

## AY25 RESERVE POTENTIAL SHOPPING LIST VALIDATION AND COMMAND CONCERNS

**\*\*Please read this document in its entirety before drafting your unit's Command Concerns\*\***

1. POTENTIAL SHOPPING LIST (PSL): The PSL consists of billets that are expected to be filled during Assignment Year 2025 (AY25). Positions that should be shopped include:

- a. Positions occupied by an incumbent who is tour complete or has an approved retirement or separation in 2025.
- b. Current vacant positions.
- c. Any new or reprogrammed positions via the PRR process.

2. COMMAND CONCERNS: Command Concerns are the primary means for Commands to provide assignment needs to RPM. During the assignment process, every effort is made to address unit concerns while ensuring Service needs are met. Command Concerns should address the following:

- a. Extension requests; members that are tour complete and request to stay for one additional year.
- b. Anticipated ADOS/EAD.
- c. Members in a pay grade mismatch (greater than +/- 1 for officers O1-O3, +/- 2 for junior enlisted members E1-E6)
- d. Members eligible/approaching retirement (reaching age 60 or 30 years of service) in 2025
- e. Multi-encumbered positions
- f. PAL discrepancies (PRR/REDUX, members in wrong positions, etc.)
- g. 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.
- When feasible, units should submit consolidated Command Concerns for the entire Unit. 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 (AY25 Reserve Command Concerns Instructions).
- All Command Concerns should be submitted to RPM **NLT 31 OCT 2024.**

### 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.

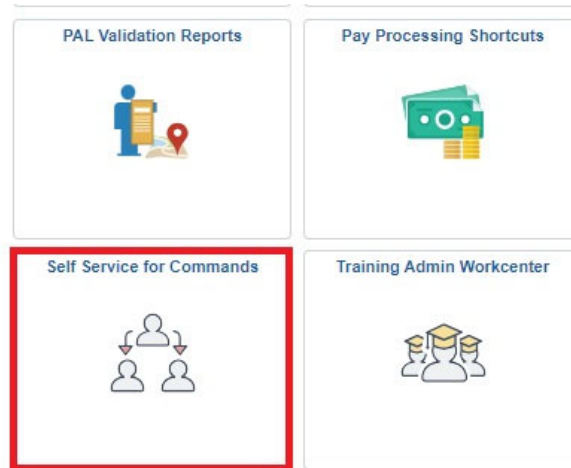
4. WHAT WE DON'T DO: '**Billet**' discrepancies; particularly billets shown on the Unit PAL that don't match the actual Unit organization. These issues should be addressed with District, Area, or HQ resource managers.

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

## AY25 RESERVE COMMAND CONCERNS INSTRUCTIONS

PSC-RPM-2 has standardized the validation template by using the 'Positions at Department' feature in Direct Access.

1. Log into DA
2. From the home page, locate "Self Service for Commands"



3. Select "Positions at a Department" from the left task window.



4. Enter your DEPT ID and click 'View Results'.

CG\_POSITIONS\_AT\_DEPARTMENT - Positions at a Department

Dept ID

[View Results](#)

Business Unit	Source	Dept ID	Sub Dept	ATU_OPFAC	Approp	Gen
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5. Export the department information into Excel.

Dept ID:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (199 kb)

[View All](#)

	Business Unit	Source	Dept ID	Sub Dept	ATU_OPFAC	Appr
1	ENI CG	AD	007308	007308	05-37050 SECTOR DELAWARE	D

6. Delete the column labeled 'Intention to Shop Member'.

R
Intention to Shop Member

7.   7. Create one additional column labeled 'Command Concerns'.

Name	Job Title	Rotation Dt	Command Concerns

Communicate amplifying or relevant information to PSC-RPM-2 ONLY in the user added column (Command Concerns). Concerns such as, member/unit desires an extension or short tour in AY25. Unit in need of certain quals, etc should be communicated in this column.

8. Unit POCs should validate the information in the column labeled 'Intention to Shop Position'.

**\*\*Validation of E-6/below billets is not required unless the incumbent intends to compete for a new assignment\*\***

Intention to Shop Position
Y
N
Y
Y

9. 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.

10. Once complete, save the document as '(Unit Name)-AY25 Command Concerns' (e.g. Sector Charleston-AY25 Command Concerns) and email as an attachment to:

**HQS-SMB-CGPSC-RPM-2-ASSIGNMENTS@uscg.mil**