

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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Direct Access Outage Extended

Direct Access will not be available until Tuesday, 8 January 2019.

Read the story on page 13 for more information.

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 Update

The Defense Travel Management Office has updated the following information for 01 January 2019:

- [Basic Allowance for Housing \(BAH\)](#)
- [CONUS Cost of Living Allowance](#)
- [Dislocation Allowance Rates \(DLA\)](#)
- [Government Meals Rate \(GMR\)](#)
- [OCONUS Non-Foreign and Foreign Per Diem Rates](#)
- [Overseas Housing Allowances \(OHA\)](#)
- [Overseas Cost of Living Allowances \(COLA\)](#)
- [Joint Travel Regulations \(JTR\) and Appendices](#)
- [POV Mileage Rates](#)

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

January 2019 Enlisted Reserve Advancement Announcement

[All Coast Guard Reserve \(ALCGRSV\) message 065/18](#) announces reserve enlisted advancements authorized effective 1 January 2019.


January 2019 Enlisted Advancement Authorization

[All Coast Guard Enlisted \(ALCENL\) message 190/18](#) announces enlisted advancements authorized effective 1 January 2019.

Commanding Officers *must* determine if pre-advancement eligibility requirements have or have not been met, especially with regards to EPME EPQ standards. COs must notify PPC (ADV) via Admin OIX message, with a copy to PSC (EPM-1), to remove the member from the SWE advancement eligibility list prior to the advancement. Guidance is available in the

[Involuntary Withholding or Removal from SWE List Guide](#) linked from the [EPM-1 Advancement Portal Page](#):

Leadership and Management School (LAMS) Completion Deadline for Servicewide Exam Waiver Process Guidance

Completion of a Leadership and Management School (LAMS) Course is required for advancement to first class petty officer. Occasionally individuals incur complexities or extenuating circumstances when attempting to obtain a LAMS class quota, which are beyond the members' control. LAMS completion deadline waivers are available to allow for certain provisions where individuals are unable to complete LAMS prior to the Servicewide Examination Eligibility Date (SED). PPC (ADV) has created a [process guide](#)  which provides reference to policy, procedures and information on submitting Leadership and Management School (LAMS) completion deadline waivers to PPC.

[PPC Advancement LAMS Completion Deadline Waiver Guidance](#)

Thrift Savings Plan (TSP) 2019 Contribution Limits

The Internal Revenue Code (IRC) places limits on the dollar amount of contributions you can make to the TSP. The Internal Revenue Service (IRS) calculates them every year and they can change annually. The TSP announces the limits on the TSP website and the [ThriftLine](#) as well as through its various publications when the limits become available.

Elective Deferral Limit/	\$19,000. Applies to combined total of traditional and Roth contributions. For members of the uniformed services, it includes all traditional and Roth contributions from taxable basic pay, incentive pay, special pay, and bonus pay, but does not apply to traditional contributions made from tax-exempt pay earned in a combat zone.
IRC §402(g)	

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Annual Addition Limit/ IRC §415(c)	\$56,000. An additional limit imposed on the total amount of all contributions made on behalf of an employee in a calendar year. This limit is per employer and includes employee contributions (tax-deferred, after-tax, and tax-exempt), Agency/Service Automatic (1%) Contributions, and Matching Contributions. For 415(c) purposes, working for multiple Federal agencies or services in the same year is considered having one employer.
Catch-up Contribution Limit/ IRC §414(v)	\$6,000. The maximum amount of catch-up contributions that can be contributed in a given year by participants age 50 and older. It is separate from the elective deferral and annual addition limit imposed on regular employee contributions.

2018 has been posted. The list is available on [PPC ADV's CG Portal page](#).

The [advancement eligibility lists for reserve supplemental advancements](#) have been updated to reflect requests processed prior to 14 December 2018.

