

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

Chapter Overview

Introduction This chapter introduces the personnel and pay systems in use by the Coast Guard. Responsibilities, which incorporate data input, communications guidelines, and signature authority, are also provided in this chapter.

Travel systems and procedures are covered in chapter 2 of this manual.

In this chapter

Topic	See Page
Responsibilities	1-2
Information Flow	1-4
Contacting the Personnel Service Center	1-6
Signature of Responsible Officer	1-7
Procedures for Authorizing Direct Access Command Users	1-9
Procedures for HRS/HRSUP Users	1-13
Directives Referenced in this Manual	1-17
Forms and Worksheets Referenced in this Manual	1-20
Exhibit 1-1: Suggested format for MOU between Unit and SPO for maintenance of member competency data.	1-26
Exhibit 1-2: Suggested format for MOU between Unit and SPO for the assumption of SPO data entry responsibilities.	1-28

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

Responsibilities

Introduction Direct Access exists as a part of the overall Coast Guard Personnel System. Six players (entities) within this system have a responsibility to ensure the system functions properly.

Entities These six entities interact to perform the personnel and pay functions for the Coast Guard. Below are their responsibilities such as, but not limited to:

Entity	Responsibility
Member	<ul style="list-style-type: none"> • Report changes in mailing address (for bonds and allotments too). • Understand the LES and report any discrepancies via the chain-of-command. • Understand the Retirement Point Statement and report any discrepancies via the chain-of-command (reservists). • Report changes in family member's status. • Report occasions of moving into or out of government owned or leased quarters. • Report changes in allotments or direct deposit. • Advise CO of reenlistment/extension intentions. • Submit E-Resume.
Unit CO	<ul style="list-style-type: none"> • Complete Enlisted Employee Reviews and ensure they are completed no later than 30 days after the reporting period. • Authorize and submit Leave Authorizations. • Endorse E-Interviews. • Conduct predischarge interviews. • Grant interim security clearance, request final security clearance from DOT Adjudication Facilities or grant/suspend access to classified information if required and conduct the briefings/debriefings. • Maintain Personnel Data Records (PDRs) as per PDR Manual (COMDTINST M1080 (series)). • Provide data in support of personnel/pay actions for members. • Review orders for attached personnel (Airport Terminal). • Maintain Security for Direct Access by keeping on file the original CG PSC 7421/2 and checking the Department Role Query on a quarterly basis to confirm access levels for unit personnel.

Continued on next page

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

Responsibilities, Continued

**Entities
(cont'd)**

SPO	<ul style="list-style-type: none"> • Provide information feedback to the unit. • Investigate and resolve personnel and pay problems. • Ensure that required transactions are submitted within 2 working days of an event affecting a member's pay. • Ensure that units assisting input have proper training and clear understanding of job required of them (Memo Of Understanding).
PSC	<ul style="list-style-type: none"> • Provide feedback to SPOs when transaction errors are correctable. • Take corrective action on errors which cannot be corrected by SPOs. • Provide written notice of due process rights to members who are overpaid. • Provide timely and accurate personnel and pay service to all members of the Coast Guard. • Administer leave and retirement point accounting for active and reserve military personnel. • Arrange for settlement of claims on behalf of deceased or separated members and collect out of service debt. • Process application for allotments and garnishments for certain support obligations as set forth in 5 CFR 581, 32 CFR 63, and 33 CFR 50. • Administer the SWE program and provide enlisted advancement lists to CGPC for official issuance. • Develop written procedures to support all areas of personnel and pay policy. • Process Travel Claims.
Commander Coast Guard Personnel Command (CGPC)	<ul style="list-style-type: none"> • Issue normal promotion/advancement authorizations and eligibility list. • Approve retirements. • Consider all personnel waivers. • Issue assignment orders.
CG Institute	<ul style="list-style-type: none"> • Distribute and score Coast Guard correspondence courses. • Distribute educational funding. • Conduct military education credit evaluation.

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

Information Flow

Information Information required by Direct Access is generated by an event occurring to a member. After the event occurs there are different steps that need to be taken to ensure proper input into Direct Access.

Information flow from the member This is an example of how information should flow from the member to Direct Access.

Stage	Who Does It	What Happens
1	Member	Event occurs (e.g., marriage) Event is reported to the unit by submitting appropriate forms or worksheets (listed later in this chapter and in applicable sections of this manual) and updating any information in Direct Access.
2	Unit	Insures that member has provided all necessary information in accordance with the instructions from the appropriate section of this manual or from the reverse side of the worksheet and reports the event to the SPO.
3	SPO	Reviews PDR; contacts unit for additional information if needed and inputs appropriate information in the Direct Access system.
4	PSC	Processes the data for the event, updates personnel and pay entitlements, and provides feedback on the LES.

Continued on next page

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

Information Flow, Continued

Communication between the member, unit, and the SPO

There are different ways in which the member, unit and SPO can communicate. It is up to each unit and SPO to establish the most preferred method in which to communicate with their customer.

