

September 2016 - MANIC MONDAY Q&A

Q. Can we state which is SPO and Admin responsibility concerning Annual Verifications?

A. Yes, with the SPO realignment almost complete, the annual verification process will be reviewed. CWO Cota is updating the 3PM and the thought is that any verification that does not directly impact the SPO may be completed by the Administrative support staffs.

Q. What are the SWE and RSWE dates?

A. The Nov 16 SWE will be held on 3 November, and the Oct 16 RSWE is scheduled for 29 October.

Q. How to we streamline the process to get ADHOC and DA audit reports. The process is too long.

A. ADHOC requests are completed by PPC and are processed as soon as possible. If you are requesting the same ADHOC reports routinely, you should consider submitting them to CWO Cota to possibly create these reports DA. CWO Cota has a list of suggested reports that were submitted to PPC and he has been coordinating with CG-631 to add new reports within Direct Access.

Q. What is the timeline for PPC to bring pay slips into compliance with showing all the variable data (zip codes, etc)?

A. Comments are being added to the payslips in four phases. Comments concerning in-service debts have already been included on the payslips. The second phase of the pay slips remarks concerning COLA will be on the September payslip.

Q. Can we get the statistics for waiver/remission requests, how often are they approved?

A. PPC only provides endorsement information to the requests and forwards them to CG-1332 for consideration. Suggest you contact CG-1332 for questions concerning remissions and waivers statistics.

Q. On the SGLI form as per ALSPO F/14 it states the all unused beneficiary fields must be filled in with None or N/A, the SPO has been kicking the SGLI forms back to us because we have been placing the N/A's on the name of the unused beneficiaries block only and the N/A's don't go all the way across into the relationship/percentage blocks. What is the correct way to complete the form?

A. The intent is just to be sure the member didn't want to designate anyone else. Therefore, just putting N/A or NONE in the name field should be fine. OSGLI doesn't address this issue.

Q. When a SPO messes up someone's pay to the extent that they do not get a paycheck; why is it ok to have them wait until their next pay check to get it fixed? A reservist on ADOS - did not get paid on the 15th. Offline payment is not authorized per PPPM 6.B.2.4.(3), I believe this is wrong.

A. That policy states, "The member is not scheduled to receive the reimbursement of the pay shortage in the next scheduled payday." So as long as the payment will be coming out in the next paycheck, they will not issue an offline payment. The offline payment process is very difficult to process in DA now. Discharged or

RELAD members are not paid offline anymore, they receive the final payments on the next regularly scheduled payday.

Q. Is there a job aid regarding leave types and who does what and who funds order? I'm just looking for a leave type guide.

A. There is an absence request guide that has recently been updated to reflect some changes in verbatim. If you have specific leave questions that are not addressed in this guide, please let us know.

Q. Is there any time frame on when the procedures and guidance for other reserve orders similar to the ADT guidance that came out?

A. CWO Cota is working on the 3PM updates and will take some time. He has stated that the Reserve order process for all reserve orders will be very similar to the policy published for ADT-AT orders.

Q. Is there a timeline for the 3PM updates that will provide greater detail for the responsibilities of SPO versus Admin?

A. No, but it is definitely on the to-do list.

Q. Any chance the YN Symposium will come back soon?

A. There is little chance that the YN Symposium agenda and format will return as before due to strict restrictions by DHS concerning conferences. However, a more direct exchange of information format may be on the horizon.

