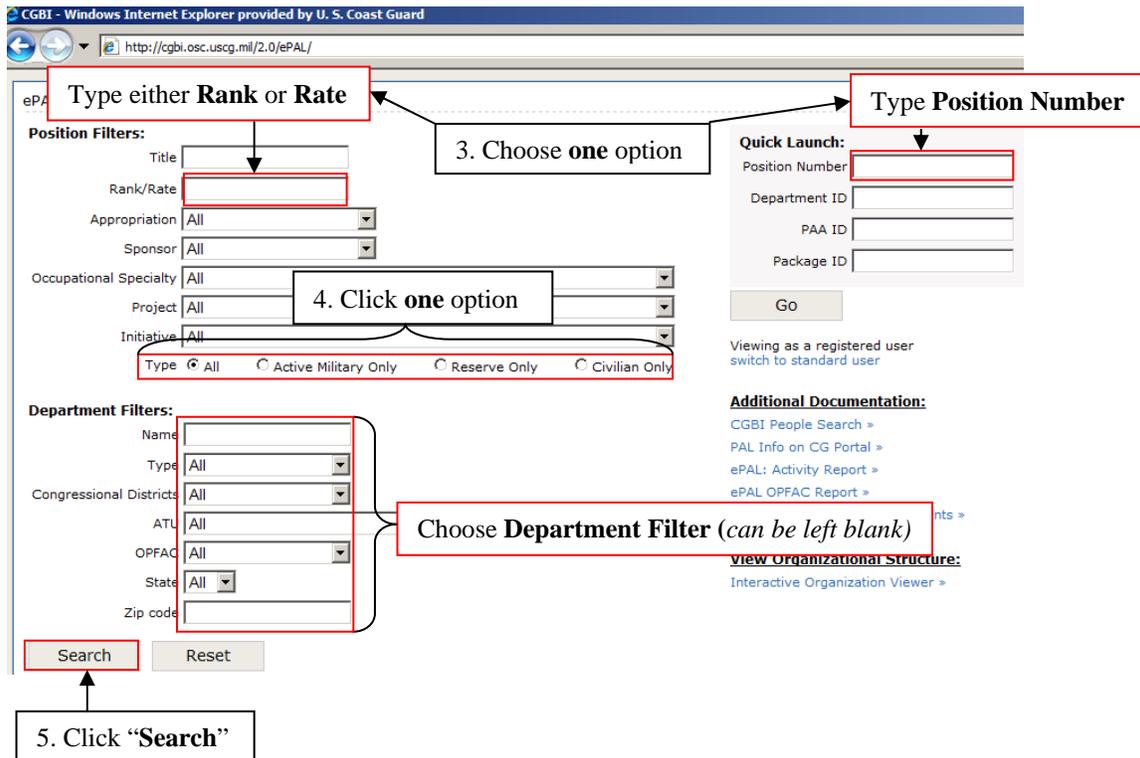
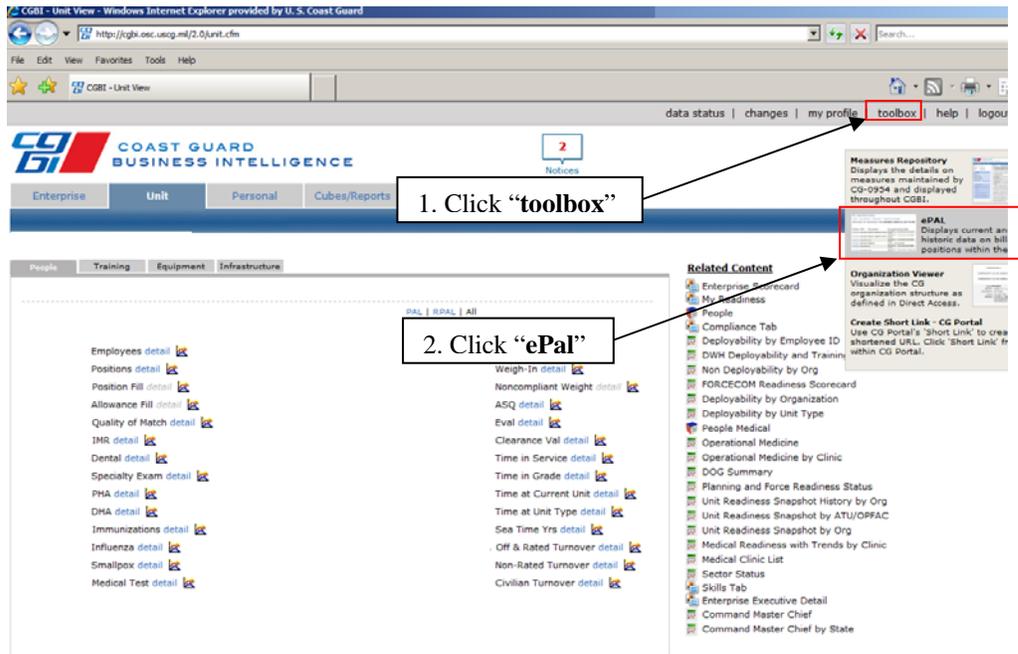


**Personnel Allowance List (PAL)** is a resource management and personnel resource allocation tool used to identify and track all active duty military billets, civilian positions, and selected reserve military billets in the Coast Guard. PAL data resides in the Coast Guard's Human Resource Management System (DIRECT ACCESS).

