

E-Mail ALSPO A/11

Subj: SUPPORTING DOCUMENTATION STANDARDS — COMPLETING FORMS, WORKSHEETS AND CHECKLISTS

- Ref: (a) [COMDT COGARD WASHINGTON DC 152230Z DEC 10/ALCOAST 594, CG1/8, COMDTNOTE 1080](#)
(b) [COMDT COGARD WASHINGTON DC 122115Z JUL 10/ALCOAST 369, CG1/8, COMDTNOTE 1080](#)
(c) [E-Mail ALSPO K/10; Servicing Personnel Office \(SPO\) Self Assessments](#)
(d) [E-Mail ALSPO N/10; Servicing Personnel Office \(SPO\) Self Assessments – Second Round](#)
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Introduction

This E-Mail ALSPO message announces key financial management training that will be deployed this quarter and transmits the following guidance:

- Supporting Documentation Standards for Direct Access Transactions: Completing Forms, Worksheets and Checklists
 - Evidence Supporting Military Payroll Transactions, General Guidance for Servicing Personnel Offices
 - Required Supporting Evidence for Material Military Payroll Transactions
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Background

Per reference (a), we need to continue to improve our ability to support payments with the appropriate supporting documentation. Reference (b) introduced new checklists for use by SPOs at accessions points and new requirements for retaining forms and worksheets in the SPO PDR. Testing for compliance with the new supporting documentation requirements has revealed the need to provide guidance for the proper completion of these documents.

To support strengthened internal controls CG-85 has developed two new web-based training courses. Payment Authorizing Official (PAO) training includes a review of key polices that form the basis for effective PAO performance and will be required annual training for all PAO's, beginning this year. Internal Controls Over Financial Reporting (ICOFR) Awareness training provides participants with a heightened awareness of the impact their actions have on financial data that is used for management decision-making and for financial reporting. The PAO training is scheduled to be released in February and the ICOFR training is schedule for release soon, thereafter.

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E-Mail ALSPO A/11

Subj: SUPPORTING DOCUMENTATION STANDARDS — COMPLETING FORMS, WORKSHEETS AND CHECKLISTS

SPO action SPOs will ensure supporting documentation for Direct Access pay transactions is completed in accordance with the standards in enclosures (1) and (2). In addition, enclosure (3) provides a desk guide that SPOs will use to ensure key DA transactions are supported by the appropriate documentation. Compliance with these standards will be tested in SPO self assessments, beginning with round three in February 2011. See references (c) and (d) for more information on SPO self assessments.

Directives affected The contents of this E-Mail ALSPO message provide 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) Supporting Documentation Standards for Direct Access Transactions: Completing Forms, Worksheets and Checklists
(2) Evidence Supporting Military Payroll Transactions, General Guidance for Servicing Personnel Offices
(3) Required Supporting Evidence for Material Military Payroll Transactions

ENCLOSURE 1

SUPPORTING DOCUMENTATION STANDARDS FOR DIRECT ACCESS TRANSACTIONS: COMPLETING FORMS AND WORKSHEETS

Guiding Principles:

Forms and worksheets provide the source information necessary to process authorized and approved military payroll and benefits in an accurate and timely manner. Almost all Direct Access (DA) transactions must be supported by an authorized and approved worksheet, form, or other supporting document. The absence of an authorized and approved document for each DA transaction represents a lack of internal controls and can lead to inaccurate, invalid and/or unsupported disbursements. There are a few DA transactions for which supporting documentation may not exist, including self serve transactions executed in DA directly by members. However, in lieu of supporting documentation, audit logs can be used to support such transactions.

Review and Approval:

All forms and worksheets must, at a minimum, be signed by the member and authorized by the command. In most instances the authorizing authority is denoted by “Command Authority” or “Command Approval” in the signature block of the form. No benefit or entitlement should be processed when one or both required signatures are not present (see Exhibit 1). Signature blocks on forms or worksheets for other than the “Member” or “Command Authority” should be completed as required by local policy and/or direction. The absence of a signature in these additional signature blocks does not constitute insufficient review and approval for audit purposes as long as the “Command Authority” line is signed.