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 •

fall bucket list

bake pies



have a s'mores campfire

visit a pumpkin patch

MAKE LEAF ART Pick apples

Make (& eat) caramel apples

Go trick-or-treating



Drink hot apple cider

MAKE FALL COOKIES

Have a photoshoot in a leafpile

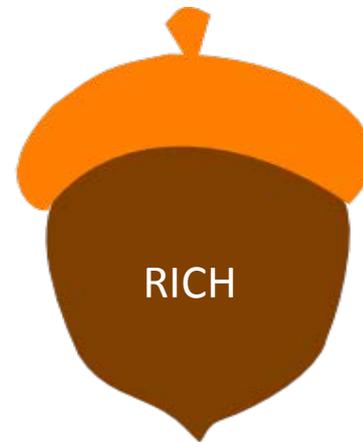
Carve a pumpkin

Navigate a corn maze



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& D E V E L O P M E N T



KNOWLEDGE TREE

ACCESSION UPDATES

REMINDER OCTOBER WEIGH IN

ANNUAL VERIFICATIONS COMING

SERVICE WIDE EXAMS

VIEWING TRANSACTIONS BY MEMBER

2016 HR TECH AUTHORITY REVIEW

ACCESSION UPDATES



Guidance Revisions



Continuous Inquiry



Notable Issues



Asking for assistance

**THAT LOOK, WHEN YOU
GET ON THE SCALE**



**OCTOBER
WEIGH IN**



How to weigh yourself and
get the most accurate result.
I can't believe I have been
doing it wrong all these years!



We must get the word out!

OCTOBER WEIGH IN



**Male Height
Measurement**

**Female
Height
Measurement**



OCTOBER WEIGH IN



**Male Neck
Measurement**

**Male Waist
Measurement**



OCTOBER WEIGH IN



**Female Neck
Measurement**

**Female Waist
Measurement**



OCTOBER WEIGH IN



Female Hip/Buttocks Measurement

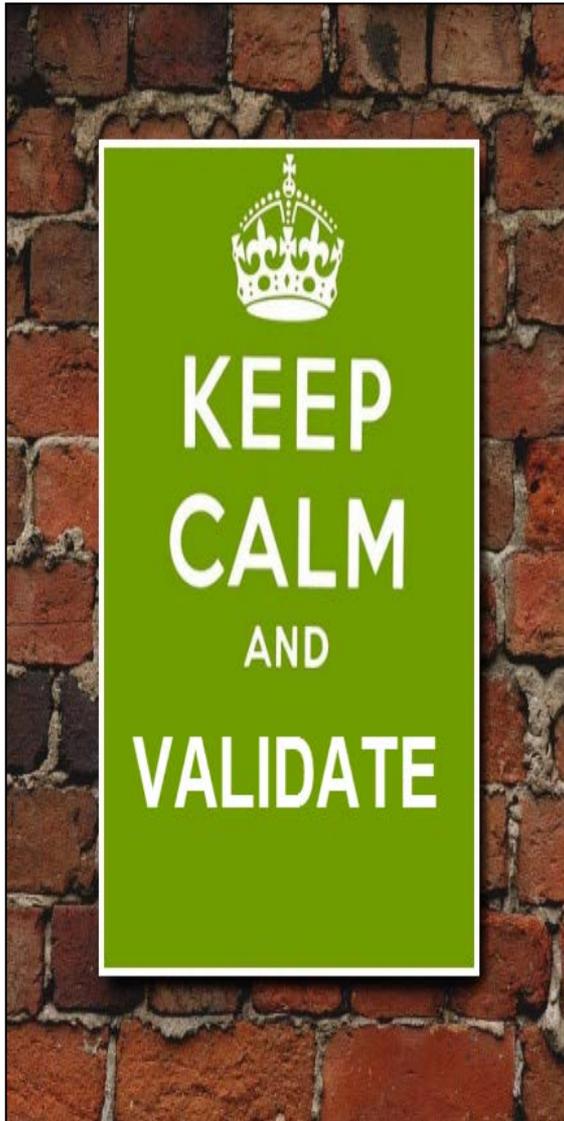


ANNUAL VERIFICATION



BAH & DEPENDENCY DATA

ANNUAL VERIFICATION



Reference: Personnel Pay and Procedures Manual, Article 5.C.1

- Annually October and November – Review of PDE and EI-PDR
- Members must verify eligibility and entitlements for:
 - Basic Allowance for Housing
 - Dependency
 - Designation of Beneficiaries and Record of Emergency Data
 - Servicemen's Group Life Insurance

IT'S SERVICE WIDE TIME!!!

Reserve October 29 – AD November 3

Multiple Choice Strategies

- ✘ Eliminate the obvious answers.
- ✘ Absolute terms such as always, never, and inevitable are usually incorrect.
- ✘ Watch for answers that cancel each other or are the same.
- ✘ Look for clues to questions you can't answer within other questions.
- ✘ Make sure the answer you choose answers the question.
- ✘ If 3 of 4 answers given are on the same topic, choose one out of those three.
- ✘ Often correct answers are the longest.
- ✘ Never Change an answer unless you are sure it is wrong.

