

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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Defense Travel Management Office Allowances Update

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

December Enlisted Reserve Advancement Announcement

[All Coast Guard Reserve \(ALCGRSV\) message 062/18](#) announces reserve enlisted advancements authorized effective 1 December 2018.

December 2018 AD/RES Payroll Processing Schedule

December 2018 AD Payroll Processing Schedule is as follows:


Mid-Month Finalize	11 Dec (TUE) No calculations or input
Self Service Payslips Posted	12 Dec (WED)
Payday	14 Dec (FRI)
End-Month Finalize	20 Dec (THU) No calculations or input
Self Service Payslips Posted	28 Dec (FRI)
Payday	31 Dec (Mon)

December 2018 Enlisted Advancement Authorization

[All Coast Guard Enlisted \(ALCGENL\) message 185/18](#) announces enlisted advancements authorized effective 1 December 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](#):

Leadership and Management School (LAMS) Completion Deadline for Servicewide Exam Waiver Process Guidance

Completion of a Leadership and Management School (LAMS) Course is required for advancement to first class petty officer. Occasionally individuals incur complexities or extenuating circumstances when attempting to obtain a LAMS class quota, which are beyond the members' control. LAMS completion deadline waivers are available to allow for certain provisions where individuals are unable to complete LAMS prior to the Servicewide Examination Eligibility Date (SED). PPC (ADV) has created a [process guide](#)  which provides reference to policy, procedures and information on submitting Leadership and Management School (LAMS) completion deadline waivers to PPC.

 [PPC Advancement LAMS Completion Deadline Waiver Guidance](#)

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Prepare for Direct Access Annual Outage for Update (20-31 Dec)

At 0001 EST, Thursday, December 20, 2018, availability to Direct Access will be limited to only those users who will be performing tasks associated with 2019 payroll and regulatory changes. Direct Access will be reactivated at 2359 EST, Monday, December 31, 2018. This limited availability is necessary to avoid the submission of self-service and SPO transactions that potentially conflict with legislative and regulatory changes.

This limited availability to Direct Access potentially impacts all Active Duty, Reservists, Retirees, Annuitants and civilian supervisors of military members. During this timeframe, access to self-service in Direct Access for all users will be unavailable. This means no login access, including no ability to submit absence requests, no processing of pay or separation transactions and no processing of orders to include Reserve IDT, ADT, etc.

Permanent Promotion Obligated Service for Voluntary Retirement

[ALCOAST Commandant Change Notice 137/18](#) announced an error in a recent change to the Military Separations Manual, COMDTINST M1000.4. The two-year obligated service requirement for promotion was inadvertently omitted. This requirement is still in effect: “complete the two-year obligated service requirement incurred for a permanent promotion. (An officer will not be promoted if he or she has an approved voluntary retirement on file).

Thrift Savings Plan (TSP) 2019 Contribution Limits

The Internal Revenue Code (IRC) places limits on the dollar amount of contributions you can make to the TSP. The Internal Revenue Service (IRS) calculates them every year and they can change annually. The TSP announces the limits on the TSP website and the [ThriftLine](#) as well as through its various publications when the limits become available.

Elective Deferral Limit/ IRC §402(g)	\$19,000. Applies to combined total of traditional and Roth contributions. For members of the uniformed services, it includes all traditional and Roth contributions from taxable basic pay, incentive pay, special pay, and bonus pay, but does not apply to traditional contributions made from tax-exempt pay earned in a combat zone.
Annual Addition Limit/ IRC §415(c)	\$56,000. An additional limit imposed on the total amount of all contributions made on behalf of an employee in a calendar year. This limit is per employer and includes employee contributions (tax-deferred, after-tax, and tax-exempt), Agency/Service Automatic (1%) Contributions, and Matching Contributions. For 415(c) purposes, working for multiple Federal agencies or services in the same year is considered having one employer.
Catch-up Contribution Limit/ IRC §414(v)	\$6,000. The maximum amount of catch-up contributions that can be contributed in a given year by participants age 50 and older. It is separate from the elective deferral and annual addition limit imposed on regular employee contributions.

