

# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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## Contents

End-Month February Military Payroll Processing Complete .....	2
Defense Travel Management Office Allowances and Regulations Update .....	2
BRS Opt-Ins Processed by PPC .....	2
Direct Access Guides and Tutorials Added or Updated in February 2018.....	3
Servicing Personnel Office for Members in Confinement .....	4
Enlisted Evaluation System (EES) SITREP .....	5
Reminder - New mailing address for Sector/Air Station Corpus Christi .....	6
TRICARE Transition Challenges in the West Region.....	6
Online Uniform Sales <i>Flag Voice</i> #483.....	7
Pay Manual Change .....	7
Yeoman in the Spotlight - YN2 Elyse Edwards .....	8
March 2018 Enlisted Reserve Advancement Authorization (ERAA).....	8
March 2018 Enlisted Advancement Authorization (EPAA).....	8
TRICARE Reserve Select Policy Change .....	8
TRICARE and You: Navigating TRICARE for reservists.....	8
E-Mail Template for Job Data Corrections due to Reserve Orders Amendments.....	9
E-Mail Template for Leave Actions .....	10
Travel Management Center (ADVTRAV) Fees Increase .....	10

**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).

# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

## End-Month February Military Payroll Processing Complete

"Payslips" for the **1 March 2018** pay day are available in Direct Access. Report any discrepancies through the P&A Office (Admin) to the SPO. If SPOs cannot address or need assistance, the SPO will submit a trouble ticket. Payslips can be accessed via the [Self-Service "View" menu](#). Refer to [this guide](#) for an overview of the new payslip.

**The End-Month February pay date is Thursday, 1 March 2018.** Paydays are the 1st (end-month) and the 15th (mid-month) of each month, or the business day preceding the 1st or the 15th if either should fall on a federal holiday, Saturday or Sunday. Members should not set up automated payments or assume funds will be available prior to published paydays. Members should verify with their financial institutions as to the actual time funds are available to their account. See [When is Payday?](#) for more information.

Payslips more than one year old to January 2015 can be accessed by following [this guide](#). Payslips/LEs issued prior to January 2015 are not available via Direct Access. It is strongly recommended that you download/print your payslips every payday.

## Defense Travel Management Office Allowances and Regulations Update

The Defense Travel Management Office has updated the following information for 01 March 2018:

- [Basic Allowance for Housing \(BAH\)](#)
- [Overseas Housing Allowances \(OHA\)](#)
- [Overseas Cost of Living Allowances \(COLA\)](#)
- [Joint Travel Regulations \(JTR\) and Appendices](#)

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

## BRS Opt-Ins Processed by PPC

The Opt-In window for the Blended Retirement System (BRS) runs through 2018.

As of 28 February 2018, PPC has received **3,189** BRS Opt-In elections.

Component	BRS Eligible	Opt-Ins	Percentage
Active	25,460	2863	11.2%
Reserve	6,367	326	5.1%
Total	31,827	3189	10.0%

Visit [WWW.DCMS.USCG.MIL/BRS](http://WWW.DCMS.USCG.MIL/BRS) for BRS Opt-In Resources

## Continuation Pay Elections

This table shows the status of continuation pay elections.

Month 2018	Eligible	Pending Payment (Returned forms)	Paid	Declined
Jan	6	0	6	
Feb	7	0	5	
Mar	5	3		
Apr	1	1		

# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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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 (31 Jan 2018) are hi-lighted in blue text on the spreadsheet.

- 01 Competencies created
- 01 Competencies modified
- 36 Competencies inactivated

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## Direct Access Guides and Tutorials Added or Updated in February 2018

This is a running list of known issues and procedural highlights for the past month.

