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

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UNCLAS //N01326//

ALCGENL 084/15

SUBJ: ENLISTED PERSONNEL MANAGEMENT ASSIGNMENT YEAR 2016 KICK OFF

A. <https://cgportal2.uscg.mil/units/psc/psc-epm/DropOffLibrary/Forms/All>

B. COMDT COGARD WASHINGTON DC 031523Z FEB 15/ALCOAST 039/15

C. Military Assignments and Authorized Absences, COMDTINST M1000.8

1. This message kicks off Assignment Year 2016 (AY16). All members who are tour complete in 2016 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 2016.

2. AY16 timeline: Any changes to the dates below will be published on the EPM Portal Site and announced in subsequent ALCGENL AY16 SITREPS.

a. Standard assignment timeline:

15 May - 28 Aug: Members contact AOs for career counseling and mentoring.

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

14 Aug: Command concerns (COMCONs) due.

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

01 Oct: Official shopping lists published.

06 Nov: e-Resumes due.

10 Nov - 31 Mar: AOs slate members and issue orders.

b. EPM-2 will publish alternate timelines 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 AY16, 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 discuss assignment preferences. Direct communication with the AO from 15 May to 28 August is invaluable and will provide the groundwork for a realistic e-Resume and career expectations. Members seeking co-locations should understand that co-locations are not guaranteed, but the best way to increase the likelihood for a co-location is early contact with the Assignment Officers for advice on realistic e-Resume submissions.

4. PAL validation/command concerns:

a. Commands are reminded to validate their PAL using the Command Information page in Direct Access on a routine basis to ensure position numbers reflect where members are actually assigned. Commands may report any PAL discrepancies via 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 14 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 Michael Tappan at 703-872-6584 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 AY16. Assignment Officers and the Rating Force Master Chiefs have developed a webinar series tailored for each specific rating focused on career counseling, issues affecting their members, and assignment year/road show information. The teleconference line can only support 50 participants at one time so units are requested to have members call in from the same phone when possible. Once finalized, webinar schedules and login instructions will be provided via AY SITREP.

6. AY16 Intentions:

a. As described in Ref C, EPM-2 will focus on filling afloat positions early in the AY and intends on letting everyone who is tour complete in AY16, regardless of assignment priority (AP), compete for afloat assignments beginning in November. For most ratings, AOs will work to slate cutters shortly after the e-Resume deadline. For BM, MK and OS, the timelines remain the same for members with Priority 1 through 3 (through 4 for OS) with their e-Resumes due 06NOV. Additionally, AP 4 and 5 members who desire assignment to a cutter, or have been informed by their AO they are likely going to a cutter, will have the option to submit an e-Resume for afloat positions in November. AP 4 and 5 members that do not receive an assignment to a cutter can resubmit another e-Resume in January IAW their rating specific SITREP. This change benefits members and our Service in the following ways:

1. EPM will issue the majority of orders to cutters earlier in the year providing units, members and their families more time to prepare for their next tour and complete pre-arrival pipeline training.

2. It eliminates a major obstacle for the Early Women Afloat Slate in that AOs could not ensure berthing was available for selected candidates until after the AP 4 and 5 deadline in January. This change identifies all members who want to serve on cutters up front so AOs and Commands can address berthing restrictions earlier in the AY and allow the most competitive members, based on assignment factors, to serve afloat regardless of their gender.

3. AP 4 and 5 members have not always had many afloat Options to choose from on the January shopping list, this change gives members a better chance for an afloat assignment if they commit earlier in the AY.

b. Maritime Enforcement Specialists should closely monitor ALCGENL bulletins for the announcement of the Deployable Specialized Forces Screening Panel for AY16. This panel will objectively review all tour complete MEs 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 updates for each family member enrolled in the program must be initiated at least 9 months prior to the member's projected rotation date. A new categorization system is being implemented for dependents in the program. Commands and members should carefully review Ref B to learn how these changes could affect their assignments.

7. EPM-2 wants members to have an active, informed role in their assignment process. It is absolutely imperative that Commands and transferring personnel meet established deadlines, review applicable portions of Ref C and keep a sharp lookout for AY16 assignment SITREPS.

8. Internet release authorized.

9. CDR S. V. Burdian, PSC-EPM-2, sends.

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