

Oh No

IT'S JUST ANOTHER MANIC

•MONDAY•

**OH WOE** i wish it  
WAS SUNDAY

...oh woe...

'CAUSE THAT'S MY  
FUNDAY **OH WOE**

My I don't have to runday. Oh

IT'S JUST ANOTHER MANIC

•MONDAY•



# July Session



# Shark Month



# P&D Staff

Karen Emmot

Richard Etheridge

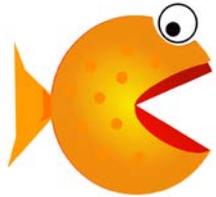
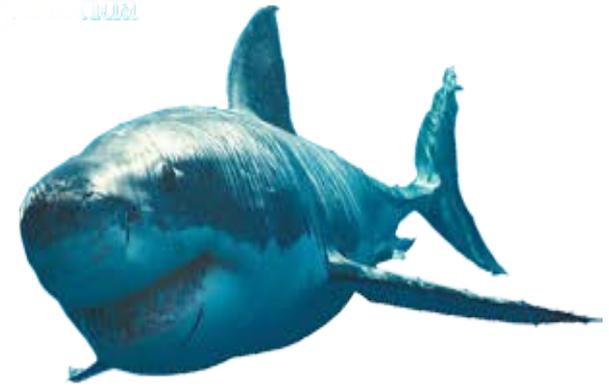
Charlie Bartocci

Sandra Cottrell

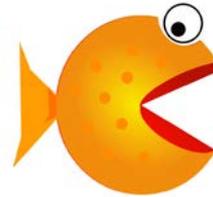
Madeline Jackson

Matthew O'Connell

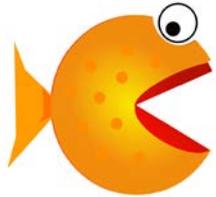
# The Shark MASTERMIND



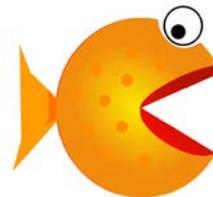
RES Policy  
Manual



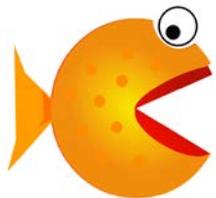
RES Order  
Sequencing



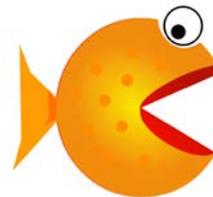
TSP Address  
Changes



SEP Order &  
Pending Leave



PCS Order  
Issues



Question &  
Answer

Reserve Policy Manual, COMDTINST M1001.28b

# Updates and Changes



The background is a vibrant blue underwater scene. At the top center, a red and orange crab with large eyes is visible. To its right, a yellow and red striped fish swims. On the left side, there is a vertical strip of yellow coral. At the bottom left, a large wooden ship's wheel is shown. In the bottom center, another yellow and red striped fish is swimming. At the bottom right, a large blue shark with a purple and yellow captain's hat and a wide, toothy grin is depicted. The entire scene is filled with small white bubbles and faint, light blue icons of a camera and a document.

# Reserve Policy Manual

In final routing for approval

Electronic Based Distributed Learning (EBDL

New list of Authorized courses for RRP and \$\$\$

# THRIFT SAVINGS PLAN



## Entering Mailing Addresses



## **Thrift Savings Plan New Requirement**

- MUST have a “TSP Mailing Address” in Direct Access
- Can be same as current Mailing Address
- New DA User Guide published on PPC (P&D) web



# PCS Order Problems



If the PCS Orders are in this status...	Then...
Authorized	Only the PSC Assignment Officers can cancel the order and/or TONO.
Ready	
En Route	The Servicing Personnel Office must cancel the orders.
Finished	

# PCS Order Problems

## PPC Procedures and [Learning] Development (P&D) Branch

Quicklinks

Email Updates 

[Home](#) | [Direct Access](#) | [Forms](#) | [Directives](#) | [Customer Care](#) | [Pay Info](#) | [Retirees](#) | [Separations](#) | [Travel](#)  
[Direct Access Knowledge Base](#) | [Direct Access Guides for PHS Personnel](#) | [Payroll Processing Calendar](#)

- [News](#)
- [Course Materials](#)
- [Known Issues](#)
- [E-Learning](#)
- [Notices](#)
- [YN Development](#)
- [Library](#)
- [Payslip Validation](#)

### Direct Access/Global Pay User Guides, Tutorials and Webinar Recordings

- ▶ Self Service
- ▶ Self Service Commands
- ▼ Servicing Personnel Office (SPO), Field Admin, ESO, Training Officer

