

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

Chapter Overview

Introduction This chapter introduces the personnel and pay systems in use by the Coast Guard. Responsibilities, which incorporate data input, communications guidelines, and signature authority, are also provided in this chapter.

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Responsibilities

Introduction Direct Access exists as a part of the overall Coast Guard Personnel System. Six players (entities) within this system have a responsibility to ensure the system functions properly.

Entities These six entities interact to perform the personnel and pay functions for the Coast Guard. Below are their responsibilities such as, but not limited to:

Entity	Responsibility
Member	<ul style="list-style-type: none">• Report changes in mailing address (for bonds and allotments too).• Understand the LES and report any discrepancies via the chain-of-command.• Understand the Retirement Point Statement and report any discrepancies via the chain-of-command (reservists).• Report changes in family member's status.• Report occasions of moving into or out of government owned or leased quarters.• Report changes in allotments or direct deposit.• Advise CO of reenlistment/extension intentions.• Submit Electronic E-Resume.
Unit CO	<ul style="list-style-type: none">• Complete E-Reviews and ensure they are completed no later than 30 days after the reporting period.• Authorize and submit Leave Authorizations.• Endorse E-Interviews.• Conduct predischarge interviews.• Grant interim security clearance, request final security clearance from DOT Adjudication Facilities or grant/suspend access to classified information if required and conduct the briefings/debriefings.• Maintain Personnel Data Records (PDRs) as per PDR Manual (COMDTINST M1080 (series)).• Provide data in support of personnel/pay actions for members.• Review orders for attached personnel (Airport Terminal).• Maintain Security for Direct Access by keeping on file the original CG PSC 7421/2 and checking the Department Role Query on a quarterly basis to confirm access levels for unit personnel.

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Responsibilities, Continued

**Entities
(cont'd)**

SPO	<ul style="list-style-type: none"> • Provide information feedback to the unit. • Investigate and resolve personnel and pay problems. • Ensure that required transactions are submitted within 2 working days of an event affecting a member's pay. • Ensure that units assisting input have proper training and clear understanding of job required of them (Memo Of Understanding).
PSC	<ul style="list-style-type: none"> • Provide feedback to SPOs when transaction errors are correctable. • Take corrective action on errors which cannot be corrected by SPOs. • Provide written notice of due process rights to members who are overpaid. • Provide timely and accurate personnel and pay service to all members of the Coast Guard. • Administer leave and retirement point accounting for active and reserve military personnel. • Arrange for settlement of claims on behalf of deceased or separated members and collect out of service debt. • Process application for allotments and garnishments for certain support obligations as set forth in 5 CFR 581, 32 CFR 63, and 33 CFR 50. • Administer the SWE program and provide enlisted advancement lists to CGPC for official issuance. • Develop written procedures to support all areas of personnel and pay policy. • Process Travel Claims.
Commander Coast Guard Personnel Command (CGPC)	<ul style="list-style-type: none"> • Issue normal promotion/advancement authorizations and eligibility list. • Approve retirements. • Consider all personnel waivers. • Issue assignment orders.
CG Institute	<ul style="list-style-type: none"> • Distribute and score Coast Guard correspondence courses. • Distribute educational funding. • Military credit evaluation.

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Information Flow

Information

Information required by Direct Access is generated by an event occurring to a member. After the event occurs there are different steps that need to be taken to ensure proper input into Direct Access.

Information flow from the member

This is an example of how information should flow from the member to Direct Access.

Stage	Who Does It	What Happens
1	Member	Event occurs (e.g., marriage) Event is reported to the unit by submitting appropriate forms or worksheets of this manual and updating any information in Direct Access.
2	Unit	Insures that member has provided all necessary information in accordance with the instructions from the appropriate section of this manual or from the reverse side of the worksheet and reports the event to the SPO.
3	SPO	Reviews PDR; contacts unit for additional information if needed and inputs appropriate information in the payroll system.
4	PSC	Processes the data for the event, updates personnel and pay entitlements, and provides feedback on the LES and PDE.

