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FM COMCOGARD PSC ARLINGTON VA//EPM-2//

TO ALCGPSC

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ALCGENL 102/14

SUBJ: ENLISTED PERSONNEL MANAGEMENT ASSIGNMENT YEAR 2015 KICK OFF

A.

<https://cgportal2.uscg.mil/units/psc/psc-epm/DropOffLibrary/Forms/AllItems.aspx>

B. CG Special Needs Program, COMDTINST 1754.7 (series)

C. Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)

1. This message kicks off Assignment Year 2015 (AY15). All members who are tour complete in 2015 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 2015.

2. AY15 timeline: Any changes to the dates below will be published on Ref A and announced in subsequent ALCGENL AY15 SITREPS.

a. Standard assignment timeline:

08 May - 29 Aug: Members contact AOs for career counseling and mentoring.

08 May - 15 Aug: Commands/Assignment Officers (AOs) conduct PAL validation.

18 Aug: Command concerns due.

15 Sep - 29 Sep: Unofficial shopping lists published/commands validate shopping list.

01 Oct: Official shopping lists published

07 Nov: E-resumes due.

10 Nov - 31 Mar: 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 will be shopped earlier than regular assignments. For current timeline information please refer to the special assignments website found at <http://www.uscg.mil/epm/AO/SpecialAssignments.asp>.

3. Career counseling/mentoring: Members, especially those expecting to rotate in AY15, those who are taking the SWE or are above an existing cut for advancement, and those double encumbered in positions, are encouraged to contact their respective AO directly to schedule an appointment for career counseling and to discuss assignment preferences. Direct communication with the AO from 01 May to 29 August is invaluable and will provide the groundwork for a realistic e-resume and career expectations. Enlisted women are encouraged to contact YNC Jennifer Bell, EPM Women Afloat Coordinator, at (703) 872-6573 for career counseling at any time throughout the AY. Those seeking collocations should understand that collocations are not guaranteed, and the best way to increase the likelihood for a collocation is early contact with the Assignment Officers for advice on realistic e-resume positions.

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

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(COMCONS). For detailed directions on the procedures to validate your unit's PAL and submit COMCONS, refer to the job aid and template posted on the EPM portal, Ref A, in the "COMCON and PAL VAL" folder. Commands may submit COMCONS in the traditional CG Memo format, however the preferred format is prescribed in the job aid.

b. COMCONS must be submitted NLT 18 August. Timely submission is critical in the development of an accurate shopping list. Please email COMCONS using the prescribed template to: arl-dg-cgpsccomcons(at)uscg.mil. Units that are deployed or have extenuating circumstances may send COMCONS via message to: COMCOGARD PSC ARLINGTON VA//EPM-2//.

c. For questions or concerns with PAL Validation or COMCONS, contact LT Margaret Brown at 703-872-6578 or LT Andrew Madjeska at 703-872-6616.

5. Command visits and Roadshows: Due to CG-wide travel guidance, formal Command Visits and Roadshows will not take place in AY15. If a command is in the NCR for other authorized travel between 12 May and 31 July and has time available, we may be able to accommodate a command visit. Please contact CWO Thomas Craig at (703) 872-6583 or CWO Jonathan Franchebois at (703) 872-6607 at least two weeks prior to your NCR travel to schedule and provide your command concerns.

6. AY15 information:

a. Be on the lookout for rating specific SITREPS announcing early slates, general AY15 information, and special job postings.

b. Maritime Enforcement Specialists should closely monitor ALCGENL bulletins for the announcement of the Deployable Specialized Forces Screening Panel for AY15. This panel will objectively review applicants to identify those most likely to succeed in these challenging, career enhancing positions.

c. Special Needs is a mandatory program. Members who 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 B to ensure compliance with the Special Needs program.

d. The assignment process can be challenging, causing anxiety for many. To help alleviate concerns, it is absolutely imperative that commands and transferring personnel remain well informed, review applicable portions of Ref C and keep a sharp lookout for AY15 assignment SITREPS.

7. Internet release authorized.

8. CAPT W. J. Lane, PSC-EPM-2, sends.

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