

Welcome to the PPC ADV Quarterly Data Integrity Newsletter. This newsletter will cover the top 10 issues our Data Correction team has seen over the last 3 months and provide you with direction on how to correct or prevent these issues at the field level. We appreciate all your hard work in the field and our goal with this quarterly newsletter is to provide you with all the tools you need to succeed!

## **Top 10 Areas that required Data Corrections**

1. **Erroneously Amending Finished Separation Orders:** For a RELAD or Discharge when a finished Separation order needs to be modified the order must be cancelled and cannot be amended. Once cancelled resubmit a new order with the modifications. Please find the below updated guide to assist with this process.

Guide: <https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Separations/Amending%20a%20Separation%20Order.pdf>

2. **Invalid "Reason" entered in contract data:** Please note that "Request of the Individual" Or "Request of Member" are not acceptable reasons for Extensions, Re-extensions, or Retentions. Please refer to COMDTINST M1000.2C for valid reasons to obligate service. Please find the below updated guide to assist with this process.

Guide: <https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Accessions/Contract%20Data%20-%20Extensions.pdf>

3. **Amending RELAD orders after the order has progressed to a ready or finished status:** We have a lot of these every week! If a member has submitted a request for drilling assignment, please contact CG-RPM to get a status of the request so you can utilize the appropriate position number prior to changing the status to "Ready" or "Finished". Please find the below updated guide to assist with this process.

Guide: <https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Separations/Amending%20a%20Separation%20Order.pdf>

4. Reserve members are being separated incorrectly upon completion of AD orders: RSV AD Orders need either the order to be completed sequence number 98 and 99 through the RSV Order component “or” a RELAD completed through the Separation component **NOT both**. This is a matter of reviewing the member’s RSV Orders to ensure the event is still pending an action. (Rule: Short Term Orders – auto close through Order Integration; Long Term orders to include all Short Term and Long Term Title 10 Orders will require a RELAD event to complete the reserve order. Please find the below updated guide to assist with this process.

Guide: <https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Separations/RELAD%20-%20AD%20to%20SELRES%20or%20IRR.pdf>

<https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Reserve/Reserve%20Active%20Duty%20Orders%20Processing.pdf>

5. You cannot Rehire a member who does not have a termination row: A RELAD is not a Termination. Do not attempt to complete a Rehire for a member unless the member has a Termination job row in Job Data. Please find the below updated guide to assist with this process.

Guide: <https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Separations/RELAD%20-%20AD%20to%20SELRES%20or%20IRR.pdf>

6. Properly Cancelling an Extension/Re-extension: When cancelling an EXT/REX, SPOs should check the box for cancelling the contract then submit a ticket to PPC notifying PPC of their request for approval for a cancelled contract. Please find the below updated guide to assist with this process.

Guide: <https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Accessions/Approving%20Contracts.pdf>

7. Contract approval errors in the request module, corresponding contract not found: When receiving an error for “Action Request is being Approved but corresponding contract record not found for update” in all cases the approval request is no longer reporting the information in the member’s EXT contract in Contract Data. To correct this error provide the SPO Tech a screen shot of the Action Request of the Contract Approval screen. The SPO Tech will access Contract Data, using the screen shot provided by the SPO Approval Request and change the information back to the submitted information for approval and save. Once this has been changed back the Approval Request may be denied and the SPO tech may then make the appropriate changes to the Contract and submit for approval. Please find the below updated guide to assist with this process.

Guide: <https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Accessions/Approving%20Contracts.pdf>

8. Properly Endorsing Reserve Active Duty orders: This happens way too often! Prior to endorsing a RSV AD Order to an “En Route” status ensure all prior RSV AD Orders have been processed to a finished status. This is accomplished by reviewing the member’s RSV Order component and verifying all orders with an effective date prior to the order being processed is either finished or cancelled. Please find the below updated guide to assist with this process.

Guide: <https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Reserve/Reserve%20Active%20Duty%20Orders%20Processing.pdf>

9. Properly Auditing Reserve Active Duty orders: SPO Auditors need to pay close attention to the RSV AD orders. Many times the member has PCS’d or RELAD to a new duty assignment with pending RSV AD orders available and the RSV AD order is not updated to reflect this change of duty assignment. Please find the below updated guide to assist with this process.

Guide: <https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Reserve/Reserve%20Active%20Duty%20Orders%20Processing.pdf>

10. Proper Sequencing for Reserve Active Duty Orders: Do not change Sequence Number 98 and 99 on the RSV AD Orders to Sequence Number 3 and 4. Some members/Yeomen change these Sequence Numbers to 3 and 4. This will cause the order to **error** when processing because there is no Sequence Number 99. The Sequence Number 99 notifies the system this order has been completed. Without the Sequence Number 99 the order will process but cannot close out. Please find the below updated guide to assist with this process.

Guide: <https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Reserve/Reserve%20Active%20Duty%20Orders%20Processing.pdf>