

# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

---

## Contents

Direct Access Guides and Tutorials Added or Updated in July 2018 .....	2
Web-TPAX/Travel Guides and Tutorials Added or Updated in July 2018.....	4
Defense Travel Management Office Allowances Update .....	4
Elimination of Payroll Processing Schedule Blackout Dates .....	4
Special Leave Accrual (SLA) for Contingency Operations During 2017.....	4
Shifting of Pay Grade E-6 Enlisted Evaluation Report to an Annual Cycle.....	4
Stay Covered After Age 21 with TRICARE Young Adult.....	4
Post 9/11 GI Bill: Changes to the Transfer of Education Benefits (TEB) (Flag Voice #488).....	5
Thrift Savings Plan (TSP) Presentations Scheduled in August.....	5
Claims for Lost/Stolen/Damaged Household Goods to be sent to Legal Services Command.....	6
Yeoman in the Spotlight: Aidalis Mills .....	6
November 2018 Servicewide Exam Competition Announced.....	6
Enlisted Rating Advancement Training System (ERATS) Summer 2018 Update .....	6
BM2 Active Duty Supplemental Advancement Eligibility List Posted.....	7
Reserve Supplemental Advancement Lists Updated.....	7

**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

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

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

### 30 July:

- Updated the [Unit Roster Report Command User Guide](#).
- Updated the [Schedule a Query User Guide](#). This guide provides the procedures for scheduling a query in Direct Access (DA). Use this component to create/program a query to run a report that is commonly used/accessed and is NOT already a report link in a pagelet. This will increase performance and ensure long running queries do not timeout.

**27 July:** 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 July:

- [Department Role Query - Field User Guide](#) updated.
- [Member Info Report User Guide](#) updated.
- [Member All Duty Report User Guide](#) updated.
- [Member Weigh In Report User Guide](#) updated.
- [Positions at a Department Report User Guide](#) updated.

### 25 July:

- [Retiree Self Service - View My Payslip User Guide](#) updated.

- [Retiree Self Service - Change My Password User Guide](#) updated.
- [Retiree Self Service - View Print Year End Forms User Guide](#) updated.
- [Dependent Accountability Report User Guide](#) updated.

### 24 July:

Update the [CG Department Run](#) (Unit Roster Report) User Guide.

Updated [Airport Terminal and Viewing Separation Orders](#) User Guide

### 23 July:

- Added a video tutorial on [updating mailing addresses](#) for Retiree Self-Service.
- Updated the following Retiree Self-Service guides:
  - [My Federal and State Tax Withholding](#)
  - [View My Payslip](#)
  - [My Final Pay Beneficiaries](#)
  - [Pay Slip Mailings and Newsletter Mailings](#)
  - [Allotments/Voluntary Deductions](#)
  - [View/Add/Delete My Email Address](#)
  - [View/Add/Delete My Phone Numbers](#)
  - [View or Change My Mailing Address](#)
  - [Change My Direct Deposit](#)

**19 July:** [Retiree Self Service View, Add or Change My Phone Numbers](#) video tutorial added.

### 18 July:

- [Retiree Self-Service Update My Federal and State Tax Withholding](#) user guide updated.
- [Retiree Self-Service View My Payslip](#) user guide updated.
- [Retiree Self-Service View My Final Pay Beneficiaries](#) user guide updated.
- [Retiree Self-Service Pay Slip Mailings and Newsletter Mailings](#) user guide updated.

# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

- [Self-Service Montgomery GI Bill Selected Reserve tutorial](#) added.
- [Self-Service View My Reserve Points tutorial](#) added.
- [Self-Service Montgomery GI Bill Selected Reserve](#) user guide updated.

## 17 July:

- [Self-Service Montgomery GI Bill Selected Reserve](#) user guide updated.
- [Starting OUTCONUS COLA](#) SPO user guide updated.

**16 July:** Added an [Adhoc Report Request Procedure Guide](#).

## 12 July:

- Added a guide for [Viewing the Training Course Waiting List](#). This guide provides the procedures for Unit Education Service Officers (ESO) and Training Officers to view a training course waiting list in Direct Access.
- Added a tutorial for [Viewing the Training Course Waiting List](#).
- [Retiree Self-Service Change My Direct Deposit](#) user guide updated.
- [Self-Service Password Reset/Forgotten Password Setup](#) user guide updated.
- [Self-Service for Commands Reserve Active Duty Orders](#) user guide updated.
- [Self-Service My Reserve Point Statement](#) user guide updated.
- [Self-Service for Commands Reserve Status Changes](#) user guide updated.
- [Self-Service All Duty Report](#) user guide updated.
- [Self-Service Montgomery GI Bill Selected Reserve](#) user guide updated.
- [Self-Service My Reserve Drills](#) user guide updated.

