

Coast Guard Business Intelligence Electronic Personnel Allowance List

Overview

Introduction This document will guide you through the process of accessing and downloading the Electronic Personnel Allowance List (ePAL) using the Coast Guard Business Intelligence (CGBI) system.

Personnel Allowance List Description Personnel Allowance List (PAL) is a resource management and personnel resource allocation tool to identify and track all active duty military billets, civilian positions, and selected reserve military billets in the Coast Guard.

Accessing PAL Data PAL data resides in the Coast Guard's Human Resource Management System (Direct Access). However, Direct Access does not provide a user-friendly way of extracting and viewing PAL data.

The Coast Guard Business Intelligence (CGBI) system contains a search form with access to the most up to date PAL data.

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Accessing the ePal

Introduction This section provides the procedure for accessing the ePAL.

Procedure Open the web browser and navigate to CGBI. The address is: <http://cgbi.osc.uscg.mil/2.0/unit.cfm>. Then, follow these steps to access the CGBI ePAL.

Step	Action
1	Click “toolbox”
2	Click “ePal”

Figure 1 (Steps 1 and 2)

3 The ePal search dialog will open in a new window. (End of procedure.)

Searching the ePAL This guide provides procedures for searching the ePAL by position number or rank/rate.

1. To search by individual position number. See “[Search by Position Number](#)” on the next page for the procedure.
2. To search by other criteria to view a range of positions (e.g All active duty SK2 positions). See [Search by Rank/Rate](#) on page 4 for the procedure.

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Search by Position Number

Introduction This section provides the procedure to search the ePAL by position number.

Procedure Follow the procedure in the [Accessing the ePAL section](#) on the previous page. Then, follow these steps to search by position number.

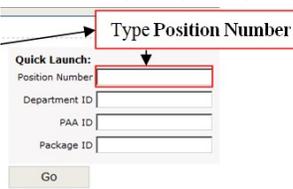
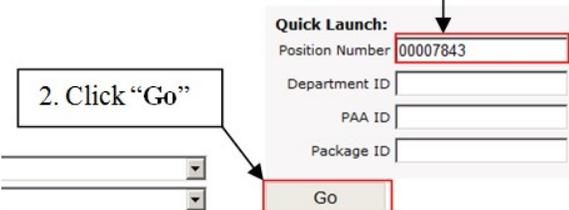
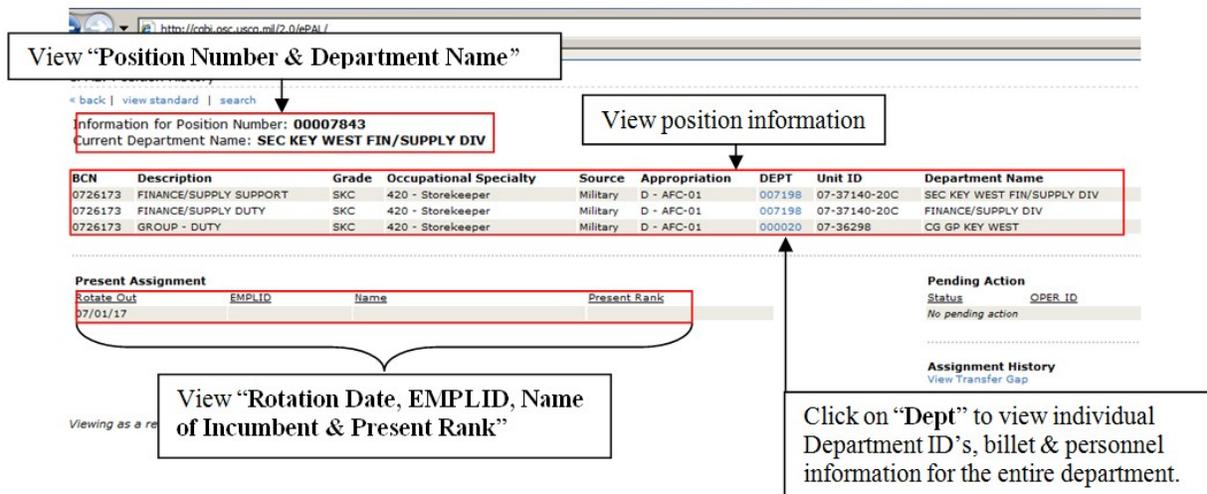
Step	Action
1	Enter a Position Number in the Quick Launch section. 
2	Click the “Go” button. 
3	The position data screen will display. Refer the figure below for descriptions of the data elements. . (End of procedure.)

Figure 1: The Position Data Screen



The screenshot shows the ePAL interface for position number 00007843. Callouts include:

- View "Position Number & Department Name"**: Points to the header information: "Information for Position Number: 00007843" and "Current Department Name: SEC KEY WEST FIN/SUPPLY DIV".
- View position information**: Points to the table of positions.
- View "Rotation Date, EMPLID, Name of Incumbent & Present Rank"**: Points to the "Present Assignment" table.
- Click on "Dept" to view individual Department ID's, billet & personnel information for the entire department.**: Points to the "DEPT" column in the table.

