



PSCNOTE 1000
04 October 2004

CANCELLED:
03 October 2005

PERSONNEL SERVICE CENTER NOTICE 1000

Subj: CH-10 TO PSCINST M1000.2A, PERSONNEL AND PAY PROCEDURES MANUAL (PPPM)

1. Purpose This notice publishes changes to PSCINST M1000.2A, Personnel and Pay Procedures Manual (PPPM).

2. Action Addressees shall enter page changes as indicated in the Procedure section of this Notice. No paper distribution will be made of this Notice. Official distribution will be via the Coast Guard Personnel Service Center's web site: <http://www.uscg.mil/hq/psc/3pm.htm>.

The PPPM will be reprinted, with all changes, in November 2004. See Paragraph 7 of this Notice for ordering procedures.

3. Directives Affected PSCNOTE 5000, BAH, Dependency and Emergency Data Forms and Reports, of 24 October 2003 is cancelled. Its contents have been incorporated into Chapter 5 of the PPPM.

PSCINST M5231.2, Source Data Automation II User Manual is cancelled. The Direct-Access online manual is the official reference for reporting personnel events and transactions.

4. Summary of Changes A side bar in the margin marks the significant changes. Significant changes are summarized as follows.

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DISTRIBUTION - SDL No. 141 (Note: This notice distributed electronically only, see paragraph 7 for ordering reprints)

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*NON-STANDARD DISTRIBUTION:

**4. Summary of
Changes
(cont'd)**

Chapter 1, Title updated to *Personnel and Pay Systems Overview*.
Chapter 1, Page 1-2 thru 1-3; Updated responsibilities.
Chapter 1, Page 1-8 thru 1-11; Added procedures for Authorizing Direct-Access Command Users
Chapter 1, Page 1-12 thru 1-13; Added procedures for Designating Direct-Access SPO and SPO Supervisor Users.
Chapter 1, Page 1-14; Added new section, HRS Role User Designation Criteria.
Chapter 2 - A, Page 2-A-2; Updated PCS transfer process to reflect new Direct-Access procedures.
Chapter 2 - A, Page 2-A-3; Added, Employee Review to Step 9 of the PCS Departing Checklist.
Chapter 2 - A, Page 2-A-5; Updated PCS Reporting Checklist to reflect new Direct-Access procedures.
Chapter 2 - A, Page 2-A-7; Changed the auto stop for BAH w/o Depns to "Stops on the day prior to reporting" vice the day prior to departure.
Chapter 2 - A, Page 2-A-8; Clarified the auto stop description for OCOLA, Dive Pay and OHA.
Chapter 2 - B, Page 2-B-9; Added PSC customer care contact number and email address.
Chapter 2 - B, Page 2-B-11 thru 2-B-12; Updated Signature Proxy and Approving Official information.
Chapter 2 - B, Page 2-B-14; Added a Resources row to the Support Services table.
Chapter 2 - B, Page 2-B-17 thru 2-B-19; Updated travel claim audit procedures and guidelines.
Chapter 2 - B, Page 2-B-20; Removed FAX Transmittal of Travel Claims section and replaced with, FAX of PCS Advance Requests and condensed the procedures.
Chapter 2 - B, Page 2-B-22; Added statement that Blanket Travel Orders cannot cross FYs.
Chapter 2 - B, Page 2-B-23; Added statement that travel claims are not required for Group Travel Orders.
Chapter 2 - B, Page 2-B-24 thru 2-B-25; Renamed section to Leave and Liberty Combined With TDY Travel. Updated Rationale statement.
Chapter 2 - B, Page 2-B-29; Updated CG-4251 block 12 requirements.

Continued on next page

**4. Summary of
Changes
(cont'd)**

Chapter 2 - B, Page 2-B-31; Letter Travel Orders sample updated to reflect new CG Memo.

Chapter 2 - B, Page 2-B-40; Added statement to include original airfare, or commercial travel, receipts with travel claim.

Chapter 2 - C, Page 2-C-2 thru 2-C-4; Updated ADT Process

Chapter 2 - C, Page 2-C-6 thru 2-C-7; Updated Preparation of Annual Screening Questionnaire.

Chapter 2 - D, Page 2-D-6 thru 2-D-8; Updated ADSW-AC Order processing.

Chapter 3 - A, Page 3-A-1; Deleted Recalled RET-2 topic.

Chapter 3 - A, Page 3-A-2 thru 3-A-3; Updated member process requirements for accession.

Chapter 3 - A, Page 3-A-4; Updated prior service accession description.

Chapter 3 - A, Page 3-A-5; Updated recalled retired members payment method.

Chapter 3 - B, Page 3-B-2; Updated intro to indicate TONOs are auto generated upon completion of the separation orders. Request to change the termination date must be submitted to CGPC (epm-1 or opm-1)

Chapter 3 - B, Page 3-B-3; Updated to indicate an SOI must be submitted 60 prior to separation or departure on terminal leave.

Chapter 3 - B, Pages 3-B-5 thru 3-B-8; Updated immediate and priority separation processing procedures. Notable change: CGPC (epm-1 or opm-1) now assigns termination dates.

Chapter 3 - B, Page 3-B-10 thru 3-B-11; Updated routine separation processing procedures.

Chapter 3 - B, Exhibit 2-B-2; Deleted example of Requesting A Document Number and Accounting Data.

Chapter 3 - B, Page 3-B-17 thru 3-B-19; Updated separation checklist to reflect Direct-Access procedures.

Chapter 3 - C, Page 3-C-9; Updated reserve RELAD procedures and reserve integration process to reflect new Direct-Access procedures.

Chapter 3, Page 3-B-14; Updated Enlisted to Cadet processing procedures.

Chapter 4 - B, Page 4-B-2 thru 4-B-4; Warrant Officer Appointment Processes and Checklists updated.

Chapter 4 - C, Page 4-C-2; Updated Training and Educational Accomplishments to reflect Direct-Access procedures.

Chapter 4 - C, Page 4-C-6; Deleted requirement to complete an allotment stop for VEAP refunds.

Chapter 4 - C, Page 4-C-7; Updated amount of MGIB Benefits.

Chapter 5 - A; Renamed section to Designation of Beneficiaries and Emergency Data.

Continued on next page

**4. Summary of
Changes
(cont'd)**

Chapter 5 - A, Page 5-A-2 thru 5-A-3; Added new procedures to designate beneficiaries and emergency contacts. CG-4170A is obsolete, replaced with Direct-Access and CG PSC-2020D, Designation of Beneficiaries form.

Chapter 5 - A, Page 5-A-5; Updated the address for the Office of VGLI.

Chapter 5 - A, Page 5-A-6; Updated SGLI payment process.

Chapter 5 - A, Page 5-A-7; Tightened the wording of opening paragraph of "Procedures for electing coverage of previously declines SGLI". Added "SGLI is increased or restored effective the date the USCG receives the form".

Chapter 5 - A, Page 5-A-8; Updated "Designating the Beneficiary" to reflect member's rights and authorities.

Chapter 5 - A, Page 5-A-9 thru 5-A-11; Updated and clarified the rules for Designating Principal Beneficiaries and the Contingent Beneficiaries. Added section "Changing a Beneficiary and Accepting the SGLV-8286 from the member". Clarified SGLI Family Member Eligibility requirements.

Chapter 5 - A, Page 5-A-13; Added "child SGLI coverage cannot be cancelled". Removed SGLI Family Member cost chart and added a hyperlink the G-WPM website.

Chapter 5 - A, Page 5-A-13; Updated spousal coverage when electing to reduce or decline coverage.

Chapter 5 - A, Page 5-A-14; Updated OSGLI address on the spousal SGLI cancellation letter.

Chapter 5 - B, Page 5-B-1; Added new BAH/Dependency Data Form section to the overview and updated page numbers.

Chapter 5 - B, Page 5-B-3; Updated verification and forms to reflect Direct-Access processes.

Chapter 5 - B, Page 5-B-4 thru 5-B-5; Added BAH/Dependency Data Form section.

Chapter 5 - B, Page 5-B-14; Added statement that the Reserve Family Member ID Card has no authorization for access to military benefits unless accompanied by a set of valid active duty orders or pay voucher.

Chapter 5 - C, Page 5-C-1; Updated overview to reflect new Direct-Access forms and procedures.

Chapter 5 - C, Page 5-C-2 thru 5-C-4; Removed section on CG-4170 and replaced with Annual Verification of BAH, Dependency, Beneficiaries, SGLI and Emergency Contacts.

Chapter 5 - C, Page 5-C-5; Removed requirement to request SOCS for "any prior military service" personnel.

Chapter 5 - C, Page 5-C-8; Deleted provision that units will receive PDIFs quarterly.

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**4. Summary of
Changes
(cont'd)**

Chapter 5 - D, Page 5-D-1; Added E-Resume and TRICARE Selected Reserve Dental Program to the section overview.

Chapter 5 - D, Page 5-D-3; Updated Preparation of CG-2519 forms to reflect Adobe Forms.

Chapter 5 - D, Page 5-D-4 thru 5-D-5; Condensed procedures for carrying over leave in excess of 60 days.

Chapter 5 - D, Page 5-D-13; Replaced E-Assignment Data Card (E-ADC) with E-Resume.

Chapter 5 - D, Page 5-D-17 thru 5-D-18; Requests for changes to name, SSN, DOB or minority designator no longer go to PSC and are now approved at the unit level and input by the SPO.

Chapter 5 - D, Page 5-D-19 thru 5-D-20; Added TRICARE Selected Reserve Dental Program.

Chapter 6 - A, Page 6-A-3; Added “An abbreviated LES is available for members by using the Direct-Access self-service module”.

Chapter 6 - B, Page 6-B-3; Condensed the description for Criteria for Special Payments Due to Nonreceipt of Pay.

Chapter 6 - B, Page 6-B-4; Added new section titled “How special payments are liquidated & posted on the LES.

Chapter 6 - B, Page 6-B-7 thru 6-B-8; Updated advance payments to reflect BAH vice BAQ.

Chapter 6 - B, Page 6-B-9; Updated Death Gratuity information and procedures.

Chapter 6 - C, Page 6-C-2; Removed U.S. Forces Caribbean from Types of Mobile Units.

Chapter 6 - D, Page 6-D-1; Removed Unit Attendance Record section. Updated section overview and page numbers.

Chapter 6 - D, Page 6-D-2; Updated IDT prerequisites.

Chapter 6 - D, Page 6-D-3; Added new section titled “Compensation”.

Chapter 6 - D, Page 6-D-4; Changed reserve orders prep from 2 weeks to 1 month prior to drill dates. Condensed and clarified the IDT process.

