

# Statement of Creditable Sea Service (SOCSS)

## Overview

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### Introduction

The purpose of this guide is to provide the foundation to request a complete and accurate Statement of Creditable Sea Service (SOCSS) from PPC.

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### SOCSS vs. TOSS

A Statement of Creditable Sea Service (SOCSS) is **NOT** a Transcript of Sea Service (TOSS). It is important to know the difference:

- A SOCSS is a process used by PPC to account (not correct) for Out-of-Range creditable sea time and ensure the accurate data compiled on the PPC-1072 reflects in Direct Access (DA). A SOCSS must be completed prior to MAS adjusting career sea pay (CSP).
- A TOSS is a request of dates a member was attached to a sea going vessel regardless of whether they received career sea pay or not. The sole purpose of a TOSS is for the member to obtain a Merchant Mariner license.

**NOTE:** It is also important to remember that the dates of sea time may not match between a SOCSS and a TOSS for a variety of reasons.

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### IMPORTANT

It is important to review this guide in its entirety to ensure all you capture everything needed to submit a SOCSS Request.

**95% of all SOCSS requests are returned** to the SPO/PSI due to missing TDY data and incorrect or missing Neutral Rows. It is the SPO/PSI's responsibility to ensure all data is entered in DA and is correct **prior** to submitting a SOCSS request. **PPC will not process incomplete or incorrect SOCSS requests.** Incomplete or incorrect SOCSS requests will be closed and unworked and the SPO/PSI will be notified of what must be completed prior to resubmitting a SOCSS request.

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## Statement of Creditable Sea Service (SOCSS)

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**Introduction** The section provides definitions, references, helpful links, and guidance on how to request a Statement of Creditable Sea Service (SOCSS) from PPC.

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**References**

- (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\), Chapter 4.B.4](#)
- (b) [Personnel and Pay Procedures Manual \(3PM\), PPCINST M1000.2 \(series\), Chapter 6.J.4](#)

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**Helpful Links**

- (a) [JUMPS Data Repository User Guide](#)
- (b) [Reviewing TPAX Travel History User Guide](#)
- (c) [Admin Training Orders User Guide](#)
- (d) [PCS Orders User Guide](#)
- (e) [Career Sea Pay User Guide](#)
- (f) [Element Assignment By Payee \(EABP\) User Guide](#)
- (g) [CG Member Info Report](#)

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**When to Request a SOCSS** The Servicing Personnel Office (SPO)/PSI must request a SOCSS when, after a **complete review of sea time** following the guidelines outlined in this document have been completed, and sea time has been found to be incorrect.

**NOTE 1:** Do not ignore suspected sea time errors simply because a member is not currently assigned to a career sea pay eligible vessel.

**NOTE 2:** If there is a discrepancy in career sea pay dated **prior to January 1, 2015**, the SPO/PSI Payment Approving Official (PAO) needs to certify the member is/was entitled to Career Sea Pay (the actual dates) IAW reference (a) "Career Sea Pay" of the Pay Manual for any and all pre-DA sea pay/time issues.

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**How to Request a SOCSS** Complete the [SOCSS Checklist](#). Once all information has been verified and the SOCSS Checklist has been completed and signed by a YN1 or above with PAO designation at the member's SPO/PSI, **attach the completed SOCSS Checklist and all other Required Documents** to the PPC ticket requesting the SOCSS.

If the SOCSS request is missing any Required Documents, including a signed/dated SOCSS Checklist, the SOCSS request will be returned to the SPO/PSI and the ticket will be closed with no action taken.

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**Statement of Creditable Sea Service (SOCSS)**, Continued

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**How to Request a SOCSS**, continued

**For all SOCSS requests**, the SPO/PSI must contact PPC Customer Service via an online trouble ticket or [send an email to PPC-DG-customer@uscg.mil](mailto:PPC-DG-customer@uscg.mil) and provide the following information (see Required Documents and Formatting Required Documents):

- Member's Employee ID and full name
- Responsible SPO/PSI's Department ID
- A descriptive narrative as to the problem as well as the reason for the SOCSS request
- Completed [SOCSS Checklist](#)
- [SEG 07 Excel Spreadsheet](#) (if applicable)
- [SEG 69 PDF](#) (if applicable)
- Any [additional documentation](#) to support the SOCSS request (i.e., Prior Service M-214s with Navy time, No Cost Orders with no travel claim filed, etc.).

**NOTE:** Per the 3PM, do not request a SOCSS completion status less than 120 days from the initial request date. The SPO/PSI will file a copy of the SOCSS request in the member's PDR, section 1, to serve as supporting documentation for adjusting the member's sea time.

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**Required Documents**

When submitting a SOCSS request, **PPC requires the following documentation:**

- SOCSS Checklist (verified and signed by PAO)
- CG Member Info (CGMI) Report
- PCS Orders
- No Cost Orders
- TDY Travel Claims
- PCS Travel Claims
- SEG 07 Excel spreadsheet (if applicable)
- SEG 69 Screenshot (if applicable)

It is VITAL the information contained in Direct Access (DA) is up to date and correct prior to submitting a SOCSS request to PPC.

**NOTE:** See the [SOCSS Checklist](#) for exceptions to required documents.

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**Formatting Required Documents**

When submitting scanned documents as part of the SOCSS request, it is recommended that each scanned document begin with the member's Employee ID (EMPLID). For example:

- 1234567 – SOCSS Checklist
  - 1234567 – CGMI
  - 1234567 – TVL Claim dtd 05/01/18
  - 1234567 – No Cost Orders dtd 07/21/18
  - 1234567 – SEG 07
  - 1234567 – SEG 69
-

## SOCSS Additional Information

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### Introduction

This section provides information on the importance of gathering and verifying accurate data prior to requesting a Statement of Creditable Sea Service (SOCSS) from PPC.

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### Neutral Rows

The accuracy of neutral rows in DA is **VITAL**. Complete the following:

- Review each neutral row to ensure all start and stop dates are accurate.
  - Ensure there are no missing neutral rows.
  - Review the start and stop dates for all TDY periods.
  - Review the start and stop dates for all PCS orders.
- 

### Sea Time and Direct Access

All sea time must be accounted for in DA. If there is missing TDY in DA, the SPO/PSI or Unit must input that period of time into DA as **CSP for TDY**, even if Out-of-Range and even if already on a ship. Remember, even one day off in DA is a problem and could result in the member's Career Sea Pay Premium being incorrect.

If there is an error, an entry should be made in DA (**CSP for TDY**) to reflect the correction (see NOTE).

**NOTE:** If a transaction is Out-of-Range, the affected period includes dates OLDER than 24 pay periods or one year. An Out-of-Range CSP for TDY transaction requires a PPC Customer Care ticket. To complete an Out-of-Range transaction:

1. Enter the transaction into DA
  2. Approve the transaction in DA
  3. Submit a ticket to PPC Customer Care with the following information:
    - Member's name/rank
    - Member's Emplid
    - Name of Entitlement
    - Effective Dates
    - Name and Emplid of SPO/PSI Auditor
    - Reason the transaction was submitted Out-of-Range
    - Screen shots of any deleted rows
    - Transaction details
    - The date the transaction was approved
    - Detailed pay adjustment (if needed)
- 

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## SOCSS Additional Information, Continued

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### Sea Time and JUMPS

All sea time earned prior to January 1, 2015 must be accounted for in the Joint Uniform Military Pay System (JUMPS) (see the JDR archive), and reviewed for accuracy (e.g., SEG 07s and SEG 69s).

If there is an error, an entry should be made in DA (CSP for TDY) to reflect the correction (see NOTE).

**Example 1:** SEG 07 shows consecutive sea time from 01 Jan 2000 – 30 Apr 2000 but the member's TDY travel claim to the CGC Munro shows the member got off the ship 29 Apr 2000. Since JUMPS can no longer be corrected, the **correct dates of the entire TDY period should be reflected in DA (CSP for TDY)**.

**Example 2:** SEG 07 shows consecutive sea time from 01 Jan 2000 – 30 Nov 2003, but a TDY travel claim is found in TPAX that shows the member was TDY away from the CGC MUNRO for more than 30 days and there is no neutral row in JUMPS or DA. **A neutral row must be entered into DA to reflect the stoppage of sea time / career sea pay.**

**Example 3:** A SEG 69 (correction to sea time) was found while the member was attached to the CGC Munro adding another 30 days of sea time starting on 01 Dec 2003 and running through 30 Dec 2003. This adjustment by the SEG 69 will be reflected on the PPC-1072 so no action is needed by the SPO/PSI unless the entry is determined to be incorrect after review.

**NOTE:** If a transaction is Out-of-Range, the affected period includes dates OLDER than 24 pay periods or one year. An Out-of-Range CSP for TDY transaction requires a PPC Customer Care ticket. To complete an Out-of-Range transaction:

1. Enter the transaction into DA
  2. Approve the transaction in DA
  3. Submit a ticket to PPC Customer Care with the following information:
    - Member's name/rank
    - Member's Emplid
    - Name of Entitlement
    - Effective Dates
    - Name and Emplid of SPO/PSI Auditor
    - Reason the transaction was submitted Out-of-Range
    - Screen shots of any deleted rows
    - Transaction details
    - The date the transaction was approved
    - Detailed pay adjustment (if needed)
- 

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## SOCSS Additional Information, Continued

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**JUMPS Segments**    SEG 07 – Identifies PCS and TDY sea time / career sea pay credited to the member.

SEG 69 – Shows an adjustment (positive or negative) to the sea time listed in SEG 07.

**Recommendation:** Convert the SEG 07 to an Excel Spreadsheet and using the [JDR to Excel Macro User Guide](#) attached to the end of this user guide, format the SEG 07/spreadsheet for easier comprehension. SEG 69 does not need to be converted, simply print it as a PDF and attach it to the PPC Ticket (even if the SEG 69 is blank, attach it to speed up the auditing process at PPC).

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### **30 Day Rule**

It is important to understand the 30-day rule and how the 30-day rule applies to Tactical Law Enforcement Teams (TACLETs), Cutter Response Teams, and Afloat Training Organizations (ATOs) (see reference (a), chapter 4.B for more information on the 30-day rule as it applies to Career Sea Pay (CSP), Career Sea Time (CST), and Mobile Units).