- 28 February:
  - A [video tutorial demonstrating the Payroll Verification Report by Employee ID](#) is now available. Here is the [SPO User Guide](#).
- 27 February:
  - The [SPO Starting Overseas Housing Allowance \(OHA\) User Guide](#) has been updated. The OHA Rental Sharers guidance has been revised.
- 26 February:
  - The [SPO Dependent Information User Guide](#) has been updated to note that, in addition to BAH-eligible dependents, the component also displays beneficiaries.
  - The [Self-Service View My Dependent Information User Guide](#) has been updated to include additional detail about the data displayed.
- 23 February:
  - A system change request has been completed for members to view their dependent data. It is available on the "Employee" pagelet under "**View > My Dependent Information**". This is view only functionality. If a member needs any data updated, it must be submitted to the SPO to be updated. We purposely left it this way due to some dependent data changes may impact entitlements. [A procedural guide for this functionality is available.](#)
- 22 February: Enlisted Evaluation System (EES) procedures added.
  - The [EES Enlisted Evaluation Report Direct Access User Guide](#) covers the following topics:
    - Enlisted Evaluation Report – Supervisor Submission
    - Enlisted Evaluation Report Endorsements
    - Enlisted Evaluation Report Approval
    - Member Counseling Report (printing)
    - Self Service Member – View Completed
    - Enlisted Evaluation Reports
- 21 February:
  - The Blended Retirement System (BRS) [Opt-In video presentation](#) has been updated to include reminders for members to make their Thrift Savings Plan elections if opting in to the BRS.
- 20 February:
  - A new Payroll Verification Report "by EMPLID" option has been added. [This guide provides the procedures for running the Payroll Verification Report by Employee ID in Direct Access.](#)
  - The [Self-Service for Members Blended Retirement System \(BRS\) Opt-In Guide](#) has been updated to include reminders for members to make their Thrift Savings Plan elections if opting in to the BRS. We've also added a list of BRS [Frequently Asked Questions](#)
  - [OUTCONUS Cost of Living Allowance "Known issues"](#) update to note that the paygrade may not display the current paygrade, the SPO should compare DTMO website to pay calcs to verify OCOLA entitlement being paid out correctly.
  - [Family Separation Housing Allowance "known issues"](#) updated to provide a workaround for starting FSH when the member's spouse is in the service but the member is entitled to FSH.
- 15 February:

# Pay & Personnel Newsletter

## United States Coast Guard Pay & Personnel Center

- The [SPO User Guide for Amending Reserve Active Duty Orders](#) has been updated to note that Job Data isn't automatically updated when an order is amended. SPO's must submit a trouble-ticket, [using this e-mail template](#), when corrections to Job Data are necessary due to an amendment to reserve orders.
- 14 February:
  - Added a [video presentation for viewing the servicewide exam \(SWE\) profile letter](#).
  - Added a [video presentation for viewing the payslip](#).
  - The [SPO User Guide for PCS Orders-Reporting](#) has been updated. After the reporting endorsement has been approved, SPOs will immediately navigate to Job Data to ensure the PCS Permanent Change of Station row has been built. Notify PPC if the row is not built.
- 08 February 2018: **Can't open .XML files?**

DA outputs some reports in *extensible markup language* format, these files have the **.XML** suffix. Windows 10 on the standard workstation doesn't have a default viewer for .XML files. To open an .XML file in Windows 10, **use MS Excel**. Save the file to your desktop, open MS Excel, select "Open", then "Browse", then "Desktop", and select the .XML file previously saved to the Desktop.

- 07 February 2018: The follow guides have been updated -
  - [Processing Advance Pay Requests \(Pay, BAH, OHA\)](#)
  - [Self-Service View My CWO PDE](#)
  - [Self-Service View MY SWE Profile Letter](#)

New video tutorials added -

- [Blended Retirement System \(BRS\) Opt-In](#)
- [Direct Deposit Changes](#)
- [Reserve Status Changes](#)
- 06 February 2018:
  - A video tutorial covering the [Reserve Orders Discrepancy Report](#) has been added.
  - [The Self-Service for Commands/SPO User Guide for Reserve Member's Status Changes](#) has been updated.

## Servicing Personnel Office for Members in Confinement

Coast Guard members with sentences to confinement of 90 days or more **AND** with an unsuspended punitive discharge approved by the convening authority shall be assigned to PPC for administrative control. PPC Legal Services serves as the Servicing Personnel office for members transferred to PPC for administrative control.

Refer to the [Personnel and Pay Procedures Manual, PPCINST M1000.2 \(series\)](#), Sec. 10-B-3, Confinement Processing, for guidance on transferring Personnel Data Records (PDRs) for members in confinement.

SPO at PPC SUPPLY/ADMIN SECTION (036414) has been disestablished. Below departments are now serviced by the PPC LEGAL SVCS STAFF (006518). PPC SUPPLY/ADMIN SECTION (036414) is now serviced by BASE DET STL SPO (PS) / (042312).

