

Human Resources Data Validation Instructions

Please mark each HR Data Element on the Validation Form as True or False.

If you are unsure if the data showing is correct, please read the description below. After reading the data element description below, if you are still unsure of how to respond, please contact your SPO for further clarification.

If any values are incorrect, please mark False and contact your SPO for assistance to correct the data. If there is any ambiguity about the validity of a given data element (i.e., Total Qualifying Service) please contact your SPO for assistance. You may be requested to provide the SPO pertinent supporting documentation, such as those documents listed below to update your HR data file. If requested, please send all information to your SPO no later than June 15, 2009.

If the HR data element described below is not applicable to you, due to your Member component (e.g., Active, Reserve, and Reserve on EAD) the data element will be grayed-out within the form.

Data Element	Description	Pertinent Information to Affirm Data Element	Data Element Applicable To
MEMBER IS RECEIVING PAY	Member is in a Pay Status: <ul style="list-style-type: none"> • If Member is receiving pay, please record True. • If Member is a drilling reservist eligible for pay, please record True. • If you are not currently eligible to receive pay, please record False. 	Leave Earnings Statement (LES).	Active, Reserve, and Reserve on EAD
DATE of BIRTH	Member's Date of Birth.	Official Certificate of Birth including government seal.	Active, Reserve, and Reserve on EAD
PAY GRADE (PYGD)	Member's authorized Pay: O = Officer E = Enlisted Personnel W = Warrant Officers Officer pay grades are O1E, O2E, O3E, and O1 through O10. Chief Warrant Officer pay grades are W1 through W4. Enlisted personnel pay grades are E1A, E1B, E1C and E2 through E10. E1A = Personnel with < 4 months of service E1B = Personnel with > 4 months of service E1C = Cadet	Coast Guard Promotion/Advancement Message and current Coast Guard PCS Orders.	Active, Reserve, and Reserve on EAD

Data Element	Description	Pertinent Information to Affirm Data Element	Data Element Applicable To
MARITAL STATUS	<p>C = Common-Law D = Divorced E = Separated H = Head Household M = Married S = Single U = Unknown W = Widowed</p> <p>If value shows "Unknown" or is blank, please record False and contact your SPO to correct.</p>	State issued marriage certificate, divorce decree, separation documents, and death certificate if widowed.	Active, Reserve, and Reserve on EAD
BAH DEPENDENTS	<p>Basic Allowance for Housing (BAH) Dependents: Total count of eligible BAH dependents.</p> <p>If you are married to a member, the example below shows how your BAH should be displayed:</p> <p>Jane Doe shows 3 BAH Dependents:</p> <ol style="list-style-type: none"> 1. Spouse in Service, BAH Eligible 2. Son, BAH Eligible 3. Daughter, BAH Eligible <p>John Doe shows 1 BAH Dependent:</p> <ol style="list-style-type: none"> 1. Spouse in Service, BAH Eligible 	<p>Official Certificate of Birth including government seal (for dependent child);</p> <p>Court Order/Adoption Papers (for dependent parent, relative, adopted child etc.);</p> <p>Marriage Certificate (for dependent spouse).</p>	Active, Reserve, and Reserve on EAD
PAY ENTRY BASE DATE (PEBD)	<p>Pay Entry Base Date: The actual or constructed date of original entry into the military.</p> <p>A constructed date is required for those members with prior service or lost time such as Unauthorized Absence.</p> <p>If value is blank, please record False and contact your SPO.</p>	Enlistment Contract or Oath of Office documentation. (If applicable, Form DD214 for Prior Service).	Active, Reserve, and Reserve on EAD
ACTIVE DUTY BASE DATE (ADB) (Not Validated for members of the Reserve Component not on EAD)	<p>Active Duty Base Date: Used for years towards retirement.</p> <p>This date considers all active duty time regardless of service. If you have no prior service this is the same date as your Pay Entry Base Date.</p> <p>For Active and Reserve on EAD: If value is blank, please record False and contact your SPO.</p>	Enlistment Contract or Oath of Office documentation. (If applicable, Form DD214 for Prior Service).	Active and Reserve on EAD Only

