

Question: What is the SPO Tree?

Answer: SPO Tree is a functionality in Direct Access 9.1/Global Pay that routes transactions to all CGHRSUP users within a SPO DeptID.

Question: Who can see/approve transaction that uses the SPO tree functionality?

Answer: All, and only those CGHRSUP users within a DEPTID. Example: PPC SPO DEPTID is 036413. All CGHRSUP users in 036413 will be able to see and approve transactions sent to that SPO tree. 007800 is a DEPTID within PPC (Procedures & Development Branch). Any CGHRSUP in DEPTID 007800 will not be able to see or approve any transactions submitted by PPC CGHRS users because they are not assigned to DEPTID 0036413.

Question: Which transactions use the SPO tree functionality?

Answer: PCS, separations, and most pay entitlements are examples of some transactions that use this functionality.

Question: What if my unit has people working in the SPO that are not assigned to the SPO DeptID?

Answer: Units will need to either move personnel that were originally assigned to the SPO back into the SPO or submit a PAL cleanup. Any member that is not assigned to a SPO Dept ID will have their CGHRS or CGHRSUP roles removed by PPC.

Question: Why are personnel not assigned to the SPO losing their CGHRS and/or CGHRSUP roles?

Answer: Due to the SPO tree functionality, SPO realignment initiative, and for audit purposes, only personnel attached to a SPO will have CGHRS and/or CGHRSUP roles.

Question: Are there other roles that admin personnel can request to help them better do their job if they lose CGHRS and/or CGHRSUP roles?

Answer: Yes, personnel attached to P&A offices (Admins) may request CGFIELDADMIN or CGHRSVW.

Question: How do I submit a PAL Cleanup?

Answer: PAL cleanup requests should be submitted in accordance with ALCGFINANCE 035/14. The deadline for the next PAL Cleanup cycle is Nov 14, 2014.

Question: How do I notify PPC of proposed PAL Cleanup to ensure the right personnel get CGHRS and CGHRSUP roles?

Answer: Submit a copy of your PAL Cleanup spreadsheet through a "Trouble Ticket" to PPC. Units must include DA Forms for any personnel that are being moved into the SPO Dept ID. PAL Cleanups need to be submitted IAW ALCGFINANCE 035/14 no later than Nov 14th. Submit proposed PAL Cleanup information to PPC as soon as possible to allow time for processing.

Question: Who do I contact for PAL Cleanup questions?

Answer: Contact your PAL Resource Manager. List of Resource Managers:

<https://cgportal2.uscg.mil/units/cg833/pal-cleanup/Shared%20Documents/INFORMATION/Resource%20Managers%20POC.pdf>

Question: What is the difference between a PAL Cleanup and a SARR request?

Answer: PAL Cleanup addresses minor PAL discrepancies in a timely manner. SARR requests are reprogramming requests that may impact workforce management issues. See <https://cgportal2.uscg.mil/units/cg833/pal-cleanup/Shared%20Documents/INFORMATION/PAL%20Cleanup%20Guidance.pdf> for additional information.