Chapter 6 - D, Page 6-D-5 thru 6-D-6; Updated Drill Order rules.

Chapter 6 - D, Page 6-D-7; Updated IDT Drill Order Letter to reflect CG Memo format.

Chapter 6 - D, Page 6-D-8; Added SDAP to Supervisor IDT Endorsement sheet.

Chapter 6 - D, Page 6-D-9; Updated IDT Amendment letter to reflect CG Memo format.

Chapter 6 - D, Page 6-D-10; Terminology updates to the IDT Certification Sheet.

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**4. Summary of
Changes
(cont'd)**

Chapter 6 - D, Page 6-D-13; Added “SPO will take action to correct discrepancies on the reserve retirement point statement”.

Chapter 6 - D, Page 6-D-16; Changed “Notice of Eligibility” to “Notice of Incapacitation Benefits”.

Chapter 7 - A, Page 7-A-1; Changed (HFPAY) to “Special Pay - Duty Subject to Hostile Fire or Imminent Danger (HF/ID)” and Funeral Duty Pay for reservists to “Funeral Honors Duty Allowance for Reservists.

Chapter 7 - A, Page 7-A-2; Added note regarding officer qualification for ACIP.

Chapter 7 - A, Page 7-A-5; Added reference for amount of HDIP.

Chapter 7 - A, Page 7-A-6 thru 7-A-7; Removed HFPAY and inserted Special Pay –Duty Subject to Hostile Fire or Imminent Danger (HF/ID).

Chapter 7 - A, Page 7-A-9 thru 7-A-10; Added processes and procedure for new HDIP-VBSS.

Chapter 7 - B, Page 7-B-1; Changed topic BAS to “Refund for Missed Meals – Discounted Meal Rate (DMR)”.

Chapter 7 - B, Page 7-B-2; Updated references and processes to reflect Direct-Access procedures.

Chapter 7 - B, Page 7-B-3; Updated FSA-R definition.

Chapter 7 - B, Page 7-B-10; Added explanation of who is entitled to the Officer Uniform Allowance and how to they will receive it.

Chapter 7 - C, Page 7-C-2; Updated references and qualifying areas for the savings deposit program.

Chapter 7 - C, Page 7-C-4; Added instruction to forward the allotment worksheet for the savings deposit program to PSC (MAS) vice SPO.

Chapter 7 - D, Page 7-D-3; Updated taxability of CSB Payments section.

Chapter 8 - A, Page 8-A-5; Updated references and nonreceipt of allotment procedures.

Chapter 8 - A, Page 8-A-6; Added new PSC E-mail address.

Chapter 8 - B, Page 8-B-3; Updated changing state of legal residence procedure.

Chapter 8 - B, Page 8-B-11; The dollar amount was increased under Amount of Combat Tax Exclusion to \$6,090.90.

Chapter 8 - B, Page 8-B-13; Block 13.Q was dropped from General information regarding the IRS Form W-2. Block 13.Q is no longer included on the W-2 form.

Chapter 8 - B, Page 8-B-14; PSC will reissue W-2 within 7 business days vice 14 days. Removed E-mail example for requesting a corrected W-2.

Chapter 8 - B, Page 8-B-15; Changed option to request changes to FITW or SITW via Rapidraft Letter to Memo.

Chapter 8 - C, Page 8-C-4; Added note to Step 1 of TSP action column.

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**4. Summary of
Changes
(cont'd)**

Chapter 8 - C, Page 8-C-6; Added Note to changing TSP contributions.
Chapter 8 - C, Page 8-C-7; Added instructions for TSP Catch-Up Program.
Chapter 9 - A, Page 9-A-2; Added new section “Overpayment collection – Reserves not on active duty”.
Chapter 10 - A, Page 10-A-2; Changed references for Administrative Remarks, updated policies and procedures, and changed example entries.
Chapter 10 - A, Page 10-A-5 thru 10-A-8; Updated screen shots. Removed old Evaluation section and replaced with new one.
Chapter 10 – B, Page 10-B-15; Updated to reflect new Direct-Access procedures.
Chapter 11, Page 11-2; Updated to reflect Direct-Access procedures.
Chapter 11, Page 11-12; Added section HDIP-VBSS to pay entitlements when mobilized.
Chapter 11, Page 11-14 thru 11-15; Added HDIP-VBSS to mobilization chart and updated notes.
Chapter 11, Page 11-16; Added info regarding advances on Blanket Orders.
Chapter 11, Page 11-23 thru 11-29; Updated Mobilization checklist and procedures.
Chapter 11, Page 11-32; Updated mobilization of retirees checklist to reflect new Direct-Access Rehire procedure.
Chapter 11, Page 11-33; Deleted section stating reservists are not entitled to Lodging Plus Per Diem for leave days.
Chapter 11, Page 11-44; The Unit Data Report has been deleted as part of Direct-Access release 11.
Chapter 11, Page 11-45 thru 11-53; Updated Extension and Demobilization procedures to reflect new Direct-Access processes. SOI for demobilization must be submitted at least 45 days prior to separation or departure on terminal leave.
Enclosure (1); Added information for accessing form on PSC’s web site and CGSWSIII. PSC forms and worksheets are no longer published in this enclosure.
Enclosure 4; Updated to reflect current correspondence standards. Added Reserve Thank You letter.

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4. Summary of Changes (cont'd)

Enclosure 6; Eliminated Advancement and Reduction Administrative Remarks pages 3,4 and 10; information is be stored in the competencies. Eliminated, Performance and Discipline #'s 13-19. IAW ALCOAST 354/02 states that 3307's are no longer required for enlisted evaluations.

Enclosure 7; Updated Casualty Reporting procedures.

Enclosure 8; Establishes the Direct-Access online manual as the official reference for maintaining personnel data.

Appendix B; Removed. ID Card/DD-1172 preparation instructions are published in COMDTINST M5512.1(series).

Appendix F; Renamed appendix to "LES Information". Incorporated new LES sections 'LES Review and Validation', "Leave and Errors on the LES" and "Explanation of Complex Areas on the LES" from the SDA-II User manual

5. Procedure Remove and insert the following pages.

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| Enclosure (1), Page E-1-1 thru E-1-2 and all forms and worksheets | Enclosure (1), Page E-1-1 thru E-1-2 |
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| Vacant | Enclosure (8), Page E-8-1 thru E-8-4 |
| Appendix B, Page B-1 and 1 thru 139 | N/A - Vacant |
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6. Forms and Reports

CG PSC forms are available on the internet at <http://www.uscg.mil/hq/psc/forms/>.

Other forms referenced in this Manual are available in USCG Electronic Forms on SWSIII or on the Internet at <http://www.uscg.mil/ccs/cit/cim/forms1/>.

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**7. Printed
Copies**

Printed copies of the PPPM (reprint of original including all changes) may be requested from the Personnel Service Center. Requests may be sent or faxed to:

Commanding Officer (P&D)
U. S. Coast Guard Personnel Service Center
444 SE Quincy Street
Topeka, KS 66683-3591
Fax: 785-339-3772
E-Mail: PSC-PRC@hrsic.uscg.mil

Requests for printed copies must be received by PSC (P&D) not later than 1 November 2004. Afloat units will automatically be mailed one copy of the reprint. No request is necessary unless additional copies are desired.

**8. Comments and
Recommendations**

Comments or recommendations may be submitted by returning the comment form in Enclosure (11) of the manual.

/s/
R. A. ROOTH



HRSICNOTE 1000
10 June 2003

CANCELLED:
10 June 2004

HUMAN RESOURCES SERVICE AND INFORMATION CENTER NOTICE 1000

Subj: CH-9 TO HRSICINST M1000.2A, PERSONNEL AND PAY PROCEDURES MANUAL (PPPM)

1. Purpose This notice publishes changes to HRSICINST M1000.2A, Personnel and Pay Procedures Manual (PPPM).

2. Action Addressees shall enter page changes as indicated in the Procedure section of this Notice. The need to promulgate the information contained in this change in a timely manner precludes utilization of traditional, paper-based, distribution methods.

3. Directives Affected None

4. Summary This change adds Chapter 11, Reserve Mobilization. This chapter provides pay and personnel procedures for reserve mobilization and demobilization. This chapter also provides checklists, guides, and information required to complete the tasks associated with reserve mobilization and demobilization.

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*NON-STANDARD DISTRIBUTION: See page 2

5. Procedure Remove and insert the following pages.

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| N/A | Chapter 11, Pages 11-1 thru 11-51 |

6. Comments and Recommendations Comments or recommendations may be submitted by E-mail to “HRSIC-PRC@hric.uscg.mil” or by returning the comment form on Enclosure (11) of the manual.

/s/
M. P. SULLIVAN
Acting

Nonstandard distribution: E:b (PERSRUs), C:n

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HRSICNOTE 1000
16 June 2002

HUMAN RESOURCES SERVICE AND INFORMATION CENTER NOTICE 1000

Subj: CH-8 TO HRSICINST M1000.2A, PERSONNEL AND PAY PROCEDURES MANUAL (PPPM)

Purpose This notice publishes changes to HRSICINST M1000.2A, Personnel and Pay Procedures Manual (PPPM).

Action Addressees shall enter page changes as indicated in the Procedure section of this Notice.

