

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:the.Procedures.&.Development.branch.e-mail.address@PPC-PF-PD).

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PPC Trouble - Ticket Email Receipts Discontinued

Recent network changes do not allow the auto generation of e-mails back to the submitter of a PPC Trouble-Ticket. We have configured our PPC Trouble Ticket Status Lookup CG Portal page to allow searches by the member's last name and/or EMPLID -

https://cg.portal.uscg.mil/units/ppc/HRBA/SitePages/PPC_Ticket_Status_Lookup.aspx (CAC logon required).

Military Separations Manual, COMDTINST M1000.4

ALCOAST Commandant Change Notice (ACN) 093/18 announced the release of Change 6 to the Military Separations Manual, COMDTINST M1000.4.

<https://content.govdelivery.com/accounts/USDHSCG/bulletins/20b5827>

Yeoman in the Spotlight: YN2 Rita Martinez

Personally donate and deliver essential supplies to members of local communities in critical need, check.



Petty Officer 2nd Class Rita Martinez, a yeoman stationed at Coast Guard Base Seattle, stands near the base pier, June 28, 2018. Martinez is the recipient of the 2018 Distinguished Military Service Award for how she has distinguished herself as a leader, mentor, advocate of diversity and integration of Latina women in the armed forces, and earned the respect of her superiors, peers and community leaders. U.S. Coast Guard photo courtesy of Petty Officer 2nd Class Rita Martinez.

Participate in a toy drive to bring happiness and hope to children in the midst of a crisis, check.

Facilitate the evacuation of 114 Coast Guard dependents to ensure members peace of mind, check.

These are but a small sample of what Petty Officer 2nd Class Rita Martinez did while on deployment to Puerto Rico as part of Hurricane Maria disaster relief and only a couple bullets on the ever-increasing list of positive impacts this Coast Guard Base Seattle yeoman has had.

It should be no surprise that in a symposium held on Sept. 6, 2018, in Arlington, Virginia, Martinez was honored as a recipient of the 2018 Distinguished Military Service Award. Along with 15 fellow service members and Department of Defense employees, Martinez was selected as a recipient for distinguishing herself as a leader, mentor, advocate of diversity and integration of Latina women in the armed forces, and earning the respect of her superiors, peers and community leaders.

“Petty Officer Martinez truly lives the motto, ‘service to others,’” said Chief Warrant Officer Kurt Kolar, chief of the Personnel Services Division at Base Seattle. “As a yeoman in the Base Seattle administration office, she helps her shipmates every single day with pay, travel, passport issuance and a myriad of other human resource-related subjects. Her competence and communication style reassure her customers and they know they are receiving the best support possible.”

In addition to her outstanding work ethics and eagerness to assist her shipmates, Martinez pursues additional roles at her unit.

She served as a representative for a Coast Guard-focused nonprofit where she facilitated the assistance of 13 Coast Guard families in need, took on the role of project officer for the

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renovation of the command conference room, organized two blood drives that resulted in enough pints collected to benefit upwards of 297 Seattle-area patients.

She also serves as the logistic coordinator for conferences held at base, and is a member of the base morale and district Coast Guard ball committees.

Her extraordinary efforts continue off base.

She served almost 60 hours as a Spanish translator for a local food bank so that they could provide help to members of the Hispanic population who struggle with poverty and food insecurity. She spent 170 hours with a Pacific Northwest-based volunteer group that works to expedite relief efforts for the victims of Hurricane Maria.

She also helped develop leadership, communication, teamwork and problem solving skills for 30 children, who speak English as a second language, as part of the Partnership in Education program at Hawthorne Elementary School. She highlighted the importance of protecting the environment by providing information on the Coho Salmon during a STEM event held at Olympic View Elementary.

“When she’s not volunteering to support her community, she regularly treats her office mates with delicious homemade Puerto Rican cuisine and desserts,” said Kolar. “She gives of her time with no expectation of reciprocity and is an inspirational example to others.”

It would take pages upon pages to detail all of Martinez’s outstanding endeavors, but there is no question that regardless of where she is, she makes a positive impact and her efforts will continue to improve her local communities and the Coast Guard as a whole.

Defense Travel Management Office Allowances Update

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

- [OCONUS Non-Foreign and Foreign Per Diem Rates](#)
- [Fiscal Year 2019 CONUS Per Diem Rates](#) (The FY 19 CONUS Standard Per Diem Rate is \$149).
- [Fiscal Year 2019 Spendable Income Tables](#)
- [Overseas Housing Allowances \(OHA\)](#)
- [Overseas Cost of Living Allowances \(COLA\)](#)
- [Joint Travel Regulations \(JTR\) and Appendices](#)

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

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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 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.

October Enlisted Reserve Advancement Announcement

[All Coast Guard Reserve \(ALCGRSV\) message 050/18](#) announces reserve enlisted advancements authorized effective 1 October 2018.

