROLES AND RESPONSIBILITIES.

a. Commandant (CG-122).

- (1) Establishes and communicates rotational assignment policy and requirements to leadership, supervisors, and participants.
- (2) Assists in coordinating external rotational assignments with DHS.
- (3) Collects and provides reports to DHS.

b. FORCECOM Civilian Career Management Team (CCMT).

- (1) Serves as the U.S. Coast Guard’s Rotations Program Coordinator.
- (2) Serves as the Coast Guard’s local Point of Contact (POC) for coordinating and posting rotational assignments conducted through the DHS Rotation Program (HSRP) and the DHS Virtual Rotation Assignment Program (VHSRP).
- (3) Develops and provides procedural guidance for the Coast Guard’s Rotational Assignment Standard Operating Procedures (SOPs) for opportunities internal to Coast Guard, and if needed, external.
- (4) Solicits and reviews Coast Guard rotational assignment opportunities from Host Office/Host Supervisor.
- (5) Posts and maintains current list of Coast Guard rotational assignment opportunities.
- (6) Solicits, reviews, and forwards Coast Guard rotational assignment applications from employees to host supervisors.
- (7) Maintains rotational assignment program records.
- (8) Maintains and promotes assignments via appropriate communications venues.
- (9) Monitors and tracks completion of rotational assignments.

(10) Tracks and submits rotational assignment data and information to Commandant (CG-122).

c. Home Supervisor/Supervisor of Record.

- (1) Considers office requirements when approving or disapproving an employee's request to participate in a rotational assignment.
- (2) Discusses with their respective employees opportunities for development with host offices.
- (3) Supports when possible the development of interested employees' Individual Development Plans (IDPs) and ensures they are maintained.
- (4) Coordinates assignments of employees with host supervisors.
- (5) Continues participant's pay and time keeping based on bi-weekly input from the host supervisor. (The home office/office of record is responsible for funding participants' training that is associated with the permanent position, if it occurs during the rotational assignment period. The office of record is encouraged to avoid such training during the rotational assignment, if possible.)
- (6) Works with the participant and host supervisor to finalize a start and end date for the assignment and documents information in writing.
- (7) Ensures coverage of the participant's work. The participant's permanent position of record is only backfilled through the temporary use of details and rotational assignments.
- (8) Solicits feedback from host supervisor on employee performance for inclusion and appropriate consideration in the annual rating.

d. Host Supervisor.

- (1) Identifies rotational assignments within their program or office intended for Coast Guard employees.
- (2) Develops a description of the rotational opportunity, which includes the following information: office and/or branch name, position/project/assignment title, location, beginning and end dates for the opportunity, host supervisor contact information (including phone and email), grade level, information about the rotational assignment (e.g., statement of duties, project description, roles and responsibilities), desired skills, and information about how to apply.
- (3) Submits requests for Coast Guard rotational opportunity descriptions to FORCECOM-CCMT for advertisement, posting, and maintenance.

- (4) Reviews applications and practices fair selection procedures (e.g., interview applicants, use a neutral tiebreaker method, offer opportunity to all who apply, apply seniority).
- (5) Discusses resource strategies, rationale, and recommendations with the home supervisor to ensure alignment of assignments and any funds responsibility.
- (6) Ensures that reasonable accommodations for office work space and equipment are available for the participant on an as needed basis.
- (7) Funds any requirements for training or travel during the rotational assignment that are related to the duties of the rotational assignment.
- (8) Tracks/monitors performance and provides appropriate written feedback to ensure the home supervisor is made aware of employee performance during/after the program for the purposes of annual and mid-term performance reviews.
- (9) Discusses extensions with employee, home office, CCMT and submits extension form to the CCMT (only if an extension is necessary).
- (10) Provides feedback to the CCMT on the productivity and benefit of the assignment after the employee returns to the home office.
- (11) Identifies and provides a physical workspace for non-virtual rotational assignments.
- (12) Consults with the Home Supervisor regarding an employee's work schedule, telework agreement, fitness time, and any other employment concerns.
- (13) Provides biweekly time attendance for employees by email to the home supervisor.

e. Employee.

- (1) Prepares an Individual Development Plan (IDP) in accordance with Reference (d) to include goals associated with participation in rotational assignments (recommended for longer term rotational assignments).
- (2) Seeks an assignment that supports career/skill development and requests supervisory approval to participate.
- (3) After receiving supervisory approval, initiates a request for a rotational assignment through the Coast Guard automated system or applies directly to the DHS website for DHS rotational opportunities.
- (4) Follows all requirements for participation in the rotational assignment and participates actively in the assignment.
- (5) Meets with the Host Supervisor to evaluate assignment progress and the degree to which it meets identified development goals.

- (6) Understands that entitlement to premium pay may be affected by the temporary rotational assignment (e.g. employee works shift work on Sundays regularly, and the rotational assignment is a Monday through Friday work requirement).
- (7) Understands that participation in a rotation assignment of any type is designed to provide exposure to new occupational areas, but is not designed to be qualifying for promotion opportunities.
- (8) Provides written feedback identified by the CCMT about his/her experience at the end of the assignment.

16. FORMS/REPORTS. None.

17. REQUEST FOR CHANGES. Recommendations for improvements to the U.S. Coast Guard Rotational Assignments Program should be submitted to Commandant (CG-122) through the chain of command.

/MICHELLE R. GODFREY/
Director, Civilian Human Resources,
Diversity, and Leadership