Type	Method	Uses
1	Mail	Not as fast as types 2-4, but when urgency is not a factor it is an efficient method of getting information to and from the unit (e.g., worksheets).
2	E-Mail	Very effective form of information exchange. It can be traced and other documents can be attached. Depending where sent, it can be received very quickly. Note: Members or units that do not have access to the Coast Guard Data Network (CGDN) for the use of E-Mail can use the Coast Guard's Internet E-Mail gateway to send and receive E-Mail between themselves and Coast Guard units if they have access to Internet E-Mail. Internet gateway users should be advised that this method does not offer the security of the CGDN and that information of a highly personal nature or information protected by the Privacy Act should not be transmitted through the gateway. Consult COMDTNOTE 5270, Policy and Procedures for the Electronic Mail Gateway to the DOT and Worldwide Internet Network, for more information.
3	Telephone	Fastest form of communication, Limitation: No tracking ability.
4	FAX	A fast method of communication. A good way to track information when source document is required to be cited.

Contacting the Personnel Service Center

Introduction There are three methods to contact the Personnel Service Center in Topeka, KS.

Methods These three methods are the primary means for Coast Guard personnel to establish contact with PSC.

Method	Uses
E-Mail	Contact can be established using this email address: PSC-CustomerCare@uscg.mil . The Customer Service Team has a three day timeframe in which to respond to email sent to this address.
Telephone	1-(866)-PSC-USCG (772-8724) or 1-(785)339-2200. Phone support hours of operation are weekday 0700 to 1600 Central Time and 0730 to 1600 on scheduled weekends (see Weekend Staffing Schedule in the left column of the PSC Website (http://www.uscg.mil/hq/psc/customerservice.shtm) for dates. Note: Password resets cannot be provided by telephone. Utilize E-Mail or the Online Trouble Ticket to request password resets for Direct Access, JUMPS or T-PAX.
Online Trouble Ticket	This method allows the member or unit/SPO point of contact to provide a more detailed description of the problem, resulting in faster resolution and enables PSC to track and correct recurring problems. http://www.uscg.mil/hq/psc/customerservice.shtm

Note: Refer all Servicewide Exam, Striker and Supplemental Advancement List questions directly to PSC (adv) at (785) 339-3400 or email to psc-dg-adv@uscg.mil. Waiver requests must be sent by message to COGARD PSC TOPEKA//ADV// in accordance with [PSCINST M1418 \(series\), Servicewide \(SWE\) Examination Guide](#), and prior to scheduled deadlines.

Signature of Responsible Officer

Discussion	<p>The requirement to sign various forms and worksheets in this manual and to electronically sign T-PAX and Direct Access transactions are necessary to affirm and give legal credence to the information contained on the form or in the transaction. The Commanding Officer (CO) should avoid situations where the responsible officer lacks the knowledge or time to validate the information and may sign as a formality.</p>
Reference	<ul style="list-style-type: none">• COMDTINST M5000.3 (series), CG Regulations<ul style="list-style-type: none">• Chapter 7-1-8, Administration of Oaths• Chapter 7-1-9, Signing Official Correspondence• COMDTINST M7210.1 (series), Certifying and Disbursing Manual
Authority to sign forms and worksheets	<p>The CO may authorize in writing for officers, Chief Petty Officers, First Class Petty Officers, and Second Class Petty Officers to sign forms and worksheets “by direction”, subject to the following restrictions.</p> <ul style="list-style-type: none">• Only officers, the Master Chief Petty Officer of the Coast Guard (MCPO-CG), Commandant designated Command Enlisted Advisors, and designated recruiting office Chief Petty Officers and Petty Officers may administer enlisted oaths and sign enlistment contracts.• Only Officers, the MCPO-CG, Commandant designated Command Enlisted Advisors, and permanently assigned Enlisted Officers-in-Charge may administer reenlistment and extension of enlistments oaths and sign the appropriate reenlistment or extension document.• The “by direction” authority granted to Second Class Petty Officers (PO2) shall normally be limited to routine transactions such as leave and personnel transactions. PO2s shall only be given authority to sign specific Direct Access transactions “by direction” in cases where there is a shortage of Officers, Chief Petty Officers, and First Class Petty Officers.• Only the CO may sign the PCS Departing Worksheet (CG-PSC-2000) or the Advances Worksheet (CG PSC-2010) when the member is requesting Advance Pay & Allowances or Advance Pay with liquidation period in excess of 12 months.

Continued on next page

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

Signature of Responsible Officer, Continued

Authority to sign Pay and Personnel Transactions

The Commanding Officer (CO) of a unit with a SPO must nominate at least one Officer, Chief Petty Officer, First Class Petty Officer, Second Class Petty Officer, or Civilian employee in grade GS-7 or above, for designation by PSC (MAS) as a Payment Approving Official (PAO).

- Only properly designated PAOs have the authority to approve Direct Access transactions for transmission to PSC.
 - Only properly designated PAOs (see Payment Approving Officials' responsibilities and liabilities below) may have Supervisor (CGHRSUP) capability in Direct Access.
-

Payment Approving Officials' responsibilities and liabilities

It is Coast Guard Policy that PAOs have the same level of financial liability as an Authorized Certifying Officer (ACO), as described in Chapter 1 of Certifying and Disbursing Manual. Thus, if a PAO incorrectly certifies a document to an ACO that directly results in an erroneous or improper payment, the PAO is responsible for the error. PAOs remain fully accountable to the Coast Guard and may be found to have pecuniary¹ liability; and/or may have their personal evaluations (OER/CIV Performance Appraisal/EPEF) impacted by such action by an official in their chain with evaluation approving authority.

Designation Procedure for PAO

COs will request designations, revocations or terminations for PAOs by submitting form *[CG PSC-7421/2 \(Direct-Access User Access Authorization And Payment Approving Official \(PAO\) Designation\)](#) to PSC (MAS). If the form requests designation of a Second Class Petty Officer as a PAO, the CO shall attach a letter explaining what PAO authority will be granted to the Second Class Petty Officer (e.g., authority to sign leave and personnel transactions only).