The 30-day rule starts at 0001 of the first full day the member is TDY away from the CSP-eligible vessel. CSP and CST accrual terminates at 2400 the 30<sup>th</sup> actual day the member is TDY away from the CSP-eligible vessel.

Periods of leave taken before, after, or between two periods of TDY by members permanently assigned to a CSP-eligible vessel must be considered when computing the 30-day period. Remember: Members are entitled to CSP / CST accrual for all periods of excused absence and TDY up to 30 days.

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**SOCSS Checklist for Member:** \_\_\_\_\_ **EMPLID:** \_\_\_\_\_

**Print** SOCSS Checklist. **Initial** the Completed box as each Action is reviewed and completed, as necessary. **Sign and Date** the SOCSS Checklist. **Scan** signed SOCSS Checklist and **attach** to SOCSS request to PPC. **File** SOCSS Checklist in Section 1 of the PDR.

For all SOCSS requests, an E-6 or above in the member's SPO/PSI must contact PPC Customer Care via an online trouble ticket or send an email to [PPC-DG-CustomerCare@uscg.mil](mailto:PPC-DG-CustomerCare@uscg.mil).

**\*\* By signing this document, you, as the PAO, are certifying that all information provided to support this SOCSS request is true beyond a reasonable suspicion of doubt. \*\***

| Completed | Action   | Description  |
|-----------|--|--|
|           | <b>Review PCS Start and Stop dates for accuracy</b>  | <ul style="list-style-type: none"> <li>• <b>Prior to 01/01/2015</b> – Compare SEG 07 and SEG 69 with PCS Orders and PPC approved/finalized travel claims.</li> <li>• <b>01/01/2015 to Present</b> – Review PCS Orders in DA.</li> </ul>  |
|           | <b>Review <u>ALL</u> neutral rows and ensure the dates are accurate</b>  | Neutral row dates should reflect the accurate dates based on the PCS arrival and departure dates to a ship and should include the 30-day rule when TDY. <b>If neutral rows are entered for a period of dry dock time, include exact dates in your SOCSS request to help PPC verify the reason for the neutral row.</b>   |
|           | <b>Provide an explanation</b>  | Include an explanation of any start/stop of sea time that is NOT accounted for by a neutral row and/or is not obvious (e.g., no cost orders, ship to ship transfers).  |
|           | <b>Review EABP</b>   | <ul style="list-style-type: none"> <li>• Review member's EABP rows for ALL Career Sea Pay for TDY.</li> <li>• Ensure the TDY dates match the member's actual travel (use the PPC approved/finalized travel claim, not the orders).</li> </ul>  |
|           | <b>Enter missing information in DA</b>   | If TDY to a ship is missing from EABP, enter it into DA (even if the member is already on a ship). Do NOT request PPC to enter missing TDY. This is the SPOs responsibility.   |
|           | <b>Review Admin Training Orders in DA</b>  | If a period of TDY orders is found greater than 30 days, obtain the member's actual dates using their Travel Claim and compare for accuracy. Use the <a href="#">30-day rule</a> to account for start/stop of sea time dates.  |
|           | <b>Review travel history in TPAX</b><br><br><b>NOTE:</b> If the SEG 07 and travel claim dates do not match, verify the accuracy of the travel dates, and enter CSP for TDY into DA with the correct start and end dates. | <ul style="list-style-type: none"> <li>• Review the member's travel history in TPAX and attach any applicable travel claims to the SOCSS request.</li> <li>• Look for TDY over 30 days, including travel prior to 01 Jan 2015.</li> <li>• Ensure the travel claim dates and the SEG 07 match (see <b>NOTE</b>).</li> <li>• Enter any missing TDY to a ship into DA (even if Out-of-Range). Enter neutral rows for applying the 30-day rule.</li> </ul> |

**Print Name and Sign:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Location of member's record: \_\_\_\_\_

# JUMPS Data Repository (JDR) to Excel Macro

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## Introduction

The JDR2Excel macro (JDR macro) is an Excel macro (automated task) that makes the JUMPS Data Repository (JDR) information easier to read. No data is changed. It simply clears out the non-relevant information and filters out the swapped segments giving you a clearer and faster read of the information, as well as the ability to sort and filter data.

In order to use this tool, it must be added to the Excel Personal workbook. This is a workbook that is always open and available in the background of Excel. Storing the macro here allows it to be used by any workbook.

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## JDR Access

To obtain access to the JUMPS Data Repository (JDR), complete the [CG-7421C JUMPS User Access Authorization](#) form and submit to PPC Customer Care.

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## Contents

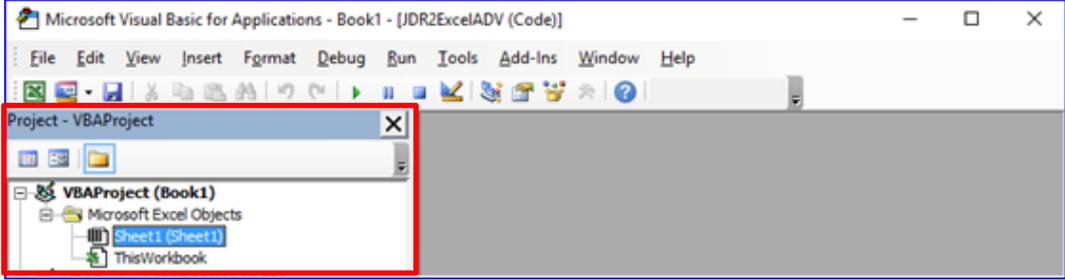
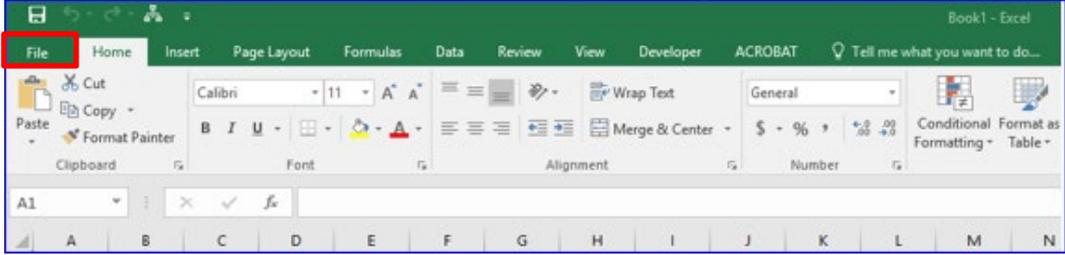
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# Adding a Macro to Your Personal Workbook

**Introduction** This section provides the procedures to add a Macro to your personal workbook in MS Excel.

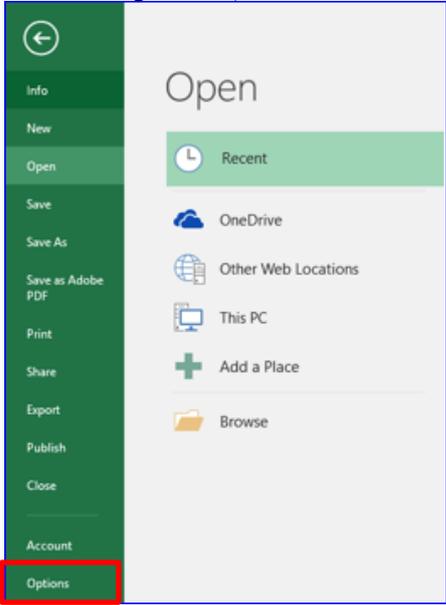
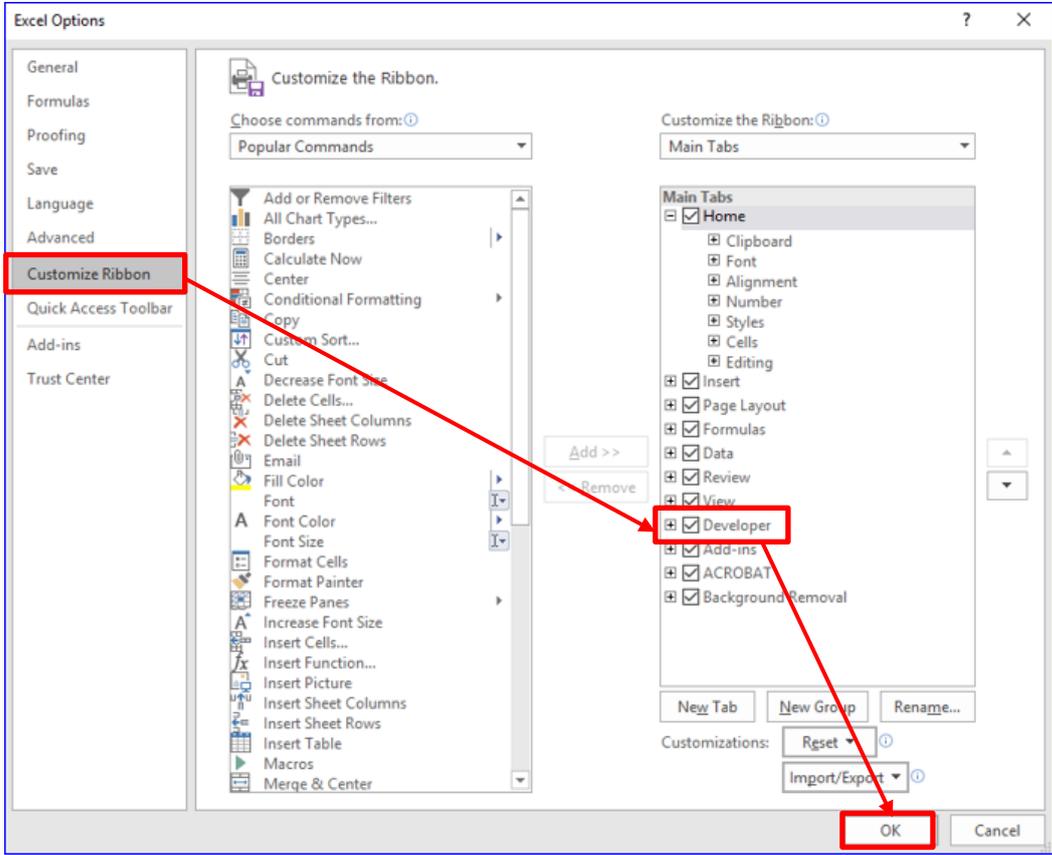
**Procedures** See below.

