

# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

---

## Contents

Take Your Mandatory Transition Training .....	2
Just Released: Natural Disaster Guide .....	2
Reserve Junior Enlisted Assignment Year 2019 Kickoff Announcement .....	2
Defense Travel Management Office Allowances Update .....	2
TRICARE Access during an Evacuation or Natural Disaster .....	2
September Enlisted Reserve Advancement Announcement.....	3
September 2018 Enlisted Advancement Authorization .....	3
Fiscal Year 2019 Tuition Assistance Policy .....	3
Termination of Flat-Rate Per Diem During Long Term TDY - Flag Voice #489.....	3
SPO E-Mail Template for Submitting Tickets Regarding Net Pay Variances.....	4
Thrift Savings Plan (TSP) Webinar Recordings 2018 .....	4
Shipment of a Privately Owned Vehicle Within the Continental United States.....	4
Direct Access Guides and Tutorials Added or Updated in August 2018.....	6
Fiscal Year (FY) 2019 Special Duty Assignment Pay (SDAP) Authorizations .....	7
Web-TPAX/Travel Guides and Tutorials Added or Updated in August 2018.....	8
JTR Update: Revised Chapter 10 Published .....	8
Fiscal Year (2019) Aviation Incentive Pay and Aviation Bonus Program Changes.....	8
Fiscal Year (FY) 2019 Enlisted Bonus Programs .....	8

**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"](#).

# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

## Take Your Mandatory Transition Training

All members are required to take pre-separation counseling on the Learning Management System (LMS) or a transition seminar. Members are authorized to begin their transition one year out from separation or two years out from retiring. Contact your local transition manager or visit the Transition Assistance Program (TAP) website at <https://www.dcms.uscg.mil/CG1/Health-Safety-and-Work-Life-CG-11/Office-of-Work-Life-CG-111/Transition-Assistance-Program>.

## Just Released: Natural Disaster Guide

A new Natural Disaster Guide for Military has been released to give Coast Guard employees and their families a quick reference for travel entitlements associated with evacuation, mobilization, and deployment. It also provides best practices for hurricane preparation at home. The guide can be found at: [https://www.dcms.uscg.mil/Portals/10/CG-1/cg133/pdf/Natural\\_Disaster\\_Guide.pdf](https://www.dcms.uscg.mil/Portals/10/CG-1/cg133/pdf/Natural_Disaster_Guide.pdf).

## Reserve Junior Enlisted Assignment Year 2019 Kickoff Announcement

[All Coast Guard Reserve message 045/18](#) announces the kickoff of the AY19 Reserve assignment season and provides important guidelines and information for Reserve junior enlisted personnel (E6 and below) competing for assignment, command cadre, supervisors and Reserve personnel at large.

## Defense Travel Management Office Allowances Update

The Defense Travel Management Office has updated the following information for 01 September 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 \(Available OOA 9/4/18\)](#)

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

## TRICARE Access during an Evacuation or Natural Disaster

With wildfire and hurricane season underway, have a disaster preparedness plan for you and your family. Access to your TRICARE benefit, prescriptions, and medical resources may change during a disaster. Be informed and learn the best way to keep you and your family safe.

### Prepare for an emergency

Follow these easy steps to make sure your family can access your TRICARE benefit during an emergency.

- **Sign up for disaster alerts.** Find out if emergency TRICARE policies apply to your enrollment area by [signing up for email or text alerts](#).
- **Keep key medical information accessible.** This includes copies of medical records, your uniformed services ID card, and a list of current illnesses and prescription bottles for all family members. Schedule time to [update your information](#) a few times a year.

The Federal Emergency Management Agency [Ready campaign](#) has tips to help you create an emergency plan. Your plan should take into account the area where you live. For example, do you live in an area prone to wildfires or hurricanes? And what are each family member's specific needs, including

## Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

---

medication? Update your plan every time you move.