IT'S SERVICE WIDE TIME!!!

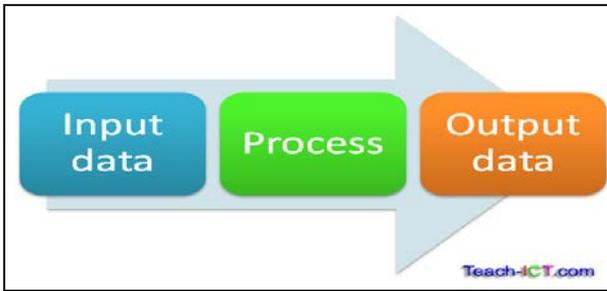
AD November SWE



- SWE announcement message



- Supplemental Advancements



- CGBI vs PDE

IT'S SERVICE WIDE TIME!!!

RSWE October 2016



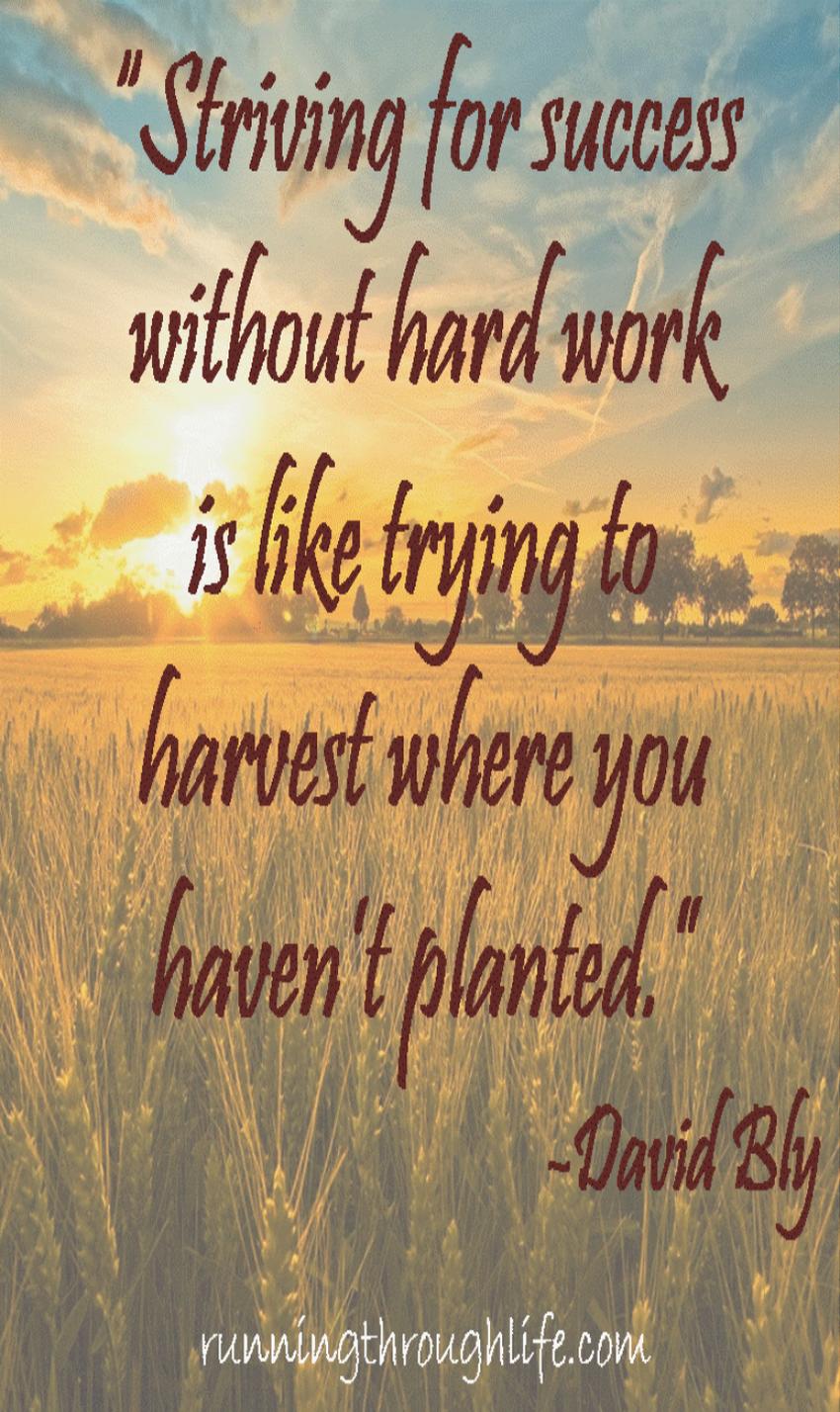
- RSWE date - **Last Saturday** in October!



