

Retirement Points for Correspondence or Distance learning Courses

Overview

Introduction This chapter provides the procedure for entering non-Coast Guard Institute correspondence course completions and distance learning courses in Direct Access.

In this chapter The following topics are covered in this chapter:

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Codes and Point Values: http://www.uscg.mil/reserve/pay_benefits.asp http://www.uscg.mil/RESERVE/docs/pay_benefits/RRP Code Table.doc	

Retirement Points for Correspondence or Distance learning Courses

Before You Begin

Introduction

The section provides background and policy information.

Background

Per paragraph 8.C.5, COMDTINST M1001.28(series), Reserve Policy Manual, reserve component members earn retirement points for satisfactory completion of correspondence courses that have been evaluated for retirement point credit by Commandant (CG-131), Commanding Officer, USCG Institute, or the Chief of Naval Personnel.

Pursuant to the FY02 National Defense Authorization Act, the Coast Guard has established a policy to implement and administer compensation for members of the Selected Reserve for completion of certain distance learning courses. The Office of Reserve Affairs, Plans and Policy division, CG-1311, has approved a list of Non-Coast Guard courses and determined the appropriate compensation for each course. Compensation shall be in the form of Reserve Retirement Points (RPP).

[ALCOAST message 556/09](#) provides the policy and additional information for retirement point credit for completion of distance learning courses.

Coast Guard Institute Correspondence Courses

Retirement points for Coast Guard correspondence courses are electronically updated in Direct Access by the CG Institute. Servicing Personnel Offices must not attempt to edit, add, change, or remove Coast Guard Correspondence Course status or completion data. Report any discrepancies noted to the member's ESO or the Coast Guard Institute for investigation.

Non- Coast Guard Institute Correspondence Courses and Distance Learning Courses

Correspondence course completions of non-Coast Guard Institute correspondence courses and distance learning courses must be entered in Direct-Access by the member's Servicing Personnel Office.

The course completion letter serves as the source document for this transaction.

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Process

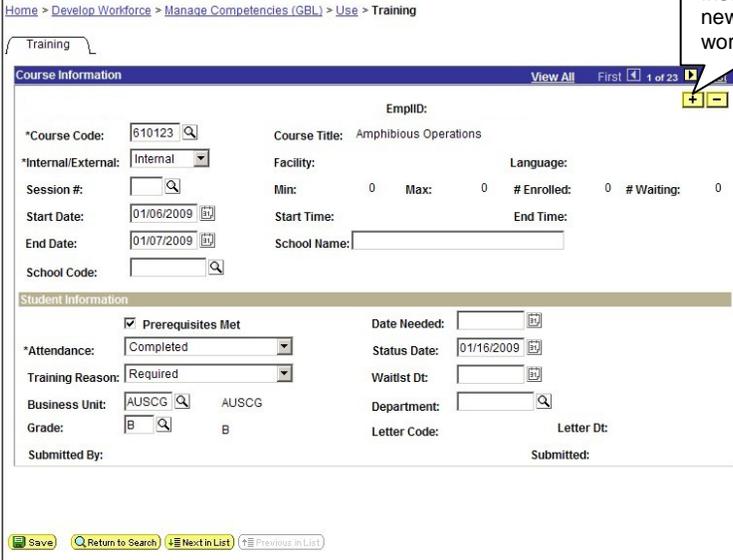
Process

The member must forward a copy the course completion letter to the SPO for data entry.

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Course Completion Data Entry Procedure

Procedure Follow these steps to record the course completion in Direct Access:

Step	Action
1	Select menu items in the following order: Home > Develop Workforce > Manage Competencies (GBL) > Use > Training
2	Enter the employee ID in the EmplID field and press the  button.
3	<p>The Training page displays.</p> <ul style="list-style-type: none"> • If the member does not have any previous training recorded, the page will open with a blank row displayed. You may enter data in this row. If a blank row is not displayed, click  to insert an additional row. • If you are entering or viewing existing results the page will display the first few rows of data. You can view the remaining rows by clicking on the links at the top of the table. <div style="text-align: center;">  </div> <p>Warning: Do not overwrite existing course completions! If you intend to record a new course or training completion, click the  first to insert a new row to work in.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;"> Insert a new row to work in </div> 

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Course Completion Data Entry Procedure, Continued

Procedure (continued)

Step	Action												
4	<p>Enter the Course Code. *Course Code: <input type="text" value="610205"/> </p> <p>If you do not know the code, click the lookup icon () of the blank row to display the Lookup Course Code page.</p> <p>Home > Develop Workforce > Manage Competencies (GBL) > Use > Training</p> <p>Lookup *Course Code</p> <p>Course Code: <input type="text"/></p> <p>Description: <input type="text" value="%Terrorism"/></p> <p>Course Status: <input type="text" value="Active"/></p> <p>Course Type: <input type="text" value="Correspondence"/></p> <p>Multilingual Course <input type="checkbox"/></p> <p>Internal/External: <input type="text" value="Internal"/></p> <p>Session Administration <input type="checkbox"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup</p> <p>Search Results</p> <p>View All</p> <table border="1"> <thead> <tr> <th>Course Code</th> <th>Description</th> <th>Course Status</th> <th>Creation Date</th> <th>Course Type</th> <th>Mu</th> </tr> </thead> <tbody> <tr> <td>610205</td> <td>The Global War on Terrorism</td> <td>Active</td> <td>02/28/2003</td> <td>Correspond</td> <td>N</td> </tr> </tbody> </table> <p>Complete the description field with the % character followed by part or all of the course title. Click Lookup to display possible matches. From the Search Results list, you can choose a specific row of data. A single click on any column in that row retrieves the page.</p>	Course Code	Description	Course Status	Creation Date	Course Type	Mu	610205	The Global War on Terrorism	Active	02/28/2003	Correspond	N
Course Code	Description	Course Status	Creation Date	Course Type	Mu								
610205	The Global War on Terrorism	Active	02/28/2003	Correspond	N								