The Coast Guard Business Intelligence (CGBI) contains a search form with access to the most up to date PAL data: <http://cgbi.osc.uscg.mil/2.0/unit.cfm>



## Search by "Position Number"

CGBI - Windows Internet Explorer provided by U. S. Coast Guard  
 http://cgbi.osc.uscg.mil/2.0/ePAL/

ePAL: Search

**Position Filters:**

Title   
 Rank/Rate   
 Appropriation All   
 Sponsor All   
 Occupational Specialty All   
 Project All   
 Initiative All   
 Type  All  Active Military Only  Reserve Only  Civilian Only

**Department Filters:**

Name   
 Type All   
 Congressional Districts All   
 ATU All   
 OPFAC All   
 State All   
 Zip code

**Quick Launch:**

Position Number   
 Department ID   
 PAA ID   
 Package ID   
 Go

Viewing as a registered user  
[switch to standard user](#)

**Additional Documentation:**

[CGBI People Search >](#)  
[PAL Info on CG Portal >](#)  
[ePAL: Activity Report >](#)  
[ePAL OPFAC Report >](#)  
[Department Functional Statements >](#)

**View Organizational Structure:**

[Interactive Organization Viewer >](#)

3. Click "Search"

2. Click "Go"

1. Type the Position Number

View "Position Number & Department Name"

Information for Position Number: 00007843  
 Current Department Name: SEC KEY WEST FIN/SUPPLY DIV

View position information

BCN	Description	Grade	Occupational Specialty	Source	Appropriation	DEPT	Unit ID	Department Name
0726173	FINANCE/SUPPLY SUPPORT	SKC	420 - Storekeeper	Military	D - AFC-01	007198	07-37140-20C	SEC KEY WEST FIN/SUPPLY DIV
0726173	FINANCE/SUPPLY DUTY	SKC	420 - Storekeeper	Military	D - AFC-01	007198	07-37140-20C	FINANCE/SUPPLY DIV
0726173	GROUP - DUTY	SKC	420 - Storekeeper	Military	D - AFC-01	000020	07-36298	CG GP KEY WEST

View "Rotation Date, EMPLID, Name of Incumbent & Present Rank"

Viewing as a registered user

Present Assignment

Rotate Out	EMPLID	Name	Present Rank
07/01/17			

Pending Action

Status	OPER ID
No pending action	

Assignment History  
[View Transfer Gap](#)

Click on "Dept" to view individual Department ID's, billet & personnel information for the entire department.

# Search by "Rank/Rate"

ePAL: Search

## Position Filters:

Title

Rank/Rate  ← Type either Rank or Rate

Appropriation

Sponsor

Occupational Specialty

Project

Initiative

Type  All  Active Military Only  Reserve Only  Civilian Only

## Department Filters:

Name

Type  ← 2. Click one option

Congressional Districts

ATU

OPFAC

State

Zip code

← 3. Click "Search"

## Quick Launch:

Position Number

Department ID

PAA ID

Package ID

Viewing as a registered user  
[switch to standard user](#)

## Additional Documentation:

- [CGBI People Search >](#)
- [PAL Info on CG Portal >](#)
- [ePAL: Activity Report >](#)
- [ePAL OPFAC Report >](#)
- [Department Functional Statements >](#)

## View Organizational Structure:

[Interactive Organization Viewer >](#)

Position Filters: Title, Rank/Rate (SKC), Appropriation (All), Sponsor (All), Occupational Specialty (All), Project (All), Initiative (All), Type (Active Military Only selected).

Department Filters: Name, Type (All), Congressional Districts, ATU, OPFAC, State, Zip code.

Quick Launch: Position Number, Department ID, PAA ID, Package ID, Go.

Additional Documentation: CGBI People Search, PAL Info on CG Portal, ePAL: Activity Report, ePAL OPFAC Report, Department Functional Statements.

View Organizational Structure: Interactive Organization Viewer.

Click Excel icon to convert ePal data to an Excel document  
 "A new window will open\*"