Data Element	Description	Pertinent Information to Affirm Data Element	Data Element Applicable To
MEMBER'S COMPONENT	Active = All members currently on a regular contract. Reserve = All members on a reserve contract, but not on stand-by status. Reserve on EAD = Reservist currently on a regular contract.	Current Coast Guard PCS Orders.	Active, Reserve, and Reserve on EAD
EMPLOYEE ID (EMPLID)	The EMPLID is an automatically generated number assigned by Direct Access (DA) during the hiring process.	LES.	Active, Reserve, and Reserve on EAD
DATE OF INITIAL ENTRY INTO MILITARY SERVICE (DIEMS)	Date of Initial Entry into the Military Service: The date of the member's initial entry into the Armed Forces. (The day you took your service oath.) It includes both active and inactive service, as well as time spent in a military academy, in OCS, or in a delayed enlistment program. DIEMS is taken from the member's original contract and is used to calculate a member's retired pay percentage. If value is blank, please record False and contact your SPO.	Enlistment Contract or Oath of Office documentation. (If applicable, Form DD214 for Prior Service).	Active, Reserve, and Reserve on EAD
CAREER STATUS BONUS ELECTED	Members with a DIEMS of 1 Aug 1986 or later are notified by PPC of their eligibility or ineligibility to elect a Career Status Bonus approximately six months prior to their reaching 15 years active, creditable service. Yes = Member has elected a CSB. No = Member has not elected a CSB. This includes members that have less than 15 years of creditable service or has a DIEMS Date earlier than 1 Aug 1986.	Form PPC-2426.	Active, Reserve, and Reserve on EAD

Data Element	Description	Pertinent Information to Affirm Data Element	Data Element Applicable To
<p>TOTAL QUALIFYING SERVICE (TQS)</p>	<p>"Qualifying Years of Service: A qualifying year of satisfactory service for non-regular retired pay is a full year during which a regular or reserve member is credited with a minimum of 50 retirement points. An accumulation of 20 such years is one requirement necessary to qualify for non-regular retired pay." (source Para 8.C.3, Coast Guard Reserve Policy Manual). The period (YYMMDD) shown on your self-validation form will reflect TQS as of the end of your last Anniversary Year (AY). Service for the current AY will not be reflected.</p> <p>Active component members may have a value in this field. However, TQS is not applicable to active duty members and this field is not validated for active duty members. If there is a value present, it should reflect TQS the active duty member earned while a member of a Reserve Component (officers with Reserve Commissions who have integrated into the regular component will have a TQS entry for example). Again, this field is not applicable to active duty members and it is not updated once you leave the Reserve Component.</p> <p>For example, a TQS value of 160228 = 16 years, 2 months, and 28 days towards the 20 Years of Active Duty Service.</p>	<p>20 Year Service Letter. Form DD214. All Active Duty Orders. Reserve Points Statements.</p>	<p>Reserve and Reserve on EAD</p>

Self-Validation Form FAQ

(Please note: Only CG **military personnel** need to complete this validation)

1) Why is it important that I complete this Self-Validation Form?

Answer: The Self-Validation form includes key personnel data elements that are used to ensure your current pay, retirement pay and benefits are correct. Beyond your pay, this validation will also help to confirm other benefits, such as the post 9/11 GI Bill eligibility. The form will take approximately five to ten minutes to complete.

2) What are the data elements being validated?

Answer: The following HR data elements are being validated. The data element descriptions can be accessed via the instructions link on your Self-Validation form.

