

**PPC INFORMATION DIVISION
(PPC ID)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer of the Coast Guard Pay and Personnel Center, the PPC Information Services Division shall:
 - a. Be comprised of the following branches PPC Information System Support, PPC Production Support and Reporting, and PPC System Development and Maintenance. The mission of the PPC Information Division is collective of the individual functional statements for each of the PPC Information Division's respective branches.

**PPC INFORMATION SYSTEMS SUPPORT BRANCH
(PPC INFO SYS SUP BR)**

1. **Functions:** Under the general direction and supervision of the PPC Information Division, the Chief, the PPC Information Systems Support Branch shall:
 - a. Provide hardware, software, network and telecommunications support for PPC. Ensure Windows and IBM operating systems and applications are securely maintained and patched. Provide IT support for W2's, 1099r's, and LES print processes for active duty, retired and NOAA members.

**PPC SYSTEM DEVELOPMENT AND MAINTENANCE BRANCH
(PPC SYS DEV MAINT BR)**

1. **Functions:** Under the general direction and supervision of the PPC Information Division, the Chief, PPC System Development and Maintenance Branch shall:
 - a. Pay active duty, reserve, NOAA and retired annuitant members.
 - b. Create and retain Human Resources data for active duty reserve, NOAA and retired/annuitant members.
 - c. Coordinate and facilitate software change requests for Coast Guard payroll and personnel systems acting as technical experts while working with functional business analysts.
 - d. Evaluate legislative and police changes for implementation into automated systems.
 - e. Oversee application configuration and security management.
 - f. Provide reporting output.

**PPC PRODUCTION SUPPORT AND REPORTING BRANCH
(PPC PROD SUPT & RPT BR)**

1. **Functions:** Under the general direction and supervision of the PPC Information Division, the Chief, PPC Production Support and Report Branch shall:
 - a. Maintain all production payroll processes, and interfaces with other systems (i.e., Direct Access, U.S. Treasury, Finance Center, and DMDC).
 - b. Maintain the majority of internal and external reporting from JUMPS and Direct Access.
 - c. Responsible for the managing configuration management, SDLC and internal and external audit programs which manages and administers security on JUMPS, Direct Access and numerous organizational applications.
 - d. Responsible for database administration for JUMPS, WinLATS/TPAX, and several organizational applications.
 - e. Develops customer solutions for JUMPS, Accounting and Funds Management systems, the imaging and CRM systems and various tracking databases.
 - f. Engineer, run and document the most complex changes to JUMPS and Direct Access.
 - g. Manage JUMPS production cycle, optical imaging, and data base.