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Information Flow, Continued

Communication between the member, unit, and the SPO

There are different ways in which the member, unit and SPO can communicate. It is up to each unit and SPO to establish the most preferred method in which to communicate with their customer.

Type	Method	Uses
1	Mail	Not as fast as types 2-4, but when urgency is not a factor it is an efficient method of getting information to and from the unit (e.g., worksheets).
2	E-Mail	Very effective form of information exchange. It can be traced and other documents can be attached. Depending where sent, it can be received very quickly. Note: Members or units that do not have access to the Coast Guard Data Network (CGDN) for the use of E-Mail can use the Coast Guard's Internet E-Mail gateway to send and receive E-Mail between themselves and Coast Guard units if they have access to Internet E-Mail. Internet gateway users should be advised that this method does not offer the security of the CGDN and that information of a highly personal nature or information protected by the Privacy Act should not be transmitted through the gateway. Consult COMDTNOTE 5270, Policy and Procedures for the Electronic Mail Gateway to the DOT and Worldwide Internet Network, for more information.
3	Telephone	Fastest form of communication, Limitation: No tracking ability.
4	FAX	A fast method of communication. A good way to track information when source document is required to be cited.

Signature of Responsible Officer

Discussion The requirement to sign various forms and worksheets in this manual and to electronically sign UTS and Direct Access transactions are necessary to affirm and give legal credence to the information contained on the form or in the transaction. The Commanding Officer (CO) should avoid situations where the responsible officer lacks the knowledge or time to validate the information and may sign as a formality.

- Reference**
- COMDTINST M5000.3 (series), CG Regulations
 - Chapter 7-1-8, Administration of Oaths
 - Chapter 7-1-9, Signing Official Correspondence
 - COMDTINST M7210.1 (series), Certifying and Disbursing Manual
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Authority to sign forms and worksheets

The CO may authorize in writing for officers, Chief Petty Officers, First Class Petty Officers, and Second Class Petty Officers to sign forms and worksheets “by direction”, subject to the following restrictions.

- Only officers, the Master Chief Petty Officer of the Coast Guard (MCPO-CG), Commandant designated Command Enlisted Advisors, and designated recruiting office Chief Petty Officers and Petty Officers may administer enlisted oaths and sign enlistment contracts.
 - Only Officers, the MCPO-CG, Commandant designated Command Enlisted Advisors, and permanently assigned Enlisted Officers-in-Charge may administer reenlistment and extension of enlistments oaths and sign the appropriate reenlistment or extension document.
 - The “by direction” authority granted to Second Class Petty Officers (PO2) shall normally be limited to routine transactions such as leave and personnel transactions. PO2s shall only be given authority to sign specific Direct Access transactions “by direction” in cases where there is a shortage of Officers, Chief Petty Officers, and First Class Petty Officers.
 - Only the CO may sign the PCS Departing Worksheet (CG-PSC-2000) or the Advances Worksheet (CG PSC-2010) when the member is requesting Advance Pay & Allowances or Advance Pay with liquidation period in excess of 12 months.
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Signature of Responsible Officer, Continued

Authority to sign Pay and Personnel Transactions

The Commanding Officer (CO) of a unit with a SPO must nominate at least one Officer, Chief Petty Officer, First Class Petty Officer, Second Class Petty Officer, or Civilian employee in grade GS-7 or above, for designation by PSC (MAS) as a Payment Approving Official (PAO).

- Only properly designated PAOs have the authority to approve Direct Access transactions for transmission to PSC.
 - Only properly designated PAOs (see Payment Approving Officials' responsibilities and liabilities below) may have Supervisor (CGHRSUP) capability in Direct Access.
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Payment Approving Officials' responsibilities and liabilities

It is Coast Guard Policy that PAOs have the same level of financial liability as an Authorized Certifying Officer (ACO), as described in Chapter 1 of Certifying and Disbursing Manual. Thus, if a PAO incorrectly certifies a document to an ACO that directly results in an erroneous or improper payment, the PAO is responsible for the error. PAOs remain fully accountable to the Coast Guard and may be found to have pecuniary liability; and/or may have their personal evaluations (OER/CIV Performance Appraisal/EPEF) impacted by such action by an official in their chain with evaluation approving authority.