| Step | Action  |
|------|---|
| 1    | Open MS Excel.  |
| 2    | <p>Click <b>Alt+F11</b> to open the Microsoft Visual Basic window. This is where you will install the macro. Check the <b>Project box</b> for the personal workbook (<b>VBAProject (PERSONAL.XLSB)</b>). This one does not have it readily available. If yours does, you may skip to Step 9.</p>  |
| 3    | <p>Go back to your Excel window. Click <b>File</b> (the first option on the ribbon).</p>    |

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# Adding a Macro to Your Personal Workbook, Continued

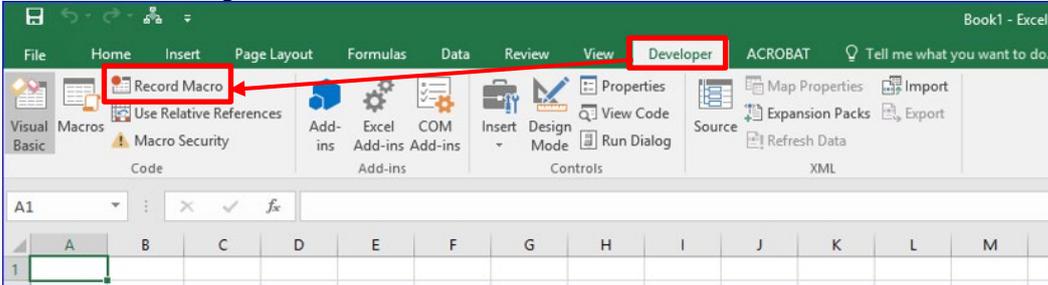
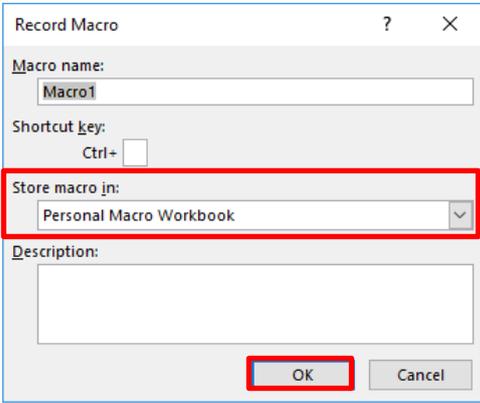
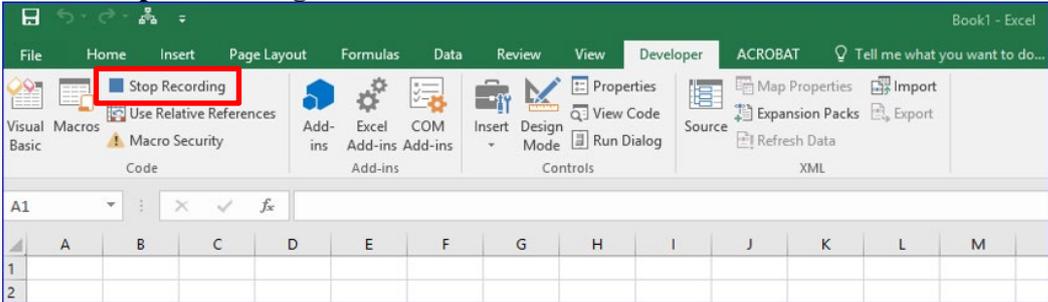
Procedures,  
continued

| Step | Action   |
|------|--|
| 4    | <p>Choose <b>Options</b> (last item on the left-side list).</p>    |
| 5    | <p>Click on <b>Customize Ribbon</b>. Make sure “<b>Developer</b>” is checked in the right-side box, then click <b>OK</b>.</p>  |

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# Adding a Macro to Your Personal Workbook, Continued

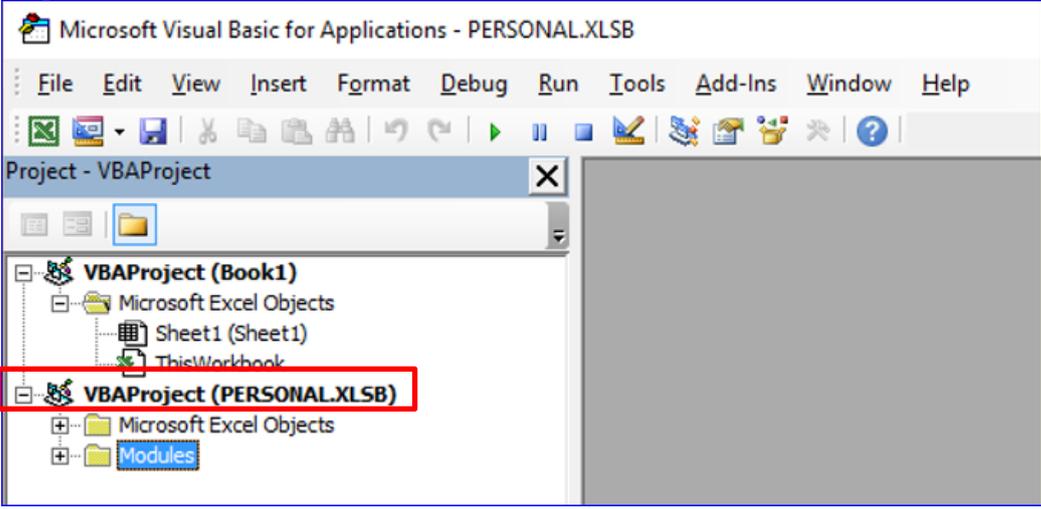
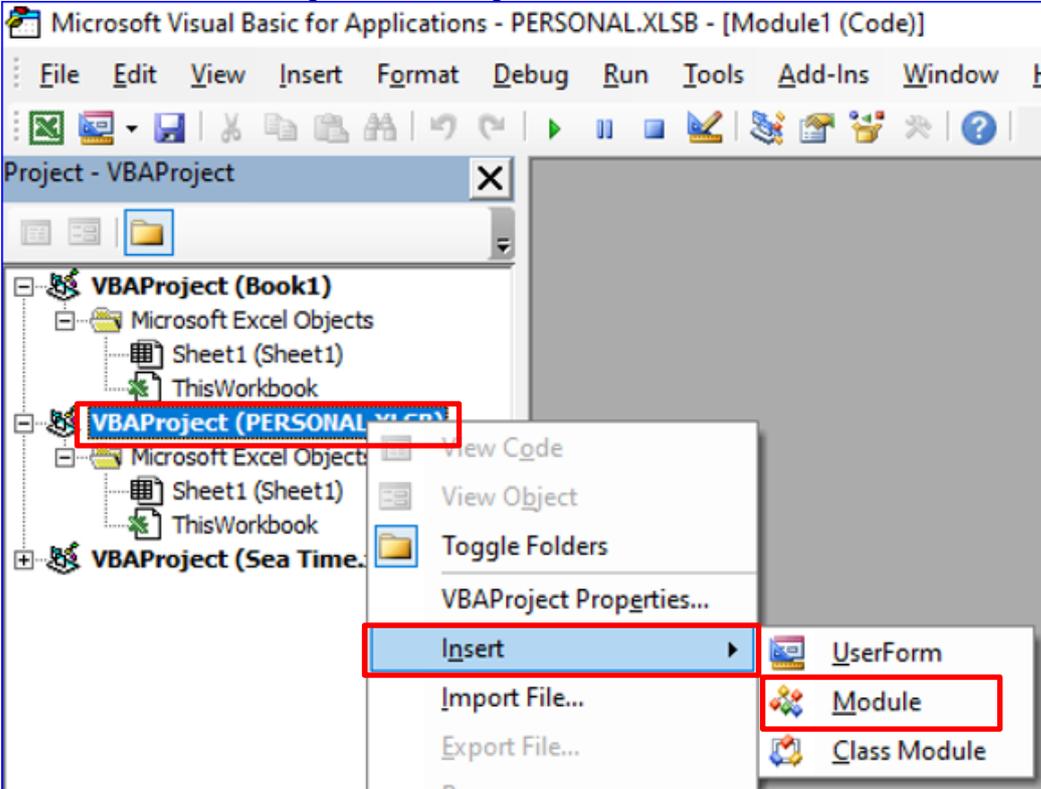
Procedures,  
continued

| Step | Action  |
|------|---|
| 6    | <p>Go to the <b>Developer</b> tab. Click <b>“Record Macro.”</b></p>   |
| 7    | <p>In the Record Macro dialogue box, ensure the <b>Store macro in</b> field displays <b>“Personal Macro Workbook.”</b> If not, use the drop down to make that choice. Click <b>OK.</b></p>  |
| 8    | <p>Click <b>“Stop Recording.”</b></p>   |

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# Adding a Macro to Your Personal Workbook, Continued