Continued on next page

EXHIBIT 1 Incorrect Signatures and Dates Example

Page 3 CG-2000 (Rev. 05/10)

TRAVEL ADVANCES	
Refer to the Personnel and Pay Procedures Manual, PPCINST M1000.2(series). Compute entitlements by using the "PCS (JFTR, Chap5) Entitlements Worksheet, CG-2003 located on PPC's web site http://www.uscg.mil/forms/cg_cg_2003.pdf	
Temporary Lodging Expense (TLE) (PCS only)	Authorized to members and their dependents when it is necessary for them to occupy temporary lodging. TLE is authorized for a total of 10 days for CONUS to CONUS and OUTCONUS to CONUS transfers. TLE is authorized for a total for 5 days for CONUS to OUTCONUS transfers. TLE may be used before departing the old PDS, during the elapsed time between PDSs (not including travel days for which per diem is payable), after arrival at the new PDS, or a combination equal to the authorized total. (See JFTR U5700 for more information.) <i>NOTE: The days covered must have been spent in the vicinity of the old/new PDS, designated place, or (ICW being ordered to active duty a member's CONUS HOR or initial technical school).</i>
Temporary Lodging Allowance (TLA) (PCS only)	Authorized to partially reimburse a member for the more than normal expenses incurred during occupancy of temporary lodgings and expenses of meals obtained as a direct result of using temporary lodgings outside the continental U. S. which do not have facilities for preparing and consuming meals. The overseas commander will determine if it is necessary for the member and/or dependent(s) to occupy temporary lodgings when they arrive at an overseas PDS. TLA may also be authorized upon departure from and overseas PDS for a period not to exceed 10 days. (See JFTR U9200 for more information.)
Advance Pay (PCS only)	A maximum of 3 months pay or specified amount not to exceed 3 months pay may be requested. Repayment of advance is by payroll deduction and will normally not exceed 12 months. Repayment of Advance Pay in excess of 12 months can only be authorized by CO and only in the case of severe personal financial hardship caused by the PCS transfer. Attach your letter requesting repayment in excess of 12 months and your CO's endorsement to this worksheet.
Privacy Act Statement	
In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard: Authority - 10 USC Section 2771. Principal Purpose(s) - Used to indicate member's intentions during transfer to next permanent duty station. Routine Uses - Same. Disclosure - Disclosure of this information is voluntary, but without disclosure member may not receive advances.	
Member Initials _____ ; I understand that all travel advances applied for herein will be compared to actual travel performed when I submit my final PCS Travel Claim. If advances exceed entitlement for MPR or DEPN travel, I can expect recoupment of such travel advance, including DEA.	
I have read and understand the above information regarding HHG, TTPM, and HHG/NTS extensions upon PCS and/or separation.	
Member's Signature John Smith	Date: _____
Supervisor's Signature	Date: _____
Department Head's Signature	Date: _____
Command Approval	Date: _____

The signature must be a signature and **NOT** a PRINTED NAME. Signature lines and dates **MUST** be filled in and not left blank.

In all cases, the member's and command approver's signatures must be completed.

PREVIOUS EDITION MAY NOT BE USED.
The CG-2000 must be prepared in original and one copy as follows:
The original is given to the SPO, and the copy is taken to the Transportation Officer.

Authorized Signature:

Forms and worksheets are only valid when signed. The use of a name stamp is not sufficient on its own to serve as an authorized signature. Signatures must be provided in ink, and signed in cursive (see Exhibit 2). The use of digital signatures on forms and worksheets which allow for it is also authorized, and is preferred.

The use of a “SPO Authorized Roster” (see Exhibit 3 for example) providing the names and signature samples of personnel within the SPO, and their level of authorization, is highly recommended. This provides internal or external auditors with a quick and easy method to validate signatures and levels of approval authority within a SPO at the time a particular document was reviewed and approved. Since audits of payroll documents may occur more than a year after the original document was approved, and the person signing the document may no longer be assigned to the SPO, a way to identify the approver’s level of authority at the time they signed a particular document is critical.

Continued on next page

EXHIBIT 2 Correct Signatures and Dates Example

Page 3 CG-2000 (Rev. 05/10)