## 11 July:

- Updated the [Self-Service User Guide - Add to Favorites](#).

- Updated the SPO Separations User Guide - [Separations Flow to the DD-214](#)
- Updated the Retiree Self-Service User Guide - [View/Add/Delete My Email Address](#)
- Updated the Retiree Self-Service User Guide - [View/Add/Delete My Phone Numbers](#)
- Updated the Retiree Self-Service User Guide - [View or Change My Mailing Address](#)

## 09 July:

- [New Self-Service User Guide - Add to Favorites](#). This guide provides the procedures for adding shortcuts for links (favorites) in Direct Access (DA) that you use the most.
- Updated the [Absence Request User Guide \(Member, Command, & SPO\)](#)

**06 July:** Updated the following guides:

- [Reserve Order Discrepancy Report](#)
- [Reserve Orders Extract Report](#)
- [Reserve Member Balances](#)

**05 July:** Updated the following guides:

- [SPO - General Absences](#)
- [Self-Service Member - Withdrawing a User Roles Request](#)

**02 July:** Updated the following guides and resources:

- [Direct Access Competency Dictionary \(.xls\)](#)
- [Annual Screening Questionnaire SPO/Command User Guide](#)
- [PCS eResume Command Endorsement Command User Guide](#)
- [Correcting and Deleting Absence Request SPO User Guide](#)
- [Leave Correction Report \(Commands & SPOs\)](#)
- [Separations Overview SPO User Guide](#)

# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

- [Viewing a Member's Leave Balance SPO User Guide](#)
- [Absence Request Approval Delegation Request Command User Guide](#)
- [Absence Request User Guide \(Member, Command, & SPO\)](#)

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

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

### 11 July:

- [TDY Settlement – With Prior Authorization guide updated.](#)

## Defense Travel Management Office Allowances Update

The Defense Travel Management Office has updated the following information for 01 August 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](#).

## Elimination of Payroll Processing Schedule Blackout Dates

[E-Mail ALSPO message D/18](#) announces the elimination of blackout dates from the payroll processing schedule and transmits the schedule for payroll transaction processing for the remainder of calendar year (CY) 2018.

## Special Leave Accrual (SLA) for Contingency Operations During 2017

[ALCOAST Commandant Change Notice \(CAN\) 073/18](#) extends the Special Leave Accrual carry over for an additional fiscal year and authorizes all Coast Guard active and reserve military personnel to carry over a maximum of 75 days of leave into fiscal year 2019.

## Shifting of Pay Grade E-6 Enlisted Evaluation Report to an Annual Cycle

[Per ALCOAST Commandant Change Notice 074/18](#), effective immediately, the active duty end of marking period for the pay grade E-6 enlisted evaluation report (EER) is annually in May. The requirement for a regularly scheduled active duty E-6 EER in November is hereby cancelled.

## Stay Covered After Age 21 with TRICARE Young Adult

Have you recently graduated from college, but you haven't found your dream job yet? Or did you just turn 21, and you're not enrolled in college? If you're worried about your health care coverage as a military dependent, TRICARE Young Adult (TYA) may give you the coverage you need. TYA eligibility begins when regular TRICARE coverage ends at age 21, or up to age 23 if enrolled in college. Visit <https://tricare.mil/Plans/HealthPlans/TYA> for information.

# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

---

## Post 9/11 GI Bill: Changes to the Transfer of Education Benefits (TEB) (Flag Voice #488)

The Department of Defense (DoD) recently issued a policy change that impacts all Uniformed Service members considering the Transfer of Education Benefits (TEB). As background, the Post 9/11 GI Bill was created to be a transition/adjustment benefit offered to Service members during a time of conflict. The TEB feature of the Post-9/11 GI Bill to dependents was enacted to serve as a recruiting and retention incentive.

### Still in effect:

**Six years of military service:** The rule remains, a service member must have accumulated at least six years active service to be eligible to TEB.

### Changes effective now:

**The four-year obligation must be strictly enforced:** The new requirement makes the Services strictly enforce this clause if the member has pending separation or medical retention actions. Mandatory retirement or transfer from active status date, a pending commissioned officer retention board, High Year Tenure (HYT), not being medically qualified for retention, or, any other impending action or personnel policy that places a member on probation for retention or otherwise calls into question the member's eligibility to complete 4 years of obligated service as of the date of their request to transfer education benefits will disqualify the member.

**Ten year service exception removed:** Previously a member with at least ten years of active service could transfer the benefit without an additional four year obligation – now all members must demonstrate their availability and obligate to four more years of active service.