Dept. ID	Description
002103	AT HOME
005157	USCG TRANSIENT PERSONNEL
006605	NAVAL BRIG/CCU PUGET SOUND
006606	NAVAL CON BRIG MIRAMAR
006607	NAVAL CONBRIG CHARLESTON
006609	PCF NEW LONDON
006610	NAVAL BRIG NORFOLK
006611	U.S. DISCIPLINARY BARRACKS
006612	USN WATERFRONT BRIG PENSACOLA
007880	CAMP LEJEUNE BRIG
037475	QUANTICO PRE TRAIL CONFINEMENT FAC
042179	NAVAL BRIG PEARL HARBOR
043220	NAVAL CONBRIG CHESAPEAKE
043907	ANDERSEN AFB BRIG
044625	NW JOINT REG CORRECTION FAC

# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

## Enlisted Evaluation System (EES) SITREP

ALCGPSC 031/18

SUBJ: SITREP 2-HUMAN CAPITAL STRATEGY-REVISION TO THE ENLISTED EVALUATION SYSTEM

- A. [ALCGPSC 131/17 RELEASE OF NEW ENLISTED EVALUATION PERFORMANCE STANDARDS](#) (CaC required, CG Portal link)
- B. [ACN 017/18 PROMULGATION OF THE ENLISTMENTS, EVALUATIONS, AND ADVANCEMENTS, COMDTINST M1000.2B](#)
- C. [ALCGPSC 153/17 SITREP 1-HUMAN CAPITAL STRATEGY-REVISION](#) (CaC required, CG Portal link)
- D. [CG Flag Voice 478 of 02 OCT 17](#)

1. Reference (a) announced the release of the new standards and major changes to the Enlisted Evaluation System (EES), which will go into effect 01MAR2018. Reference (b) announced the promulgation of updated policy governing the revision to the EES.

2. This message announces the release of the following updated policy and training resources:

- A. [Enlisted Evaluation System Procedures Manual, PSCINST M1611.2A](#) (CaC required, CG Portal link). This manual sets forth policy and procedures for the governance of the EES. This reference is available on the EES Portal and Internet sites.
- B. [EES Direct Access User Guide](#). This guide serves as a reference to facilitate the entry of Enlisted Evaluation Reports into Direct Access. This reference is available on the EES Portal and Internet sites.
- C. C. Additional resources include: [Frequently Asked Questions \(FAQs\)](#) (CaC required, CG Portal link), an EES Revision video, Enlisted Evaluation Report Forms, and associated message traffic can be found on the EES Portal and Internet sites.

3. Direct Access Migration. Appropriate changes to Direct Access have been completed and are reflected in Direct Access. Any EER that was entered into Direct Access before 23FEB2018 with an effective date of 01MAR2018 or later must be re-entered. Any EER entered into Direct Access on or

after 01MAR2018, with an effective date of 28FEB2018 or earlier, will populate the correct competencies and performance standards. Direct Access will maintain both EER versions based on EER effective date.

4. Unit Outreach. PSC-EPM continues to offer training on the new EES until 30MAR2018 for all Coast Guard units, and to date has provided training to 203 different units. To ensure all personnel are provided the opportunity to become familiar with the new EES, PSC-EPM is offering two options for outreach:

- A. Unit led training. A comprehensive briefing packet and materials are available on the EES Portal and Internet sites for units to conduct EES training at their discretion.
- B. Designated staff from PSC-EPM will conduct individual unit briefings via webinar, teleconference, or video teleconference to discuss the new EES policies and procedures and address specific command concerns and questions. A schedule listing available time slots is posted on the EES portal. Unit POCs contact PSC-EPM at [ARL-SMB-CGPSC-EPM-Evaluations@uscg.mil](mailto:ARL-SMB-CGPSC-EPM-Evaluations@uscg.mil) to reserve a time slot. Units deployed during this time period are encouraged to contact PSC-EPM as soon as possible to coordinate a briefing outside of the published windows.

5. All references are available at the following websites:

- [EES Portal: http://cglink.uscg.mil/bdf9a38f](http://cglink.uscg.mil/bdf9a38f) (CaC required, CG Portal link)
- [EES Internet: http://cglink.uscg.mil/7abcb082](http://cglink.uscg.mil/7abcb082)

6. All questions and inquiries regarding the new EES should be forwarded to the following email Portal address: [ARL-SMB-CGPSC-EPM-Evaluations@uscg.mil](mailto:ARL-SMB-CGPSC-EPM-Evaluations@uscg.mil). All personnel are highly encouraged to review the information posted on both the Internet and Intranet sites prior to submitting their inquiries.

7. Released by: RDML M. T. Bell Jr., Commander, Personnel Service Center. The Service Center for Our Most Important Resource - Our People.