Summary A side bar in the margin marks the significant changes. Significant changes are summarized as follows:

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| C | 3 | 3 | | 2 | 2 | 2 | 1 | | 1 | | 10 | 2 | 1 | 3* | | | 2 | 2 | | 1 | | 2 | 1 | 1 | 1 | 1 |
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*NON-STANDARD DISTRIBUTION: See page 6

- Changes**
- Chapter 2, Page 2-A-1 thru 2-A-8; Various changes reflecting BAS reform and CGHRMS implementation; Medical Manual, COMDTINST M6000.1B announced implementation of direct mailing of health records from CG Clinic or independent duty Health Services Technician to the receiving medical facility.
 - Chapter 2, Page 2-B-7 thru 2-B-8; Adds User Identification and Password to “Critical Elements” of the Unit Travel System (UTS) Process.
 - Chapter 2, Page 2-B-13 thru 2-B-14; Updates process for designation and procedure to designation a UTS AO.
 - Chapter 2, Page 2-B-29 thru 2-B-32; Changes reflecting BAS reform.
 - Chapter 2, Page 2-B-37 thru 2-B-40; Changes reflecting BAS reform.
 - Chapter 2, Page 2-B-44 thru 2-B-49; Renumbered only.
 - Chapter 3, Pages 3-B-1 thru 3-B-26; Numerous changes to policy reflecting changes implemented by the launch of CGHRMS.
 - Chapter 3, Pages 3-B-5 and 3-B-7; Ensure members receive Thrift Savings Plan (TSP) Withdrawal package.
 - Chapter 3, Pages 3-B-20 and 3-B-25; Ensure members receive Thrift Savings Plan (TSP) Withdrawal package.
 - Chapter 4, Pages 4-C-1 thru 4-C-4; Changes reflect upgrades to CGHRMS in Competencies dimension.
 - Chapter 4, Page 4-C-11 thru 4-C-12; Changes reflect upgrades to CGHRMS in Competencies dimension.
 - Chapter 5, Page 5-A-1 thru 5-A-2; Removes direction to notify insurance companies in case of death.
 - Chapter 5, Pages 5-A-7 thru 5-A-20; Various changes to policy on completion and distribution of SGLV-8285 and SGLV-8286. Addition of section on SGLI Family coverage. Reflects changes to casualty reporting examples in Enclosure 7.
 - Chapter 5, Pages 5-C-3 thru 5-C-6; Various changes to policy reflecting CGHRMS implementation.
 - Chapter 5, Page 5-C-9; The memorandum has replaced the rapidraft letter as the standard of communication.
 - Chapter 5, Pages 5-D-11 thru 5-D-12; Various changes to policy reflecting CGHRMS implementation.
 - Chapter 6, Page 6-A-1 and 6-A-2; Changes to payment delivery method options. Members should be encouraged to use CGHRMS Self Service to change direct deposit information.

Continued on Next Page

16 June 2002

Changes,
continued

Chapter 6, Page 6-C-1 thru 6-C-6; Mobile units as of October 1, 2001 are authorized Level 1 CSP. Special and advance payments to deployed personnel are no longer necessary as all members are required to utilize direct deposit.

Chapter 7, Page 7-A-5 and 7-A-6; Effective November 17, 1998, Hostile Fire Imminent Danger Pay is not prorated for members separating during a qualifying month. Entitlement is paid for the full month regardless of subsequent separation.

Chapter 7, Page 7-B-1 thru 7-B-2; Replaces procedure for reporting missed meals.

Chapter 7, Page 7-B-7 thru 7-B-8; Changes reflecting BAS reform.

Chapter 7, Page 7-C-1 thru 7-C-2; Includes new areas (Operation Enduring Freedom) eligible for Savings Deposit Program effective 1 January 2002.

Chapter 7, Pages 7-D-1 thru 7-D-5; Various changes to CSB program.

Chapter 8, Pages 8-A-1 thru 8-A-6; Various changes to policy reflecting CGHRMS implementation.

Chapter 8, Pages 8-B-1 thru 8-B-4; Directs those members with access to CGHRMS to update Federal and State Income Tax information in CGHRMS.

Chapter 8, Page 8-B-7 thru 8-B-8; Active Duty members who are residents of Minnesota are now exempt from state taxes while stationed outside the state.

Chapter 8, Page 8-B-11 thru 8-B-12; Raises ceiling amount of taxable military pay exclusion for duty in combat zone. Changes reflecting implementation of CGHRMS.

Chapter 8, Pages 8-C-1 thru 8-C-7; Section on Thrift Savings Plan (TSP).

Chapter 9, Page 9-A-5 thru 9-A-6; UDC will deduct payment for uniforms from member's pay via PMIS/JUMPS input with exception of emergency uniform issuances which are collected via submission of a PAA.

Chapter 10, Pages 10-A-1 thru 10-A-9; Introduces Enlisted Employee Review Worksheet (EERW) in place of Enlisted Performance Evaluation Form (EPEF).

Enclosure 4, Page E-4-1 thru E-4-9; Includes section on Thrift Savings Plan (TSP) in letter to members separating from the Coast Guard; require EMPLID vice Social Security Number on CG correspondence; various changes reflecting CGHRMS implementation; CG standard correspondence is now Memorandum vice Basic Letter.

Enclosure 6, Page E-6-7 thru E-6-8; Changes to names of rates and addition of IT rating to list of rates restricted to members without U.S. citizenship. Changes to names of rates restricted to those members diagnosed as color blind.

Continued on Next Page

16 June 2002

Changes,
continued

Enclosure 6, Page E-6-11 thru E-6-14; Changes to referenced sections of Personnel Manual. A&R-2 on page E-6-14 changed to reflect new policy of indefinite reenlistments for those members with 10 years of service.

Enclosure 6, Page E-6-17 thru E-6-18; Corrects reference to Personnel Manual for CG-3307, Advancement and Reduction (A&R-10).

Enclosure 6, Pages E-6-39 thru E-6-44; Includes requirement for counseling members on Thrift Savings Plan (TSP).

Enclosure 6, Pages E-6-47 thru E-6-50; Includes requirement for counseling members on Thrift Savings Plan (TSP); new entries on SELRES Enlisted Bonus Program.

Enclosure 7, Pages E-7-1 thru E-7-8; Various policy and procedural changes to Casualty Reporting.

Enclosure 8, Pages E-8-1 thru E-8-66; School codes available in CGHRMS.

Enclosure 10, Pages E-10-1 thru E-10-11; Award codes available in CGHRMS.

Appendix C, Page C-43 thru C-44; Note regarding deductible time for leave following TAD periods when career sea pay stops.

Appendix C, Page C-43 thru C-44; Corrects computation of Creditable Sea Duty. Leave taken en route to TAD is not deductible for Sea Pay purposes.

Appendix F, Page F-3 thru F-8; Various changes and additions as a result of BAS reform. Adds contributions to Thrift Savings Plan (TSP) to list of possible DEDUCTIONS in block 27 of the LES.

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Procedure,
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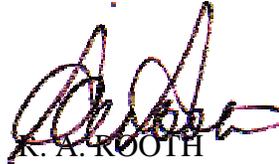
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| Enclosure 1, CG HRSIC-2020 | Enclosure 1, CG HRSIC-2020 |
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16 June 2002

5. **Comments and Recommendations:** Comments or recommendations may be submitted by E-mail to “HRSIC-PRC@hrrsic.uscg.mil” or by returning the comment form on Enclosure (11) of this manual.



K. A. ROTH

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HRSICNOTE 1000
24 July 2001

HUMAN RESOURCES SERVICE AND INFORMATION CENTER NOTICE 1000

Subj: CH-7 TO HRSICINST M1000.2A, PERSONNEL AND PAY PROCEDURES MANUAL (PPPM)

Purpose This notice publishes changes to HRSICINST M1000.2A, Personnel and Pay Procedures Manual (PPPM).

Action Addressees shall enter page changes as indicated in the Procedure section of this Notice.

Summary The significant changes are marked by a side bar in the margin. Significant changes are summarized as follows:

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| H | | | | | | | | | | | | | | | | | | | | | | | | | | |

*NON-STANDARD DISTRIBUTION: See page 6

Changes Chapter 1, Pages 1-1 thru 1-4; Replaced references to PMIS/JUMPS with "CGHRMS". Updated to reflect policy changes.

Chapter 2, Page 2-A-3; Changed reference in Step 2. Added requirement for member screening prior to transfer to semi-isolated units.

Chapter 2, Page 2-A-5; Changed reference in Steps 7 thru 9.

Chapter 2, Page 2-B-1 thru 2-B-50; Rewrite of Section 2-B to reflect changes in policy and procedures.

Chapter 2, Pages 2-C-1 and 2-C-6 thru 2-C-7; Moved sections regarding disability processing to 6-D.

Chapter 3, Pages 3-B-3 thru 3-B-8; Updated HRSIC's phone and fax numbers.

Chapter 3, Page 3-B-13; Updated HRSIC's phone and fax numbers.

Chapter 3, Page 3-B-18; Removed references to CFTRR.

Chapter 3, Pages 3-B-19 and 3-B-20; CG-3698A replaced with E-ADC. Updated HRSIC's fax number. Changed reference in Step 18 to Chapter 2-B vice Appendix (E).

Chapter 3, Pages 3-B-23 thru 3-B-26; Removed references to Appendix (A). Updated HRSIC phone numbers as applicable. Removed RET-3 category.

Chapter 3, Pages 3-B-23 thru 3-B-26; Removed references to CFTRR.

Chapter 4, Pages 4-C-1 thru 4-C-3; Changed to reflect input of Training and Education in CGHRMS.

Chapter 5, Pages 5-B-4 thru 5-B-7; Replaced with information on TRICARE Dental Program.

Chapter 5, Pages 5-C-1 and 5-C-3; Changed Table of Contents for section. Changed criteria for requesting SOCS.

Chapter 5, Pages 5-D-20 thru 5-D-21; Removed. SELRES and IRR now covered by TRICARE Dental Program.

Chapter 6, Pages 6-B-6 and 6-B-7; Removed any reference to "Advance Pay and Allowances".

Chapter 6, Page 6-C-1; Removed references to 6-C-2 and 6-C-3.

Chapter 6, Pages 6-C-2 and 6-C-3; Removed.

Chapter 6, Pages 6-C-9 and 6-C-11; Changed to reflect payments by PERSRUs vice ACOs; added requirement to notify HRSIC (MAS) prior to issuing payments.

Chapter 6, Pages 6-D-1 and 6-D-21 thru 6-D-23; Added section on disability processing. Various changes to and regarding processes.

Chapter 7, Pages 7-B-1 and 7-B-8 thru 7-B-9; Added section on Family Subsistence Supplemental Allowance (FSSA).

Chapter 7, Pages 7-D-1 thru 7-D-5; Added section on Career Status Bonus (CSB).

Chapter 8, Pages 8-B-4 thru 8-B-9; Updated state tax information.

Enclosure (1), DD Form 2494 & DD Form 2494-1; Removed IAW ALPERSRU V/00 & ALCOAST 055/01.

Enclosure (1), CG HRSIC-1160; Removed HRSIC-1160 IAW ALCOAST 003/01.

Enclosure (1), CG HRSIC-2000; Changed POV section; removed reference to government Impact Visa card. Removed option for and definition of Advance Pay and Allowances. Added block for selection of Advance TLE.

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**Changes
(cont.)**

Enclosure (1), CG HRSIC-2001; Changed "foreign duty pay" to "hardship location duty-pay"; added steps #9, #23, and #24. Removed reference to "Advance Pay and Allowances".

Enclosure (1), CG HRSIC-2002; Updated CG Human Resources Management System Assignment Data Worksheet.

Enclosure (1), CG HRSIC-2003; Changed language in "Authorized Travel Time" block. Remainder of formula must be "at least" 51 miles vice "exceed" 51 miles. Also, added note that states travel and proceed time are not authorized in conjunction with retirement or separation. Added section on Advance TLE.