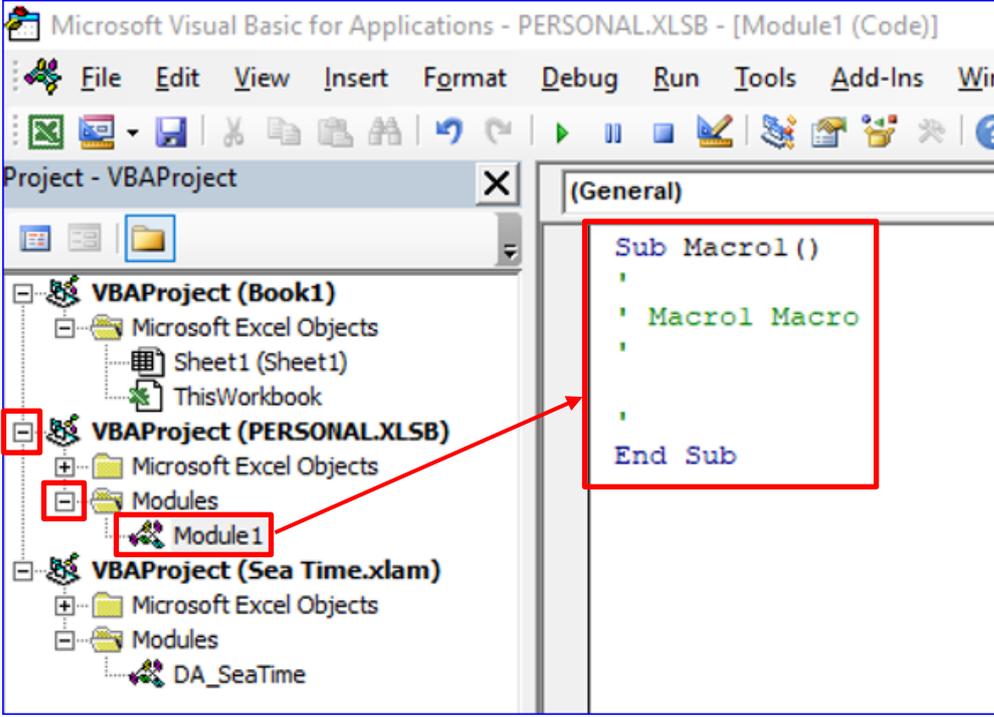
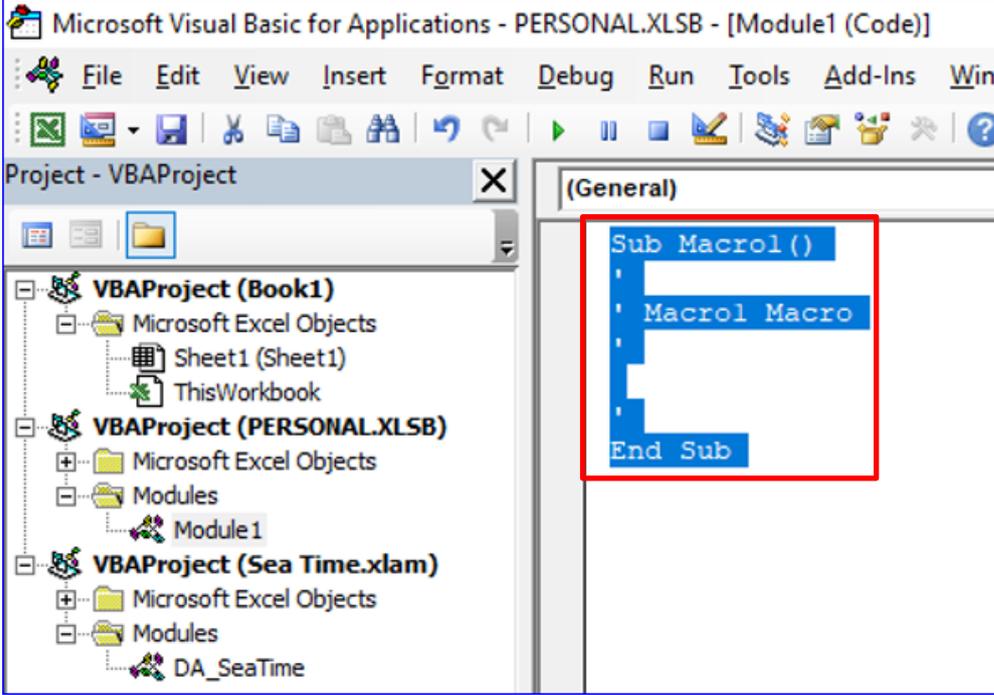
Procedures,  
continued

| Step | Action  |
|------|---|
| 9    | <p>Go back to the Microsoft Visual Basic window (<b>Alt+F11</b>). You should now see the Personal workbook (<b>VBAProject (PERSONAL.XLSB)</b>). Click the + sign to the left to expand it (expanded view shown).</p>  <p>The screenshot shows the Microsoft Visual Basic for Applications window titled "PERSONAL.XLSB". The menu bar includes File, Edit, View, Insert, Format, Debug, Run, Tools, Add-Ins, Window, and Help. The Project - VBAProject window is open, showing a tree view under "VBAProject (Book1)". The "VBAProject (PERSONAL.XLSB)" folder is expanded and highlighted with a red box. Below it, a "Modules" folder is visible.</p>   |
| 10   | <p>If there is not a Modules folder under the <b>VBAProject (PERSONAL.XLSB)</b> item, right-click on <b>VBAProject (PERSONAL.XLSB)</b>. Select <b>Insert</b>, then select <b>Module</b>. If there is already a Modules folder there, proceed to Step 11.</p>  <p>The screenshot shows the Microsoft Visual Basic for Applications window titled "PERSONAL.XLSB - [Module1 (Code)]". The menu bar includes File, Edit, View, Insert, Format, Debug, Run, Tools, Add-Ins, Window, and Help. The Project - VBAProject window is open, showing a tree view under "VBAProject (Book1)". The "VBAProject (PERSONAL.XLSB)" folder is highlighted with a red box. A context menu is open over it, with the "Insert" option selected and the "Module" option highlighted with a red box.</p> |

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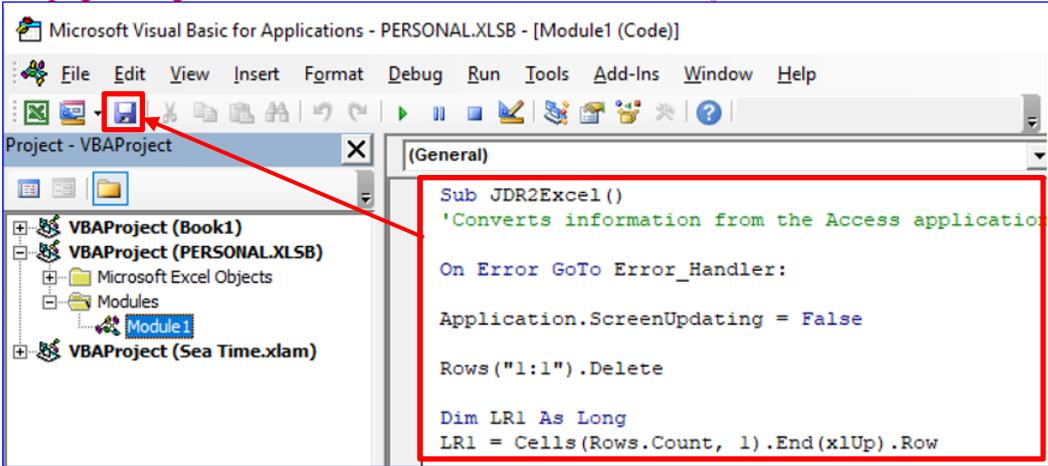
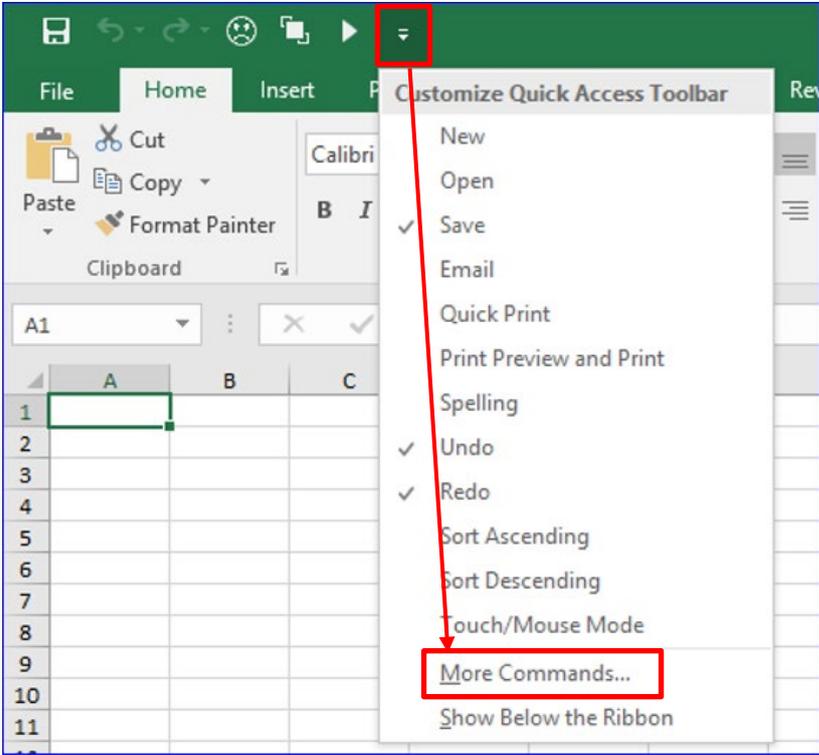
# Adding a Macro to Your Personal Workbook, Continued

Procedures,  
continued

| Step | Action   |
|------|--|
| 11   | <p>Expand the <b>Modules</b> folder under <b>VBAProject (PERSONAL.XLSB)</b>. Double click on <b>Module 1</b> to open it up.</p>  <p>The screenshot shows the Microsoft Visual Basic for Applications editor. The Project - VBAProject window is open, showing the VBAProject (PERSONAL.XLSB) folder expanded to show the Modules folder, with Module1 selected. The code window shows the following code:</p> <pre>Sub Macrol () ' ' Macrol Macro ' End Sub</pre> |
| 12   | <p><b>Highlight</b> all the text (if any) in the macro window and <b>delete</b> it.</p>  <p>The screenshot shows the same Microsoft Visual Basic for Applications editor. The macro code from the previous step is now highlighted in blue in the code window:</p> <pre>Sub Macrol () ' ' Macrol Macro ' End Sub</pre>   |