Designation Procedure for PAO

- COs will request designations, revocations or terminations for HRS officials by submitting a CG PSC-7210 form (Designation as Payment Approving Official) to PSC (MAS). If the CG-PSC-7210 requests designation of a Second Class Petty Officer as a PAO, the CO shall attach to the CG PSC-7210 a letter explaining what PAO authority will be granted to the Second Class Petty Officer (e.g., authority to sign leave and personnel transactions only).
 - PSC is the final approving authority for the designation of PAOs at SPOs or an authorized unit. After receipt and review of the CG PSC -7210, PSC (MAS) will certify the PAO designation. The original form will be returned to the local command along with a detailed brochure outlining the duties, responsibilities, and liabilities of the PAO.
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Procedures for Authorizing Direct Access Command Users

Introduction Access to command functions of Direct Access is limited to authorized personnel -- *Command Users*. This section provides guidelines and procedures for designating Command Users.

The Command User The Command User role in Direct Access provides the user with the ability to access the Self-Service for Command functions of the system. It is a powerful, multipurpose role, intended for use by trusted, mature and responsible members of the command cadre. The Direct Access Command User has the ability to:

- Schedule and approve (for payment) reserve IDT drills.
 - Initiate and view enlisted evaluations (employee reviews).
 - Access the Airport Terminal, which provides a list of personnel in receipt of orders to or from the unit and the ability to view, modify and print travel orders.
 - Generate and view member competency reports.
 - Print BAH/Dependency and Emergency Contacts reports.
 - View command information including roster and personnel allowance list.
 - View member service record information (CG Member Info) including assignment history, competencies, training history, contact telephone numbers and address.
 - Command Users must be designated by the unit Commanding Officer/Officer in Charge or Executive Officer/Executive Petty Officer.
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Procedures for Authorizing Direct Access Command Users, Continued

**Choosing
Command
Users**

Each unit must designate at least one Command User. Additional Command Users should be designated based on the need to access the information listed above.

Commanding Officers may designate as many Command Users as necessary to meet the unit's needs and maintain a smooth workflow. However, designations of Command Users in pay grades below E-6 are subject to review and approval by PSC and COMDT (G-WRI). There are alternative access roles available for personnel who do not need access to all of the Command User functions (see below).

**Command User
Responsibilities**

Direct Access, based on the Operator ID, allows a Command User access to all command functions. Any Command User has the ability to enter comments and approve an employee review, enter IDT drills, or view transfer information. Commanding Officers should clearly define an individual's role when making Command User designations.

When you designate Command Users provide them with the answers to these questions:

Does the individual have your authorization to:

- View enlisted evaluations?
 - Initiate enlisted evaluations?
 - View pending transfer information?
 - Run reports and rosters?
 - Input reserve drill/ADT information?
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Procedures for Authorizing Direct Access Command Users,
Continued

Alternatives to Command User Access Granting full command access may not always be necessary or appropriate. Consider granting one or more of these roles in lieu of full command access.

