

**DOCUMENT NAME: Joint Uniform Military Pay System
(JUMPS) Off-Line Payment
DAFIS DOCUMENT TYPE: 76**

1. **Description:** The Personnel Reporting Unit will use CG-3079 as the authorization document for JUMPS Off-Line Payments. The Authorized Certifying Officer will determine if the member will be paid by check or Imprest Fund (cash). The payment (check or cash replenishment) will be processed through local Regional Disbursing Center and charged to Pay and Personnel Center Agency Location Code 69-02-5356.
2. **Primary Forms:** CG-3079, Military Payroll Money List
3. **Related Forms:** CG-5394, Cashier Accountability Report
SF-1166, Voucher and Schedule of Payments
4. **Document Number:** Nonstandard Number - Pay and Personnel Center assigned. It is based on the payroll number in block 5 on the CG-3079.

SAMPLE: 769405A00194B

<u>Document Type</u>	<u>FY Funded</u>	<u>Nonstandard Number</u>	<u>Suffix</u>
76	94	05 A 001	94 B 000

5. **Accounting Line:** All JUMPS off-line payments are processed against the Military Payroll AFC as follows: 2/P/*01/299/10/0 (* = FY)
6. **FINCEN Critical Processing Requirements:** Show payroll number in block 5 on the CG-3079.
7. **Other Information:**
 - a. Each Off-Line Payment must be authorized by Pay and Personnel Center per PPCINST M5230.1 (series).
 - b. Payment can be made by check or cash.
 - c. Each Authorized Certifying Officer must have a signature card on file with its local Regional Disbursing Center to process payments against Agency Location Code 69-02-5356.
 - d. The SF-1166 (Voucher and Schedule of Payment) must cite Pay and Personnel Center Agency Location Code 69-02-5356 for JUMPS Off-Line payments only.
 - e. Imprest Cashiers making JUMPS Off-Line Payments will replenish the Imprest Fund (for JUMPS payments only) through the local Authorized Certifying Officer and Regional Disbursing Center.
 - f. Payment documents will be sent to:

7. f. (cont'd)
 CO (FR)
 U. S. Coast Guard Finance Center
 1430A Kristina Way
 Chesapeake, VA 23326

8. **LUFS Information:** None.

