

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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End-Month April Military Payroll Processing Complete

"Payslips" for the **1 May 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 Tuesday, 1 May 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 May 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 02 May 2018, PPC has received **4,069** BRS Opt-In elections.

Component	BRS Eligible	Opt-Ins	Percentage
Active	25,460	3664	14.4%
Reserve	6,367	405	6.4%
Total	31,827	4069	12.8%

Visit 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	1
Mar	5	0	3	
Apr	1	0	1	

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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 May 2018) are hi-lighted in blue text on the spreadsheet.

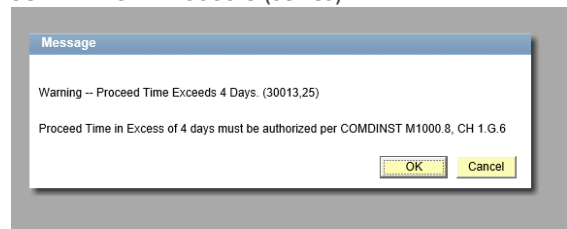
- 01 Competencies created
- 01 Competencies modified
- 00 Competencies inactivated

Direct Access Guides and Tutorials Added or Updated in April 2018

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

- **30 April:**
 - A new SPO user guide has been added for [Viewing Bonuses and Their Payments](#).
 - The SPO user guide [for Understanding Reserve Pay Processing in Direct Access](#) has been updated. This guide provides Coast Guard Servicing Personnel Offices (SPOs) with a broad understanding of how pay transactions are processed for Reserve Component members in Direct Access.
- **26 April:** The SPO Accession user guide for a [Reserve Rehire](#) has been updated.
- **25 April:**
 - A new SPO/P&A Office guide has been added for running the [Obligated Service Report](#).
 - A new SPO [Separations Overview](#) guide has been added. This guide replaces the Discharge and RELAD Principles and Process guides.
 - These SPO Separations guides have been updated:
 - [Death of a Member](#)
 - [Retirement Orders](#)

- [Approving Separation Orders](#)
- [Amending Separation Orders](#)
- The SPO Pay & Allowances guide for [Advance Pay, BAH, and OHA](#) has been updated. Do not use commas when entering dollar amounts.
- The SPO Pay & Allowances guides for [Hardship Duty Location Pay and Imminent Danger Pay](#) have been updated. The countries of Mali, Niger, and the North and far North Regions of Cameroon are authorized HDP-L/IDP effective 7 June 2017.
- The SPO PCS guide for [PCS Entitlements Auto Start-Stop](#) has been updated to reflect that Responsibility pay no longer auto-starts or stops upon PCS reporting or departing.
 - Guides for manually [Starting](#) and Stopping Responsibility pay are available.
- Self-Service tutorial covering the [e-Resume Report](#) added.
- Proceed Time - Change-6 to [Military Assignments and Authorized Absences, COMDTINST M1000.8](#) (series) authorizes 30 days of Proceed Time following a high op-tempo unaccompanied overseas assignment per approval from CG-133. DA has been programmed to allow the 30 days proceed time. There is NO hard code to limit the number of proceed time that can be entered. When you enter more than 4 days, you will get a warning that proceed time in excess of 4 days requires approval per COMDTINST M1000.8 (series).



- **23 April:** Self-Service tutorial covering [the e-Resume added](#).
- **18 April:** Self Service tutorial covering the [Employee Review Summary](#) added.
- **17 April:** Self-Service tutorial covering the [Personal Data Extract \(PDE\)](#) added.
- **13 April:**

