

**Instructions:** Complete this form. Click the Save Form button and save it to a location on your system. Click the E-Mail button to start a new e-mail message to [PPC-PF-PD@uscg.mil](mailto:PPC-PF-PD@uscg.mil). It should automatically attach your copy of the form to the e-mail. Just press the send button (in your E-Mail program) to submit the form. Please contact Karen Emmot (P&D) @ 785-339-2225 (<mailto:karen.s.emmot@uscg.mil>) if you have any questions.

**USCG Pay & Personnel Center**  
**HR Systems and Reserve Member Workshops On Site Request Form**

<b>POC Name:</b>	
<b>Unit:</b>	
<b>Phone:</b>	
<b>Location:</b>	

**Type of Workshop(s) Requested (Select all requested):**

- Human Resource Systems (5 days)  
 Reserve Member Workshop (2 days)

(See next page for workshop descriptions)

**Number of individuals to attend:** (estimated)

**Resources requirement availability:**

**Will each student have a computer?**  Yes  No

**Will there be a projector available?**  Yes  No

**Comments** (i.e. desired dates, special needs, etc.):

**Thank you for your interest!**  
**You will receive confirmation via e-mail in a few days.**

## Workshop Descriptions:

**Human Resource Systems:** This redesigned workshop is focused on the new [Direct Access Servicing Personnel Office User Manual](#). The format of this workshop is open discussion forum with exercises that allow data entry in a Direct Access test environment. There are case scenarios and student accounts for both Direct Access and JUMPS so attendees can work through a situation in class and see the end result in JUMPS, creating a positive learning environment. Topic selection was based on a combination of previous student survey input, issues provided by PPC Customer Care, and identified problem areas from PPC (MAS) and (SES) branches. Due to popular demand, we have incorporated Travel systems back into the curriculum and will focus on the newly released Web based TPAX.

Topics include:

- Military Pay Communications (DA, JUMPS and LES)
- Service Contracts and Separations
- Pay Entitlements
- Corrections and Deletions
- PCS (Orders, Departing/Reporting Endorsements, DA, and JUMPS)
- Advances, Special Payments, and Cash Deposits
- Reserves - SPO issues
- Bonuses (Enlistment, SRB, CSB, and SELRES)
- Debt Liquidation (How, when, and why)
- Travel – Web TPAX

**Reserve Member Workshop:** This workshop is designed specifically for all Reserve members to provide basic information on specific points of interest. The topics were created based on inquiries and requests for information and assistance from Reservists throughout the Coast Guard via PPC Customer Care help requests and PPC surveys. It is not intended to provide an all encompassing background on all Reserve matters.

Topics include:

- Direct Access and You
- Direct Access and Self Service
- Reserve Retirement Points Statement
- Requesting Reserve Orders (IDT, ADT, ADOS)
- Leave and Earnings Statement (LES)
- Selected Reserve (SELRES) Enlisted Bonus Programs
- Reserve Advancements (SWE/PDE)
- Release From Active Duty (RELAD)
- Wage and Tax Statements (IRS – W2)
- Retirement/RC-SBP
- Travel (Web TPAX)