

E-Mail ALSPO B/11

Subj: SEGREGATION OF DUTIES, REVIEW AND APPROVAL FOR INDIVIDUAL PAY ENTITLEMENT AND MULTIPLE PAY ENTITLEMENT TRANSACTIONS

Ref: (a) [E-Mail ALSPO H/10; SPO Auditor Segregation of Duties](#)
(b) [Coast Guard Servicing Personnel Office \(SPO\) Manual, PPCINST M5231.3 \(series\), Part II, Pay Entitlements](#)

Purpose This E-Mail ALSPO message announces the implementation of Direct Access (DA) software changes for improved internal controls for processing individual pay entitlement transactions and updates interim procedures for processing multiple pay entitlement transactions.

Background Reference (a) announced interim procedures for documenting compliance with segregation of duties requirements when processing pay entitlement transactions.

Effective date Software changes described in this message are effective with transactions input on or after 23 March 2011.

DA segregation of duties programming changes (individual pay entitlements) Upon implementation of the software changes, DA will programmatically enforce segregation of duties (i.e. The approver of the transaction cannot be the originator) on all individual pay entitlement transactions. Individual pay entitlement transactions can be input and saved in a “pending” status even if the originator is a CGHRSUP (Payment Approving Official (PAO)/SPO Auditor) role user.

Continued on next page

E-Mail ALSPO B/11

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DA review and approval programming changes (individual pay entitlements)

Upon implementation of the software changes, the following individual pay entitlement transactions will require review and approval by a user with the “CGHRSUP” user role:

- Basic Allowance for Subsistence (Enlisted, Officer and Refund of DMR)
- Career Sea Pay
- Career Sea Pay Premium
- Clothing and Uniform Allowances (Civilian CMA, Supplementary CMA, Maternity Uniform Allowance, Small Stores Checkage, Enlisted and Officer)
- Combat SGLI Allowance
- Combat Tax Exclusion
- CONUS COLA
- Diving Duty Pay
- Family Separation Allowance
- Flight Deck Hazardous Duty Incentive Pay
- Foreign Language Proficiency Pay
- Hardship Duty Pay Location
- Hazardous Duty Incentive Pay for High Pressure Chamber
- Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure
- Imminent Danger (Hostile Fire) Pay
- OCONUS COLA
- Personal Monetary Allowance
- Physician’s Assistants Pay
- Responsibility Pay
- Special Duty Assignment Pay

Note: Advances, Aviation Career Incentive Pay (ACIP), Aviation Crew/Non Crew Hazardous Duty Incentive Pay, Basic Allowance for Housing (BAH), Overseas Housing Allowance (OHA), and Permanent Change of Station — already include the requirement for CGHRSUP review and approval.

Continued on next page

E-Mail ALSPO B/11

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**Access to
multiple
entitlement
data entry
temporarily
restricted**

Due to limitations of the original design, software changes to facilitate review and approval and segregation of duties cannot be made to the multiple entitlement transaction component in DA. Therefore, effective 23 March 2011, the ability to input the following transactions via the multiple entitlement data entry component is restricted to SPOs who apply for access and receive approval from PPC (mas):

- Basic Allowance for Subsistence
- Career Sea Pay
- Combat SGLI Allowance
- Combat Tax Exclusion
- Family Separation Allowance
- Imminent Danger (Hostile Fire) Pay

Since their implementation, multiple entitlement data entry transactions have been the source of many payroll processing errors. The current design does not facilitate corrections or deletions.

PPC is creating new multiple entitlement data entry capability. When complete, the new component will:

- Enforce segregation of duties
- Require review and approval
- Permit corrections and deletions

Work on the new multiple entitlement transaction capability is expected to be completed by 30 June 2011.

During this interim period (23 Mar to 30 Jun 11) SPO Chiefs may apply to PPC (mas), by submitting a Customer Care trouble-ticket, for access to the multiple entitlement data entry component. See enclosure (1) for application criteria and documentation requirements. Only users at approved SPOs will be able to generate and save multiple entitlement transactions during this interim period.

Continued on next page

E-Mail ALSPO B/11

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**Directives
affected**

Reference (a) is canceled effective 22 March 2011. The contents of this E-Mail ALSPO message will be incorporated into the applicable sections of reference (b). This E-Mail ALSPO message provides interim guidance which shall expire one year from the date of issuance unless it is incorporated into an appropriate PPC publication, reissued, or cancelled.

Questions

Questions regarding the content of this E-Mail ALSPO message may be directed 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/

J. D. PHILLIPS, CAPT, USCG
Commanding Officer

Encl: (1) Multiple Entitlement Access & Documentation Requirements

Multiple Entitlement Access & Documentation Requirements (23 Mar-30 Jun 11)

Introduction

This enclosure provides the procedure for requesting access to the multiple entitlements data entry component in DA and establishes supporting documentation requirements.