October 2018 Reserve Servicewide Exam Advancement Eligibility List

The October 2018 Reserve Servicewide Exam (SWE) Advancement Eligibility List is now available via the CGPortal at:

<https://cg.portal.uscg.mil/units/ppc/Enlisted%20Advancement%20Lists/Oct18RSWElist.pdf>

The October 18 RSWE Advancement Eligibility List does not include EMPLIDs, but please remind members not to publish the list on internet or social media sites. Also, please communicate that RSWE cutoffs are no longer used. Thank you.

Advancement Statistics

- [Oct 18 RSWE Stats](#)

PCS Mileage (MALT) and TDY Mileage Rates

Effective 1 January 2019, the MALT (monetary allowance in lieu of transportation) rate per authorized POC (privately owned conveyance) is \$0.20 (twenty cents) per mile. This rate is effective for all PCS travel that commences on or after 1 January 2019 (i.e., the initial travel is started).

TDY mileage rates changed on 01 January 2019.

The new TDY rates are:

If you are a member of the uniformed services, you should know that Roth contributions are subject to the elective deferral limit (\$19,000 for 2019) even if they are contributed from tax-exempt pay. If you want to contribute tax-exempt pay toward the annual additions limit, you will have to elect traditional contributions for any amount over the elective deferral limit.

In addition, if you are eligible to make catch-up contributions and you are deployed to a designated combat zone, you will not be able to make any traditional catch-up contributions from your tax-exempt pay. However, Roth catch-up contributions from tax-exempt pay are allowed.

If you are a member of the Ready Reserve and you are contributing to both a uniformed services and a civilian TSP account the elective deferral and catch-up contribution limits apply to the total amount of employee contributions you make in a calendar year to both accounts.

If you are called to active duty and make tax-exempt contributions to the TSP while deployed in a designated combat zone, the sum of the employee and agency contributions to your civilian account as well as the tax-exempt contributions made to your uniformed services account cannot exceed the annual addition limit.

Supplemental Advancement Lists

The BM2 Active Duty Supplemental Advancement Eligibility List for 14 December

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POC:

\$0.58	-	Automobile (if no GOV is available)
\$0.20	-	POC use instead of a government furnished vehicle (if a GOV is available) when use of a government furnished vehicle is to the government's advantage.
\$0.55	-	Motorcycle
\$1.26	-	Airplane

Current and previous PCS & TDY mileage rates are posted at <https://www.defensetravel.dod.mil/site/other ratesMile.cfm>.

November 2018 Servicewide Exam Advancement Eligibility List Posted

The November 2018 Servicewide Exam (SWE) Advancement Eligibility List is now available on [PPC's \(ADV\) CGPortal page \(CAC enabled, logon required\)](#) or via this link:

<https://cg.portal.uscg.mil/units/ppc/Enlisted%20Advancement%20Lists/Nov18SWEList.pdf>
(CAC enabled, logon required)

The November 2018 SWE Advancement Eligibility List does not include EMPLIDs, but please remind members not to publish the list on internet or social media sites.

Advancement Statistics

- [November 2018 SWE Statistical Summary](#)

Blended Retirement System Opt-In Period Closure

Flag Voice #496

January 1, 2018 marked a significant moment in the history of military compensation – a modernized retirement system known as the Blended Retirement System (BRS) went into effect after becoming law in the 2016 National Defense Authorization Act. Nearly a year later, Direct Access continues to accept elections to enroll in the BRS, but the window for opt-in eligible members to choose the BRS is closing. With few exceptions, such as cadets through the Class of 2021, reservists in a non-pay status in 2018 or prior service new accessions, the opt-in period for the over 30,000 eligible members ends on December 31, 2018.

To be eligible to elect the BRS, Coast Guard active duty members must have a Date of Initial Entry into Military Service (DIEMS) prior to December 31, 2017 and have less than 12 years of service based on their pay effective base date. Similarly, Coast Guard Reservists must have a DIEMS date on or before December 31, 2017 and accumulated less than 4,320 retirement points before that date. Our newest members, personnel with DIEMS on or after January 1, 2018, are automatically enrolled in the BRS and do not have a choice in retirement systems.

