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FM COMCOGARD PSC ARLINGTON VA//EPM-2//
TO ALCGPSC
BT
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ALCGENL 071/13
SUBJ: ENLISTED PERSONNEL MANAGEMENT ASSIGNMENT YEAR 2014 KICK OFF
A. Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
B. ALCGENL 063/13, Enlisted Personnel Management Assignment Year 2013 Final Report
C. <http://www.uscg.mil/epm>
D. <https://cgportal2.uscg.mil/units/psc/psc-epm/SitePages/Home.aspx>
E. CG Special Needs Program, COMDTINST 1754.7 (series)
F. ALCOAST 400/11, Special Needs Program Policy Updates
G. ALCOAST 294/12, Coast Guard Special Needs Program Enrollment Reminder
1. This message kicks off Assignment Year 2014 (AY14). All members who are tour complete in 2014 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 2014.
2. AY14 timeline: Any changes to the dates below will be published on REF D and announced in subsequent ALCGENL AY14 SITREPS.
A. Standard Assignment Timeline:
01 May - 30 Aug: Members contact AOs for career counseling and mentoring.
01 May - 16 Aug: Commands/Assignment Officers (AOs) conduct PAL validation.
13 May - 16 Aug: Command visits.
16 Aug: Command concerns due.
16 Sep - 30 Sep: Unofficial Shopping Lists published/commands validate shopping list.
01 Oct: Official Shopping Lists published
08 Nov: E-resumes due.
11 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 AY14, and those who are taking the SWE or are 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. Direct communication with the AO from 01 May to 30 August 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, at (703) 872-6582 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

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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 job aid and template posted on the EPM portal, REF D, 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 16 August. Timely submission is critical in the development of an accurate shopping list. Please email COMCONS using the prescribed template 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//.

C. For questions or concerns with PAL Validation or COMCONS, contact LT Brown at 703-872-6578 or LT Brass at 703-872-6576.

5. Command visits:

A. Due to CG-wide travel restrictions, it is likely that most commands will not be able to travel to PSC for a command visit. If a command is in the NCR for other authorized travel between 13 May and 16 August and has time available, we may be able to accommodate a command visit. 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. 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. For questions or concerns regarding command visits, please contact YNC Smith at (703) 872-6609 or YN2 Rubino at (703) 872-6606.

6. AY14 information:

A. Be on the lookout for rating specific SITREPS announcing early slates, general AY14 information, and special job postings.

B. The assignments portion of Direct Access 9.1 is anticipated to go live in June 2013. This will greatly impact the way members shop for positions and submit e-resumes. Additional information will be forthcoming.

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 REFs E, F, and G 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 A and keep a sharp lookout for AY14 assignment SITREPS.

7. Internet release authorized.

8. CDR W. J. Lane, PSC-EPM-2, Sends.

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