Data Element	Description
MEMBER IS RECEIVING PAY	Member is in a Pay Status: <ul style="list-style-type: none">• If Member is receiving pay, please record True.• If Member is a drilling reservist eligible for pay, please record True.• If you are not currently eligible to receive pay, please record False.
DATE of BIRTH	Member's Date of Birth.
PAY GRADE (PYGD)	Member's authorized Pay: <ul style="list-style-type: none">• O = Officer• E = Enlisted Personnel• W = Warrant Officers <ul style="list-style-type: none">• Officer pay grades are O1E, O2E, O3E, and O1 through O10.• Chief Warrant Officer pay grades are W1 through W4.• Enlisted personnel pay grades are E1A, E1B, E1C and E2 through E10.<ul style="list-style-type: none">• E1A = Personnel with < 4 months of service• E1B = Personnel with > 4 months of service• E1C = Cadet
MARITAL STATUS	C = Common-Law D = Divorced E = Separated H = Head Household M = Married S = Single U = Unknown W = Widowed

Data Element	Description
<p>BAH DEPENDENTS</p> <p>This count should include military spouse if married to another member.</p>	<p>Basic Allowance for Housing (BAH) Dependents: Total count of eligible BAH dependents.</p> <p>If you are married to a member, the example below shows how your BAH should be displayed:</p> <p>Jane Doe shows 3 BAH Dependents:</p> <ul style="list-style-type: none"> • Spouse in Service, BAH Eligible • Son, BAH Eligible • Daughter, BAH Eligible <p>John Doe shows 1 BAH Dependent:</p> <ul style="list-style-type: none"> • Spouse in Service, BAH Eligible
<p>PAY ENTRY BASE DATE (PEBD)</p>	<p>Pay Entry Base Date: The actual or constructed date of original entry into the military.</p> <p>A constructed date is required for those members with prior service or lost time such as Unauthorized Absence.</p>
<p>ACTIVE DUTY BASE DATE (ADBD)</p> <p>(Active Component Members Only!)</p>	<p>Active Duty Base Date: Used for years towards retirement.</p> <p>This date considers all active duty time regardless of service. If you have no prior service this is the same date as your Pay Entry Base Date.</p> <p>Reserve Component members may or may not have a value in this field. If a value is present, it is carried over from your previous active service and has not been adjusted to reflect subsequent breaks in service. Reserve Component members are not to report inaccuracies in this field it is not a validation requirement for Reserve Component members (it is 'grayed out' you can't validate it).</p>
<p>MEMBER'S COMPONENT</p>	<p>Active = All members currently on a regular contract. Reserve = All members on a reserve contract, but not on stand-by status. Reserve on EAD = Reservist currently on a regular contract.</p>
<p>EMPLOYEE ID (EMPLID)</p>	<p>The EMPLID is an automatically generated number assigned by Direct Access (DA) during the hiring process.</p>
<p>DATE OF INITIAL ENTRY INTO MILITARY SERVICE (DIEMS)</p>	<p>Date of Initial Entry into the Military Service: The date of the member's initial entry into the Armed Forces. (The day you took your service oath.) It includes both active and inactive service, as well as time spent in a military academy, in OCS, or in a delayed enlistment program.</p> <p>DIEMS is taken from the member's original contract and is used to calculate a member's retired pay percentage.</p>

Data Element	Description
CAREER STATUS BONUS ELECTED	Members with a DIEMS of 1 Aug 1986 or later are notified by PPC of their eligibility or ineligibility to elect a Career Status Bonus approximately six months prior to their reaching 15 years active, creditable service.
TOTAL QUALIFYING SERVICE (TQS) Reserve Component Members Only!	<p>"Qualifying Years of Service: A qualifying year of satisfactory service for non-regular retired pay is a full year during which a regular or reserve member is credited with a minimum of 50 retirement points. An accumulation of 20 such years is one requirement necessary to qualify for non-regular retired pay." (source Para 8.C.3, Coast Guard Reserve Policy Manual). The period (YYMMDD) shown on your self-validation form will reflect TQS as of the end of your last Anniversary Year (AY). Service for the current AY will not be reflected.</p> <p>Active component members may have a value in this field. However, TQS is not applicable to active duty members and this field is not validated for active duty members. If there is a value present, it should reflect TQS the active duty member earned while a member of a Reserve Component (officers with Reserve Commissions who have integrated into the regular component will have a TQS entry for example). Again, this field is not applicable to active duty members and it is not updated once you leave the Reserve Component.</p>

3) Why are we doing this now and why do I only have 30 days to complete this task?

