

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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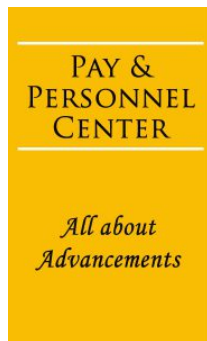
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The Next PPC Top 10 Tuesday is 18 July 9



Join us on Tuesday, 18 July at 1300 (CDT) for PPC's Top Ten Tuesday. See article on page 9 for details.

About the PPC Customer Newsletter: An authorized publication, the PPC Customer Newsletter is published under the direction of the U.S. Coast Guard Pay & Personnel Center. Views and opinions expressed are not necessarily those of the Department of Homeland Security or the U.S. Coast Guard. The PPC Customer Newsletter shall not be considered an authority for any official action and is non-record material. The PPC Customer Newsletter is published quarterly. Articles are solicited from all readers.

How to submit an article: Articles for the PPC Customer Newsletter may be submitted by e-mail to [the Procedures & Development branch e-mail address "PPC-PF-PD"](#).

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Advancement Eligibility Criteria

PPC (ADV) prepared these eligibility criteria documents for the upcoming October (Reserve) and November (Active Duty) Servicewide Exams to help members ensure they complete all necessary requirements in time to participate in the exams.

SWE Announcement Message--[ALCGENL 081/17 NOVEMBER 2017 SERVICE WIDE EXAMINATION \(SWE\) COMPETITION](#)

[Eligibility Criteria for the November 2017 SWE](#)

SWE Announcement Message--[ALCGRSV 013/17 OCT 2017 RESERVE SERVICEWIDE EXAM \(RSWE\) ANNOUNCEMENT](#)

[Eligibility Criteria for the October 2017 RSWE](#)

Transfer Season 2017 is in Full Swing

Effective and successful transfers are an essential part of Coast Guard operations and affect every member at some point in their career. The Transfer Season team is consistently finding ways to simplify and improve the technical portion of this important process.

Under the technical guidance of TISCOM-EISI Product Line, automated by OSC CGFIXIT Team, and managed by Centralized Service Desk, Transfer Season 2017 leverages an automated method to move CGOne Standard User accounts and mailboxes from one unit to another. This process, which reconfigures user accounts for use at a new location, does **not** move user data, such as files maintained on the departing unit's file server, but does archive them for a specific time. For this reason, transferring personnel are responsible for

performing a number of tasks on their own before departing their unit.

The automated portion of a PCS Transfer is triggered by the transferring member's submittal of a CGFIXIT ticket at least two weeks before departing their unit. Once a ticket is submitted, the User Transfer Service (UTS) system completes the account transfer process. Anyone who fails to submit a CGFIXIT ticket before departure will experience delays at their new unit.

Learn more about end user responsibilities and find helpful tips to ensure a smooth and successful transfer of IT resources by visiting the [User Account Transfer Resources](#) site on CG Portal.

After transferring to a new unit, users might receive an email with a survey about the technical portion of their transfer experience. Our Transfer Season team encourages personnel to participate in the survey and share candid feedback that will help improve future transfer seasons.

Defense Travel Management Office Allowances and Regulations Update

The Defense Travel Management Office has updated the following information for 01 July 2017:

[OCONUS Non-Foreign and Foreign Per Diem Rates](#)
[Overseas Housing Allowances \(OHA\)](#)
[Overseas Cost of Living Allowances \(COLA\)](#)
[Joint Travel Regulations \(JTR\) and Appendices](#)

To access this information, visit the [DTMO Website](#).

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Servicing Personnel Office IDs Added to Promotion and Advancement Messages

The OPAL, EPAA, and RPAA for July 1 promotions/advancements have been released. There will be over 950 promotions/advancements on July 1st. In accordance with COMDTINST M1080.10 (series), copies of these messages are considered source documents and must be filed in the SPO PDRs.

SPO YNs - have you all searched the 950+ DEPTIDs to find out which members belong to you to get the messages filed in your PDRs???

The Human Resource Business Analysis Team (HR BAT) researched/analyzed this business process. We found that over 1730 hours were spent each year by SPO YNs searching these DEPTIDs and filing the messages in SPO PDRs. Starting with the Aug 1, 2017 promotion/advancement cycle, SPO DEPTIDs will be added on to these messages. It is estimated that this change will reduce the number of hours to search and file the messages to approximately 12 hours per year. While the personnel costs savings of \$35.5K per year is small, giving the SPOs back over 1700 man-hours is huge.

