

27 June 2016 - MANIC MONDAY Q&A

Q. DA Roles "should" be for the entire period...not have to renew every year...We run into gaps with spo roles going away every year...

A. Policy ([Certifying Disbursing Manual, COMDTINST M7210.1C](#)) requires annual designation to retain the PAO certification. We are going to update our processes here at PPC. Each year we will verify that the user has completed the necessary courses, then we will reissue a PAO letter. However, if the courses have not been completed, we will revoke the roles and a new request must be submitted.

Q: Will the on-line DA user access allow for non-SPO members to be temporarily designated for SPO work?

A: No. The new functionality of submitting DA user requests in DA does not change the policy/procedures for assigning SPO DA access to members. Only members assigned to a SPO are granted the CGHRS and/or the CGHRSUP roles. Exceptions are considered on a case-by-case basis. This policy/procedure is being reviewed.

Q: Suggestion: Would it be possible/easier to create an outlook form with a dropdown list of acceptable documents that can be submitted into the EI PDR? If it's not in the drop down, it cannot be submitted.

A: This will be considered.



JUNE SESSION

Oh No!

IT'S JUST ANOTHER MANIC

• MONDAY •

OH WOE i wish it
WAS SUNDAY

... oh woe ...

'CAUSE THAT'S MY
FUNDAY OH WOE

My I don't have to runday... Oh

IT'S JUST ANOTHER MANIC

• MONDAY •

The P&D Staff

Karen

Rich

Charlie

Sandi

Maddy

Matt

Digging In To The Agenda



Profile Letters



User Access Request



EBDL



SPO Tree Functionality



PCS Travel Claims



EIPDR – PSC BOPS



PROFILES OF CHANGE Letter



Main Menu > CG AD Self Service: Employee >

View Edit "CG AD Self Service: Employee" Collection

My Profile My Profile	Member Training Rating Member Training Rating	My Reserve Points Statement My Reserve Points Statement
My Reserve Drills View information about drills occurring on or after 13 months ago (starting 01 JAN 2015), including pay and approval.	View My Payslips (AD/RSV) Payslips for Active Duty Members	My Employee Reviews
Employee Review Summary	Off Comparison Scale Summary	SWE PDE Self Service SWE PDE
Warrant PDE Self Service Warrant PDE	My Credit Card Data My Credit Card Data	My Credit Card Balance My Credit Card Balance
SWE Profile Letter SWE Profile Letter	Warrant Profile Letter Self-Service Warrant Profile Letter	View/Print My Year End Forms Access year-end ACA, W2, and 1099R forms and choose to forego receiving a paper copy of your tax forms in the mail.

Items of Interest

FAQ's

Resources

Electronic User Role Access Request

My Page	Self Service	Requests
Self Service Requests		
Submit an Absence Request	View My Absence Requests	
Submit a Delegation Request	View My Requests (all types)	
User Access Request	Submit a Drill Request	

User Access Request

This page is used to request user access to the Direct Access system. This page can be used to add additional roles or delete existing roles. The request must be approved by appropriate authority.

User ID: 1234567 Jessica Rabbit

[Initiate Request](#)

Many of these roles either require special routing or additional documents in order for the role to be granted. Review the Personnel and Pay Procedures Manual, PPCINST M1000.2 (series), Chapter 2, for additional guidance.



User Access Request

Request Details

User Access Request For: 1234567

Jessica Rabbit

Request ID:

Request Status:

Current Roles

Customize | Find | View All | First 1-3 of 7 Last

Keep Role	Remove Role	Role Name	Role Description	Role Details
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGFIELDADM	Unit ADMIN access to limited HR	Role Details
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGHRSVW	HRS/PERSRU Display Only	Role Details
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGROWSEC_CGAD	CG Active Duty Row Security	Role Details

Current Functions

Customize | Find | View All | First 1 of 1 Last

Keep Function	Remove Function	Function Name	Function Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG Admin Technician	CG Admin Technician

Add Functions

Customize | Find | View All | First 1-3 of 4 Last

Add Function	Function Name
<input type="checkbox"/>	CG CGIS Investigator
<input type="checkbox"/>	CG SPO Auditor
<input type="checkbox"/>	CG SPO Technician

Add Roles

Customize | Find | View All | First 1 of 1 Last

Role Name	Role Descrip		
<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Approver Selection

*Justification:

*Approver ID: Position:

Acknowledgement:

I understand that I am authorized to access the Direct Access system and that accessing it for purpose beyond the Scope of Authorization is a violation of Federal law (18 U.S.C. 1030 et al) (Note: Refer to the Automated Information Systems (AIS) User Acknowledgement Form (CG-5500A) which is required for all U.S. Coast Guard AIS users it contains the full Scope of Authorization and Acknowledgement.)