### Access care during an emergency

TRICARE will announce any emergency procedures in the [disaster alert](#). This will include the counties affected and the date range for the procedures. If you live in the counties listed by TRICARE, you may be able to access emergency prescription refills at any [TRICARE retail network pharmacy](#). Call ahead or bring in your empty prescription bottle. To find a network pharmacy, call Express Scripts, Inc. at 1-877-363-1303 or [search online for a pharmacy](#) near you.

If you're displaced during a disaster, you may be unable to get care from your regular doctor. TRICARE may also authorize referral waivers during a state of emergency. If seeking non-network care during an emergency, keep your receipts. File any claims with TRICARE as soon as possible.

Know how your family's access to care may change during a weather-related emergency. Receive [text alerts about your health benefit](#) and get real-time [weather updates](#). Follow these tips to get the care you need, no matter what the forecast.

### September Enlisted Reserve Advancement Announcement

[All Coast Guard Reserve \(ALCGRSV\) message 040/18](#) announces reserve enlisted advancements authorized effective 1 September 2018.

### September 2018 Enlisted Advancement Authorization

[All Coast Guard Enlisted \(ALCENL\) message 132/18](#) announces enlisted advancements authorized effective 1 September 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](#):

### Fiscal Year 2019 Tuition Assistance Policy

[This ALCOAST Commandant Change Notice \(ACN\)](#) announces the FY19 Tuition Assistance policy, effective 01 Oct 2018.

### Termination of Flat-Rate Per Diem During Long Term TDY - Flag Voice #489

On Monday, 13 August 2018, the President signed the John S. McCain National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2019. In the NDAA there is a section, entitled: "Prohibition on Per Diem Allowance Reductions Based on the Duration of Temporary Duty Assignment or Civilian Travel," which includes a repeal of the authority to prescribe a reduced flat rate per diem for long-term temporary duty (TDY) travel. The policy effecting per diem became effective *immediately*. This means that flat rate per diem (for travel over 30 days) applies through midnight of the day BEFORE the Act was signed, and normal per diem rules apply as of the date of signature; this applies to members currently performing TDY. It is critical that travelers be advised of this policy change. Effective immediately:

# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

- Lodging receipts are **required** for all lodging payments.
- The actual cost of lodging (not to exceed the full locality lodging per diem rate) will be paid.
- Full meals and incidental expenses (M&IE) will no longer be reduced by 75% or 55%.

Procedural guidance for TPAX travel claim submission regarding the flat rate per diem is now available on PPC (tvI) website at <https://www.dcms.uscg.mil/ppc/travel/>.

**RADM William G. Kelly**

Assistant Commandant for Human Resources

Issue date: 8/17/2018

## SPO E-Mail Template for Submitting Tickets Regarding Net Pay Variances

Coast Guard Servicing Personnel Offices (SPOs) will use this template [PPC Ticket for Pay Variance \(1.8KB\) \(CGPortal link, file will open a new e-mail message\)](#) when submitting a PPC ticket for a Net Pay variance discrepancy. If the pay difference has been reviewed by the SPO Auditor and SPO Chief and is determined to be in error, the SPO should make necessary corrections to pay transactions to remedy the error, if possible. After making corrections, if PPC (MAS) action is still required, submit a Customer Care ticket to MAS via PPC Customer Care. The SPO shall attach supporting documentation to the PPC ticket, when applicable.

####

Greetings:

A Net pay variance ticket has been submitted, as follows:

1. Member rank and name:
2. Member EMPLID:
3. Name of pay item:
4. What is the pay variance from current and previous pay calendars?:
5. Effective date(s) entered:

6. The date when the transaction was approved:
7. Name and EMPLID of the SPO Auditor:
8. Transaction details:
9. What action are you requesting PPC to take?

## Thrift Savings Plan (TSP) Webinar Recordings 2018

The Coast Guard Headquarters **Blended Retirement System (BRS) Team** in conjunction with the **Office of Work-Life (CG-111)** and the **Thrift Savings Plan Training team** is conducting a series of live webinars.