October 2018 Enlisted Advancement Authorization

[All Coast Guard Enlisted \(ALCENL\) message 150/18](#) announces enlisted advancements authorized effective 1 October 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](#):

Housing Flexibility for Certain Members With Dependents Undergoing a Permanent Change OF Station (PCS) Within the United States

Purpose. ACN 109/18 (<https://content.govdelivery.com/accounts/USDHSCG/bulletins/2113b8f>) implements policy concerning Basic Allowance for Housing (BAH) and housing assignment flexibility for certain members with dependents undergoing a permanent change of station (PCS) within the United States (including Alaska and Hawaii).

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Travel Authorizations That Crossover Fiscal Years

Just a reminder for TPAX Approving Officials, for settlements when travel crosses over fiscal years (e.g. travel begins in FY18 and ends in FY19), the settlement request shall cite both an FY18 and FY19 Line of Accounting. The travel order number should remain the same.

Travelers may need your assistance and will have to add both FY18 and FY19 accounting string in T-Pax under the "Financial" tab (create a second line for FY19) and T-Pax will do the rest.

Here is the guide for it: <https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/guides/travel/Traveler/Claims%20that%20Crossover%20Fiscal%20years.pdf>

The following guidance is germane from [ALCGFINANCE Message 025-18, paragraph 8.](#)

8. Doc type 11 or 13 (travel): For deferred travel or travel that starts in FY18 and crosses over to FY19, separate travel claims are recommended for each fiscal year citing the appropriate accounting line to be paid against to prevent split disbursement issues. Travelers should submit a travel claim through 30 September and start a subsequent travel claim from 01 October through the end of the travel or when a partial liquidation is needed. Travelers and approving officials are responsible for verifying that charges are posted to the proper FY accounting line based on the following guidance:

- a. Airfare - post to FY in which travel began
- b. Rental Car - post to FY in which travel began
- c. Gas – post to FY in which travel began
- d. Parking - post to FY in which charges were incurred
- e. Hotel - post to FY in which charges were incurred
- f. Per diem - post to FY in which charges were incurred
- g. Other - post to FY in which charges were

incurred These procedures apply to all TDY claims submitted via TPAX, fax, or the US Postal Service.

Government Travel Charge Card (GTCC) Newsletter

Below you will find the link to the September 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/September_2018_GTCC_Newsletter.pdf

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

- Citibank Transition Updates
- Resume Online Application Process
- Travel Manager Reminders
- 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.xls

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

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Yeoman Business Administration Advanced Education Panel Results

Congratulations to Petty Officer First Class Daryl Halsey, the primary selectee for the Yeoman Business Administration Advanced Education program and to Petty Officer Second Class Michael Parsons, the alternate selectee.

<https://content.govdelivery.com/accounts/USDHSCG/bulletins/20c28b4>

Overseas Billet E-Resume Screening Reminder

[All Coast Guard Personnel Service Center \(ALCGPSC\) Message 117/18](#) is issued to remind all personnel (officer and enlisted) of the requirement to complete a self-assessment screening before applying for transfer to an overseas billet.

Tip! Bulk Evacuation Orders and Claims

With the recent evacuations on the east coast due to Hurricane Florence, CWO2 Jennifer Brown, CG Sector Delaware Bay, provided updated instructions and examples on how to produce bulk evacuation orders to include dependents. The "zip" file below contains the necessary files and instructions for using MS Word's "Mail Merge" function to take information from a spreadsheet and automatically populate the required fields on travel orders.

Evacuation Mail Merge Files (.zip)

Also, be sure to download [PPC's Travel Evacuation Order Guidance 2018](#) for more information on orders and entitlements.

Note: Evacuation claims are now done in T-Pax by the members and the guide can be found at <https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/TRAVEL/TRAVELER/TPAX%20Evacuation%20Claims.pdf>.

USCG YNs Respond to Floods Caused by Florence



Above are some of the members of the **LANT/D5 PeopleCell**. The team was assembled as part of the Coast Guard's response to Hurricane Florence

Photo: YNC Kat Layman, CG Lant Area /Via Facebook

Use TRICARE Online Tools to Help You Choose a Health Plan

If you're eligible for TRICARE, you can choose from a variety of plans. This gives you options for where and how you seek medical care. But how do you decide which plan or plans are best for you and your family members? The TRICARE website can help you learn what health plans you may be eligible for and compare plan features and costs. Visit

https://tricare.mil/CoveredServices/BenefitUpdates/Archives/09_20_18_TRICARE_Online_Tools for more information

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Direct Access User Guides and Tutorials Added or Updated in September

The following DA guides and tutorials have been added or updated in September 2018:

- 28 September:
Updated these Self-Service User Guides -
[Phone Numbers](#)
[Direct Deposit Account](#)
[Government Travel Charge Card](#)
[Home, Mailing, and Thrift Savings Plan \(TSP\) Address](#)
[Federal Tax Election](#)
[View My Member Information](#)
- 27 September:
Updated the **[View Training Course Waiting List Training Admin System \(TAS\) User Guide](#)**. This guide provides the procedures for Training Administration System (TAS) Users to view a training course waiting list in Direct Access (DA). **Note that Unit Training Officers (TOs) cannot view the course waiting list.**
- 26 September:
 - Updated **[Thrift Savings Plan Self-Service User Guide](#)**.
 - Added SPO User Guides for **[Starting](#)** and **[Stopping](#)** Combat SGLI Offset (new procedures due to implementation of the **[Servicemembers' Group Life Insurance Online Enrollment System \(SOES\)](#)**).
- 24 September:
 - Updated the **[Approving or Denying IDT Drills SPO User Guide](#)**. This guide provides the procedures for SPOs to approve or deny IDT drill(s) for pay and allowances and/or creditable retirement points in Direct Access.
- 21 September:
 - Updated the **[Government Travel Charge Card Self-Service for Commands User Guide](#)**. This guide provides the procedures for a Personnel & Admin (P&A) Office/SPO to view a member's credit card data and credit card balance in Direct Access.
 - 20 September:
 - Updated the **[Divorce, Annulment or Death of a Dependent SPO User Guide](#)**
 - Updated the **[Starting BAH for Reserve Members SPO User Guide](#)**.
 - Updated the **[Viewing an Officer Specialty Code Admin/SPO User Guide](#)**.
 - Updated the **[Member Weigh-In Report Admin/SPO User Guide](#)**.
 - Updated the **[Member Weigh-In Data Entry Admin/SPO User Guide](#)**
 - 18 September:
 - Updated the **[Electronic Based Distributed Learning \(EBDL\) Courses SPO User Guide](#)**. This guide provides the procedures for SPOs to enter, remove, and verify Reserve members' Electronic Based Distributed Learning (EBDL) courses (previously known as correspondence courses) authorized by COMDT (CG-131) in Direct Access.
 - **[ALSPO message F/18 announces new functionality in DA to record non-chargeable absences](#)**. Procedures have been divided into separate guides
 1. **[Chargeable Absence Requests](#)**.
 2. **[Non-Chargeable Absences Requests](#)**.
 - 17 September:
 - Updated the **[Memberships Admin/SPO User Guide](#)** in the Person Profile section.
 - 14 September:
 - Updated the **[Licenses and Certifications Admin/SPO User Guide](#)** in the Person Profile section.
 - Updated the **[Identifying SGLI, FSGLI and TSGLI Arrears SPO User Guide](#)**.

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- Updated the **[Cancel Reserve Active Duty Orders SPO User Guide](#)**.
- **[ALSPO message F/18 announces new functionality in DA to record non-chargeable absences](#)**. Procedures have been divided into separate guides
 1. **[Chargeable Absence Requests](#)**.
 2. **[Non-Chargeable Absences Requests](#)**.
- 11 September:
 - Updated the **[Aviation Incentive Pay \(AvIP\) SPO User Guide](#)** to note that some areas of the system still refer to the entitlement as "Aviation Career Incentive Pay (ACIP)".
 - Updated the **[Languages Admin/SPO User Guide](#)** in the Person Profile section.
- 07 September:
 - Updated the **[Competencies User Guide](#)**. This guide provides the procedures for viewing, adding, correcting and deleting Competencies in Direct Access (DA).
- 06 September:
 - Added "**[Summary of Reserve Order Types](#)**". This table lists the Reserve order types and shows how the duration of each type of duty relates to the funding, PCS/TDY entitlements, BAH entitlement, INCONUS COLA (ICC)/OUTCONUS COLA (OCC) entitlement.
 - Updated the **[General Absence SPO User Guide](#)**
- 04 September:
 - **[Approving / Denying IDT Drills SPO User Guide](#)** updated.
 - **[Identifying IDT Drill Dates Command/SPO User Guide](#)** updated.
 - **[IDT Subsistence Allowance Member/Command/SPO Guide](#)** updated.
 - Added **[Reserve Inactive Duty for Training \(IDT\) Drills Command User Guide](#)**

separate user guides (which have been deleted). It covers these topics:

- Authorizing a Member-Scheduled IDT Drill
- Scheduling IDT Drills for an Individual Member
- Scheduling a Batch of IDT Drills
- Deleting a Scheduled or Cancelled IDT Drill
- Marking Individual IDT Drills Completed
- Marking a Batch of IDT Drills Completed
- Changing the Drill Status of IDT Drills
- Correcting a Previously Paid IDT Drill
- Cancelling a Previously Paid IDT Drill
- Resubmitting IDT Drills Previously Denied by the SPO

The **[Reserve Inactive Duty for Training \(IDT\) Drills User Guide](#)** consolidates several