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E-Mail ALSPO C/16

Subj: PERSONNEL AND PAY PROCEDURES MANUAL, PPCINST M1000.2 (SERIES)

Introduction This E-Mail ALSPO message describes the reformatting and reissuance of the Personnel and Pay Procedures Manual, PPCINST M1000.2 (series). It also promulgates a new first Chapter of the manual.

Conversion to Coast Guard Tactics, Techniques and Procedures (TTP) format Per the Coast Guard Directives System Manual, COMDTINST M5215.6 (series), para. 1.F.2.b., the content of the Personnel and Pay Procedures Manual (PPPM) is considered to be *Support TTP*.

The PPPM will be reformatted and reissued in accordance with Coast Guard Tactics, Techniques, and Procedures, CGTTP 1-01B.

Promulgation Process During the conversion, PPC will promulgate reformatted sections as they are completed. Priority will be given to sections needing revisions to comply with changes made to procedures driven by the implementation of Global Payroll in Direct Access.

New sections will be posted on-line at www.uscg.mil/ppc/3pm.asp and availability announced via E-Mail ALSPO message. The manual will be reissued after all the sections are converted to TTP. This is expected to be completed by the end of 2016.

The TTP format requires a mandated Chapter 1, so the chapter numbering of the PPPM will be changing (i.e. Chapter 1 becomes Chapter 2). We will also be taking this opportunity to realign existing content. For example, Reserve unique procedures will be in a single chapter.

Promulgation of PPPM Chapter 1 Enclosure (1) is the new PPPM Chapter 1 in TTP format. Chapter 1 discusses the contents of the tactics, techniques, and procedures (TTP) publication. It also defines the use of notes, cautions, and warnings in TTP publications.

Questions Direct questions regarding the content of this E-Mail ALSPO message to PPC Procedures & Development (P&D) at:

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Released by Internet release authorized.



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Commanding Officer

Encl: (1) Personnel and Pay Procedures Manual, Chapter 1, Introduction

Chapter 1: Introduction

Introduction This chapter discusses the contents of this tactics, techniques, and procedures (TTP) publication. It also defines the use of notes, cautions, and warnings in TTP publications.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Introduction	1-2
B	Notes, Cautions, and Warnings	1-3

Section A: Introduction

- A.1. Introduction** This tactics, techniques, and procedures (TTP) publication establishes written procedures to support all areas of personnel and pay policy in accordance with reference (a).
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- A.2. References** (a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
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- A.3. Discussion** This TTP provides procedures for field units on how and when to report personnel actions to the Unit Level Admin Staff, Personnel Administration Office, and the Servicing Personnel Office in order that personnel information be quickly and accurately entered in Direct Access and ensure accurate and legal disbursement of government funds. Follow these procedures to ensure personnel and pay transactions are completed promptly and accurately, and are in compliance with external audit requirements.
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Section B: Notes, Cautions, and Warnings

B.1. Overview The following definitions apply to notes, cautions, and warnings found in tactics, techniques, and procedures publications.

NOTE: **An emphasized statement, procedure, or technique.**

CAUTION: **A procedure, technique, or action that, if not followed, carries the risk of inaccurate maintenance of military personnel data records, miscalculation of pay/entitlements and/or advancement or promotions.**

WARNING: *A procedure, technique, or action that, if not followed, carries the risk of failure of Chief Financial Officer Act and Inspector General audits; inability for the Coast Guard to support the validity and accuracy of government funds released for disbursement; revocation of Payment Approving Official designation.*

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