



Pay & Personnel Center Welcome Pamphlet

May 4, 2018

Welcome to the United States Coast Guard
Pay & Personnel Center in Topeka, KS!!!



This pamphlet was created to help provide a variety of general information about the PPC and Topeka area that is useful to new employees. This information is general in nature and more specific information is available upon request. More information for new personnel can be found on:

- Newcomer Welcome Aboard link: <http://www.dcms.uscg.mil/ppc/welcome/>
- Plan of the Week: An emailed snapshot of activities and information for members for the coming week.
- Command Board: Bulletin board on first floor outside of the call center.
- Ad Board: Public email board where employees can list information or items for sale.

We want to assist in making your transition at PPC as easy as possible. If you have questions at any time, feel free to contact your sponsor.

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Mission, Vision and Organizational Values

Every unit/business has a mission. We are proud of ours:

PPC provides caring and responsive personnel and compensation services for all Coast Guard military members, retirees, annuitants, and other customers in support of Department of Homeland Security missions.

Vision

Our vision is not limited to the five below but they do summarize our attitude. We want to be the:

- Employer of Choice
 - Premier Provider of Military Compensation and Personnel Services in the U.S.
 - Steward and Manager of Coast Guard HR Data
 - Advocate for Compensation and Personnel Policy for our Customers
 - Role Model in Cultivating Creativity and Valuing Innovation
-

Organizational Values

Our organization values are listed in our Free State Room and we live by them:

- Customer First
 - Committed to Employees
 - Stewardship and Integrity
-

Websites

- PPC's Intranet Website: <https://cg.portal.uscg.mil/units/ppc/Pages/Employee-Information.aspx>
- PPC's Internet Website: <http://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Pay-and-Personnel-Center-PPC/>
- CG Internet Website: <http://www.uscg.mil/>



Building Layout

The Frank Carlson Federal Building has four floors and two parking levels. The Coast Guard occupies some of the 1st and 3rd floors and PL 1 & 2. Other Government offices occupy 1st, 2nd and 4th floors. The 4th floor is occupied by the United States District Court for the District of Kansas

Services



Hanover Pancake House (1st floor) has daily breakfast/lunch specials.
Hours of Operation: Monday – Friday, 0700 to 1330



Keycards are *required* to pass security during business hours (M – F/0800 – 1700), access the building after hours, and open the garage door on PL2 after hours. You must use your keycard to exit the building after hours.

New members must be escorted into the building, or report after 0800.



Smoking is permitted outside at the west end of the exterior parking lot off of PL2.



The Crews Lounge is located on the 3rd floor, adjacent to Senator Robert's office.

Relax and watch TV, use one of our two personal-use computers, or just enjoy the outside view of Topeka. Play a game of ping-pong, cards or

board

games with your fellow PPC employees. Read a magazine or check out a book from our donated PPC library collection!!!



Military ID Cards/CAC Cards/Federal Building ID Cards

New personnel will receive a building pass when they in process. They will also receive a CAC, if they don't already have one, within 3-4 weeks of arrival. Both of these cards can be obtained through the Admin Office between the hours of 0800 – 1500, Monday thru Friday.

Loss of a building pass, CAC, or military ID should be **immediately** reported to your supervisor.

Transportation and Parking

The Topeka Federal Parking Association (TFPA) offers leased parking spaces on PL 1 & 2; however, there is a two to three-year waiting period. To sign up, contact: Margarita Cervantez @ x 2678. Rates: Covered \$55/month; uncovered \$40/month.



Please DO NOT PARK in unassigned spaces!!!

Other Parking Locations

Organization Name	Contact Information	Indoor Parking	Outdoor Parking	Additional Information
American Home Life Insurance	785-235-6276	Not Available	\$40/month	
City of Topeka	785-368-3759	Determined by Garage	\$44/month	Metered (and free) parking available on 4 th St. (north and west of the Federal Building) First come, first serve
Townsite Plaza	785-368-3759	\$67.75/month; \$1.00/hour	Not Available	
Capital Tower	785-235-2760	\$55/month; \$7/day; \$1/hr.	Not Available	
Ramada Inn	CWO Cota	Not Available	Free	Military Only

Public Transportation

You are entitled to a FREE monthly bus pass from the Topeka Transit Authority.

Stipulation: Riders must not be part of a car pool or possess a parking space from TFPA.



To learn more, contact Amy Morgan @ x3739.

City Information

Topeka is the capital city of the state of Kansas, and is located in Shawnee County, in the northeast corner of the state.