Answer: The USCG has committed to DHS and to Congress that we would clean up our HR data in time for the FY 2010 audit. Completing the Self-Validation Process is a critical milestone for FY 2009 in order to show progress towards becoming "audit-ready."

4) What happens if I have not validated the Form by May 31st? Will our pay stop?

Answer: Members' responses will be tracked by their Unit Commander. All Unit Commanders will be informed of all individuals who have not completed the form timely using a process similar to the Situation Report (SIT Rep). If you cannot complete your form for any reason, please call your SPO to validate your information manually. Your pay will not stop if you do not complete the form.

Drilling reservists should complete the form externally via Direct Access as soon as possible. At the latest, please complete during your first drill following May 1st.

5) How can I access the form?

Answer: To complete the Self-Validation form:

Go to the Direct Access website: <https://cg.direct-access.us> You will automatically be directed to the PeopleSoft Login screen. Log in using your Direct Access User ID and Password.

- If you are accessing the form from the internet, outside of the USCG firewall, you will need to go to <https://hr.direct-access.us> to access the form.
- If you don't have a user ID and/or a password, please see the next question.
- Once you are in the PeopleSoft "Home" page, select the "Self Service" link. If you do not have access to the Self Service link, please see the next question.
- On the Self Service page, select the "Employee" link.
- On the Employee page, select the "Tasks" link.
- Scroll to the bottom of the page and select the "Self-Validation" link.
- The Self-Validation Form should appear on the screen.

6) What if I don't have my User ID and Password to access Direct Access?

Answer: To retrieve your User ID and password:

- A step-by-step guide titled "Password Reset Setup Guide" can be found at: <http://www.uscg.mil/ppc/pswdreset>. If the procedure in the guide does not work for you, contact the SPO to correct your email address in your personal data so you may use the Forgotten Password Function or you may submit an on-line inquiry to PPC at the following link: <http://www.uscg.mil/ppc/ccb/>.
- If you do not have/forgot your Direct Access password, go to <http://www.uscg.mil/ppc/ps/general/pwreset.htm> to obtain/reset your password.

7) What do I do if I don't have a valid uscg.mil or dhs.gov MS Outlook Account?

Answer: Every member should have a valid uscg.mil or dhs.gov email address in MS Outlook. If you do not have a valid account, please contact your local IT support.

8) What do I do if the Self Service link in Direct Access does not appear for me in Direct Access?

(Please note: Only CG **military personnel** need to complete this validation)

Answer: If you do not have access to the Self Service link within Direct Access, submit an on-line inquiry to PPC at the following link: <http://www.uscg.mil/ppc/ccb/>

9) What if I don't understand what the data elements mean or how to calculate one of the dates?

Answer: Click on the instructions link on your Self-Validation form and read the definitions and instructions. If you are still unclear as to whether or not your data is true, please contact your SPO for further instructions.

10) What if I press the instructions link and it opens on top of my Self-Validation form instead of in a new window?

Answer: If the instructions do not automatically open in a new window, your internet user settings may not be set to open the page in a new window. If this is the case, you may have to open a new session of Direct Access to complete your form.

11) For the data elements that I validate to be "True", do I need to submit supporting documents?

Answer: No. You do not need to submit anything for the data elements that you validate to be "True".

12) What do I do if I believe my data is incorrect and I mark "False?"

Answer: If you are a current member with incorrect data, you will need to provide supporting documentation to the SPO in order to get your data corrected. Please refer to the third column in the Self-Validation instructions document provided as a link on the form. This document lists the pertinent supporting documentation.