Choosing a retirement system is a consequential personal decision; one that should be thoroughly researched and discussed with family members. There are many resources which members can use to assist them in their decision-making process including [CGSUPRT](#) money coaches, the BRS comparison [calculator](#), Auxiliary Financial Educators, and other organizations in the financial industry. I strongly encourage Senior Leaders to have their members prepare for this financial decision with the same diligence and perseverance employed when carrying out their Coast Guard mission. Particular attention should be given to

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our youngest enlisted members. Most enlisted members leave the Coast Guard before 20 years of service, and, under the legacy system, those members will leave with zero government-provided retirement savings. Eligible members who enroll in the BRS will depart the Coast Guard with some retirement savings via government automatic and matching contributions in a Thrift Savings Plan (TSP) account.

The decision to enroll in the BRS is irrevocable, meaning it cannot be changed once made. If the BRS is suitable for a member's situation, then they must use the "My BRS Elections" self-service page in Direct Access. The Coast Guard BRS [website](#) hosts several opt-in guides and a short [video](#) showing the opt-in process. No one will be automatically enrolled in the BRS. If members do not take any action, they will remain in the legacy "high-3" retirement system.

ALCOAST 414/18, the final SITREP for BRS implementation, offers several important tips for those members still considering the BRS. After enrolling in the BRS, participants should always check their TSP contribution percentages in Direct Access. To maximize government matching TSP contributions under the BRS, members should contribute five percent of their Basic Pay though member contributions of one or two percent still receive the government match.

RADM WILLIAM G. KELLY
Assistant Commandant for Human Resources

Periodic Health Assessment

Flag Voice #497

In March 2018, the Coast Guard implemented the new Periodic Health Assessment (PHA) – the same one used by the other military services – and also instituted a new policy allowing members to have a PHA, at minimum,

every 12 months. This new policy took the place of the birth month period policy, in which members were to get a PHA during the month they were born in, or the preceding two months.

Since March, only 43% of Coast Guard personnel have gotten a new PHA when given the opportunity to schedule their own date. With the emphasis on readiness and after a review of the data and discussions with leadership, on 1 Jan 2019, we will re-institute the birth month PHA policy. During the first year, this may result in a few members having two PHAs in a 12 month period, but given our goal to maximize readiness this is an appropriate way ahead.

Units that have at least 30 Reservists and units that use TRICARE Prime Remote can request an exception to the birth month period policy. This will allow them to use an annual Reserve Health Readiness Program (RHRP) Group Event to batch PHAs at the unit level for Reserve and TRICARE Prime Remote personnel. Group Events are a great option because the RHRP contractor comes to the unit and gets all Medical Readiness Services done at once, including PHAs. Units who want to use this option have until COB 31 Jan 19 to notify the PHA coordinator at the Health, Safety, and Work-Life Service Center, HSC Athan Anderson (athan.anderson@uscg.mil). After 31 Jan 19, all units who have not asked to use a Group Event will be held to the birth month period policy for the remainder of calendar year 2019.

ALCOAST 418/18 announces the policy changes. If you have any questions, please contact CDR Shane Steiner at shane.c.steiner@uscg.mil.

RADM WILLIAM G. KELLY
Assistant Commandant for Human Resources

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DOD Releases 2019 Basic Allowance for Housing Rates

The Department of Defense released the 2019 Basic Allowance for Housing rates today. BAH rates will increase an average of 2.55 percent when the new rates take effect on January 1, 2019. An estimated \$21 billion will be paid to approximately one million service members.

The 2019 BAH program expands the member cost-sharing element (out-of-pocket expense) while continuing to balance the growth in compensation costs. Based on the authority provided in the FY 2016 National Defense Authorization Act, the cost-sharing element was increased to five percent. For 2019, a typical member will need to absorb five percent of the national average housing cost by pay grade. The out-of-pocket amounts incorporated in the 2019 BAH rates vary by grade and dependency status and range from \$66 to \$149 monthly. This rate computation change balances the growth of certain military pay and benefits in a fair, responsible, and sustainable way. Even with these nominal changes, the overall military pay and benefits package remains robust and healthy.

