

Statement of Creditable Service (SOCS)

Overview

Purpose The purpose of this guide is to provide the foundation to request a complete and accurate Statement of Creditable Service (SOCS) from PPC.

IMPORTANT If the SOCS is being requested by an Entry Point (i.e., TRACEN Cape May, CG Academy) and the Entry Point is **NOT** in possession of the required source documents, flag the member's record and request the receiving SPO at the member's first PDS submit the SOCS request with the required source documents.

SOCS The purpose of a SOCS is to establish, correct, and verify Service Dates consisting of:

- Date of Initial Entry into Military Service (DIEMS)
- Pay Base Date (PBD)
- Active Duty Base Date (ADBD)

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Statement of Creditable Service

Introduction This section provides definitions, references, helpful links, and guidance on how to request a Statement of Creditable Service (SOCS) from PPC.

References

- (a) [Reserve Policy Manual, COMDTINST M1001.28 \(series\) Chapter 8.C.2](#)
- (b) [Personnel and Pay Procedures Manual \(3PM\), PPCINST M1000.2 \(series\), Chapter 6.J.3](#)
- (c) [Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 \(series\)](#)
- (d) [Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 \(series\)](#)
- (e) [Temporary Separations, COMDTINST M1040.6](#)
- (f) [Military Separations, COMDTINST M1000.4](#)

IMPORTANT It is important to **review this guide in its entirety** to ensure you capture everything needed to submit a SOCS Request. It is the SPO's responsibility to ensure all required documentation and a completed checklist is provided. PPC will **not** process incomplete requests. Incomplete requests will be closed and unworked and the SPO will be notified of what must be provided prior to resubmitting a SOCS request.

When to Request a SOCS

The Servicing Personnel Office (SPO) must request a SOCS when:

- Member's service dates are incorrect (ADBD, PBD, DIEMS)
- Member is enlisting (or assessing) and has prior service in another branch of service
- Member is enlisting (or assessing) and has prior service in the Coast Guard or Coast Guard Reserve with a break in service
- Member is a Coast Guard Reservist with greater than 15 years of total combined active service who is considering extended Active Duty (Retirement Sanctuary Rule)
- Member is a Coast Guard Reservist who is integrating into the regular Coast Guard
- Member graduates from the Coast Guard Academy with an appointment as a commissioned officer **and** attended the Scholar Program (Active Duty or Reserves) prior to hire as a Cadet
- Member dis-enrolls from the Coast Guard Academy and returns to an enlisted status

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Statement of Creditable Service, Continued

How to Request a SOCS Complete the [SOCS Checklist](#). Once all information has been verified, all required documents compiled, and the SOCS Checklist has been completed and signed by a YN1 or above with PAO designation at the member's SPO, **attach the completed SOCS Checklist and all other Required Documents** to the PPC ticket requesting the SOCS.

If the SOCS request is missing any Required Documents, including the signed/dated SOCS Checklist, the SOCS request will be returned to the SPO and the ticket will be closed with no action taken.

Required Documentation For all SOCS requests, an E-6 or above in the member's SPO must contact PPC Customer Service via an online trouble ticket or send an email to PPC-DG-customer@uscg.mil and provide the following documentation:

- [SOCS Checklist](#) (verified and signed by PAO)
- All contracts (i.e., DD-4)
- All Discharge Documents including DD-214's (**preferably member copy, page 4**)
- NGB 22 and 23's for National Guard members (NGB Documents are the National Guard's version of the DD-214 and enlistment contracts)
- All Oaths of Office (Officers)
- Reserve Retirement Points Statements (members who served in a Reserve Component and/or the National Guard)

NOTE: The individual is the primary resource in furnishing this information. (Documentation can be requested from: <http://www.archives.gov/veterans/military-service-records/>).

