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FM COMCOGARD PSC WASHINGTON DC  
TO ALCGRSV

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SUBJ: RESERVE JUNIOR ENLISTED (E6 AND BELOW) 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 Junior Enlisted personnel (E6 and below) competing for assignment, their command cadre or supervisors, and Reserve personnel at large.

Information on the assignment process is available 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. E-resume/FlexPAL:

a. All Junior Enlisted members of all ratings will ONLY select position number 00047023 when submitting their e-resume in Direct Access (DA). The FlexPal Reserve Training Capacity Worksheet is available on the PSC-RPM website denoted in Paragraph 1, under the AY25 FlexPAL section.

b. Members must provide their Assignment Officers (AOs) with their geographic location and desired drill location in the "Member Comments" section of the e-resume.

c. 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.

3. AY25 Assignment Candidates:

a. Members who have been assigned to the same unit for more than five years and desire a new assignment may submit an e-resume.

b. Members who relocate their primary residence to a location beyond a Reasonable Commuting Distance (RCD) to their current assignment must submit an e-resume, regardless of rotation date. Command endorsement in DA is required and members must ensure their physical address has been updated in DA. Continuing in a current assignment is an available option, but other assignment preferences must be included in the e-resume.

c. 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). Members in the IRR may request a change in Reserve Component Category (RCC) and compete for positions at anytime.

4. Reasonable Commuting Distance (RCD): REF A, Article 5.C. describes policy regarding RCD. If there are no vacant positions available within RCD, members may voluntarily accept assignment to positions outside of the RCD.

5. 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.

6. 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.

7. Members who decline orders are subject to a transfer to the IRR, Standby Reserve, or may request retirement or separation, IAW REF A, Article 5.A.10.

8. Members who request a new SELRES assignment in AY25 must comply with the timeline in paragraph 11. E-resumes submitted outside of the submission period will only be considered based on the following:

- a. Member is relocating and their new residence is outside RCD.
- b. Member is requesting a critical fill assignment (e.g., PSU, Strike Team) within RCD.

9. Junior enlisted personnel shall consider all positions applicable to their rating, within RCD, as assignment options when crafting DA e-resume Member Comments. Members are strongly encouraged to contact their AO to ensure all possible assignment options are explored. For 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). 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.

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

11. AY25 Junior Enlisted Assignments Timeline:

- a. 01 Sep 24 - 12 Jan 25: AOs available for assignment counseling.

- b. 31 Oct 24: Command Concerns due to PSC-RPM-2.
  - c. 12 Jan 25: Deadline for members to submit e-resumes.
  - d. 18 Apr 25: Assignment slates approved and finalized.
  - e. 10-31 May 25: PCS orders released in DA, available to units in DA airport terminal.
  - f. 27 Jun 25: Requests to retire or separate in lieu of orders due to PSC-RPM.
  - g. 01 Oct 25: Effective date for AY25 assignments.
12. Assignment officers:
- a. MCPO Dennis Tompkins: CGD ONE and SEVEN Enlisted assignments, (202) 795-6531, [Dennis.J.Tompkins@uscg.mil](mailto:Dennis.J.Tompkins@uscg.mil).
  - b. MCPO Mary Endicott: CGD ELEVEN, THIRTEEN, FOURTEEN, and SEVENTEEN Enlisted assignments, (202) 795-6538, [Mary.F.Endicott@uscg.mil](mailto:Mary.F.Endicott@uscg.mil).
  - c. SCPO Jessica Barbay: CGD EIGHT and NINE Enlisted assignments, (202) 795-6534, [Jessica.L.Barbay@uscg.mil](mailto:Jessica.L.Barbay@uscg.mil).
  - d. SCPO Heather Salls: CGD FIVE Enlisted assignments, (202) 795-6524, [Heather.M.Salls@uscg.mil](mailto:Heather.M.Salls@uscg.mil).
13. CAPT T. E. Fryar, Chief, CG PSC-RPM, sends.
14. Internet release authorized.