Enclosure (1), CG HRSIC-2010; Removed option for and definition of Advance Pay and Allowances. Added block for selection of Advance TLE.

Enclosure (1), CG HRSIC-2015; Updated Pay Delivery Worksheet.

Enclosure (1), CG HRSIC-2040; Removed address section. All allotments are EFT only. Added new Additional MGIB allotment. Amended "I" allotment to read "life insurance" vice "insurance".

Enclosure (1), CG HRSIC-2045; Removed reference to CFTRR IAW ALCOAST 003/01.

Enclosure (1), CG HRSIC-2075; Family Subsistence Supplemental Allowance (FSSA) Application.

Enclosure (1), CG HRSIC-2426; Career Status Bonus (CSB) Election.

Enclosure (1), CG HRSIC-5100; Modified monetary amount listed in Claim Code E.

Enclosure (1), CG HRSIC-7421; UTS Approving Official (AO) Designation.

Enclosure (1), CG HRSIC-7421/2; CGHRMS User Access Authorization/Revocation.

Enclosure (4), Page E-4-7; Amended section on DD Form 214 to include contact addresses for obtaining copies 6 months after separation.

Enclosure (5), Pages E-5-7 thru E-5-17; The 7.5 release of CGHRMS has taken ownership of certain data previously found on PDIF.

Enclosure (5), Page E-5-12; Removed references to Qual Test and Score.

Enclosure (6), Page E-6-22; Changed reference from Personnel Manual. Section dealing with UCMJ is 8-A vice sections 8-B and 8-M.

Enclosure (6), Page E-6-37; Included section on SRB's.

Enclosure (6), Page E-6-38; Removed reference to CFTRR IAW ALCOAST 003/01.

Enclosure (6), Page E-6-47; Requirement for SRB counseling on 14th anniversary removed IAW ALCOAST 049/00.

Enclosure (10), Pages E-10-5 and E-10-7; Changed points awarded for Secretary's Award of Outstanding Achievement and for Secretary's Award for Meritorious Achievement.

Appendix A; Removed Your Guide to Retirement, HRSICINST M1800.5B.

Appendix E; Removed The Traveler's Guide to Successful Claims Processing, HRSICPUB 4600.

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5. **Comments and Recommendations:** Comments or recommendations may be submitted by E-mail to “HRSIC-PRC@hrrsic.uscg.mil” or by returning the comment form on Enclosure (11) of this manual.



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HRSICNOTE 1000
1 December 2000

HUMAN RESOURCES SERVICE AND INFORMATION CENTER NOTICE 1000

Subj: CH-6 TO HRSICINST M1000.2A, PERSONNEL AND PAY PROCEDURES MANUAL (PPPM)

Purpose This notice publishes changes to HRSICINST M1000.2A, Personnel and Pay Procedures Manual (PPPM).

Action Addressees shall enter page changes as indicated in the Procedure section of this Notice.

Summary The significant changes are marked by a side bar in the margin. Significant changes are summarized as follows:

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*NON-STANDARD DISTRIBUTION: See page 6

Changes

Chapter 1, Page 1-13; Added DD Form 139 to list of forms referenced.

Chapter 2, Page 2-A-2; All references to CG-3698A changed to "E-ADC"; ETO changed to "Airport Terminal".

Chapter 2, Pages 2-A-4 thru 2-A-5; The Personnel Security Record (CG-5274) is no longer used. Removed requirement to send medical records via the PERSRU. Replaced all references to CG-3698A with E-ADC.

Chapter 2, Pages 2-A-6; Removed "upcoming change" from reference.

Chapter 3, Page 3-A-3; IAW SDAII Manual, the discharging PERSRU is responsible for transmitting discharge transaction from active duty AND the accession transaction for immediate enlistment in the Reserves.

Chapter 3, Page 3-B-18; CG-3698A replaced with E-ADC.

Chapter 3, Page 3-C-9; CG-3698A replaced with Electronic Assignment Data Card (E-ADC).

Chapter 5, Pages 5-A-1 thru 5-A-6; Removed "SGLI" from title of section. Updated step-by-step description on pages 5-A-4 thru 5-A-6.

Chapter 5, Pages 5-C-1 and 5-C-2; Updated to reflect the correct blocks on the CG-4170A. Added rule that if member with dependents fails to verify CG-4170A prior to 30 November, BAH entitlement will no longer be stopped. It is instead changed to BAH without.

Chapter 5, Page 5-C-7; PMIS is no longer updated with security clearance data. That information is entered into CGHRMS now.

Chapter 5, Page 5-D-1; Updated Section Overview.

Chapter 5, Page 5-D-13 thru 5-D-14; CG-3698A is replaced with E-ADC.

Chapter 6, Page 6-C-12; Changed responsible office to MAS.

Chapter 6, Pages 6-D-19 and 6-D-20; Changed reporting procedures for discrepancies on Annual Reserve Retirement Point Statements.

Chapter 9, Pages 9-B-2 and 9-B-3; Included time frame for action to be completed during waiver/remission process.

Chapter 10, Pages 10-B-4 and 10-B-6; Added requirement to notify Travel Charge Card Representative once a member has been UA for over 24 hours.

Enclosure (1), Page E-1; Added new forms HRSIC-2002 and HRSIC-7421.

Enclosure (1), CG HRSIC-1900; Removed incorrect reference to DLA from bottom margin of page.

Enclosure (1), CG HRSIC-2000; Referenced JFTR. Added selection of type of household goods move.

Enclosure (1), CG HRSIC-2002; Added CG Human Resources Management System Assignment Data Worksheet.

Enclosure (1), CG HRSIC-2030; Included reference to eligibility requirements for advancement.

Enclosure (1), CG HRSIC-2040; Moved signature block and Privacy Act Statement to front of form.

Continued on next page

**Changes
(continued)**

Enclosure (1), CG HRSIC-2045; Clarified in Separation Section requirement for physical within one year prior to release, discharge, or retirement.

Enclosure (1), CG HRSIC-2070; Changed TONO and ACCT DATA blocks.

Enclosure (1), CG-HRSIC-5100, Updated form to reflect new officer uniform allowance rates.

Enclosure (1), CG HRSIC-7421; New form. CGHRMS User Access Authorization/Revocation.

Enclosure (4), Page E-4-7, Removed "Once A Veteran" pamphlet as an enclosure. The VA no longer prints this document.

Enclosure (6), Page E-6-1, Changed page numbers on SRB section due to addition of two new Separation Page 7's.

Enclosure (6), Page E-6-3; Deleted statement outlining requirement to use the sequential numbers assigned to each CG-3307 entries. The requirement for header information is already indicated in the latest COMDTINST 1000.14B.

Enclosure (6), Page E-6-6, Modified wording of Accession (ACC-3) entry.

Enclosure (6), Page E-6-21; Removed specific examples from Page 7 entries to highlight the fact that these are general entries and not subject specific.

Enclosure (6), Page E-6-42 and E-6-43; Added sample Page 7 entries for separation for members with ongoing medical complications.

Enclosure (8), E-8-1 thru E-8-66, Updated list of school codes.

Enclosure (9), E-9-2 thru E-9-5; Updated list of foreign countries and their abbreviation codes.

Change 2 to HRSICINST M1800.5B, Your Guide To Retirement

Appendix A, Cover & Table of Contents; Added Delta Dental toll free number to inside of cover. Updated table of contents.

Appendix A, Pages 5-1; Added new topic: "Special Compensation for Severely Disabled Uniform Services Retirees"; changed topic heading.

Appendix A, Pages 5-16 and 5-17; Added page "Special Compensation for Severely Disabled Uniform Services Retirees". Changed heading on page 5-17 to "Dual Compensation or Level V Restrictions" and added statement on discontinuance of offset from military retired pay for dual compensation.

Appendix A, Pages A-1 and A-2; Reissued to reflect correct change number (CH-1) in footer. Previously issued as "CH-5".

Resume Change 6 to PPPM

Appendix B, Replaced entire appendix with DOD modified version. Note that affective date is the same as previous version. Content has not changed but layout was improved.

Index, Page I-1 thru I-7, Updated index.

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| Enclosure 1, CG HRSIC-2045 | Enclosure 1, CG HRSIC-2045 |
| Enclosure 1, CG HRSIC-2070 | Enclosure 1, CG HRSIC-2070 |
| Enclosure 1, CG-HRSIC-5100 | Enclosure 1, CG-HRSIC-5100 |
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5. **Comments and Recommendations:** Comments or recommendations may be submitted by E-mail to “HRSIC-PRC@hnsic.uscg.mil” or by returning the comment form on Enclosure (11) of this manual.

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HR SICNOTE 1000

HUMAN RESOURCES SERVICE AND INFORMATION CENTER NOTICE 1000

Subj: CH-5 TO HR SICINST M1000.2A, PERSONNEL AND PAY PROCEDURES MANUAL
(PPPM)

Purpose This notice publishes changes to HR SICINST M1000.2A, Personnel and Pay Procedures Manual (PPPM).

Action Addressees shall enter page changes as indicated in the Procedure section of this Notice.

Summary The significant changes are marked by a side bar in the margin. Significant changes are summarized as follows:

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*NON-STANDARD DISTRIBUTION: See page 6

Changes

Chapter 1, Pages 1-7 thru 1-8; Second class petty officers authorized “by direction” authority with certain restrictions to sign forms and worksheets and for designation as Payment Approving Officials to sign PMIS/JUMPS transactions. Specification required on CG HRSIC-7210 of PAO authority granted to second class petty officers.

Chapter 2, Page 2-A-2 thru 2-A-3; Changed the name of CG HRSIC-2000 from PCS Departing Worksheet to PCS Departing/Separation Worksheet. Step 4 of PCS Departing Checklist changed to reflect and include ALCOAST 049/00

Chapter 2, Pages 2-B-1; Changed page number of TDY Checklist.

Chapter 2, Pages 2-B-22 thru 2-B-23; Updated example of TQC message.

Chapter 3, Page 3-B-18; Added ALCOAST 049/00 to reference listing of Step 1.

Chapter 3, Page 3-B-19; Added CG HRSIC-2000 PCS Departing/Separation Worksheet and CG HRSIC-2003 PCS Entitlements Worksheet to Step 5.

Chapter 3, Page 3-B-20; Modified step 11 by removing cancelled form CG-5274 as part of Final Termination Briefing and updated reference.

Chapter 3, Page 3-B-23; Added note regarding availability of retirement forms on HRSIC Website.

