

## E-Mail ALSPO O/09

**Subj: SPO STAFFING QUESTIONNAIRE**

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**Introduction** This E-Mail ALSPO message is a request for information regarding current SPO personnel.

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**Objective** With all the organizational changes that have taken place during the modernization process, it has become necessary to update our SPO staffing information here at PPC. As we all know, often yeomen are moved within units at the CO's discretion. Therefore, in order to get the most accurate picture of our SPO workforce, we are asking each SPO to respond to the following short questionnaire. This will not only tell us the true makeup of our SPOs, but we will also know the experience level of our yeoman and have an idea of the average number of records each one handles. This is important as we work to improve our processes and procedures, and develop possible future conferences or workshops geared to address specific problem areas.

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**SPO Action** SPOs shall designate one point of contact to complete the questionnaire in enclosure (1) and respond with each SPO's information. Where a SPO and admin office are collocated, provide information on the SPO yeoman only.

Note that we are asking you to provide names.

1. Name of each person with CGHRSUP/Payment Approval Official (PAO) authority. If this person is an auditor, how many yeoman is he/she responsible for? If this person is responsible for records, how many? How many years SPO experience does this person have?
2. Name of each SPO yeoman (CGHRS role users), number of records responsible for, and years SPO experience.
3. Is there a SPO issue you would like to bring to PPC's attention?

Please complete and return the enclosed questionnaire to YNCM Lori McNaught, by e-mail to [Lorrelle.M.McNaught@uscg.mil](mailto:Lorrelle.M.McNaught@uscg.mil), not later than, Friday, 11 December 2009.

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**Questions**

Questions regarding the content of this E-Mail ALSPO may be directed to  
YNCM McNaught:



(785) 339-3613



[Lorrelle.M.McNaught@uscg.mil](mailto:Lorrelle.M.McNaught@uscg.mil)

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**Released by**

Internet release authorized.

/s/

J. D. PHILLIPS, CAPT, USCG  
Commanding Officer

Encl: (1) SPO Staffing Questionnaire

# SPO Staffing Questionnaire

1. Unit/SPO Name: (e.g. "PSSU Alameda", "Sector Boston")			
2. Point of Contact: (Person completing this questionnaire)	Name (Last First MI):	Rank/Rate:	Telephone W/Ext:

3. CGHRSUP Role Users/Payment Approving Officials (PAOs):					
Name (Last First MI)	Rank/Rate:	Auditor? Yes   No	If this person is an auditor, how many people is he/she responsible for?	If this person is responsible for records, how many?	How many years SPO experience does this person have?
1.		<input type="checkbox"/>   <input type="checkbox"/>			
2.		<input type="checkbox"/>   <input type="checkbox"/>			
3.		<input type="checkbox"/>   <input type="checkbox"/>			
4.		<input type="checkbox"/>   <input type="checkbox"/>			
5.		<input type="checkbox"/>   <input type="checkbox"/>			

*If more than 5 CGHRSUP Role Users/PAOs assigned, please continue on reverse.*

4. YNs/Employees CGHRS Role Users Assigned. Name of each SPO yeoman/employee, number of records responsible for, and years SPO experience.							
Name (Last First MI)	Rank/Rate:	#Records	Years SPO experience	Name (Last First MI)	Rank/Rate:	#Records	Years SPO experience
1.				31.			
2.				32.			
3.				33.			
4.				34.			
5.				35.			
6.				36.			
7.				37.			
8.				38.			
9.				39.			
10.				40.			
11.				41.			
12.				42.			
13.				43.			
14.				44.			
15.				45.			
16.				46.			
17.				47.			
18.				48.			
19.				49.			
20.				50.			
21.				51.			
22.				52.			
23.				53.			
24.				54.			
25.				55.			
26.				56.			
27.				57.			
28.				58.			
29.				59.			
30.				60.			

*If more than 60 CGHRS Role Users/SPO YNs assigned, please continue on reverse.*

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5. Comments. Is there a SPO issue you would like to bring to PPC's attention?

3. (Continued from page 1) **CGHRSUP Role Users/Payment Approving Officials (PAOs):**

Name (Last First MI)	Rank/ Rate:	Auditor? Yes   No		If this person is an auditor, how many people is he/she responsible for?	If this person is responsible for records, how many?	How many years SPO experience does this person have?)
6.		<input type="checkbox"/>	<input type="checkbox"/>			
7.		<input type="checkbox"/>	<input type="checkbox"/>			
8.		<input type="checkbox"/>	<input type="checkbox"/>			
9.		<input type="checkbox"/>	<input type="checkbox"/>			
10.		<input type="checkbox"/>	<input type="checkbox"/>			

4. (Continued from page 1) **YNs/Employees CGHRS Role Users Assigned.** Name of each SPO yeoman/employee, number of records responsible for, and years SPO experience.

Name (Last First MI)	Rank/ Rate:	#Records	Years SPO experience	Name (Last First MI)	Rank/ Rate:	#Records	Years SPO experience
61.				71.			
62.				72.			
63.				73.			
64.				74.			
65.				75.			
66.				76.			
67.				77.			
68.				78.			
69.				79.			
70.				80.			