- PSC (MAS) is the final approving authority for the designation of PAOs. After receipt and review of the [CG PSC -7421/2](#), PSC (MAS) will certify the PAO designation. The original form will be returned to the unit along with a detailed brochure outlining the duties, responsibilities, and liabilities of the PAO. A copy of the form will be forwarded to PSC (CCB), who will update the member's permissions in DA.

*Form CG PSC-7421/2 and all other PSC forms and worksheets are available at <http://www.uscg.mil/hq/psc/forms/>

¹ **pe-cu-ni-ar-y** Requiring payment of money: *a pecuniary offense.*

Procedures for Authorizing Direct Access Command Users

Introduction Access to command functions of Direct Access is limited to authorized personnel -- *Command Users*. This section provides guidelines and procedures for designating Command Users.

The Command User The Command User role in Direct Access provides the user with the ability to access the Self-Service for Command functions of the system. It is a powerful, multipurpose role, intended for use by trusted, mature and responsible members of the command cadre. Command Users must be designated by the unit Commanding Officer/Officer in Charge or Executive Officer/Executive Petty Officer.

The Direct Access Command User has the ability to:

- Schedule and approve (for payment) reserve IDT drills.
- Initiate and view enlisted evaluations (employee reviews).
- Access the Airport Terminal, which provides a list of personnel in receipt of orders to or from the unit and the ability to view, modify and print travel orders.
- Generate and view member competency reports.
- Print BAH/Dependency and Emergency Contacts reports.
- View command information including roster and personnel allowance list.
- View member service record information (CG Member Info) including assignment history, competencies, training history, contact telephone numbers and address.

Continued on next page

Procedures for Authorizing Direct Access Command Users, Continued

Choosing Command Users

Each unit must designate at least one Command User. Additional Command Users should be designated based on the need to access the information listed above.

Commanding Officers may designate as many Command Users as necessary to meet the unit's needs and maintain a smooth workflow. However, designations of Command Users in pay grades below E-6 are subject to review and approval by PSC and/or COMDT (CG-102). There are alternative access roles available for personnel who do not need access to all of the Command User functions (see next page).

Command User Responsibilities

Direct Access, based on the Operator ID, allows a Command User access to all command functions. Any Command User has the ability to enter comments and approve an employee review, enter IDT drills, or view transfer information. Commanding Officers should clearly define an individual's role when making Command User designations.

When you consider designating Command Users, you should first ask yourself these questions:

Does the individual have your authorization to:

- View enlisted evaluations?
 - Initiate enlisted evaluations?
 - View pending transfer information?
 - Run reports and rosters?
 - Input reserve drill/ADT information?
-

Continued on next page

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

Procedures for Authorizing Direct Access Command Users,
Continued

Alternatives to Command User Access Granting full command access may not always be necessary or appropriate. Consider granting one or more of these roles in lieu of full command access.

Role	Functions	Suggested users
Airport Terminal Only (CGAIRTRM).	Allows access to the Airport Terminal	Housing Officers/staffs and Relocation Specialists.
Employee Review Only (CGEMPREV)	User can initiate, route or approve enlisted employee reviews	Supervisors (E-6 and above) and Marking Officials. Note: Employee Reviews may be initiated using the worksheets (CG-3788a , CG-3788b or CG-3788c). A Command User can handle final data entry in the system. It is not necessary for every person in the chain of command to use Direct Access to complete an employee review. Use this rule to determine if you should authorize someone at your command Employee Review Access: <i>If the evaluation was being completed using the old paper-process, would that person's name and signature appear on the form as the supervisor, marking official or approving official?</i> If yes , the person should be authorized access in Direct Access. If no , the person's input on the evaluation may be captured using the Employee Review worksheets.
Reserve Orders Manager (CGRSVMGR)	Create, review, and endorse requests for reserve orders.	Allows supervisor to initiate requests for reserve orders on behalf of members who can't access Self-Service and allows the user to review and endorse requests for orders.
Field Admin (CGFIELDADM)	User can view and modify member competencies, run reports, view dependency data, print BAH/Dependency Data and Emergency Contacts reports, view and print travel orders, and most other non-pay related personnel actions.	Unit administrative staff. Note: Applications must be approved by the SPO and be accompanied by a Memorandum of Understanding (MOU). This is to ensure the SPO is aware that the unit will be assuming responsibility for entering competency data and prevents duplicate data entry. A template for the MOU is included as exhibit 1 (see page 26 of this chapter) . MOUs are valid for a maximum of two years.
Global Workforce Inquiry Solution (CGGWIS)	Allows view-only access to member and unit data. Includes ability to access the Airport Terminal.	HR Managers (CO/OIC, XO/XPO, Admin Officer, HQ/CGPC Staffs).

Continued on next page

Procedures for Authorizing Direct Access Command Users, Continued

Designation Procedure

To designate a Command User (or other role types), utilize [CG PSC Form 7421/2](#) (Direct-Access User Access Authorization).