Here are links to recordings of the webinars:

- [Introduction to the Thrift Savings Plan \(TSP\)](#), 13 June 2018 (77 minutes)
- [Thrift Savings Plan Contributions & TSP Funds](#), 15 June 2018 (1 hour and 15 minutes).
- [Investing in the Thrift Savings Plan under the Blended Retirement System \(BRS\)](#), 20 June 2018 (50 minutes).
- [TSP Contributions Traditional vs. Roth](#), 20 August 2018 (1 hour and 24 minutes).
- [TSP Loans and In-Service Withdraws](#), 21 August 2018 (39 minutes).
- [TSP Death Benefit and Managing Beneficiary Participant Account](#), 28 August 201 (54 minutes).
- [TSP Post-Service Withdraws](#), 30 August (44 minutes).

## Shipment of a Privately Owned Vehicle Within the Continental United States

There have been multiple members this assignment season who received erroneous counseling in regards to being reimbursed the costs to ship a Privately Owned Vehicle (POV) within the Continental United States (CONUS) incident to a Permanent Change of Station (PCS). There are normally only two situations when members are authorized to ship a POV within CONUS.

## Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

**First Situation which DOES NOT REQUIRE Authorization by COMDT (CG-1332) but must be annotated on the member's PCS Order:**

In accordance with the Joint Travel Regulations (JTR), par. 052902 and the Coast Guard Supplement to the JTR (CGS-JFTR) COMDTINST M4600.17 (series), par. 5414, a member with dependents relocating incident to a PCS within CONUS, may be reimbursed for personally procured transportation of one POV provided all of the following apply:

- The household possesses more than one POV to be relocated to the new PDS;
- The household then travels at one time in one POV, this would include members married to members;
- Commercial transportation is not used by member or any dependents;
- Member personally procures POV transportation, NOT through Government contract;
- Member is financially responsible for all excess cost/additional expenses associated with POV transportation;
- PCS orders must be annotated to authorize transportation to include the maximum reimbursement computation. Computation examples are available on DTMO's website <https://www.defensetravel.dod.mil/Docs/CE-MPDT-13.pdf>.

Refer to the Personnel & Pay Procedures Manual, PPCINST M1000.2 (series), Section 2.A.11, for additional procedural guidance to include how to file a claim for a member who personally procures a POV shipment within CONUS.

**Second Situation which REQUIRES Prior Authorization by COMDT (CG-1332):**

In accordance with the JTR, par. 052901 and CGS-JFTR, par. 5416, a member who is physically unable to drive or has insufficient

time to drive and report to the new PDS may be authorized to ship a POV by COMDT (CG-1332).

One of the conditions must be met before requesting authorization from COMDT (CG-1332):

- 1) The member is physically unable to drive as documented by a competent medical authority (i.e., a licensed medical practitioner); or
- 2) There is insufficient time for the member to drive and report to the new PDS as ordered. An endorsement is required from the departing and reporting commands stating that the member is unable to take the applicable travel time to safely travel by POV because of operational reasons.

**Note: A dependent's inability to drive does not satisfy this criterion.**

The command from which the member is departing shall submit the request with the endorsement from the reporting command (if applicable) or medical documents (if applicable) for authorization to Commandant (CG-1332) well in advance of the members planned departure date. There is no authority within the JTR to approve requests after the fact. Reimbursement for Personally Procured transportation of a POV is not authorized under this situation, shipment of a POV must be contracted through the Government with the Transportation Officer.

Requests must be submitted by memo to [hqs-dg-1st-cg-1332-travel@uscg.mil](mailto:hqs-dg-1st-cg-1332-travel@uscg.mil).

# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

---

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

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

### 29 August:

- Updated the EES Enlisted Evaluation Report User Guide.
- Updated the Understanding Reserve Pay Processing Guide.