Most of our major retailers and chain restaurants are located along the Wanamaker road corridor, just minutes from downtown on I-70. The downtown area does offer a multiplicity of eating establishments, located largely on Kansas Avenue.

Transportation options – Most of our members/employees own their own vehicles, however; public transportation is still available during certain hours. Topeka's amenities are very spread out, so a personal vehicle may be more economical. Most places (aside from downtown) do not charge for parking.

Useful City Websites

Chamber of Commerce
(785) 234-2644 www.topekachamber.org

City of Topeka www.topeka.org

Topeka Visitors Bureau
(785) 234-1030 www.visittopeka.com & <https://www.topeka365.org>

Kansas Motor Vehicle Department
200 E 7th St, Rm 103, (785) 233-8200 www.ksrevenue.org/dmv.htm

Community Calendar of Events: <https://www.visittopeka.com/events/calendar-of-events/>

Emergency Phone Numbers

- Topeka Fire Department (785) 368-4000
- Topeka Police Department (785) 354-9551
- Shawnee County Sheriff (785) 251-2200
- Kansas Highway Patrol (785) 296-6800
- Federal Bldg Security (785) 295-2535
- Federal Bldg Security After Hours (785) 295-2527

Commissaries

Whereas Topeka does not have a Commissary; there is one located at Fort Leavenworth and one at Fort Riley.

Climate

A common saying here in Kansas is “if you don’t like the weather, give it a minute, because it will change.” With that said, we do get the honor of experiencing four distinct and very beautiful seasons: Summer, autumn, winter, and spring. (Sometimes all in the same day!)

Spring weather comes as early as March when the daffodils bloom

Summers pass with just a few days over 100 degrees

Autumn is a season of warm days, cool nights and colorful foliage

Winter’s first storm usually strikes before the end of December

Another thing to keep in mind is that our humidity levels in the summer can make 90 degrees feel like 110 degrees. And on the opposite side of the spectrum our temperatures in the winter can feel much colder than the number on the thermostat. So your best bet is to plan for anything and everything when leaving the house.

Military Attire

Authorized

- The uniform of the day will be published in the Plan of the Week.
- The regular uniform of the day will be Tropical Blue.
- Exceptions will be on a case-by-case basis, including those in the performance of their jobs, duty section and/or others in a legitimate work part.



Implied

PPC abides by the CG Uniform Regulations and holds military personnel accountable for maintaining a sharp military and professional appearance. This includes, **but is not limited** to pressed shirts, shined shoes and polished brass.

Tropical Blue is the required uniform when reporting.

Alternate Attire Days

The Commanding Officer retains the sole authority for authorizing attire. When authorized, you must observe the following:



alternate

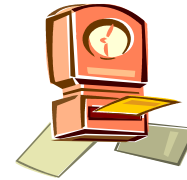
- Dress or casual slacks, or jeans. No tank tops, no t-shirts, jeans with holes, shorts (beach wear), flip-flops, etc.
- The Morale Officer may propose alternate attire days to coincide with holidays or other events.

Hours of Operation

Most divisions are staffed from 0700 – 1600 (M – F).

A list of federal holidays is available at:

http://www.opm.gov/Operating_Status_Schedules/fedhol/2018.asp



Core Hours

Employees must work between the hours 0900 –1430 (unless on authorized absence).

Lunch is authorized for 30 minutes from 1100 – 1300. Consult your supervisor on when to take lunch.

Employees are authorized a morning and afternoon break of 15 minute durations, not to be used to delay or shorten the workday or extend the lunch period.

Inclement Weather



If inclement weather occurs during work hours and the alarms sound to take cover, use the stairwells and proceed to PL-1 immediately.

Closures and delays will be disseminated through the PPC's Employee Information Phone Line (785) 339-3700.

- Essential personnel must report by 0900
 - Tornado alarm tested each Monday at 1200 during season
 - Ensure your current recall phone numbers are updated and provided to your supervisor
 - Reference the OEP (occupant Emergency Plan) with your supervisor for all emergencies.
-

Leave and Liberty Policy

Military personnel should consult with their supervisors with respect to both leave and liberty.

Working Hours/Alternative Work Schedules

The *Pay & Personnel Center Instruction 5330.1K (PSCINT)* establishes normal working hours and outlines the Alternate Work Schedules (AWS) for PPC. Please reference the local instruction and Master Labor Agreement for more details.