If you are a member of the uniformed services, you should know that Roth contributions are subject to the elective deferral limit (\$19,000 for 2019) even if they are contributed from tax-exempt pay. If you want to contribute tax-exempt pay toward the annual additions limit, you will have to elect traditional contributions for any amount over the elective deferral limit.

In addition, if you are eligible to make catch-up contributions and you are deployed to a designated combat zone, you will not be able to make any traditional catch-up contributions from your tax-exempt pay. However, Roth catch-up contributions from tax-exempt pay are allowed.

If you are a member of the Ready Reserve and you are contributing to both a uniformed services and a

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civilian TSP account the elective deferral and catch-up contribution limits apply to the total amount of employee contributions you make in a calendar year to both accounts.

If you are called to active duty and make tax-exempt contributions to the TSP while deployed in a designated combat zone, the sum of the employee and agency contributions to your civilian account as well as the tax-exempt contributions made to your uniformed services account cannot exceed the annual addition limit.

Temporary Separations Manual, COMDTINST M1040.6, Updated

Promotion has been removed as an example of a benefit received that would incur additional obligated service. This change also removes the restriction for members with a 3 or less in any Enlisted Evaluation Review Summary in the last 4 years to participate in the TEMPSEP program, removes surrogacy as a reason to request TEMPSEP, and allows members in pay grade E3 and below who submit a unrestricted report of sexual assault to participate in the TEMPSEP program.

https://media.defense.gov/2018/Nov/08/2002060966/-1/-1/0/CIM_1040_6.PDF

FY 2019 Critical Skills Retention Bonus (CSRB) Announced

[ALCOAST Commandant Change Notice 133/18](#) announced FY 2019 Critical Skills Retention Bonus (CSRB) for fully qualified active duty, enlisted personnel in pay grades E4-E7 that are exclusively serving CGCYBER assignments in Cybersecurity Operations Center (CSOC) or Cyber Protection Team (CPT).

Obligated Service Requirement to Attend Class "A" School

In order for a member to execute orders to Class A School they must have at least 24 months of service remaining on their enlistment upon graduation from Class A School. It is the responsibility of the member's Personnel and Admin Office to ensure the member meets the 24 month obligated service requirement prior to executing orders to Class A School. See [ALCOAST Commandant Change Notice 135/18](#) for more information.

TRICARE Prime Versus TRICARE Select: Should You Change or Keep Your Plan?

TRICARE Open Season is from Nov. 12 through Dec. 10, 2018. This is the annual period when you can enroll in or change your TRICARE Prime or TRICARE Select plan. If you miss open season, you'll only be able to make enrollment changes within 90 days of a Qualifying Life Event or during the next TRICARE Open Season in fall 2019. To help you pick the program that's right for you, here's an overview of the differences between TRICARE Prime and TRICARE Select. Continue reading at https://tricare.mil/CoveredServices/BenefitUpdates/Archives/11_21_18_TRICARE_Prime_Vs_TRICARE_Select_Should_You_Change_or_Keep_Your_Plan.

Supplemental Advancement Lists

The BM2 Active Duty Supplemental Advancement Eligibility List for November 2018 has been posted. The list is available on [PPC ADV's CG Portal page](#).

The [advancement eligibility lists for reserve supplemental advancements](#) have been updated to reflect requests processed prior to 26 November 2018.

