

Welcome Aboard

Overview

Introduction

Welcome to the United States Coast Guard Pay & Personnel Center (USCG PPC) in Topeka Kansas! This publication was created to help provide a variety of general information about PPC and the Topeka area that is useful to new employees.

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PPC Overview

Introduction 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, supervisor, and/or admin office.

Mission, Vision, & Organizational Values Every unit/business has a **mission**. We are proud of ours:

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

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 & Personnel Services in the U.S.,
- Steward & Manager of all Coast Guard Human Resource (HR) Data,
- Advocate for Compensation & Personnel Policy for our Customers,
- Role Model in Cultivating Creativity & Valuing Innovation.

Our **organizational values** are listed in our Free State Room & we live by them:

- Customers First
 - Committed to Employees
 - Stewardship and Integrity
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Websites **PPC's Sharepoint Website (must have a CAC):** [Pay & Personnel Center \(PPC\), Topeka, KS \(sharepoint-mil.us\)](#)

PPC's Internet Website: [Pay and Personnel Center \(PPC\) \(uscg.mil\)](#)

CG Internet Website: <https://www.uscg.mil/>

My CG: <https://www.mycg.uscg.mil/>

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

Core Hours

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

The Pay & Personnel Center Instruction 5330.1K (PSCINT) establishes normal working hours and outlines the **Alternate Work Schedules (AWS)** for PPC. [PPC - PPC Directives \(sharepoint-mil.us\)](#)

Building Overview

Introduction The Frank Carlson Federal Building has four floors and two parking levels. The Coast Guard occupies some of the 1st and 3rd floors and Parking Level (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.

Common Access Cards

- Common Access Cards (CAC) are required to pass security during business hours (M – F/0800 – 1700), access the building after hours, and open the parking gates on PL2. You must use your CAC to exit the building after hours.
- New employees will receive a CAC within 3-4 weeks after in-processing if they don't already have one.
- Cards can be obtained through the Admin Office between the hours of 0800 – 1500, Monday thru Friday by appointment.
- Loss of a CAC, or military ID should be **immediately** reported to your supervisor.

Smoking Smoking (covered area) is restricted to the west end of the exterior parking lot off PL2.

Emergency Phone Numbers

- Topeka Fire Department (785) 368-4000
- Topeka Police Department (785) 354-9551
- Shawnee County Sheriff (785) 368-2200
- Kansas Highway Patrol (785) 296-6800
- Ambulance Service (785) 233-2400
- Federal Security Guard Booth (785) 295-7635
- Federal Security After Hours (24/7) (877) 437-7411

Transportation and Parking

Introduction The Topeka Federal Parking Association (TFPA) offers leased parking spaces on PL1 & PL2; however, availability is not guaranteed.

To sign up, contact: Margarita Cervantez.

- Rates: Covered \$60/month; uncovered \$45/month.
 - **DO NOT park in unassigned spaces!**
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Other Parking Locations See below.

Organization Name	Contact Information	Indoor Parking	Outdoor Parking	Additional Information
American Home Life Insurance	785-235-6276	N/A	\$40/month	
City of Topeka	785-368-3931	Varies	\$44/month	Metered & Free parking available on 4 th St. (north & west of the Federal Building) first come first serve
Townsite Plaza	785-368-3759	\$67.75/mo. \$1/hour	N/A	

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

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

To learn more, contact YN1 Dwayne Browne.

Military Attire

Introduction 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.

- 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 or ODUs.
 - Exceptions will be on a case-by-case basis.

Tropical Blue is the required uniform when reporting.

Alternate Attire Days The Commanding Officer retains the sole authority for authorizing alternate attire.

When authorized, you must observe the following:

- Clean, well-fitting blue/black/solid colour jeans free of visible holes/tearing,
 - Dress trousers, Khakis,
 - Tucked or un-tucked Polo Shirts,
 - Tucked or un-tucked button-down dress shirts,
 - Dressy sweaters,
 - Professional blouses,
 - Properly fitted dresses/skirts,
 - Professional closed toed shoes.
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Weather, Leave and Liberty

Introduction

Weather is taken very seriously at PPC. All personnel should consult with their supervisors with respect to both leave and liberty.