TRAVEL ADVANCES	
Refer to the Personnel and Pay Procedures Manual, PPCINST M1000.2(series). Compute entitlements by using the "PCS (JFTR, Chap5) Entitlements Worksheet, CG-2003 located on PPC's web site http://www.uscg.mil/forms/cg_cg_2003.pdf	
Temporary Lodging Expense (TLE) (PCS only)	Authorized to members and their dependents when it is necessary for them to occupy temporary lodging. TLE is authorized for a total of 10 days for CONUS to CONUS and OUTCONUS to CONUS transfers. TLE is authorized for a total for 5 days for CONUS to OUTCONUS transfers. TLE may be used before departing the old PDS, during the elapsed time between PDSs (not including travel days for which per diem is payable), after arrival at the new PDS, or a combination equal to the authorized total. (See JFTR U5700 for more information.) <i>NOTE: The days covered must have been spent in the vicinity of the old/new PDS, designated place, or (ICW being ordered to active duty a member's CONUS HOR or initial technical school).</i>
Temporary Lodging Allowance (TLA) (PCS only)	Authorized to partially reimburse a member for the more than normal expenses incurred during occupancy of temporary lodgings and expenses of meals obtained as a direct result of using temporary lodgings outside the continental U. S. which do not have facilities for preparing and consuming meals. The overseas commander will determine if it is necessary for the member and/or dependent(s) to occupy temporary lodgings when they arrive at an overseas PDS. TLA may also be authorized upon departure from and overseas PDS for a period not to exceed 10 days. (See JFTR U9200 for more information.)
Advance Pay (PCS only)	A maximum of 3 months pay or specified amount not to exceed 3 months pay may be requested. Repayment of advance is by payroll deduction and will normally not exceed 12 months. Repayment of Advance Pay in excess of 12 months can only be authorized by your CO and only in the case of severe personal financial hardship caused by the PCS transfer. Attach your letter requesting repayment in excess of 12 months and your CO's endorsement to this worksheet.
Privacy Act Statement	
In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard: Authority - 10 USC Section 2771. Principal Purpose(s) - Used to indicate member's intentions during travel to next permanent duty station. Routine Uses - Same. Disclosure - Disclosure of this information is voluntary, but without disclosure the member may not receive advances.	
<p>Member Initials _____: I understand that all travel advances applied for herein will be compared to actual travel performed when I submit my final PCS Travel Claim. If advances exceed entitlement for MBR or DEPN travel actually performed (or not), I can expect recoupment of such travel advance.</p> <p>I have read and understand the above information regarding HHGs, PPM, and HHG separation.</p>	
Member's Signature <i>John Smith</i>	Date: <i>8/15/2010</i>
Supervisor's Signature <i>anna Jones</i>	Date: <i>8/15/2010</i>
Department Head's Signature <i>Mark White</i>	Date: <i>8/17/2010</i>
Command Approval <i>Joe Black</i>	Date: <i>8/18/2010</i>
<p>Command by SPO Su Initials: _____</p> <p>Initials: _____</p> <p>Initials: _____</p> <p>Initials: _____</p> <p>Action Completed Initials: _____ Date: _____</p>	

Here each line has been signed and dated, as required.

The absence of a signature in these additional signature blocks does not constitute insufficient review and approval for audit purposes as long as the "Command Approval" line was signed.

PREVIOUS EDITION MAY NOT BE USED.
The CG-2000 must be prepared in original and one copy as follows:
The original is given to the SPO, and the copy is taken to the Transportation Officer.

**EXHIBIT 4
Incorrectly Completed Checklist Example**

**RECRUIT PERSRU ACCESSION CHECKLIST
RESERVE RECRUIT**

RECRUIT: Smith, John ANNEXES: _____

NOTE: This checklist includes ALL transactions associated with a new active duty hire. Each step is to be initialed off when completed, and "copies" with initials already on the checklists are not authorized. Also, "copies" with your name at the top are not authorized. Everything must be HAND WRITTEN.

App. ID no: _____ EMPLID: _____
 DEP Date: _____ Contract Term: _____
 Rank/Rate: _____ Enlist Date: _____

Production Yeoman's Task	YN Initials
Applicant Data	JS
Identification Data	
Applicant Contract Data	JS
FWD to YN1 for Hire	JS
Enter Direct Deposit Info once EMPLID is established.	

Auditor's Task	YNI Initials
Hire Applicant	MJ
Dependent Information	
IADT ORDERS (Long Term if RP, Short Term if RK)	MJ
R990	MJ
BAH	
COLA	MJ
MGIB SR START (USE CODE "AB")	

NOTE: The Application Date is the date that the recruit actually came onto Active Duty, and will not be the date that a recruit enters the DEP. DEP dates are used in the Military Entry Date Block, and are used to calculate the Date Completed Military Obligation Date and the Expected Loss Date which is 8 years later and calculated the same way that an End of Enlistment is calculated.

Missing Accession Paperwork

Blank lines indicate a check that needed to be performed but wasn't. This example will not pass an external audit.

This checklist must be approved by a Recruit PERSRU YN1

**EXHIBIT 5
Incorrectly Completed Checklist Example**

**RECRUIT PERSRU ACCESSION CHECKLIST
ACTIVE DUTY RECRUIT**

RECRUIT: Evans, Jacob ANNEXES: _____

NOTE: This checklist includes ALL transactions associated with a new active duty hire. Each step is to be initialed off when completed, and "copies" with initials already on the checklists are not authorized. Also, "copies" with your name at the top are not authorized. Everything must be HAND WRITTEN.