Housing cost data are collected annually for more than 300 military housing areas in the United States, including Alaska and Hawaii. Cooperation from the services and local military housing offices is an important part of the BAH process. Input from local commands is used to determine in which neighborhoods data is collected and to direct the data collection effort toward adequate apartment complexes and individual housing units.

Median current market rent and average utilities (including electricity, heat, and water/sewer) comprise the total housing cost for each military housing area and are included in the BAH computation. Total housing costs are developed for six housing profiles (based on dwelling type and number of bedrooms) in each

military housing area. Basic Allowance for Housing rates are then calculated for each pay grade, both with and without dependents.

Individual rate protection is an important part of the BAH process. No matter what happens to measured housing costs - including the out-of-pocket adjustment, an individual member who maintains uninterrupted BAH eligibility in a given location will not see his or her BAH rate decrease. This ensures members who have made long-term commitments in the form of a lease or contract are not penalized if the area's housing costs decrease.

The Department is committed to preserving a compensation and benefit structure that provides members with a suitable and secure standard of living to sustain a trained, experienced, and ready force now and in the future.

For more information on Basic Allowance for Housing, including the 2019 Basic Allowance for Housing rates and 2019 Basic Allowance for Housing rate component breakdown, visit <https://www.defensetravel.dod.mil/site/bah.cfm>. Service members can calculate their BAH payment by using the Basic Allowance for Housing calculator at:

<http://www.defensetravel.dod.mil/site/bahCalc.cfm>.

Personnel and Pay Procedures Manual Chapters One, Two, and Three

PPC is in the process of converting the Personnel & Pay Procedures Manual (PPPM), PPCINST M1000.2 (series) to Training, Tactics, & Procedures (TTP) format. New sections are promulgated as they are completed.

[E-Mail ALSPO Message J/18 promulgates and update the PPPM](#). Chapters [One](#), [Two](#), and [Three](#) have been converted to TTP and posted

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on the PPPM web page at
<https://www.dcms.uscg.mil/ppc/pd/3pm>.

Retirement Forms and Worksheets

The forms and worksheets necessary to process your retirement and start your retirement pay are listed in the **Retirement Package** (download from

<https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/RAS/retpack.pdf>). The forms can be accessed online via PPC's web site (<https://dcms.uscg.mil/ppc/pd/forms>).

Please complete the forms and worksheets legibly. We strongly recommend you fill them out online using the Adobe Acrobat program on the Coast Guard Standard Workstation.

Completion of form **Coast Guard, PHS, & NOAA Retired Pay Account Worksheet and Survivor Benefit Plan Election (CG-4700)** is mandatory to

establish your account so you can be paid on time. Effective January 1, 2019, PPC (RAS) will accept a scanned, emailed, or faxed copy of Form CG-4700, provided an SBP Spousal Concurrence (Section VII) is NOT required. If you decline to elect SBP coverage, elect less than the maximum coverage, or elect child-only coverage while having an eligible spouse, PPC (RAS) will continue to require the original CG-4700 with spousal concurrence (signature) and notarized—with no exceptions. We're hopeful this will allow for a more efficient process.

Thank you. Please also make sure you are using the December 2017 (12/17) version of this form. Beginning on 1 January 2019, previous versions will be obsolete and will not be accepted.

State Tax Withholding for Residents of Oregon

Federal tax law changes, including how withholding allowances are calculated, mean that some Oregonians haven't been withholding

enough from their paychecks to cover their state personal income tax liabilities. Some members may realize they need to make changes to their Oregon withholding.

They can use the Oregon Department of Revenue's online withholding calculator at www.oregon.gov/dor to determine the appropriate amount to withhold. If they need to submit a new W-4 for Oregon tax purposes, Oregon now offers **Form OR-W-4 for Oregon employees**. This replaces the federal Form W-4 (*with "For Oregon Only" or "For SITW Only" written on the top*) as the preferred method for documenting state income tax withholding designations.