1. Complete the first section (Blocks 1 through 7) of the form.
2. The authorizing official's name, rank, title and phone number must be printed or typed in Block 8 and the block must be signed.
Note: "By direction" is not authorized. Only the CO/OIC, XO/XPO, or HQ/CGPC/AREA/MLC/DIST Branch Chief may authorize Direct Access.
If the applicant is the CO/OIC, then they may sign their own application.
3. Fax the form to PSC's Customer Care Branch at: (785)-339-2297.
4. PSC Customer Care Branch will enable Command User privileges in Direct Access and notify the user, via email, when completed. Forms are *usually* processed within 3-working days of receipt.

Retain the original CG PSC Form 7421/2 until the member/employee departs the unit (transfer, discharge, etc.), or the designation is otherwise terminated or revoked.

Terminating Privileges

To terminate Command User designation and privileges, have the member and/or Authorizing Official sign in blocks 15 and 16, respectively, of CG PSC Form 7421/2 and fax to PSC Customer Care Branch at (785) 339-2297.

Access terminates automatically upon transfer or separation. There is no need to notify PSC Customer Care when a member is transferred or is separated:

- Access, to all but self-service applications, will automatically terminate when a military member departs on PCS orders.
 - All access to Direct Access will automatically be revoked when a military member is separated from the service.
-

Procedures for Authorizing HRS/HRSUP Users

Purpose This section provides guidelines for determining who will be granted HRS or HRS Supervisor access at SPOs and field units and procedures for granting Human Resource Site (HRS) access to Direct Access for users assigned to Servicing Personnel Offices (SPOs).

HRS/HRSUP Access Defined HRS access permits a Direct Access user to create and transmit transactions, which effect changes in a member's pay entitlements. HRS users can also access and maintain non-payroll data, such as competencies, awards, enlisted employee reviews, etc. HRS access duplicates the Self-Service for Employees and Self-Service for Commands roles to allow users at (SPOs) to service members and commands that do not have access to Direct Access.

HRS Supervisor (HRSUP) role users have the ability to release Direct Access transactions that require approval and to override software edits.

HRS/HRSUP User Responsibility and Liability It is Coast Guard policy that HRS users have the same level of financial liability as an Authorized Certifying Officer (ACO). ACO liability is described in Chapter 1 of the Certifying and Disbursing Manual. If an HRS user incorrectly certifies a document to an ACO (the ACO for military pay is PSC Topeka) that directly results in an erroneous or improper payment, the HRS user is responsible for the error. HRS users remain fully accountable to the Coast Guard and may be found to have pecuniary liability; and/or may have their personal evaluations (OER/CIV Performance Appraisal/Employee Review) impacted by such action by an official in their chain with evaluation approving authority.

Continued on next page

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

Procedures for Authorizing HRS/HRSUP Users, Continued

Field Unit HRS Access

Personnel at field units may be granted HRS access, provided the following criteria are met, COMDT (CG-102) has approved the transfer of responsibility, and the unit has entered into a Memorandum of Understanding with the **unit's designated SPO**, for the transfer of data input responsibility (see exhibit 2, on page 28 of this chapter).

- Must be a YN or CWO (PERS).
- If YN2 or YN3, must have access to and be directly supervised by a Subject Matter Expert (someone knowledgeable in pay matters).
 - Senior YN (E-6 and above).
 - CWO (PERS).
 - Full time Personnel/Admin Officer.
- The HRS Supervisor role will not be granted to users at field units. Units will contact their SPO to coordinate input of transactions that require approval or the override of system edits.

Alternatives to HRS Access for Field Unit Personnel

Granting HRS access may not always be necessary or appropriate. Consider granting one or more of these roles in lieu of HRS access.

Role	Functions	Suggested users
Airport Terminal Only (CGAIRTRM).	Allows access to the Airport Terminal	Housing Officers/staffs and Relocation Specialists.
Employee Review Only (CGEMPREV)	User can initiate, route or approve enlisted employee reviews	Supervisors (E-6 and above) and Marking Officials. Note: Employee Reviews may be initiated using the worksheets (CG-3788a , CG-3788b or CG-3788c) from enclosure (1) to the Personnel and Pay Procedures Manual. A Command User can handle final data entry in CGHRS. It is not necessary for every person in the chain of command to use Direct Access to complete an employee review.
Field Admin (CGFIELDADM)	User can view and modify member competencies, run reports, view dependency data, print BAH/Dependency Data and Emergency Contacts reports, view and print travel orders, and most other non-pay related personnel actions.	Unit administrative staff. Note: Applications must be approved by the unit's designated SPO and be accompanied by a Memorandum of Understanding (MOU). This is to ensure the SPO is aware that the unit will be assuming responsibility for entering competency data and prevents duplicate data entry. A template for the MOU is on page 26 of this chapter. MOUs are valid for a maximum of two years.
Global Workforce Inquiry Solution (CGGWIS)	Allows view-only access to member and unit data. Includes ability to access the Airport Terminal.	HR Managers (CO/OIC, XO/XPO, Admin Officer, HQ/CGPC Staffs).

Continued on next page

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

Procedures for Authorizing HRS/HRSUP Users, Continued

SPO Staffs Active duty, reserve and civilian employees permanently assigned to a position in one of the existing SPOs may be granted HRS access in Direct Access. Yeomen, temporarily assigned to a SPO, may be granted access.

**SPO Supervisors/
Payment
Approving
Officials** Certain Direct Access entitlements transactions require review and approval before they can be released for processing. Approval of these transactions is limited to properly designated Pay Approving Officials (PAOs). PAOs are assigned the HRS Supervisor (HRSUP) role in Direct Access.

