

E-Mail ALSPO I/11

Subj: PPC PROCEDURES AND DEVELOPMENT 2012 WORKSHOP SCHEDULE

Introduction

The Pay and Personnel Center, Procedures and Development branch proudly announces the 2012 schedule for the Human Resource Systems and the Reservist Workshops.

HR Systems Workshop

This workshop is focused on the [Coast Guard Servicing Personnel Office Manual, PPCINST M5231.3](#) (series). 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. We have also incorporated Travel systems into the curriculum and will focus on the Web-based version TPAX.

Topics include:

- Military Pay Communications (DA, JUMPS, and LES)
 - Service Contracts and Separations
 - Pay Entitlements
 - Corrections and Deletions
 - Reports and Queries
 - 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)**

2012 PPC Workshop Schedule

Workshop	Dates
HRS 201	March 19-23, 2012
HRS 202	April 23-27, 2012
HRS 203	May 21-25, 2012
HRS 204	June 25-29, 2012
HRS 205	July 23-27, 2012
HRS 206	August 20-24, 2012

**Reserve
Component
Member
Workshop**

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

Topics include:

- Direct Access and Self Service (e. g., ASQ, eRésumé, and updating contact information)
- 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)
- Reserve Retirements (RC-SBP)
- 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
Component
Member
Workshop
(continued)**

2012 PPC Reserve Component Member Workshop Schedule

Workshop	Dates
RES 201	March 7-8, 2012
RES 202	April 11-12, 2012
RES 203	May 9-10, 2012
RES 204	June 13-14, 2012
RES 205	July 11-12, 2012
RES 206	August 8-9, 2012

**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