Click on "Department Name" to view Department Details

198 results found where Rank/Rate = SKC Position Type = REL

Position	Grade	BCN	Description	DEPT	Department Name	City, State Zip
00839349	SKCH	4000333	ALC DUTY	009418	ALC AVIATION LOGISTICS DIVISION LOGISTICS COMPLIANCE BRANCH	ELIZABETH CITY, NC 27909
00519333	SKCH	7600643	COMPTROLLER DIV - DUTY - ACO	002423	SUPPLY OPERATIONS BRANCH	MOBILE, AL 36689-8322
00521578	SKCH	3356203	FINANCE/ACCOUNTING DIV CHIEF	038070	BASE SEATTLE FINANCE & ACCOUNTING DIVISION (BF)	SEATTLE, WA 98134
00100529	SKCM	N/A	MANPOWER/HSI/PERSONNEL	008949	ACQUISITION PROGRAM MANAGER CAISR (CG-933)	WASHINGTON, DC 20593
00833006	SKCH	9002905	RFMC (SK)	010784	OFFICE OF WORKFORCE MANAGEMENT (CG-DCHS-81)	WASHINGTON, DC 20593
00812205	SKCH	0832273	BUDGET/FINANCE DUTY	002499	DS BUDGET BRANCH (DM)	New Orleans, LA 70130
00069451	SKCH	9069451	DDE-SPONSOR'S REP FOR ILS	006621	DDE-COMMANDER OP TEST & EVALUATION FORCE VA	NORFOLK, VA 23505
00005617	SKCM	0521983	FINANCE/SUPPLY DIV CHIEF	007587	SECTOR HAMPTON ROADS FINANCE/SUPPLY DIVISION	PORTSMOUTH, VA 23703-2199

Click on "Position" to view position history

## \*Export ePal data to Excel

### ePAL: Search Export

Choose columns:

Position:

- Number
- Title
- Appropriation
- Encumbered
- Grade
- Occupation Information
- Rank
- Salary Admin Plan
- Source
- Type
- Approval Date
- Assignment Count
- Assignment Officer
- Background File
- Billet Control Number (BCN)
- Current Initiative
- Effective Status
- Expiration Date
- Jobcode
- Job Family
- Last PAA ID
- Liaison
- Package ID
- Permanent Code
- Project
- Sponsor
- Status

1. Filter Options:  
Place check marks in the corresponding boxes to display the desired information which you would like to see in your spreadsheet.

Employee:(incumbent data)

- ID (EMPLID)
- Name
- Rotation Date
- Grade \*registered users only\*
- Job Title \*registered users only\*

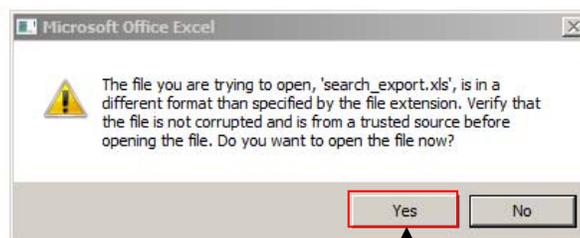
Department:

- ID (DEPTID)
- Name
- Administrative Target Unit (ATU)
- Operating Facility (OPFAC)
- Operating Facility (OPFAC) Modifier
- City
- State
- Congressional District
- Hull Number
- Mission Type
- Organization Level 2
- Organization Level 3
- Organization Level 4
- Organization Level 5
- Organization Level 6
- Organization Level 7
- Organization Level 8
- Organization Level 9
- Organization Level 10
- Type
- Unit ID

Continue

2. Click "Search"

When the "loading screen" appears, you will need to minimize everything and then re-open excel to view the below message asking you if you want to open the file.



3. Click "Yes"

## Export ePal data to Excel

The spreadsheet opens with the desired information that can be sorted and filtered as needed.

UNCLASSIFIED

Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 10, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Decimals

Styles: Normal, Bad, Neutral, Calculation

K4 Employee Grade

search\_export [Read-Only]

	A	B	C	D	E	F	G	H
1	1674 results found where							
2	Rank/Rate = sk							
3	Results generated on 08-07-2013 by John Caicedo (viewing as a registered user)							
4	Position Number	Position Title	Position Encumbered	Position Grade	Position Occupation Information	Position Rank	Position Jobcode	Employee ID (EMPLID)
5	00004199	DUTY	YES	E5	420 - Storekeeper	SK2	442094	1234567
6	00036353	DUTY	YES	E5	420 - Storekeeper	SK2	442094	1234567
7	00031430	DUTY	YES	E5	420 - Storekeeper	SK2	442094	1234567
8	00036962	DUTY	YES	E5	420 - Storekeeper	SK2	442094	1234567
9	00009510	DUTY	YES	E5	420 - Storekeeper	SK2	442094	1234567
10	00009510	DUTY	YES	E5	420 - Storekeeper	SK2	442094	1234567
11	00004396	DUTY	YES	E5	420 - Storekeeper	SK2	442094	1234567
12	00010447	AIRSTA - DUTY	YES	E8	420 - Storekeeper	SKCS	442091	1234567
13	00010447	AIRSTA - DUTY	YES	E8	420 - Storekeeper	SKCS	442091	1234567
14	00012749	AIRSTA - DUTY	YES	E6	420 - Storekeeper	SK1	442093	1234567
15	00010446	AIRSTA - DUTY	YES	E6	420 - Storekeeper	SK1	442093	1234567
16	00010445	AIRSTA - DUTY	YES	E5	420 - Storekeeper	SK2	442094	1234567
17	00010529	LEASED HOUSING PRGM-DUTY	YES	E5	420 - Storekeeper	SK2	442094	1234567
18	00010444	AIRSTA - DUTY	YES	E5	420 - Storekeeper	SK2	442094	1234567
19	00010442	AIRSTA - DUTY	YES	E4	420 - Storekeeper	SK3	442095	1234567