Chapter 3, Page 3-B-26; Noted instance in which reservists may be involuntarily transferred to RET-2 status.

Chapter 3, Pages 3-C-2 thru 3-C-10; Assigned responsibility for SRB calculation to HRSIC (MAS) vice (SES).

Chapter 3, Page 3-C-3; Allowed Reservists to reenlist up to 90 days prior to expiration of enlistment vice 60 days. Entered note regarding PMIS Code replacement of Page 7 requirement as outlined in ALCOAST 049/00.

Chapter 5, Page 5-A-9; Reserve SGLI will be administratively terminated due to non-payment at the end of 5 months vice 2 months.

Chapter 5, Page 5-C-2; Changed distribution of CG-4170 to reflect distribution changes made in change 4 of this manual.

Chapter 5, Page 5-C-3 thru 5-C-4; Included pay base date and/or active duty base date discrepancies as a basis for requesting immediate adjustment to Statement of Creditable Service. Changed steps completed by unit and PERSRU.

Chapter 5, Page 5-C-5; Added E-mail to Unit PDIF transmission options.

Chapter 5, Pages 5-D-4 thru 5-D-5; Designated HRSIC (MAS) to screen requests to carry over 60 days LV and forwards eligible requests to COMDT (G-WPM-1).

Chapter 5, Page 5-D-11; Changed disposition of Mailing Address Change for retired members.

Chapter 6, Page 6-D-6; Modified language in the Rules for Reporting Drills.

Eliminated requirement for CO’s letter justifying untimely submission of drills over 90 days old.

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**Changes
(cont.)**

Chapter 6, Page 6-D-14; Eliminated requirement for CO's letter justifying untimely submission of drills over 90 days old.

Chapter 7, Pages 7-A-1 and 7-A-8; Added Funeral Duty Pay for Reservists as established in ALCOAST 244/99.

Chapter 7, Pages 7-C-1 thru 7-C-5; Established guidelines, rules, and procedures for Savings Deposit Program.

Chapter 8, Pages 8-B-4 thru 8-B-9; Updated State Tax Listing.

Chapter 10, Page 10-B-4; Changed reference numbers.

Enclosure (1), E-1-1 thru E-1-2; Updated list.

Enclosure (1), DD Form 2648; Revised by DOD November 1999.

Enclosure (1), CG HRSIC-1900; Added retired pay projection Website link.

Enclosure (1), CG HRSIC-2000; Changed various sections to reflect authorized entitlements for PCS transfer and Separations. Changed wording of POV Information section to reflect only one authorized POV shipment.

Enclosure (1), CG HRSIC-2001; Amended revision date of form.

Enclosure (1), CG HRSIC-2003; Removed block for "Current PDS". Removed reference to JFTR in DLA block. Amended block on Authorized Travel Time. Included sections for Alaskan Marine Highway System and OCONUS mileage.

Enclosure (1), CG HRSIC-2025; Added effective date of change in BAH status.

Enclosure (1), CG HRSIC-2045; Added "CO's recommendation signature" block for extension/reenlistment. Specified "Discharge/RELAD only" for selection of travel destination. Included block for vacating government quarters. Corrected order in which terminal leave is counted for retirements. Added note for retirements regarding input into SDA II of periods at processing point and permissive temporary duty dates.

Enclosure (1), CG HRSIC-2070; Amended revision date on form.

Enclosure (6); Updated to reflect current procedures as discussed in COMDTINST 1000.14B. Removed "Progressing" option from A&R-10.

Enclosure (7), Page E-7-1; Added "FOUO" to CASREP message example.

Enclosure (10), Pages E-10-5 and E-10-8; Added Physicians Assistant/Nurse Practitioner Insignia. Changed "Secretary's Award for Meritorious Achievement" to "silver" vice "gold".

Appendix A, Page A-1; Included information on availability of forms on HRSIC Website.

Appendix A, Page A-25; Added retired pay projection Website link to CG HRSIC-1900.

Appendix E; Changed various pages to reflect new travel policies. This is Change 1 to The Traveler's Guide to Successful Claims Processing.

Appendix F; Changed text to reflect current terminology.

Index, Pages I-1 thru I-7; Updated the Index pages.

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Continued on Next Page

5. **Comments and Recommendations:** Comments or recommendations may be submitted by E-mail to “HRSIC-PRC@hric.uscg.mil” or by returning the comment form on Enclosure (11) of this manual.

G. E. SENA

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HRNICNOTE 1000

HUMAN RESOURCES SERVICE AND INFORMATION CENTER NOTICE 1000

Subj: CH-4 TO HRNICINST M1000.2A, PERSONNEL AND PAY PROCEDURES MANUAL (PPPM)

Purpose This notice publishes changes to HRNICINST M1000.2A, Personnel and Pay Procedures Manual (PPPM).

Action Addressees shall enter page changes as indicated in the Procedure section of this Notice.

Summary The significant changes are marked by a side bar in the margin. Significant changes are summarized as follows:

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*NON-STANDARD DISTRIBUTION: See page 6

Changes

Signature of Responsible Officer, Page 1-8 Added E5's to list of members eligible to be designated at Payment Approving Officials (PAO) IAW COMDTINST M7210.1 (series), page 1-3.

Forms Referenced in this Manual, Page 1-1 Removed Reserve Assignment Request and Orders, CG-5525, which has been replaced by the Assignment Data, CG-3698A.

Permanent Change of Station, Pages 2-A-1 thru 2-A-7 Updated the procedures before a PCS transfer.

Temporary Additional Duty, Pages 2-3 Rewrite of entire section to reflect current procedures established by HRSIC (travel) business line.

Active Duty For Training, Pages 2-C-1 thru 2-C-9 Update the ADT process for reserve members, amendments and preparation for Annual Screening Questionnaire.

Recalled Retired Members, Pages 3-A-3 thru 3-A-4 Clarified the payment procedures for retired members recalled to duty.

Separations Process, Pages 3-B-1 thru 3-B-28 Updated the separation process. Corrected submission time of pre-discharge interviews to 6 months. Corrected submission time of Assignment Data form to six months prior to separation.

Immediate Enlistment in the CG Reserve Upon Discharge, Page 3-1 Removed references to form CG-5525 which has been replaced by the Assignment Data Form, CG-3698A.

Training and Educational Accomplishments, Page 4-C-3 Removed "Reserve Information Worksheet" as prescribed form for reporting reserve educational accomplishments due to previous cancellation of form in change 3 to 3PM. Added "Record Of Professional Development, CG-4082 as an optional form for reporting accomplishments and entry in official record.

BAH/Dependency/Emergency Data and SGLI Validation (CG-4170A), Section 5-A; Removed references to recording SGLI dependents on CG-4170A, as this is no longer required. Updated 5-A-7 and 8 to reflect current policy for Reserve coverage under SGLI. Made corrections to signature and distribution requirements of the SGLV-8286 and CG-4170A.

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**Changes
(cont.)**

Family Member Dental Plan, Pages 5-B-4 and 5-B-5; Included reference to OCONUS coverage. Necessitates intent on the part of the member to remain on active duty. Stipulates active duty obligation for reservists enrolling in the program.

Transcript of Sea Service (TOSS), Page 5-C-8; Deleted Size and tonnage of each vessel and replaced with Shaft Horsepower.

Preparation of the DD Form 2 CG and DD Form 2, Page 5-D-8; Updated referenced location of Geneva Convention Categories.

Personnel Administration, Page 5-D-1 Updated disposition for Reporting Change in Mailing Address for reservists.

Permissive Travel Authorization, Page 5-D-11; Included note suggesting members on house hunting orders take certified copies of LES.

Annual Reserve Retirement Point Statement, Page 6-D-19 and 6-D-20; Changed office of responsibility from CST to SES for monthly and annual reserve retirement point statements.

Allotment Check-off List, Page 8-A-3; Allows member multiple allotments to the same payee with certain provisions.

State Tax Listing, Page 8-B-4 through 8-B-9; Added new chart giving World Wide Web addresses for obtaining tax info/documents. Added new phone numbers of state tax offices. Added note regarding Connecticut requirement for yearly certification of tax exemption.

Forms and Worksheets, Page E-1-1 Added new form, CG HRSIC-2003, PCS (JFTR, Chap 5) Entitlements Worksheet.

Preparation Counseling Checklist, DD Form 2648; The form has been updated by the DOD.

PCS Departing Worksheet, CG HRSIC-2000, Enclosure (1) Updated the PCS departing Worksheet.

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**Changes
(cont.)**

Departing TDY or PCS/TEMDUINS TO “A” School Worksheet, CG HRSIC-2001, Enclosure (1) Revised description in the “Purpose” block.

PCS Entitlements Worksheet, CG HRSIC-2003 Introduction of new form for computing PCS entitlements IAW JFTR Chapter 5.

Dependency Worksheet, CG HRSIC-2020 Changed PAYMAN reference.

Career Development Worksheet, CG HRSIC 2030 Revised form to include chain of command approval for advancement to E-2, E-3 and E-4 and require Verifying (Admin) Official review and signature.

Allotment Worksheet, CG HRSIC-2040 Added Series “EE” to Allotment Code B and added Series “I” to Allotment Code G on reverse of form.

Bond Worksheet, CG HRSIC-2060 Revised form to include Series I Savings Bond Election Table.

TDY Travel Request/Authorization Worksheet, CG HRSIC 2070 Changed abbreviation TAD to TDY.

Block by Block Description of PDIF, Enclosure (5), Pages E-5-1 thru E-5;21 Rewrite of PDIF block by block description to match newly formatted PDIF form.

Training School Listing, Enclosure (8) Updated the PMIS Code and Course title listing. Added step/action table describing school code process.

Award Codes, Enclosure (10) pages 5 and 1; Adds Port Security Unit Insignia to list of award codes.

Appendix A, Retirement Package Replaced previous contents with “Your Guide in Retirement,” HRSICINST M1800.5 (series).

Appendix D, PDR System Adds page instructing members to place a copy of updated COMDTINST M1080.10E in this section.

Index, Pages I-1 thru I-5 Updated the Index pages.

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| Enclosure (1), CG HRSIC-2000 | Enclosure (1), CG HRSIC-2000 |
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| Enclosure (10), Pages E-10-5 and E-10-11 | Enclosure (10), Pages E-10-5 and E-10-11 |
| Appendix (A), Retirement Package | Appendix (A), "Your Guide To Retirement" |
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5. **Comments and Recommendations** Comments or recommendations may be submitted by E-mail to “PUBS/HRSIC” or by returning the comment form on Enclosure (11) of this manual.