If you mark false on any items, please continue through the form and save the form validating the fact that you believe the data element is incorrect.

13) Do I have to complete the Self-Validation Form again after I have selected "false" for a data element and provided the supporting documentation?

Answer: No, you do not have to complete the Self-Validation Form again. If you have a false data element, please call your SPO immediately and provide them with the supporting documentation needed to update your HR data. Your SPO and/or the PPC will correct all false responses.

14) I completed my Self-Validation and saved the form. When I went back in, all my data was erased, except it now shows 0 dependents listed and this is not correct. What should I do?

Answer: This is normal and not a problem. The 0 does not indicate your dependents were erased. The Self-Validation page is designed to be locked down after completion and all data within the data elements is hidden. The 0 is just a default number that could not be avoided in the program. We apologize for any confusion.

15) When is my form considered complete (or "validated") within Direct Access?

Answer: Once you have validated all of the data elements with either a "true" or "false" response and pressed Save, your form has been completed/validated within Direct Access.

16) If I am a current member and all of my data is correct, do I need to submit any supporting documentation?

Answer: No, only new members, as of 4/15/2009, will need to provide their birth certificate, marriage certificate/divorce decree, dependent birth certificates, service members' promotion, and current PCS executed orders. These items will be retained within Image Now at the PSC.

17) Who should I contact if I make a mistake when completing the Self-Validation form?

Answer: Once you press Save on the form, your results are recorded immediately and you cannot correct your form. Therefore, please review your responses carefully and ensure they are accurate before you press Save. However, if you do make a mistake, please contact your SPO who can record the mistake and work with you to get the results corrected in Direct Access.

18) When should I contact my SPO and when should I contact the PPC Help Desk?

Answer: Your assigned SPO is your central point of contact. In all cases, please contact your SPO first. The SPO will work directly with the PPC Help Desk if any of your data elements need to be corrected by PPC.

19) How will the progress towards the completion of the Self-Validation forms be tracked? Will there be any electronic data summary tools for the local Commander to track completion rates?

Answer: In general, the process will be monitored similar to the weigh-in process. CGBi and CG-85 will be tracking the Self-Validation form completion progress at a summary level within CGBi via published progress reports. Monitoring of the reports is available through the following website on May 8th-13th: <http://cgbi.osc.uscg.mil>. The Self-Validation completion percentages by unit will appear as another element in the Unit Profile section within CG Central. On May 15th, communication will be distributed individually recognizing those units with 100% participation!

20) If I am on a cutter, will I be able to access the form? How big is the form?

Answer: The form is approximately 50Kb. This should be small enough to be completed while on the cutter; however, it is advisable to access the form during non-business hours as you could experience some delays within Direct Access during business hours.

Actuarial Liabilities Self-Validation SPO Data Validation Instructions

Introduction

The accuracy of Human Resources (HR) information is imperative to the Coast Guard (CG) operations, as it impacts CG's personnel and CG's overall financial reporting responsibilities. Inaccurate data can lead to numerous errors in payroll processing and benefit payments such as incorrect payments or miscalculations in benefits. The CG must improve the accuracy of the information within their data systems and make improvements to their business processes to ensure that accurate information is retained in the financial systems going forward.

Starting 1 May 2009 through 31 May 2009, CG will conduct a mandatory employee Self-Validation of HR data. Within this process, each active and reserve service member will be mandated to validate whether the 12 key HR data elements accurately reflects their status in Direct Access. In order to successfully complete this Self-Validation process, the Servicing Personnel Offices (SPO) will be the primary Points of Contact (POC) between the member and Pay and Personnel Center (PPC) in Topeka.

SPO Self-Validation Correction Instructions

Overview

The SPO will play a key role in the successful execution of the HR Data Self-Validation process. The SPO will serve as the first line of contact to incoming inquiries from the service members. The service member is instructed to contact the SPO when specific (see listing below) HR data elements can not accurately be validated as "True" or if the member has general questions on responding to the HR Self-Validation Form as a whole.