8. Internet release authorized.

# Pay & Personnel Newsletter

## United States Coast Guard Pay & Personnel Center

### Reminder - New mailing address for Sector/Air Station Corpus Christi

Reminder: Please use this address for sending records the Servicing Personnel Office at Sector/Air Station Corpus Christi.

Sector/ Air Station Corpus Christi SPO and Admin has relocated. The new mailing address is:

Commanding Officer (SPO)  
U. S. Coast Guard Sector/Air Station  
Valent Hall  
249 Glasson Drive  
Corpus Christi, TX 78406

*Originally posted on 5 October 2017*

### TRICARE Transition Challenges in the West Region

On Jan. 1, 2018, the Defense Health Agency (DHA) implemented a number of changes to TRICARE, including a region consolidation and health care policy changes mandated by Congress. Several customer service issues are now affecting TRICARE beneficiaries in the western U.S. including call center wait times, processing backlogs and a limited provider directory. The DHA is aware of these issues and is monitoring the regional contractor's response to address these challenges.

"The DHA recognizes the issues with backlogs, call wait times and the number of provider choices for beneficiaries in the [West Region](#). We are committed to working with Health Net Federal Services to resolve them in a timely manner," said Ken Canestrini, acting director of TRICARE Health Plan at DHA. "Service members, their families and others enrolled in TRICARE expect the high standard of service we set for our contracting partners."

The West Region's contractor, Health Net Federal Services (HNFS) is addressing the following issues:

**Referral Backlog:** HNFS is experiencing a large backlog processing referrals and authorizations. Medically urgent requests get priority in processing.

This backlog was caused by many issues, including duplicate and incomplete submissions from providers.

Between now through March 18, the Defense Health Agency (DHA) is allowing HNFS to [waive its usual authorization process](#) for TRICARE Prime referrals in the West Region. This means that if you get a referral from your provider, you can download a [referral and authorization waiver letter](#), then seek TRICARE outpatient covered service specialty care. Prior authorization is still required for inpatient, applied behavior analysis (ABA), laboratory developed test (LDT) and Extended Health Care Option (ECHO) services.

West Region beneficiaries referred to a specialty care provider by their primary care manager (PCM) between now and March 18 should ensure their PCM provides them with a [TRICARE West Region Referral/Authorization Waiver Approval Letter](#).

If you have received a referral on or after Jan. 1 from your PCM for specialty care but have not received an authorization from HNFS, then you should present your referral for specialty care and [TRICARE West Region Referral/Authorization Waiver Approval Letter](#) to a [TRICARE-authorized provider](#) to get TRICARE-covered specialty care services. As always, the DHA recommends using a TRICARE network provider to reduce or eliminate copayments and out-of-pocket costs.

Additionally, HNFS is working to process all requests within TRICARE standards by extending operating hours and adding additional staff. Simplified TRICARE urgent care guidelines allow most beneficiaries to seek urgent care without a referral or visit limits.

**Call Center Wait Times:** HNFS is experiencing extremely high call volumes. They are currently working to meet the increased demand by hiring additional temporary staff and cross-training. In the meantime, self-service options are available at [www.tricare-west.com](http://www.tricare-west.com).

**Enrollment Backlog:** During the system-wide, three-week enrollment freeze in December 2017, enrollments were received but couldn't be processed. HNFS is now processing the backlogged enrollments in addition to the January enrollments. Beneficiaries enrolled in TRICARE Prime whose

# Pay & Personnel Newsletter

## United States Coast Guard Pay & Personnel Center

primary care manager (PCM) isn't in the HNFS network or who haven't yet been assigned a PCM can see any TRICARE-authorized PCM through March 31, 2018 and Point of Service charges won't apply. Beneficiaries enrolled in TRICARE Select can see any network or non-network TRICARE-authorized provider. Out-of-pocket costs will vary based on the provider's network status. Beneficiaries may check their current status on milConnect or register at [www.tricare-west.com](http://www.tricare-west.com) for additional self-service options.

**Expanded Provider Network and Delivery:** HNFS is working to improve the completeness and accuracy of the HNFS provider directory. While TRICARE contractors consistently update their information, the provider directories are dependent upon network providers and facilities to provide accurate information and to update that information whenever there are changes.

The DHA is focused on making sure beneficiaries receive the excellent health care and stellar customer service they deserve. Visit [www.tricare.mil/changes](http://www.tricare.mil/changes) to learn more about the changes to TRICARE.