Access the OR-W-4 form at:

https://www.oregon.gov/DOR/forms/Formspubs/form-or-w-4_101-402_2019.pdf

DOD Releases 2019 CONUS COLA Rates

The Defense Department released today the 2019 Continental United States (CONUS) Cost of Living Allowance (COLA) rates, which takes effect Jan. 1, 2019. In 2019, the total number of service members receiving CONUS COLA will decrease from approximately 28,000 to 15,000.

Approximately \$22.1 million will be paid to 15,000 service members stationed CONUS in 2019 -- \$6 million less than last year.

Approximately 2,500 members will now receive CONUS COLA; 7,900 will see an increase in their CONUS COLA payments; 2,600 members will see a decrease; 15,000 members will no longer receive CONUS COLA; and, 2,000 will see no change.

CONUS COLA is a taxable supplemental allowance designed to help offset higher prices in the highest cost locations in CONUS that exceed the costs in an average CONUS location. Rates can increase, decrease, or remain the same depending on the non-housing prices in a

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duty location as compared to non-housing prices in an average CONUS location.

By law, a contractor provides cost data from each military housing area (MHA) for the following categories: transportation, goods and services, federal income taxes, sales taxes, and miscellaneous expenses. Data is adjusted to account for the amount of Basic Allowance for Subsistence, an allowance meant to offset the costs for a member's meals, and for cost savings gained from shopping at commissaries and exchanges.

This information is compared to the same cost data for average CONUS, which serves as a benchmark. The resulting ratio is called an index. By law, a CONUS COLA rate is only prescribed when the index meets a threshold of 108 percent, meaning the costs for non-housing types of goods and services in a particular location are at least eight percent more expensive than average CONUS. An index in excess of 108 percent would qualify for CONUS COLA (e.g., a location that is 10 percent more expensive would qualify for a two percent COLA index).

This year, three MHAs will now receive an index; eight will receive a CONUS COLA index increase; three will receive a decrease; eight will no longer receive CONUS COLA; and two MHAs will remain unchanged.

For non-MHA areas (non-metropolitan counties), two counties will now receive an index; two will have an increase in their index; and, 37 will lose CONUS COLA.

MHAs with the Highest CONUS COLA rates:

San Francisco, Calif. 6%
New York City, N.Y. 6%
Staten Island, N.Y. 8%

MHA with the Largest Increase in CONUS COLA:
Santa Clara County, Calif. 3% to 5%

MHA with the Largest Decrease in CONUS COLA:

Atlantic City, N.J. 7% to 1%

The total amount of CONUS COLA a Service member receives varies based on geographic duty location, rank, years of service and dependency status. Service members can calculate their CONUS COLA rate at <http://www.defensetravel.dod.mil/site/conusC alc.cfm>.

Additional information about COLA can be found on the Defense Travel Management Office (DTMO) website at <http://www.defensetravel.dod.mil/site/conus.c fm>.

Calendar Year Costs for TRICARE Resets Jan. 1

In 2018, TRICARE implemented a number of changes. These changes include improving access to care and simplifying costs. Most TRICARE costs limits also moved from a fiscal year [Click to close](#) October 1 - September 30 cycle to a calendar year cycle.

What does this mean for you? Your annual [catastrophic cap](#) and deductibles reset every Jan. 1. Visit the [Cost Terms](#) page to help you better understand the definitions of these TRICARE terms. You can review costs for your plan with the [TRICARE Compare Cost Tool](#) and also the [TRICARE Costs and Fees Sheet](#).

Also, note that [some costs](#) for TRICARE Prime and TRICARE Select, including enrollment fees for some beneficiaries and out-of-pocket costs change on Jan. 1. Premiums for TRICARE Reserve Select, TRICARE Retired Reserve, TRICARE Young Adult, and the Continued Health Care Benefit Program change on Oct. 1 each year.

