

**Instructions:** Complete this form. Click the Save Form button and save it to a location on your system. Click the E-Mail button (on the bottom of this page) 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 by email (<mailto:ppc-pf-pd@uscg.mil>) if you have any questions.

# USCG Pay & Personnel Center

## Workshop Request Form

<b>POC Name:</b>	
<b>Unit:</b>	
<b>Phone:</b>	
<b>Date of Request:</b>	

**Type of Workshop Requested (Select all that apply):**

- HR Systems (5 days)
- Reserve Member (2 days)

**Number of individuals to attend:**

**Sponsoring unit provides travel funds.**

**Please provide:**

Rate	Name	EMPLID	Workshop Number*

\*Schedule and Workshop numbers are on page 2 of this form

**Comments:**

**Thank you for your interest!**

**You will receive confirmation via e-mail in a few days.**

**Workshop Schedules**

**The Reservist 2013 PPC Topeka Workshop Schedule:**

Workshop	Dates	Status
RES 301	March 20-21, 2013	
RES 302	July 24-25, 2013	

**Human Resource Systems 2013 PPC Topeka Workshop Schedule:**

Workshop	Dates	Status
HRS 301	March 25-29, 2013	
HRS 302	July 29 –August 2	

## 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)