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Duty Policy for Military Personnel

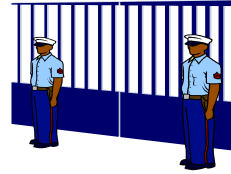
Ref. PPCINST 1601.1F

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What: Duty section muster

When: 0845 every Monday

Where: Employee lounge/3rd deck



Duty responsibilities

- Military funeral honors
- Performing in parades or other events as PPC Honor Guard detail
- Setting up ceremonies and command events
- Driving VIP's to/from PPC or other destinations

Duty requirements shall be given precedence over normal work activities unless otherwise determined by a Division Chief.

New members are assigned to the regular duty section. Color Guard is a separate section, to which no new members will be assigned.

The Division Chief shall notify the Duty Coordinator whenever exempting a member from duty.

Assignments

- Branch Chiefs and above perform collateral duties according to their position.
 - Personnel E-7 – E-9 perform collateral duties according to PPC requirements.
 - Personnel E-6 and below must stand duty on a weekly rotational basis.
 - E-6 Personnel shall act as Petty Officer in Charge (POIC) and are responsible for ensuring the duties of the section are carried out effectively. There is a First Class Petty Officer on duty every week (E-6 personnel usually have duty twice per week).
 - The senior E-5 of each section shall act as the Junior Petty Officer in Charge (JPOIC).
-

Wellness Program (PPCINST M6100.1_)

All PPC personnel are encouraged to take an active role in improving their overall lifestyle. The purpose of the Wellness Program is to promote and encourage personnel to live a healthy lifestyle and improve the overall well being of military and civilian personnel and their dependents. There are five areas of focus in the Wellness Program: nutrition and weight control, physical fitness, tobacco cessation, assessing and reducing risks for injury and illness, and stress management.



To find out more information, or help in setting up an individual plan speak to PPC's Unit Health Promotion Coordinator.

Active Duty and civilian members are authorized a minimum of one hour, three times per week during working hours for voluntary participation in fitness-enhancing activities. The one-hour allowance for fitness activities may be combined with the half hour lunch allowance resulting in a one and a half hour workout session. Civilian members are required to return to a work status prior to departing for the day.



All Active Duty and Reserve personnel are required to develop Personal Fitness Plans, Form CG-6049. The completed Personal Fitness Plan (PFP) must be submitted to their supervisors in the months of April and October; the most current form must be kept on file or electronically saved by the member and supervisor. In addition, commanding officers/officer-in-charge must provide all Active Duty personnel and reservist on activity duty the opportunity to participate in fitness enhancing activities, as outlined in [M6200.1D](#)

Wellness PPC Contracted Facilities

Currently, the USCG PPC Command contracts with Great Life Fitness <http://www.greatlifegolf.com/>; to obtain a membership card, visit the Supply Office, on 1st floor. Below are some locations (* closest to the federal building):

Location Name	Address
24/7 Meriden	7272 K4 Hwy Ste B, Meriden, KS 66512
Berkshire Country Club	3720 SW 45 th Street, Topeka, KS 66610
GreatLIFE North	350 NE US Highway 24, Topeka, KS 66608
Lake Perry Country Club	6506 Cherokee Lane, Ozawkie, KS 66070
Prairie View Country Club	9840 SW 45 th Street, Topeka, KS 66610
Safari Golf	8417 SW 21 st Street, Topeka, KS 66615
Shawnee Country Club	913 SE 29 th Street, Topeka, KS 66605
Western Hills	8533 SW 21 st Street, Topeka, KS 66615
YWCA*	225 SW 12 th Street, Topeka, KS 66612

Benefits

Mutual Assistance



Mutual Assistance loans may be obtained if you have a bona fide emergency financial situation.

- POC CWO Ferrer
 - Emergency grants and loans for military and civilian
 - Loans for some housing closing costs
-

Leadership & Diversity Advisory Council (LDAC)



- POC Matthew OConnell
- Promotes culture events
- Anonymously addresses employee concerns
- More information is available on the CG Portal

Feel free to visit the LDAC website:

<https://cg.portal.uscg.mil/units/ppc/hrc/SitePages/Home.aspx>

Thrift Savings Plan (TSP)



- Tax deferred
 - Incentive pay, bonuses and special pay
 - www.tsp.gov
-

Morale



- POC CWO David Cota
 - Quarterly Events: Bowling, Sports Day, Trivia, etc.
 - Rental Equipment: tents, canoes, tillers, carpet
 - Parties: CG Day Picnic, Holiday Celebrations, etc.
-

Employee Assistance Program

- Website: www.foh4you.com
- 1-800-222-0364

Remember: This is a free program!

