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FM COMCOGARD PSC WASHINGTON DC  
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SUBJ: RESERVE CWO AND SENIOR ENLISTED (E7-E9) 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 Chief Warrant Officers (CWOs) and Senior Enlisted personnel (E7-E9) competing for assignment, their command cadre or supervisors, and Reserve personnel at large. Supplemental information on the assignment process is available in the AY25 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 Assignment Officer (AO) via Command Concerns by 31 Oct 24.

b. Availability: Shopping lists will be released OOA 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 who will change Reserve Component Category (RCC) to Selected Reserve (SELRES), members advanced to E7 prior to the e-resume submission deadline noted in paragraph 10, members in reprogrammed positions, members projected to be released from active duty, and members in billets with more than one member assigned. This includes Reserve Chief Warrant Officers and senior enlisted personnel serving on long-term Active Duty for Operational Support (ADOS) who desire a SELRES assignment following their release from active duty. PSC-RPM-2 will track additions and deletions to the pool created by promotions, advancements, 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.

4. 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 serving in a SELRES status, the member must consider assignments beyond RCD.

5. Members who 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. Members who do not successfully compete for an AY25 assignment will be transferred to the IRR and may compete for an AY26 assignment, or members who do not submit an e-resume IAW paragraph 10 will be transferred to the IRR and may compete for an AY26 assignment.

8. 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.

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

10. AY25 CWO and Senior Enlisted Assignment Timeline:

- a. 01 Sep 24 - 12 Jan 25: AOs 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.
  - h. 27 Jun 25: Requests to retire or separate in lieu of orders due to PSC-RPM.
  - i. 01 Oct 25: Effective date for AY25 assignments.
11. Assignment officers:
- a. LT Joel Laufenberg: Chief Warrant Officer (W2-W4) assignments, (571) 607-7567, [Joel.P.Laufenberg@uscg.mil](mailto:Joel.P.Laufenberg@uscg.mil).
  - b. MCPO Dennis Tompkins: CGD ONE and SEVEN Enlisted assignments, (202) 795-6531, [Dennis.J.Tompkins@uscg.mil](mailto:Dennis.J.Tompkins@uscg.mil).
  - c. 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).
  - d. SCPO Jessica Barbay: CGD EIGHT and NINE Enlisted assignments, (202) 795-6534, [Jessica.L.Barbay@uscg.mil](mailto:Jessica.L.Barbay@uscg.mil).
  - e. SCPO Heather Salls: CGD FIVE Enlisted assignments, (202) 795-6505, [Heather.M.Salls@uscg.mil](mailto:Heather.M.Salls@uscg.mil).
12. CAPT T. E. Fryar, Chief, CG PSC-RPM, sends.
13. Internet release authorized.