R. J. WILLIAMSON

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| Support Center E. City PERSRU | 06 |
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| TRACEN Petaluma | 45 |
| RESTRACEN Yorktown | 20 |
| Academy (Cadet PERSRU) | 02 |
| Academy (Perm Party PERSRU) | 08 |
| HQ SUPRT CMD | 09 |
| ISCKodiak | 10 |
| ISC Alameda | 10 |
| NOAA Units | 03 |



HR SICNOTE 1000

HUMAN RESOURCES SERVICE AND INFORMATION CENTER NOTICE 1000

Subj: CH-3 TO HR SICINST M1000.2A, PERSONNEL AND PAY PROCEDURES MANUAL (PPPM)

1. **Purpose.** This notice publishes changes to HR SICINST M1000.2A, Personnel and Pay Procedures Manual (PPPM).
2. **Action.** Addressees shall enter page changes as indicated in the Procedure section of this Notice.
3. **Summary.** The significant changes are marked by a side bar in the margin. Significant changes are summarized as follows:

PCS Transfer Process, pages 2-A-2 and 2-A-5: Updated stage 4 of the PCS transfer process to include the use of the new Departing TAD or PCS/TEM DUINS To "A" School Worksheet (CG HR SIC-2001) if applicable. Added DEERS update requirement for address change upon PCS to PCS Reporting Checklist.

Purpose of TAD Order, page 2-B-2: Added a note to the Purpose of a TAD order to use the new Departing TAD or PCS/TEM DUINS To "A" School Worksheet (CG HR SIC-2001) for members going TAD to class "A" School.

Active Duty For Training, section 2-C: Expanded "How to Process an ADT Order" section. Added "Amendments to ADT Orders" page. Removed ADT Checklist.

Transfer of Personnel, section 2-D: Added new section to chapter 2 entitled "Active Duty Other Than Training – ADOT." This section focuses on ADSW-AC (formerly TEMAC) procedures to follow in projecting costs, document ID's, Accounting Data and processing ADSW-AC orders.

Separation Processing, pages 3-B-5, 7, 20, and Enclosure 4: Added requirement for PERSRU to prepare DD-214, SDAII transactions and separation letter(s). Gave samples of letters in Enclosure (4).

Checklist for Separations, pages 3-B-18 through 3-B-19: Added ALCOAST 091/98 reference for predischage interview action. Prescribed use of CG-3698A, Assignment Data to request assignment to a unit as a reservist following RELAD, vice using form CG-5525, Coast Guard Reserve Assignment Request and Orders which is discontinued.

E-mail Addresses, pages 3-B-5 through 3-B-12; 3-B-19; 8-A-5; 10-A-11 and Enclosure 11: Changes have been made to update HR SIC E-mail address (es), to SWSIII format. SWSII users should also use these addresses but route via their designated center utilizing the world wide web.

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Separations, pages 3-B-1 through 3-B-27: Removed the words “Expedited Separations” from Topic Chart, item 4 on page 3-B-1. Removed Page 3-B-17, sample E-mail for disability retirement, and combined information with Exhibit 3-B-1. Increased submission time to 60 days vice 45 days for CG-HRSIC-2045, Career Intentions Worksheet. Added HRSIC (SES/HRSIC) to distribution on message request for cancellation of document numbers and accounting data.

Reserve Retirement Separations, pages 3-B-26 through 3-B-28: New section added to explain procedures for Reserve Retirements.

Checklist for Reenlistment or Extension, Page 3-C-4: Changed wording on When/Then table to clarify initial SRB installment payment period.

Servicemembers’ Group Life Insurance (SGLI), Pages 5-A-7 to 5-A-14: Added note to Reserve member’s coverage awaiting retired pay. Modified wording to emphasize importance of having a witness signature.

Family Member Dental Plan, Page 5-B-7: Added option to fax DD-2492-1. Updated mailing address and provided fax number.

Defense Enrollment Eligibility Reporting System (DEERS) Page 5-B-17 to 5-B-18: Added new requirement that members must update their residential address within 30 days of a move such as PCS or any other change in residence.

Annual Verification of CG-4170A, Page 5-C-2: Updated procedures on the annual verification of the CG-4170A. Units should use the member’s unit PDR copy of the CG-4170A for annual verification.

Requesting Statements of Creditable Service, Pages 5-C-3 to 5-C-4: Moved the last part of Stage 2 to the last part of Stage 1.

Security Clearances, Page 5-C-7: COMDTINST M5520.12A has replaced COMDTIST M5520.12. CG-5588 and SF-312 replaced CG-5274 as the forms to be attached to the Certificate of Clearance.

Leave Carried Over In Excess of 60 Days, Page 5-D-4: Added submission deadline date for letter requesting to carry over leave in excess of 60 days.

Reporting Change in Mailing Address, Page 5-D-11, 5-D-13: Removed form CG-HRSIC-2055 as an option for change in mailing address. Form is discontinued. Expanded “disposition” information and added PERSRU action to 5-D-11. Prescribed use of CG-3698A vice CG-HRSIC-2055 for requesting reserve reassignment.

Payment of Mobile Unit Personnel, Page 6-C-6 to 6-C-7: Added Pacific Area Fleet Training Group to the list of units eligible for continual CSEAPAY. Reworded the Subsistence Allowance paragraph to indicate that continual BAS or SEPRATS are authorized for Mobile Unit Personnel who are TAD aboard a government vessel.

Payment of Inactive Duty Reservists, section 6-D-1 through 6-D-20: Clarified IDT prerequisites. Expanded the IDT Process table to give more detailed instructions for each stage. Provided sample drill orders and amendments to orders. Clarified UAR procedures and provided a sample IDT Certification Sheet.

Change Income Tax Withholding Status for Puerto Rico, Page 8-B-7: If a member claims Puerto Rico as their state of legal residence and is assigned duty in the U.S., Federal income tax is withheld. If the member is assigned duty outside the U.S., Puerto Rico State income tax is withheld. This withholding agreement is effective 1 January 1998. Withholding for Puerto Rico State Tax begins 1 April 1998.

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Information about the W-2 Form and How To Request A Duplicate Or Corrected W-2 Form, Pages 8-B-12 through 8-B-14: Minor grammatical changes on 8-B-12 and 8-B-13. Page 8-B-14 changed to clarify information about block 15 on W-2 and procedures for requesting a replacement W-2 Form.

How to complete Enlisted Performance Evaluation Forms, Page 10-A-9, Step 7: Use of the “Progressing” and “Performance Qualifications Completed” ovals have been discontinued as per ALDIST 189/98.

Forms and Worksheets Enclosure (1):

- Updated the CG-HRSIC-1160, Centralized First Term Reenlistment Review (CFTRR) Application. Added reference line below the “No” box in block 12.
- Updated the CG HRSIC-2000, PCS Departing Worksheet, added JFTR References in the travel advances section on the reverse side and reworded the DLA section to clarify members’ entitlement to advances of DLA. Added “Caution” block in member section. Added “Member Initials” and statement of understanding in signature block section.
- Created CG HRSIC-2001, Departing TAD or PCS/TEM DUINS to “A” School Worksheet.
- Updated the CG-HRSIC-2020, Dependency Worksheet, by adding an * to the reverse side of form in the “Documentation to be submitted” column for adopted child and child placed for adoption.
- Updated the CG-HRSIC-2025, BAH/Housing Worksheet, Privacy Act Statement to include Authority and Disclosure statements.
- Updated CG HRSIC-2030, Career Development Worksheet, to allow room for signature under Command Approval block on bottom of page.
- Updated CG HRSIC-2045, Career Intentions Worksheet, as follows:
 - a. The Extension/Reenlistment Section reworded to show Effective Date Of Extension/Reenlistment vice Effective Date only and the reason for requesting an extension or reenlistment.
 - b. The Final Mailing Address section was reworded to state that the final mailing address is the location where the W-2 form will be sent the following year.
 - c. A block entitled “For Retirement Only” was added to record if member intends to utilize a retirement processing station, 10 days permissive temporary duty for retirement area familiarization and/or terminal leave, and dates for each.
 - b. The Command Approval block has been enlarged to allow for signature.
- Deleted CG HRSIC-2055, Reserve Information Worksheet. All functions on the form, with exception of transfer request, may be accomplished via E-mail, LES pen and ink correction submission or submission of course completion letters and transcripts. Transfer requests will be completed via CG-3698A, Assignment Data Form.
- Created CG HRSIC-2055A, Reserve Retirement Transfer Request. This optional form may be used by a reservist to request retirement vice using a letter request.
- Updated CG HRSIC-2070, Tad Travel Request/Authorization Worksheet. Added E, F, and G to page 2 in the PERSRU section of the worksheet.

Standard Separation Letters Enclosure (4): Updated members’ and spouses’ letters to add the eligibility to disenroll from SBP coverage between the members’ second and third retirement years. Created Letters for: Member Due Money, Member Owes Money, Info Regarding ACDC Separation Status, and RELAD.

School Codes Contents Enclosure (8): Added new school codes to the list.

State/Foreign Country Abbreviations Enclosure (9): Added Ukraine to the list of foreign countries.

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Award Codes Enclosure (10): Added new award, Army Professional.

Comment Form, Enclosure 11: Updated HRSIC (PRC) E-mail address on form.

Retirement Package, Appendix A: Removed punctuation from address to comply with postal standards. Changed Commandant (G-PMP) to (G-WPM) in Section V, paragraph 6 of form CG-HRSIC-4700.

Instructions for the DD-1172, Appendix B: Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals, DOD Instruction 1000.13 dated 30 December 1992 is canceled and replaced with an updated version dated 5 December 1997.

Computation Of Service, Appendix C: Clarified computation of creditable sea service when leave is taken in conjunction with TAD from a career sea pay eligible vessel.

Index: Added Reserve Dental Plan and Reserve Retirements to index.

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| | Enclosure 1, CG HRSIC-2001 |
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5. **Comments and Recommendations** : Comments or recommendations may be submitted by E-mail to “PUBS/HRSIC” or by returning the comment form on Enclosure (11) of this manual.