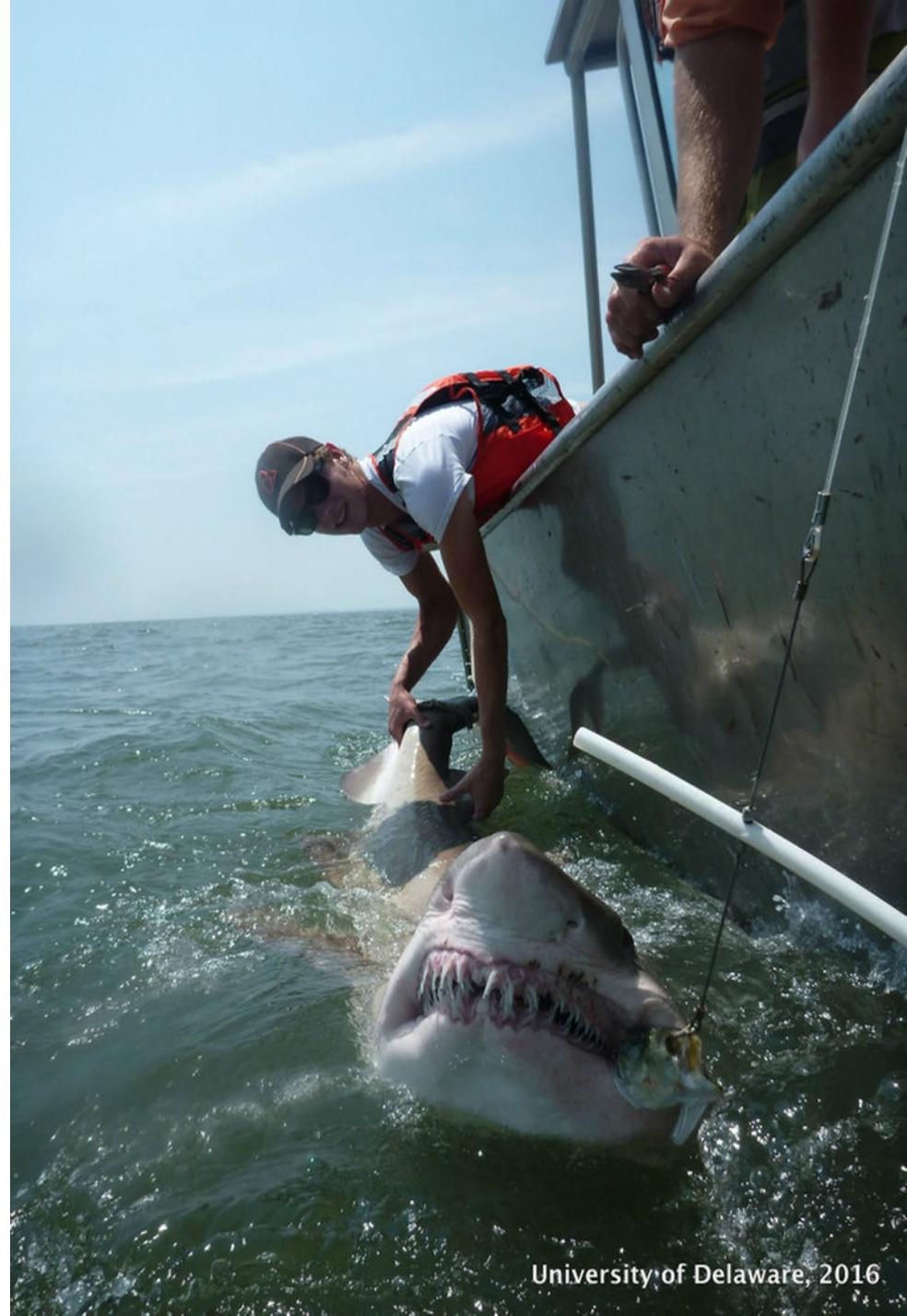
#### SPO Permanent Change of Station (PCS)