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The [Extended Care Health Option](#) (ECHO) was one of the few programs that stayed on fiscal year timing in 2018. It's [shifting to calendar year in 2019](#). The benefit cap for the ECHO increased by \$9,000 to cover the remaining quarter of this year (Oct. 1–Dec. 31). The \$36,000 total TRICARE coverage limit resets on Jan. 1, 2019. If you have questions about [ECHO limits](#) and the change to calendar year, contact your case manager.

Learn more about [TRICARE changes](#) and familiarize yourself with your [health plan costs](#). And take command of your health in 2019.

2018 IRS Forms W-2 and 1095-C Information

14 DEC 18

ALCGPSC 158/18

SUBJ: 2018 IRS FORMS W-2 AND 1095-C INFORMATION

A. PERSONNEL AND PAY PROCEDURES MANUAL (PPPM), PPCINST M1000.2 (SERIES)

1. IRS Form W-2 and 1095-C - The required 2018 IRS tax forms W-2 (Wage and Tax Statement) and 1095-C (Employer-Provided Health Insurance Offer and Coverage) will be mailed no later than 31 Jan 2019 to the member's mailing address listed in Direct Access <https://hcm.direct-access.us/>. Members who have selected to opt out of receiving the paper forms will be able to download their tax forms from Direct Access and will not receive a paper copy in the mail. Members who have not opted out of receiving the paper forms are highly encouraged to do so as this reduces fraud and identity theft risks, and also reduces postage/material costs for the Coast Guard. Commands are highly encouraged to communicate that the most secure method of accessing/receiving IRS Form- W-2 is through Direct Access Self Service. All members with access to Direct Access, regardless of whether they opted out or not, will be able to download and print their individual tax forms starting in

late January 2019. Tax documents will be available by going to: Employee, View and View/Print My Year End Forms.

2. In order to facilitate timely delivery of required tax forms, members must ensure their address is correct in Direct Access no later than 4 January. To view and update your mailing address in Direct Access, go to the Main Menu and select Self-Service, Employee, Tasks, and Home and Mailing Address. Use ref (a), section 8.B.6, for address format examples for single members living in barracks or shipboard berthing. Members must ensure forwarding of mail through the U.S. Postal Service if there has been a recent change in mailing address.

3. Corrected IRS Forms – Members who require corrections to their IRS forms shall refer to ref (a), section 8.B.7 and the following guidance:

a. Corrected W-2: Report all W-2 discrepancies to PPC (SEP) via your responsible Personnel and Administration (P&A) Office. The P&A Office must notify PPC (SEP) via Customer Care trouble ticket of the suspected error(s) and include applicable supporting documentation and calculations. P&As should refer to the State Tax Withholding Exceptions prior to submitting a request for a corrected W-2 as Direct Access collects Federal and State tax based on member election http://www.dcms.uscg.mil/Portals/10/CG-1/PPC/guides/GP/SPO/Deductions/State_Tax_Withholding_Exceptions.pdf. PPC Customer Care tickets can be submitted using the form at https://cg.portal.uscg.mil/units/ppc/SiteAssets/PPC_Customer_Care_Trouble_Ticket_Form.dotm or sent via e-mail to PPC-DG-CustomerCare(at)uscg.mil.

b. Corrected 1095-C: Corrections to the IRS Form 1095-C can only be made by the Defense Manpower Data Center (DMDC) through the Defense Enrollment Eligibility Reporting System (DEERS). Members must go to an ID card facility to have information updated in DEERS.

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Corrected IRS Form 1095-C will be loaded into Direct Access for members to view/print once DMDC has transmitted the updated files to the Coast Guard. DMDC files are typically updated weekly.

c. Corrected W-2 and 1095-C forms will be available to download and print from Direct Access. Members unable to print or who cannot access Direct Access should follow the guidance of paragraph 4 below to request a paper copy of their tax form(s).

