

# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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**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"](mailto:PPC-PF-PD).

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## Defense Travel Management Office Allowances and Regulations Update

The Defense Travel Management Office has updated the following information for 01 October 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](#)  
[FY 2018 CONUS Per Diem Rates](#)

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

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## Recording of the Top 10 Things You Should Know About Retirement Posted

Thank you to all those who attended our online virtual learning session on Tuesday, 19 September. We discussed several Retirement Processing topics, including references, Transition Assistance Program Seminars (TAPS), relocation entitlements, pay calculations, leave/authorized absences, reserve component retirements, the survivor benefit plan, and much more.

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, 17 October 2017.

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## Direct Access Competency Dictionary Update

The [Direct Access Competency Dictionary](#) (file in MS Excel format) (a spreadsheet which shows all authorized competency codes and descriptions) has been updated by Commandant (CG-1B-1).

Changes made since last update (30 August 2017) are hi-lighted in blue text on the spreadsheet.

- 04 Competencies created
  - 00 Competencies inactivated
  - 00 Competencies modified
- 

## Evacuation Travel Voucher Assistance

### *Guidance for Coast Guard Evacuating Units*



#### **Tip! Bulk Evacuation Orders and Claims**

With the recent evacuations on the Gulf Coast due to Hurricane Harvey, YN1 Louis Carsia and YNC Jennifer Brown, Base Elizabeth City, have provided instructions and examples on how to process bulk evacuation orders and dependent travel claims. The "zip" file below contains the necessary files and instructions for using MS Word's "Mail Merge" function to take information from a spreadsheet and automatically populate the required fields on travel orders and travel claims forms.

#### **Evacuation Mail Merge Files (.zip)**

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

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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 \(FTR\)](#)

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

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

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### 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-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

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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](tel:785-339-2200) or 1-866-772-8724 or by [completing the on-line trouble ticket form](#).

- PPC Customer Care: [\(785\) 339-2200](tel: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

## PPC Customer Satisfaction Survey

We continually monitor our processes in an ongoing attempt to improve service. Anytime you receive service from us, you are invited to fill out our customer service survey. In order to ensure the safety and security of your information our Customer Satisfaction Survey is only accessible from within the Coast Guard Data Network. If you are the Coast Guard Data Network please [click this link to complete the PPC Customer Satisfaction Survey](#).

If you would like to provide feedback on the service you received, but do not have access to the Coast Guard Data Network (via a Coast Guard Standard Workstation), please contact us by email to [PPC-DG-M-Feedback@uscg.mil](mailto:PPC-DG-M-Feedback@uscg.mil).



## Direct Access Password Controls Enhanced

Enhanced password controls were recently implemented in Direct Access to meet audit requirements. Passwords must now be 15 characters in length, have a least 1 special character, 1 number, 1 upper case, and 1 lower case. Passwords will expire every 35 days. DA will remember your last 9 passwords (must use new password when resetting). Accounts will lock after 3 failed login attempts.

Note: The Password Expiration has been temporarily changed to 60 days to minimize impact on personnel during Hurricane Harvey recovery.

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## Changes Are Coming to TRICARE. Are You Ready?

Changes are coming to your TRICARE benefit beginning January 1, 2018. These changes will give you more benefit choices, improving your access to care and simplifying cost shares. The best way to prepare is to [update your information in DEERS](#), [sign up](#) for TRICARE benefit updates, and visit the [TRICARE Changes](#) page.

**TRICARE Is Changing. Here is what you need to know:**

### Region Consolidation

Currently, there are three TRICARE regions in the U.S. to include TRICARE North, South and West. The TRICARE North and South regions will combine to form TRICARE East, while TRICARE West will remain mostly unchanged. Two new contractors, Humana Military and Health Net Federal Services, will administer these regions. This change will allow better coordination between the military hospitals and clinics and the civilian health care providers in each region.