Commanding officer of a unit with a SPO must nominate at least one officer, chief petty officer, first class petty officer, or civilian employee in grade GS-7 or above, for designation by PSC (MAS) as a Payment Approving Official (PAO).

In addition to reviewing and approving transactions, HRS Supervisors have the ability to override Direct Access program edits. This allows the user to “force” a transaction to be saved, even if it does not meet the criteria established for an entitlement to be paid. This functionality exists because the system edits are closely tied to the member’s assigned position and department in Direct Access. Therefore, the edits prevent some transactions, which are otherwise appropriate, from being entered into the system. An example of this would be attempting to put in a sea pay change on a member who has departed, PCS, from a sea pay eligible unit to a unit where sea pay is not authorized. Direct Access would normally prevent entry of this type of transaction because the member’s current unit is not authorized sea pay.

Continued on next page

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

Procedures for Authorizing HRS/HRSUP Users, Continued

Designation Procedure

To designate an HRS/HRSUP user, utilize [CG PSC Form 7421/2](#) (Direct-Access User Access Authorization).

1. Complete the first section (Blocks 1 through 7) of the form at the unit level.
2. The authorizing official's name, rank, title and phone number must be printed or typed in Block 8 and the block must be signed.
 - Note that for field unit access "By direction" is not authorized. Only the CO/OIC or XO/XPO may authorize Direct Access. The SPO supervisor may sign applications from users within that SPO.
 - Users at field units should include a copy of the Memorandum of Understanding.
 - HRS Supervisor applicants should include a copy of their PAO designation letter (PSC acknowledges that we have these letters on file. However, by having the applicant include it with their access form, the authorizing official is assured the applicant is a PAO. Including the letter with the application also reduces processing time at PSC).
3. Fax the form to PSC's Customer Care Center at: (785)-339-2297.
4. The PSC Customer Care Center will enable HRS privileges in Direct Access and notify the user, via email, when completed. Forms are *usually* processed within 3-working days of receipt.

Retain the original CG PSC Form 7421/2 until the member/employee departs the unit (transfer, discharge, etc.), or the designation is otherwise terminated or revoked.

Terminating Privileges

To terminate HRS/HRSUP designation and privileges, have the member and/or Authorizing Official sign in blocks 15 and 16, respectively, of CG PSC Form 7421/2 and fax to PSC Customer Care Branch at (785) 339-2297.

Access terminates automatically upon transfer or separation. There is no need to notify PSC Customer Care when a member is transferred or is separated:

- Access, to all but self-service applications, will automatically terminate when a military member departs on PCS orders.
 - All access to Direct Access will automatically be revoked when a military member is separated from the service.
-

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

Directives Referenced in this Manual

Introduction Several directives are referenced throughout the Personnel and Pay Procedures Manual. These directives usually set policy for the procedure being described. You will need to refer to these directives from time to time.

Directives referenced Directives used in this manual and their abbreviation. Current online versions can be found at: <http://cgweb2.comdt.uscg.mil/CGDIRECTIVES/> (intranet) or at: <http://www.uscg.mil/CCS/CIT/CIM/DIRECTIVES/WELCOME.HTM> (internet).

Number	Long Title	Abbreviation
COMDTINST M1000.6 (series)	CG Personnel Manual	PERSMAN
COMDTINST 1000.14	Preparation and Submission of Administrative Remarks (CG-3307)	Pg-7 Instruction
COMDTINST M1001.28 (series)	Reserve Policy Manual	RPM
COMDTINST 1020.8 (series)	Weight/Physical Fitness Standards for Coast Guard Military Personnel	Weight and Physical Fitness Standards
COMDTINST M1080.10 (series)	Military Personnel Data Records (PDR) System Manual	PDR Manual
COMDTINST M1414.8 (series)	Enlisted Performance Qualifications Manual	Quals Manual
COMDTINST M1510.2 (series)	Enlisted Professional Military Education (E-PME) Manual	E-PME
COMDTINST M1500.10 (series)	Coast Guard Training and Education Manual	Training & Ed Man
COMDTINST M1650.25 (series)	Coast Guard Medals and Awards Manual	Medals & Awards Manual
COMDTINST M1900.4 (series)	Certificate of Release or Discharge from Active Duty, DD Form 214	DD 214 Manual
N/A	Separation Program Designators Handbook <i>(Distribution limited to SPOs. Contact COMDT (CG-1221) to obtain a copy)</i>	SPD Handbook

Continued on next page

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

Directives Referenced in this Manual, Continued

**Directives
referenced (cont'd)**

Number	Long Title	Abbreviation
COMDTINST 4600 (series)	Travel Charge Card Program	Charge Card Instruction
COMDTINST M4600.17 (series)	Coast Guard Supplement to the Joint Federal Travel Regulations Volume 1	CGS-JFTR
COMDTINST 5000.5 (series)	Foreign Travel, Passports, and Visas	Passport Inst.
COMDTINST M5000.3 (series)	United States Coast Guard Regulations	CG Regs
COMDTINST M5260.3 (series)	Privacy (Coast Guard) and Freedom of Information Acts Manual	Privacy Act Manual
COMDTINST M5300.2 (series)	U.S. Coast Guard Competency Management System Manual	COMPMAN
COMDTINST 5310 (series)	Measuring the Contribution of Reserve Duty	None
COMDTINST M5510 (series)	Classified Information Management Program	None
COMDTINST M5520.12 (series)	Military Personnel Security Program Manual	PERSEC
COMDTINST M5512.1 (series)	Identification cards for members of the uniformed services, their eligible family members, and other personnel	None
COMDTINST M5810.1 (series)	Military Justice Manual	MJM
COMDTINST M7210.1 (series)	Certifying and Disbursing Manual	Certifying and Disbursing Manual
COMDTINST M7220.29 (series)	U. S. Coast Guard Pay Manual	PAYMAN
COMDTINST 7220.39 (series)	Management and Administration of Aviation Incentive Pays	Flight Pay Instruction