App. ID no: _____ EMPLID: _____
 DEP Date: _____ Contract Term: _____
 Rank/Rate: _____ Enlist Date: _____

Production Yeoman's Task	YN Initials
Applicant Data	JE
Identification Data	↓
Applicant Contract Data	
FWD to YN1 for Hire	↓
Enter Direct Deposit Info once EMPLID is established.	

Auditor's Task	YN1 Initials
Hire Applicant	MJ
Dependent Information	↓
BAH	
COLA	

NOTE: The Application Date is the date that the recruit actually came onto Active Duty, and will not be the date that a recruit enters the DEP. DEP dates are used in the Military Entry Date Block, and are used to calculate the Date Completed Military Obligation Date and the Expected Loss Date which is 8 years later and calculated the same way that an End of Enlistment is calculated.

Sign and line, a common practice, leaves it open to interpretation if the data entry person or reviewer actually performed all the tasks indicated.

Checklist must be approved by a Recruit PERSRU YN1

EXHIBIT 6
Correctly Completed Checklist Example
RECRUIT PERSRU ACCESSION CHECKLIST
RESERVE RECRUIT

RECRUIT: Jones, Tim ANNEXES: _____

NOTE: This checklist includes ALL transactions associated with a new active duty hire. Each step is to be initialed off when completed, and "copies" with initials already on the checklists are not authorized. Also, "copies" with your name at the top are not authorized. Everything must be HAND WRITTEN.

App. ID no: _____ EMPLID: _____
 DEP Date: _____ Contract Term: _____
 Rank/Rate: _____ Enlist Date: _____

Production Yeoman's Task	YN Initials
Applicant Data	TJ
Identification Data	TJ
Applicant Contract Data	TJ
FWD to YN1 for Hire	TJ
Enter Direct Deposit Info once EMPLID is established.	TJ
Auditor's Task	YN1 Initials
Hire Applicant	AJ
Dependent Information	AJ
IADT ORDERS (Long Term if RP, Short Term if RK)	AJ
R990	AJ
BAH	AJ
COLA	AJ
MGIB SR START (USE CODE "AB")	AJ

On this checklist each line is separately initialed. Also, it is clear that the data entry and review were performed by different people, indicating a segregation of duties. This can be confirmed against the authorized data entry and reviewer roster illustrated in Exhibit 1.

NOTE: The Application Date is the date that the recruit actually came onto Active Duty, and will not be the date that a recruit enters the DEP. DEP dates are used in the Military Entry Date Block, and are used to calculate the Date Completed Military Obligation Date and the Expected Loss Date which is 8 years later and calculated the same way that an End of Enlistment is calculated.

Missing Accession Paperwork:

- Any changes to this checklist must be approved by a Recruit PERSRU YN1

Corrections:

Corrections on worksheets and forms are to be performed by striking the corrected content with a single line out and must be accompanied by a legible, initialed correction. In instances where an explanation is presented, the explanation must be legible within the space provided on the form. If insufficient space is available to provide a legible explanation, it should be made where sufficient room is available (e.g. on the back of the form or on an attached sheet) and a notation should be made where to find the explanation (see Exhibits 7 and 8).

Continued on next page

EXHIBIT 7 Incorrect Error Correction Example

Writing an error correction in a small space makes it hard to follow. Write the correction on the back of the document or prepare a separate explanation sheet and attach it to the worksheet to clearly explain the correction.

