EMAIL TEMPLATE FOR JOB DATA CORRECTIONS DUE TO RESERVE ORDERS AMENDMENTS

INSTRUCTIONS – Can be found in the table located in the CCB table. This is a template PPC Ticket designed for Reserve Orders Amendment actions that require Job Data corrections.  Attach any necessary documentation including the template guidance and ensure valid signatures such as an Amendment memo, if not available in Direct Access.  While there may be multiple fields shown in the template instructions, only fill in the information that has been changed.

NOTE:  There is some Direct Access terminology used as follows.
ROB: Reserve Orders Begin row in Job Data in DA.
ROE: Reserve Orders End row in Job Data in DA.

Greetings:

Request PPC action, as follows:

1. Member's Name:
2. Member's EMPLID:
3. Name and EMPLID of the SPO Auditor:
4. Subject Orders:  Trans ID \_\_\_\_\_\_\_\_\_\_ and type of orders \_\_\_\_\_\_\_\_\_\_\_ (i.e.,
ADT-AT, ADOS-AC, Title 14, Title 10), for MM/DD/YYYY to MM/DD/YYYY.

Please attach the template instruction with all necessary information and ONLY FILL IN THE INFORMATION THAT HAS BEEN CHANGED.

5. SEQ 1 (Starts pay & allowances):
A. Changed Position Number from \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_.
B. Changed Department Number from \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_.
C. Changed Travel Estimated Date from \_\_\_\_\_\_\_\_to \_\_\_\_\_.
D. Changed Travel Actual Date from \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_.

6. SEQ 2 (Reports member to duty station):
A. Changed Position Number from \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_.
B. Changed Department Number from \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_.
C. Changed Travel Estimated Date from \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_.
D. Changed Travel Actual Date from \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_
7. SEQ 98 (Departs member from duty station):
A. Changed Position Number from \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_.
B. Changed Department Number from \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_.
C. Changed Travel Estimated Date from \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_.
D. Changed Travel Actual Date from \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_.

8. SEQ 99 (Stops pay & allowances):
A. Changed Position Number from \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_.
B. Changed Department Number from \_\_\_\_\_\_ to \_\_\_\_\_\_.
C. Changed Travel Estimated Date from \_\_\_\_\_\_ to \_\_\_\_\_\_.
D. Changed Travel Actual Date from \_\_\_\_\_\_\_ to \_\_\_\_\_\_.

9. Action Requested (ONLY REQUEST THE ACTIONS THAT ARE NEEDED):
\*\* These items must be verified by the SPO after the amendment has been approved in Direct Access\*\*
A. ROB row needs Pay Group changed from "USCGR" to "USCG."
B. "Use Pay Group Eligibility" checkbox needs to be unchecked.
C. "Eligibility Group" needs to be changed to (RSV LONG; RSV NOPAY; RSV SHORT1; RSV SHORT2; RSVTITLE10).
D. Job Data rows in between the ROB row and the ROE row need the Work Location to be changed to match the ROB row.

NOTE:  The ROE row should not need any changes.  The ROE Pay Group should be "USCGR" and Setting for "Use Pay Group Eligibility" should be check-marked, and this should usually be the member's permanent unit that member is returning to.

10. Remarks:
(Example: On MM/DD/YYYY, SPO amended...Title 14 Reserve Orders to change the end date from MM/DD/YYYY to MM/DD/YYYY, and the Unit was changed from Base Nevermind to Base Awesome.)