Continued on next page

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

Directives Referenced in this Manual, Continued

Directives referenced
(cont'd)

Number	Long Title	Abbreviation
COMDTINST M8000.2 (series)	Ordnance Manual	
COMDTINST M10470.10 (series)	Coast Guard Rescue and Survival Systems Manual	CG Rescue Manual
COMDTINST M11101.13 (series)	Coast Guard Housing Manual	Housing Manual
PSCINST M1000.2 (series)	Personnel and Pay Procedures Manual	PPPM
FINCENINST M7000.1 (series)	CG Finance Center, Standard Operation Procedures http://www.fincen.uscg.mil/sop.htm	FINCEN SOP
JFTR Vol 1	Joint Federal Travel Regulations DOD Travel Regulations	JFTR

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

Forms and Worksheets Referenced in this Manual

Introduction

Several forms and worksheets are referenced throughout the Personnel and Pay Procedures Manual. The forms and the PSC worksheets referenced in this manual are needed to complete the action described.

CG PSC worksheets are available on the internet at <http://www.uscg.mil/hq/psc/forms/>. CG PSC worksheets are no longer promulgated in enclosure (1) to this manual.

Other forms referenced in this Manual are available in Electronic Forms Application on the Coast Guard Standard Workstation (*USCG Adobe Forms*) or on the intranet at <http://cgweb2.comdt.uscg.mil/CGFORMS/>.

Forms & Worksheets Referenced

Forms and worksheets referenced in this manual and corresponding numbers.

Form Number	Form name
AF Form 538	Personal Clothing and Equipment Record
CG-1650	CG Award Recommendation
CG-2519	Leave Authorization
CG-2556	Move-In Housing Allowance Claim Form
CG-3029A	Individual's Record of Small Arms Training
CG-3301B	Agreement to Extend/Re-extend Enlistment
CG-3307	Administrative Remarks
CG-3719D	USCG Certificate of Training
CG-3788A	Employee Review Worksheet (Non-Rated)
CG-3788B	Employee Review Worksheet (Petty Officer)
CG-3788C	Employee Review Worksheet (Master, Senior and Chief Petty Officer)
CG-3788E	Enlisted Performance Evaluation Support Form (Petty Officer)
CG-3788F	Enlisted Performance Evaluation Support Form (Master, Senior, Chief Petty Officer)
CG-3788G	Enlisted Performance Evaluation Support Form (Non-Rated)
CG-3853	Personal Effects Inventory and Disposition
CG-4057	Chronological Record
CG-4178A	Good Conduct Certificate

Continued on next page

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

Forms and Worksheets Referenced in this Manual, Continued

**Forms & Worksheets
Referenced (cont'd)**

Form Number	Form name
CG-4251	Military Temporary Additional Duty (TDY) or Civilian Temporary Duty (TD) Request and Travel Order
CG-4685	Aircrew Certificate
CG-4910	Report of Offense and Disposition
CG-5063	Coxswain Certificate
CG-5063A	Boat Engineer Certificate
CG-5063B	Boat Crewmember Certificate
CG-5063C	Surfman Certificate
CG-5063D	Heavy Weather Coxswain
CG-5064	Cutterman's Certificate
CG-5065	Command At Sea Certificate
CG-5066	Officer-In-Charge Afloat Certificate
CG-5066A	Officer In Charge Ashore Certificate
CG-5067	Boat Force Operations Insignia Certificate (Advanced)
CG-5068	Boat Force Operations Insignia Certificate (Basic)
CG-5073	Privacy Act Log
CG-5131	Standard Travel order for Military Personnel (Computer Generated)
CG-5209	Leave and Earnings Statement (Computer Generated)
CG-5475	Clothing and Small Stores Checkage
CG-5481	Reserve Officer Personal Resume
CG-5489-1	Remission Application
CG-5489-2	Waiver Application
CG-5489A	SPO's Endorsement Waiver/Remission Application
CG-5489B	Financial Statement
CG-5530	Advancement Certificate to SN/FN
CG-5588	Personnel Security Action
CG-5673	Child's Appreciation Letter
CG-5674	Spouse Reenlistment Appreciation Letter
CG-5675	Oath Of Reenlistment Certificate
CG-6058	Coast Guard Sponsor Notification
CG-9556	Acceptance and Oath of Office