### 28 August:

- [BAH/COLA Report SPO User Guide updated.](#)
- [Active Duty 6th or 10th Anniversary Query SPO User Guide updated.](#)
- In-Service Debts and Taxes - Added the following information sheets from PPC-MAS:
  1. [How PPC Calculates Taxes on In-Service Debts](#)
  2. [Understanding Tax Implications for In-Service Debts](#)
  3. [Repayment of Taxable In Service Debt – Net repayment versus Gross repayment](#)

### 27 August:

- The Operational ID/Contingency Data Code to be used on Reserve Recall Orders issued for those responding to Hurricane Lane is 0000000120. This is vital to enter in the "contingency" section when completing any Title 14 Reserve Active Duty Orders.
- The Cost Center for expenditures resulting from the response to Hurricane Lane is 79839.

### 23 August:

- The Member Weigh In Data Entry User Guide has been updated.
- The Member Weigh-In Report User Guide has been updated.

### 22 August:

- Updated the Approving or Denying User Roles Requests Self-Service for Commands User Guide
- Updated the [Removing User Roles Self-Service for Commands User Guide.](#)

### 21 August:

- Added a tutorial on submitting an Adhoc Report Request.

### 20 August:

- Added a tutorial on running the Absence Request Report.

### 16 August:

- Updated the Self-Service for Commands Creating Advancement Certificates User Guide.

### 13 August:

- Updated the Reserve Member's My Reserve Orders User Guide. This guide provides the procedures for Reserve members to request Active Duty Reserve orders in Direct Access
- Updated the Self-Service for Commands [Checking a Member's BRS Enrollment Status User Guide.](#)
- Added a Self-Service for Commands tutorial on [Viewing the Servicewide Exam Personal Data Extract \(PDE\) by member.](#)
- Added a Self-Service for Commands tutorial on [Viewing the Servicewide Exam Personal Data Extract \(PDE\) by unit.](#)
- Added a Servicing Personnel Office (SPO), Reports & Queries, tutorial on the [Suspicious Amount-Net Pay Difference Greater Than \\$500 \(NP500 Report\).](#)

### 09 August:

- Updated the [Reserve Inactive Duty for Training \(IDT\) Self-Service User Guide.](#) This guide provides the procedures for Reserve members to schedule, edit, or withdraw IDT requests in Direct Access.
- Updated the [Reserve Active Duty Orders Self-Service for Commands User Guide.](#)

# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

- Updated the Reserve Active Duty Orders Processing SPO User Guide.
- Updated the Reserve Montgomery GI Bill - Selected Reserve Self-Service for Command & SPO User Guide.
- Added a Creating Advancement Certificates Self Service for Commands User Guide and a tutorial.
- Added NP500 Report: Suspicious Amount Net Pay Diff Greater Than \$500 SPO User Guide. This guide provides procedures for SPOs to download, sort, review, and research the NP500 (Suspicious Amount Net Pay Difference > \$500) report.

## 06 August:

- New video tutorials added:
  - [View Print Year End Forms - Retiree.](#)
  - [Change Password/Use Forgot Password - Retiree.](#)
  - [Initial Direct Access Sign On - Retiree.](#)
  - [View/Add/Del Email Address - Retiree.](#)

## 03 August:

- Self-Service Annual Screening Questionnaire (ASQ) User Guide updated.
- **PCS Orders "XML Parser" Error** - The error is created when special characters are used in the "Route for Approval" block (comments block in the "Approval" tab). There are certain special characters that the system (XLM PARSER) doesn't like us to use. In this case it was the "&". DA has been programmed to change "&" to "and" whenever it is used. If possible, avoid using special characters.
- We have noticed instances where **reenlistments/extensions/re-extensions have constructed invalid contract end dates** (system is creating past dated EOE). Prior to approving/executing/signing any contract, please ensure the contract end date is correct. This is extremely important, incorrect contracts has downstream impacts. DA transmits expiration of

enlistment data to DMDC, DEERS, and other systems. If new contract has an end date that has past, it may impact DEERs eligibility, TRICARE, Dental, etc. Also, to correct contracts, member will need to submit BCMR package to have it corrected. The fix to this issue will be migrated to Direct Access on 03 August. After 03 August the "Include History" box will be checked by default. DO NOT uncheck it. The system has to load all the contract rows in order to properly calculate the expected end date.

