E-Mail ALSPO E/09

Subj: SPO PROCEDURES FOR HR SELF VALIDATION IPDR DOCUMENTS

Ref: **(a) E-Mail ALSPO C/09; SPO Procedures for HR Data Self Validation Corrections and Verifications**
   (b) E-Mail ALSPO B/09; Self Validation Data Corrections and Post-9/11 BI Bill Customer Care Tickets

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Introduction   This E-Mail ALSPO message provides SPO procedures for providing supporting documentation to the TAD Self-Validation team at the Personnel Service Center (PSC), Arlington, VA.

Summary   The following provides clarification on the forwarding process for supporting documentation on data elements marked "False" by members.

Procedure for data elements corrected or verified by the SPO

Per reference (a), SPOs are responsible for collecting all documents supporting "False" answers on the HR Self-Validation reports.

If the data element can be corrected and verified by the SPO, the SPO is responsible for making the appropriate corrections or verifying the "False Negative" in Direct Access. The following data elements can be corrected and verified by the SPO:

- Member is Receiving Pay
- Date of Birth
- Marital Status
- Number of BAH Eligible Dependents

Once complete, forward the documents to the TAD Self-Validation Team at the following e-mail address:

   ARL-PF-CGPSC_Validations@uscg.mil.

- Convert the document(s) to "PDF"/Adobe Acrobat file format with the name including the member's EMPLID. If there is more than one document per person, include a letter designator for the sake of differentiation (i.e. 1234567a.pdf, 1234567b.pdf).

- When you forward the documents to the Validation Team, do not combine different members' forms in one e-mail. If necessary, send multiple e-mails to ensure the documents attached only reference one member; use the member's EMPLID as the e-mail subject line.
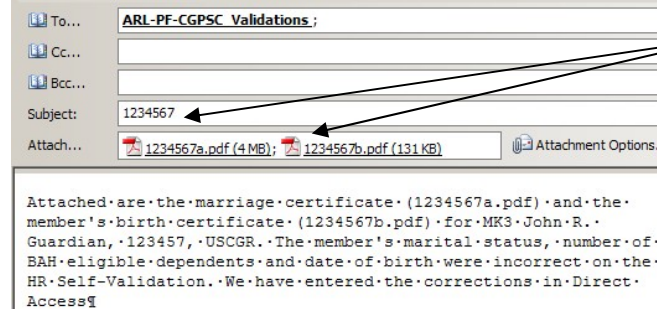

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Procedure for data elements corrected or verified by the SPO (cont'd)

Example E-Mail With Two Attachments:

Member's Employee ID as the subject and attachment file name(s).

Use letters, appended to the employee ID for multiple attachments.

Attachments must be in "PDF"/Adobe Acrobat file format.

Procedure for other data elements

If the data element cannot be corrected or verified by the SPO, the SPO is responsible for forwarding the supporting documents they obtain from the member to the Pay & Personnel Center (PPC), Topeka, KS. Reference (b) provides SPO procedures for submitting Customer Care Trouble Tickets.

Once PPC receives the documents, they will correct or verify the information and forward the supporting documents to the PSC TAD Self-Validation Team using the same methods outlined above.

Tracking Member HR Data Self-Validation "False" Responses

SPOs are urged to utilize the *HR Self-Validation Detail Report* in Coast Guard Business Intelligence (CGBI) to determine which members in their AOR marked "False" but failed to contact their SPO as prompted.   Enclosure (1) provides the procedure for accessing and running the report.

If an SPO has not received supporting documents from the member, contact them immediately to obtain the documents and ensure continuity in the Self-Validation process.

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Questions   Questions regarding HR Data Self-Validation tracking and documentation may be directed to ENS Keri Dann at: (202) 493-1962 or via e-mail to: Keri.A.Dann@uscg.mil.

Other questions may be directed to PPC Customer Care at:

☎   (866) 772-8724/(785) 339-2200
🖱   http://cgweb.ppc.uscg.mil/ccb/ (Online Trouble Ticket)
📫   PPC-DG-CustomerCare@uscg.mil (E-Mail)

Released by   Internet release authorized.