HR BAT would like to thank CWO Hann, YNCM Samonte, YNC Carter, YNC Bruner, YNC Freeman, and YNC Scott (if I missed anyone, my apologies) for assisting in making this project a success.

CWO David Cota
USCG Pay and Personnel Center
HR Business Analysis Team Section Chief

Recording of the Top 10 Things You Should Know About Separations Posted

Thank you to all those who attended our online virtual online learning session on Tuesday, 20 June. We discussed several Separations topics, including references, types of separations, reports, worksheets, travel entitlements, the DD-214 form, and more. We also held a question and answer session. The presentation, transcript of questions and answers, and a recording of the session are all linked below.

- [Presentation](#) (PowerPoint)
- [Questions and Answers](#) (PDF)
- [Recording](#) (Adobe Connect)

Mark your calendars for our next session on **Tuesday, 18 July 2017**. The topic will be "Advancements"

Evacuation Order Guidance 2017 *Guidance for Coast Guard Evacuating Units*

Preparedness for the hurricane season requires a review of evacuation entitlement as well as the evacuation manual claim submission process. This overview is intended to summarize the important points but not to replace guidance provided by the references listed below. If you have any questions please contact your travel manager or travel approving official.

References:

- [Joint Travel Regulations \(JTR\), Chapter 6](#)
- [Q&A for Civilian Employees Affected by Emergency Situations](#)
- [Federal Travel Regulations \(FTR\)](#)

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Here are a few evacuation terms which determine the entitlement provided to evacuees based upon the temporary or permanent nature of the evacuation event:

Evacuations are the authorized/ordered movement from a specific CONUS or OCONUS area, when authorized/ordered by the Area/District Commander or CG-1332.

Limited Evacuations are the authorized/ordered movement from a CONUS residence to the nearest available accommodations when authorized/ordered by the Area/District Commander or CG-1332.

Safe Havens are separate journey locations anywhere in the world named in evacuation orders as destinations for temporary relocation to specific localities, areas or as a specific distance radius. If CONUS is the named safe haven in the evacuation order then an evacuee, upon arrival at the CONUS Port of Debarkation (POD), must select the exact CONUS safe haven location to which they are traveling at Gov't. expense. This location must be included on the travel orders. DLA is not authorized.

Designated Places are separate journey locations that evacuated dependents select within the range of possible locations allowed as the place where they should establish a permanent residence when the Area/District Commander or CG-1332 determines that return to the PDS should not take place or is not expected to take place in the near future. This location must be included on the travel orders. DLA is authorized. Fiscal year prohibition does not apply.

The following sections outline how the evacuation event is translated into evacuation entitlement and subsequent evacuation travel claim reimbursement:

Orders: Evacuation Orders and Evacuation Travel Orders.

The decision of the local civil official to evacuate an area is not sufficient to reimburse evacuation entitlement. Message, memo or oral evacuation orders from the Area/District Commander or CG-1332 provide the authorized dates, event location, units involved, safe haven or designated place. It is important that PPC is notified on all evacuation message traffic. **Please copy 'CMD-SMB-CG-PPC' on message traffic concerning both the official evacuation order and evacuation cancellation.**

Military dependents, civilian employees and civilian employee dependents are issued evacuation travel orders based upon the information provided in the evacuation order. The evacuation applies to dependents residing in the vicinity of the member's PDS or at an authorized designated location. It also applies to dependents en route to establish a residence with the member and to dependents residing in the vicinity of the member's old or new PDS.

The evacuation travel order must include the sponsor's name and EMPLID, claimant's name and relationship to the sponsor, dependent's date of birth (DOB), spouse date of marriage (DOM), evacuation dates (may not yet have an end date), safe haven or designated place (including a NTE distance radius) and original Approving Official (AO) signature. The TONO for evacuations can be an 11 or 13 document type. Blanket orders are not authorized. When the evacuation is expected to exceed 21 days and incremental claims must be submitted they may be issued a doc-type 13. Authorized adult dependents 18 or older are issued a separate travel order and TONO.

Dependents incapable of traveling alone may require an escort. Active Duty members travel TDY as an escort under the JTR. U.S. Government Civilian Employees travel TDY as an escort under the FTR. Any other persons as escorts are issued an Invitational Travel Authorization (ITA) (see COMDTINST 12570.3 (series)) and reimbursed TDY under the FTR.