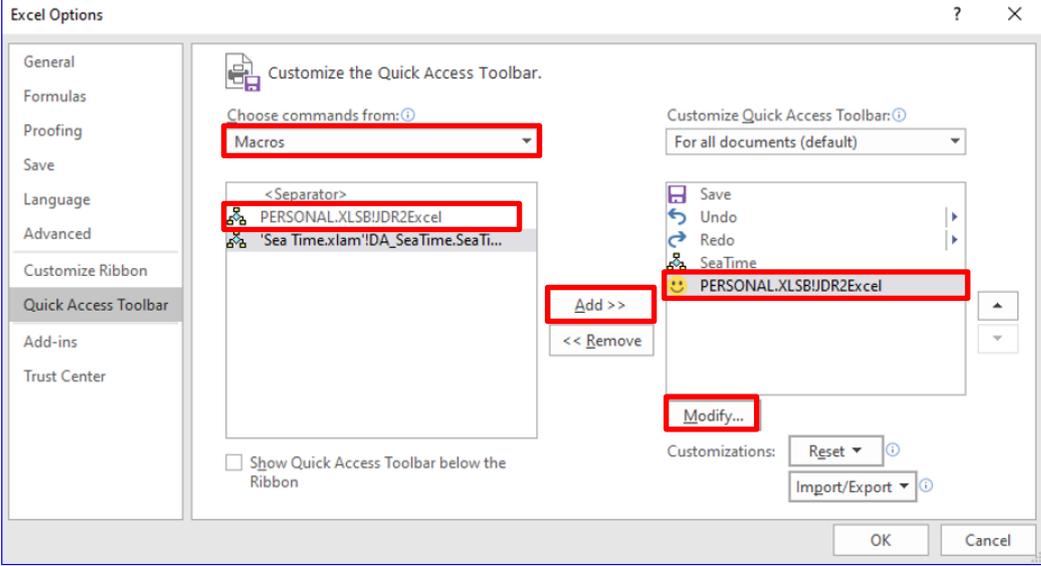
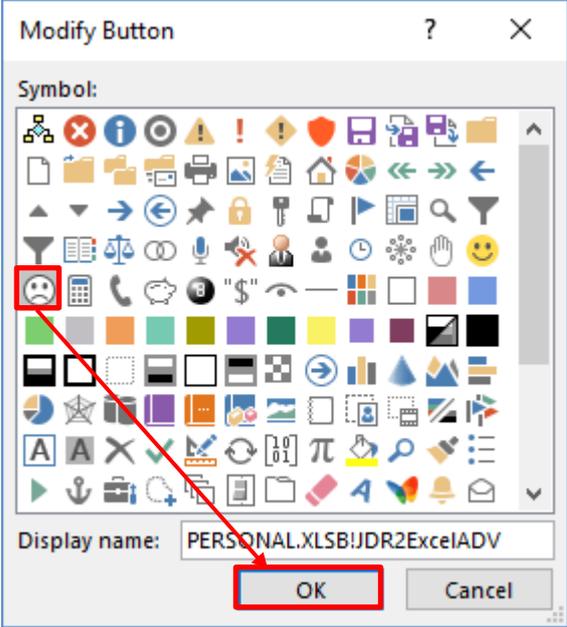
# Adding a Macro to Your Personal Workbook, Continued

Procedures,  
continued

| Step             | Action   |
|------------------|--|
| <p><b>13</b></p> | <p><b>Copy ALL</b> of the text from the <a href="#">Enclosure 1</a> and <b>paste</b> into the Macro window (where you just deleted text from). <b>Save</b> and close the Microsoft Visual Basic window.</p> <p><b>VERY IMPORTANT:</b> Ensure all of the content is included. This content (Enclosure 1) is six pages long. The first line will be “<b>Sub JDR2Excel()</b>” and the last line will be “<b>End Sub.</b>”</p>  |
| <p><b>14</b></p> | <p><b>Click</b> on the small down arrow beside the Quick Access Toolbar. Select <b>More Commands</b></p>   |

# Adding a Macro to Your Personal Workbook, Continued

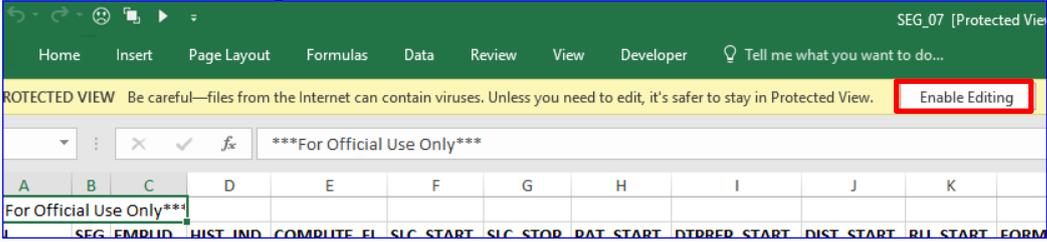
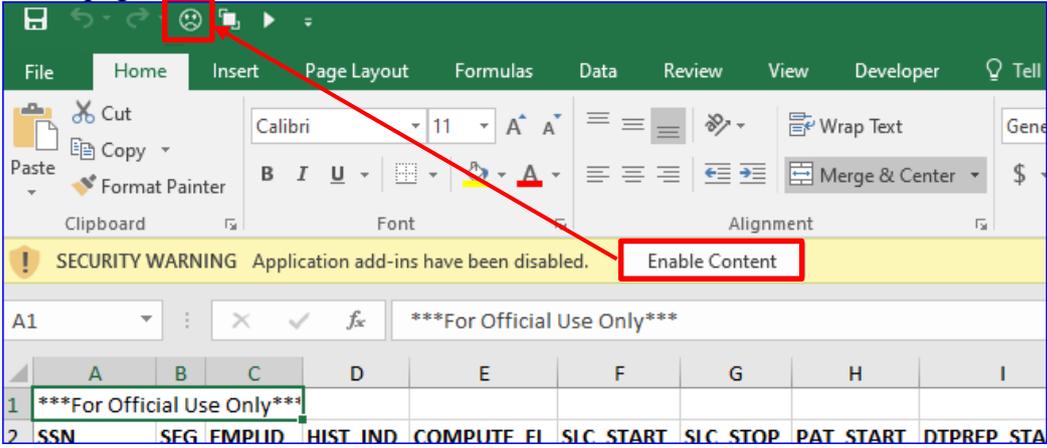
Procedures,  
continued

| Step | Action   |
|------|--|
| 15   | <p>Under “Choose commands from:”, select <b>Macros</b>. A list of macros will appear. Select <b>PERSONAL.XLSB!JDR2Excel</b>. Click <b>ADD &gt;&gt;</b>. You will now see the command on the right side as well. Click on it in the right side window to highlight it. Click <b>Modify...</b></p>  |
| 16   | <p>Select the icon you prefer to associate with the task. Click <b>OK</b>.</p>    |

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# Adding a Macro to Your Personal Workbook, Continued

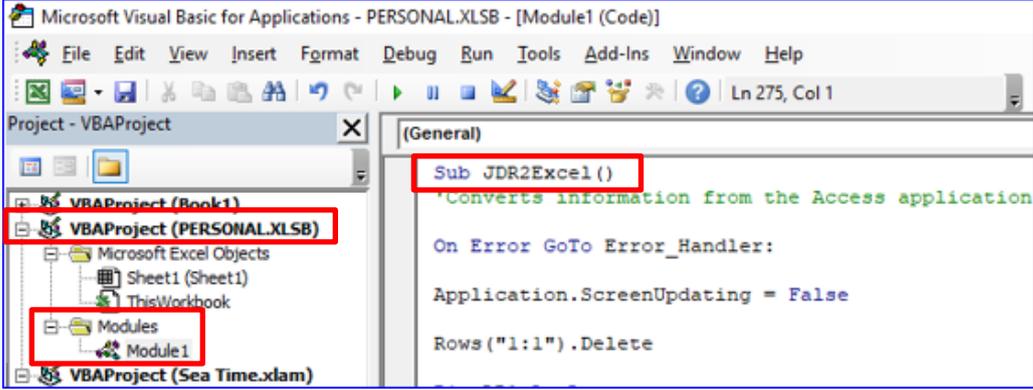
Procedures,  
continued

| Step | Action  |
|------|---|
| 17   | <p>To utilize, open the SEG (Segments 01, 07, 52, 57, 58, 62, or 81) and click the JDR's <b>Export to Excel</b> button.</p>  <p>The screenshot shows a report header with the title "SEG_07_Report" in bold black text. Below the title is a red line of text that reads "***FOR OFFICIAL USE ONLY***". In the bottom right corner of the header area, there is a button labeled "Export to Excel" which is highlighted with a red rectangular box.</p>   |
| 18   | <p>Click <b>Enable Editing</b>.</p>  <p>The screenshot shows the Microsoft Excel interface in Protected View. A yellow warning bar at the top reads "PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View." To the right of this bar is a button labeled "Enable Editing" highlighted with a red box. Below the warning bar, the formula bar shows "***For Official Use Only***". The spreadsheet grid is visible with columns A through K and rows 1 and 2.</p>  |
| 19   | <p>Click <b>Enable Content</b>, then click the <b>macro button</b> (icon selected in Step 16) in the top left of the page.</p>  <p>The screenshot shows the Microsoft Excel interface with a yellow "SECURITY WARNING" bar that reads "Application add-ins have been disabled." A button labeled "Enable Content" is highlighted with a red box. A red arrow points from this button to a small icon in the top left corner of the spreadsheet grid, which is the macro button mentioned in the text. The formula bar shows "***For Official Use Only***". The spreadsheet grid shows columns A through I and rows 1 and 2.</p> |

## Troubleshooting MACRO Errors

**Purpose** This section provides guidance on troubleshooting various macro errors you may encounter.

**Macro Not Available** If you have previously installed the macro but it is no longer available to you, first check to see if it is still installed.

| Step | Action  |
|------|---|
| 1    | With Excel open, use <b>ALT+F11</b> to open the Microsoft Visual Basic window.  |
| 2    | <b>Expand</b> the Personal workbook. (If the Personal workbook is missing, skip down to “ <a href="#">MISSING PERSONAL WORKBOOK</a> ”.)   |
| 3    | Expand the Modules folder underneath it. Double click <b>any modules listed under the folder</b> .  |
| 4    | <p>What opens up should look like what you see below (the first line will be “<b>Sub JDR2Excel()</b>”).</p>                    |
| 5    | <b>If none of them match</b> , you will need to re-install the macro. Follow the “ <a href="#">Adding a Macro to Your Personal Workbook</a> ” instructions starting at Step 9.                                    |
| 6    | <b>If it is still installed</b> , you may just need to add it back to your Quick Access Toolbar. Try following the “ <a href="#">Adding a Macro to Your Personal Workbook</a> ” instructions starting at Step 14. |