TOPIC	KNOWLEDGE BASE ENTRY	PROCEDURE GUIDE (PDF)	VIDEO TUTORIAL
Airport Terminal	<a href="#">10/26/2014</a>	<a href="#">02/01/2016</a>	<a href="#">10/16/2014</a>
PCS Orders <small>Please note the new order notes which are mandatory for all overseas PCS transfers. The notes have been added as enclosure (1) to the PCS Orders User Guide <a href="#">and to the PCS topic in the online knowledge base.</a></small>	<a href="#">01/27/2016</a>	<a href="#">06/21/2016</a> <b>NEW!</b>	<a href="#">10/16/2014</a>
Amending PCS Orders		<a href="#">06/21/2016</a> <b>NEW!</b>	
Approving PCS Orders		<a href="#">06/21/2016</a> <b>NEW!</b>	<a href="#">10/16/2014</a>
PCS Entitlements Auto Start-Stop		<a href="#">09/28/2015</a>	
Cancelling a PCS Order		<a href="#">06/21/2016</a> <b>NEW!</b>	
PCS Orders-Depart		<a href="#">06/21/2016</a> <b>NEW!</b>	<a href="#">10/16/2014</a>
PCS Orders-Report		<a href="#">06/21/2016</a> <b>NEW!</b>	<a href="#">10/16/2014</a>
PCS Orders with Unplanned TDY <small>(Procedures are in the PCS reporting guide)</small>		<a href="#">09/28/2015</a>	<a href="#">10/30/2014</a>

# Issues with Reserve Orders

- **EDITING SEQUENCE NUMBERS**

- **ADDING SEQUENCE NUMBERS**



# Issues with Reserve Orders

Itinerary								
Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description
1	Depart	Approved	04/04/2016	04/04/2016	Home	BASE LALB ESD (ESD)	ESD DUTY	BASE LOS ANGELES LONG BEACH
2	Report	Approved	04/04/2016	04/04/2016	Duty	BASE LALB ESD (ESD)	ESD DUTY	BASE LOS ANGELES LONG BEACH
3	Depart	Approved	04/15/2016	04/15/2016	Depart	BASE LALB ESD (ESD)	ESD DUTY	BASE LOS ANGELES LONG BEACH
4	Report	Approved	04/15/2016	04/15/2016	Home	BASE LALB ESD (ESD)	ESD DUTY	BASE LOS ANGELES LONG BEACH

Itinerary								
Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description
1	Depart	Approved	06/05/2016	06/05/2016	Home	SEC JCKSNVILLE ENG/SUPPORT DIV	FY16 RP 16-351 DO NOT FILL-INA	SECTOR JACKSONVILLE
2	Report	Approved	06/05/2016	06/05/2016	Duty	SEC JCKSNVILLE ENG/SUPPORT DIV	FY16 RP 16-351 DO NOT FILL-INA	
3	Depart	Approved	06/12/2016	06/12/2016	Duty	SEC JCKSNVILLE ENG/SUPPORT DIV	FY16 RP 16-351 DO NOT FILL-INA	
4	Report	Approved	06/12/2016	06/12/2016	Duty	CG STA PORT CANAVERAL		CG STA PORT CANAVERAL
5	Depart	Approved	06/17/2016	06/17/2016	Duty	CG STA PORT CANAVERAL		CG STA PORT CANAVERAL
6	Report	Approved	06/17/2016	06/17/2016	Home	SEC JCKSNVILLE ENG/SUPPORT DIV	FY16 RP 16-351 DO NOT FILL-INA	SECTOR JACKSONVILLE

# Issues with Reserve Orders

Itinerary								
Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description
1	Depart	Approved	07/02/2016	07/02/2016	Home	CG STA PHILADELPHIA	BOARDING TEAM MEMBER	STATION PHILADELPHIA
2	Report	Approved	07/02/2016	07/02/2016	Duty	CG STA PHILADELPHIA	BOARDING TEAM MEMBER	
98	Depart	Approved	07/13/2016	07/13/2016	Duty	CG STA PHILADELPHIA	BOARDING TEAM MEMBER	
99	Report	Approved	07/13/2016	07/13/2016	Home	CG STA PHILADELPHIA	BOARDING TEAM MEMBER	STATION PHILADELPHIA



# Separation Orders & Pending Leave

## Special Guest Speaker

### CWO Stacey Stevens – PPC SEP



Message

Member has outstanding Leave scheduled. (30013,84)

Member has Unapproved Leave scheduled for a previous period. Leave must be Approved or Denied to process the Separation transaction.

OK

# QUESTIONS & ANSWERS



Thank You for Tuning In  
Catch You Next Time!



