

**PPC OPERATIONS DIVISION
(PPC OD)**

1. **Functions:** Under the general direction and supervision of the Commanding Officer of the Coast Guard Pay and Personnel Center, the PPC Operations System Division shall:
 - a. Be comprised of the following branches PPC Military Accounts Support Branch, PPC Retiree and Annuitant Services Branch, PPC Separation, Entitlements Debts and Service Validation Branch, and PPC Travel Branch. The mission of the PPC Operations Division is collective of the individual functional statements for each of the PPC Operations' Division respective branches.

**PPC MILITARY ACCOUNTS SUPPORT BRANCH
(PPC MIL ACCT SUP BR)**

1. **Functions:** Under the general direction and supervision of the PPC Operations System Division, the Chief, PPC Military Account Support Branch shall:
 - a. Verify and distribute active duty and reserve payrolls.
 - b. Collect salary offsets for third parties.
 - c. Implement legislative and policy changes.
 - d. Implement processes and recommend system edits, to guard against fraud or abuse.
 - e. Collect out of service debts.
 - f. Facilitate correction of transaction exceptions.

**PPC RETIREE AND ANNUITANT SERVICES BRANCH
(PPC RET & ANN SVCS BR)**

1. **Functions:** Under the general direction and supervision of the PPC Operations System Division, the Chief, PPC OSD Retiree and Annuitant Services Branch shall:
 - a. Provide personnel and pay support and services to USCG, USCGR, and NOAA retirees and annuitants.
 - b. Provide pay support to former spouses covered under the Former Spouse Protection Act (FSPA).
 - c. Provide determinations of ID card eligibility for former spouse initial determinations, incapacitated children, parents and parents-in-law.
 - d. Provide complete paperwork and manage all Coast Guard Reserve personnel accounts once they've entered the RET-1 (Retired, With Pay at Age 60) status and RET-2 (Retired, Awaiting Pay at Age 60) status.
 - e. Provide alimony, child support, bankruptcy, and IRS tax levy garnishments.
 - f. Provide accounting reports to Coast Guard Headquarters, Finance Center, Financial Accounting and Review branch, and other internal stakeholders.
 - g. Provide reports to outside stakeholders, i.e. Internal Revenue Service, Census Bureau, as requested.
 - h. Provide complete paperwork and manage all Coast Guard Reserve personnel accounts once they've entered complete, and mail Retirement and Spousal Retirement Certificates for all Coast Guard retirees.

**PPC SEPERATIONS, ENTITLEMENTS DEBTS, AND SERVICE VALIDATION
BRANCH
(PPC SEP ENT & SVC VAL BR)**

1. **Functions:** Under the general direction and supervision of the PPC Operations System Division, the Chief, PPC Separations, Entitlements and Debts, and Service Validation Branch shall:
 - a. Issue separation payments.
 - b. Service and Sea Service validation.
 - c. Implement decisions of the Board of Corrections to Military Records (BCMR's). Back Pay compensation.
 - d. Certify Death Gratuity & final pay entitlements to next of kin.
 - e. Verification of Employment requests und the FOIA.
 - f. Establish Out of Service Debts.
 - g. Verify, correct Reserve Point Statements.
 - h. Prepare Transcripts of Sea Service (TOSS).
 - i. Review Tax Reports. Verify income and tax withholding (Combat Tax Exclusion) and issue year end W-2's.
 - j. Estimate earnings statements for prior USCG members.
 - k. Process incapacitation pay for reservists (Notice of Eligibility's)

**PPC TRAVEL BRANCH
(PPC TRAVEL BR)**

1. **Functions:** Under the general direction and supervision of the PPC Operations System Division, the Chief, PPC Travel Branch shall:
 - a. Process active duty and civilian Temporary Duty (TDY) and Permanent Change of Station (PCS) manual travel claims (advances).
 - b. Process Unit Travel System (TPAX) – travel claims.
 - c. Process PCS and TDY travel advances through faxed submission. (Orders and SF-1038)
 - d. Process manual TSA and DNDO TDY claims.
 - e. Post payment audit CG (TPAX) and TSA (T-Serve) TDY claims.
 - f. Process civilian relocation travel claims and associated Relocation Income Tax Allowance (RITA).