### TRICARE Select

A new program, TRICARE Select will replace TRICARE Standard and TRICARE Extra both stateside and overseas. Stateside, TRICARE Select will be a self-managed, preferred provider network option. You will not be required to have a primary care manager (PCM) and therefore you can visit any TRICARE-authorized provider for services covered by TRICARE without a referral. Overseas, TRICARE Overseas Select will be a preferred provider organization-styled plan that provides access to both network and non-network TRICARE authorized providers for TRICARE covered services. TRICARE Select adopts a number of improvements, including additional preventive care services previously only offered to TRICARE Prime beneficiaries.

### TRICARE Prime

TRICARE Prime is a managed care program option. An assigned PCM provides most of your care. When you need specialty care, your PCM will refer you to a specialist. Active duty service members and their family members do not pay anything when referred to a network provider by their PCM. All others pay annual enrollment fees and network copayments.

### Enrollment

All current TRICARE beneficiaries will be automatically enrolled into plans on January 1, 2018 as long as they are eligible. TRICARE Prime enrollees will remain in TRICARE Prime. TRICARE Standard and Extra beneficiaries will be enrolled in TRICARE Select. During 2018, you can choose to enroll in or change coverage plans. Enrollment will move to a calendar year open enrollment period beginning in the fall of 2018, during which active enrollment will be required for coverage for the following year. The open enrollment period for will begin on the Monday of the second full week in November and run through the Monday of the second full week in December of each calendar year.

### Are You Ready? Take Action Now:

You can begin to prepare for the upcoming changes now by:

- Signing up for a [DS Logon](#)
- Updating your personal information [DEERS](#)

### This is YOUR Benefit – Take Command! Stay informed with the latest information:

In the coming months, more information will be available [www.tricare.mil/changes](http://www.tricare.mil/changes). To stay informed, sign up for [email alerts](#). You can also get alerts by signing up for [eCorrespondence in milConnect](#). By staying informed, you'll be ready for a smooth transition with TRICARE.

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## Leave Carryover Limit Temporary Increase

TO ALCOAST  
UNCLAS//N01050//  
ACN 098/17  
SUBJ: SPECIAL LEAVE ACCRUAL (SLA) FOR  
CONTINGENCY OPERATIONS DURING FY2017  
A. COAST GUARD AUTHORIZATION ACT OF 2010  
B. SEC 701 OF TITLE 10, U.S. CODE

1. This ALCOAST announces updated special leave accrual (SLA) policy for all active and reserve military personnel in accordance with REF (A) and (B) due to Coast Guard participation in Hurricane Harvey response operations.
  2. The following are the maximum leave balance carryover totals for FY17 - FY18:  

End of FY:	Carryover Limit
30SEP17	75 days
30SEP18	60 days
  3. Members should manage their earned leave balances to avoid loss of leave, and commands are encouraged to allow their members to maximize leave.
  4. For questions regarding this policy, please contact your Admin. SPO/Admin with questions may contact COMDT (CG-1331) at [HQS-policyandstandards\(at\)uscg.mil](mailto:HQS-policyandstandards(at)uscg.mil).
  5. Released by RDML A. S. McKinley, Acting Director or Reserve and Military Personnel.
  6. Internet release authorized.
- 

## Fiscal Year 2018 Clothing and Uniform Allowance Rates

Fiscal Year 2018 rates have been posted for [Civilian Clothing Allowance](#), [Supplemental Clothing Allowance](#), and [Enlisted Clothing Maintenance Allowances](#). The new rates are effective on 1 October 2017.

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## Demobilization, Pay, and Entitlements Guidance for Hurricanes HARVEY and IRMA

Reservists activated under Title 14 USC 712 in support of Hurricane Harvey and/or Irma Response Operations shall be released from active duty by their Servicing Personnel Office upon notification from the appropriate Incident Commander or designated staff. Incident Commanders and/or Admin support staff must ensure that member completes a CG-2045, Career Intention Worksheet, and forwards it to the member's Admin support staff, if applicable, prior to departing the mobilization site. The Admin support staff will forward all requirement documents to the servicing SPO. This is to ensure that members receive correct entitlements and are counseled by Admin support staff about those entitlements when released from active duty.

