

Department of Homeland Security U.S. Coast Guard CG PSC – 5238 (06/07)		MODALL DOCUMENTATION SHEET			
1. Serial #:		2. SCP#:		3. Pay Period Ending Date:	
4. Member's SSN:		5. Member's Name (Last, First, MI, Rank)			6. Member's DD-OPFAC:
7a. RPT DTD Enter the current exception or compute error report date.	7b. ERR CD Enter the error code from the exception or compute error report	7c. SEG # Enter the segment number that corresponds to the error code given on the exception report	7d. OVERRIDE Enter the override code used on the exception report	7e. JUMPS PACKAGE Enter the JUMPS package the error was received in from the master exception report.	7f. ACCT DISCREPANCY Enter "Y" if MODALL is in conjunction with an exception report. (Attach a copy of the account discrepancy to the cover sheet.) Enter "N" if it is not related to an account discrepancy.
					ACCT DISCREPANCY:
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8a. Does this effect both Pay & Personnel data bases?					<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
8b. If YES, have changes been made on both data bases?					<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
9. Give a description of the reason for this MODALL and its effect. Include the name of any reports which led you to the problem and what specific segments are to be effected. Indicate any transactions that will be submitted to correct the amount in addition to the MODALL.					
10. List all segments requiring action by MODALL:					
11. Submitted by:		Signature:		Date:	
Staff symbol (e.g., MAS, SES):		Section (E.g., T5, S4)	Phone Extension:		
12. Team Leader:		Signature:			Date:
13. 1 st Reviewer:		Signature:			Date:
14. 2 nd Reviewer:		Signature:			Date:
15. Returned to originator for further research		Signature:			Date:
Reason for return:					
16. Change entered by:		Signature:		Date:	
17. MODALL verified by:		Signature:		Date:	