



PAY & PERSONNEL CENTER INSTRUCTION M1000.2B

Subj: PERSONNEL AND PAY PROCEDURES MANUAL (PPPM)

1. Purpose This manual establishes personnel and pay administration procedures.

- It provides guidance to field units on how and when to report personnel actions to the Servicing Personnel Office (SPO) so personnel information is quickly and accurately entered into the personnel management system (Direct Access)/Joint Uniform Military Pay System (DA/JUMPS).
- It applies to all field units within the Coast Guard.

2. Action All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements are requested to ensure compliance with this manual. Internet release is authorized.

3. Directives Affected This manual supersedes PPCINST M1000.2A, Personnel and Pay Procedures Manual (PPPM), which is cancelled. It is a reissuance of the original PPPM, updated to reflect the change of name for Pay & Personnel Center. It includes the contents of the previous PPPM through change 13 and incorporates new information which was slated for addition to the PPPM in change 14.

4. Disclaimer This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to, nor does it impose legally-binding requirements on any party outside the Coast Guard.

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5. Environmental Aspect and Impact Considerations

- a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Instruction contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.
- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of this Instruction, and the environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Instruction.

6. Procedures

No paper distribution will be made of this Manual. An electronic version will be located on the following Pay & Personnel Center web sites. Internet: <http://www.uscg.mil/ppc/3pm.asp>, and CGPortal: <https://cgportal.uscg.mil/delivery/Satellite/PPC>.

7. Summary of Changes

References to commands and Headquarters offices have been updated to reflect the current Coast Guard organizational structure. Changes to procedures in previously issued ALCOAST and ALSPO messages have been incorporated as well as legislatively mandated changes. References to elements of the legacy Personnel Manual have been updated to reflect newly promulgated Manuals. A side bar in the margin marks the significant changes.

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7. Summary of Changes
(cont'd)

Significant changes include:

Chapter 1: Added “Adverse Administrative Remarks (CG-3307) Entries” to list of restrictions to “By direction authority”. Removed language and exhibit pertaining to delegation of SPO data entry responsibilities to units.

Chapter 2-A: Added requirement to ensure member does not have any outstanding TPAX travel claim audits pending to the PCS Departing Checklist.

Chapter 2-B: Removed requirement to include SSN on checks (written by members) for repayment of travel debts. The requirement to include the TONO is sufficient identification of the payment. Removed requirement for excess baggage/airline baggage fees to be pre-authorized on the TDY travel order. Authorizing Officials may approve expenses for excess baggage/airline baggage fees without the authorization appearing on the order.

Chapter 2-F: Updated PATFORSWA mailing address for SPO PDRs.

Chapter 3-B: Incorporated policies and procedures for Survivor Benefit Plan (SBP) as promulgated in ALCOAST 022/08. Requests for reserve retirement or transfer to RET-2 status shall be forwarded, by the unit, directly to CGPSC (rpm-2) for approval. It is no longer necessary to route requests via the District.

Chapter 7-B: Added decision table for entitlement to FSA-T for Reserve Component members.

Chapter 8-A: Removed procedures for Bond allotments. Added “Treasury Direct” as an allotment type.

Chapter 8-B: Added Ohio and New Mexico as states that exempt active duty military pay from tax if member is not stationed in the state. Added Kentucky and Oklahoma as states that exempt all military earnings from state tax.

Chapter 11: Divided into two sections. Section 11-A provides procedures for mobilization under 10 U. S. C. and section 11-B provides procedures for mobilization under 14 U. S. C.

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7. Summary of Changes (cont'd)

Enclosure 4: Added information and section for Notarization for SBP election.

Enclosure 7: Removed SSN and replaced with Employee ID Number (EMPLID) for use on Personnel Casualty Report Message and notification letters.

Enclosure 11: Updated unit name and email address.

8. Forms and Reports

The forms referenced in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet:

<http://www.uscg.mil/forms/>; CG Portal at <https://cgportal.uscg.mil/delivery/Satellite/CG611/FORMSs>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.

9. Comments and Recommendations

PPC encourages user recommended revisions and corrections to the Personnel and Pay Procedures Manual. Comments or recommendations may be submitted by returning the comment form in Enclosure (11) of the manual or by sending an e-mail to PPC (P&D) at PPC-PF-PD@uscg.mil.

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