

# 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"](#).

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## Updated information about changes to TSP withdrawal options

A fact sheet about planned improvements to TSP withdrawal options has been updated to provide more details about the TSP's plans. [Questions and Answers about Changes to TSP Withdrawal Options](#) (file in PDF format) includes summaries of the changes coming in September 2019, in addition to background on the TSP Modernization Act of 2017, which mandates some of the new withdrawal options.

## Workaround for Adobe Error When Clicking Hyperlinks

Adobe Acrobat Reader DC replaced Acrobat Pro XI on 31 May as part of the Coast Guard Standard Workstation Secure Host Baseline image. Acrobat Reader DC opens all PDFs in a *protected view*. Users may enable features after opening a PDF by selecting the 'Enable All Features' button on the right-hand side of the top ribbon bar. You must select 'Enable All Features' in order to copy text or fill and sign forms. A shortcut to tech tips on additional features and issues is accessible on your desktop (Life Ring Icon).

This guide will help you to enable hyperlinks in PDF documents: [Workaround for Adobe Error When Clicking Hyperlinks](#)

## PCS Screening and Entitlements for Personnel Headed to Alaska

We added a new video presentation to our "[On Demand Virtual Road Shows](#)" page. The presentation, recorded by Base Kodiak, covers [PCS information for personnel headed to Alaska](#). The presentation is about 8 minutes

long and is suitable for members, dependents, unit administrative personnel, and Servicing Personnel Offices. The presentation is part of our [OUTCONUS PCS & Entitlements Workshop](#).

## TRICARE and you: Qualifying Life Events

### Qualifying Life Events

When life changes for you and your family, your TRICARE options may also change. These are known as Qualifying Life Events (QLEs). The table below lists TRICARE QLEs. They include military and family-related changes.

Depending on your eligibility, a QLE may allow you to:

- Enroll in a new TRICARE plan.
- Change your coverage options.

### Enrolling and Changing Plans

If you want to enroll in or change your plan, you must:

- Make the enrollment changes within 90 days following the QLE.
- Pay any enrollment fees or premiums due during that period.

No matter when you initiate this change, coverage starts the date of the QLE. You must pay any enrollment fees or premiums due during that period. No matter when you initiate this change, coverage starts the date of the QLE. If one member in a sponsor's family experiences a QLE, all eligible family members may change their enrollment status during the QLE period.

### Changes

Family Changes:

- [Getting Married](#)
- [Getting Divorced](#)
- [Having a baby or adopting](#)
- [Children go to college](#)

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- [Children become adults](#)
- [Becoming Medicare-Eligible](#)
- [Death in family](#)
- [Loss or gain of other health insurance](#)

## Military Changes:

- [Activating](#)
- [Deactivating](#)
- [Deploying](#)
- [Injured on active duty](#)
- [Moving](#)
- [Separating from Active Duty](#)
- [Retiring](#)

## Thrift Savings Plan (TSP) Webinar Recordings June 2018

The Coast Guard Headquarters [Blended Retirement System \(BRS\) Team](#) in conjunction with the [Office of Work-Life \(CG-111\)](#) and [Thrift Savings Plan Training team](#) is conducting a series of live webinars. Here are the recording of the first three:

1. [Introduction to the Thrift Savings Plan \(TSP\)](#), 13 June 2018 (77 minutes)
2. [Thrift Savings Plan Contributions & TSP Funds](#), 15 June 2018 (1 hour and 15 minutes).
3. [Investing in the Thrift Savings Plan under the Blended Retirement System \(BRS\)](#), 20 June 2018 (50 minutes).

## Relocation of Household Goods Military Claims Office

Effective beginning 18 June, the Household Goods Military Claims Office is assigned to the Legal Services Command located at 300 East Main Street, Suite 400, Norfolk, VA 23510.

If you have any questions or would like more information on Household Goods Claims, please email [D05-SMG-HHG@uscg.mil](mailto:D05-SMG-HHG@uscg.mil) or visit the Legal Claims Division's website

at <https://www.uscg.mil/resources/legal/LSC/LSC-Claims-Division>.

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

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

27 June: [View My Airport Terminal Orders Tutorial Added](#)

21 June: New tutorial - [View My CWO Personal Data Extract \(PDE\)](#)

20 June:

- [Self Service View MY CWO PDE user guide updated](#)
- [Self Service View My Airport Terminal Orders user guide updated.](#)
- [Self Service Withdrawing a User Roles Request user guide updated.](#)
- Four new video tutorials added:
  1. [View My CWO Profile Letter](#)
  2. [Self Service Update My Emergency Contacts](#)
  3. [Self Service Recertifying DA User Roles](#)
  4. [Requesting New DA User Roles](#)

Thrift Savings Plan Webinar recordings added:

1. [Introduction to the Thrift Savings Plan \(TSP\)](#) (77 minutes)
2. [Thrift Savings Plan Contributions & TSP Funds](#) (75 minutes)
3. [Investing in the Thrift Savings Plan under the Blended Retirement System \(BRS\)](#) (50 minutes).

19 June: Updated the [DXR Reserve Orders user guide.](#)

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18 June: The Self Service - [Requesting New User Roles](#) guide has been updated.