Weather

If inclement weather occurs during work hours and the alarms sound to take cover, use the stairwells, and proceed to PL1 immediately.

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

- Essential personnel must report by 0900.
 - Tornado alarm is **tested each Monday at 1200** during the season.
 - Ensure your current recall phone numbers are updated and provided to your supervisor.
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Duty and Assignments

Introduction This section provides the information for duty responsibilities and assignments.

Duty Information What: Duty section muster
When: 0915 every Monday (if a holiday, meet on Tuesday)
Where: Crew's Lounge, 3rd floor

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

- Duty requirements shall be given precedence over normal work activities unless otherwise determined by a Division Chief.
- New members are assigned to either the regular duty section or the color guard section.
- 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.
- E-7 – E-9 personnel perform collateral duties according to PPC requirements.
- E-6 and below personnel must stand duty on a weekly rotational basis.
- E-6 personnel shall act as Officer of the Day (OOD) 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.

Wellness Program

Introduction All PPC personnel are encouraged to take an active role in improving their overall lifestyle. The purpose of the Wellness Program is to promote & encourage personnel to live a healthy lifestyle and improve the overall well-being of military and civilian personnel and their dependents.

Information 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
- stress management

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 1 ½ 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.

Contracted Facilities Currently, the USCG PPC Command contracts with Great Life Fitness <http://www.greatlifegolf.com/>; to obtain a membership card, visit the Admin 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

Introduction This section provides information for some of the benefits available at PPC.

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

- POC is CWO DuBois (CCB) or YN1 Sierra Papke (CCB)
- Emergency grants and loans for military and civilian
- Loans for some housing closing costs

Thrift Savings Plan (TSP)

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

Leadership & Diversity Advisory Council (LDAC)

- POC is YNC Kimberly Hicks (ADV)
- Promotes cultural events
- Anonymously addresses employee concerns (drop-box in the Crew's Lounge)
- More information is available on the CG Portal
- Feel free to visit the LDAC website:
- [PPC Leadership Diversity Advisory Council \(LDAC\) - Home \(sharepoint-mil.us\)](http://sharepoint-mil.us)

Morale

- POC is CWO Kirsten Atteberry (ADM/SUP/BAT)
- Quarterly Events: Bowling, Sports Day, Trivia, etc.
- Rental Equipment: tents, tillers, carpet cleaners and more
- Parties: CG Day Picnic, Holiday Celebrations, etc.
- [PPC Morale Committee \(sharepoint-mil.us\)](http://sharepoint-mil.us)

Employee Assistance Program (EAP)

- Website: [Employee Assistance Program \(EAP\) | Office of Work-Life Programs \(CG-111\) \(uscg.mil\)](http://sharepoint-mil.us)
- 1-855-CGSUPRT (247-8778)

NOTE: This is a free program!

Local Services

Introduction This section provides information about some of our local services.

Family and Children Nami (National Alliance on Mentally Illness) Kansas
(785) 580-3021
<https://namikansas.org/>

Behavior Consultants
(785) 233-9400
<http://behaviorconsultants.org>

Big Brothers-Big Sisters of Topeka
(785) 234-5524
<http://www.kansasbigs.org>

Childcare Aware of Kansas (a daycare resource)
(785) 357-5171
<https://east.ks.childcareaware.org/>

Healthcare 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>

Housing

Introduction

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.

Towns

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

K-TAG Information

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 (KTA) provides an electronic toll system that provides a discount and automated services at the toll booth, allowing you to drive through. 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 <https://www.myktag.com/>.

Utility Companies

Introduction This section provides information about some of our local utility companies.