/s/
M. P. SULLIVAN
Acting

Encl: (1) Procedure for CGBI HR Self-Validation Detail Report

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# HR Self-Validation Detail Report now Available in CGBI

The HR Self-Validation Detail Report includes the following:

- Status for each of the 12 validation fields for each employee.
- List of members who have yet to complete the validation process.
- List of members who have data issues.

The report is refreshed daily.

Follow these steps to run the report.

1. Logon to CGBI at http://cgbi.osc.uscg.mil/
2. Enter "HR Validation" (without quotes) in the search field located in the top, right-hand, corner of the page and click the Search button (Note: You may also be able to locate the report in "All Cubes and Reports" listing. However, the search feature is easy to use and provides reliable, accurate, results).
3. Select the "launch report" link in the "HR Validation detail report" row of the search results (2nd result in the screen shot below)
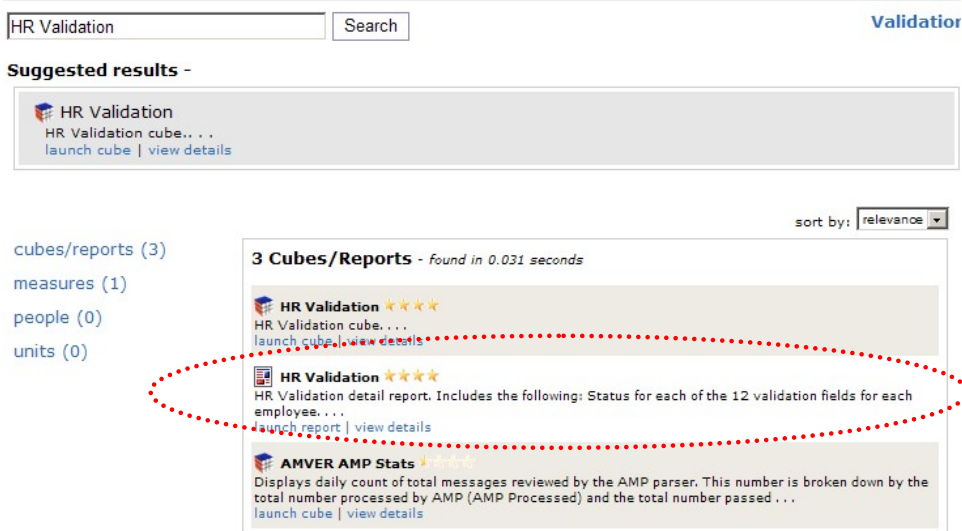
4. Select a unit/department to report on and click the Finish button.
   Note: CGBI defaults to the user's sub-department ID, in most cases you'll want to go up to the unit level for the report. You can also search by unit name or department ID number.
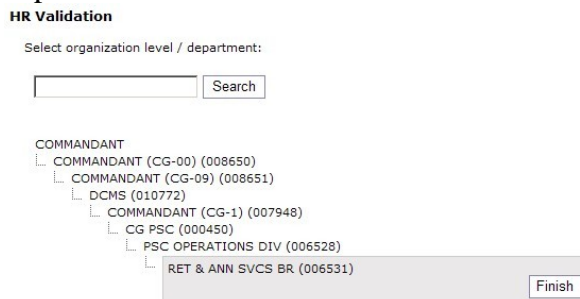
5. Select the output file format for the report and click the Run Report button. "Excel" (spreadsheet) is the recommend format and the remainder of this procedure is based on the Excel output.

HR Validation

Select output format:

○ HTML
○ PDF
○ Excel

[Reset] [Run Report]

NOTE: Hyperlinks Are Inactive After Saving Report

6. The report will open in a new window. The spreadsheet has three "tabs", which you can access by clicking on the tab title at the bottom of the screen.

   Note: The report does include member names and employee ID's, these fields have been hidden in the following screen shots.

   (1) Tab 1, HR Validation Details-1: Provides a listing of all personnel [in the department ID selected] and the status for the HR Self-Validation fields.