4. Lost or Undeliverable IRS Forms – Requests for undeliverable/replacement IRS Form W-2 and/or 1095-C will not be processed until after 15 February 2019 in accordance with ref (a). Members with access to Direct Access can download and print their tax forms at any time after they are posted in late January. PPC will only process undeliverable/replacement requests for members who cannot access their forms from Direct Access. Note: Separated members have access to Direct Access for 18 months following separation.

a. Members unable to access or print their W-2 from Direct Access can request a duplicate/replacement by completing form CG-2016 by going to:
https://media.defense.gov/2017/Sep/18/2001811603/-1/-1/0/CG_2016.PDF. Attach the signed form (digital signatures are preferred) to a PPC Customer Care trouble ticket. Faxed forms cannot be accepted and will not be processed. PPC will send the requested form to the taxpayer only, at the e-mail address (if one is provided) or the mailing address listed on the form. The form will be mailed within 10 business days.

b. Members unable to access or print their 1095-C from Direct Access shall submit an online trouble ticket directly to PPC Customer Care with the following information: First and last name, employee ID, complete home address, and e-mail address. PPC will send the

requested form to the taxpayer only, at the e-mail address (preferred) or mailing address provided. The form will be mailed within 10 business days.

5. Direct questions regarding the content of this message to PPC Customer Care at: (866) 772-8724/(785) 339-2200 or via the Online Trouble Ticket/Inquiry Form at https://cg.portal.uscg.mil/units/ppc/SiteAssets/PPC_Customer_Care_Trouble_Ticket_Form.dotm or by e-mail to PPC-DG-CustomerCare(at)uscg.mil.

6. Released by: CAPT G. T. Prestidge, Commander, CG Personnel Service Center. The Service Center for Our Most Important Resource - Our People.

7. Internet release authorized.

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Direct Access User Guides and Tutorials Added or Updated in December

The following DA guides and tutorials have were added or updated in December 2018:

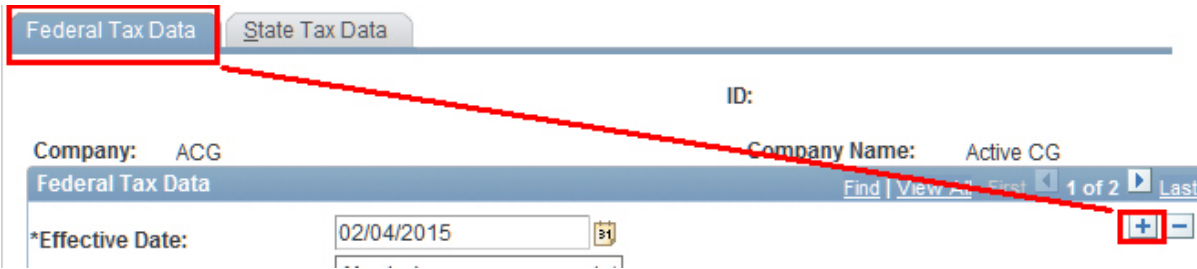
Audience	Type	Topic
SPO	Guide	Advance Pay, BAH or OHA.
SPO	Tutorial	Advance Pay, BAH or OHA.
SPO	Guide	CONUS COLA.
SPO	Tutorial	Disciplinary Action Report.
SPO	Tutorial	Disciplinary Action/Adding a Step.
SPO	Tutorial	Disciplinary Action/Approve or Deny.
SPO	Tutorial	Disciplinary Action/Entering.
SPO	Guide	Disciplinary Actions.
SPO	Tutorial	Diving Duty Pay.
SPO	Tutorial	Flight Duty Hazardous Duty Pay (HAZPAY) for Enlisted Members and Non-rated or Non-designated Officers .
SPO	Tutorial	Foreign Language Proficiency Pay.
SPO	Tutorial	Hardship Duty Location Pay for Designated Areas (HDP-L(DA)) .
SPO	Guide	Hazardous Duty Pay - High Pressure Chamber Pay .
SPO	Tutorial	Hazardous Duty Pay for Visit, Board, Search and Seizure Boarding Teams (HAZPAY-VB).
SPO	Guide	Hire Reserve Officer Candidate (ROCI).
SPO	Guide	HIRE-Cape May from CGRC.
SPO	Guide	Maritime Academy Graduate Accession.
SPO	Guide	Move-In Housing Allowance.
SPO	Guide	OCS hire to IRR.
SPO	Guide	Officer Uniform Allowance.
SPO	Tutorial	OHA.
SPO	Guide	Overseas Housing Allowance.
Command	Tutorial	Print BAH Dependency Data Forms or Emergency Contact Information Command User Tutorial .