Admin support staff and SPOs shall use the checklist in chapter 11 of Personnel & Pay Procedures Manual, PPCINST M1000.2 (series). SPOs shall verify that all reserve personnel activated are receiving correct entitlements, including locality-based BAH



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rate. A Certificate of Release or Discharge from Active Duty, DD-214, shall be issued to all reservists released from active duty orders in support of Hurricanes Harvey and Irma regardless of the duration of orders. Admin support staffs and SPOs shall follow procedures outlined in Certificate of Release or Discharge from Active Duty, DD Form 214, CGPSCINST 1900.1A, to ensure consistency across the service. The following shall be included in the remarks section: "Member performed active duty under Title 14 in support of Hurricane HARVEY and IRMA Response Operations." (adjust statement as needed.)

Members are entitled to TRICARE while activated and will be eligible for TAMP on release from active duty. Members shall be counseled by Admin support staff to confirm TAMP eligibility is documented in the Defense Enrollment Eligibility Reporting System and can be viewed online via MilConnect, <https://www.dmdc.osd.mil/milconnect/>. Members who were enrolled in TRICARE Reserve Select (TRS) may lose coverage due to the change in sponsor's status when activated. Admin support staff must council members that they have 30 days from the date of losing other TRICARE coverage to avoid a break in coverage.

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### Take Command to Make a Smooth Transition with TRICARE in 2018

You may be wondering what action you need to take, if any, to ensure you continue [TRICARE coverage in 2018](#). If you're currently enrolled in or eligible for TRICARE coverage on Dec. 31, 2017, you'll

transition to your respective TRICARE plan on Jan. 1, 2018. If you want to enroll in a TRICARE plan or change coverage after Jan. 1, 2018, you'll need to take action to enroll in the plan of your choice.

All beneficiaries should take action by making sure their information is current in the [Defense Enrollment Eligibility Reporting System](#) (DEERS). If you've experienced any changes (for example, marriage, birth, divorce and death), update DEERS as soon as possible to ensure continuous TRICARE coverage.

#### **TRICARE is Changing. Here is what you need to know:**

##### *Automatic Transition for Current Enrollees*

Beneficiaries enrolled in [TRICARE Prime](#), either stateside or overseas, as of Dec. 31, 2017 will remain enrolled in TRICARE Prime on Jan. 1, 2018. If you have TRICARE Standard or TRICARE Extra as of Dec. 31, 2017, you'll transition to [TRICARE Select](#). TRICARE Select replaces TRICARE Standard and TRICARE Extra on Jan. 1, 2018.

If you're enrolled in any [TRICARE premium-based plan](#) on Dec. 31, 2017, you'll remain enrolled in your plan on Jan. 1, 2018 as long as you continue to make your premium payments. These premium-based plans include:

- TRICARE Young Adult
- TRICARE Reserve Select
- TRICARE Retired Reserve

On Jan. 1, 2018, TRICARE will transition its stateside [regional contractors from three to two](#). Beneficiaries who pay [premiums or enrollment fees](#) by electronic funds transfer

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or recurring debit/credit card payment will be contacted to update their payment information. If you currently pay through a Defense Finance and Accounting Service allotment, your payments will automatically transfer.

If your current TRICARE health plan coverage doesn't automatically transition, [contact the TRICARE contractor](#) for your region. There are no changes to the TRICARE For Life (TFL) benefit. TFL beneficiaries will not have to take any action.

### *Automatic Enrollment of New Enrollees*

New active duty service members are [automatically enrolled in TRICARE Prime](#) or [TRICARE Prime Remote](#) if they live in remote areas in the U.S. Stateside active duty family members (ADFM) who become eligible for TRICARE on or after Jan. 1, 2018 will also be automatically enrolled in TRICARE Prime if they live in a [Prime Service Area](#). If family members live outside a Prime Service Area, they'll be automatically enrolled in [TRICARE Select](#). ADFMs who are automatically enrolled in TRICARE Prime or TRICARE Select have up to 90 days after the eligibility date to change health plans.