- RSWE announcement message!



- Advancement of A school graduates.



*"Striving for success
without hard work
is like trying to
harvest where you
haven't planted."*

-David Bly

runningthroughlife.com

Viewing Transactions By Member

- ☐ Must have CGHRS role.
- ☐ Shows all transactions that must be/have been routed for approval.
- ☐ Does NOT show PCS, Reserve or Separation Orders.

Viewing Transactions By Member

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							
TOPIC	KNOWLEDGE BASE ENTRY	PROCEDURE GUIDE (PDF)	VIDEO TUTORIAL				
Active Duty 6th or 10th Anniversary Query	12/11/2014	04/19/2016					
CG Dept Run	03/18/2015	04/20/2016					
Begin Extension/Re-Extension Reports	12/10/2014	04/20/2016					
Electronically Imaged PDR (EI-PDR) via WebNow. Covers:		06/01/2016 NEW!					
Member All Duty Report		04/04/2016					
Member Information Report		07/05/2016 NEW!					
Member Weigh In Report	10/21/2015	04/01/2016					
Payroll Verification Report		06/05/2015					
Positions at a Department		07/07/2016 NEW!					
Reserve Member Balances		04/01/2016	07/13/2016 NEW!				
Reserve Orders Extract Report		08/22/2016 NEW!					
Unit Roster	03/18/2015	04/01/2016					
Urinalysis Report	02/20/2015	04/19/2016					
View Member Drills		03/30/2016	07/28/2016 NEW!				
Viewing IDT Pay Calculations		07/27/2015	08/02/2016 NEW!				
Viewing Payslips Older Than One Year		08/12/2016 NEW!					
Viewing Transactions by Member		09/13/2016 NEW!					

Viewing Transactions By Member

Action Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Maximum number of rows to return (up to 300):

Search by:

Search

[Advanced Search](#)

Search Results

View All First 1-27 of 27 Last

<u>Empl ID</u>	<u>Empl Record</u>	<u>Category</u>	<u>Action</u>	<u>User ID</u>	<u>Sequence Number</u>
1234567	0	PAYROLL	ABSENCE_REQUEST	7654321	37
1234567	0	PAYROLL	ABSENCE_REQUEST	7654321	38
1234567	0	PAYROLL	ABSENCE_REQUEST	7654321	39
1234567	0	PAYROLL	BAH_APPROVAL_REQUEST	3333333	1
1234567	0	PAYROLL	CG_EABP_APPROVAL_REQ	4444444	1
1234567	0	PAYROLL	FAMILY_SEPARATION_ALLOWANCE	2222222	2
1234567	0	PAYROLL	FAMILY_SEPARATION_ALLOWANCE	2222222	3
1234567	0	PAYROLL	FAMILY_SEPARATION_ALLOWANCE	5555555	1
1234567	0	PAYROLL	MEALRATE_REQUEST	3333333	1
1234567	0	PAYROLL	OTPI_APPROVAL	4444444	1
1234567	0	PAYROLL	PAY_CORRECTION_REQUEST	2222222	1

Viewing Transactions By Member

Action Request

BAH Approval
Douglas, Gabby

Request Details

Effective Date: 06/15/2015

Request Information

Change Reason: Transfer Effective Status: A

Quarters Status: With dependents; Mbr and deps

Zip: 32228

Fair Rent: 0

Rate: 1620

Entitle Amount: 1620

Request URL

[Click here to view additional request information.](#)