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. Coast Guard CG-2020 (Rev. 02-10)		DEPENDENCY WORKSHEET	
1 Employee ID Number:		2 Name (Last, First, MI)	
3 Permanent Unit:			
Important	Emergency Contacts: To change your emergency contact information, please use the self-service menu in Direct Access.		
	SGLI: To change to your Servicemen's Group Life Insurance (SGLI) beneficiary, you must complete a new SGLV-8286. You must complete form SGLV-8286A, SGLI Family Election when reporting a marriage or divorce (http://www.insurance.va.gov/sgliSite/form)		
	Beneficiary Data: To change your emergency contacts, beneficiaries for the gratuity pay, unpaid pay and allowances, or personal allotment of pay if missing or unable to transmit funds, complete form CG-2020D.		
	DEERS: Complete a DD-Form-1172 at ID card issuing facility to update DEERS. If adding dependents, failure to update DEERS could result in denial of medical/dental benefits. If deleting dependents, failure to update DEERS could result in continued deductions of premium Member Dental Plan (FMDP) or medical/dental benefits being provided to a person who is no longer eligible.		
Use this worksheet to add/remove up to two dependents, complete additional worksheets as necessary			
I want to: <input type="checkbox"/> 4. Add dependent, (see documentation requirements on reverse)		<input type="checkbox"/> 5. Remove dependent (Attach documentation as applicable and	
6 Name (Last, First, MI)		7 SSN	
8 Address (Street, City, State, Zip)			
9 AC & Home Phone		10 AC & Work Phone	
11 Relationship (If spouse and in the service complete blocks 19 & 20 below)			
12 Date of Birth:		13 Dependency Date:	
		14 Date of Marriage:	
		15 Notify in case of emergency?	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
If adding a child who is not in your custody provide:			
16 Name of Custodian:			
17 Is custodian/spouse in the service?		18 SSN	
<input type="checkbox"/> NO <input type="checkbox"/> YES (complete 17-1, 17-2, 18, 19 & 20)		19 Branch	
17-1 Is custodian/spouse receiving Basic Allowance for Housing with dependents?		20 Unit	
<input type="checkbox"/> NO <input type="checkbox"/> YES		21 Monthly amount of support	
17-2 Is custodian/spouse assigned to government owned/leased quarters?		22 Method of support (allotment, check, cash)	
<input type="checkbox"/> NO <input type="checkbox"/> YES		23 Date of divorce/separation (if applicable)	
12/14/08 Japan/China Agreement 1/11/09 2/07 2/06			
I want to: <input type="checkbox"/> 4a. Add dependent, (see documentation requirements on reverse)		<input type="checkbox"/> 5a. Remove dependent (Attach documentation as applicable and enter reason below)	
6a Name (Last, First, MI)		7a SSN	
8a Address (Street, City, State, Zip)			
9a AC & Home Phone		10a AC & Work Phone	
11a Relationship (If spouse and in the service complete blocks 19 & 20 below)			
12a Date of Birth:		13a Dependency Date:	
		14a Date of Marriage:	
		15a Notify in case of emergency?	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
If adding a child who is not in your custody provide:			
16a Name of Custodian:			
17a Is custodian/spouse in the service?		18a SSN or Employee ID (CG Members)	
<input type="checkbox"/> NO <input type="checkbox"/> YES (complete 17a-1, 17a-2, 18a, 19a & 20a)		19a Branch	
17a-1 Is custodian/spouse receiving Basic Allowance for Housing with dependents?		20a Unit	
<input type="checkbox"/> NO <input type="checkbox"/> YES		21a Monthly amount of support	
17a-2 Is custodian/spouse assigned to government owned/leased quarters?		22a Method of support (allotment, check, cash)	
<input type="checkbox"/> NO <input type="checkbox"/> YES		23a Date of divorce/separation (if applicable)	
PRIVACY ACT STATEMENT			
In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard: Authority: 37 USC Section 403 and E.O. 9397. Principal Purpose(s): Used to indicate start or change in dependency. Routine uses: Information will be used by USCG payment approving officials to add or delete BAH eligible dependent(s). In addition, this information may be shared with the Defense Manpower Data Center (DMDC) to facilitate enrollment in dependent benefit programs. Disclosure: Furnishing this information (including your dependent's SSN) is voluntary, but without disclosure inaccuracies may occur with member's current dependent status, which in turn may effect the member's pay and delay delivery of benefits to dependents. Any "collection of information" as defined in the Paperwork Reduction Act of 1995 (codified at 44 U.S.C. 3501 et seq) on this form has not been approved by the Director of the Office of Management and Budget (OMB) and does not display a valid control number assigned by the Director. Therefore, no person shall be subject to any penalty for failing to comply with any such collection of information."			
24 Member's Signature:		25 Date:	
26 Command Approval:		27 Date:	

↓
 - How to
 correct
 to R&A

EXHIBIT 8 Correct Error Correction Example

Here, the original document refers to an attached sheet which will explain the correction, indicate who made it and why, with the dated initials or signature, demonstrating authorization and accountability for the correction.