TRICARE Overseas Program (TOP) ADFMs will be automatically enrolled in TRICARE Select. They will also have 90 days to change their enrollment to TOP Prime or Prime Remote if they are command sponsored.

### **This is Your Benefit! Are You Ready?**

*Enroll by Nov. 20, 2017 for Coverage Beginning Jan. 1, 2018*

By Nov. 20, 2017, beneficiaries should complete any and all enrollment actions. During December 2017, there will be an enrollment freeze for TRICARE Prime enrollments, and a delay for primary care manager changes. You'll still be able to receive care during the enrollment freeze. If you have a problem accessing care, [contact your regional contractor](#).

For all other stateside beneficiaries, you'll also need to complete any and all enrollment actions by Nov. 20, 2017 to ensure continued health coverage in 2018. As long as your regional contractor receives your completed enrollment application by the [20th of the month](#), your coverage will begin on the first day of the next month. The 20th of the month rule doesn't apply to beneficiaries overseas, and will go away for everyone starting in 2018.

Enrolling is easy. You can enroll in certain TRICARE plans over the phone, email or mail. Check out how to [enroll or purchase a plan](#).

Visit the [TRICARE Changes](#) page to stay informed with the latest information. You can also [sign up for email alerts](#) to get an email anytime new updates are available. Staying informed will help you take command of your health and prepare for changes in 2018.

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### Coast Guard Announces Blended Retirement Pay System (BRS) Continuation Pay Multiples

TO ALCOAST  
UNCLAS//N01000//  
ALCOAST 278/17  
COMDTNOTE 1000  
SUBJ: SITREP 6 - HUMAN CAPITAL STRATEGY - BLENDED RETIREMENT SYSTEM (BRS) – CONTINUATION PAY  
A. COMDT COGARD WASHINGTON DC 161451 DEC 16/ACN 445/16  
B. COMDT COGARD WASHINGTON DC 241050 JAN 17/ACN 013/17  
C. COMDT COGARD WASHINGTON DC 101400 FEB 17/ALCOAST 034/17  
D. COMDT COGARD WASHINGTON DC 090903 JUN 17/ALCOAST 188/17  
E. Use of Non-governmental Educational Material and Presenters, COMDTINST 1740.3 (series)

1. PURPOSE. This ALCOAST announces BRS continuation pay (CP) multiples, timing, and obligated service. It also supplements guidance, required training, and financial education opportunities noted in REF (E).

2. The BRS offers CP as part of a service member's retirement entitlement and to address retention at critical longevity points. Coast Guard members, covered by BRS, receive this one-time, mid-career bonus at 12 Years of Service (YOS) as calculated from the member's Pay Entry Base Date (PEBD) and upon acceptance of the member's agreement to obligate for four additional years. The obligated service incurred under the BRS will run

concurrently with any other service obligation, unless specifically prohibited. CP is in addition to any other career incentives or retention bonuses. Members choosing to remain in the current "high-3" retirement system are not eligible for CP.

3. The Active Component (AC) CP is 2.5 times the monthly basic pay for a member of that grade who has reached 12 YOS.

4. The Reserve Component (RC) CP is 0.5 times the monthly basic pay for a member of that grade who has reached 12 YOS.

5. All members, both active and reserve, exceeding 12 YOS in calendar year 2018 must enroll in the BRS prior to the 12-year mark to take advantage of CP. It is possible for a member to elect the BRS in 2018 but miss the CP window if the choice to enroll is made after the member's 12 YOS anniversary date.

6. A member who does not fulfill the service obligation is subject to full or partial repayment of CP.

7. The CP rates are effective for calendar year 2018, the entire BRS opt-in period, and will remain in place until new rates are published.