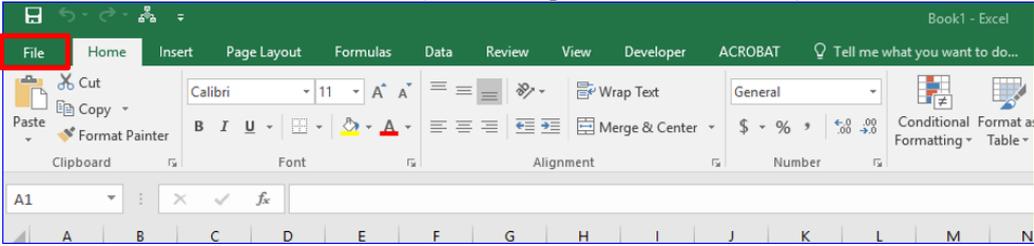
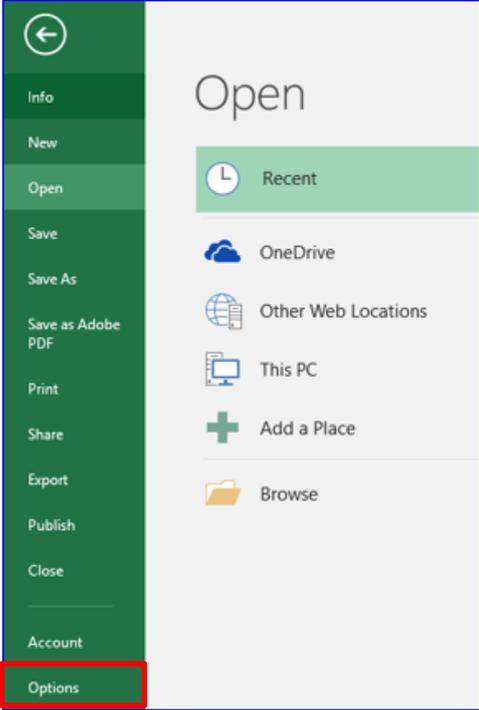
*Continued on next page*

# Troubleshooting MACRO Errors, Continued

## Missing Personal Workbook

If you are having issues with the Personal workbook (it does not appear in the Microsoft Visual Basic window), try the two options below. Sometimes the Personal workbook will disappear even though the macro has already been stored there. This prevents you from using the macro button since the program can't access the location where the commands are stored. The below two options may help in this situation.

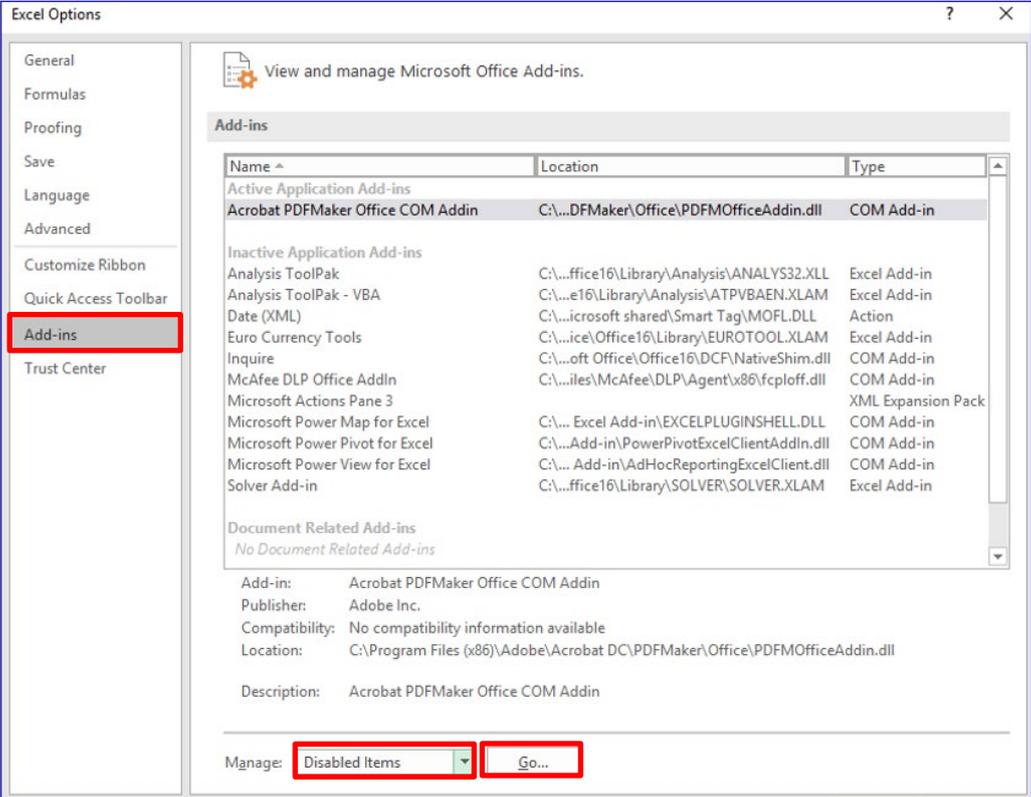
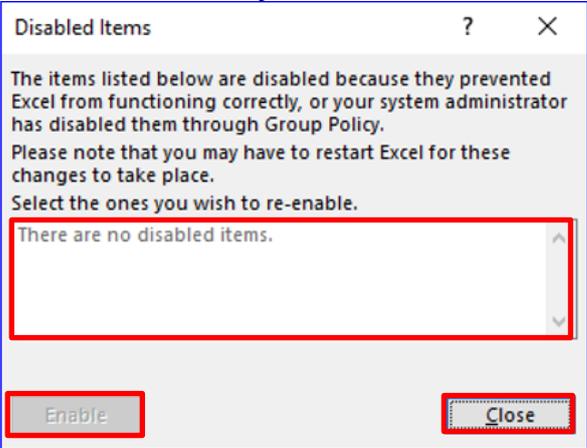
### Option 1

| Step | Action   |
|------|--|
| 1    | <p>In the Excel window, click <b>File</b> (the first option on the ribbon).</p>  |
| 2    | <p>Choose <b>Options</b> (last item on the left-side list).</p>                  |

*Continued on next page*

# Troubleshooting MACRO Errors, Continued

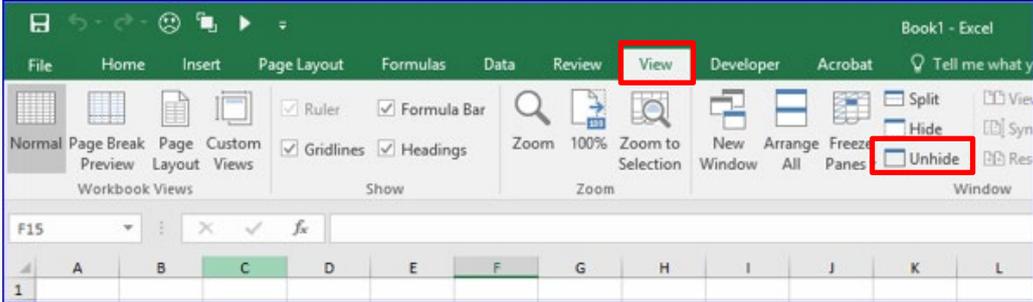
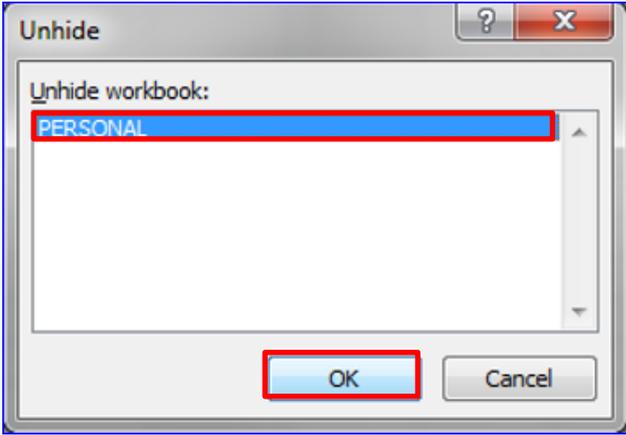
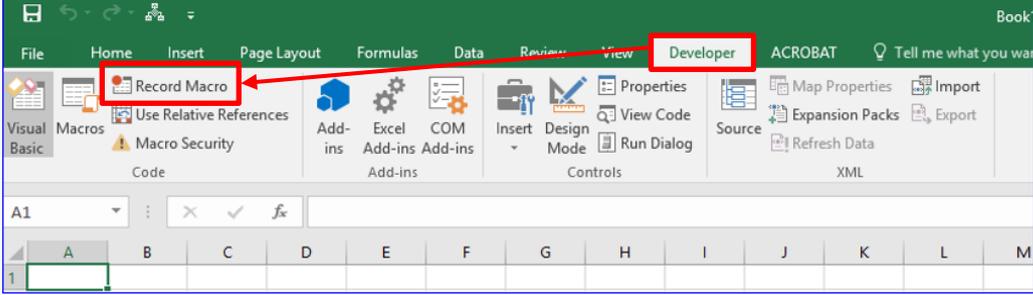
## Missing Personal Workbook, continued

| Step            | Action   |
|-----------------|--|
| <p><b>3</b></p> | <p>Click on <b>Add-Ins</b>. Under <b>Manage</b>, use the drop down to select “<b>Disabled Items</b>,” and click <b>Go....</b></p>  <p>The screenshot shows the 'Excel Options' dialog box with the 'Add-ins' tab selected. The 'Add-ins' section is highlighted with a red box. Below it, the 'Manage' dropdown is set to 'Disabled Items' and the 'Go...' button is highlighted with a red box.</p>  |
| <p><b>4</b></p> | <p>If you see the <b>Personal workbook</b> listed, select it and click <b>Enable</b>. Click <b>Close</b>, then click <b>OK</b>. Now you can try again from either Step 9 (if the macro is not yet installed) or Step 14 (if the macro is already installed) of the “<a href="#">Adding a Macro to Your Personal Workbook</a>” instructions. If not, just click <b>Close</b>.</p>  <p>The screenshot shows the 'Disabled Items' dialog box. The 'Enable' button is highlighted with a red box.</p> |

