

**COAST GUARD PAY & PERSONNEL CENTER  
(PPC LEGAL SERVICES OFFICE)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer of the Coast Guard Pay and Personnel Center, the PPC Legal Service Office shall:

- a. Provide legal counsel and advice to PPC on matters affecting internal PPC operations; and world-wide Coast Guard military pay operations affecting active duty, retiree, and annuitant members; and matters affecting CG-0944 when required in order to accomplish PPC's and Coast Guard's mission.
- b. Provide legal research/consulting/opinions to PPC Management and Branches.
- c. Process State and Federal court orders for support, commercial creditors, pension division, Survivor Benefit Plan and bankruptcy.
- d. File bankruptcy claims against Coast Guard debtors.
- e. Review and forward court orders against Coast Guard Civilians
- f. Point of Contact for Judicial System and Court services.
- g. Render unique dependency determination for Basic Allowance for Housing purposes.
- h. Review legislation and Judicial actions for impact on PPC operations.
- i. Serve as Freedom Of Information Act Control Officer and Privacy Act Coordinator.
- a. j. Serve as Ethic's advisor.