Utilities

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

Electric: Evergy – 1-800-383-1183 – <https://www.evergy.com/>

Water/Sewer: City of Topeka – 785-368-3111
Rural Water District #3 – 785-862-3305
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/service.asp>

Ditch & Associates, Inc. – 785-233-0909

Waste Management – 785-379-6667
<https://www.wm.com/us/en/location/ks/topeka/trash-pickup-topeka-ks>

Cable/Internet companies:
ATT Internet/DIRECTV - 1-855-554-5259
https://www.usdirect.com/packages_ks_topeka

Cox Cable – 785-215-6899
<https://www.cox.com/local/residential/stores/ks/topeka/>

Dish Network – 1-855-554-5259
https://www.usdish.com/packages_ks_topeka

Schools

Introduction

This section provides information about our local school districts.

Schools

Public Schools

- Auburn-Washburn School District 785-339-4000 www.usd437.net
- Seaman School District 785-575-8600 www.seamanschools.org
- Shawnee Heights School District 785-379-5800 www.usd450.net
- Silver Lake School District 785-582-4026 www.silverlakeschools.org
- Topeka Public Schools 785-295-3000 www.topekapublicschools.net

Private Schools

- Assumption Elementary School – PK-8 785-235-0953
- Cair Paravel Latin School (Christian) K-12 785-232-3878
www.cpls.org
- Christ the King School – K-8 785-272-2220 ctkschooltopeka.org
- Faith Christian School PK-9 785-357-4200
- Hayden High School – 9-12 785-272-5210 <https://haydencatholic.org/>
- Heritage Christian School PK-12 785-286-0427 www.hcstopeka.org
- Holy Family Catholic School – K-8 785-234-8980
holyfamilytopeka.net
- Kennedy Academy Preschool (2.5 years) – PK-6 785-266-5150
- Mater Dei Catholic School – K-8 785-233-1727 www.materdei.org
- Most Pure Heart of Mary School – K-8 785-272-4313
<https://mphm.com/>
- Our Lady of Guadalupe – K-8 785-232-5088 olg-parish.com
- St. Matthew Catholic School – K-8 785-232-5012
<https://saintmatthews.org/school>
- Topeka Adventist School K-8 785-272-9497
<https://topeka22.adventistschoolconnect.org/>
- Topeka Collegiate School PK-8 785-228-0490
www.topekacollegiate.org
- Westside Christian Academy – PK-8 785-267-4640
<https://westsideacademy.org>

To see where each school ranks, elementary to high school, check out the following website: <https://www.greatschools.org/kansas/topeka/schools/>

Day-care 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>
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Attractions & Events in Topeka

Introduction This section provides information about some of our local attractions and annual events and festivals.

- Attractions**
- Brown v. Board of Education National Historic Site
<https://www.nps.gov/brvb>
 - Capitol Complex (tours) – <https://www.kshs.org/capitol>
 - Combat Air Museum – <https://www.combatairmuseum.org>
 - Gage Park (Carousel, Mini-train, Rose Garden, Theatre) –
<https://parks.snco.us/179/Gage-Park>
 - Great Overland Station & Veterans Memorial –
<http://parks.snco.us/Great-Overland-Station-350>
 - Kansas Children’s Discovery Center –
<https://www.kansasdiscovery.org>
 - Stormont Vaile Events Center –
<https://www.stormontvaileventscenter.com/>
 - Kansas History Center & Museum – <https://www.kshs.org/museum>
 - Lake Shawnee & Ted Ensley Botanical Gardens –
<https://parks.snco.us/Ted-Ensley-Gardens-1>
 - Mulvane Art Museum – <https://mulvaneartmuseum.org/>
 - Museum of the Kansas National Guard –
<https://www.kansasguardmuseum.com/>
 - NOTO (North Topeka Arts District) – <https://explorenoto.org/>
 - Old Prairie Town at Ward-Meade Historic Site –
<http://parks.snco.us/28>
 - Topeka Civic Theatre & Academy – <https://topekacivictheatre.com>
 - Topeka & Shawnee County Public Library – <https://www.tsepl.org>
 - Topeka Harley-Davidson Museum – <https://www.historicharley.com>
 - Topeka Performing Arts Center –
<https://www.topekaperformingarts.org/>
 - Topeka Zoo and Conservation Center – <https://www.topekazoo.org>
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Annual Festivals and 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
