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FM COMCOGARD PSC WASHINGTON DC

TO ALCGENL

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ALCGENL 186/24

SUBJ: ENLISTED PERSONNEL MANAGEMENT (EPM) ASSIGNMENT YEAR 2025 KICK OFF

- A. Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
- B. ACN 050/20, PROMULGATION OF THE SPECIAL NEEDS PROGRAM
- C. SCREENING FOR OVERSEAS DUTY, PSCINST 1300
- D. ALCGPSC 068/23, AY24 ENLISTED ASSIGNMENT PRIORITY SYSTEM REVIEW RESULTS
- E. ALCGENL 176/23, UPDATE: ADVANCE-TO-POSITION (A2P) BETA TEST FOR CALENDAR YEAR 2023 (CY23)
- F. ALCGENL 137/24 AY25 ENLISTED BOARDS AND PANELS KICK-OFF
- G. ALCGENL 078/24, AY25 SPECIAL ASSIGNMENTS KICK-OFF
- 1. This message kicks off Assignment Year 2025 (AY25) for the enlisted workforce, describes the AY25 timeline, and presents informational resources available to all members. This message is primarily for enlisted members who are tour complete or otherwise anticipating transfer in AY25, but it also includes important information for commands and supervisors.
- 2. A complete listing of all enlisted boards and panels, including timelines and eligibility criteria, can be found at: [EPM-1 Boards and Panels \(sharepoint-mil.us\)](https://sharepoint-mil.us).
- 3. AY25 timeline: Any changes to the dates below will be published via ALCGENL message and on the EPM SharePoint Site. This is the general timeline for all ratings. Members must review their rating's kickoff message for more specific guidance.
 - A. 01 May - 01 Aug 2024: EPM Assignment Officers (AOs) are available for assignment counseling and eResume guidance.
 - B. 01 May - 01 Aug 2024: Commands/AOs conduct Personnel Allowance List (PAL) validation.
 - C. 01 May - 31 Aug 2024: AOs and Central Assignment Coordinators (CACs) conduct EPM roadshows.
 - D. 01 Aug 2024: Command Concerns (COMCONs) and Operational Commander Priorities due.
 - E. 06 Sep - 27 Sep 2024: Unofficial shopping lists published/commands validate shopping lists.
 - F. 30 Sep 2024: Official shopping lists published.
 - G. 31 Oct 2024: Deadline for all PAL Reprogramming Review (PRR) billet creation or modifications to be shopped and filled with candidates competing for assignment in AY25. Billets created, including the use of Temporary Emergent Required Billets (TERBs), after this date will be treated as off-season fills and will not be guaranteed to be filled in AY25.
 - H. 01 Nov 2024: PCS eResumes due for most ratings.
 - I. 02 Nov 2024 - 31 Mar 2025: AOs slate members and issue orders.
- 4. EPM-2 will publish supplemental timelines for specific ratings, command positions, special assignments, and detached duty assignments as necessary. Refer to rating-specific SITREPS and EPM-2 AO SharePoint pages for additional guidance and deadlines.
- 5. Special assignments, detailed in Ref (G), will be shopped earlier than general assignments. Application timelines related to special assignments can be found at: [Special Assignments \(sharepoint-mil.us\)](https://sharepoint-mil.us).
- 6. Assignment (EPM-2) and Career (EPM-4) Counseling:
 - A. Members expecting to rotate in AY25, those taking the May 2024 SWE or above an existing cut for advancement, and those double-encumbered in a billet are expected to contact their

respective AO for assignment counseling. Any member may request counseling from their AO, even if not tour complete. Direct communication with the AO from 01 May to 01 August 2024 will increase members' awareness of professional development opportunities and provide the foundation for crafting a realistic eResume. Members seeking co-locations should understand policy pertaining to co-location assignments contained in Ref (A). The best way to assure co-location is early contact with the AOs for advice on crafting a realistic eResume. To schedule assignment counseling, please send an email to your respective AO with the subject line (Assignment Counseling-Name-EMPLID). Counseling for members who appear above a new or revised cut are also available throughout the year. Members are encouraged to contact their AOs within two weeks of the published SWE cut or revision message.