Courses and EBDL Entry

Electronic Based Distributed Learning:

- ❖ ALSPO F/16
- ❖ Reserve Correspondence Course Completion
- ❖ Credits Reserve Retirement Points on Point Statement and populates Person Profile
- ❖ Courses - www.uscg.mil/HQ/cgl/CG131/CG-1311/rrp_ebdl.asp
- ❖ EBDL user guide on PPC (P&D) web page



[My Page](#)[Self Service](#)[Requests](#)

Self Service Requests

[Submit an Absence Request](#)[View My Absence Requests](#)[Submit a Delegation Request](#)[View My Requests \(all types\)](#)[Submit a Drill Request](#)

Payroll Requests

[View My Requests](#)[Absence Request](#)[Civilian Clothing Allowance](#)[Suppl Clothing Allowance](#)[Officer Uniform Allowance](#)[Diving Duty Pay](#)[Foreign Language Pay](#)[Hazardous Duty Pay](#)[Family Separation Allowance](#)[Advance Pay](#)[Advance Liquidation Schedule](#)[SDAP](#)[Meal Rate](#)[Cadet ICA](#)[Hostile Fire Pay](#)[Combat Tax Exclusion](#)[Career Sea Time Override](#)[Career Sea Pay Premium](#)[Hardship Duty Pay](#)[Pay Corrections](#)[Responsibility Pay Override](#)[Career Sea Pay on TDY](#)[Approved Absence Corrections](#)[Cadet COMRATS](#)[PHS Installment Special Pay](#)[PHS Monthly Special Pay](#)[EBDL Completion](#)[Remove EBDL Completion](#)

Action Request

Submit EBDL Completion

Lethorn, Foghorn

Request Details

Course:

 

Completion Date:

 

Pay:

 

Get Details

Request Information

Course
Description:
Points:

Comment:

Submit

Resubmit

Withdraw

Look Up Course

Search by: Course Code begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-211 of 211 Last

Course Code	Status as of Effective Date	Description	User Text - 254 Char
000101	Active	AVIATION ELECTRICIAN, FIRST	16
000102	Active	AVIONICS TECHNICIAN FIRST CLAS	5
000103	Active	AVIATION ELECTRONICS TECHNICA	36
000105	Active	AVIATION MACHINIST'S MATE, FIR	18
000107	Active	AVIATION STRUCTURAL MECHANIC,	20
000108	Active	AVIATION SURVIVALMAN, FIRST	21
000109	Active	BOATSWAIN MATE FIRST CLASS	26
000115	Active	DAMAGE CONTROLMAN, FIRST	25
000121	Active	ELECTRONICS TECHNICIAN, FIRST	34



SPO Tree Functionality

- ✓ Timely and accurate submission and SPO Approval are key
 - ✓ SPO Tree of "submitter"
- ✓ NO SPO tree for submission to DXR/DOL

Settling The Claim

CURRENT STATUS

COMMON ISSUES

EVACUATIONS

If you think you are going to be in an affected area, you should familiarize yourself with our Evacuation Guide:

<http://www.uscg.mil/ppc/travel/EvacuationGuidance.pdf>





**THIS ISN'T A WANT.
IT'S A NEED.**

EIPDR & SPO AUDIT

Document Submissions to Military Records

- SPO and P&A office proposed adjustments:
 - Closer scrutiny prior to submission.
 - Adhere to COMDTINST M1080.10
 - Submission by Auditors (E-6 and above).
- Implementation:
 - Testing with 4 Base/TRACEN SPOs in July/Aug
 - Testing with 4 non-Base P&As in July/Aug



BEACH

WORK



Any Questions?

Contact Info:

PPC-PF-PD@USCG.MIL

<http://www.uscg.mil/ppc/pd.asp>



*You can find
me where the
music meets
the ocean*