SHOPPING LIST VALIDATION AND COMMAND CONCERNS

GENERAL INFORMATION

NOTE: FOR ANY QUESTIONS ABOUT SHOPPING LIST VALIDATION, CONTACT THE APPROPRIATE ASSIGNMENT OFFICER. FOR ANY QUESTIONS ABOUT THE COMMAND CONCERNS PROCESS, CONTACT LT TODD A. REMUSAT AT: TODD.A.REMUSAT@USCG.MIL OR PHONE: 202-493-1788.

1. Validating the shopping list requires Unit POCs to identify open positions in Direct Access (DA). Commands should identify the following:

A. Positions occupied by a member who is tour complete or has an approved retirement or separation (RELAD or IRR) in the current assignment year (any date prior to 31 Dec 2013).
B. E-6 positions occupied by E-7 members or E-6 members projected to advance during the AY, regardless of tour complete date.
C. Positions encumbered by a primary selectee for the National Defense Intelligence College Reserve Master of Science in Strategic Intelligence (MSSI) program that begins in Assignment Year 2013 (AY13).
D. Proposed or pending changes to unit PAL billets (new, deleted or reprogrammed positions).
E. Members approved or anticipate approval for Long-term ADOS or EAD contracts beginning in AY13.

2. Command Concerns should address the following items:
      1. Unit PAL Discrepancies (intra-unit reassignments that has a member performing the duties of one billet while assigned to another);
      2. Anticipated Retirements;
      3. Fleet-up Opportunities;
      4. Extension Requests (Articulate Unit Need, not "**BY-NAME REQUESTS**");
      5. Specific Qualification/Skill Set Needs; and
      6. Misc. Issues (e.g., going on Long-term ADOS or EAD contract, Relief for Cause (RFC), Medical Hold, etc.).

Additionally, include any holistic assignment concerns (e.g. losing 2/3rds of dept). When feasible, submit consolidated Command Concerns for the entire Unit.

3. Other concerns to be addressed include members assigned but not showing up on the Unit PAL, members assigned to unbudgeted positions or members meeting the paragraph 1 criteria but their jobs are not open on the shopping list. These discrepancies should be addressed using the template described in paragraph 5.

4. "Billet" discrepancies such as descriptions or billets shown on the Unit PAL that don't match the actual Unit organization, should be addressed with District Area, or the appropriate HQ resource manager. **PSC does not have the ability to create, re-name, move, or delete billets**.

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INSTRUCTIONS FOR COMPLETING THE COMMAND CONCERNS TEMPLATE

1. **Commands should study their Unit PAL at:** http://cgbi.osc.uscg.mil/2.0/ePAL/ **prior to beginning the command concern process** (be sure to check DA unit roster for members in unbudgeted positions and those not in positions and members listed as "FA" (free agents).

2. Locate the Command Concerns template at http://www.uscg.mil/rpm/rpm2/concerns.asp and save it at a location of your choosing.

3. Note: Some cells in the template contain drop down boxes (click cell to select choice).

4. FOR VALIDATING DIRECT ACCESS (DA) SHOPPING LISTS: For positions ***correctly*** identified as "open" or "closed" (as appropriate) on the shopping list there is no action needed to report their accuracy. For those ***wrongly*** listed, please note and add comments to the comment section of the template. Note: All E-6/below positions will typically be listed as "closed". Units are not required to make comments on E-6/below billets, simply because they are listed as closed and no member is assigned. Other appropriate E-6/below issues should be reported (i.e. members due to retire on transfer to IRR, etc.).

5. For positions that are incorrectly listed as open or closed (even if member is due to retire but not tour complete), commands should make a note in the template and annotate comments in column E. Some examples of concerns that should be noted include:
   - Anticipate Retirement/Title-10/Long-term ADOS/EAD
   - Extension Requests - Articulate Unit need, not by name requests (i.e. "Need to retain a tactical boat coxswain" is acceptable; "Need to retain BM2 Smith" is not).
   - Fleet Up Opportunities (note if qualified members of the appropriate rate/pay-grade are assigned that could assume roles being vacated by tour complete members. This does not guarantee they will, rather provides addition info that is useful to AOs).
   - Specific Qualifications/Skill Set Needs

6. Filling out the template (many columns contain drop down menus; click cell to activate):
   - In column A, does the command want the billet shopped? Yes/No
   - In column C, address unit's ability to accommodate additional Reserve members above PAL (i.e. Over-billet); use column E to explain how many in addition to what the unit is billeted for and in what rating(s)/pay-grade(s).
   - Use the comments section to explain any amplifying info to the AO.
   - Be sure to add comments in each case when indicating a need to change a position from open or close (i.e. "Position 00012345 should be opened, incumbent approved for retirement 1 April 2013.")

7. Units should not assume just because a member is performing a specific function that the member is assigned to the corresponding billet.

8. If you find significant discrepancies between what you believe should be advertised and what is actually advertised on the shopping list, you should review your Unit PAL for accuracy of body/billet matches. Access the Unit PAL at http://cgbi.osc.uscg.mil/2.0/paa/. You may enter information in any field to search for and view the appropriate department. For example, enter: "Sector Boston" in the Name box under Department Filter to see all departments associated with Sector Boston. From there you may click on the individual position number (hyperlinks) to reveal position and incumbent data.

9. E-mail completed template as an Excel attachment by 2 Nov 2013 to: ARL-PF-CGPSC-rpm-2-Assignments@uscg.mil and 'cc' the appropriate AO(s).