

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?

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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.