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	False Response						
	Not Accessed						
	All Values Correct						
Department	**Source**	**Class**	**Rank**	**Validation Date**	**EMPLID**	**Date of Birth**	**Pay Grade**
ADVANCEMENT BR (006517)	Active	Regular	YN1	05/12/2009			
ADVANCEMENT BR (006517)	Active	Regular	YN3	04/30/2009			
ADVANCEMENT BR (006517)	Active	Regular	YNC	04/29/2009			
ADVANCEMENT BR (006517)	Active	Regular	YNCM	05/01/2009			
CG PSC (000450)	Reserve	Selected Reserve	AMT2	05/01/2009			
CG PSC (000450)	Reserve	Selected Reserve	ENS	04/27/2009			
CG PSC (000450)	Reserve	Selected Reserve	ETCM	05/16/2009			
CG PSC (000450)	Reserve	Selected Reserve	IT3	05/16/2009			
CG PSC (000450)	Reserve	Selected Reserve	LT	04/29/2009			

   HR Validation Details-1 / HR Validation Incomplete-2 / HR Validation Issues

   (2) Tab 2, HR Validation Incomplete-2: Provides a listing of personnel who have not completed the HR Self-Validation.

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   HR Validation
   HR Validation Incomplete

Organization Level 6	**Department**	**Source**	**Class**	**Rank**
CG PSC (000450)	CUSTOMER CARE BR (007799)	Active	Regular	YN3
CG PSC (000450)	MIL ACCT SUPT BR (006530)	Active	Regular	YN3
CG PSC (000450)	NAVAL CONBRIG CHARLESTON (006607)	Active	Regular	SR
CG PSC (000450)	NAVAL CONBRIG CHARLESTON (006607)	Active	Regular	SR
CG PSC (000450)	NAVAL CONBRIG CHARLESTON (006607)	Active	Regular	SR
CG PSC (000450)	NAVAL CONBRIG CHARLESTON (006607)	Active	Regular	SR
CG PSC (000450)	NAVAL CONBRIG CHARLESTON (006607)	Active	Regular	SR
CG PSC (000450)	NAVCONBRIG MIRAMAR (006606)	Reserve	Selected Reserve	MKC
CG PSC (000450)	NAVCONBRIG MIRAMAR (006606)	Active	Regular	SNBM
CG PSC (000450)	NAVCONBRIG MIRAMAR (006606)	Active	Regular	SR
CG PSC (000450)	NAVCONBRIG MIRAMAR (006606)	Active	Regular	SR
CG PSC (000450)	PSC AT HOME SEP MBRS (003333)	Reserve	Selected Reserve	BMC

   HR Validation Details-1 / **HR Validation Incomplete-2** / HR Validation Issues

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(3) Tab 3, HR Validation Issues Reported-3: Provides a listing of personnel who responded "False" to one or more of the HR Self-Validation elements and lists, in the "Issues Reported" column, the element(s) the member marked as false.

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HR Validation

HR Validation Issues Reported

Organization Level 6	Department	Source	Class	Rank	Validation Date	Issues Reported
CG PSC (000450)	CG PSC (000450)	Reserve	Selected Reserve	SK2	05/17/2009	Career Status Bonus
CG PSC (000450)	CG PSC (000450)	Reserve	Selected Reserve	SK2	05/14/2009	TQS
CG PSC (000450)	CG PSC (000450)	Reserve	Selected Reserve	YN1	04/27/2009	BAH Dependents
CG PSC (000450)	CG PSC (000450)	Reserve	Selected Reserve	YN2	04/29/2009	TQS
CG PSC (000450)	CG PSC (000450)	Reserve	Selected Reserve	YN3	05/20/2009	BAH Dependents
CG PSC (000450)	CUSTOMER CARE BR (007799)	Active	Regular	YN1	04/27/2009	BAH Dependents
CG PSC (000450)	INFO SYS SUPT BR (006524)	Active	Regular	IT1	05/26/2009	BAH Dependents
CG PSC (000450)	MIL ACCT SUPT BR (006530)	Active	Regular	YN2	05/04/2009	BAH Dependents
CG PSC (000450)	MIL ACCT SUPT BR (006530)	Active	Regular	YNC	04/27/2009	BAH Dependents
CG PSC (000450)	TRAVEL BR (006533)	Active	Regular	YN3	04/29/2009	Marital Status

▶ ▶│   HR Validation Incomplete-2   HR Validation Issues Reported-3   │◀