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

Present Assignment			
Rotate Out	EMPLID	Name	Present Rank
07/01/17			

Pending Action	
Status	OPER_ID
No pending action	

Assignment History
View Transfer Gap

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Searching by Rank/Rate

Introduction You can search the ePAL using different filters. This section provides the procedure for searching by Rank or Rate.

Procedure Follow the procedure in the [Accessing the ePAL section](#) on page 2. Then, follow these steps to search by rank or rate.

Step	Action
1	Enter the Rank or Rate to search for.
2	Select an option for the type of position (Active, Reserve, or Civilian).
3	Click the “Search” button

Figure 1: The ePal Search dialog

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 2. Click one option

Department Filters:

Name

Type

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 >](#)

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Searching by Rank/Rate, Continued

Procedure (continued)

Step	Action
4	The search results will display in the lower half of the screen.
5	Click the Excel icon to convert ePal data to an Excel document.

Figure 2: Rank/Rate search results

The screenshot displays the search interface with various filters and search results. Annotations include:

- Click on "Department Name" to view Department Details**: Points to the "Department Name" column in the search results table.
- Click Excel icon to convert ePal data to an Excel document "A new window will open *"**: Points to the Excel icon in the top right corner of the search results area.
- Click on "Position" to view position history**: Points to the "Position" column in the search results table.

Position Search Results

Position	Grade	BCN	Description	DEPT	Department Name	City, State Zip
00039349	SKCM	4000333	ALIC DUTY	009418	ALC AVIATION LOGISTICS DIVISION LOGISTICS COMPLIANCE BRANCH	ELIZABETH CITY, NC 27909
00019333	SKCM	7600643	COMPTROLLER DIV - DUTY - ACO	002425	SUPPLY OPERATIONS BRANCH	MOBILE, AL 36608-8322
00021579	SKCM	3396203	FINANCE/ACCOUNTING DIV CHIEF	038070	BASE SEATTLE FINANCE & ACCOUNTING DIVISION (BF)	SEATTLE, WA 98134
00108529	SKCM	N/A	MANPOWER/HSI/PERSONNEL	008949	ACQUISITION PROGRAM MANAGER C4ISR (CG-933)	WASHINGTON, DC 20593
00033006	SKCM	M02905	RPMC (SH)	010784	OFFICE OF WORKFORCE MANAGEMENT (CG-DCMS-81)	WASHINGTON, DC 20593
00012525	SKCM	0852273	BUDGET/FINANCE DUTY	002499	DS BUDGET BRANCH (DMF)	New Orleans, LA 70130
00069451	SKCM	P069451	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
00000000	SKCM	N/A	FINANCE/SUPPLY DIV CHIEF	000000	SECTOR HAMPTON ROADS FINANCE/SUPPLY DIVISION	PORTSMOUTH, VA 23703-2199

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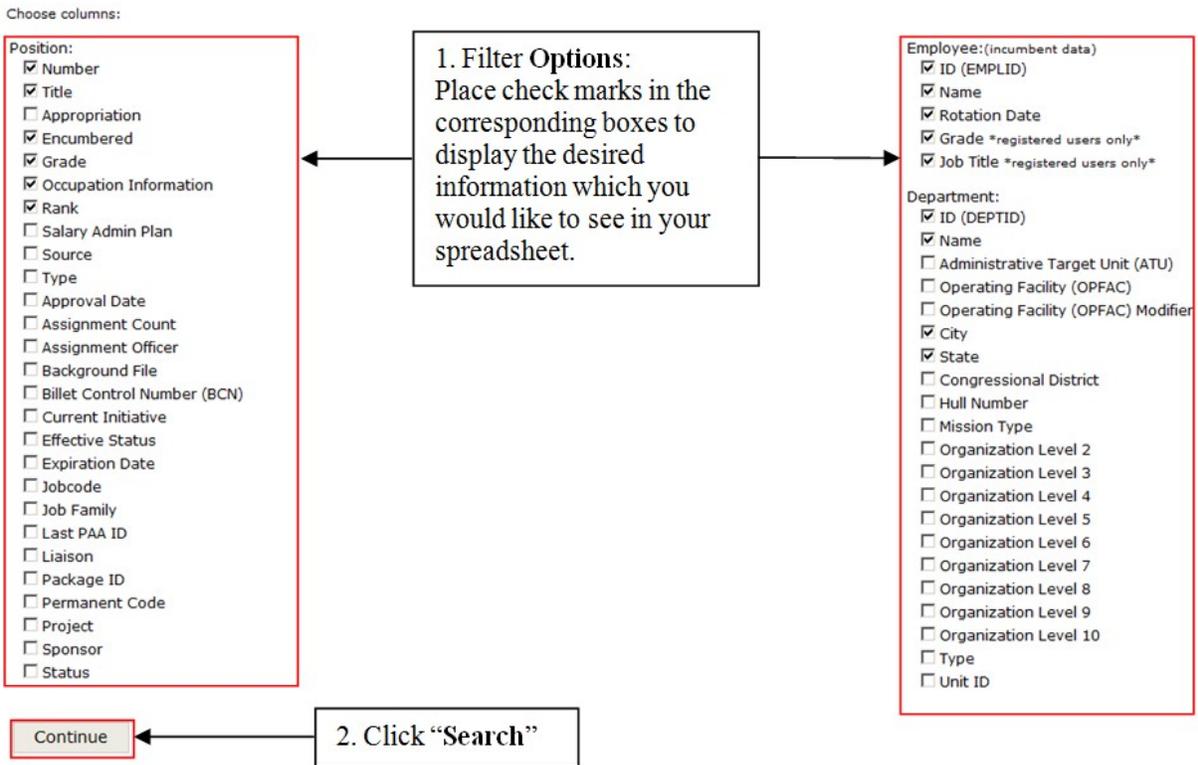
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Searching by Rank/Rate, Continued