## Online Uniform Sales

*Flag Voice #483*

Online uniform sales from the Uniform Distribution Center (UDC) will resume on 1 March 2018. Following the shutdown of the former system due to security concerns, a CG-1 directed Uniform Distribution System Work Group was formed to address several uniform distribution issues. A key requirement of this work was to determine the best way to return secure online uniform sales. Following a lengthy analysis of alternatives, approval, and implementation process it was determined that leveraging the capabilities of the Community Services Command (CSC) and the Coast Guard Exchange System provided the best option. The Exchange System is capable of validating patron eligibility for Active, Reserve, Auxiliary, Retired, NOAA, PHS, Navy Chaplains, and Merchant Marine Academy Graduates assigned to the Coast Guard. The web page has been in a beta test phase for approximately 45 days with several hundred secure payments processed and orders fulfilled. In addition, the recent shortage of Operational Dress

Uniforms has been overcome and all sizes are in stock, and are available online or in your local exchange.

To place an order after March 1<sup>st</sup>, visit the online store at <https://shopcgx.com/>, create a user profile on the secure web page, and shop for items in the "Uniform" section. Initial eligibility to purchase uniforms will be verified through DEERS or AUXDATA. Revalidation must be done periodically to ensure patron eligibility, and is done by validating user profiles with name, last 4 digits of SSN, and birth date. All personal data and payment information is processed by the Exchange System in accordance with industry security standards. [ALCGPSC 022-18](#) provides additional guidance for unit purchases and contact information.

*RDML William G. Kelly*

RDML WILLIAM G. KELLY

Assistant Commandant for Human Resources

Issue date: 2/22/2018

## Pay Manual Change

[Commandant Change Notice 7220, dated 06 February 2018](#), promulgates Change 1 to the [Coast Guard Pay Manual, COMDTINST M7220.29C](#). Major changes include:

- a. Page 3-65, clarified policy regarding temporary social visits by dependents when receiving Family Separation Housing (FSH).
- b. Page 3-81, provided worksheet title and number for an enlisted member to request the Supplementary Clothing Allowance.
- c. Page 4-27, incorporated change to new Board Certified Pay (BCP) monthly rates for Physician Assistants.
- d. Page 4-28, added background information to Foreign Language Proficiency Pay (FLPP) and verified current monthly rates, effective 1 Jan 2018.
- e. Page 5-1 and page 12-3, provide new guidance effective 1 Jan 2018 that Aviation Career Incentive (ACIP) pay will be superseded by

# Pay & Personnel Newsletter

## United States Coast Guard Pay & Personnel Center

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Aviation Incentive Pay (AvIP) in accordance with 37 U.S.C. 334, 371, and 374. The AvIP and Aviation Bonus (AvB) policies are outlined in the [Aviation Incentive Pay \(AvIP\) and Bonus \(AvB\) Program, COMDTINST M7220.20 \(series\)](#).

- f. Page 6-5, removed Metlife as the Tricare Dental Program (TDP) contractor and reestablished ways to enroll, terminate, and make payments for the TDP.
- g. Page 6-17, clarified Advance Pay not being authorized for use with the Savings Deposit Program (SDP).
- h. Section 11.F, clarified waiver of collection of erroneous payments eligibility, limitations, and standards.
- i. Page 12-6, clarified the exemption for reservists to sell leave beyond the 60 day limitation of an individual career.
- j. Page 16-3, clarified crediting Reserve Inactive Duty Training (IDT) retirement points for regular retirement.

### Yeoman in the Spotlight - YN2 Elyse Edwards

This is the 14th in a series of Q+A blog posts highlighting enlisted female leaders serving in the U.S. Coast Guard. Be sure to check back monthly for more career insight, mentorship and inspiration. [Read More](#)

### March 2018 Enlisted Reserve Advancement Authorization (ERAA)

[All Coast Guard Reserve \(ALCGRSV\) message 004/18](#) announces reserve enlisted advancements authorized effective 1 March 2018.

### March 2018 Enlisted Advancement Authorization (EPAA)

[All Coast Guard Enlisted \(ALCGENL\) message 018/18](#) (CG Portal Link) announces enlisted advancements authorized effective 1 March 2018.

