

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:PPC-PF-PD).

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2018 Tax Statements (IRS Forms W-2, 1099R and 1095)

The IRS Forms 2018 W2, 1099R, 1095B and 1095C are now available in Direct Access Self Service. The forms will be mailed, to those who haven't opted out of receiving hard copies, no later than 31 January 2018. The forms are produced on standard 8 1/2 x 11 paper and mailed in a standard, privacy tinted window envelope. The envelope will have a PPC's return address and the form is printed with the text "Important Tax Information Enclosed" which shows through the window on the envelope.

Tax forms can be viewed and printed using Direct Access Self-Service. Follow the procedures in the user guides linked below:

[Active and Reserve Component View/Print Tax Forms User Guide](#)

[Retiree Self-Service View/Print Tax Forms User Guide](#)

The [Personnel and Pay Procedures Manual, PPCINST M1000.2 \(series\), section 8.B.6.9](#), contains guidance for requesting a corrected IRS Form W-2. Report W-2 discrepancies to PPC (SEP) via your responsible Personnel and Administration (P&A) Office. The P&A Office must notify PPC (SEP) via Customer Care trouble ticket of the suspected error with applicable supporting documentation and calculations. Refer to the [State Tax Withholding Exceptions](#) SPO User Guide prior to submitting a request for W-2 correction as Direct Access collects Federal and State tax based on member election.

Per ALCGFINANCE 002/19, members who executed and received payment for a Personally Procured Move (PPM) in late 2018, should ensure their W-2 accurately reflects this receipt of benefit. FINCEN & PPC are in the process of

identifying/executing any remaining corrections to W-2's and will communicate directly and distribute these changes to impacted members.

Retirees needing a corrected tax form should send an email to PPC Customer Care at: PPC-DG-CustomerCare@uscg.mil.

Corrections to the IRS Form 1095 can only be made by the Defense Manpower Data Center (DMDC) through the Defense Enrollment Eligibility Reporting System (DEERS). Members must go to an ID card facility to have information updated in DEERS. PPC will produce corrected forms once received from DMDC and will deliver to the member according to the delivery method elected.

Coast Guard Support Offers Online Tax Filing & Consultation

CG SUPRT offers free online tax filing through H&R Block online. You must go through the CG SUPRT website in order for your online tax filing to be free.

[Taxes may be filed for free through H&R Block by clicking here.](#)

- [CG SUPRT](#) also provides free, confidential professional consultations for taxes and other financial matters, as well as personal money coaching to help you reach your financial goals. To access these services, call toll free 855-CG SUPRT (248-8778), or go to Request Services from the CG SUPRT website.

Reminders

- Access the H&R Block online tax filing through the link provided on the CG SUPRT website.
- Wait until you receive all of your W-2s and other tax documents before you

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file your return. Otherwise, you may have to amend your tax returns.

- If you used the tax services last year, have your Adjusted Gross Income and Electronic Filing Pin from your 2017 tax return before you start your return. You can reset your pin [here](#).
- The tax service is free when accessing the H&R Block online from the CG SUPRT website. If you are prompted for payment by H&R Block, please call CG SUPRT for assistance (toll-free 855-247-8778).
- Each user can submit 1 federal and up to 3 state tax returns on the CG SUPRT/H&R Block free e-file system.
- Read Frequently Asked Questions [Here](#)

Eligibility

Eligible members include Coast Guard active duty members, civilian employees, members of the selected reserve, and their dependent family members.

Questions?

If you have questions about this tax service or about your own tax returns, please call toll free 1-855-CG SUPRT (247-8778). If you are experiencing financial difficulty or need other advice on money matters, please contact CG SUPRT to work with a Personal Money Coach. CG SUPRT services are free and confidential, within the limits of the law.

Defense Travel Management Office Allowances Update

The Defense Travel Management Office has updated the following information for 01 February 2019:

- [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](#).

February 2019 Enlisted Advancement Authorizations

[All Coast Guard Enlisted \(ALCGENL\) message 005/19](#) announces active duty enlisted advancements authorized effective 1 February 2019.


[All Coast Guard Reserve \(ALCGRSV\) message 002/19](#) announces reserve component enlisted advancements authorized effective 1 February 2019.

Commanding Officers *must* determine if pre-advancement eligibility requirements have or have not been met, especially with regards to EPME EPQ standards. COs must notify PPC (ADV) via Admin OIX message, with a copy to PSC (EPM-1 or RPM-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](#):

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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](#)

New Idaho W-4 helps taxpayers estimate paycheck withholding

Active duty military income earned outside of Idaho by an Idaho resident is not subject to Idaho income tax. The full-time duty must be continuous and uninterrupted for 120 consecutive days or more. If you are *not eligible for this exemption* you should complete the new [Form ID W-4 Employee's Withholding Allowance Certificate](#) to determine your Idaho filing status and allowances. This first-ever Idaho W-4 form is a new and improved tool to help make the payroll withholding process simpler, easier and specific to Idaho tax law. You can use [Direct Access Self-Service](#) to change your withholding status and adjust the number of Idaho allowances you are claiming.

Visit the [Idaho State Tax Commission's Military page](#) for specific tax information that applies to servicemembers and their families.

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-

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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 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.

Foreign Language Proficiency Pay Allocations Updated

[ALCOAST 014/19](#) updates both the Interpreter and Linguist allocation lists located on the FLPP page on CGPortal:
<http://cglink.uscg.mil/cd873734>. Changes to allocations go into effect 01 Feb 2019.