9. **Document Flow:**

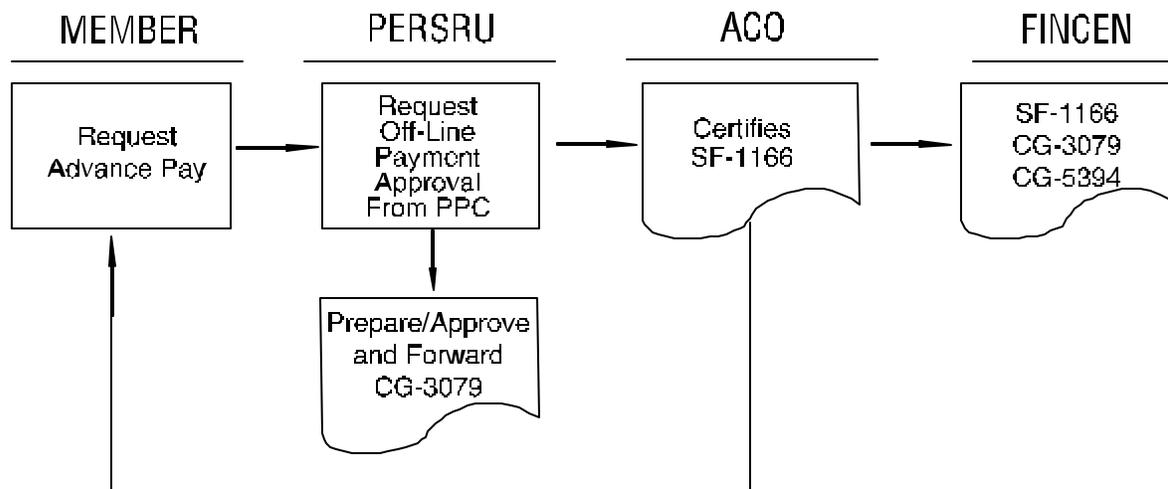


Figure: 12H-13 JUMPS Off-Line Payment

- a. Figure 12H-13 describes the procedures for processing the JUMPS Off-Line Payment.
- b. Member requests payment. The payment type is JUMPS Off-Line DAFIS Document Type 76.
- c. Personnel Reporting Unit requests permission to make JUMPS Off-Line Payments as instructed in PPCINST M5230.1 (series).
- d. Pay and Personnel Center issues control number when JUMPS Off-Line Payment is approved.
- e. PERSRU will process documents as instructed in PPCINST M5230.1 (series) and forward to Authorized Certifying Officer.
- f. Authorized Certifying Officer will determine the method of payment.
 - (1) If method of payment is by check, the Authorized Certifying Officer will certify the Voucher and Schedule of Payment (SF-1166) and:

9. f. (1) (a) Send the certified Voucher and Schedule of Payment to the servicing Regional Disbursing Center.
 - (b) Send the Finance Center (FR) a copy of Voucher and Schedule of Payments (SF-1166), and Military Payroll Money List (CG-3079).
- (2) If method of payment is by cash, the Authorized Certifying Officer will forward an approved CG-3079 to the Imprest Fund Cashier:
 - (a) The Cashier will make the payments to the member.
 - (b) When the Cashier requests replenishment of the Imprest Fund, the Cashier will separate all JUMPS Off-Line Payments and submit to the local Authorized Certifying Officer. Use Pay and Personnel Center Agency Location Code 69-02-5366.
 - (c) The Authorized Certifying Officer will certify the Voucher and Schedule of Payments and forward to the serving Regional Disbursing Center.
 - (d) Send the Finance Center (FR) a copy of Voucher and Schedule of Payments (SF-1166), Military Payroll Money List (CG-3079) and Cashier Accountability Report (CG-5394).
- (3) The Regional Disbursing Center will process the Voucher and Schedule of Payments to issue a check.
- g. Pay and Personnel Center will process the pay programs to generate the monthly JUMPS reports and the accounting lines for DAFIS.
- h. The Finance Center (FR) will make the required entries to DAFIS and Treasury Government On-Line Accounting Link System (GOALS).

10. Sample Forms: See Figure 12H-14.

11. PES Report: DAFIS records these transactions as Document Type 76. However, PES reports are not generated for off-line payments.

12. References:

- a. PPCINST M1000.2, Personnel and Pay Procedures Manual.
- b. PPCINST M5230.1, SDA USER/QUERY MANUAL.

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3079 (Rev. 2-80)		MILITARY PAYROLL MONEY LIST							
FORM ID (25-26)	1. UNIT PREPARING (27-31)	2. OFFAC (27-32) DIST	3. DATE PAID (24-40) YR MO DAY			4. TYPE ENTRY (41)	5. PAYROLL (42-49)	6. VOUCHER NO. (50-57)	
HA	5TH CG DIST OFFICE								
	COMMON, US 99999-9999	05	71105	94	01	16	05A00194	05A00194	
7. SOCIAL SECURITY NO. (57-65)	8. NAME (Last, First, MI) (66-70)			9. CODE (71)	10. AMOUNT PAID (72-78)		11. SIGNATURE OF MEMBER		
999999999	SMITH JOHN	P		B	01400.00		94JAN16		
WHEN TWO OR MORE PAGES ARE USED		12. PAGE SUBTOTAL				001400 00		13. PAGE 01 OF 01	
CUT HERE ON ALL BUT LAST PAGE		14. GRAND TOTAL (79-86)				001400 00			
15. CERTIFIED TO BE CORRECT. THE ABOVE PAYMENTS WERE MADE ON THE DATE SHOWN. ADJUST PAY ACCOUNTS ACCORDINGLY.				16. SIGNATURE OF RESPONSIBLE OFFICER <i>J. A. Smith</i> J. A. SMITH, CWO4, USCG AUTH. CERTIFYING OFFICER				17. DATE 94JAN16	

Figure 12H-14 CG-3079, Military Payroll Money List