- B. EPM-4 conducts year-round career counseling for all members. Members can request career counseling and view additional career guidance information on the PSC-EPM-4 SharePoint Site: [EPM-4 Enlisted Career Advisory Branch \(sharepoint-mil.us\)](https://sharepoint-mil.us).
- 7. Command Engagement and Responsibilities:
 - A. Command Concerns: Commands should evaluate readiness impacts and prepare command concerns for AY25. Commands should validate their PAL using the Command Information page in Direct Access on a routine basis to ensure position numbers reflect where members are actually assigned. Commands may report PAL discrepancies via COMCONs. For detailed guidance on the procedures to validate your unit's PAL and submit COMCONs, refer to the job aid and template posted on the EPM SharePoint Site in the "COMCON and PAL VAL" folder located at: [EPM Command Concerns \(sharepoint-mil.us\)](https://sharepoint-mil.us). COMCONs are due NLT 01 Aug 2024. Timely submission is critical in the development of an accurate shopping list. Additional guidance on COMCONs and PAL VAL will be published SEPCOR.
 - B. Operational Commander Priorities: EPM-2 will solicit and consolidate priorities submitted by District and Area Commanders to facilitate the effective distribution of junior enlisted personnel. For detailed guidance on the procedures to submit District and Area Commander priorities, refer to the template posted on the EPM SharePoint Site in the "OP Commander Priorities" folder located at: [AY25 OPERATIONAL COMMANDER'S PRIORITIES TEMPLATES](https://sharepoint-mil.us).
 - C. Career Intentions: Commands should counsel tour complete members to ensure they are available for assignment per 1.A.5 of Ref (A) in AY25. To prevent unanticipated long-term gaps, commands MUST notify EPM if a member articulates their intention to RELAD after completing the required re-enlistment interview. EPM-2 will accept Career Intention Worksheets (CIW) beyond 6 months to mitigate unanticipated gaps. Commands aware of a member who is intending to separate prior to 01 Oct 2025 may use the CIW to notify EPM-2. Once the counseling is complete, submit the CIW to the appropriate AO as soon as possible. This allows AOs to properly shop the position and avoid a vacancy. Members who change their decision to RELAD and desire to remain in service after the signature date of the CIW may be issued orders to a service need position, depending on timeline and AO notification. The Coast Guard continues to offer opportunities for members departing Active Duty to continue serving in the CG Reserve. Active Duty enlisted members with questions regarding Continued service in the Coast Guard Reserve may contact the Inter Service Transfer Team, CG Recruiting Command, via email at CGR-SMB-ISTT@uscg.mil.
 - D. Command visits and roadshows: In addition to career counseling, roadshow attendance and engagement are critical aspects of the assignment process. An ALCGENL to address the process for requesting roadshows during the summer of 2024 will be released SEPCOR.
- 9. Afloat Assignments: As described in Ref (A), EPM-2 will focus on filling afloat positions earlier in the AY. All members tour complete in AY25, regardless of assignment priority (AP), may

compete for afloat assignments beginning in November 2024. For applicable ratings, AOs will work to slate cutters shortly after the PCS eResume deadline.

10. Special Needs: Special Needs is a mandatory program. Special Needs Program updates for each family member enrolled in the program must be initiated at least 9 months prior to the member's projected rotation date. A categorization system is in place for dependents in the program. Commands and members should carefully review Ref (B) to learn how these changes could affect their assignment options.
11. Overseas Assignments: All members who desire to compete for or receive orders to an overseas billet shall follow the procedures noted in Ref (C). This includes the use of forms CG-1300, 1300A, and 1300B for members and dependents, and command endorsement prior to eResume submission. Table 2 in PSCINST 1300 outlines participant responsibilities to pre-screen before eResume submission while Table 3 outlines responsibilities upon receipt of PCS or long-term ADOS orders. Members and departing commands should not delay initiation of this process, especially for eResume submissions.
12. Women Afloat Opportunities: Women afloat opportunities continue to expand each year with the new platforms, positions, and conversion of cutters. Women are encouraged to apply for any afloat position. In addition to AO counseling, women and commands seeking information on afloat assignments are encouraged to reach out to the Women Afloat Coordinator listed at the bottom of this message to further discuss these career-enhancing opportunities.
13. Assignment Priority: Per Ref (D), Assignment Priority is reviewed on a triennial cycle. The results of the April 2023 AP review panel will be used for AY25. The AP table can be found on the EPM-2 SharePoint link below.
14. Deadlines: It is imperative that Commands and transferring members meet established deadlines, review applicable portions of Ref (A) and watch for AY25 assignment SITREPS. Members who fail to adhere to submission deadlines will not be considered for screening panels and special assignments without an approved waiver.
15. EPM-2 SharePoint: The EPM-2 AO SharePoint pages are the central location for news and information within each rating. The AO SharePoint pages are located at: [Assignments Branch \(EPM-2\) \(sharepoint-mil.us\)](#). All enlisted members should frequently visit relevant pages for current information. Additionally, members are highly encouraged to subscribe to notifications from their rating assignment officers SharePoint page.
16. Points of Contact:
 - A. EPM-2 Branch Chief: CDR M. Deal, 202-795-6596 (Through 07JUN24)
LCDR T. Seleznick, 202-795-6596 (Acting 07JUN24-28JUL24)
CDR J. McCarron, 202-795-6596 (After 28JUL24)
 - B. CAC I (BM/ME/GM): LCDR T. Seleznick, 202-795-6576
 - C. CAC II (MK/DC/EM): LT J. Loewenstein, 202-795-6616
 - D. CAC III (CS/SK/MU/PA/YN/HS/PATFORSWA): LT S. Sekitoleko, 202-795-6578
 - E. CAC IV (Aviation/OS/IS/DV/Special Assign): LT J. Loewenstein, 202-795-6616 (Through 01SEP24) LT S. Grell, 571-613-2960 (After 01SEP24)
 - F. CAC V (ET/IT/MST/CMS/Nonrates/A-School): LT N. Kenney, 202-795-6593
 - G. Women Afloat Coordinator: EMC S. Komen, 202-795-6569
16. CAPT J. Guyer, Chief, Enlisted Personnel Management, CG Personnel Service Center, sends.
17. Internet release is authorized.

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