## July 2016 - MANIC MONDAY Q&A

**Q:** Is there a draft to the NEW RPM that we can read?

**A:** No, but the official one should be out very soon.

**Q:** In regards to the PPC-SEP emails that are sent out, most of the time we receive them, we have the CIW and are just waiting on the member to either REN or EXT. My suggestion to avoid Units being a part of the problem and part of the solution is to have members sign their contracts NLT 15 prior to their EOE at the very latest. When Units are allowing their members to sign contracts the day of or day before their EOE, at this point, it's already past the published pay cut which puts their pay at jeopardy. If we establish that members are to sign their contracts at least 30 days prior (preferably 45 days), then we would have an extra 15 days to work with. Although given certain circumstances, we will need to inform the member of the repercussions of their choice to not obligate any additional service than they need to should they choose to wait until the day prior to their EOE. I agree that this is avoidable and unacceptable and we have the personnel to prevent this. Is there any discussion on changing policy to direct mbrs to reenlist earlier to prevent these issues?

**A:** Not at this time, but we will engage with CG-1332 regarding this issue.

**Q:** Sunday Paycuts? Is this going to change or going to be the random norm?

**A:** Paycuts are not random. We have to follow the law and ensure payments are made by the 1st and 15th of each month. We must also ensure that we provide enough time for AOD to complete all entries into the General Ledger at the end of each month before it closes. PPC requires 2 days prior to finalization to clean up all of the exceptions. The annual payroll calendar is carefully crafted to meet all of the competing demands as best that we can. There are only a few instances where the SPO's data entry time is restricted to a handful of days, the remaining pay periods the SPO's are given nearly 2 weeks to complete their data entry.

**Q:** What if you already change the sequence of a reserve orders/rehire, what next?

**A:** Submit a trouble ticket.

**Q:** Is there going to be a guide created for members FAST TRACKING to active duty?

**A:** No, the process for a rehire is all the same.

**Q:** Will DA be shut down again this December?

**A:** Currently there is no plan to have DA shutdown.

**Q:** What competencies should a YN have?

**A:** PSC may be creating a work group to re-look at this again.

**Q:** There is still confusion as to who is responsible for scanning documents to the EI-PDR. It was previously stated that who creates the document (admin or spo) is responsible to scan the document in. however, the PPC Guide to EI-PDR only mentions SPO. The guide I am referring to is titled "PPC SPO User Guide - SPO Access to the Electronically Imaged PDR (EI-PDR)"

**A:** The 3PM will specify who is responsible for scanning documents into the eipdr. If the SPO has no added value (awards), admin should do it.

Q: Is there a way for the units to run ad hoc reports showing ATPs and IDTs used per member?

A: A report does not currently exist in DA. However, you can submit an ADHOC request to PPC.

Q: With the SPO realignment sometimes managing the EOE is not enough and you may still miss a payout. SPO runs EOE, contacts ADM who then contacts the member, then the member has to do CIW route through their chain of command, forward to AMIN who then forwards it to the SPO. SPO then does the contract, sends to ADMIN then ADMIN sends it to the Member, and once the member signs then it goes right back up. Is there any talk about in bringing back SOI?

A: Unfortunately, the system was not designed for SOIs.

Q: Who is responsible for amending PCS Orders? SPO/ADMIN Departing/Reporting?

A: It would depend on the situation. If there is a delay for the member departing the permanent unit, the departing unit would notify their SPO of the change. If there is a delay in the member reporting to the new PDS, the reporting unit should contact their SPO.

Q: Once SPO cancel PCS orders, can we assume the detailer will reissue orders?

A: No, you should notify the assignment officer.

Q: It is sometimes taking multiple months to pay out an SRB. What is causing this delay in payment?

A: There has been a significant increase in SRB requests which causes a delay in processing more timely.

Q: Is there any chance that the remarks section on PAY SLIP's will be fixed to help members/SPOs understand and/or credits or debts of pay?

A: We are currently looking at having more information displayed on the payslip.

Q: In regards to the ALSPO about ADT orders and order notes, says admin are doing the order notes for ADT. Is Admin responsible for making the orders notes for ADOS and EAD as well?

A: The requirement for admin to review/enter orders notes applies to all reserve orders. The 3PM will be updated accordingly.

Q: When do we get TONO's for the conference?

A: PPC is not funding this conference. We are still waiting for DHS approval, more to follow soon.

Q: Is there a timeframe when the new 3PM will be published? It will greatly help to have hard-fast policy to define the responsibilities of each office (Unit/P&A/SPO)

A: The 3PM is being updated in sections. When each section is completed we will publish that section.

Q: What is the likelihood of a DAO DA User role? So we can look up info on a deceased member and not bother Seps?

A: We do not anticipate creating a new user role for this function.

Q: Did you say the travel portion of the 3PM has been completed?

A: The travel portion will be updated. When finalized, we will publish the update.

Q: CG Member info blank after separation? Can that be changed to not going blank?

A: We are definitely looking to make this change.