Application criteria

In order to be approved for access to the multiple entitlements data entry component the SPO must have a demonstrated need to perform multiple entitlement transactions. The application for access must be submitted by the SPO chief.

Examples of situations that would receive favorable consideration are:

- A WHEC or WMSL enters a combat zone.
- A PSU is deployed OUTCONUS.

In the above situations, the SPO would need to input over 300 individual transactions.

Examples of situations that would not receive favorable consideration are:

- The galley of a 210' WMEC is closed for refurbishment.
- A WHEC deploys for 60 days.

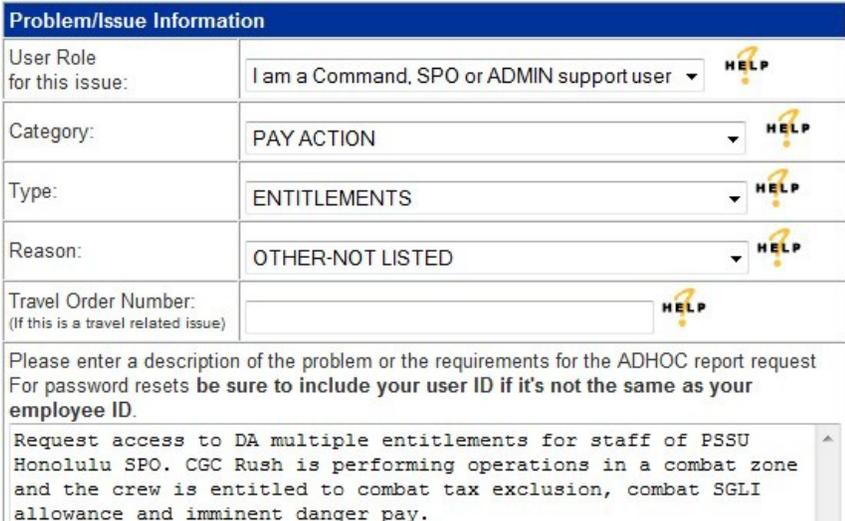
In the above situations, the SPO would have to input BAS transactions only for the enlisted personnel or FSA transactions only for the personnel with dependents. These transactions require careful research (BAS - Is member onboard or on leave TDY? FSA – does the member have dependents, has the member completed the worksheet?), the benefit of the additional review and approval, afforded by the individual entitlement process, cannot be understated.

Continued on next page

Multiple Entitlement Access & Documentation Requirements (23 Mar-30 Jun 11)

Application procedure

SPOs meeting the above criteria may apply to PPC (mas) for access.

Step	Action
1	<p>SPO chief completes a PPC Customer Care trouble ticket (http://cgweb.ppc.uscg.mil/ccb/). As shown blow, use PAY ACTION for Category, ENTITLEMENTS for Type and OTHER-NOT LISTED for Reason. Fully explain the need for the access in the remarks section.</p> 
2	PPC Customer Care will route the request to PPC (mas) for review.
3	PPC (mas) will approve the request or contact the SPO chief to discuss.
4	If approved, PPC (mas) will coordinate with PPC (sdm) to enable access for the SPO and will email the SPO chief when access has been established. The email will also provide the date the access will expire. All users assigned to the SPO's department ID will have access to the multiple entitlements component during the period authorized by PPC (mas).

Continued on next page

Multiple Entitlement Access & Documentation Requirements (23 Mar-30 Jun 11)

Supporting documentation requirements for multiple entitlements data entry

Follow these steps to ensure adequate supporting documentation is on file for each transaction submitted using the multiple entitlements component.

Step	Action
1	Create a personnel roster with the type of entitlement and entitlement dates. The CGHRSUP role user reviews roster and notes any corrections or changes.
2	Using the approved roster, enter and save the transaction(s) in DA.
3	Print the transaction screen(s).
4	Attach the source document(s).
5	Forward transaction screen print(s) and source document(s) to the CGHRSUP role user.
6	<p>The CGHRSUP role user reviews the transaction screen print(s) and the source document(s). Any errors should be immediately corrected by the person originally submitting the transaction.</p> <p style="padding-left: 40px;">Note (1): Any corrections or deletions must be made using the individual employee entitlements transaction. You cannot correct or delete any entries using the multiple entitlements transactions.</p> <p style="padding-left: 40px;">Note (2): Do not click "save" more than once. If you are unsure about the status of the data entry, open a new window and path to the individual employee entitlements listing for one of the people on your multiple transaction list. If you have already saved the multiple transaction the entry will be reflected in the member's individual employee entitlements. You cannot make any changes to the multiple transaction data entry after it has been saved (See note (1) above).</p> <p>When the transaction and supporting documentation is deemed appropriate and accurate, the CGHRSUP role user must sign (include printed name and date) the screen print(s) and source document(s).</p>
7	File the signed screen print(s) and source document(s) in Part 3 of the SPO-PDR for the period of eligibility of a benefit or entitlement plus six years and three months.
