

E-Mail ALSPO D/07

Subj: NEW PROCEDURES FOR AD HOC REPORTS

Ref: (a) [Personnel and Pay Procedures Manual, PSCINST M1000.2\(series\)](#)

Purpose	This e-mail ALSPO message announces new procedures for requesting ad hoc reports.
Discussion	Beginning 1 February 2007, ad hoc reports should be requested via a PSC Trouble Ticket instead of by e-mail to PSC-PF-ADHOC .
Transition	PSC will continue to process report requests made to the PSC-PF-ADHOC e-mail address during the transition period from 1 February 2007 through 16 March 2007. The PSC-PF-ADHOC e-mail address will not be monitored after 16 March 2007.
How to request an Ad-hoc report	Follow these steps to request an ad hoc report: <ol style="list-style-type: none">1. Go to the PSC Customer Care web page at http://www.uscg.mil/hq/psc/customerservice.shtm2. Scroll down to the on-line Trouble Ticket Form and enter the e-mail Address, Name and Title/Rate/Rank of the report requester in the appropriate fields.3. Enter the requester's Emplid.4. Select "JUMPS/DA Reports Queries" from the available Category options5. Select "Request for an AD HOC Report" from the available Type options.6. Enter a complete description of the query (see example on the following page) in the "requirements for the AD HOC report request:" section of the form.

Continued on next page

E-Mail ALSPO D/07

Subj: NEW PROCEDURES FOR AD HOC REPORTS

**How to request
an Ad-hoc
report (cont'd)**

Example of an ad hoc report request:

Please provide a list of all personnel attached to the USCGC Example (WLB-X12), DEPTID 000020, from 1 May 2006 through 30 April 2007. We need to determine eligibility for a Unit Commendation. Provide results in MS Excel format with the following columns:

Name (last, first, mi)
Rate/Rank
Current Unit (ID and Description)
Report date (on USCGC Example)
Depart date (if departed USCGC Example)
Point of contact: YNC Jim Smith, (757) 555-1212.

You may also submit ad hoc report requests by e-mail directly to PSC Customer Care at: Psc-CustomerCare@uscg.mil. Include all the information required for a Trouble Ticket in the e-mail.

**Existing reports
and queries**

Here is a list some of the reports and queries available to SPOs in Direct Access (DA). This list is linked to the DA Online Help, click on a report or query title for more information and procedures for running the report or query.

- [Active Duty Anniversary Query](#)
- [Assignment Officer Reports](#)
- [ASQ Status Report](#)
- [Begin Extension Service Report](#)
- [Competency/Qualifications Report](#)
- [Department Relationship Report](#)
- [Dependents Over Age 21 Report](#)
- [Foreign Language Proficiency Pay Query](#)
- [Last Good Conduct Award Query](#)
- [Senior Enlisted Academy Course Completion Query](#)
- [Training by Department Query](#)
- [Physical Characteristics Query](#)

Continued on next page

E-Mail ALSPO D/07

Subj: NEW PROCEDURES FOR AD HOC REPORTS

**Existing reports
and queries**
(cont'd)

- [Reserve Accounting Information Query](#)
- [Reserve Orders Information Report](#)
- [Request Courses Completed by ISC or SPO](#)
- [Unit Recall Roster](#)
- [User Role Query](#)
- [Unit Roster](#)

Additional queries may be available to you depending on which user roles you hold. To see a list of queries, select the following menu items: People Tools, Query Manager, Use, and **Query Manager**.

Please review the available reports and queries in Direct Access before submitting a request for an ad hoc report.

**CG Business
Intelligence
System**

The CG Business Intelligence (CGBI) system is another source of personnel data. It provides standard and custom reports and is linked to DA via the Enterprise Data Warehouse (EDW). CGBI can be accessed via CG Central.

A CGBI system overview is available at:
http://cgcentral.uscg.mil/uscg_docs/portal/20070118/07 CGBI Brochure 2.pub.

Customer support for CGBI is provided by Operations Systems Center (OSC). Their customer support number is (877) 872-7797.

**Directives
Affected**

The procedures contained in this e-mail ALSPO will be incorporated in the next change to reference (a).

Questions

Questions concerning the content of this e-mail ALSPO may be directed to [PSC Customer Care](#) at (866) 772-8724 or (785) 339-2200.

Released by

Internet release authorized.

/s/
M. P. SULLIVAN
Executive Director