Role	Functions	Suggested users
Airport Terminal Only (CGAIRTRM).	Allows access to the Airport Terminal	Housing Officers/staffs and Relocation Specialists.
Employee Review Only (CGEMPREV)	User can initiate, route or approve enlisted employee reviews	Supervisors (E-6 and above) and Marking Officials. Note: Employee Reviews may be initiated using the worksheets (CG-3788a,b or c). A Command User can handle final data entry in the system. It is not necessary for every person in the chain of command to use Direct Access to complete an employee review. Use this rule to determine if you should authorize someone at your command Employee Review Access: <i>If the evaluation was being completed using the old paper-process, would that person's name and signature appear on the form as the supervisor, marking official or approving official?</i> If yes , the person should be authorized access in Direct Access. If no , the person's input on the evaluation may be captured using the Employee Review worksheets.
Field Admin (CGFIELDADM)	User can view and modify member competencies, run reports, view dependency data, print BAH/Dependency Data and Emergency Contacts reports, view and print travel orders, and most other non-pay related personnel actions.	Unit administrative staff. Note: Applications must be approved by the servicing SPO and be accompanied by a Memorandum of Understanding (MOU). This is to ensure the SPO is aware that the unit will be assuming responsibility for entering competency data and prevents duplicate data entry. A template for the MOU is included with the access form.
Global Workforce Inquiry Solution (CGGWIS)	Allows view-only access to member and unit data. Includes ability to access the Airport Terminal.	HR Managers (CO/OIC, XO/XPO, Admin Officer, HQ/CGPC Staffs).

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Procedures for Authorizing Direct Access Command Users,
Continued

**Designation
Procedure**

To designate a Command User (or other role types), utilize CG PSC Form 7421/2.

1. Complete the first section (Blocks 1 through 7) of the form.
2. The authorizing official's name, rank, title and phone number must be printed or typed in Block 8 and the block must be signed.
Note: "By direction" is not authorized. Only the CO/OIC, XO/XPO, or HQ/CGPC/AREA/MLC/DIST Branch Chief may authorize Direct Access.
If the applicant is the CO/OIC, then they may sign their own application.
3. Fax the form to PSC's Customer Care Branch at: (785)-339-3772.
4. PSC Customer Care Branch will enable Command User privileges in Direct Access and notify the user, via email, when completed. Forms are *usually* processed within 3-working days of receipt.

Retain the original CG PSC Form 7421/2 until the member/employee departs the unit (transfer, discharge, etc.), or the designation is otherwise terminated or revoked.

**Terminating
Privileges**

To terminate Command User designation and privileges, have the member sign the acknowledgment in Section 3 of CG PSC Form 7421/2 and fax to PSC Customer Care Branch at (785) 339-3772.

Procedures for Designating Direct Access SPO and SPO Supervisor Users

Purpose This section provides policies and procedures for granting Human Resource Site (HRS) access to Direct Access for users assigned to Servicing Personnel Offices (SPOs).

HRS Access Defined HRS access permits a Direct Access user to create and transmit transactions, which effect changes in a member's pay entitlements. HRS users can also access and maintain non-payroll data, such as competencies, awards, enlisted employee reviews, etc. HRS access duplicates the Self-Service for Employees and Self-Service for Commands roles to allow users at Personnel Reporting Units (SPOs) to service members and commands that do not have access to Direct Access.

HRS Supervisor (HRSUP) role users have the ability release Direct Access transactions that require approval and to override software edits.

HRS User Responsibility and Liability It is Coast Guard policy that HRS users have the same level of financial liability as an Authorized Certifying Officer (ACO). ACO liability is described in Chapter 1 of the Certifying and Disbursing Manual. If an HRS user incorrectly certifies a document to an ACO (the ACO for military pay is PSC Topeka) that directly results in an erroneous or improper payment, the HRS user is responsible for the error. HRS users remain fully accountable to the Coast Guard and may be found to have pecuniary liability; and/or may have their personal evaluations (OER/CIV Performance Appraisal/Employee Review) impacted by such action by an official in their chain with evaluation approving authority.

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Procedures for Designating Direct Access SPO and SPO Supervisor Users, Continued

Field Unit HRS Access Personnel at field units may be granted HRS access, provided the following criteria are met and the unit has entered into a Memorandum of Understanding with the servicing SPO, for the transfer of data input responsibility.

- Must be a YN or CWO (PERS).
- If YN2 or YN3, must have access to and be directly supervised by a Subject Matter Expert (someone knowledgeable in pay matters).
 - Senior YN (E-6 and above).
 - CWO (PERS).
 - Full time Personnel/Admin Officer.
- The HRS Supervisor role will not be granted to users at field units. Units will contact the servicing SPO to coordinate input of transactions that require approval or the override of system edits.