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Authorized dependent minors must be listed on an authorized adult's evacuation travel order.

Travel and Transportation:

Active Duty members ordered to evacuate must be TDY or PCS. TDY may be authorized within the PDS limits for emergency circumstances. Reserve component members who are not on active duty are not authorized evacuation or TDY orders.

Active Duty Military Dependents ordered to evacuate will travel under their own evacuation travel orders and are authorized transportation the same as that authorized for PCS. POC transportation is reimbursed at the PCS mileage rate. Non-command sponsored OCONUS dependents are authorized transportation only - no safe haven allowances.

Civilian Employees ordered to evacuate will travel under evacuation travel orders and are authorized transportation the same as that authorized for TDY. POC transportation is reimbursed at the TDY mileage rate. Employees may be placed on TDY orders by their unit to report for duty at a location other than their safe haven.

Civilian Employee Dependents ordered to evacuate will travel under evacuation travel orders and are authorized transportation the same as that authorized for TDY. POC transportation is reimbursed at the TDY mileage rate. Eligible dependents are defined under 5 CFR Â§550.402 and FTR Â§300-3.

Dependent transportation tickets may be charged to the centrally billed account using the travel order when travel is arranged through the Travel Management Center (TMC) contractor, ADTRAV. Use of the uniformed member's travel charge card for dependents is not authorized and would constitute misuse. The toll free ADTRAV phone number is: 1-855-576-4781.

Safe Haven: Safe Haven reimbursement applies while at the Safe Haven.

Dependents and civilian employees age 12 and over are given per diem and M&IE at the rate of 100% for the first 30 days. On the 31st day, the per diem rate drops to 60% of the full rate.

Dependents under 12 are given per diem and M&IE at the rate of 50% for the first 30 days. On the 31st day, the per diem rate drops to 30% of the full rate.

Government mess availability/use has no effect on per diem allowances for dependents.

Entitlements terminate after 180 days unless specified by the District Commander or CG-1332. If dependents are ordered to move to another safe haven, the 180 day clock will restart. Per diem and M&IE allowances terminate the day transportation is first made available to dependents by the District Commander or CG-1332 for return to the PDS unless further delay is authorized for reasons beyond the dependents' control.

When the member returns from a safe haven location with one or more dependents, all evacuation allowances cease for the entire family regardless of the location of other dependents. CG-1332 may direct the early return of dependents, and termination of evacuation allowances, in certain areas before the evacuation period termination date. When requested through the member's chain of command, COMDT (CG-1332) may authorize one or more of the dependents to remain at the evacuation safe haven location with appropriate allowances.

Military dependent travel to a location other than the authorized safe haven without approval will be reimbursed at the Standard CONUS Rate, even OCONUS. Travel to the safe haven and then another location is reimbursed at the safe haven rate with transportation NTE to/from the Safe Haven. There is no provision to

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reimburse evacuation allowances to civilian employees/dependents who don't travel to authorized Safe Havens.

Local Travel and Miscellaneous Expenses:

Military dependents are authorized local travel allowances paid at a rate of \$25.00 per day, per family in the absence of a POV at the Safe Haven. No receipts are required. This allowance is to help offset travel expenses and is NOT a daily allowance. This may not be paid for any day reimbursed a rented motor vehicle. Civilian employees & dependents are not authorized this entitlement as there is no provision for reimbursement.

If an evacuation travel claim contains more than one dependent, the lodging "cap" increases by the appropriate percentage. (e.g., dependent over 12 + one dependent under 12 = 150% X lodging locality rate). CONUS tax is paid as a reimbursable expense.

Civilian Employees/Dependents and Military Dependents are not authorized miscellaneous TDY reimbursable expenses unless specified by regulation, as they are in an evacuation status.

Military Dependents are limited to the free checkable baggage the carrier allows. Excess accompanied baggage must be authorized/approved by the AO on orders.

Active Duty Members are authorized up to 2 household pets transportation and quarantine reimbursement from a foreign PDS.

