

E-Mail ALSPO B/15

Subj: POLICY AND PROCEDURES FOR PRIOR SERVICE ACCESSIONS

- Ref: (a) COMDT (CG-13) memo 1100 of 30 Jan 15 (NOTAL)
(b) [Coast Guard Recruiting Manual, COMDTINST M1100.2 \(series\), Para. 2.H.2.c](#)
(c) [Personnel and Pay Procedures Manual, PPCINST M1000.2 \(series\), Sec. 5.C.2](#)

Purpose This E-Mail ALSPO message transmits new policy for requesting Statements of Creditable Service (SOCS) and procedures for entering accessions of prior service personnel in Direct Access (DA).

Background Queries run at PPC this past year revealed a large number of Coast Guard members who returned to service following a break in service, and were awarded longevity pay by the Accession Processing Point SPO, but a Statement of Creditable Service (SOCS) was never received to validate the longevity pay awarded.

Definition Prior service personnel are members returning to active or inactive service following a break in service of more than 24 hours.

New longevity pay policy for prior service personnel Per reference (a), new policy was recently approved and will be published in the appropriate policy manuals to prevent longevity pay from being awarded to prior service personnel until completion of the SOCS. This reversal of steps (SOCS first, longevity pay second) will ensure the SOCS is completed as required and correct service dates are applied, further ensuring correct payment of our members.

Policy contained in reference (b), which required recruiters to submit SOCS requests to PPC for any members with a less than 12 month break in service, is cancelled by reference (a). Notification to Recruiting Offices will be completed by Commander, Coast Guard Recruiting Command.

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Processing points for prior service personnel

The processing point for a member with prior service returning to active duty is assigned based on the length of the break in service and pay grade:

- Enlisted members and officers with a break in service of 12 months or less will report directly to their new unit SPO for final accession processing.
- Enlisted members with a break in service of more than 12 months will report to TRACEN Cape May for final accession processing.
- Officers with a break in service of more than 12 months will report to the Coast Guard Academy (CGA) for final accession processing.

Enlisted members with prior Coast Guard service who have a break in service of more than 24 hours accessing into the Reserve Component (RC) will be processed by the SPO for the member's unit. Officers accessing into the RC are processed by accession points prescribed by the program managers.

SPO Action

Accession Processing Point SPOs (TRACEN Cape May and CGA) request SOCS for members as described below, if prior service documents are readily available or retrievable during the member's time at the Accession Processing Point.

If prior service documentation is not retrievable during a member's time at the Accession Processing Point or if the member reports directly to a unit for processing, the member's first unit SPO must retrieve prior service documentation and follow the steps below to request a SOCS.

Step	Action
1	When completing the accession process in DA for a member with a break in service over 24 hours, the service dates (Pay Entry Base Date & Active Duty Base Date) must be set to the date the new period of service began.
2	Upon rehire, the Accession Processing Point SPO or first unit SPO must submit a Trouble Ticket to PPC with all prior service documentation available, and request a SOCS following procedures outlined in reference (c).

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**SOCS
completion,
service dates
and retroactive
pay**

If the completed prior service documentation is received with a SOCS request, the SOCS will normally be completed within three pay periods barring any unusual circumstances. Upon completion of the SOCS, service dates will be set by the PPC (ADV) Service Validation Team and members will then receive longevity pay and any longevity back pay due them.

Requests with missing or incorrect prior service documentation will result in an email to the member's SPO requesting additional information and cause a delay in completing the SOCS and awarding longevity pay.

Questions

Direct questions regarding the content of this E-Mail ALSPO message to PPC Customer Care at:



(866) 772-8724/(785) 339-2200



<http://www.uscg.mil/ppc/ccb/> (Online Trouble Ticket/Inquiry Form)



PPC-DG-CustomerCare@uscg.mil (E-Mail)

Released by

Internet release authorized.

/s/

S. L. LEBRUSKA, CAPT, USCG
Commanding Officer