Alternatives to HRS Access for Field Unit Personnel Granting HRS access may not always be necessary or appropriate. Consider granting one or more of these roles in lieu of HRS access.

Role	Functions	Suggested users
Airport Terminal Only (CGAIRTRM).	Allows access to the Airport Terminal	Housing Officers/staffs and Relocation Specialists.
Employee Review Only (CGEMPREV)	User can initiate, route or approve enlisted employee reviews	Supervisors (E-6 and above) and Marking Officials. Note: Employee Reviews may be initiated using the worksheets (CG-3788a,b or c) from enclosure (1) to the Personnel and Pay Procedures Manual. A Command User can handle final data entry in CGHRS. It is not necessary for every person in the chain of command to use Direct Access to complete an employee review.
Field Admin (CGFIELDADM)	User can view and modify member competencies, run reports, view dependency data, print BAH/Dependency Data and Emergency Contacts reports, view and print travel orders, and most other non-pay related personnel actions.	Unit administrative staff. Note: Applications must be approved by the servicing SPO and be accompanied by a Memorandum of Understanding (MOU). This is to ensure the SPO is aware that the unit will be assuming responsibility for entering competency data and prevents duplicate data entry. A template for the MOU is included with the access form.
Global Workforce Inquiry Solution (CGGWIS)	Allows view-only access to member and unit data. Includes ability to access the Airport Terminal.	HR Managers (CO/OIC, XO/XPO, Admin Officer, HQ/CGPC Staffs).

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HRS Role User Designation Criteria

Introduction This section provides guidelines for determining who will be granted HRS or HRS Supervisor access at SPOs and field units.

SPO Staffs Active duty, reserve and civilian employees permanently assigned to a position in one of the existing SPOs may be granted HRS access in Direct Access. Yeomen, temporarily assigned to a SPO, may be granted access.

**SPO Supervisors/
Payment
Approving
Officials** Certain Direct Access entitlements transactions require review and approval before they can be released for processing. Approval of these transactions is limited to properly designated Pay Approving Officials (PAOs). PAOs are assigned the HRS Supervisor (HRSUP) role in Direct Access.

Commanding officer of a unit with a SPO must nominate at least one officer, chief petty officer, first class petty officer, or civilian employee in grade GS-7 or above, for designation by PSC (MAS) as a Payment Approving Official (PAO).

In addition to reviewing and approving transactions, HRS Supervisors have the ability to override Direct Access program edits. This allows the user to “force” a transaction to be saved, even if it does not meet the criteria established for an entitlement to be paid. This functionality exists because the system edits are closely tied to the member’ assigned position and department in Direct Access. Therefore, the edits prevent some transactions, which are otherwise appropriate, from being entered into the system. An example of this would be attempting to put in a sea pay change on a member who has departed, PCS, from a sea pay eligible unit to a unit where sea pay is not authorized. Direct Access would normally prevent entry of this type of transaction because the member’s current unit is not authorized sea pay.

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HRS Role User Designation Procedure

Introduction This section provides the procedure for designation HRS Role Users.

Designation Procedure To designate an HRS user, utilize CG PSC Form 7421/2.

1. Complete the first section (Blocks 1 through 7) of the form at the unit level.
2. The authorizing official's name, rank, title and phone number must be printed or typed in Block 8 and the block must be signed.
 - Note that for field unit access "By direction" is not authorized. Only the CO/OIC or XO/XPO may authorize Direct Access. The SPO supervisor may sign applications from users within that SPO.
 - Users at field units should include a copy of the Memorandum of Understanding.
 - HRS Supervisor applicants should include a copy of their PAO designation letter (PSC acknowledges that we have these letters on file. However, by having the applicant include it with their access form, the authorizing official is assured the applicant is a PAO. Including the letter with the application also reduces processing time at PSC).
3. Fax the form to PSC's Customer Care Center at: (785)-339-3772.
4. The PSC Customer Care Center will enable HRS privileges in Direct Access and notify the user, via email, when completed. Forms are *usually* processed within 3-working days of receipt.
5. HRS role users will receive a memo, via the chain of command, outlining the duties, responsibilities, and liabilities.