Community Involvement

- Partners in Education (PSCNOTE 1200.1)
Partnership in Education (PIE) is a joint agreement between partnership schools, PPC and the USCG. The PIE program promotes excellence in education by helping a local school with a large minority population.



Both Military and Civilians are authorized 1 to 2 hours per week during work hours (no leave charged) to tutor or provide other needed school assistance. See COMDTINST M5350.22B for current PIE information.

Become a PIE volunteer!

For more information, contact Pat Engel at X3673

- Food and Blood Drives Supporting the Local Community

Yearly volunteer committee opportunities

- Combined Federal Campaign (CFC)

Donations cash, check or EFT to support local and national organizations of your choice.

- Volunteer Center of Topeka www.volunteertopeka.com
 - Chief Petty Officer's Association (CPOA)
 - Chief Warrant Officer's Association (CWOA)
 - Coast Guard Enlisted Association (CGEA)
-

Family and Children Services

Nami (National Alliance on Mentally Illness) Kansas

(785) 580-3021

<http://www.namikansas.org>

Behavior Consultants

(785) 233-9400

<http://behaviorconsultants.org>

Big Brothers-Big Sisters of Topeka

(785) 234-5524

<http://www.kansasbig.org>

Everywoman's Resource Center (a daycare resource)

(785) 357-5171

<http://www.ercrefer.org>



Healthcare Available:

Kansas is considered part of the TRICARE West Region. The following link can be used to find providers in our area.

<https://tricare-west.com/content/hnfs/home/tw/bene/provider-directory.html>

Hospitals, Clinics & Pediatricians:

Stormont Vail/Cotton O'Neil Clinics

1500 SW 10th Avenue

Topeka, KS 66604

785-354-6000

<https://www.stormontvail.org/>

University of Kansas St. Francis Campus

1700 SW 7th Street

Topeka, KS 66606

785-295-8000

<http://kutopeka.com/>

Colmery-O'Neil Veterans Administration Medical Center

2200 SW Gage Blvd

Topeka, KS 66622

Main Number: 785-350-3111

<https://www.topeka.va.gov/>

Religious Denominations in the area:

All religious denominations are represented and available in or around Topeka.

Housing

Although there is no Coast Guard owned or leased housing in the area, there are many other options available. A large majority of our members/employees live in Topeka; however, we do have some who commute from other cities and smaller towns surrounding Topeka:

City/Town	From Topeka/most common route	Average miles from Topeka	Average commute time
Lawrence	East of Topeka on I-70 or 24 Hwy	30 miles	33 minutes
Manhattan	West of Topeka on I-70 or 24 Hwy	55 miles	57 minutes
Junction City	West of Topeka on I-70 or 24 Hwy	70 miles	1 hour 15 minutes
Auburn	Southwest of Topeka on I-70	19 miles	28 minutes
Holton	North of Topeka on I-70/ 75 Hwy	32 miles	33 minutes
Meriden/ Ozawkie	Northeast of Topeka on I-70 or 24 Hwy/K-4 Hwy	16 miles	22 minutes
Tecumseh	East of Topeka on I-70	7 miles	10 minutes
Leavenworth	East of Topeka on I-70	60 miles	1 hour 12 minutes
Silver Lake	Northwest of Topeka on 75/24 Hwy	14 miles	15 minutes

Note: When traveling east of Topeka on I-70, or south of Topeka on I-35, it may be beneficial to invest in a K-TAG. The Kansas Turnpike Authority provides an electronic toll system that provides a discount and automated services at the toll booth, allowing you to drive through instead of stopping to pay a cash toll. The KTA will issue a small tag with an electronic reader that charges your K-TAG account whenever you enter or exit the turnpike. To learn more information check out <https://myktag.com>

Housing Information

- The Topeka Apartment Guide
www.apartmentdirectory.com, www.apartments.com,
www.apartmentfinder.com
- The Topeka Home Finder <http://topekahomefinder.com>
- Realtor.com www.realtor.com
- Topeka Multiple Listings Service www.topekamls.com
- Zillow www.zillow.com
- Trulila www.trulila.com
- PPC Classifies board



Whereas no place is crime free, some areas of town are more desirable for living and raising a family. To learn more about these locations check out the map link below, and the community crime map link:

<https://www.google.com/maps/@39.0497411,-95.6679566,14z>
<http://www.communitycrimemap.com/?agency=Topeka,KS>

Utility Companies for Topeka:

Gas:

Kansas Gas Service – 1-800-794-4780 – <https://www.kansasgasservice.com>

Electric:

Westar Energy – 1-800-383-1183 – <https://www.westarenergy.com>

Water/Sewer:

City of Topeka – 785-368-3111

Rural Water District #4 – 785-286-1729

Trash Pick Up/Recycling:

Shawnee County Refuse & Solid Waste (Can be added to your water/sewer bill) – 785-233-4774 – <https://www.snco.us/sw/>

Ditch & Associates, Inc – 785-925-6444

Diamond Property, LLC – 785-817-2124

Harris & Sons Enterprises, Inc – 785-267-3605

Cable/Internet companies:

ATT Internet/U-verse & DIRECTV - 1-855-293-7676

Cox Cable – 785-215-6899

Dish Network (Sky Com Inc) – 785-273-1000

Schools

Public Schools

- Auburn-Washburn School District www.usd437.net
- Seaman School District www.usd345.com
- Shawnee Heights School District
www.snh450.k12.ks.us
- Silver Lake School District
<http://www.silverlakeeagles.org/>
- Topeka Public Schools www.topeka.12.ks.us



Private Schools

- Cair Paravel – Latin School (Christian) K-12
- Faith Baptist Christian School K-12
- Heritage Christian School K-12
- Kennedy Academy Preschool (2.5 years) - K
- Knollwood Baptist School K-12
- Seventh Day Adventists School K-8
- Topeka Catholic Schools K-12
- Topeka Collegiate Pre K-8
- Topeka Lutheran School K-8



To see where each school ranks, elementary to high school, check out the following website:

<https://www.greatschools.org/kansas/topeka/schools/>

Daycare Provider Resources

https://childcareavenue.com/USA/KS_Kansas_Topeka.aspx

<https://www.care.com/child-care/topeka-ks>

<https://www.carelulu.com>

<https://east.ks.childcareaware.org>

Attractions & Events in Topeka

Common attractions:

- Brown v. Board of Education National Historic Site – <https://www.nps.gov/brvb>
- Capitol Complex (tours) – <https://www.kansastravel.org/kansasstatecapitol.htm>
- Combat Air Museum – <https://www.combatairmuseum.org>
- Gage Park (Carousel, Mini-train, Rose Garden, Theatre) – <https://www.parks.snco.us>
- Great Overland Station & Veterans Memorial – <https://www.greatoverlandstation.com>
- Kansas Children’s Discovery Center – <https://www.kansasdiscovery.org>
- Kansas Expocentre & Landon Arena – <https://www.ksexpo.com>
- Kansas History Center & Museum – <https://www.kshs.org/museum>
- Lake Shawnee & Ted Ensley Botanical Gardens – <https://www.parks.snco.us>
- Mulvane Art Museum – <https://www.washburn.edu.mulvane>
- Museum of the Kansas National Guard – <https://www.kansasguardmuseum.org/>
- NOTO (North Topeka Arts District) – <https://www.notoartsdistrict.com>
- Old Prairie Town at Ward-Meade Historic Site – <https://www.parks.snco.us>
- Topeka Civic Theatre & Academy – <https://topekacivictheatre.com>
- Topeka & Shawnee County Public Library – <https://www.tscpl.org>
- Topeka Harley-Davidson Museum – <https://www.historicharley.com>
- Topeka Performing Arts Center – <https://www.tpactix.org>
- Topeka Zoo and Conservation Center – <https://www.topekazoo.org>

Yearly Festivals & Events:

Month	Events
January	Kansas Day Celebration
February	Kansas Silent Film Festival
March	St. Patrick’s Day Parade and Street Fair
April	Designer’s Show house, Tulip Time
May	Cinco de Mayo Celebration
June	Capital City Food Truck Festival, Juneteenth, Mulvane Art Fair, Sunflower Music Festival, TAP THAT – A Capital Brew Festival, Topeka Tinman Triathlon
July	Fiesta Mexicana, SNCO 4-H Fair, Spirit of Kansas Celebration, Sunflower State Games
August	Railroad Festival
September	Aaron Douglas Art Fair, Cider Days, Great Topeka Duck Race, Huff ‘n’ Puff Hot Air Balloon Rally, Inter-Tribal Pow Wow, Paws in the Park
October	Apple Festival, Downtown Adventure Race Topeka, Jazz Fest
November	Homes for the Holidays Tour
December	Festival of Trees, Holiday Happenings, Miracle on Kansas Avenue, Winter Wonderland