EMAIL TEMPLATE FOR REQUESTING PAY AUDITS

Please use this template when contacting PPC to process a Pay Audit for a member.  The Template requires the following information:

1. Member’s Name:
2. Member’s Emplid:
3. Responsible SPO:
4. Name and Emplid of the SPO Auditor:
5. Pay Earnings Audit Action Requested:
6. Affected Date Range:  MM/DD/YYYY to MM/DD/YYYY. (Check to see if Out-of-Range procedures are applicable)
7. Have In-service Debt (ISD) EABP rows been reviewed and researched per the PPC Element Assignment by Payee user guide?
8. Has the Understanding Job Data been reviewed and researched for the member in question? Common Examples: ROB/ROE rows for reservists are built and are in the correct pay group, incorrect step increases, incorrect basic pay on compensation tab.
9. Have the Pay Calculations Results and Element Assignment by Payee (EABP) guides been reviewed and researched for the member in question?
10. Attach a SPO created Comprehensive SPO audit worksheet with computations that validates and explains the pay discrepancy. This document is created by the SPO preferably using MS Excel or MS Word.

NOTE:  SPO Pay Discrepancy Audit requests that do not contain a comprehensive SPO audit worksheet will be closed by PPC with no action. Requests for adjustments to Aviation Service Date, Officer Service Date, DIFOPS, DIFDEN, DIFPRO and/or OPFLY TIME still require Command Endorsement via CG Memo and AVip Worksheet. Career Sea Pay Premium (CSPP) still requires a CSPP Start Date Calculator Spreadsheet and CG-2036**,**Career Sea Pay Premium Worksheet. Special Duty Pay requires CG-2044, Special Duty Pay Worksheet. Leave inquiries will still require the PPC Ticket for Leave Action.

1. Details:  Explain the alleged pay discrepancy in detail.