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. Coast Guard CG-2020 (Rev. 02-10)		DEPENDENCY WORKSHEET	
1 Employee ID Number		2 Name (Last, First, MI)	
		3 Permanent Unit	
Important	Emergency Contacts: To change your emergency contact information, please use the self-service menu in Direct Access.		
	SGLI: To change to your Servicemen's Group Life Insurance (SGLI) beneficiary, you must complete a new SGLV-8286. You must also form SGLV-8286A, SGLI Family Election when reporting a marriage or divorce (http://www.insurance.va.gov/sgliSite/forms/form)		
	Beneficiary Data: To change your emergency contacts, beneficiaries for the gratuity pay, unpaid pay and allowances, or person to receive allotment of pay if missing or unable to transmit funds, complete form CG-2020D.		
	DEERS: Complete a DD-Form-1172 at ID card issuing facility to update DEERS. If adding dependents, failure to update DEERS will result in denial of medical/dental benefits. If deleting dependents, failure to update DEERS could result in continued deductions of premiums for Member Dental Plan (FMDP) or medical/dental benefits being provided to a person who is no longer eligible.		
Use this worksheet to add/remove up to two dependents, complete additional worksheets as necessary			
I want to: <input type="checkbox"/>		4. Add dependent, (see documentation requirements on reverse)	
		<input type="checkbox"/>	
6 Name (Last, First, MI)		7 SSN	
8 Address (Street, City, State, Zip)			
9 AC & Home Phone		10 AC & Work Phone	
11 Relationship (if spouse and in the service complete blocks 19 & 20 below)			
12 Date of Birth		13 Dependency Date	
		14 Date of Marriage	
		15 Notify in case of emergency? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If adding a child who is not in your custody provide:			
16 Name of Custodian:			
17 Is custodian/spouse in the service? <input type="checkbox"/> NO <input type="checkbox"/> YES (complete 17-1, 17-2, 18, 19 & 20)		18 SSN	
17-1 Is custodian/spouse receiving Basic Allowance for Housing with dependents? <input type="checkbox"/> NO <input type="checkbox"/> YES		19 Branch	
17-2 Is custodian/spouse assigned to government owned/leased quarters? <input type="checkbox"/> NO <input type="checkbox"/> YES		20 Unit <i>12/27/10 + see attached document</i>	
		21 Monthly amount of support \$	
		22 Method of support (allotment, check, cash)	
		23 Date of divorce/separation (if applicable)	
I want to: <input type="checkbox"/>		4a. Add dependent, (see documentation requirements on reverse)	
		<input type="checkbox"/>	
8a Name (Last, First, MI)		7a SSN	
8a Address (Street, City, State, Zip)			
9a AC & Home Phone		10a AC & Work Phone	
11a Relationship (if spouse and in the service complete blocks 19 & 20 below)			
12a Date of Birth		13a Dependency Date	
		14a Date of Marriage	
		15a Notify in case of emergency? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If adding a child who is not in your custody provide:			
16a Name of Custodian:			
17a Is custodian/spouse in the service? <input type="checkbox"/> NO <input type="checkbox"/> YES (complete 17a-1, 17a-2, 18a, 19a & 20a)		18a SSN or Employee ID (CG Members)	
17a-1 Is custodian/spouse receiving Basic Allowance for Housing with dependents? <input type="checkbox"/> NO <input type="checkbox"/> YES		19a Branch	
17a-2 Is custodian/spouse assigned to government owned/leased quarters? <input type="checkbox"/> NO <input type="checkbox"/> YES		20a Unit	
		21a Monthly amount of support \$	
		22a Method of support (allotment, check, cash)	
		23a Date of divorce/separation (if applicable)	
PRIVACY ACT STATEMENT			
In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard: Authority - 37 USC Section 403 and E.O. 9397. Principal Purpose(s) - Used to indicate start or change in dependency. Routine uses - Information will be used by USCG payment approving officials to add or delete BAH eligible dependent(s). In addition, this information may be shared with the Defense Manpower Data Center (DMDC) to facilitate enrollment in dependent benefit programs. Disclosure - Furnishing this information (including your dependent's SSN) is voluntary, but without disclosure inaccuracies may occur with member's current dependent status, which in turn may effect the member's pay and delay delivery of benefits to dependents. Any "collection of information" as defined in the Paperwork Reduction Act of 1995 (codified at 44 U.S.C. 3501 et seq) on this form has not been approved by the Director of the Office of Management and Budget (OMB) and does not display a valid control number assigned by the Director. Therefore, no person shall be subject to any penalty for failing to comply with any such collection of information."			
24 Member's Signature:			25 Date:
26 Command Approval			27 Date:

Compliance:

Source documents, forms, and/or worksheets not completed in accordance with these standards should be corrected by the processing Yeoman or returned to the originator for correction, prior to processing. Situations not covered by these guidelines should be referred to PPC Customer Care for guidance and support.