Continued on next page

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

Forms and Worksheets Referenced in this Manual, Continued

**Forms & Worksheets
Referenced (cont'd)**

Form Number	Form name
CG PSC-1570	Individual Monthly IDT Tracking Worksheet
CG PSC-1884	Application For Annuity Under The Survivor Benefit Plan (SBP), Reserve Component Survivor Benefit Plan (RCSBP), Retired Serviceman's Family Protection Plan (RSFPP) And/Or Final Retired Pay Due
CG PSC-2000	PCS Departing Worksheet
CG PSC-2001	Departing TAD or PCS/TEMDUINS to "A" School Worksheet
CG PSC-2002	Assignment Data Worksheet
CG PSC-2003	PCS Entitlements Advance Travel Worksheet
CG PSC-2005	PCS Reporting Worksheet
CG PSC-2010	Advances Worksheet
CG PSC-2015	Pay Delivery Worksheet
CG PSC-2020	Dependency Worksheet
CG PSC-2020A	Support Statement
CG PSC-2020B	Full-Time Student Statement
CG PSC-2020C	Former Spouse Statement
CG PSC-2020D	Designation of Beneficiaries
CG PSC-2025	BAH/Housing Worksheet
CG PSC-2025A	Housing Allowance (BAH/OHA) Protection Worksheet
CG PSC-2030	Career Development Worksheet
CG PSC-2035	Family Separation Allowance (FSA) Worksheet
CG PSC-2040	Allotment Worksheet
CG PSC-2045	Career Intentions Worksheet
CG PSC-2050	Nonreceipt Worksheet
CG PSC-2426	Career Status Bonus (CSB) Election
CG PSC-3600	Designation Of Beneficiary For Payment Of Unpaid Retired Pay
CG PSC-3799R	Reserve Annual Screening Questionnaire (ASQ)
CG PSC-3867	Claim for Final Retired Pay

Continued on next page

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

Forms and Worksheets Referenced in this Manual, Continued

**Forms & Worksheets
Referenced (cont'd)**

Form Number	Form name
CG PSC-4700	Retired (Active or Reserve) Pay Account Worksheet and Survivor Benefit Election
CG PSC-5100	Officer Uniform Allowance Claim Worksheet
CG PSC-5150	Civilian Clothing Monetary Allowance Worksheet
CG PSC-5200	Ethnicity and Race Self-Reporting Worksheet
CG PSC-7221	Retired Allotment Authorization Form
CG PSC-7270	COLA - Unique Expenses Reimbursement Worksheet
CG PSC-7421	T-PAX Approving Official (AO) Designation
CG PSC-7421/2	DA User Authorization/Revocation
CG PSC-7421/3	JUMPS User Access Authorization
CG PSC-7543	Statement of Financial Status Submitted for Consideration In Connection with Indebtedness to the United States
CG PSC-11221	Reserve Component Survivor Benefit Plan (RCSBP) Option - Election Certificate
DD-216CG	Petty Officer Advancement Certificate
DD-256CG	USCG Honorable Discharge Certificate
DD-257CG	USCG General Discharge Certificate
DD-259CG	USCG Bad Conduct Discharge Certificate (accountable form)
DD-260CG	USCG Dishonorable Discharge Certificate (accountable form)
DD Form 1172	Application For Department of Defense Common Access Card DEERS Enrollment
DD Form 1173	Uniformed Services ID and Privilege Card
DD Form 1173-1	Reserve Family Member Identification Card
DD Form 1299	Application for Shipment and/or Storage of Personal Property
DD Form 1351-2	Travel Voucher
DD-1351-2C	Travel Voucher or Subvoucher (Continuation Sheet)
DD Form 1351-3	Statement of Actual Expenses
DD-1351-4	Voucher Or Claim For Dependent Travel And Dislocation Or Trailer Allowance

Continued on next page

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

Forms and Worksheets Referenced in this Manual, Continued

**Forms & Worksheets
Referenced (cont'd)**

Form Number	Form name
DD Form 139	Payment Adjustment Authorization
DD Form 1475	Basic Allowance For Subsistence Certification
DD Form 2058, CG	State of Legal Residence Certificate
DD Form 2842	DOD Public Key Infrastructure Registration Official Certificate of Acceptance and Acknowledge of Responsibilities
DD-2556	Move-In Housing Allowance Claim Form
DD Form 216 CG	Petty Officer Appointment Certificate
DD Form 216 CGR	Reserve Petty Officer Appointment Certificate
DD Form 2278	Application for Do It Yourself/Self-Procured Move and Counseling Checklist
DD Form 2329	Record of Trial by Summary Courts-Martial
DD Form 2366	Montgomery GI BILL Enrollment/Disenrollment, SOI
DD Form 2366-1	Montgomery GI BILL Increased Benefit Contribution Program
DD Form 2367	Individual/Overseas Housing Allowance
DD Form 2648,	Preseparation Counseling Checklist for Active Component Service Members
DD Form 2648-1	Preseparation Counseling Checklist for Reserve Component Service Members Released From Active Duty
DD Form 2656-9	Survivor Benefit Plan (SBP) and Reserve Component Survivor Benefit Plan (RCSBP) Open Enrollment Election
DD Form 2895	Agreement to Serve in the Selected Reserve for TRICARE Reserve Select
DD Form 397	Claims Certificate and Voucher for Death Gratuity Payment
DD Form 4/1	Enlistment/Reenlistment Document Armed Forces of the United States
DD Form 553	Deserter/Absentee Wanted by the Armed Forces
DD Form 616	Return of Absentee
DD Form 803	Certificate of Termination

Continued on next page

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

Forms and Worksheets Referenced in this Manual, Continued

**Forms & Worksheets
Referenced (cont'd)**

Form Number	Form name
DD-214	Certificate of Release or Discharge From Active Duty (Computer Generated)
DD-214WS	Certificate of Release or Discharge From Active Duty (Computer Generated)
DD-Form 2 (CG)	Armed Forces Identification Card
IRS Form W-2	Wage and Tax Statement
IRS Form W-4	Employee's Withholding Allowance Certificate
IRS Form W-5	Federal Earned Income Credit
PHS 731	International Certificate of Vaccination
SF-312	Nondisclosure Agreement
SF-1038	Advance of Funds Application and Account
SGLV-8285	Request for Insurance (Servicemembers' Group Life Insurance)
SGLV-8286	Servicemembers' Group Life Insurance Election Certificate
SGLV-8286A	Family Coverage Election (SGLV)
VA Form 4-5281	Refund of Educational Contributions

