

# Pre-Alignment (96 SPOs)



Human Resources Directorate



# Post-Phase I (current, 67 SPOs)



Human Resources Directorate



# Post-Phase II (20 SPOs)



Human Resources Directorate



# SPO LOCATIONS AFTER PHASE II

BASE	Record #s Pre/Post	BASE	Record #s Pre/Post
Base Cape Cod	0/4500	Base NOLA	447/1500
CG Academy	406/1000	Base Kodiak	976/2000
TRACEN Cape May	448/1500	Base Det. St. Louis	373/1500
Base Portsmouth	2165/3000	Base Cleveland	336/2500
TRACEN Yorktown	976/1200	Base LA/LB	549/2000
Base E-City	258/2000	TRACEN Petaluma	750/750
Base NCR	1691/4500	Base Alameda	1749/3000
Base Miami Beach	504/4500	Base Seattle	1181/3500
Base Charleston	0/2500	Base Honolulu	811/1500
ATC Mobile	764/2000	TBD	



# YN SPO and P&A Responsibilities

217 billets/31%

## • **SPO Responsibilities**

- Process all pay transactions accurate and timely.
- Carry out auditor responsibilities.
- Ensure all HR transactions are supported by required documentation.
- Process all pay & personnel transactions related to PCS orders.
- Process all pay & personnel transactions for Reserve recall, mobilization and Reserve on AD.
- Prepare & process all documentation required for admin & disciplinary actions.
- Maintain and process SPO-PDRs.
- Liaison with unit P&As and PPC.

487 billets/69%

## • **P&A Responsibilities**

- Customer Interface
- Manage TDY and PCS orders
- DEERS/RAPIDS and ID cards services
- Provide travel & transportation support, counseling and travel claim assistance.
- Manage GTCC program.
- Coordinate administration of military justice processes
- Manage unit award, weight, & urinalysis
- Liaison with SPO
- Initiate Pay Transactions