# Troubleshooting MACRO Errors, Continued

## Missing Personal Workbook, continued

### Option 2

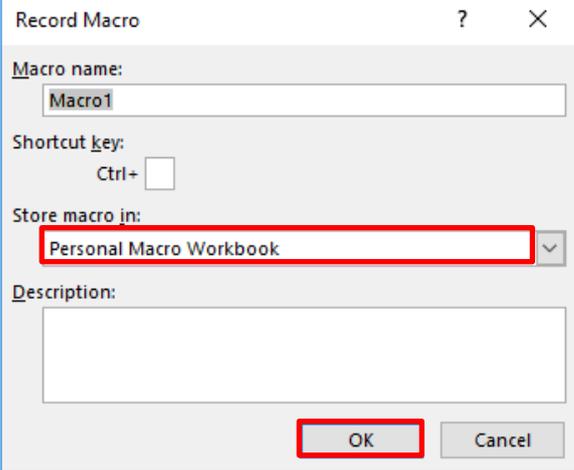
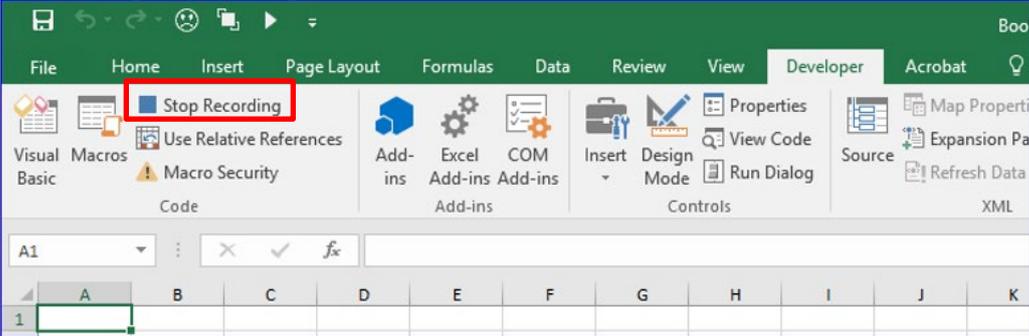
| Step | Action  |
|------|---|
| 1    | <p>In the Excel window, select the <b>View</b> tab. Click <b>Unhide</b>.</p>                              |
| 2    | <p>You should see the <b>PERSONAL</b> workbook listed. Ensure it is highlighted and click <b>OK</b>.</p>  |
| 3    | <p>Select the <b>Developer</b> tab, then click <b>Record Macro</b>.</p>                                 |

*Continued on next page*

# Troubleshooting MACRO Errors, Continued

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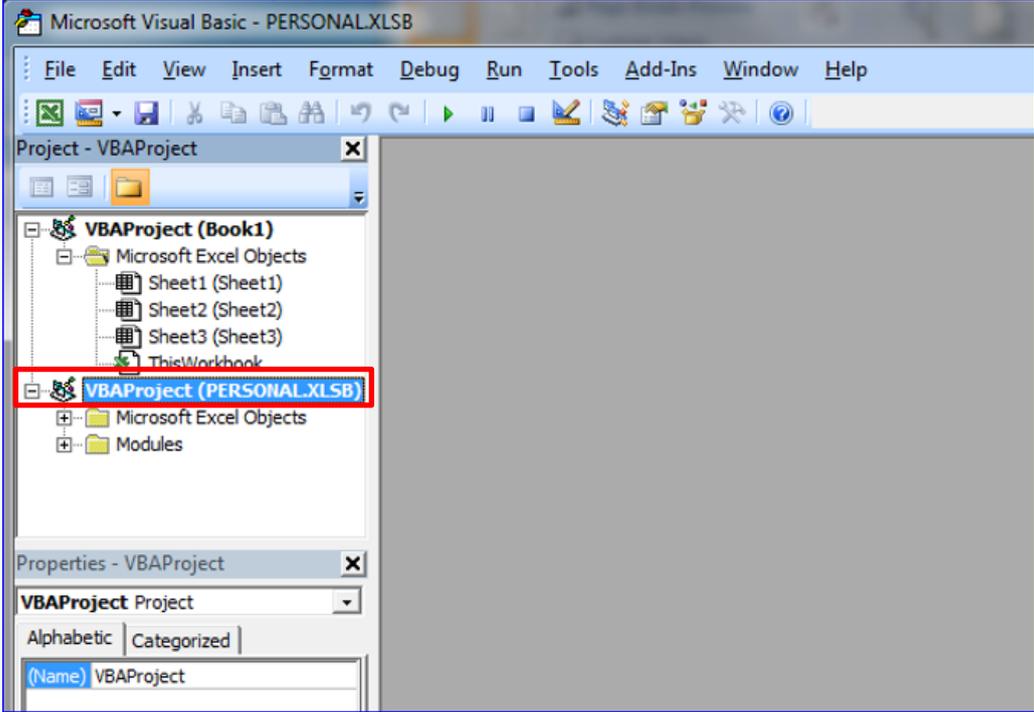
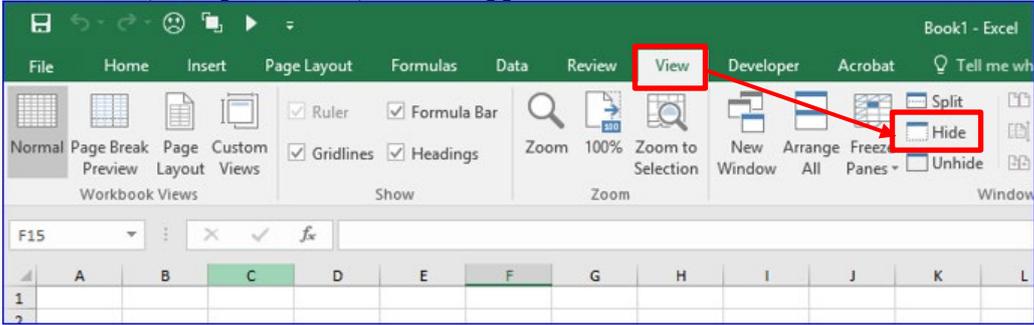
## Missing Personal Workbook, continued

| Step | Action  |
|------|---|
| 4    | <p>In the dialogue box that appears make sure that under “Store macro in:”, it says “<b>Personal Macro Workbook.</b>” If not, use the drop down to make that choice. Click <b>OK.</b></p>  |
| 5    | <p>Select <b>Stop Recording.</b></p>    |

*Continued on next page*

# Troubleshooting MACRO Errors, Continued

## Missing Personal Workbook, continued

| Step | Action   |
|------|--|
| 6    | <p>Go back to the <b>Microsoft Visual Basic</b> window. You should now see the Personal workbook (<b>VBAProject (PERSONAL.XLSB)</b>).</p>             |
| 7    | <p>Go back to the Excel window. Under the <b>View</b> tab, click <b>Hide</b>. The viewable Personal workbook (as a spreadsheet) will disappear.</p>  |
| 8    | <p>Now you can try again from either Step 9 (if the macro is not yet installed) or step 14 (if the macro is already installed) of the <a href="#">“Adding a Macro to Your Personal Workbook”</a> instructions.</p>                       |

## Enclosure 1: JDR2Excel Macro (\*\* From the toolbar, under View > Page Display, select Enable Scrolling to allow you to copy and paste the entire data string.\*\*)

---

Sub JDR2Excel()

'Converts information from the Access application JDR (JUMPS Data Repository) into an easier to read format in Excel. It deletes unnecessary columns, filters out swapped rows (dates), and sorts the information by chronological order.

On Error GoTo Error\_Handler:

Application.ScreenUpdating = False

Rows("1:1").Delete

Dim LR1 As Long

LR1 = Cells(Rows.Count, 1).End(xlUp).Row

If Range("B2").Value = 1 Then

'SEG 01 (Basic Pay)

'Also calculates points earned and sorts them by reserve point category (column).

Range("A:V,X:X,Z:AB,AD:AD,AF:BE").Delete Shift:=xlToLeft

Columns("C:C").Select

Selection.Cut

Columns("E:E").Select

Selection.Insert Shift:=xlToRight

Columns("D:D").NumberFormat = "0""."00;-0""."00;0""."00"

Range("E1").FormulaR1C1 = "IDT"

Range("F1").FormulaR1C1 = "RMP"

Range("G1").FormulaR1C1 = "FD"

Range("H1").FormulaR1C1 = "AD"

Range("I1").FormulaR1C1 = "TRUE"

Range("E2:E" & LR1).Formula = "=IF(A2<>B2,0,IF(OR(C2=""M """,C2=""D """,C2=""F """,C2=""W """,C2=""Y """,C2=""Z """),2,IF(OR(C2=""S """,C2=""E """,C2=""H """,C2=""J """,C2=""X """),1,0)))"

Range("F2:F" & LR1).Formula = "=IF(AND(A2=B2,OR(C2=""A """,C2=""N """)),1,0)"

Range("G2:G" & LR1).Formula = "=IF(AND(A2=B2,OR(C2=""G """,C2=""H """,C2=""J """)),1,0)"

Range("H2:H" & LR1).Formula =  
 "=IF(AND(B2>=A2,OR(C2=""1P""",C2=""2P""",C2=""3P""",C2=""4P""",C2=""6P""",C2=""1A""",C2=""2A""",C2=""3A""",C2=""4A""",C2=""6A""",C2=""1Y""",C2=""2Y""",C2=""3Y""",C2=""4Y""",C2=""6Y""",C2=""1N""",C2=""2N""",C2=""3N""",C2=""4N""",C2=""6N""",C2=""7Y""",C2=""8Y""",C2=""9Y""",C2=""TY""",C2=""UY""",C2=""VY"")),DATE(LEFT(B2,4),MID(B2,5,2),RIGHT(B2,2))-DATE(LEFT(A2,4),MID(A2,5,2),RIGHT(A2,2))+1,0)"

Range("I2:I" & LR1).Formula = "=IF(B2<A2,0,1)"

With ActiveWindow

.SplitColumn = 0

.SplitRow = 1

End With

ActiveWindow.FreezePanes = True

Range("A1").Select

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Selection.AutoFilter

```
ActiveSheet.Range("$A$1:$I" & LR1).AutoFilter Field:=9, Criteria1:="1"  
Range("A2").Sort Key1:=Range("A2"), Order1:=xlDescending, Header:=xlGuess,  
OrderCustom:=1, MatchCase:=False, Orientation:=xlTopToBottom  
Cells.EntireColumn.AutoFit
```