Enclosure 2

Evidence Supporting Military Payroll Transactions General Guidance for Servicing Personnel Offices

Importance of Evidence: Each yeoman (YN) is responsible for ensuring that transactions are valid when processing payroll transactions for military payroll (MILPAY). The Coast Guard employs many documents, and in the process of ensuring payroll transactions are promptly entered, the YN is confronted with many types of evidence. Often there are many options as to what to accept or reject as supporting evidence. This guide provides general criteria to YNs to determine acceptable documentary evidence to support MILPAY transactions.

Evidence that can be relied upon: This evidence includes source documents that are required by the Personnel Data Record (PDR) Manual and USCG/DOD/VA forms that have been specifically established to document the processing of a transaction. This documentation is specifically identified in USCG guidance (PDR Manual, PERSMAN, PPPM, SPO Manual etc.) and therefore is considered authoritative and sufficient. One of the most important aspects of supporting evidence is **consistency**. Consistency is demonstrated in the development of the PDR through the routine use of source documents, (SSN Card, Birth Certificate, Marriage Certificate, Orders) supported by a summary checklist (e.g., DD1966) or a worksheet (e.g., BAH Dependency Worksheet, CG 2020). These checklists and worksheets comprise sufficient source documentation (reliable because they were generated by a reliable external source) with member and/or higher level review to provide both documentary and testimonial evidence that a transaction is supported, approved, and correct. It also supports that a system of internal controls is in place and operating effectively. That is, of course, if the checklist or worksheet has been properly and completely filled out, as designed.

Alternative Evidence: Alternative evidence should not be rejected as a standard practice. However, certain judgments need to be made before requesting or accepting additional evidence, or rejecting evidence. Some common circumstances are as follows:

Accepting a copy versus an original: The main risk with accepting a copy is that it may have been altered in some way, a highly plausible situation with the use of computers. To accept a copy, consider the source of the copy. Also, is there additional authentication such as a stamp with a signature indicating that the copy is a true copy, and has been attested to, are/or there issues with legibility that may indicate the document has been altered?

Continued on next page

Accepting a non-standard source: An example of a non-standard source includes email or a report that may provides the necessary supporting information. In other words, evidence other than that prescribed in official guidance. This kind of evidence presents the following concerns:

- What is the source of the non-standard information...who created it (is this an authorized person, do you know who they are and what their role is)?
- Is it necessary to use this supporting information, or is the standard source available or can it be obtained? If the standard documents can be obtained or used, always use them, as they are an established part of the process.
- Document instances where an alternative has been used and exercise professional judgment when accepting non-standard supporting data. Keep in mind that this transaction may be reviewed or questioned years from now when you are no longer available to explain your reasons for accepting this alternate source. Always include an explanation on the alternative document if space permits, or attach another page to include this explanation. Print, sign, and date your explanation.

Combine sources: Often the combination of alternative source documents provides sufficient evidence to support the transaction where a single alternate source document may be questioned:

- Consider other forms designed for supporting related transactions that also contain the necessary information to support the validity of this transaction.
- Document the use of alternative source documents in the file. Explain your use of combined sources, sign, and date it.
- Forward your identified alternatives to PPC to consider including them as part of the standard documentation options.

Providing adequate evidence of transactions involves applying judgment, which will continue to be a major part of managing MILPAY. For those who may not have the experience necessary to make an informed judgment, it may be necessary to ask more experienced personnel for advice. Within each SPO, this would involve junior personnel routinely asking more experienced personnel. If a situation arises that falls out of the experience of members of the SPO, PPC will provide guidance to resolve the issue.

