
UNCLAS

R 011524Z MAY 12
FM COMCOGARD PSC ARLINGTON VA//EPM-2//
TO ALCGPSC
BT
UNCLAS //N01326//
ALCGENL 084/12
SUBJ: ENLISTED PERSONNEL MANAGEMENT ASSIGNMENT YEAR 2013 KICK OFF
A. Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
B. COMCOGARD PSC ARLINGTON VA 252010Z APR 12 / ALCGENL 079/12
C. <http://www.uscg.mil/epm>
D. <https://cgportal.uscg.mil/CTL/M733D1>
E. COMDT COGARD WASHINGTON DC 241558Z AUG 11 / ALCOAST 400/11
1. This message kicks off Assignment Year 2013 (AY13). All members who are tour complete in 2013 should take advantage of this time to think about their next tour, consider career aspirations including career progression/professional development, and seek guidance from mentors. Commands should begin evaluating readiness impacts and preparing command concerns expected in the next transfer season. Commands should also counsel tour complete members to ensure they are ready and available for worldwide assignment in the summer of 2013.
2. AY13 timeline: Dates below should remain firm, but any changes will be published on Refs (C) and (D) and announced in subsequent ALCGENL AY13 SITREPS.
 A. Standard Assignment Timeline:
 25 Apr: Roadshow locations published, Ref (B).
 01 May - 31 Aug: Commands/Assignment Officers (AOs) conduct PAL validation.
 01 May - 31 Aug: Members contact AOs for career counseling and mentoring.
 14 May - 10 Aug: Command visits.
 17 Aug: Command concerns due.
 17 Sep - 01 Oct: Shopping list published/commands validate shopping list.
 09 Nov: e-Resumes due.
 12 Nov 2012 - 31 Mar 2013: AOs slate members and issue orders.
 B. EPM will publish alternate timelines and early afloat solicitations for specific ratings and detached duty assignments as necessary. Refer to rating-specific SITREPS for additional guidance and deadlines.
 C. Special Assignments are already being shopped for AY13. For current timeline information please refer to the Special Assignments website found at Ref (C).
3. Career counseling/mentoring: Members, especially those expecting to rotate in AY13, and those who are taking the SWE or above an existing cut for advancement, are encouraged to contact their respective AO directly to schedule an appointment for career counseling and to discuss assignment preferences. Communication with the AO during this time is invaluable and will provide the groundwork for a realistic e-Resume and career expectations. Enlisted women are encouraged to contact MKC Tina Claflin, EPM Women Afloat Coordinator, for career counseling at any time throughout the AY.
4. Personnel Allowance List (PAL) validation/command concerns:
 A. Commands are reminded to validate their PAL in their unit's Airport Terminal in Direct Access on a routine basis to ensure position numbers reflect where members are actually assigned. Commands may report any PAL discrepancies via command concerns (COMCONS). For detailed directions on the procedures to validate your unit's PAL and submit COMCONS, refer to the jobaid and template posted on the EPM reference library - AY13 command concerns folder - on the EPM portal, Ref (D). Commands may submit COMCONS in the traditional CG Memo format, however the preferred format is

UNCLAS

UNCLAS

prescribed in the jobaid.

B. As a reminder, commands requesting an over-billet in unit positions should recognize that AOs are primarily responsible for filling anticipated PAL vacancies for authorized positions. Over-billets will only be considered after all anticipated CG-wide vacancies have been addressed. Additionally, AOs are not notified in Direct Access when a member RELADs. Commands must notify AOs as soon as possible when a member intends to RELAD to ensure positions are shopped and backfilled in a timely manner. Also note, COMCONS should not address individual member reassignment desires. The mechanism for this process is solely through the e-Resume endorsement.

C. The submission schedule may differ from officer command concerns and timely submissions NLT 17 August is critical in the development of an accurate shopping list. Please email COMCONS to: arl-dg-cgpscocomcons(at)uscg.mil. Units that are deployed or have extenuating circumstances may send COMCONS via message to: COMCOGARD PSC ARLINGTON VA//EPM-2//

D. For questions or concerns with PAL validation or COMCONS, contact LT Brian Whisler at (202)493-1270 or LT Mark Brass at (202)493-1285.

5. Command Visits:

A. Command visit scheduling is now available for the designated period of 14 May to 10 August. Visits will be conducted IAW the process outlined below. To effectively prepare for a command visit, command concerns must be received NLT two weeks prior to the scheduled visit.

B. Command representatives will meet with the EPM-2 Branch Chief and CACs in the EPM conference room for introductions and general assignment discussion, followed by one-on-one AO interaction as necessary. After completing the visit, the Division Chief and/or Branch Chief will conduct an out-brief. Although command visits provide an opportunity to meet face-to-face with EPM-2 personnel, they do not provide an assignment advantage over any other unit. Command visits will consist of a review of the COMCON items listed above, as well as an opportunity to gain insight or guidance on specific personnel management issues within the unit.

C. To schedule a command visit, the command POC shall e-mail arl-dg-cgpscocomcons(at)uscg.mil with a list of preferred dates. A calendar of available dates for command visits will be published and periodically updated on the EPM reference library - COMCON visit calendar - on Ref (D). For questions or concerns regarding command visits, please contact YNC Kellie Dean at (202)493-1251 or YN2 Kyle Rubino at (202)493-1271.

6. AY13 Information:

A. Be on the lookout for rating specific SITREPS announcing early slates, general AY13 information, and special job postings.

B. Special Needs is a mandatory program. Members who attempt to enroll in the program late in the assignment year risk being assigned to a location based solely on availability of services. Special Needs program enrollment updates for each family member enrolled in the program must be initiated at least 9 months prior to the member's projected rotation date. All members are encouraged to review Ref (E) to ensure compliance with the Special Needs program.

C. Commands and members are strongly encouraged to attend an EPM AY13 roadshow. Due to both budgetary and time constraints, we regrettably cannot visit all Coast Guard units. However, if we are scheduled to visit your AOR, please take advantage of this opportunity. The roadshow presentation is available for review at Ref (C).

D. The assignment process can be challenging, and a source of anxiety for many members. To help alleviate concerns, it is

UNCLAS

UNCLAS

imperative that commands and transferring personnel remain well informed, review applicable portions of Ref (A), and keep a sharp lookout for AY13 assignment SITREPS.

7. Internet release authorized.

8. CDR N. S. Nancarrow, PSC-EPM-2, sends.

BT

NNNN

UNCLAS