

AY17 RESERVE POTENTIAL SHOPPING LIST VALIDATION

AND COMMAND CONCERNS

1. POTENTIAL SHOPPING LIST (PSL): The PSL consists of billets that are expected to be filled during the AY17 Assignment Season. Positions that should be shopped include:

- a. Positions occupied by an incumbent who is tour complete or has an approved retirement or separation in 2017.
- b. Current vacant positions.
- c. Any new or reprogrammed positions via the SARR process.

2. COMMAND CONCERNS: Command Concerns are the primary means for Commands to provide Assignment Officers (AOs) their assignment needs and should address the following:

- a. Extension requests
- b. Anticipated ADOS
- c. Members in a pay grade mismatch (greater than +/- 1)
- d. Members eligible/approaching retirement (reaching age 60 or 30 years of service) in 2017
- e. Multi-encumbered positions
- f. PAL discrepancies (SARR/REDUX, members in wrong positions, etc.)
- g. R-CRSP and HYT candidates
- h. Any holistic assignment concerns (e.g. unit is losing 2/3 of dept this transfer season)

Please note the following

- Command Concerns should not address individual member reassignment desires. The mechanism for this process is solely through the E-Resume endorsement.
- Units should submit consolidated Command Concerns for the entire Unit, when able. For example, Base Boston has the option to submit Command Concerns as a consolidated report for its 35 subordinate departments by using Dept ID 041661. However, this may not be suitable for all units.
- The only acceptable format for Command Concerns is via the 'Positions at Department' export from Direct Access which can be completed using the attached instructions (AY17 Reserve Command Concerns Instructions).
- All Command Concerns should be submitted to the respective AO NLT 31 OCT 2016.

PSC-RPM-2 GENERAL INFORMATION

3. WHAT WE DO: '**People**' discrepancies. Contact the appropriate AO with questions regarding:

- a. Members who are not in the correct billets on the PAL.
- b. Members who are assigned to a billet at a particular unit, but are not showing up on the unit PAL.

4. WHAT WE DON'T DO: '**Billet**' discrepancies; particularly billets shown on the Unit PAL that don't match the actual Unit organization. These issues should be addressed with District, Area, or HQ resource managers.

Note: PSC-RPM does not have the ability to create, move or delete billets.

AY17 RESERVE COMMAND CONCERNS INSTRUCTIONS

1. PSC-RPM-2 has standardized the validation template by using the 'Positions at Department' feature in Direct Access. Once the Unit POC exports the department information into Excel, users must create one additional column labeled 'Command Concerns'.
2. Unit POCs should verify the information in the columns labeled 'Intention to Shop Position' and 'Intention to Shop Member'. Units are not required to make comments on E-6/below billets unless the member intends to compete for assignment.
3. Communicate amplifying or relevant information to PSC-RPM-2 only in the user added column (Command Concerns).
4. If you find significant discrepancies between what you believe should be advertised and the intentions of PSC-RPM-2, you should review your Unit PAL for accuracy of body/billet matches. Access to the Unit PAL can be found using the ePAL feature in CGBI.
5. Once complete, save the document as '(Unit Name)-AY17 Command Concerns' (e.g. Sector Charleston-AY17 Command Concerns) and email as an attachment to: ARL-PF-CGPSC-RPM-2-assignments@uscg.mil