Procedure (continued)

Step	Action
6	A new window will open with the ePAL export options
7	Place check marks in the corresponding boxes to display the information you would like to see in your spreadsheet.
8	Click the “Search” button.

Figure 3: Export ePAL data to Excel



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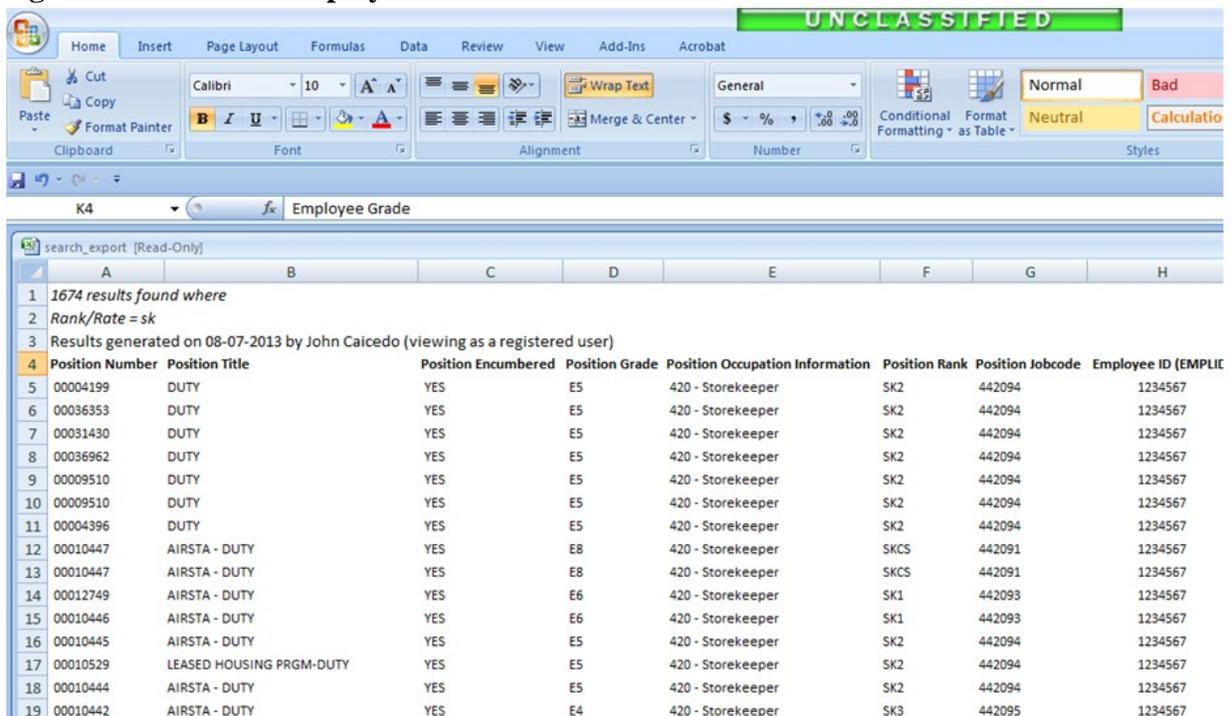
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Searching by Rank/Rate, Continued

Procedure (continued)

Step	Action
9	<p>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.</p>  <p style="text-align: center;">3. Click “Yes”</p>
10	The spreadsheet opens with the desired information that can be sorted and filtered as needed. (End of procedure.)

Figure 4: ePAL data displayed in Excel



Position Number	Position Title	Position Encumbered	Position Grade	Position Occupation Information	Position Rank	Position Jobcode	Employee ID (EMPLIC)	
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