- Added a template for SPOs to use when contacting PPC regarding a case on the **Net Pay Variance (NP500) Report.**

## 02 August:

- Added a guide for SPO Auditors - **Approving Pay/Correction Transactions.** This guide provides the procedures for approving Pay Transactions and Pay Correction Transactions in Direct Access (DA).

## 01 August:

- New video tutorials added:
  - Self-Service My Reserve Drills Report.
  - Self-Service All Duty Report.
  - Retiree Self-Service View My Final Pay Beneficiary.
  - Retiree Self-Service View My Payslip.
  - Retiree Self-Service Change My Delivery Options.

## Fiscal Year 2019 Special Duty Assignment Pay (SDAP) Authorizations

[ALCOAST Commandant Change Notice \(ACN\) 087/19](#) announces Special Duty Assignment Pay (SDAP) authorizations for FY 2019.

# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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

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

### 17 August 2018:

- Added "[Termination of Flat-Rate Per Diem Frequently Asked Questions, COMDT \(CG-1332\) – 13 August 2018](#)".

### 16 August:

- Updated the [Actual Expense Lodging TPAX TDY User Guide](#).

### 14 August:

- Added [Flat Rate Termination Long-Term TDY TPAX User Guide](#) (This guide provides procedures for submitting a claim in TPAX that has a change in Per Diem rate.)
- [Flat-Rate Per Diem Eliminated \(ALCOAST 283/18\)](#).

## JTR Update: Revised Chapter 10 Published

The August 2018 version of the Joint Travel Regulations (JTR) will include a revised Chapter 10 - Basic Allowance for Housing (BAH) and Overseas Housing Allowance (OHA). This chapter has been rewritten to use plain language, standardized terminology, and include extensive use of if/then tables in place of long paragraphs.

It is important to note that the policies contained in the August 2018 version of this chapter will cover all of the same travel authorities as the July 2018 version. No policies will change but may be rewritten to ease understanding.

A preview of the rewritten chapter is available through the approved Uniformed Travel Determination (UTD), [UTD 007-18\(E\) – Revised](#)

[JTR, Chapter 10 – Basic Allowance for Housing \(BAH\) and Overseas Housing Allowance \(OHA\)](#). This version should be used to update any JTR paragraph references in publications and training materials.

This change is part of the next phase of the Defense Travel Management Office's effort to simplify policy and make the JTR easier to navigate, easier to understand, and shorter in length. Subsequent phases will address the remaining appendices.

## Fiscal Year 2019 Aviation Incentive Pay and Aviation Bonus Program Changes

[ALCOAST Commandant Change Notice message 089/19](#) introduces two interventions recommended by the Officer Workforce Planning Team (OWPT) that are necessary to support Coast Guard missions and maintain aviation workforce readiness. (1) Rate increases to Aviation Incentive Pay (AvIP), which will go into effect on 01 OCT 2018. (2) The CY2019 Aviation Bonus (AvB) Program, rates and criteria. The CY19 AvB targets retention of Fixed Wing and Rotary Wing aircraft commanders with critical skill sets.

## Fiscal Year 2019 Enlisted Bonus Programs

[ALCOAST Commandant Change Notice \(ACN\) 088/18](#) announces the results of the Enlisted Workforce Planning Team (EWPT). The EWPT convened from 11-12 June 2018 to deliberate and recommend workforce policy interventions to the Assistant Commandant for Human Resources (CG-1). Interventions include non-monetary policy changes, Enlistment Bonuses (EB), Critical Skills Training Bonuses (CSTB), Selective Reenlistment Bonuses (SRB), and Critical Skills Retention Bonuses (CSRFB).