Reminder for SPOs: Changing State Taxes

When changing state taxes for a member, **PLEASE read the guide carefully**. The guide explains that a new row for state taxes needs to be added from the **Federal Tax Data** tab, as shown below. If you do it from the *State Tax Data* tab, and inadvertently add a new row by clicking the wrong "+", you still start an additional state row on the member.

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For example, I have a state tax row for CA. I submit paperwork to have my SPO to change my state taxes to KS. My YN clicks the wrong "+" on the State Tax Data tab. For each pay period I will be paying taxes for BOTH CA and KS.

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 CG-1B1 Future Force Program Department. Changes made since last update (30 November 2018) are hi-lighted in blue text on the spreadsheet.

- 1 Competencies created
- 0 Competencies modified
- 0 Competencies inactivated

These are the changes we (COMDT CG-1B1) were able to get into Direct Access Prior to the Limited Access Period after completion of a large project, over 8,000 position manipulations. We currently have several Competency Creation and a few Modifications that will be completed as soon as the DA Limited Access Period is over. I can have the exact number of these updates shortly after DA Limited Access is over, as it will depend on any additional Program Approvals we have in at the first available date to access DA. With that, we plan on doing another update/release of the dictionary at that time to get these changes out as soon as possible.

What's New in WEB-TPAX Ver. 7.1

The Web-Based Travel Preparation and Examination (TPAX) System was recently upgraded to version 7.1.

The following changes were included in the software update:

- Civilian PCS Taxation module updated.
- Evacuation claims will be imported into their own EVAC blocks for easier processing.
- TPAX will not require recertification of an expenditure unless that specific expenditure changes.
- TPAX/IATS now has the ability to provide occasional meals NTE PMR for EUM claims (JTR change).
- FY Crossover computations will now display the yearly total for easier input into the financial tab.
- DLA for Boot camp for individuals who are in LT school of more than 20 weeks is now available.

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- The mode of travel now will default to COMMERCIAL AIR vice Directed Travel by air.
 - The Full Signature Proxy will now be able to change their view to the traveler inbox to work claims that are already there (specifically to fix or forward). They will not be able to CREATE new claims from there.
 - POV shipping has been updated to allow for CONUS to CONUS. The system will automatically choose the proper screen based on the depart and arrive locations within the order information. It will pay the lesser of: MALT vs. shipping charge. Member must have the shipment authorized on orders and provide shipping receipt in the claim.
- quickly as possible. An ALCOAST is being prepared for release.

Direct-Access Maintenance Outage Extended

The limited availability to Direct Access, outlined in ALCOAST 381/18 has been extended in order to support 2019 pay rate and other regulatory changes. Direct Access was originally scheduled to be reactivated at 2359 EST Monday, December 31, 2018; however, the system will now be reactivated at **2359 EST, Monday, January 7, 2019**. This limited availability to Direct Access will continue to impact all Active Duty, Reservists, Retirees, Annuitants and civilian supervisors of military members. During this timeframe, access to self-service in Direct Access for all users will be unavailable. This means no login access, including no ability to submit absence requests, no processing of pay or separation transactions and no processing of orders to include Reserve IDT, ADT, etc.

Efforts are currently being made to work through current workforce challenges to complete the Direct Access tech refresh as