Retain the original CG PSC Form 7421/2 until the member/employee departs the unit (transfer, discharge, etc.), or the designation is otherwise terminated or revoked.

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Directives Referenced in this Manual

Introduction Several manuals are referenced throughout the Personnel and Pay Procedures Manual. These manuals usually set policy for the procedure being described. You will need to refer to these references from time to time.

Directives referenced Directives used in this manual and their abbreviation. Current online versions can be found at: <http://cgweb.uscg.mil/G-C/G-CCS/G-CIT/G-CIM/DIRECTIVES/WELCOME.HTM>

Number	Long Title	Abbreviation
COMDTINST M1000 (series)	CG Personnel Manual	PERSMAN
COMDTINST 1000.14	Preparation and Submission of Administrative Remarks (CG-3307)	Pg-7 Instruction
COMDTINST M1001 (series)	Reserve Policy Manual	RPM
COMDTINST 1020 (series)	Allowable Weight Standards for Coast Guard Military Personnel	Weight Instruction
COMDTINST M1080 (series)	Military Personnel Data Records (PDR) System Manual	PDR Manual
COMDTINST M1414 (series)	Enlisted Performance Qualifications Manual	Quals Manual
COMDTINST M1414 (series)	Coast Guard Enlisted Qualification Codes Manual	Qual Code Man
COMDTINST M1500 (series)	Coast Guard Training and Education Manual	Training & Ed Man
COMDTINST M1650 (series)	Coast Guard Medals and Awards Manual	Medals & Awards Manual
COMDTINST M1900 (series)	Certificate of Release or Discharge from Active Duty, DD Form 214	DD 214 Manual
N/A	Separation Program Designators Handbook	SPD Handbook

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Directives Referenced in this Manual, Continued

**Directives
referenced (cont'd)**

Number	Long Title	Abbreviation
COMDTINST 4600 (series)	Travel Charge Card Program	Charge Card Instruction
COMDTINST M4600 (series)	Coast Guard Supplement to the Joint Federal Travel Regulations Volume 1	CGS-JFTR
COMDTINST 4650 (series)	Passports and Visas	Passports Instruction
COMDTINST M5000 (series)	United States Coast Guard Regulations	CG Regs
COMDTINST M5260 (series)	Privacy (Coast Guard) and Freedom of Information Acts Manual	Privacy Act Manual
COMDTINST 5310 (series)	Measuring the Contribution of Reserve Duty	None
COMDTINST M5320 (series)	Enlisted Billet Manual	Enlisted Billet Manual
COMDTINST M5320 (series)	Commissioned and Warrant Officer Billet Manual	Officer Billet Manual
COMDTINST M5510 (series)	Information Security Program Manual	INFOSEC
COMDTINST M5520 (series)	Personnel Security Program Manual	PERSEC
COMDTINST M5810 (series)	Military Justice Manual	MJM
COMDTINST M7210 (series)	Certifying and Disbursing Manual	
COMDTINST 7220 (series)	Reenlistment Bonus Programs Administration	PERSMAN
COMDTINST M7220 (series)	U. S. Coast Guard Pay Manual	PAYMAN
COMDTINST 7220 (series)	Management and Administration of Aviation Incentive Pays	Flight Pay Instruction

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Directives Referenced in this Manual, Continued

Directives referenced
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Number	Long Title	Abbreviation
COMDTINST M10470 (series)	Coast Guard Rescue and Survival Systems Manual	CG Rescue Manual
COMDTINST M11101 (series)	Coast Guard Housing Manual	Housing Manual
PSCINST M1000 (series)	Personnel and Pay Procedures Manual	PPPM
FINCENINST M7000.1	CG Finance Center, Standard Operation Procedures http://www.fincen.uscg.mil/sop.htm	FINCEN SOP
JFTR Vol 1	Joint Federal Travel Regulations DOD Travel Regulations	JFTR

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Forms Referenced in this Manual

Introduction

Several forms are referenced throughout the Personnel and Pay Procedures Manual. The forms listed below and the forms and PSC worksheets referenced in this manual are needed to complete the action described.