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Course Completion Data Entry Procedure, Continued

Procedure (continued)

Step	Action
5	<p>Complete the Start and End Date fields.</p> <p>Start Date: <input type="text" value="01/23/2009"/></p> <p>End Date: <input type="text" value="01/23/2009"/></p> <p>For non-resident training, including correspondence or distance learning courses, the start date and the end date fields are completed with the same date. Use the date the course was completed for these dates. The course completion date is usually specified in the course completion letter.</p>
6	<p>Select “<i>Completed</i>” for the Attendance field.</p> <p>*Attendance: <input type="text" value="Completed"/></p>
7	<p>Complete the grade field by entering “P” for “Pass”.</p> <p>Grade: <input type="text" value="P"/> <input type="button" value="Q"/> Pass</p>
8	<p>Click <input type="button" value="Save"/> at the bottom of the page to save your work. Other data fields not described in this procedure are not applicable to this type of transaction and may be left blank or at their default values.</p>

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Corrections & Deletions

Introduction

This section provides the procedure for correcting and deleting correspondence or distance learning course completions.

Discussion

Corrections and deletions on the [Develop Workforce > Manage Competencies \(GBL\) > Use > Training](#) page are not reported to JUMPS (see “JUMPS Effect” on the next page), the member’s annual reserve points statement will not be changed unless PPC (ses) manually intervenes.

Corrections

Entries submitted with an incorrect course code, attendance status, or completion date must be deleted.

Deletions

If a Course is deleted for a member, and points were associated to the course, and the member was given them in JUMPS, then PPC (ses) must be notified to remove the course points data from the member’s segment 81.

Follow these steps to delete the entry:

Step	Action
1	Locate the erroneous entry on the Develop Workforce > Manage Competencies (GBL) > Use > Training page for the member and click the delete row button to the right of the row.
2	Click the Save button.
3	Notify PPC (ses), via a Customer Care Trouble Ticket, provide: <ul style="list-style-type: none">• Member’s name & Employee ID• Course Code and Title• Date of the original R970 transaction to be deleted

[Home](#) > [Develop Workforce](#) > [Manage Competencies \(GBL\)](#) > [Use](#) > [Training](#)

Training

Course Information View All First 1 of 23 Last

*Course Code:	<input type="text" value="610123"/>	EmpID:	<input type="button" value="+"/> <input type="button" value="-"/>
*Internal/External:	<input type="text" value="Internal"/>	Course Title:	Amphibious Operations
		Facility:	Language:

Click the **delete row** button to the right of the row.

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JUMPS Effect

Timing

JUMPS can only process this transaction if the reserve points segment 81 for the related anniversary year has a blank reason code (e.g. Statement has not yet been issued). The segment 81 will have a blank reason code until three months after the member's anniversary year end. Therefore, if submission of this transaction is more than three months after the member's anniversary year end for which the correspondence course is to be credited, the R970 will error and PPC (ses) will take action to correct the previous year's point statement.

JUMPS Effect

If the following conditions are met the course completion will generate a "Report Course Completion (R970)" transaction for processing by JUMPS:

1. The value for the Field 'Attendance', in the Student Information section must be 'Completed'.
2. The member must show in DA as being in the Ready Reserves or the Standby Reserves, as of the Start Date of the Course.
3. The course has points associated to it. This is defined in the **Course Table Setup** by entering a numeric value in the "Course Units" field (as shown below). Commandant (CG-1311) assigns the point value and maintains the Course Table for approved distance learning programs. http://www.uscg.mil/RESERVE/docs/pay_benefits/RRP_Code_Table.doc lists courses, course codes and point values as of 29 September 2009.

Home > Develop Workforce > Manage Competencies (GBL) > Setup > Course Table [New Window](#)

Course Profile | **Required Instr Comps/Accomps** | Prereqs,Goals | Equipment | Catalog | Description ▶

Course: 610205

Title: The Global War on Terrorism

Short Title: 6990

Creation Date: 02/28/2003

*Internal/External: Internal

*Course Type: Correspnd

*Primary Delivery Method: Workbook

Min/Max Students: 1 1

Duration Time:

Course Units: 15.0

School Code/School:

*Course Status: Active

Revision Date: 02/28/2003

Session Administration

Multilingual Course

Instructor Comps/Accomps Req

Cost Unit: Day

Course Offering: As Req.

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

Course Profile | [Required Instr Comps/Accomps](#) | [Prereqs,Goals](#) | [Equipment](#) | [Catalog](#) | [Description](#) | [LUFS Project Code](#)

Retirement Points for Correspondence or Distance learning Courses

Please see http://www.uscg.mil/RESERVE/docs/pay_benefits/RRP Code Table.doc for current listing.