Comment:

Request Status: Approved

Approvers

Approved

 [Aly Raisman](#)
CGHRSUP for User's SPO
06/17/15 - 8:34 AM

HR Technical Authority Analysis Lifecycle

Methods for Improvement

Process Change

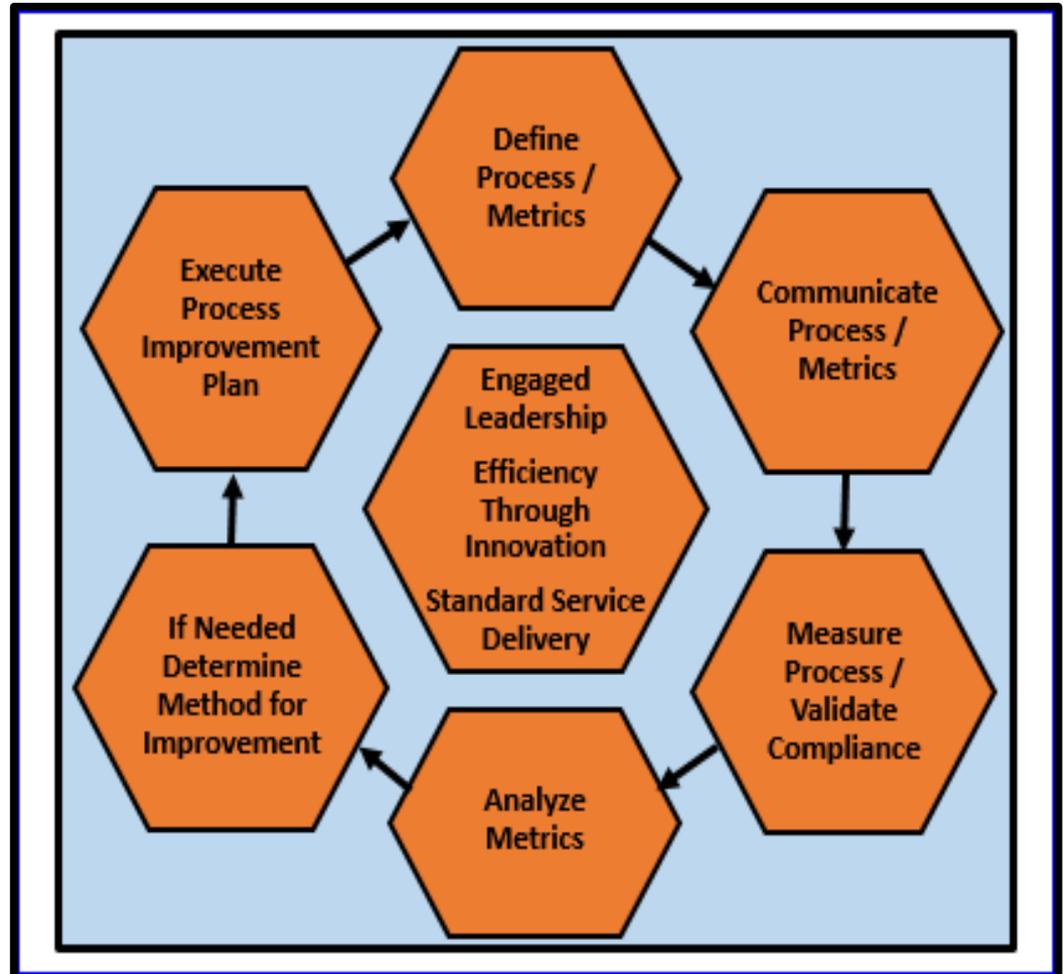
Software Change

Increased Communications

Resource Proposal

Skill Development

Doctrine/Guidance Change



PPC HR Business Analysis Team

How do we know it is time?

- Right People
- Right Place
- Right Time
- Right Skills
- Right Support
- Right Pay
- **Measure, Validate data and Improve Processes**



Questions & Answers





Thank You For Joining Us!

**CONTACT:
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