

**SOCSS Checklist for Member: \_\_\_\_\_ EMPLID: \_\_\_\_\_**

**Print** SOCSS Checklist. **Initial** the Completed box as each Action is reviewed and completed, as necessary. **Sign and Date** the SOCSS Checklist. **Scan** signed SOCSS Checklist and **attach** to SOCSS request to PPC. **File** SOCSS Checklist in Section 1 of the PDR.

For all SOCSS requests, an E-6 or above in the member's SPO/PSI must contact PPC Customer Care via an online trouble ticket or send an email to [PPC-DG-CustomerCare@uscg.mil](mailto:PPC-DG-CustomerCare@uscg.mil).

**\*\* By signing this document, you, as the PAO, are certifying that all information provided to support this SOCSS request is true beyond a reasonable suspicion of doubt. \*\***

Completed	Action	Description
	<b>Review PCS Start and Stop dates for accuracy</b>	<ul style="list-style-type: none"> <li>• <b>Prior to 01/01/2015</b> – Compare SEG 07 and SEG 69 with PCS Orders and PPC approved/finalized travel claims.</li> <li>• <b>01/01/2015 to Present</b> – Review PCS Orders in DA.</li> </ul>
	<b>Review <u>ALL</u> neutral rows and ensure the dates are accurate</b>	Neutral row dates should reflect the accurate dates based on the PCS arrival and departure dates to a ship and should include the 30-day rule when TDY. <b>If neutral rows are entered for a period of dry dock time, include exact dates in your SOCSS request to help PPC verify the reason for the neutral row.</b>
	<b>Provide an explanation</b>	Include an explanation of any start/stop of sea time that is NOT accounted for by a neutral row and/or is not obvious (e.g., no cost orders, ship to ship transfers).
	<b>Review EABP</b>	<ul style="list-style-type: none"> <li>• Review member's EABP rows for ALL Career Sea Pay for TDY.</li> <li>• Ensure the TDY dates match the member's actual travel (use the PPC approved/finalized travel claim, not the orders).</li> </ul>
	<b>Enter missing information in DA</b>	If TDY to a ship is missing from EABP, enter it into DA (even if the member is already on a ship). Do NOT request PPC to enter missing TDY. This is the SPOs responsibility.
	<b>Review Admin Training Orders in DA</b>	If a period of TDY orders is found greater than 30 days, obtain the member's actual dates using their Travel Claim and compare for accuracy. Use the <a href="#">30-day rule</a> to account for start/stop of sea time dates.
	<b>Review travel history in TPAX</b>  <b>NOTE:</b> If the SEG 07 and travel claim dates do not match, verify the accuracy of the travel dates, and enter CSP for TDY into DA with the correct start and end dates.	<ul style="list-style-type: none"> <li>• Review the member's travel history in TPAX and attach any applicable travel claims to the SOCSS request.</li> <li>• Look for TDY over 30 days, including travel prior to 01 Jan 2015.</li> <li>• Ensure the travel claim dates and the SEG 07 match (see <b>NOTE</b>).</li> <li>• Enter any missing TDY to a ship into DA (even if Out-of-Range). Enter neutral rows for applying the 30-day rule.</li> </ul>

**Print Name and Sign:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Location of member's record: \_\_\_\_\_