Advances:

Advances for evacuees will be paid to the dependents whom the orders are issued to. The dependent who is issued an order must sign-up for Electronic Funds Transfer at <http://www.dcms.uscg.mil/Portals/10/CG-1/PPC/travel/EFTACHMemberEnrollmentForm.pdf> as checks are no longer issued by FINCEN. To request advances use the SF-1038 form

(under their SSN) with a signed copy of the orders, fax to the Pay and Personnel Center at (785) 339-3775. Advances for transportation are provided only for necessary expenses incurred by dependents or civilian employees for travel to and while at the safe haven/designated place or escort travel to and from the safe haven/designated place. Advance DLA may be paid to the dependent designated by the member for dependent(s) travel to the designated place. Advances on travel orders for POV transportation to a designated place or OCONUS POV emergency storage are submitted to FINCEN for processing. Advances may not exceed the estimated amount for 30 days at the safe haven/designated place. It is recommended to request advances no more than 80% of the travel entitlements; this will help in reducing potential overpayments.

Claim Submission:

The evacuation order is necessary to create the travel order and must be included in the manual claim. A cancellation order with termination date must be provided in the manual claim packet if made available. The travel order must be an original with the AO's hand written signature in ink or a copy of the approved travel order certified as a true copy. Units shall assist evacuees with manual claim preparation and advise the dependent who is issued an order to sign-up for Electronic Funds Transfer at <http://www.dcms.uscg.mil/Portals/10/CG-1/PPC/travel/EFTACHMemberEnrollmentForm.pdf> as checks are no longer issued by FINCEN.

All dependent evacuation manual claims shall be submitted on DD Form 1351-2 using their SSN, clearly annotated as a dependent evacuation claim. Each claim submitted must have an original signature by both the traveler and AO. The sponsor cannot sign a dependents travel claim when the orders were issued to the dependent. Claims should be submitted every thirty days as applicable. Dependents (non-

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access to the CG network) cannot submit claims via TPAX.

Each evacuee shall be asked about advances or previous payments received. All advances or previous payments associated with an evacuation claim must be disclosed in block 9 of the claim form upon submission in order to avoid overpayment. To verify travel advance payments please visit the Coast Guard Finance Center Travel Payment Application at: <https://cg.portal.uscg.mil/units/fincen/SitePages/Travel.aspx>.

Please allow an additional ten business days for the Finance Center to issue the payment once the claim is mailed to PPC.

Mail Claims to:

Commanding Officer (Travel)
Evacuation Travel Claims (TST)
Coast Guard Pay & Personnel Center
444 S.E. Quincy Street
Topeka KS 66683

If the traveler is overpaid, PPC will mail a debt letter to the address provided on the Travel Voucher DD-1351-2. The traveler has 30 days from the date of the letter to make payment in full, or the indebtedness will be referred to the U.S Treasury for collection.

When the member returns from a safe haven location with one or more dependents, all evacuation allowances cease for the entire family regardless of the location of other dependents. COMDT (CG-1332) may direct the early return of dependents, and termination of evacuation allowances, in certain areas before the evacuation period termination date. When requested through the member's chain of command, COMDT (CG-1332) may authorize one or more of the dependents to remain at the evacuation safe haven location with appropriate allowances.

Listed below are examples of the Dependent Evacuation Documents.

- [Example Dependent Evacuation Travel Order](#) (PDF)
- [Example Dependent Evacuation Travel Claim](#) (PDF)

If you require additional guidance and/or further assistance contact your AO. If further assistance is required your AO should contact PPC Customer Care either by calling 785-339-2200 or 1-866-772-8724 or by [completing the on-line trouble ticket form](#).

- PPC Customer Care: (785) 339-2200
- CG Travelers calling from home: 1-866-PPC-USCG(772-8724).

Coast Guard Pay & Personnel Center
Travel Branch Chief
444 S.E. Quincy Street
Federal Bldg.
Topeka, KS 66683-3591

Additional SWE Point for Company Commanders and OIC Qualified BM1s

[ALCOAST Commandant Change Notice 065/17](#) announces a change to advancement policy incentivizing members to become a TRACEN Cape May Company Commander (CC) and/or to successfully pass the Officer in Charge (OIC) Board as BM1s.

Read [ALCOAST Commandant Change Notice 065/17](#) for complete eligibility requirements.

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Travel Authorizing-Approving Official Designation Procedures

Directions on how to properly submit the AO memo and CG-7421A **NEW!**

In order for a member to receive AO permissions, an AO designation memo must be filled out and digitally signed by the unit CO or OIC. Once that has been completed, the member MUST attach the PDF document (NOT SCANNED) to the CG 7421A form. Complete the form, digitally sign it, email it to the command supervisor for electronic signature approval. To complete this process correctly, please follow this guide "[Directions on how to properly submit the AO memo and CG7421A](#)".