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- A new SPO guide providing an overview of contracts has been added. [Contracts Overview](#) provides a diagram of the different steps required for each type of contract and the user responsible for data entry, approval, and cancellation. Also provided are direct links to the Pay & Personnel Center's (PPC) User Guides for each type of contract entry.
 - A new Self-Service tutorial for viewing [Government Travel Charge Card data and balance](#) has been added.
 - **12 April:** New Self-Service tutorials added -
 - [Viewing My Member Information Report](#)
 - [How to Add or Edit Email Address](#)
 - **11 April:** [Blended Retirement System \(BRS\) Briefing/Webinar recording added \(53 minutes\)](#)
 - **10 April:**
 - The [SPO User Guide for completing a Direct Commission Officer \(DCO\) hire](#) has been updated.
 - Two new video tutorials have been added for self-service users:
 - [Self-Service Change Federal Tax Withholding](#)
 - [Self-Service Change State Tax Withholding](#)
 - **03 April:**
 - The [Self-Service User Guide for Recertifying User Roles](#) has been updated. Users must not remove the check-mark for the "CGROWSEC_CGAD" role. The role is assigned automatically and is needed for access to the system.
 - The [SPO User Guide for Starting OUTCONUS COLA](#) has been updated to warn users that "Only Command Sponsored Dependents can be added to OUTCONUS COLA".
-

Web TPAX Upgrade

Web-TPAX has been upgraded. Please read "[What's New in TPAX version 7.0 and what is to come](#)" to see a list of changes in this version and changes planned for upcoming versions.

Web-TPAX/Travel Guides and Tutorials Added or Updated in April 2018

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

30 April:

- The [PCS Claim, Member with Dependents User Guide](#) has been updated.

25 April:

- [Long Term TDY with Leave or Additional TDY User Guide Added](#) - This guide provides the procedures for entering a long term (LT) TDY claim in TPAX that involves leave (LV) or additional TDY.
- **How Mileage is Calculated** - The Defense Table of Official Distance (DTOD) is the official source for worldwide PCS and TDY distance information and replaces all other sources used to compute distance except for local travel by POV, which is determined by odometer reading, and for travel by an airplane. Methodology for distance measurement is zip-code to zip-code and/or U.S. Installation for travel in CONUS and non-foreign OCONUS locations, and city-to-city distance elsewhere (e.g., within foreign locations or to/from foreign locations). The Defense Table of Distances programmed in the electronic travel system (e.g. T-PAX) on the date the voucher is approved for payment is used to calculate the official mileage.

Effective immediately, the DTOD mileage in T-PAX is the official mileage calculation (do not use DTOD because the mileage in T-PAX is effective dated base on the voucher approval date). This update will be reflected in the next update to the Coast Guard Supplement to the JTR.

19 April: A guide for completing [Evacuation Travel Claims in Web-TPAX](#) has been added.

06 April: A guide for [updating/correcting your rank in Web-TPAX](#) has been added.

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Issuance of DD-214s and Discharge Certificates

COMDTINST M1900.4D listed specific instances when NOT to issue a DD-214. COMDTINST 1900.4E was issued Apr 11, 2016 stating that the Coast Guard is to use the Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series), DoDI 1336.01 as the leading directive.

If you have not read the DoDI, strongly recommend that you do. Couple of major changes:

- DD-214's for discharge to immediate enlistment or reenlistment is optional (discretion of the service). CG is NOT doing DD-214's for enlisted personnel that immediately enlist or reenlist following discharge.
- DD-214's are required to be completed for enlisted personnel that terminate their enlistment to accept an appointment to warrant or commissioned officer grade and when they terminate a temporary appointment to accept a permanent warrant or commission in the Active Duty or Reserve Components of the military services. However, in these instances, DA is not configured to allow creation of a DD-214 unless a separation order is entered. Therefore the DD-214 isn't required for CG personnel at this time. A system change has been requested to allow us to comply with the DoDI.
- Discharge Certificates: we are required to provide DD Form 256 for all Honorable discharges, even those with immediate enlistment or reenlistment.

These changes went into effect when the CG issued the new directive on 4/11/2016. If member requests, and is eligible, a DD Form 256 and/or a DD-214, it must be completed. DD Form 256 is to be completed by member P&A Office (unit where they were assigned at time of discharge). DD-214's are to be done by the SPO (current SPO).

How to Prepare a DD-214 for Someone Who Doesn't Have a Middle Name

CGPSCINST 1900.1A states to enter "NMN" in quotation marks if the member does not have a middle name. Effective immediately, if a member does not have a middle name, leave the field blank. This will reflect in future update to the DD-214 instruction from PSC.

The quotation marks are causing a file transfer failure and PSC has verified that the DODi does not require NMN to be entered on DD-214s.