After 11 July 2019 (one year from effective date of Change 1 to DODI 1341.13):

### Eligibility expires at 16 years of active service:

One year after the effective date of the change (12 July 2019), members with more than 16 years of active service will no longer be eligible to TEB. **This does not impact service members who have already transferred education benefits nor does it impact the benefits themselves.**

The entire DOD Instruction is available on the PSC Portal page and GI Bill Frequently Asked Questions (FAQ) will be updated with all of this information. Most questions can be answered in the FAQ section of the Personnel Service Center, Personnel Service Division Field Support:

<http://www.dcms.uscg.mil/PSD/fs/Post-911-GI-Bill/>

**RADM William G. Kelly**

Assistant Commandant for Human Resources  
Issue date: 7/26/2018

## Thrift Savings Plan (TSP) Presentations Scheduled in August

Do you want to be better informed about participating in the Thrift Savings Plan (TSP)? Whether you are participating voluntarily or contemplating the election to opt-in to the Blended Retirement System, the Coast Guard wants you to be an informed participant in the TSP program.

The Coast Guard Headquarters Blended Retirement System Team in conjunction with the Office of Work-Life (CG-111) and Thrift Savings Plan Training team will continue their informative TSP presentations in the month of August. It is to your benefit to dial-in and listen to the experts explain the Blended Retirement System and investing in your Thrift Savings Plan. All sessions will begin at 1100 EDT and last for

## Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

about 1 hour each. You will have an opportunity to ask any questions using live chat. Each session will be recorded and posted on the Coast Guard Portal.

20 August 2018 @ 1100 EDT - TSP Contributions Traditional vs Roth

[https://dhsconnect.connectsolutions.com/tsp\\_traditional\\_roth/](https://dhsconnect.connectsolutions.com/tsp_traditional_roth/)

21 August 2018 @ 1100 EDT - TSP Loans and In-Service Withdraws

[https://dhsconnect.connectsolutions.com/tsp\\_loans\\_inservice\\_withdraws/](https://dhsconnect.connectsolutions.com/tsp_loans_inservice_withdraws/)

28 August 2018 @ 1100 EDT - TSP Death Benefit and Managing Beneficiary Participant Account

[https://dhsconnect.connectsolutions.com/tsp\\_benefit\\_beneficiary\\_account/](https://dhsconnect.connectsolutions.com/tsp_benefit_beneficiary_account/)

30 August 2018 @ 1100 EDT - TSP Post-Service Withdraws

[https://dhsconnect.connectsolutions.com/tsp\\_post\\_service\\_withdraws/](https://dhsconnect.connectsolutions.com/tsp_post_service_withdraws/)

So mark your calendar, and we hope you will join us. It is recommended you click the links above prior to the session to ensure you are able to connect to the DHSCoast program.

Also, please pass this information to any tenant/subordinate units in your area that could benefit from these presentations!

### Claims for Lost/Stolen/Damaged Household Goods to be sent to Legal Services Command

Effective beginning 18 June, the Household Goods Military Damage 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 Damage 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>.

Note: Continue to send claims for *Personally Procured Moves* (PPM/DITY Moves) to the Coast Guard Finance Center. See <https://www.fincen.uscg.mil/dity.htm> for more information on PPMs.

### Yeoman in the Spotlight: Aidalis Mills

She may not be a YN, but she's a great resource for us and Reservists throughout the Coast Guard. Read about her achievements in "[\*Honor, Respect, Devotion to Duty: Aidalis Mills\*](#)" on the [CG All Hands Blog](#).

### November 2018 Servicewide Exam Competition Announced

[All Coast Guard Enlisted \(ALCGENL\) message 103/18](#) announces the November 2018 SWE competition for all ratings, except MU, for advancement to pay grades E-5 and E-6. Commanding Officers (CO) must ensure dissemination of this message to all active duty enlisted members in their AOR.

### Enlisted Rating Advancement Training System (ERATS) Summer 2018 Update

[ALCOAST Commandant Change Notice \(ACN\) message 067/18](#) promulgates updated advancement policy and procedures related to the Enlisted Ratings Advancement Training System (ERATS) and provides updates to the Occupational Analysis (OA) schedule

## Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

---

### **BM2 Active Duty Supplemental Advancement Eligibility List Posted**

The BM2 Active Duty Supplemental Advancement Eligibility List for July 2018 has been posted. The list is available on **PPC ADV's CG Portal page**.

Refer to **ALCGENL message 035/18** for supplemental advancement list placement information.

### **Reserve Supplemental Advancement Lists Updated**

The advancement eligibility lists for **reserve supplemental advancements** have been updated to reflect requests processed prior to 3 July 2018.

The lists and other helpful information are available on **the Advancements branch CG Portal page**.