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Direct Access User Guides and Tutorials Added or Updated in November

The following DA guides and tutorials have were added or updated in November 2018:

Audience	Type	Topic
SPO	Tutorial	Adding a Designator.
SPO	Tutorial	Advancement/Reduction.
SPO	Tutorial	Advances (Pay, BAH, or OHA).
SPO	Tutorial	Advances Change Liquidation Schedule.
SPO	Tutorial	Advances Verifying Remaining Balance .
SPO	Tutorial	Amend & Approve Res AD Orders
SPO	Tutorial	Approve/Deny Combat Tax Exclusion .
SPO	Guide	Cadet accession.
SPO	Tutorial	Cancel Reserve AD Orders.
SPO	Guide	Career Sea Pay .
SPO	Guide	Change in Advance Liquidation Schedule.
SPO	Tutorial	Delete Combat Tax Exclusion .
SPO	Guide	Disciplinary Actions.
SPO	Tutorial	Enlisted Supplemental Clothing Allowance.
SPO	Tutorial	Entering EBDL Courses.
SPO	Tutorial	Flight Deck Hazardous Duty Pay.
SPO	Guide	Hardship Duty Location Pay for Designated Areas (HDP-L(DA)).
Self-Service	Guide	Home, Mailing, and TSP Address.
SPO	Tutorial	Identifying SGLI, TSGLI and FSGLI arrears.
Command	Tutorial	IDT Drills - Change.
Command	Tutorial	IDT Drills - Complete/Deny.
Command	Tutorial	IDT Drills - Correct/Cancel.
Command	Tutorial	IDT Drills - Resubmit.
SPO	Tutorial	IDT Drills - Schedule/Authorize.
Self-Service	Tutorial	My eResume Submission Report.
SPO	Tutorial	Pay Corrections Action Requests .
SPO	Guide	Processing Advance Pay, BAH, and OHA Requests
SPO	Guide	Rehire Cadet Accession .
SPO	Tutorial	Removing EBDL Courses.
SPO	Guide	Reserve Active Duty Order Amendments.
SPO	Guide	Reviewing Members' Leave Balances .
SPO	Tutorial	Start Combat Tax Exclusion .
SPO	Guide	Start Diving Duty Pay.
SPO	Guide	Start Foreign Language Proficiency Pay .
SPO	Guide	Starting Flight Deck Hazardous Duty Incentive Pay (HAZPAY-FD).
SPO	Guide	Starting Flight Duty Hazardous Duty Pay (HAZPAY) for Enlisted Members and Non-rated or Non-designated Officers.
SPO	Tutorial	Starting Special Duty Pay (SDP).
SPO	Tutorial	Stop Combat Tax Exclusion .
Command	Tutorial	SWE Profile Letter by Dept.
Command	Tutorial	SWE Profile Letter by Mbr

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Audience	Type	Topic
SPO	Guide	Understanding Job Data.
SPO	Guide	Understanding Job Data.
SPO	Guide	Verifying the Remaining Balance of an Advance.
Self-Service	Tutorial	View Employee Review Summary.
Self-Service	Tutorial	View/Print Year End Tax Forms.

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 CG-1B1 Future Force Program Department. Changes made since last update (29 October 2018) are hi-lighted in blue text on the spreadsheet.

- 7 Competencies created
- 1 Competencies modified
- 1 Competencies inactivated

Government Travel Charge Card (GTCC) Newsletter-November 2018 Edition

Below you will find the link to the November 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/November_2018_GTCC_Newsletter.pdf

For your reference-GTCC Bank Transition Delayed: https://www.dcms.uscg.mil/Portals/10/CG-1/psc/bops/GovTrvl/ALCGPSC_143-18.pdf

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

CITI Card Declines

CITI and ADTRAV Profiles
Non-Receipt of new CITI GTCC
GTCC DA Reporting

Plus much, much more good to know information.

Mark Your Calendar

- Dec. 7, 2018
 - Pearl Harbor Day
- Dec. 10, 2018
 - TRICARE Open Enrollment Ends
- Dec. 13, 2018
 - National Guard Birthday - Founded 1636
- Dec. 20, 2018
 - Direct Access Offline for update unit 1 Jan, 2019.
- Dec. 31, 2018
 - Blended Retirement System Opt-in period ends.

We send our best wishes for peace and joy during the holiday season.