CG PSC forms and worksheets are available on the internet at <http://www.uscg.mil/hq/psc/forms/>.

Other forms referenced in this Manual are available in USCG Electronic Forms on SWSIII or on the Internet at <http://www.uscg.mil/ccs/cit/cim/forms1/>.

Forms referenced

Forms referenced in this manual and corresponding form numbers.

Form Number	Form name
AF Form 538	Personal Clothing and Equipment Record
CG-2519	Leave Authorization
CG-2556	Move-In Housing Allowance Claim Form
CG-3029A	Individual's Record of Small Arms Training
CG-3301B	Agreement to Extend/Re-extend Enlistment
CG-3307	Administrative Remarks
CG-3453	Request for ADT Orders
CG-3853	Personal Effects Inventory and Disposition
CG-4057	Chronological Record
CG PSC-2020	Dependency Worksheet
CG PSC-2020D	Designation of Beneficiaries
CG-4178	Good Conduct Certificate
CG-4251	Military Temporary Additional Duty (TDY) or Civilian Temporary Duty (TD) Request and Travel Order
CG-4902	Personnel Data Extract
CG-4910	Report of Offense and Disposition
CG-5131	Standard Travel order for Military Personnel
CG-5209	Leave and Earnings Statement

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Forms Referenced in this Manual, Continued

Forms referenced
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Form Number	Form name
CG-5274	Personnel Security Record
CG-5475	Clothing and Small Stores Checkage
CG-5489	Waiver/Remission Application
CG-5489B	Financial Statement
CG-5530	Advancement Certificate to SN/FN
CG-9556	Acceptance and Oath of Office
DD-214	Certificate of Release or Discharge From Active Duty (Computer Generated)
DD-214WS	Certificate of Release or Discharge From Active Duty (Computer Generated)
DD-Form 2 (CG)	Armed Forces Identification Card
DD Form 4/1	Enlistment/Reenlistment Document Armed Forces of the United States
DD Form 139	Payment Adjustment Authorization
DD Form 216 CG	Petty Officer Appointment Certificate
DD Form 216 CGR	Reserve Petty Officer Appointment Certificate
DD Form 1173	Uniformed Services ID and Privilege Card
DD Form 397	Claims Certificate and Voucher for Death Gratuity Payment
DD Form 553	Deserter/Absentee Wanted by the Armed Forces
DD Form 616	Return of Absentee
DD Form 803	Certificate of Termination
DD Form 1172	Application for Uniformed Services ID Card (DEERS Enrollment)
DD Form 1173-1	Reserve Family Member Identification Card
DD Form 1337	Application for Shipment and/or Storage of Personal Property
DD Form 1351-2	Travel Voucher

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Forms Referenced in this Manual, Continued

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Form Number	Form name
DD Form 1475	Basic Allowance For Subsistence Certification
DD Form 2058 CG	State of Legal Residence Certificate
DD Form 2329	Record of Trial by Summary Courts-Martial
DD Form 2367	Individual/Overseas Housing Allowance
DD Form 2648	Pre-separation Counseling Checklist
IRS Form W-2	Wage and Tax Statement
IRS Form W-4	Employee's Withholding Allowance Certificate
IRS Form W-5	Federal Earned Income Credit
PHS 731	International Certificate of Vaccination
NAVPERS 1330/2	Navy Sponsor Notification
SF-1038	Advance of Funds Application and Account
SGLV-8285	Request for Insurance (Servicemembers' Group Life Insurance)
SGLV-8286	Servicemembers' Group Life Insurance Election Certificate
VA Form 4-5281	Refund of Educational Contributions

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