Formatting Required Documents When submitting scanned documents as part of the SOCS request, it is recommended that each scanned document begin with the member's Employee ID (EMPLID). For example:

- 1234567 – SOCS Checklist
- 1234567 – DD214 dtd 07/19/01 (include the discharge date if multiple DD-214s)
- 1234567 – RSV PTS Statement
- 1234567 – DD4
- 1234567 – CG4175

SOCS Additional Information

Introduction This section provides information on the importance of gathering and verifying accurate data prior to requesting a Statement of Creditable Service (SOCS) from PPC.

Erroneous Documentation Ensure all documentation provided reflects the correct dates and information. If you request a SOCS with documentation that contains erroneous information, the SOCS is going to be incorrect.

For example, if you request a SOCS with a DD-214 that is incorrect, the SOCS will mirror the DD-214 provided and will consequently be incorrect, possibly putting the member in an incorrect pay status.

If a DD-214 requires a change or correction, you will need to submit a [DD-149, Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552](#), along with supporting documentation to PSC (bops-c) at <mailto:HQS-DG-M-CGPSC-BOPS-C@uscg.mil>.

Interim PBD Adjustment Because it may take an extended period of time to receive records from the National Personnel Records Center, and from other Armed Services, PPC can enter an Interim PBD Adjustment.

The SPO must request an Interim PBD Adjustment and provide the specific date to be used as the Interim PBD. Because there is the possibility that the DD-214 from the prior service may not support the request Interim PBD, the SPO must counsel the member that they may be overpaid due to the Interim Pay Base Date Adjustment.

Requests for an Interim Adjustment **MUST** contain the following sentence from section 6-J of the Personnel and Pay Procedures Manual (3PM): *"The member has been counseled and understands that if the total sea time/prior service added, based on the DD-214, is not supported by the prior service records, then the member will be in an overpaid status."*

The purpose of the Interim Adjustment is to help the member get their pay adjusted in a timely manner. PPC will only use blocks 12A and 12B of the DD-214 for pay base date purposes and will not count any active or inactive time. If the member is accessing from the Reserve component, PPC will only use the points statement from the other Armed Service. A SOCS will still be completed once all the information from the National Personnel Records Center and the member's prior service has been received from the SPO/member. **An Interim Adjustment does not speed up the casework process.**

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SOCS Additional Information, Continued

SOCS Checklist for Member: _____ **EMPLID:** _____

Print SOCS Checklist. **Initial** the Attached box to ensure each required document has been reviewed for accuracy and attached to SOCS request as appropriate. **Sign and Date** the SOCS Checklist. **Scan** the signed SOCS Checklist and **attach** to the SOCS request to PPC. **File** the SOCS Checklist in Section 1 of the PDR.

For all SOCS 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

SELECT ONE:

Member is a CG Reservist with greater than 15 years of total coming active service who is considering extended AD (Retirement Sanctuary Rule)	Member graduates from the CG Academy with an appointment as a commissioned officer and attended the Scholar Program (AD or RSV) prior to hire as a Cadet
Member's service dates are incorrect (ADBD, PBD, DIEMS)	Member is a CG Reservists who is integrating into the regular CG
Member is enlisting (or assessing) and has prior service in another branch of service	Member dis-enrolls from the CG Academy and returns to an enlisted status.
Member is enlisting (or assessing) and has prior service in the CG or CG Reserve with a break in service	

<u>Required Document</u>	<u>Attached (mark N/A if it does not apply to Mbr)</u>	<u>Additional Information</u>
DD-4 Enlistment Contract		Provide all contracts
Military Academy Transcript		
CG-9556 or NOAA – Acceptance and Oath of Office		
CG-4175 or PPC-4973 – Reserve Retirement Points Statement		
Non-CG Reserve Retirement Points Statement		
DD-214 – Certificate of Release or Discharge from Active Duty		Include all DD-214s, preferably the member's copy, page 4
NGB Form 22 – National Guard Report of Separation and Record of Service		Include all enlistment contracts
NGB Form 23 – National Guard Retirement Points History Statement		
DD-256; DD-257; DD-258 – Discharge Certificate		

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

Location of members record: PAO Print Name and Sign:	Date:
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