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FM COMCOGARD PSC WASHINGTON DC  
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SUBJ: ASSIGNMENT YEAR 2024 (AY24) OFF-SEASON RESERVE ASSIGNMENT OPPORTUNITIES FOR JUNIOR OFFICERS, CHIEF WARRANT OFFICERS, AND SENIOR ENLISTED PERSONNEL

A. Temporary Separations, COMDTINST M1040.6

B. RFRS Staff Element Responsibilities, COMDTINST 5320.4 (series)

C. Reserve Policy Manual, COMDTINST M1001.28 (series)

1. Off-season assignment opportunities exist for qualified Reserve personnel. Shopping lists and supplemental assignment information are available on the PSC-RPM website at: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/Reserve-Personnel-Management-PSC-RPM/RPM-2/Assignments/>. Once on the webpage, scroll down to the AY24 Shopping Lists section to access the off-season shopping lists.

2. Off-season assignment consideration is typically given to the following groups of Reservists: members in the IRR, members with an approved Regular-to-Reserve commission, members with an approved TEMPSEP IAW REF A, and double-encumbered members.

3. Members who received AY24 orders or are not tour complete will not be considered for an off-season assignment, unless in an over-billeted position.

4. Command endorsement criterion:

a. Members applying for Senior Enlisted Reserve Advisor (SERA) positions must include a Command endorsement addressing the member's suitability to serve as a SERA as per REF B.

b. Members who are double-encumbered and not tour-complete must obtain a Command endorsement addressing early departure.

5. Assignments are standard tour length as described in REF C.

6. Shopping lists will be released by 19 Jul 2024.

7. E-resume/FlexPAL:

a. Interested applicants must submit a Direct Access (DA) e-Resume NLT 30 Aug 2024, using the CG PPC DA user guide at: [https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Member/SS%20MBR%20-%20PCS%20eResume%20-%20Submit-PF\\_1.pdf?ver=OqH4Asdelh36xf-plVjJNw%3d%3d](https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Member/SS%20MBR%20-%20PCS%20eResume%20-%20Submit-PF_1.pdf?ver=OqH4Asdelh36xf-plVjJNw%3d%3d).

b. Junior Officers (ENS-LCDR) FlexPAL Guidance: The list of available assignments where training capacity exists is located on the PSC-RPM website denoted in paragraph 1, under the AY24 FlexPAL section. Under the FlexPAL system there are billets marked "F" for flexible and "NF"

for non-flexible. The NF designation means that this billet is important to unit success and should not be moved under the FlexPAL system. RPM is expected to try and fill these positions before flexible positions. As such, candidates should apply to NF positions on their E-resume foremost, but if they are looking for a general position that is flexible in a specific geo-location, then they must apply to the following position number: 00042876. Members will provide their Assignment Officers (AOs) with their geographic location and desired drill location in the "Member Comments" section of the e-resume in order to provide their AOs with accurate information for slating. For FlexPAL e-resume guidance refer to the PSC-RPM-2 website at: [https://www.dcms.uscg.mil/Portals/10/FlexPAL\\_Eresume\\_Guide.pdf](https://www.dcms.uscg.mil/Portals/10/FlexPAL_Eresume_Guide.pdf).

8. Members without access to DA shall complete a CG-2002 and email the completed form to the appropriate contact listed below. The form is available at:

[https://media.defense.gov/2017/Sep/18/2001811533/-1/-1/0/CG\\_2002.PDF](https://media.defense.gov/2017/Sep/18/2001811533/-1/-1/0/CG_2002.PDF).

9. Estimated report date is 01 Oct 2024.

10. Assignment Officers:

a. CGD ONE and FIVE (ENS-LCDR):

LT Justin Goodrum, Justin.A.Goodrum@uscg.mil.

b. CGD SEVEN, EIGHT and NINE (ENS-LCDR):

LT Jessica Colombo, Jessica.C.Colombo@uscg.mil.

c. CGD ELEVEN, THIRTEEN, FOURTEEN, SEVENTEEN (ENS-LCDR) and Chief Warrant Officers (W2-W4) through 01 Aug 2024:

LT Joel Laufenberg, Joel.P.Laufenberg@uscg.mil.

d. Chief Warrant Officers (W2-W4) after 01 Aug 2024:

CWO Keith Schieferstein, Keith.J.Schieferstein@uscg.mil.

e. CGD SEVEN (Enlisted):

YNCM Dennis Tompkins, Dennis.J.Tompkins@uscg.mil.

f. CGD ONE and FIVE (Enlisted):

ISCS Heather Salls, Heather.M.Salls@uscg.mil.

g. CGD EIGHT and NINE (Enlisted):

YNCS Jessica Barbay, Jessica.L.Barbay@uscg.mil.

h. CGD ELEVEN, THIRTEEN, FOURTEEN, and SEVENTEEN (Enlisted):

YNCM Mary Endicott, Mary.F.Endicott@uscg.mil.

11. To ensure a timely response in the height of transfer season, please send all inquiries to [HQS-SMB-CGPSC-RPM-2-ASSIGNMENTS@uscg.mil](mailto:HQS-SMB-CGPSC-RPM-2-ASSIGNMENTS@uscg.mil)

12. CAPT T.E. Fryar, Chief, CG PSC-RPM, sends.

13. Internet release authorized.

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