

E-Mail ALSPO M/09

Subj: PPC PROCEDURES AND DEVELOPMENT 2010 WORKSHOP SCHEDULE

Introduction

The Pay and Personnel Center, Procedures and Development branch proudly announces the 2010 schedule for the Human Resource Systems and the Reservist Workshops. Due to overwhelming requests, the NEW Web-based TPAX has been added to both workshops!

HR Systems Workshop

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

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**HR Systems
Workshop
(continued)**

2010 PPC Workshop Schedule

Workshop	Dates
HRS 001	January 25-29, 2010
HRS 002	February 22-26, 2010
HRS 003	March 22-26, 2010
HRS 004	April 19-23, 2010
HRS 005	May 24-28, 2010
HRS 006	June 21-25, 2010
HRS 007	July 19-23, 2010
HRS 008	August 23-27, 2010
HRS 009	September 20-24, 2010

**Reserve
Member
Workshop**

This workshop is designed specifically for Reserve members. The topics covered are based on inquiries and requests for information from Reservists.

Topics include:

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

This workshop does not provide SPO data entry procedures. However, for active duty personnel, it is an excellent introduction to the Reserve program. All who attend will come away with an understanding of how the Coast Guard's pay and personnel systems function to provide accurate and timely compensation to members of the Reserve component.

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**Reserve
Member
Workshop**
(continued)

2010 PPC Workshop Schedule

Workshop	Dates
RES 001	January 20-21, 2010
RES 002	February 17-18, 2010
RES 003	March 17-18, 2010
RES 004	April 14-15, 2010
RES 005	May 19-20, 2010
RES 006	June 16-17, 2010
RES 007	July 14-15, 2010
RES 008	August 18-19, 2010
RES 009	September 08-09, 2010

**Requesting HR
Systems or
Reserve
Member
Workshop
Attendance**

PPC hosted workshops are held in Topeka, KS, with 15 seats available for each class. There is no cost to attend PPC-hosted workshops. Travel and per diem cost is born by the benefiting unit. Government quarters and messing are not available.

Use the quota request at <http://www.uscg.mil/ppc/docs/classroomrequest.pdf>, to register to attend one of the PPC hosted workshops (e-mail the completed form to PPC-PF-PD@uscg.mil or fax it to (785) 339-3780).

Reserve Component members should ensure funding for orders and travel is approved before submitting requests. Chapter 3-c of the Reserve Policy Manual, COMDTINST M1001.28(series) provides guidance for requesting ADT or ADT-OTD orders for resident training for Reserve Component members.

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**Bring the
Workshops to
Your Unit**

Our Workshops are available for delivery at any unit provided there are space and resources available. We require paid travel for two instructors and ask that there be sufficient room and equipment to deliver the best possible experience to those attending. To request our services, please complete the request at <http://www.uscg.mil/ppc/docs/onsiterequest.pdf> and send it by e-mail to PPC-PF-PD@uscg.mil or by fax to (785) 339-3780.

Our staff will respond as quickly as possible to discuss logistics and dates.

Questions

Any questions may be addressed to Karen Emmot, PPC (pd), (karen.s.emmot@uscg.mil) or 785-339-2225.

The PPC (pd) web page at <http://www.uscg.mil/ppc/pd.asp> is regularly updated with workshop availability information.

Released by

Internet release authorized.

/s/
J. D. PHILLIPS, CAPT, USCG
Commanding Officer