8. PPC will contact members nearing the 12 YOS with additional information and instructions.

9. Additional CP policy will follow as the BRS folds into a new CG retirement manual.

10. Choosing a retirement system is a significant lifetime decision and should be discussed with spouses and

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beneficiaries. To prepare for the BRS transition, eligible members must complete the mandatory Joint Knowledge Online (JKO) Opt-in course. Designated members of the CG Auxiliary are available to present the JKO course in a group setting. Per REF (E), commands desiring BRS-related education beyond the required JKO course should consider capitalizing on existing presentations provided at no cost by several organizations in the financial industry. Visit the Office of Work-Life Programs <http://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Health-Safety-and-Work-Life-CG-11/Office-of-Work-Life-CG-111/> or the BRS website for guidance on hosting a non-governmental organization financial educator or CG Auxiliarist at your unit.

11. The BRS comparison calculator is available at <http://militarypay.defense.gov/Calculators/BRS/> and allows users to compare the benefits of the current retirement system with the BRS. JKO launched two tutorials in August; one for the AC (course number J3OP-US1333-A), and one for the RC (course number J3OP-US1333-R), helping users maximize the calculator's results. Currently, the calculator is set to accommodate the Coast Guard's initial CP rate though more flexibility will be added in future technical updates.

12. Eligible members are reminded to acknowledge their Alert Warning System eligibility notification using their official Coast Guard email account by clicking "reply", typing "1", and clicking "send."

13. Questions regarding the BRS or related items should be directed to COMDT (CG-1331) at HQS-PolicyandStandards@uscg.mil. For a list of CP FAQs and a CP infographic visit the BRS website at <http://www.dcms.uscg.mil/brs>.

14. RDML William G. Kelly, Assistant Commandant for Human Resources, sends.

15. Internet release is authorized.

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### PPC Procedures & Development (P&D) OUTCONUS Cost of Living Allowance Presentation

#### [PPC Procedures & Development \(P&D\) OUTCONUS Cost of Living Allowance Presentation](#)

[PPC Procedures & Development \(P&D\) OUTCONUS Cost of Living Allowance Presentation](#). Watch this four minute video presentation to learn about OUTCONUS COLA. We explain how OUTCONUS COLA is calculated, how you can determine the amount you'll be paid, answer some frequently asked questions, and discuss dependent changes that you must report to your command.

- [OUTCONUS Cost of Living Allowance Presentation](#).
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### SPO Consolidation Update: SPOs at Sector North Carolina and at Air Station Sacramento Closed

The SPO located at Sector North Carolina (Dept. ID 007631) has been disestablished in Direct Access. All records previously serviced by

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the SPO at Sector North Carolina have been moved to Base Elizabeth City (Dept. ID 046017).

The SPO located at Air Station Sacramento (Dept. ID 000616) has been disestablished in Direct Access. All records previously serviced by the SPO at Air Station Sacramento have been moved to Base Alameda SPO (Dept. ID 042599).

Please refer to the SPO Contact List page at <https://cg.portal.uscg.mil/units/ppc/Pages/SPO%20Contact%20List.aspx> for SPO contact information and previously issued updates.

Ensure all communications regarding the shifting of SPO records are routed through PSC-BOPS-R. The POC is Emily Jennings.

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### Blended Retirement System Continuation Pay *Flag Voice #477*

Beginning in January 2018, nearly 30,000 eligible Coast Guard members will have the irrevocable choice to enroll in the Blended Retirement System (BRS). The BRS has four components; a defined benefit similar to the current retirement system though with a reduced multiplier, government automatic and matching Thrift Savings Plan contributions, continuation pay, and a lump sum payment option at retirement. Eligible members will have calendar year 2018 to make the election using a self-service page in Direct Access. Individuals accessing into the Coast Guard after January 1, 2018 will be automatically enrolled into the BRS.