14 June: The guide for viewing "[My Assignments Endorsements](#)" has been updated.

13 June: [Self Service - Ethnic Groups tutorial](#) added.

12 June: Updated the following guides –

- [Self Service - My Panel Submissions \(CWO appointment, Command Screening, and, other boards and panels\)](#)
- [Self Service – Emergency Contacts](#)
- [Self Service – Ethnic Groups](#)
- [Recertifying User Roles](#)
- [Requesting New User Roles](#)

11 June: Updated the following guides -

- SPO, Separations, [Lump Sum Leave Sale Overview](#)
- Self-Service Member, [Understanding My Payslip Leave Summary](#)

07 June: A new video tutorial covering [self-service allotments \(voluntary deductions\)](#) has been added.

06 June: The [Allotments - Voluntary Deductions \(Member Self-Service\)](#) guide has been updated.

05 June: The [Recall from Retirement SPO Accession guide](#) has been updated. PSC (OPM-1) provided information for completing orders and verifying job data.

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

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

12 June:

- The [Requesting Travel Advances in TPAX](#) guide has been updated.

## Defense Travel Management Office Allowances Update


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

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

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

## Direct Access Competency Dictionary Update

By Michael T. Holder, Jr., Competency Management System/gTANGIBLE Contractor

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

06 Competencies created  
00 Competencies modified  
00 Competencies inactivated

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## Government Travel Charge Card (GTCC) Newsletter

By Carlene Curry, U. S. Coast Guard Personnel Service Center, Government Travel Charge Card Programs

Below you will find the link to the June 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/June\\_2018\\_GTCC\\_Newsletter.pdf](https://www.dcms.uscg.mil/Portals/10/CG-1/psc/bops/GovTrvl/June_2018_GTCC_Newsletter.pdf)

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

- New Charge Card Bank Announced
- Tuition/Training Payment Methods
- Failure to use the TMC and Lodging Exceptions
- Reservist GTCC Requirements
- 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](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.

## Sector/Air Station Corpus Christi Servicing Personnel Office Mailing Address

Sector/Air Station Corpus Christi Servicing Personnel Office has a different mailing address than what is listed in the Standard Distribution List and CGBI. The correct mailing address is:

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

Visit the [Servicing Personnel Office Contact List page](#) on CG Portal for; other recent address changes, SPO email addresses, and SPO realignments.

## Base Miami Beach Servicing Personnel Office Mailing Address

Base Miami Beach Servicing Personnel Office has a different mailing address than what is listed in the Standard Distribution List and CGBI. The correct mailing address is:

Commanding Officer (SPO)  
U.S. Coast Guard  
Base Miami Beach  
15610 SW 117th AVE  
Miami, FL 33177

Visit the [Servicing Personnel Office Contact List page](#) on CG Portal for; other recent address changes, SPO email addresses, and SPO realignments.

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## New Policy: Parental Leave

Written by Lt. Cmdr. Yanira Tirado Soto

This welcome policy change is effective immediately and was carefully orchestrated with our sister armed forces to accommodate a wide variety of family situations. The new policy ensures that not only our military mothers, but all caregivers, whether primary or secondary, are afforded the opportunity to welcome and bond with the newest additions to their families.

This new policy provides greater flexibility for birth mothers and affords the dual-military couple an opportunity to s their caregiver status. Birth mothers who are designated their primary caregivers remain authorized 84 days of absence in two categories – 42 days of maternity convalescent leave and 42 days of

primary caregiver leave.

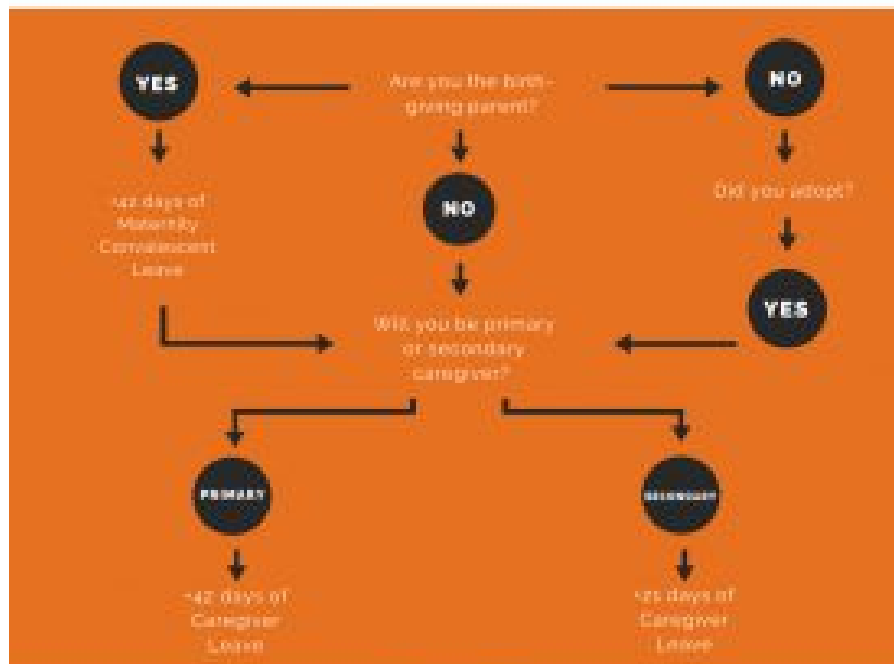
Maternity convalescent and caregiver leave may now be taken in two separate periods, which is a change from the previous Coast Guard policy. This change was provided to allow flexibility in how our members manage their training and qualifications so that growing a family does not pose undo stress on a member's career. Those designated secondary caregivers are now authorized up to 21 days of leave in one continuous period.

Please refer to Change 7 of COMDTINST M1000.8A or ACN 062/18 for more specific details, and for all other questions please email [HQS-Policyandstandards@uscg.mil](mailto:HQS-Policyandstandards@uscg.mil).

*Click the image below for high resolution version.*

## PARENTAL LEAVE POLICY

A HELPFUL GUIDE



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