

# Chapter 1: Introduction

## Introduction

This chapter overviews the contents of this tactics, techniques, and procedures (TTP) publication. It also defines the use of notes, cautions, and warnings in this TTP publication.

## In This Chapter

---

This chapter contains the following sections:

Section	Title	Page
A	Introduction	1-2
B	Notes, Cautions, and Warnings	1-3

---

## Section A: Introduction

---

- A.1. **Background** This publication establishes personnel and pay procedures. It provides procedures to field units on how and when to report personnel actions to the Servicing Personnel Office (SPO) so that personnel information is quickly and accurately entered into Direct Access (DA).
- 
- A.2. **Scope** This publication describes the United States Coast Guard (USCG) pay and personnel systems and the standards applied to using them.
- 
- A.3. **Target Audience** The intended audience of this TTP publication is all USCG commands and members.
-

---

## Section B: Notes, Cautions, and Warnings

---

**B.1. Overview** The following definitions apply to notes, cautions, and warnings found in TTP publications.

**NOTE:** **An emphasized statement, procedure, or technique.**

**CAUTION:** **A procedure, technique, or action that, if not followed, carries the risk of equipment damage; miscalculation of pay/entitlements, and/or advancements/promotions; or damage to a potential prosecution by creating inadmissible evidence or other risk of the case being lost.**

**WARNING:** *A procedure, technique, or action that, if not followed, carries the risk of personnel injury or death; disciplinary action for prohibited accounting operations; or evidence contamination, further victim trauma, or harm or injury to victims and/or witnesses.*

**This page intentionally left blank.**