For instances where a member responds "False" to any one of the data elements, the service member will be required to contact the applicable SPO designee upon completion of the HR Self-Validation Form. The SPO will then assign the problem into one of three categories: 1) resolve members' questions; 2) troubleshoot the problem; or 3) have PPC resolve the problem. In scenarios 1 and 2 above, the SPO will obtain relevant supporting documentation (in accordance with the Imaged Personnel Data Record (IPDR) ALCOAST 208/09 instructions, dated 1 April 2009) to correct the problem within Direct Access. In the case of scenario 3, the SPO will transfer the case with the relevant supporting documentation to PPC via a Customer Care Trouble Ticket to correct the invalid data element within Direct Access.

SPO Guidelines

What to say and do when a member contacts the SPO:

1. In the event that any of the values in Direct Access are incorrect, the SPO will be the first point of contact for the member.

If the service member has a general question regarding the form or the process, please see the FAQ form posted on the PPC website. The FAQ should answer many of the members' questions. *For example, if the member contacts the SPO regarding the "Validation Instructions" link not automatically opening in a new window when selected, the SPO should ask the member to open a new session of Direct Access to resolve this issue.*

2. The SPO will be responsible for correcting the data elements where they have been granted authority and the ability to correct through Direct Access input. The following data elements can be corrected by the SPO without intervention from PPC:

- Member is Receiving Pay
Acceptable Supporting Documents: Leave Earnings Statement (LES).
Applicable to: Active, Reserve, and Reserve on Extended Active Duty (EAD).
- Date of Birth
Acceptable Supporting Documents: Official Certificate of Birth including government seal.
Applicable to: Active, Reserve, and Reserve on EAD.
DA Procedure : [Correction of SSN or DOB](#)
- Marital Status
Acceptable Supporting Documents: State issued marriage license, divorce decree, separation documents, and death certificate if widowed.
Applicable to: Active, Reserve, and Reserve on EAD.
DA Procedure: [Employee Marital Status, Address, Phone and Email Change](#)
- BAH Dependents
Acceptable Supporting Documents: Official Certificate of Birth including government seal.
Applicable to: Active, Reserve, and Reserve on EAD.
DA Procedure: [Employee Family Member and Beneficiary Information](#)

3. In the event that any of the following Data Element values in Direct Access are incorrect, and the SPO cannot make the corrections or does not have authority, the SPO must obtain supporting documents from the service member (in accordance with the [IPDR ALCOAST 208/09 instructions dated 1 April 2009](#)). The following data elements will be sent to PPC with supporting documents via a Customer Care Trouble Ticket. The Customer Care Trouble Ticket should be clearly identified as a Self-Validation ticket, with the appropriate Data Element selected for correction. PPC will issue an e-Mail ALSPO message with additional guidance on or about 4 May 2009.

- Pay Grade (PYGD)
Acceptable Supporting Documents: Coast Guard Promotion Advancement Message and current Coast Guard PCS Orders.
Applicable to: Active, Reserve, and Reserve on EAD.

- Pay Entry Base Date (PEBD)
Acceptable Supporting Documents: Enlistment Contract or Oath of Office documentation. (If applicable, Form DD214 Prior Service).
Applicable to: Active, Reserve, and Reserve on EAD.
- Active Duty Base Date (ADBD)
Acceptable Supporting Documents: Enlistment Contract or Oath of Office documentation, (If applicable, Form DD214 Prior Service).
Applicable to: Active and Reserve on EAD.
Not Applicable to: Reserve Component Members (See FAQ)
- Member's Component
Acceptable Supporting Documents: Current USCG PCS Orders.
Applicable to: Active, Reserve, and Reserve on EAD.
- Employee ID (EMPLID)
Acceptable Supporting Documents: Leave Earning Statement (LES)
Applicable to: Active, Reserve, and Reserve on EAD.
- Date of Initial Entry Into Military Service (DIEMS)
Acceptable Supporting Documents: Enlistment Contract or Oath of Office documentation, (If applicable Form DD214 Prior Service).
Applicable to: Active, Reserve, and Reserve on EAD.
- Career Status Bonus (CSB) Election
Acceptable Supporting Documents: Form PPC-2426.
Applicable to: Active, Reserve, and Reserve on EAD
- Total Qualifying Service (TQS) for Reserve Retirement
Acceptable Supporting Documents: 20 Year Service Letter. Points Statements.
Applicable to: Reserve and Reserve on EAD
Not Applicable to: Active Duty Members (See FAQ).