Members covered by the BRS are eligible to receive continuation pay, a one-time, mid-career bonus in exchange for obligated service. This one-time bonus payment is in addition to any other career field-specific incentives or retention bonuses. The law permits significant flexibility in continuation pay, allowing the

Coast Guard to pay the bonus between eight and 12 years of service for an obligation of no less than three years. The amount of payment ranges between 2.5 and 13 times monthly basic pay for the Active Component and 0.5 and six times monthly basic pay for the Reserve Component. Recipients of continuation pay may have the bonus recouped if the member is unable to meet the obligated service requirements.

In August, the Commandant decided the continuation pay multipliers – 2.5 times monthly basic pay for active duty and 0.5 for reserves in exchange for four years of service payable at 12 years of service. The continuation pay rate, set for the entire opt-in period, aligns with multipliers established by the other Services. [ALCOAST 278/17](#) announced the continuation pay rates.

Implementation of the BRS is the largest change to military compensation since World War II. Please join me in preparing eligible members to make a lifetime financial decision. While eligible members have an individual responsibility to complete the mandatory Joint Knowledge Online opt-in training, commands are encouraged to capitalize on BRS educational opportunities available at no-cost by organizations in the financial industry. Designated Coast Guard Auxiliary personnel are also available to assist commands in hosting BRS training sessions.

A continuation pay infographic and FAQs are available on the [BRS website](#).

[ICB 006-17](#) provides guidance for commands desiring a financial literacy program.

RDML WILLIAM G. KELLY  
Assistant Commandant for Human Resources

Enclosures: [Continuation Pay FAQs](#) | [Continuation Pay Infographic](#)

Issue date: 9/27/17

# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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## Bonus Programs for Multiple Ratings

TO ALCOAST  
UNCLAS //N07220//  
ALCOAST 289/17  
COMDTNOTE 7220  
SUBJ: FY17 ACTIVE DUTY ENLISTED  
WORKFORCE MANAGEMENT PLANNING TEAM  
SITREP 2 -BONUS PROGRAMS FOR MULTIPLE  
RATINGS

A. COMDT COGARD WASHINGTON DC 231408  
MAY 17/ALCOAST 165/17

B. MILITARY BONUS PROGRAMS, COMDTINST  
M7220.2 (SERIES)

C. ENLISTED ACCESSIONS, EVALUATIONS, AND  
ADVANCEMENTS, COMDTINST M1000.2  
(SERIES)

D. MILITARY ASSIGNMENTS AND AUTHORIZED  
ABSENCES, COMDTINST M1000.8 (SERIES)

E. COAST GUARD WEIGHT AND BODY FAT  
STANDARDS PROGRAM MANUAL, COMDTINST  
M1020.8 (SERIES)

1. Purpose. REF (A) described bonus programs continued through CY17 as authorized by the FY16 Critical Rate Management Workgroup (CRMW). This SITREP further continues the same bonus plan into FY18.

2. Policy. This SITREP authorizes accession and retention bonus programs available for EM, ET, CS, GM, MK, and OS ratings from the date of this ALCOAST until further notice. All policies, exceptions to policy, and details of the bonuses described in REF (A) remain in effect.

3. For questions, members should contact their unit counselors (typically the Command YN/CMC/SCPO/MCPO) well in advance of their reenlistment or extension date. Additional

sources of information include servicing personnel officers, work-life staff, and senior Yeoman. For questions that cannot be answered after exhausting all of the above resources, the designated administrative support representative for that specific unit may contact COMDT (CG-133) at HQS-PolicyandStandards@uscg.mil.

4. Inevitably, reactivating a bonus program for several ratings will leave some members just outside the window of eligibility. The Service highly values the performance of all its members. Members are encouraged to continue to work diligently toward advancement and rigorously pursue all relevant qualifications. As funds become available and Service needs dictate, future adjustments to the bonus program are possible in order to promote a vibrant workforce.

5. Commanding Officers and Officers in Charge must bring the contents of this ALCOAST to the attention of all personnel.

6. These changes are temporary exceptions to policy and will be updated via ALCOAST.

7. RDML A. S. McKinley, Acting Director of Reserve and Military Personnel, sends.

8. Internet release is authorized.

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