R. J. WILLIAMSON

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HR SICNOTE 1000

HUMAN RESOURCES SERVICE AND INFORMATION CENTER NOTICE 1000

Subj: CH-2 TO HR SICINST M1000.2A, PERSONNEL AND PAY PROCEDURES
MANUAL (PPPM)

1. **PURPOSE.** This notice publishes changes to HR SICINST M1000.2A, Personnel and Pay Procedures Manual (PPPM).
2. **ACTION.** Addressees shall enter page changes as indicated in the Procedure section of this Notice.
3. **SUMMARY.** A side bar in the margin marks the significant changes. Significant changes are summarized as follows:
 - a. Changing of Basic Allowance for Quarters (BAQ) to Basic Allowance for Housing (BAH): Changes have been made throughout the manual to show BAH vice BAQ.
 - b. PCS Departing Checklist, Page 2-A-3: Updated references on the PCS Departing Checklist.
 - c. PCS Reporting Checklist, Page 2-A-5: Changed FSA Type 1 to FSH (Family Separation - Housing). Changed BAQ/VHA allowances to BAH allowance. Changed BAQ/VHA Housing Worksheet to BAH/Housing Worksheet.
 - d. Overseas Transfer Checklist, Page 2-A-6: Added a step to the Overseas Transfer Checklist that requires the PERSRU supervisor to verify and sign the “Command Checklist for Overseas Screening”, Exhibit 4-H-2 of the PERSMAN.
 - e. Automatic Stops of Pay and Allowances, Pages 2-A-7 and 2-A-8: Added the new entitlement Partial BAS as an autostop on the day prior to the effective date of departure. Changed Partial BAQ to BAH Partial.

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- f. How to prepare NATO Order Pages, 2-A-9 and 2-A-10: Removed the procedures on how to prepare a CENTO Order. These types of orders are no longer used.
- g. Preparation of TAD Order (CG-4251) Block 12, Page 2-B-13: Added a requirement for the remarks block of the TAD Order. The maximum per diem rate (lodging and M&IE) for where the member will be TAD must be included in the remarks block of the TAD orders (if the member is going to draw per diem).
- h. Accessions, Pages 3-A-1 through 3-A-5: Updated the procedures for accessions and added procedures for recalling RET-2 members.
- i. Immediate and Priority Separation Processing, Pages 3-B-5 through 3-B-8: Updated the procedures for immediate separations and priority separations.
- j. Expedited Separation E-Mail Message, Exhibit 3-B-1, Page 3-B-9: Changes have been made to Exhibit 3-B-1 to ensure that more detailed information is being sent on priority separation messages.
- k. Requesting a Document Number and Accounting Data for Separation Orders, Exhibit 3-B-2 Page 3-B-12: Changes have been made to Exhibit 3-B-2 to have PERSRUs submit cancellation of document numbers and accounting data messages to COMDT (G-WR-1) vice COMDT (G-WR-3). Also changed E-mail messages to E-mail (so there is no confusion as to if an e-mail should be sent or a message).
- l. Checklist for Reenlistment or Extension, Page 3-C-3: Added information that reserve members may reenlist up to 60 days prior to normal expiration of enlistment. Also updated the references on this checklist.
- m. Immediate Enlistment in the Coast Guard Reserve Upon Discharge from the Regular Coast Guard, Page 3-C-9: Updated the reference block on this page.
- n. Education and Qualifications, Page 4-C-12: When a member becomes qualified to wear the Company Commander Insignia, this qualification must be reported to the PERSRU for entry in PMIS/JUMPS. Procedures on how to report this to the PERSRU have been added to this section.
- o. BAH/Dependency/Emergency Data and SGLI Validation (CG-4170A), Pages 5-A-2 through 5-A-5: Changed the form name from BAQ/Dependency/Emergency Data and Validation (CG-4170A) to BAH/Dependency/Emergency Data and SGLI Validation (CG-4170A). Changed Servicemen's Group Life Insurance to Servicemembers' Group Life Insurance.
- p. Distribution of the CG-4170A, Page 5-A-6: The distribution for the CG-4170A has been changed. Originals are now sent to CGPC (adm-3) vice the PERSRU.
- q. Servicemembers' Group life Insurance, Pages 5-A-7 to 5-A-13: This section has been changed from Servicemen's Group Life Insurance to Servicemembers' Group Life Insurance. This section also has been changed significantly to show more detailed information about designation of SGLI.

Continued on next page

- r. Annual Verification of CG-4170A, Page 5-C-2: Updated procedures on the annual verification of CG-4170A.
- s. Requesting Statements of Creditable Service, Pages 5-C-3 and 5-C-4: This section has been changed significantly to show more detailed information on the procedures for requesting a statement of Creditable Service/Sea Service.
- t. Personnel Data Information File, Page 5-C-5: Added a note that if the units are not receiving PDIFs for their members, then they should contact their servicing PERSRU. The PERSRUs have the ability to send the PDIFs via e-mail (as an attachment) or by printing them off and sending them to the unit.
- u. Transcript of Sea Service (TOSS), Page 5-C-8: Updated the procedures for requesting a TOSS.
- v. Leave Authorization (CG-2519), Page 5-D-2: A Leave Authorization (CG-2519) is only required for sick leave in excess of 2 days.
- w. Leave Carried over in Excess of 60 Days, Pages 5-D-4 and 5-D-5: Added this section to show what needs to be done if a member or multiple members of a unit are authorized to carry more than 60 days leave into a new fiscal year.
- x. Correction/Changes of a Names, SSN, Date of Birth, or Minority Designator, Pages 5-D-17 and 5-D-18: Request for corrections or changes to names, SSN, date of birth, or minority designator are now forwarded to HRSIC (MAS).
- y. TRICARE Selected Reserve Dental program, Pages 5-D-19 and 5 -D-20: Added a section about the new TRICARE Selected Reserve Dental Program.
- z. Special Payments, Page 6-B-3: Added a note to this section that says a member will not be authorized a special payment by HRSIC for any type of bonuses (SRB, Enlistment Bonus, SELRES bonus).
- aa. Significant Pay Shortage Procedures, Pages 6-B-5 through 6-B-6: PERSRUs are required to send E-mail using the format in Exhibit 6-B-1 to MAS/HRSIC when requesting a special payment in pay shortage cases.
- bb. Advance payments, Pages 6-B-7 and 6-B-8: Changed the type of advances of BAQ/VHA to BAH. Also changed the type of advances of OHA interim Housing Allowance and BAQ to OHA Interim Housing Allowance and BAH Type II.
- cc. Offline Payments for Advance Payments, Pages 6-B-8 and 6-B-9: PERSRUs are required to send E-mail using the format in Exhibit 6-B-2 to MAS/HRSIC when requesting an offline payment for advance payments.
- dd. Death Gratuity Payments, Page 6-B-11: Updated the procedures on Death Gratuity payments.

Continued on next page

- ee. Deployed Unit Money list Message (DUMLUM), Page 6-C-3: HRSIC (MAS) issues DUMLUM approximately 3 days before each payday while cutter is deployed vice 5 days.
- ff. IDT Process, IDT Prerequisites, Drill Orders, Pages 6-D-2 through 6-D-4: Updated the reference block in these sections.
- gg. Waiver of Pension/Disability Compensation or Retired Pay, Page 6-D-12: Updated the reference block in this section.
- hh. Annual Reserve Retirement Point Statement, Pages 6-D-14 and 6-D-15: Added a section about the Annual Reserve Retirement Point Statement (CG-4175A).
- ii. Basic Allowance for Subsistence (BAS) – Enlisted, Page 7-B-2: Changed the old partial BAS to Pro-Rated BAS.
- jj. Family Separation Allowance, Pages 7-B-3 through 7-B-6: Updated procedures on how to report Family Separation Allowance.
- kk. Overseas Housing Allowance (OHA), Page 7-B-7: Changed BAQ to BAH Type II and FSA-Type I to Family Separation – Housing (FSH).
- ll. Information about the W-2 form and how to request a duplicate or corrected W-2 form, Pages 8-B-11 through 8-B-15: This section has been changed significantly to provide more detailed information about the W-2 form.
- mm. Request for Federal or State Tax Adjustments, Pages 8-B-16 and 8-B-17: Added this new section to provide the procedures for members requesting a Federal or State Tax Adjustment.
- nn. Collection of PMIS/JUMPS Overpayments, Pages 9-A-2 and 9-A-3: A Notice of Overpayment (NOP) letter will be provided by HRSIC (MAS) for each member with a debt of \$751.00 or more vice \$500.00 or more. If a member has an overpayment of less than \$150.00 then this pay will be taken during the current month if sufficient net pay exists. If member has an overpayment of \$150.00 to \$750.00 then this pay will be scheduled for automatic repayment at a rate not to exceed \$150.00 a month starting the next month.
- oo. Collection of Other Debts, Page 9-A-4: The procedures for collection of other debts has been updated.
- pp. Nonjudicial Punishment (NJP) Checklist, Page 10-B-2: Reports of NJP are now reported to COMDT (W-KS-5).
- qq. Courts-Martial Checklists, Page 10-B-3: Reports of courts-martials are now reported to COMDT (W-KS-5).
- rr. Reporting Civil Arrest or Conviction, Pages 10-B-13 and 10-B-14: Procedures on how to report a civil arrest or conviction have been updated.

Continued on next page

- ss. Forms and Worksheets Enclosure (1): All of the forms and worksheets in Enclosure (1) that had BAQ information on them have been changed to show BAH vice BAQ. The following changes have also occurred:
- The BAQ/VHA Housing Worksheet has been renamed to BAH/Housing Worksheet and the VHA information has been removed.
 - A block has been added to the PCS Departing Worksheet that requires the PERSRU supervisor to verify and sign if the member is going to PCS OUTCONUS.
 - A block has been added to the PCS Reporting Worksheet that ask the member if he/she is entitled to, and meets the requirements of, FSH.
 - A reminder for “Advancement Evaluations should be submitted on a member who is being advanced, when applicable” has been added to the Career Development Worksheet.
 - The Family Separation Allowance Worksheet has been changed. FSA Type I has been removed and the worksheet has been updated with the new terminology for FSA (i.e., FSA Type II has been changed to FSA-R, FSA-S, and FSA-T).
 - A block has been added to the TAD Travel Request/Authorization Worksheet that allows a funds-approving official to sign and date the worksheet, when applicable. Also, another block has been added to the worksheet that allows the unit to enter what the total cost of per diem is going to be.
- tt. PDIF Enclosure (5): A better description of all the blocks on the PDIF have been added to this section. Also a description of all the codes that may be used on the PDIF have been added to this section.
- uu. Award Codes Enclosure (10): Award code ‘CC’ has been added to this enclosure. It is the new Company Commander Insignia.
- vv. Retirement Package, Appendix A: The Reserve Component Retirement Pay Account Worksheet (CG HRSIC-4700/R) has been added to this section.
- ww. Instructions for the DD-1172 Appendix B, Page B-1: Updated information on the eligibility of Wards has been added to this section.
- xx. Computation of Service, Appendix C, Pages C-25 to C-33: Added examples on how to compute date of rank on members entering the service with prior service.
- yy. PDR System, Appendix D: Military Personnel Data Records (PDR) System, COMDTINST M1080.10C is cancelled and has been replaced by Military Personnel Data Records (PDR) system, COMDTINST M1080.10D.
- zz. Traveler’s Guide, Appendix E: The Traveler’s Guide has been updated with current travel claim procedures and HRSICINST 4600.1 (procedures for faxing travel claims) has been added to this section.
- aaa. You and Your LES, Appendix F, Pages F-4 and F-6: BAQ entitlement have been changed to BAH entitlements on block 25 of the LES. The new Partial BAS has been added as a common entitlement to the LES.