Enclosure 3

Required Supporting Evidence for Material Military Payroll Transactions														
Line Number	Transactions Type/Reason for Transaction	Primary Worksheets	Supporting Documentation											
			Applicable Orders	Housing Status Email	Marriage Certificate	Birth Cert/Adoption Decree	Divorce Decree	Death Certificate	Court Papers	Galley Closure Memo	Email/Memo/Message	Cmd. Sponsorship Auth. Form	Copy of Lease/Utility Co. Stmt	JUMPS/DA Calc. Spreadsheet
1	ADVANCED BAH - Request Housing Advance	CG-2010											X	
2	ADVANCED OHA - Request Overseas Housing Advance	CG-2010											X	
3	ADVANCED PAY - Request Pay Advance	CG-2010	X											
4	BAH DEPENDENCY DATA													
5	Member Married to Non-Member	CG-2020			X									
6	Member Married to Member	CG2020; CG-2025; CG-2025B			X									
7	Member had Baby/Adoption	CG-2020				X								
8	Member Divorced	CG-2020					X							
9	Dependent Removed	CG-2020; CG-2025												
10	Added Beneficiary	CG-2020D												
11	Annual Validation Review	4170												
12	BAH /QUARTERS													
13	Member Married to Non-Member	CG-2025			X									
14	Member Married to Member	CG-2025; CG-2025B			X									
15	Member Divorced	CG-2025					X							
16	Gained Legal Custody of Child	CG-2020; CG-2025				X			X					
17	Member Assigned Housing	CG-2025		T										
18	Checked into/out of Quarters	CG-2025		T										
19	Member Received Orders	CG-2025	X											
20	Member Reported in - PCS	CG-2005; CG-2025	X											
21	BAH for location other than the PDS	CG-2025A	X											
22	Member Released from Qtrs to Live on Economy	CG-2025		T										
23	Go from w/ deps to w/o deps	CG-2025												
24	Reservist Recalled to Active Duty	CG-2025	X									T		
25	Member Demobilized	CG-2025	X									T		
26	START/STOP HARDSHIP DUTY PAY LOCATION		X									T		
27	OFFICER UNIFORM ALLOWANCE (ENT)	CG-5102												
28	OFFICER UNIFORM ALLOWANCE CLAIM	CG-5102												
29	P993 - 501 - Member Discharged	CG-2045												
30	P993 - 503	CG-2045												
31	P993 - 510 - Member Discharged	CG-2045												
32	P665 - 604 - Member Discharged	CG-2045												
33	P665 - 610	CG-2045												
34	PCS ASSIGNMENT													
35	Member Reported - PCS	CG-2005	X											
36	Member Departed - PCS	CG-2000	X											
37	PROCESS LUMP SUM LEAVE													
38	Member Separated	CG-2045												
39	Member Re-Enlisted	CG-2045												
40	RELADED Sold Leave	CG-2045												
41	RELAD - 566	CG-2045												
42	RELAD 8C-566													
43	Separated from Service	CG-2045												
44	Placed on/Came off Med Hold	CG-2045												
45	RELAD 8C - 557	CG-2045												
46	RELAD 8C - 554	CG-2045												

Required Supporting Evidence for Material Military Payroll Transactions

Line Number	Transactions Type/Reason for Transaction	Primary Worksheets	Supporting Documentation												
			Applicable Orders	Housing Status Email	Marriage Certificate	Birth Cert/Adoption Decree	Divorce Decree	Death Certificate	Court Papers	Galley Closure Memo	Email/Memo/Message	Cmd. Sponsorship Auth. Form	Copy of Lease/Utility Co. Stmt	JUMPS/DA Calc. Spreadsheet	
93	STOP FSA-R	CG-2035													
94	STOP FSA-S	CG-2035													
95	STOP FSA-T	CG-2035													
96	START HDIP	N/A	X								T				
97	START OCONUS COLA PARTIAL - PCS'ed	CG-2005	X												
98	STOP OCOLA W/O PARTIAL														
99	Member Moved off ship to Economy	CG-2025													
100	Member got married and spouse received command sponsorship	CG-2020			X							T			
101	START OCONUS COLA W/O DEPS - PCS'ed	CG-2005; CG-2025	X												
102	START OCONUS COLA W/ DEPS	CG-2005; CG-2025	X								T				
103	START PREMIUM SEA PAY	N/A	X												X
104	STOP OCONUS COLA W/ DEPS														
105	Added Dependent	CG-2020				X									
106	STOP SEA PAY/PREM	N/A	X												X
107	STOP BAH														
108	Member Separated	CG-2045													
109	Orders Ended	CG-2000	X												
110	Disenrolled from A School	CG-2000	X												
111	Member Demobilized	N/A	X												
112	STOP BASIC PAY, BAQ, BAS														
113	Separated from Service	CG-2045													
114	Reservist Recalled to Active Duty	N/A	X								T				
115	Member Demobilized	N/A	X								T				
116	STOP OHA W/ DEPS - PCS	CG-2000	X												
117	STOP OHA W/ DEPS														
118	Dependent Death	CG-2020							X						
119	Member Divorced	CG-2020						X							
120	STOP OHA W/O DEPS - PCS	CG-2000													
121	STOP OHA W/O DEPS														
122	Dependent Death	CG-2020							X						
123	Member Divorced	CG-2020						X							

Legend
X - Required Documentation
T - Temporary Documentation

Note 1: This document provides general guidelines for supporting documentation for material DA transactions. This guidance is not all-inclusive and will be periodically updated to accommodate policy changes and to increase its comprehensiveness.