4. Each SPO should develop a process for recording the phone calls received from their service members, the data elements corrected, and the data elements provided to the PPC for correction. Sample templates can be provided to the SPO as requested.

5. PPC will follow-up with the SPO if any supporting documentation is missing to make a correction.

Instructions to Update Members' PDR through PSC

1. The PDR Instruction is currently being updated to require the CG to retain accurate and complete information on the entire military workforce. It is critical to ensure that all service members receive the correct pay and eligible benefits. It is also critical to

the CG in making appropriate workforce decisions. As the CG moves forward with its modernization, a fundamental review of current policies on military Human Resource (HR) data and payroll processes will be required. Although numerous personal documents were removed from the personnel records in the past, it has been determined that some key documents must be retained in the official personnel record for all Coast Guard military members.

2. As stated in the [IPDR ALCOAST \(available on the PPC website\)](#), effective April 15, 2009, all new members and any changes to a current member's PDR are required to follow the new procedures outlined in the ALCOAST. The following is a list of items that must be retained in the IPDR:
 - A. Birth Certificate
 - B. Marriage License/Divorce Decree
 - C. Dependent Birth Certificates/Adoption Papers/Court Orders
 - D. Service Members Promotion/Advancement Message
 - E. Current PCS Executed Orders
3. A member may request the organization in custody of their record to amend his or her PDR information. The SPO will correct information within their scope and authority when a responsible party (e.g. member, command, PSC, HQ or PPC) notifies the SPO and provides the necessary supporting documentation. If the SPO cannot affect the change, the SPO must send the request to PPC for determination. In all cases, the SPO must provide the member a copy of the request for amendment or advise the member the request has been sent to PPC for determination.
4. After Direct Access has been updated, the original copies of the source documentation will be forwarded to PSC to be imaged into the IPDR.

False Negatives

1. What happens if the service member records a false because they believe that the data element is incorrect, but upon research the SPO finds that the data element is actually correct? *First, the service member must be notified that the research on their element was completed and that the data element has been determined to be correct. The SPO must send memo notification to PSC for imaging into the IPDR to show proof of the research and that the data element is correct.*

On the following page, is a memo template the SPO may find useful during this process.

For additional information regarding the Self-Validation process, all communications that have been distributed to the field units, including the Self Validation FAQ, can be accessed via the PPC website at <http://www.uscg.mil/ppc/selfvalidation/>



MEMORANDUM

From: YNC J.SMITH, CCGD12 (spo)

Reply to
Attn of: YN2 J. Guardian
(123) 555-1212

To: Rank/Rate FirstName Mi. LastName, Emplid, USCG or USCGR

Subj: HR DATA VALIDATION

1. We are in receipt of your Self-Validation Form as of XX/XX/XXXX (Date). We have reviewed the HR data elements that you responded to as "false" because the data was either incorrect or unknown at the time you completed your Self-Validation form. We have researched the following data element(s) on your Self-Validation Form:

- X,
- X, and
- X.

2. Based on our review, it was determined that the HR data for the above listed data elements in Direct Access are correct and no further action is required.

3. A copy of this letter will become a part of your official Personnel Data Record (PDR). Please feel free to contact us if you have any additional questions or concerns.

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Copy: CG PSC (adm-3)