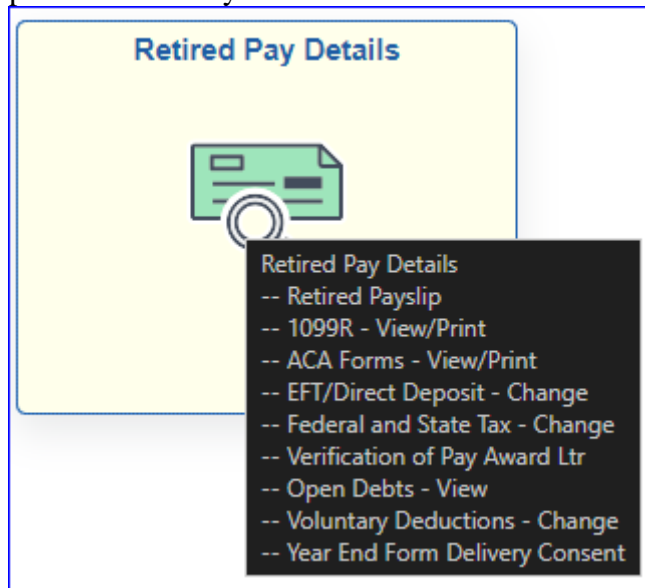


Verification of Pay Award Letter

Introduction This guide provides the procedures for viewing and printing a verification of your pay award letter using Retiree Self Service in Direct Access (DA).

Information You can use the verification of pay award letter as proof of income for loan applications or other programs which require income verification.

Changes to Direct Access Homepage You will notice a change in how Direct Access displays upon login. There is a new “hover” feature that shows what is covered under a particular tile as your mouse moves over the tile as shown below.



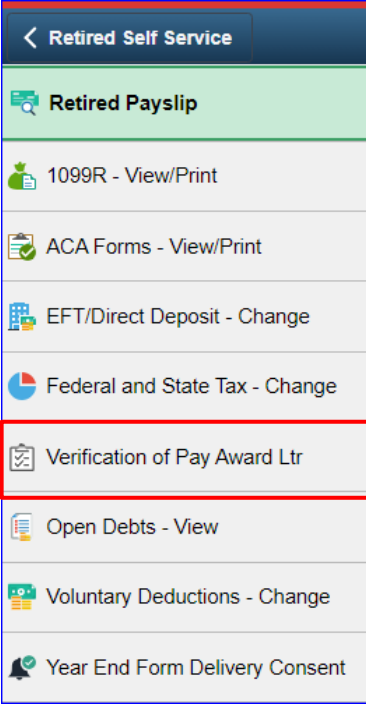
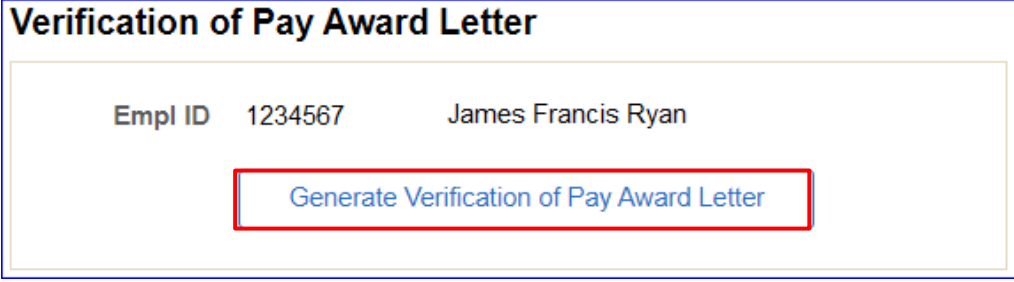
Procedures See below.

Step	Action
1	<p>Log into DA Self Service at Direct Access Self Service. Select the Retired Pay Details tile from the Retiree Self Service homepage.</p> 

Continued on next page

Verification of Pay Award Letter, Continued




Procedures,
continued

Step	Action
2	<p>Select the Verification of Pay Award Ltr option.</p>  <p>The screenshot shows a mobile application interface titled 'Retired Self Service'. It features a list of menu items: 'Retired Payslip', '1099R - View/Print', 'ACA Forms - View/Print', 'EFT/Direct Deposit - Change', 'Federal and State Tax - Change', 'Verification of Pay Award Ltr', 'Open Debts - View', 'Voluntary Deductions - Change', and 'Year End Form Delivery Consent'. The 'Verification of Pay Award Ltr' option is highlighted with a red rectangular box.</p>
3	<p>The Verification of Pay Award Letter page will display. Click the Generate Verification of Pay Award Letter button.</p>  <p>The screenshot shows the 'Verification of Pay Award Letter' page. At the top, it displays 'Empl ID 1234567' and 'James Francis Ryan'. Below this information, there is a blue button labeled 'Generate Verification of Pay Award Letter', which is highlighted with a red rectangular box.</p>

Continued on next page

Verification of Pay Award Letter, Continued

Procedures,
continued

Step	Action
4	<p>A new page will open with the verification of pay letter displayed with the current date. The letter is in Adobe Acrobat (PDF) file format.</p> <div style="border: 1px solid blue; padding: 10px;">  <p style="margin-left: 20px;"> COMMANDING OFFICER US COAST GUARD PAY AND PERSONNEL CENTER </p> <p style="margin-left: 20px;"> 444 SE QUINCY ST TOPEKA KS 66683-3591 Staff Symbol: (RAS) Phone: (866) 772-8724 </p> <p style="text-align: right; margin-right: 20px;">September 20, 2023</p> <p style="margin-left: 20px;"> JAMES FRANCIS RYAN 1582 E ERIE ST SANTA CRUZ KS 66614-2743 </p> <p>TO WHOM IT MAY CONCERN:</p> <p>Reference is made to your request for certification regarding receipt of Military Pay in the account of JAMES FRANCIS RYAN.</p> <p>This is to certify that the member is on the Retired rolls of this Center and is currently entitled to pay at the gross monthly rate of \$6,131.00 which is normally payable during his/her lifetime.</p> <p>Sincerely,</p> <p>Retiree and Annuitant Services Branch</p> </div>
5	<p>Close the letter's browser window when done viewing or printing. To return to the main homepage, click the Retired Self Service back arrow or the House icon.</p> <div style="border: 1px solid red; padding: 5px;"> Retired Self Service Retired Personal Details   </div>