Commanding Officers **must** determine if pre-advancement eligibility requirements have or have not been met, especially with regards to EPME EPQ standards. Per [ACN 004/17](#) (CG Portal Link), EPME EPQ standard CG-EPME (May/2017) must have been completed not later than 01 December 2017 and validated prior to the effective date of advancement. 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](#):

### TRICARE Reserve Select Policy Change

ALCOAST 64/18 announces changes to the TRICARE Reserve Select (TRS) policy regarding disenrollment and reinstatement of coverage. This policy change went into effect on 01 Jan 2018. [Read More](#)

### TRICARE and You: Navigating TRICARE for reservists

As a Coast Guard Reserve member or family member, you have access to TRICARE, the Department of Defense's premier health care program. [Read More](#)



# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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## E-Mail Template for Job Data Corrections due to Reserve Orders Amendments

Please use this template [PPC TICKET FOR RESERVE ORDERS AMENDMENT \(1.91 KB\)](#) (CGPortal link, file will open a new e-mail message) when contacting PPC to process Reserve Orders Amendment actions that require Job Data corrections. Use of the template will help to ensure the following information is provided:

*NOTE: There is some Direct Access terminology used below, as follows.*

- Seq Nbr: Sequence Number shown in the Travel section of the Reserve Orders in DA.
  - Seq Nbr 1 starts pay & allowances.
  - Seq Nbr 2 reports member to duty station.
  - Seq Nbr 98 departs member from duty station.
  - Seq Nbr 99 stops pay & allowances.
- ROB: Reserve Orders Begin row in Job Data in DA.
- ROE: Reserve Orders End row in Job Data in DA.

1. Member's Name:
2. Member's EMPLID:
3. Member's Unit:
4. Responsible SPO:
5. Name and EMPLID of the SPO Auditor:
6. Subject Orders: (i.e. ADT-AT, ADOS-AC, Title 14, Title 10, for MM/DD/YYYY to MM/DD/YYYY).
7. Original Position Number:

8. Original Department Number:
9. Original Location Code:
10. Original Travel Actual Date (Specify which Seq Nbr):
11. Original Estimated Date (Specify which Seq Nbr):
12. Amended Position Number:
13. Amended Department Number:
14. Amended Location Code:
15. Amended Travel Actual Date (Specify which Seq Nbr):
16. Amended Estimated Date (Specify which Seq Nbr):
17. Action Requested: ROB row needs Pay Group changed to "USCG" and Setting to uncheck "Use Pay Group Eligibility." (\*\*The ROE row does NOT need any changes - the ROE Pay Group should be "USCGR" and Setting for "Use Pay Group Eligibility" should be check-marked.)
18. Action Requested: Job Data rows that are in between the ROB row and the ROE row need the Work Location to be changed to match the ROB row. (\*\*The ROE row does NOT need to be changed - this should usually be the member's permanent unit that member is returning to.)
19. Details: (Example: On MM/DD/YYYY, SPO amended...Title 14 Reserve Orders to change the end date from MM/DD/YYYY to MM/DD/YYYY, and the Unit was changed from Base Nevermind to Base Awesome.)

# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

---

## E-Mail Template for Leave Actions

Please use this template - [PPC TICKET FOR LEAVE ACTION \(1.34 KB\)](#) - (Note: [CGPortal link](#). File will [open a new e-mail message](#)) when contacting PPC to process a member's lump sum leave (LSL) or adjust a member's leave balance. The template requires the following information:

1. Member's Name:
2. Member's EMPLID:
3. Member's Unit:
4. Responsible SPO:
5. Name and EMPLID of the SPO Auditor:
6. Action Requested: Process Lump Sum Leave (LSL) sell ##.# days.
7. Action Requested: Process Leave balance adjustment to add -OR- deduct [CHOOSE ONE] ##.# days.
8. Affected date range: MM/DD/YYYY to MM/DD/YYYY.
9. Number of Leave days earned (during the affected date range): ##.# days.
10. Number of Leave days used (during the affected date range): ##.# days.
11. Number of Leave days sold (during the affected date range): ##.# days.
12. List of dates for any Leave days canceled / denied:
13. Attached Career Intentions Worksheet (CG-2045) - MUST have MBR & CMD valid signatures on or before the effective date of the transaction (i.e. separation, RELAD, EXT, REN, etc.).
14. Attached Leave audit document.
15. Details: (Example: On MM/DD/YYYY, SPO approved...Short-Term RSV Orders ending

MM/DD/YYYY, Contract #####, Separation effective MM/DD/YYYY, etc. Please see attached Career Intentions Worksheet [must have MBR & CMD valid signatures on or before the effective date of the transaction].)

## Travel Management Center (ADVTRAV) Fees Increase

Effective 02 February, 2018 the rates for the ADTRAV service went up slightly. See:

<http://www.dcms.uscg.mil/portals/10/CG-1/PSC/bops/GovTrvl/ADTRAV-KT-Rates.pdf>