

Chapter 11: Governance – Audits and Reports

Introduction This chapter provides the standardized instructions to perform audits and run reports.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Auditing Standard Pay Transactions	11-2
B	Reserve Inactive Duty for Training (IDT) Pay Validation Procedures	11-4
C	Quality Assurance Tool	11-6

Section A: Auditing Standard Pay Transactions

A.1. Introduction This section provides the procedures for auditing all standard pay transactions entered into DA by the SPO.

A.2. Reference (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)

A.3. Information It is important that all entities involved in each pay transaction are familiar with each month’s payroll processing schedule. Refer to the [Military Accounts Support \(MAS\)](#) webpage for the most up-to-date schedule.

A.4. Process All SPO Chiefs will ensure that the below process is followed.

Step	Who Does It	What Happens
1	SPO Technician	Within 2 business days after receipt of source documentation: <ul style="list-style-type: none"> • Reviews ALL applicable references to ensure validity of the pay transaction including: <ul style="list-style-type: none"> ➤ Reference (a) ➤ JTR ➤ Knowledge Base ➤ Known Issues ➤ Procedural Guides • Enters the pay transaction in DA. Prints a screenshot of the transaction. • Routes the transaction to the SPO Auditor in DA and provides the Auditor the screenshot, PDR and any other applicable source documents.
2	SPO Auditor	Within 1 business day after receipt of above items: <ul style="list-style-type: none"> • Verifies the accuracy of the pay transaction. <ul style="list-style-type: none"> ➤ If incorrect, returns to SPO Technician. ➤ If correct, approves in DA. • Initials/Dates any applicable source documents to include the screenshot from the SPO Technician. • Routes the PDR, screenshot and source documents to the

		SPO Technician.
3	SPO Technician	<p>On the following business day after the approval:</p> <ul style="list-style-type: none"> • Reviews Pay Calculation Results using the Pay Calculation Results user guide to confirm the pay transaction computed correctly. • Initials/dates transaction screenshot below SPO Auditor's. • If correct: retains screenshot (with both sets of initials) on top of Section 3 in the PDR until the member receives the pay entitlement. • If incorrect: repeats steps 1-3
	WARNING:	<p><i>Do not enter/approve any transaction(s) on Payroll Finalization Processing Date. Approving transactions on this date may result in payroll finalization being delayed. It may also delay the opening of the next payroll calendar, preventing SPOs from entering/approving transactions.</i></p>

Table 11-1 Auditing Standard Pay Transactions Process

Section B: Reserve Inactive Duty for Training (IDT) Pay Validation Procedures

B.1. Introduction This section explains the Reserve Inactive Duty Training (IDT) Pay Validation procedures, approved in reference (a) by the Coast Guard Chief Financial Officer (CG-8C).

All personnel involved with the Reserve IDT process must be familiar with the Reserve IDT Pay Validation process, which will occur quarterly each fiscal year. This process supports timely processing of completed IDTs in Direct Access.

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- B.2. References**
- (a) CG-8C memo 7100 of 11 Aug 17 (NOTAL)
 - (b) [Financial Resource Management Manual – Procedures \(FRMM-P\), COMDTINST M7100.4 \(series\)](#)
 - (c) [Financial Resource Management Manual \(FRMM-E\), COMDTINST M7100.3 \(series\)](#)

B.3. Discussion Reference (c) requires the Office of Reserve Affairs (CG-R) to set annual program targets and provide oversight of the centralized IDT account, which provides pay disbursements generated from PPC through approval of completed IDT in Direct Access.

In August 2017, CG-8C approved interim financial procedures, to be directed by CG-R, for action by Reserve Force Readiness System (RFRS) staffs at Areas, Districts, and units to validate IDT periods (IDTs, ATPs and RMPs) that remain in a “Scheduled” status past the specified duty dates in Direct Access. Timely validation of these “Scheduled” IDT periods is critical to managing financial obligations in the centralized IDT account.

B.4. IDT Quarterly Validation Process The table below outlines the process:

Step	Who Does It	What Happens
1	CG-R	No later than 10 business days after the end of the quarter: <ul style="list-style-type: none"> • Prepares the Quarterly IDT Status (QIS) report and provides it to LANTAREA, PACAREA and Director of Operational Logistics (DOL) Chiefs of Staff with direction to LANTAREA-1, PACAREA-1 and DOL-1 staffs to initiate

		<p>the field-level validation process.</p> <ul style="list-style-type: none"> Provides a copy of this report to PPC for distribution to the SPOs upon request.
2	District (DXR) & DOL-1 RFRS Staff	Within 2 business days, reviews the QIS content and works with their units to validate and take corrective action on all outstanding IDT activity.
3	Unit	Upon receipt of the QIS report, has 15 business days to verify, validate and correct all activity within their AOR. Valid IDT periods must be completed and approved for pay without delay. Invalid IDT periods must be cancelled or rescheduled in Direct Access. Units must work with their SPOs if they encounter problems with approving or cancelling the past due IDT.
4	SPO Auditor	Within 3 business days upon notification from the unit, approves the appropriate IDT periods for pay as well as any cancellations (if necessary).
5	CG-R	After the conclusion of the quarterly IDT validation process, cancels any past due “Scheduled” IDT activity that remains in Direct Access.
	NOTE:	<p>For example, the Q2 validation process takes place during the month of April; CG-R will cancel past due “Scheduled” IDT activity for JAN-MAR starting 01 MAY.</p>
	WARNING:	<p>IDT drills that were cancelled after the IDT Quarterly Validation process must not be reentered into DA without approval from the member’s servicing District (DXR) or CG-R.</p>

Table 11-2 IDT Quarterly Validation Process

Section C: Quality Assurance Tool

C.1. Introduction This section establishes the process for Servicing Personnel Offices (SPO) to utilize the Quality Assurance (QA) Tools, located on the [PPC HR BAT portal website](#).

C.2. Reference (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)

C.3. Discussion Between CY16 and CY18, more than \$15,500,000 in system generated overpayments were made, equating to roughly \$430,000 each month.

Based on discussions between several SPOs across the country and the PPC Human Resources Business Analysis Team (HR BAT), an HR QA tool was created to give SPOs the ability to analyze data and make any needed corrections prior to payroll finalization, reducing the amount of overpayments. The HR QA tool includes multiple Quality Assurance Monitoring Points that pull suspected entitlement errors from Direct Access. Currently only Basic Allowance for Housing monitoring points have been created. HR BAT will continue to create other monitoring points to cover other entitlements such as COLA, OHA, CGSMR, etc.

C.4. Process The table below outlines the process:

Step	Who Does It	What Happens
1	PPC	Three business days prior to payroll finalization, uploads quality assurance entitlement data into the Quality Assurance Tool and notifies SPO Chiefs once complete.
2	SPO Chief	Receives notification and ensures corrective action is taken, if required.
3	SPO	<ul style="list-style-type: none"> • Based on the Entitlement Monitoring Point Counts by SPO Report, reviews data to identify possible discrepancies. • Makes correction(s) prior to payroll finalization in Direct Access, if applicable. • Updates the monitoring point data to show action taken on the Quality Assurance Tool webpage.
NOTE:		If any issues arise when making corrections in Direct Access, submit trouble ticket to PPC Customer Care.

Table 11-3 QA Process