DoD Launches Blended Retirement System Comparison Calculator

The Defense Department has launched a [comparison calculator](#) for eligible service members to analyze their estimated retirement benefits under the legacy system and the new [Blended Retirement System](#).

The tool walks members through five screens, allowing users to adjust 12 data fields and compare benefit scenarios under both systems, Air Force Maj. Michael Odle, the Defense Department's assistant director of military compensation policy, explained.

The calculator is aimed at helping eligible members make the best decision about whether to remain in the current retirement plan, known as the High-3 System, or opt into the Blended Retirement System, which goes into effect Jan. 1, he said.

Eligible service members have until Dec. 31, 2018, to enroll in the new system. Military members who enter service on or after Jan. 1 will automatically be enrolled in the BRS.

The tool is meant to provide flexibility so members can compare estimated benefits under a variety of situations, said Steve Galing, the lead analyst in the Defense Military Personnel Policy Analytical Directorate.

Members are advised to consult with a financial professional, he said. "This is a personal decision," he added. "There are a lot of various resources available to our members, but ultimately it is up to the member."

DoD-Endorsed Calculator

The calculator is a comprehensive tool designed to take into account the unique financial situations of all who serve -- active duty, National Guard members and reservists, Odle said, and it's designed to be used in conjunction with the mandatory BRS opt-in course.

This comparison calculator is the only comparison tool endorsed by DoD, he added.

The opt-in BRS course is available with a common access card through [Joint Knowledge Online](#) or through a service's learning management system. [Military OneSource](#) offers the course without a CAC. Military OneSource is hosting a Blended Retirement System question-and-answer session June 8 at 1 p.m. EDT on its [Facebook page](#).

Additionally, an optional training course for the calculator will be available in the next weeks, Odle said.

Exploring Options Under Calculator

An information box will pop up when users hover over underlined text in the calculator, providing further information on that topic, Odle explained. Further information is available through the links in the "more info" section under each page of the calculator.

After a user inputs all the information, the calculator will generate a results page. Service members are encouraged to go through the

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process several times to see how their projected benefits change under various situations, Odle said.

The comparison calculator does not take into account optional [Thrift Savings Plan](#) service member contributions under the legacy plan, and it does not account for optional monthly automatic Treasury Direct Government Savings Bonds purchased under the legacy retirement plan, he explained.

All currently serving members are grandfathered under their legacy retirement plans. Active component service members with fewer than 12 years of service as of Dec. 31, 2017, and reservists in a pay status with fewer than 4,320 retirement points as of Dec. 31, 2017, are covered under the existing system, but are eligible to opt into the Blended Retirement System.

(Follow Lisa Ferdinando on Twitter @FerdinandoDoD)

Thrift Savings Plan (TSP Blended Retirement System (BRS) Resources Available

Thrift Savings Plan (TSP Blended Retirement System (BRS) Resources Available — (June 2, 2017) Two new sources of information—a fact sheet and a video—about the new Blended Retirement System (BRS) are now available. The information is meant to help members of the uniformed services who will have fewer than 12 years of service on December 31, 2017 decide whether to opt into BRS or stay with their current system. See the fact sheet [Questions and Answers about Opting into the Blended Retirement System \(BRS\)](#) and the video [“Opting into the Blended Retirement System \(BRS\).”](#)

The Next PPC Top 10 Tuesday is 18 July

The Pay & Personnel Center's next **Top Ten Tuesday** is 18 July 2017 at 1300 Hrs. (Central Time).



The topic this month is all about advancements!

The July Top 10 isn't just for Yeoman, this month's Top 10 will provide attendees in-depth insight into Advancements and the Advancement process. Please promote to any and everyone.

Please mark your calendars, bring your questions and remember to tell everyone you know. We look forward to seeing all of you online and ready for some fun! For those of you who cannot make it, the session will be recorded and it along with the Q&A portion will be posted on the PPC Procedures and Development Website.

DATE: Tuesday, July 18, 2017

TIME: 1300 CDT

MEETING

LINK: <https://dhsconnect.connectsolutions.com/top10tuesday/>

To see PPC's Top 10 Tuesday schedule for 2017, click [here](#).
