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SUBJ: RESERVE LIEUTENANT COMMANDER TO ENSIGN ASSIGNMENT YEAR 2025  
(AY25) KICKOFF ANNOUNCEMENT

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

1. This message announces the AY25 Reserve assignment season kickoff and provides important guidelines and information for Reserve Lieutenant Commanders through Ensigns competing for assignment, their command cadre or supervisors, and the Reserve officer corps at large. Supplemental information on the assignment process, is available in the AY24 Reserve Personnel Assignment guide, located on the PSC-RPM website: <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/AY25/>.

2. Shopping lists: PSC-RPM-2 is developing and validating AY25 shopping lists, which will identify anticipated billet vacancies.

Updates will be published on the PSC-RPM website.

a. Validation: Unit commanders must verify the accuracy and status of each Reserve position on their PAL as reflected in Direct Access (DA), along with anticipated vacancies. The Command Concerns Process Guide is located on the PSC-RPM website denoted in paragraph 1. Select the "Command Concerns" link under the "AY25 Assignment Guides/Templates" section. Submit discrepancies or comments to the appropriate PSC-RPM Central Assignment Coordinator (CAC) via Command Concerns by 31 Oct 24.

b. Availability: Shopping lists will be released by 15 Nov 24.

3. AY25 Assignment Candidate Pool:

a. The primary candidate pool consists of members reported in DA as tour complete in 2025, members filling positions in which a paygrade mismatch (plus or minus 2 pay grades) exists between member and billet, members in reprogrammed positions, and members projected to be released from active duty. This includes Lieutenant Commanders through Ensigns serving on long-term Active Duty for Operational Support (ADOS) and Extended Active Duty (EAD) who desire a SELRES assignment following their release from active duty. PSC-RPM-2 will track additions and deletions to candidate pools caused by promotions, screening panels, separations, position reprogramming and other actions.

b. Members serving on long-term voluntary ADOS orders that terminate any time during AY25 must submit an e-resume in DA. Members

serving on long-term voluntary ADOS orders that terminate after 01 March 2025 must apply for re-assignment using a CG-2002 to the appropriate Assignment Officer. Members who do not apply for assignment will be transferred to the Individual Ready Reserve (IRR) and may participate in the AY25 Off-season cycle or the AY26 assignment cycle.

c. PSC-RPM will adhere to tour completion dates when considering assignments. Members generally will not rotate prior to completion of their tours. However, early rotations are sometimes necessary to meet Service needs.

d. Members who will be affiliating with the SELRES via the Regular to Reserve (R2R) or Temporary Separation process must meet the timeline in paragraph 10. Those who miss the deadlines may participate in the AY25 Off-Season assignment or expect to remain in the IRR until the AY26 cycle.

#### 4. E-resume/FlexPAL:

a. For e-resume submission, command endorsement, and command endorsement verification steps, refer to the PPCs guides located at the link denoted in Paragraph 1. To ensure that an e-resume endorsement is completed on time, members must notify their command when an e-resume requiring command endorsement has been submitted.

b. Junior Officer FlexPAL guidance: Junior Officers (O1-O3) can now be assigned under the FLEXPAL system. The list of available assignments where training capacity exists is located on the PSC-RPM website denoted in paragraph 1, under the AY25 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 fill these positions before flexible positions. As such, candidates must apply to NF positions 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 must provide their Central Assignment Coordinators (CAC) with their geographic location and desired drill location in the "Member Comments" section of the e-resume. 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).

5. Reasonable Commuting Distance (RCD): REF A, Article 5.C describes policy regarding RCD. As a member becomes more senior, assignment opportunities within RCD become increasingly scarce. If a member wants to continue to serve in a SELRES status, the member must consider assignments beyond RCD.

6. Members who will voluntarily accept orders beyond RCD shall include the following statement in their e-resume member comments:

I, (rank and name) on (date), understand the Reasonable Commuting Distance (RCD) policy stipulated in COMDTINST M1001.28 (series), and will voluntarily accept orders beyond RCD.

7. IAW REF A, Article 5.E.1., members may be assigned to a Deployable Specialized Forces (DSF) unit without their consent if they live within RCD of these units and not enough qualified volunteers are identified. DSF units include the Port Security Units (PSUs) and Maritime Expeditionary Security Groups. Members who have not been assigned to a DSF unit are strongly encouraged to apply. Members who have been assigned to a DSF unit for more than 5 years may apply for reassignment through the normal assignment process.

8. Members who decline orders will be transferred to the IRR, Standby Reserve, or may request retirement or separation, IAW REF A, Article 5.A.10. Members who do not successfully compete for an AY25 assignment, or members who do not submit an e-resume IAW paragraph 10, will be transferred to the IRR and may compete for assignments in AY26.

9. For assignment guidance, refer to the PSC-RPM website denoted in paragraph 1.

10. AY25 Lieutenant Commander through Ensign timeline:

- a. 01 Sep 24 - 12 Jan 25: CACs available for assignment counseling.
- b. 01 Oct 24: Potential shopping lists available for review and command validation on RPM website denoted in paragraph 1.
- c. 31 Oct 24: Command Concerns and shopping list corrections due to PSC-RPM-2.
- d. 15 Nov 24: Shopping lists released and available in DA.
- e. 12 Jan 25: Deadline for members to submit e-resumes.
- f. 18 Apr 25: Assignment slates approved and finalized.
- g. 10-31 May 25: PCS orders released in DA, available to units in DA airport terminal.
- i. 27 Jun 25: Requests to retire or separate in lieu of orders due to PSC-RPM.
- j. 01 Oct 25: Effective date for AY25 assignments.

11. Central Assignment Coordinators:

- a. LT Justin Goodrum: CGD ONE and FIVE Junior Officer assignments, (571) 608-4289, [Justin.A.Goodrum@uscg.mil](mailto:Justin.A.Goodrum@uscg.mil).
- b. LT Jessica Colombo: CGD SEVEN, EIGHT and NINE Junior Officer assignments, (571) 608-7570, [Jessica.C.Colombo@uscg.mil](mailto:Jessica.C.Colombo@uscg.mil).
- c. LT Joel Laufenberg: CGD ELEVEN, THIRTEEN, FOURTEEN, and SEVENTEEN Junior Officer assignments, (571) 607-7567, [Joel.P.Laufenberg@uscg.mil](mailto:Joel.P.Laufenberg@uscg.mil).

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

13. Internet release authorized.