

## **Personnel and Pay Procedures Manual list of changes for Change 14.**

The official release of Change 14 to the PPPM has been delayed. However, we have updated the online version with several important procedural changes, which are slated to be included in Change 14. These include:

- Add requirement for unit to check if member has any outstanding T-PAX Travel Claim Audit requests to the PCS Departing Checklist ([2-A-3](#)). Unit must gather audit information before member departs and mail to PPC (tv1).
- Revised the list of receipts and documents required when submitting T-PAX travel claim audit packages ([2-B-17](#)).
- Removed “Excess Baggage/Airline Baggage fees” from list of travel expense reimbursable items that require pre-authorization of the travel order. AOs may approve these expenses IAW JFTR U3015 ([2-B-32](#) & [2-B-36](#))
- New procedures and requirements for requesting Statements of Creditable Service/Sea Service in [Section 5-C](#).
- Procedures for recording Adoption Leave, Maternity Leave and Paternity Leave added to [section 5-D](#) per [ALCOAST 425/09](#)
- Removal of SSN from CG-3307 entries (You now use the member's Employee ID Number (EMPLID)) ([Encl 06](#)).
- Removal of SSN Personnel Casualty Reports (You now use the member's Employee ID Number (EMPLID))([Encl 07](#)).

Additional changes, slated for Change 14, are listed below:

<b>Page(s)</b>	<b>Summary</b>	<b>Source</b>
2-A-3	Added requirement to ensure member does not have any outstanding T-PAX travel claim audits pending to the PCS Departing Checklist	PPC (TVL)
2-B-17	Revised the list of receipts and documents required when submitting T-PAX travel claim audit packages.	PPC (TVL)
2-B-19	Removed requirement to include SSN on checks (written by members) for repayment of travel debts. The requirement to include the TONO is sufficient identification	PPC (TVL)
2-B-32	Changed SSN to EMPLID for letter TVL orders.	Editor
2-B-33	Changed SSN to EMPLID for MSG Auth orders.	Editor
2-B-34	Changed SSN to EMPLID in To line for memo orders.	Editor
2-B-36	TVL Claim retention length changed from 6 years 2 months to 6 years 3 months.	Editor
2-B-37	Note #2 change: Change in lodging tax location for reimbursement in TPAX.	Editor
2-B-43	Corrected PPC phone number.	Editor
2-F-13	Updated mailing address for PATFORSWA records	Editor
2-F-14	Updated PATFORSWA SPO contact info	Editor
3-B-21	Noted, on the Checklist for RELAD, that premiums for SGLI/FSGLI coverage will continue to be deducted for members who affiliate with the SELRES. This can result	Trouble ticket #?

Page(s)	Summary	Source
	in a significant debt if the member does not intend to perform regular monthly drills following RELAD. Members who desire to terminate/reduce coverage will be required to meet the "proof of good health" requirement if they desire to reinstate/increase coverage at a later date.	
3-B-23	Updated web address for "Retirement Package"	Editor
3-B-24	Updated SBP election information	ALCOAST 022/08
3-B-25	Updated SBP election information	ALCOAST 022/08
3-B-26	Updated SBP election information Changed "ISC(pf)" to "CGPC (rpm-2) in note at bottom of page	ALCOAST 022/08 CGPC(rpm-2) email of 04 Dec 08
3-B-27	Updated SBP election information Changed "ISC(pf)" to "CGPC (rpm-2) as the submission point for reserve retirement requests	ALCOAST 022/08 CGPC(rpm-2) email of 04 Dec 08
3-C-4:	Made the following correction per: Mbr wants to report error in 3PM. In CH 3-C-4 on 178. It says "these are the basic rules for selling leave upon re-enlistment or entering the first extension { of } an enlistment" The word "of" is left out and it's bugging the member.	trouble ticket 521176
5-A-4	Reference links updated	
5-A-7	Removed "Designating the Beneficiary(ies) Member's absolute authority to designate or change a beneficiary" block. Inserted block on Spousal Notification from page 5-A-9	Covered better in VA Handbook
5-A-9	Added emphasis (bold) to " <b>or child of the member, as the beneficiary.</b> " to the section on SGLI elections/spousal notification (when notification is NOT required). Added reference to VA Handbook. Moved block to page 5-A-7	CG-1222/field
5-A-10	Removed list of beneficiaries from SGLI Spousal Notification letter	CG-1222
5-A-11	Reference links updated	
5-B-18	Updated Children Incapable of Self-support	
5-B-19	Updated Indef ID Cards for Incapacitated Spouses	
*****	Section 5-C pages renumbered	*****
5-C-2	Updated links to references.	
5-C-4	SOCS/SOCSS added requirement for member to provide supporting documentation	SOCS web page
5-C-7	Updated link to reference	
5-C-8	Updated links to references.	
5-C-10	TOSS. Updated procedures for distribution of completed PPC-1075s	SES e-mail 10/24/08
*****	Section 5-D pages renumbered	*****
5-D-1	Renumber TOC and updated for addition of Sale of SLA Procedure and update to carryover procedures.	Editor
5-D-2	Added procedures for Adoption Leave, Maternity Leave and Paternity Leave to CG-2519 (Leave) instructions.	ALCOAST 425/09
5-D-4/5	Changed date for submission of SLA request to 1 December.	PPC (MAS)
5-D-4 to 6	Changed leave carryover from 60 to 75 days.	ALCOAST 396/08
5-D-7	Added procedure for sale of SLA	ALSPO K/08
7-B-5	Changed SSN to EMPLID	Editor

<b>Page(s)</b>	<b>Summary</b>	<b>Source</b>
7-C	Replaced "PSC" with "PPC" throughout this section. Updated links to Pay Manual and DOD FMR	PPC (MAS)
8-B-3	Added more detail to the procedure for changing state of legal residence.	Editor
8-B-5	Updated URL for Ohio state tax info. It's now: <a href="http://tax.ohio.gov/">http://tax.ohio.gov/</a>	
8-B-8	State Tax Listing: (1) Kentucky and New Mexico now exempt all active duty military pay. (2) Ohio: Added link to form IT 4 MIL for members claiming exemption from STITW. Ohio exempts active duty pay for members on active duty who are stationed outside the state.	
8-C-8	Added that a member released from active duty and transferred to the SELRES within 31 days is not considered separated for the purposes of the TSP.	<a href="#">TSP Online Man.</a>
11-A-3	Updated The Mobilization Process	
11-A-7	Updated TDY section on Mobilization Orders	
11-A-8	Updated Order Notes for Mobilization Orders	
11-A-26	Updated Title 10 Checklist for Mobilization Procedures	
11-A-35	Updated Early Identification Program Information	ALCOAST 251/06
11-C-8	Added example of travel claim for Long-Term Mobilized Reservists with split TONOs	
11-C-10	Added example of travel claim for Long-Term Mobilized Reservists with split TONOs	
E-4-3	Added a sentence about the notarization requirement	ALCOAST 022/08
E-4-5	SPB" should be "SBP". Also, added a Notarization section at the bottom of the letter.	ALCOAST 022/08
Encl 6	Change CG-3307 form preparation instructions to permit use of Employee ID number (Page E-6-2)	
	Updated ACC-08 (Color Vision) with list of ratings from para 2.B.1.n.9 of the CG Recruiting Manual	COMDTINST M1100.2E
	SRB examples updated to reflect lump sum payment	ALCOAST
Encl 07	Removed SSN and replaced with Employee ID/EMPLID on Personnel Casualty Report Message description and notification letters.	Privacy Policy
Encl 11	Updated unit name and email address.	