Blended Retirement System (BRS) and Thrift Savings Plan (TSP) Contributions

ALCOAST 124/18
COMDTNOTE 1000
SUBJ: SITREP 9 - HUMAN CAPITAL STRATEGY - BLENDED RETIREMENT SYSTEM (BRS) – THRIFT SAVINGS PLAN (TSP) CONTRIBUTIONS
A. COMDT COGARD WASHINGTON DC 131407 DEC 17/ALCOAST 357/17

1. This ALCOAST announces a change to REF (A) regarding the timing of TSP Government automatic and matching contributions. According to REF (A), Government automatic and matching contributions were to begin the pay period after the election to enroll in the BRS regardless of the day of the month. Due to a recent clarification of the statutory language and implementation policy, the day of the month on which a member enrolls in the BRS will dictate the timing of the receipt of automatic and matching contributions. This is a change to the process detailed in REF (A).

2. If a member elects to enroll into the BRS on the first day of any month, then the individual will receive Government automatic and matching contributions (based on member contributions) in the same month that they have made their election.

3. A member electing the BRS on any other day of the month will receive the Government automatic and matching contributions (based on member

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contributions) beginning the next pay period following their election.

4. BRS enrollees who opted-in on 01 January, 01 February or 01 March and the first day of future months will receive contributions for the month in which they made their election. Members will see the retroactive TSP transactions reflected in their pay slip in the coming months. Those enrolling in the BRS on any other day of January, February, March, or future months will see Government contributions in their mid-month pay slip in the next pay period.

5. New accessions -- members who are automatically enrolled in the BRS because their Date Initially Entered Military Service (DIEMS) is on or after 01 January 2018 -- will receive an automatic 1% Agency matching contribution in the 1st pay period on or after their 60th day of service as calculated from their Pay Entry Base Date (PEBD). Should the 60th day from their PEBD fall on the first day of any given month, then the member will receive an automatic 1% agency matching contribution in the current pay period or current month. If the 60th day from their PEBD falls on any other day of the month, then the member will receive their automatic 1% Agency matching contribution in the first of the month following their 60th day of service. In either case, the 1% agency contribution will be reflected on their mid-month pay slip. The same rules apply for the matching contributions, which start on or after an automatic enrollee completes 2 years and 1 day of service from their PEBD.

6. All commands are strongly encouraged to share this update with BRS-eligible candidates. It is paramount that members have the facts when making an opt-in decision so they receive earned Government automatic and matching contributions as soon as possible.

7. Eligible members who desire to enroll in the BRS in 2018 should use the BRS Self-Service Page in Direct Access. As a reminder, the opt-in period for the BRS ends on 31 December 2018. For the latest information, visit the BRS website at <http://www.dcms.uscg.mil/brs>. Questions regarding the BRS or related items should be directed to COMDT (CG-1331) at HQS-PolicyandStandards@uscg.mil.

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

9. Internet release is authorized.

Government Travel Charge Card (GTCC) Newsletter

Below you will find the link to the April 2018 GTCC newsletter. Please share this information as widely as possible with your travelers, respective commands, P&A shops, SPOs, and AOs as it includes important information that may impact travel cards and travel arrangements.

<https://www.dcms.uscg.mil/Portals/10/CG-1/psc/bops/GovTrvl/April 2018 GTCC Newsletter.pdf?ver=2018-05-03-141031-213>

This month's edition contains the following useful travel card information:

Mass Credit Limit Increases
Hierarchy Updates
GTCC Memo Endorsement Requirements
GTCC Application Processing
Plus much, much more good to know information.

You can check out past articles by searching the newsletter index found at <https://www.dcms.uscg.mil/Portals/10/CG-1/psc/bops/GovTrvl/GTCC-TEMP/GTCC Newsletter Index.xlsx>

If you have a suggestion and would like to write an article for the newsletter, please let us know. Our ideas come from your questions and concerns.

Let us know if you have any questions and remember...ALWAYS protect PII.

Thank you,
Ms. E. Carlene Curry
USCG Gov't Travel Card Programs
Personnel Service Center-Business Operations