Exit Sub

Elseif Range("B2").Value = 7 Then  
'SEG 07 (Career Sea Pay)

```
Range("A:V,X:X,Z:AC,AF:AI").Delete Shift:=xlToLeft
```

```
Range("E1").FormulaR1C1 = "TRUE"  
Range("E2:E" & LR1).Formula = "=IF(B2<A2,0,1)"
```

With ActiveWindow

```
.SplitColumn = 0  
.SplitRow = 1
```

End With

```
ActiveWindow.FreezePanes = True
```

```
Range("A1").Select
```

Selection.AutoFilter

```
ActiveSheet.Range("$A$1:$E" & LR1).AutoFilter Field:=5, Criteria1:="1"  
Range("A2").Sort Key1:=Range("A2"), Order1:=xlDescending, Header:=xlGuess,  
OrderCustom:=1, MatchCase:=False, Orientation:=xlTopToBottom  
Cells.EntireColumn.AutoFit
```

Exit Sub

Elseif Range("B2").Value = 52 Then  
'SEG 52 (Permanent Unit)

```
Range("A:V,X:X,Z:AB,AE:AG").Delete Shift:=xlToLeft
```

```
Range("E1").FormulaR1C1 = "TRUE"  
Range("E2:E" & LR1).Formula = "=IF(B2<A2,0,1)"
```

With ActiveWindow

```
.SplitColumn = 0  
.SplitRow = 1
```

End With

```
ActiveWindow.FreezePanes = True
```

```
Range("A1").Select
```

Selection.AutoFilter

```
ActiveSheet.Range("$A$1:$E" & LR1).AutoFilter Field:=5, Criteria1:="1"  
Range("A2").Sort Key1:=Range("A2"), Order1:=xlDescending, Header:=xlGuess,  
OrderCustom:=1, MatchCase:=False, Orientation:=xlTopToBottom  
Cells.EntireColumn.AutoFit
```

Exit Sub

Elseif Range("B2").Value = 57 Then  
'SEG 57 (Pay Status)

```
Range("A:V,X:X,Z:AB,AE:AK").Delete Shift:=xlToLeft
```

```
Range("E1").FormulaR1C1 = "TRUE"  
Range("E2:E" & LR1).Formula = "=IF(B2<A2,0,1)"
```

```
With ActiveWindow
```

```
    .SplitColumn = 0
```

```
    .SplitRow = 1
```

```
End With
```

```
ActiveWindow.FreezePanels = True
```

```
Range("A1").Select
```

```
Selection.AutoFilter
```

```
ActiveSheet.Range("$A$1:$E" & LR1).AutoFilter Field:=5, Criteria1:="1"
```

```
Range("A2").Sort Key1:=Range("A2"), Order1:=xlDescending, Header:=xlGuess,  
OrderCustom:=1, MatchCase:=False, Orientation:=xlTopToBottom
```

```
Cells.EntireColumn.AutoFit
```

```
Exit Sub
```

```
Elseif Range("B2").Value = 58 Then  
'SEG 58 (Pay Grade)
```

```
Range("A:V,X:X,Z:AB,AF:AG").Delete Shift:=xlToLeft
```

```
Range("F1").FormulaR1C1 = "TRUE"  
Range("F2:F" & LR1).Formula = "=IF(B2<A2,0,1)"
```

```
With ActiveWindow
```

```
    .SplitColumn = 0
```

```
    .SplitRow = 1
```

```
End With
```

```
ActiveWindow.FreezePanels = True
```

```
Range("A1").Select
```

```
Selection.AutoFilter
```

```
ActiveSheet.Range("$A$1:$F" & LR1).AutoFilter Field:=6, Criteria1:="1"
```

```
Range("A2").Sort Key1:=Range("A2"), Order1:=xlDescending, Header:=xlGuess,  
OrderCustom:=1, MatchCase:=False, Orientation:=xlTopToBottom
```

```
Cells.EntireColumn.AutoFit
```

```
Exit Sub
```

```
Elseif Range("B2").Value = 62 Then  
'SEG 62 (LEAVE ACCRUAL)
```

```
Range("A:M,O:V,X:X,Z:AB,AV:BE,BH:BP").Delete Shift:=xlToLeft
```

```
Columns("B:C").Cut
```

```
Range("A1").Insert Shift:=xlToRight
```

```
Columns("L:L").Cut
```

```
Range("K1").Insert Shift:=xlToRight
```

```
Columns("H:X").NumberFormat = "0""."""0;-0""."""00;0""."""0"
```

```
Range("Y1").FormulaR1C1 = "TRUE"  
Range("Y2:Y" & LR1).Formula = "=IF(B2<A2,0,1)"
```

```
Cells.EntireColumn.AutoFit
With ActiveWindow
    .SplitColumn = 0
    .SplitRow = 1
End With
ActiveWindow.FreezePanes = True
Range("A1").Select
Selection.AutoFilter
ActiveSheet.Range("$A$1:$Y" & LR1).AutoFilter Field:=25, Criteria1:="1"
Range("A2").Sort Key1:=Range("A2"), Order1:=xlDescending, Header:=xlGuess,
OrderCustom:=1, MatchCase:=False, Orientation:=xlTopToBottom

Exit Sub
```

```
Elseif Range("B2").Value = 69 Then
'SEG 69 (CUMULATIVE SEA DUTY ADJUSTMENT)
```

```
Range("A:H,J:O,Q:V,X:X,Z:Z,AJ:AK").Delete Shift:=xlToLeft
```

```
Cells.EntireColumn.AutoFit
With ActiveWindow
    .SplitColumn = 0
    .SplitRow = 1
End With
ActiveWindow.FreezePanes = True
Range("A1").Select
Selection.AutoFilter
```

```
Exit Sub
```

```
Elseif Range("B2").Value = 81 Then
'SEG 81 (Reserve Points)
```

```
Range("A:V,X:X,Z:AE,BV:BW").Delete Shift:=xlToLeft
```

```
Range("A1").FormulaR1C1 = "FROM"
Range("B1").FormulaR1C1 = "TO"
Range("C1").FormulaR1C1 = "SVC"
Range("D1").FormulaR1C1 = "QUAL SVC"
Range("E1").FormulaR1C1 = "REG AD"
Range("F1").FormulaR1C1 = "RSV AD"
Range("G1").FormulaR1C1 = "IDT"
Range("H1").FormulaR1C1 = "RMP"
Range("I1").FormulaR1C1 = "MBR"
Range("J1").FormulaR1C1 = "CC"
Range("K1").FormulaR1C1 = "SUB TOT"
Range("L1").FormulaR1C1 = "ADJ TOT"
Range("M1").FormulaR1C1 = "TOTAL"
Range("N1").FormulaR1C1 = "CC1"
Range("O1").FormulaR1C1 = "CC1 DATE"
Range("P1").FormulaR1C1 = "CC1 PTS"
Range("Q1").FormulaR1C1 = "CC2"
Range("R1").FormulaR1C1 = "CC2 DATE"
```

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Range("S1").FormulaR1C1 = "CC2 PTS"  
Range("T1").FormulaR1C1 = "CC3"  
Range("U1").FormulaR1C1 = "CC3 DATE"  
Range("V1").FormulaR1C1 = "CC3 PTS"  
Range("W1").FormulaR1C1 = "CC4"  
Range("X1").FormulaR1C1 = "CC4 DATE"  
Range("Y1").FormulaR1C1 = "CC4 PTS"  
Range("Z1").FormulaR1C1 = "CC5"  
Range("AA1").FormulaR1C1 = "CC5 DATE"  
Range("AB1").FormulaR1C1 = "CC5 PTS"  
Range("AC1").FormulaR1C1 = "CC6"  
Range("AD1").FormulaR1C1 = "CC6 DATE"  
Range("AE1").FormulaR1C1 = "CC6 PTS"  
Range("AF1").FormulaR1C1 = "CC7"  
Range("AG1").FormulaR1C1 = "CC7 DATE"  
Range("AH1").FormulaR1C1 = "CC7 PTS"  
Range("AI1").FormulaR1C1 = "CC8"  
Range("AJ1").FormulaR1C1 = "CC8 DATE"  
Range("AK1").FormulaR1C1 = "CC8 PTS"  
Range("AL1").FormulaR1C1 = "CC9"  
Range("AM1").FormulaR1C1 = "CC9 DATE"  
Range("AN1").FormulaR1C1 = "CC9 PTS"  
Range("AO1").FormulaR1C1 = "CC10"  
Range("AP1").FormulaR1C1 = "CC10 DATE"  
Range("AQ1").FormulaR1C1 = "CC10 PTS"  
Range("AR1").FormulaR1C1 = "FHD"

Columns("C:C").Cut  
Range("A1").Insert Shift:=xlToRight  
Columns("J:J").Cut  
Range("G1").Insert Shift:=xlToRight  
Columns("AR:AR").Cut  
Range("M1").Insert Shift:=xlToRight  
Columns("E:F").Cut  
Range("N1").Insert Shift:=xlToRight  
Columns("D:D").Cut  
Range("O1").Insert Shift:=xlToRight

Range("AS1").FormulaR1C1 = "TRUE"  
Range("AS2:AS" & LR1).Formula = "=IF(C2<B2,0,1)"

With ActiveWindow  
    .SplitColumn = 0  
    .SplitRow = 1  
End With  
ActiveWindow.FreezePanes = True  
Range("A1").Select  
Selection.AutoFilter  
ActiveSheet.Range("\$A\$1:\$AS" & LR1).AutoFilter Field:=45, Criteria1:="1"  
Range("B2").Sort Key1:=Range("B2"), Order1:=xlAscending, Header:=xlGuess,  
OrderCustom:=1, MatchCase:=False, Orientation:=xlTopToBottom

With Cells  
    .EntireColumn.AutoFit

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```
.WrapText = False  
End With  
With Range("H:H,I:I,M:M").Interior  
    .Color = 14540253  
End With  
Range("A1").Select
```

```
Exit Sub
```

```
Application.ScreenUpdating = True
```

```
Else: MsgBox ("This macro will only convert JDR segments 1, 7, 52, 57, 58, 62, 69, and 81.  
Either there are no entries in this SEG or the conversion process for this SEG was not included  
in the macro.")
```

```
End If
```

```
Exit Sub
```

```
Error_Handler:
```

```
MsgBox ("An error has occurred. Please try again on a new sheet.")
```

```
End Sub
```

---