Continued on next page

4. **PROCEDURE.** Remove and insert the following pages:

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5. **Comments and Recommendations**: Comments or recommendations may be submitted by E-mail to “PUBS/HRSIC” or by returning the comment form on Enclosure (11) of this manual.

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HRSICNOTE 1000

HUMAN RESOURCES SERVICE AND INFORMATION CENTER NOTICE 1000

Subj: CH-1 TO HRSICINST M1000.2A, PERSONNEL AND PAY PROCEDURES
MANUAL (PPPM)

1. **PURPOSE.** This notice publishes changes to HRSICINST M1000.2A, Personnel and Pay Procedures Manual (PPPM).
2. **ACTION.** Addressees shall enter page changes as indicated in the Procedure section of this Notice.
3. **SUMMARY.** The initial distribution of HRSICINST M1000.2A was printed using an outdated version of COMDTINST 1000.14A (Enclosure 6). This change corrects this error.
4. **PROCEDURE.** Remove and insert the following pages:

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5. **Comments and Recommendations:** Comments or recommendations may be submitted by E-mail to "PUBS/PPC" or by returning the comment form on Enclosure (15) of this manual.

R. J. WILLIAMSON

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HRSICINST M1000.2A
22 April 1997

HUMAN RESOURCES SERVICE & INFORMATION CENTER INSTRUCTION M1000.2A

Subj: PERSONNEL AND PAY PROCEDURES MANUAL (PPPM)

1. Purpose

This manual instruction establishes personnel and pay administration procedures.

- It provides guidance to field units on how and when to report personnel actions to the personnel reporting unit (PERSRU) so personnel information is quickly and accurately entered into the personnel management information system/joint uniform military pay system (PMIS/JUMPS).
- It applies to all field units within the Coast Guard and the National Oceanic and Atmospheric Administration (NOAA).

2. Action

The procedures and requirements set forth in this manual for maintaining personnel data must be followed by all Coast Guard and NOAA military personnel, their supervisors, unit administrative staffs, and unit Commanding Officers. Area and District Commanders, Commanders of Maintenance and Logistics Commands, Commanding Officers of Headquarters Units, Assistant Commandants for directorates, Chief Counsel and special staff offices at headquarters are requested to ensure compliance with this manual.

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| B | 15 | 6 | 10 | 1 | 16 | 5 | | 3 | 3 | 3 | 3 | 3 | 3 | 10 | 3 | 1 | | 80 | 3 | 3 | 3 | 1 | 1 | 1 | 2 | 1 |
| C | 3 | 3 | | 2 | 2 | 2 | 1 | | 1 | | 10 | 2 | 1 | 10 | | 2 | 2 | 1 | | 1 | | 2 | 1 | 1 | 1 | 1 |
| D | | 2 | 3 | 4 | | 1 | 1 | 2 | 1 | | 1 | 1 | 1 | 1 | | 1 | 1 | 1 | 2 | | 1 | 1 | 1 | 2 | 1 | 1 |
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| H | | | | | | | | | | | | | | | | | | | | | | | | | | |

NON-STANDARD DISTRIBUTION: See page 7

**3. Directives
Affected**

This manual instruction supersedes PPCINST M1000.2, Personnel and Pay Procedures Manual (PPPM). It is a reprint of the original PPPM, updated to reflect the change of name for Pay and Personnel Center to Human Resources Service and Information Center. It includes the contents of the first PPPM through change 5 and incorporates new information which was slated for addition to the PPPM in change 6.

4. Changes

Changes to this manual instruction will be made by consecutively numbered amendments.

- Changes in this re-issuance (items which would have appeared in change 6 to the original PPPM) are marked by a vertical line in the outside margin and are summarized below.

Note: References to “Pay and Personnel Center” or “PPC” have been replaced with “Human Resources Service and Information Center” or “HRSIC” as appropriate.

| Page, Section | Change |
|--|--|
| 1-8, Signature of Responsible Officer | Added procedures for designating PERSRU Payment Officials (PAOs) IAW ALDIST 181/96 |
| 2-A-3, PCS Departing Checklist | Added requirement to ensure member meets obligated service requirement for transfer |
| 2-A-6, Overseas Transfer Checklist | Added requirement to ensure member’s dependents are medically qualified for overseas transfer |
| 2-A-8, Auto Stops on PCS | Changed to show Special Duty Assignment Pay (SDAP) stops at 2400 on the day before the member departs PCS, IAW ALDIST 162/96 |
| 2-B-16, Temporary Additional Duty (TAD) Checklists | Added requirement for unit to provide the PERSRU with a copy of the member’s travel claim along with a copy of the TAD order upon completion of TAD travel |
| 3-A-3, Types of Accessions | Added former Cadets with reserve obligations to types of accessions |

Continued on next page

**4. Changes
(cont'd)**

| Page, Section | Change |
|--|--|
| 3-B, Separation Processing | Changed the procedures for separations processing to allow combining e-mail messages requesting separation accounting data and notifying HRSIC (SES) of member's impending separation into one e-mail message |
| 3-B-19, Checklist for Separations | Added note that the PERSRU must submit a School Completion transaction upon receipt of a completed DD Form 2648 (Preseparation Counseling Checklist). Included requirement to prepare a Pg. 7 entry for members receiving separation pay, per COMDTINST 1910.1 |
| 3-B-20, Checklist for RELAD | Added requirements to counsel separating members on assignment to the SELRES Transition Pool and the Ready Reserve Mobilization Income Insurance program |
| 3-C-4, Checklist for Reenlistment or Extension | Added rules and procedures for payment of lump sum leave upon reenlistment or first extension of enlistment |
| 4-B-2, Warrant Officer Appointment Process | Added reminder that the PERSRU must reenter (in PMIS/JUMPS) the CO's recommendation and CWO exam specialty for each exam cycle that the member is recommended to participate |
| 4-B-4, Warrant Officer Appointment Process (Reserve) | |
| 5-A-7, Servicemen's Group Life Insurance (SGLI) | Changed to show that members of the retired reserve are now eligible for coverage under Veterans Group Life Insurance, and no longer eligible for coverage under SGLI |
| 5-C-3, Annual Verification | Changed to allow the use of a stamp in the remarks block of CG Form 4170A to record the member's annual certification |
| 6-B-8, Changes to liquidation schedules | Corrected to show that a member's commanding officer, vice COMDT (G-WPM), may approve requests for changes in the liquidation of advance OHA, Interim Housing Allowance, and BAQ in conjunction with overseas assignment |

**4. Changes
(cont'd)**

| Page, Section | Change |
|---|---|
| 6-C-2, Payment of Members on Deployed Cutters | Added that members, not on direct deposit, deploying for 3 or less paydays may request advance pay and allowances (9-D-2.b CG Pay Manual) |
| 6-C-6, Payment of Mobile Unit Personnel | Rewritten for clarity |
| 6-C-10, Payment of Recruits | Updated to show that recruits are now required to be on direct deposit |
| 6-D-10, How to complete the UAR | Added meal codes for the payment of commuted rations for enlisted reserve members (ALCOAST 023/96) |
| 7-A-6, Hostile Fire (Imminent Danger) Pay (HFPAY) | Rewritten for clarity |
| 8-B-2, Federal Income Tax Withholding and Advance EIC | Added that members must include amounts paid (either actual or in-kind) for BAQ and/or rations when computing eligibility for Earned Income Credit and that these amounts will be included on the member's annual W-2 statement in block 13, item "Q" |
| 8-B-9 Income Tax Exclusion for Duty in Combat Zone | New section added to incorporate procedures for Combat Tax Exclusion |
| 10-A-4, How to complete Enlisted Performance Evaluation Forms (EPEFs) | New sections added to address problems with the preparation and review of Enlisted Performance Evaluation Forms. Includes detailed instructions and examples |
| 10-A-10, Administrative Review of EPEFs | |
| Encl (1), Pre-separation Counseling Checklist DD-2648 | Corrected instructions for distribution of completed form to show that a copy needs to be sent to CGPC (adm-3) |

Continued on next page

**4. Changes
(cont'd)**

| Page, Section | Change |
|--|---|
| Encl (1), PCS Departing Worksheet CG HRSIC-2000 | <ul style="list-style-type: none"> • Added requirement to complete a Career Intentions Worksheet if the member does not meet obligated service requirements for transfer • Added requirement to complete an Application for Advance of Funds (form SF-1038) when requesting travel advances • Removed “Cost of GTR” block from list of travel advance requests. Cost of GTR is not an authorized advance |
| Encl (1), Dependency Worksheet CG-HRSIC-2020 | Added note explaining that when claiming dependents which require HRSIC (LGL) approval, the worksheet must first be forwarded to the PERSRU where a CG-4170A will be created before forwarding to HRSIC |
| Encl (10) Award Codes | <ul style="list-style-type: none"> • Added code “KL” for Kuwait Liberation medal (Kuwait) • Changed code “NW” to reflect Kuwait Liberation medal (Saudi Arabia) |
| Appendix (A), Retirement Package, Page A-7 | Added note explaining that if the member and spouse are not collocated then the command must prepare and send a letter of notification/spousal concurrence when the member does not elect to participate in SBP at the maximum level |
| Appendix (E), Traveler’s Guide | Rewritten for clarity |

Continued on next page

**5. Forms
Availability**

Human Resources Service and Information Center forms and worksheets included in Enclosure (1) to this manual instruction are designed to be reproduced locally. All other forms referenced in this manual are available from the appropriate sources indicated in the Catalog of Forms, COMDTINST M5213.6 (series).

**6. Comments/
Suggestions**

The Human Resources Service and Information Center relies on user input and feedback for improvement of this and other publications we provide. If there are any areas that are not clear, complete or accurate, additional procedures that should be included, or any other recommendations you may have for improvement, we would like to know about them. Comments or recommendations may be submitted by E-mail to "PUBS/HRSIC" or by returning the comment form in Enclosure (11) of this manual instruction.

/s/

R. J. WILLIAMSON

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