EMAIL TEMPLATE FOR NON-RECEIPT OF PAY – MAS

Below is the REQUIRED template and coincides with the Special Payment Request Template, Figure 8-2 in the 3PM.

1. Request a special payment for: (ex: YN3 Jane Smith, 1234567, USCG)

2. Request for special direct deposit of pay and allowances for the period (ex:16Apr24 to 30Apr24), due to non-receipt of pay on (ex:01May24). The member’s direct deposit was not entered/updated in time to make the (ex:01May24) pay cut.

3. Request meets the criteria of chapter 8-B of PPCINST M1000.2B, Personnel and Pay Procedures Manual.

4. Corrective action taken by the P&A to rectify the non-pay issue: (for example, Direct deposit info was not entered until 25Apr24 with an effective date of 01May24.)

5. P&A Office Point of Contact: (provide rate, name, email address and phone number)

6. Released by: (Must be a designated Payment Approving Official (PAO), provide rate, name, e-mail address and phone number)