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

Exhibit 1-1: Suggested format for MOU between Unit and SPO for maintenance of member competency data

**U.S. Department of
Homeland Security**

**United States
Coast Guard**



Commanding Officer
Unit Name

Address.
City, ST Zip
Staff Symbol: ()
Phone: ()
Fax: ()
Email:

5230

MEMORANDUM

From: Unit and Servicing SPO

Reply to
Attn of: Unit Point of Contact

To: Distribution
Thru:

Subj: MEMORANDUM OF UNDERSTANDING FOR UNIT TO MAINTAIN MEMBER
COMPETENCY DATA

Ref:

1. To allow field units to maintain member competency and other non-payroll related personnel data, using the Direct-Access, these parties have entered into an agreement on the following items:

- (a) **SYSTEMS ACCESS:** (Enter Name of Unit) will complete a user access form (CG PSC 7421/2) for each person that will be authorized full access, to Direct-Access applications, in order to provide pay and personnel support for members assigned to the following units:

List Units

Access forms must be delivered to SPO Chief for expedited processing through PSC.

- (b) **RESOURCES:** No additional YN resources will be provided to Name of Unit during the initial phases of software rollout.
- (c) **RESPONSIBILITIES:** Data input responsibilities will shift from (SPO) to (Unit) . (Unit) will be responsible for entering all member competency information (**Education, Honors and Awards, Qualification Codes and Training, collectively know as "Competencies"**), for those units listed above, on the effective date of this agreement. (Unit) must incorporate internal controls to safeguard data input integrity. The Personnel Service Center (PSC) may require the future designation of at least one Payment Approving Official.

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

- (d) **SUPPORT:** (SPO) will provide training, as requested, on data input requirements and software navigation. They will also be available to provide assistance with various pay entitlement questions.

- (e) **EFFECTIVE DATE:** This agreement is entered into effective (date) and will remain in effect for a period not to exceed two years from the effective date or until terminated by both parties, whichever occurs first.

- (f) **Agreed to by** (Signatures Below):

FIRST LAST NAME RANK, USCG
Title:
(CO, XO, or SPO Chief only)

FIRST LAST NAME RANK, USCG
Executive Officer, Unit

#

Enclosures: List of CG-PSC form 7421/2 (Direct-Access Form) For Each Unit Member Who Is To Be Authorized Access

Dist: Original SPO General Files
Copy Unit General Files
Copy Fax to PSC (Customer Service) with User Access Forms

Copy: COMDT (CG-102)

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

Exhibit 1-2: Suggested format for MOU between Unit and SPO for the assumption of SPO data entry responsibilities.

**U.S. Department of
Homeland Security**

**United States
Coast Guard**



Commanding Officer
Unit Name

Address.
City, ST Zip
Staff Symbol: ()
Phone: ()
Fax: ()
Email:

5230

MEMORANDUM

From: Unit and Servicing SPO

Reply to

Attn of: Unit Point of Contact

To: Distribution

Thru: COMDT (CG-102 – YN Force Manager)

Subj: MEMORANDUM OF UNDERSTANDING FOR UNIT TO ASSUME SPO DATA
INPUT RESPONSIBILITIES

Ref:

1. To begin the process of shifting personnel and pay data input responsibilities using Direct-Access these parties have entered into an agreement on the following items:

- (a) **SYSTEMS ACCESS:** (Enter Name of Unit) will complete a user access form (CG PSC 7421/2) for each person that will be authorized full access, to Direct-Access applications, in order to provide pay and personnel support for members assigned to the following units:

List Units

Access forms must be delivered to SPO Chief for processing through PSC.

- (b) **RESOURCES:** No additional YN resources will be provided to Name of Unit during the initial phases of software rollout.
- (c) **RESPONSIBILITIES:** Data input responsibilities will shift from (SPO) to (Unit) . (Unit) will be responsible for entering pay and personnel transactions for those units listed above, on the effective date of this agreement. (Unit) must incorporate internal controls to safeguard data input integrity.

Chapter 1
PERSONNEL AND PAY SYSTEMS OVERVIEW

- (d) **SUPPORT:** (SPO) will provide training, as requested, on data input requirements and software navigation. They will also be available to provide assistance with various pay entitlement questions. The SPO will continue to input those transactions, which require approval by a Payment Approving Official (PAO).

- (e) **EFFECTIVE DATE:** This agreement is entered into effective (date) and will remain in effect for a period not to exceed two years or until terminated by both parties, whichever occurs first.

- (f) **Agreed to by** (Signatures Below):

FIRST LAST NAME RANK, USCG	FIRST LAST NAME RANK, USCG
Title:	Executive Officer, Unit
(CO, XO, or SPO Chief only)	#

Enclosures: List of CG-PSC form 7421/2 (Direct-Access Form) For Each Unit Member Who Is To Be Authorized Access

Dist: Original SPO General Files
Copy Unit General Files
Copy Fax to PSC (Customer Service) with User Access Forms

This page left blank intentionally