Government Travel Charge Card Bank Transition Delayed

DHS has decided to delay the GTCC transition from JPMC to CITI Bank, allowing for further troubleshooting and a smoother transition. The transition effective date to CITI originally scheduled for November 30, 2018, will now be February 28, 2019.

PCS Mileage (MALT) and TDY Mileage Rates

Effective 1 January 2019, the MALT (monetary allowance in lieu of transportation) rate per authorized POC (privately owned conveyance) is \$0.20 (twenty cents) per mile. This rate is effective for all PCS travel that commences on or after 1 January 2019 (i.e., the initial travel is started).

TDY mileage rates changed on 01 January 2019.

The new TDY rates are:

POC:	
\$0.58	- Automobile (if no GOV is available)
\$0.20	- POC use instead of a government furnished vehicle (if a GOV is available) when use of a government furnished vehicle is to the government's advantage.
\$0.55	- Motorcycle
\$1.26	- Airplane

Current and previous PCS & TDY mileage rates are posted at <https://www.defensetravel.dod.mil/site/other ratesMile.cfm>.

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Retirement Forms and Worksheets

The forms and worksheets necessary to process your retirement and start your retirement pay are listed in the **Retirement Package** (download from

<https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/RAS/retpack.pdf>). The forms can be accessed online via PPC's web site (<https://dcms.uscg.mil/ppc/pd/forms>).

Please complete the forms and worksheets legibly. We strongly recommend you fill them out online using the Adobe Acrobat program on the Coast Guard Standard Workstation.

Completion of form [Coast Guard, PHS, & NOAA Retired Pay Account Worksheet and Survivor Benefit Plan Election \(CG-4700\)](#) is mandatory to establish your account so you can be paid on time. Effective January 1, 2019, PPC (RAS) will accept a scanned, emailed, or faxed copy of Form CG-4700, provided an SBP Spousal Concurrence (Section VII) is NOT required. If you decline to elect SBP coverage, elect less than the maximum coverage, or elect child-only coverage while having an eligible spouse, PPC (RAS) will continue to require the original CG-4700 with spousal concurrence (signature) and notarized—with no exceptions. We're hopeful this will allow for a more efficient process. Thank you. Please also make sure you are using the December 2017 (12/17) version of this form. Beginning on 1 January 2019, previous versions will be obsolete and will not be accepted.

Learn More about Your Benefit with 2019 TRICARE Resources

It's a new year, which means it may be time to replace the old with the new. Do you have old or outdated TRICARE brochures or handbooks laying around? If so, now is a great time to check out the new 2019 TRICARE benefit resources. Visit [TRICARE Publications](#) to get started.

TRICARE publishes handbooks, newsletters, brochures, fact sheets, and more. You can view, print, or download a variety of these TRICARE resources. To find what you're looking for, select a category from the dropdown menu (for example, TRICARE Plans, Life Events, Newsletters) and then select the search button. Or, find a resource by "Publication Title" or "Date Posted." Select either to begin your search. You'll find products covering a wide range of topics, like retiring from active duty, Medicare, and maternity care. TRICARE resources are continually updated and added. A few are highlighted below.

TRICARE Health Plans

If you have questions about [costs](#) or your TRICARE medical benefit, here are some resources that you may find helpful. In addition, you can visit the [Health Plans](#) section to find information specific to your TRICARE health plan.

- *TRICARE Costs and Fees Sheet*
- *TRICARE Plans Overview*
- *TRICARE Choices in the United States Handbook*
- *TRICARE Choices for National Guard and Reserve Handbook*
- *TRICARE Overseas Program Handbook*
- *TRICARE For Life Handbook*

TRICARE Dental Options

Do you have questions about your [TRICARE dental options](#)? Here are some resources that provide information about dental options (separate from TRICARE health care options) available to you based on your eligibility:

- *TRICARE Dental Options Fact Sheet*
- *TRICARE Dental Program Handbook*

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- *TRICARE Dental Program Benefit Brochure*
- *TRICARE Active Duty Dental Program Brochure*

TRICARE Pharmacy Coverage

The [TRICARE Pharmacy Program](#) provides prescription drug coverage for most TRICARE beneficiaries. (Those in the [US Family Health Plan](#) have separate pharmacy coverage). The [Pharmacy](#) section and the resources below are good places to find answers about the TRICARE Pharmacy Program.

- *TRICARE Pharmacy Program Overview*
- *TRICARE Pharmacy Program Handbook*

Don't miss changes related to your TRICARE medical, dental, and pharmacy benefits this year. New TRICARE publications are added and updated to reflect [TRICARE changes](#) frequently, so visit the [TRICARE Publications](#) page often. Use these resources to stay up-to-date, and take command of your health.

Direct Access User Guides and Tutorials Added or Updated in January

The following DA guides and tutorials have were added or updated in January 2019

- 31 January:
 - **Chargeable Absences User Guide** [updated](#)
 - **Non-Chargeable Absences User Guide** [updated](#)
 - **Hire SELRES Depot SPO Accession User Guide** [updated](#).
- 29 January:
 - **Move-In Housing Allowance (MIHA) SPO Tutorial** [added](#).
 - **Starting CONUS COLA SPO Tutorial** [added](#).
 - **Starting High Pressure Chamber Hazardous Duty Pay SPO Tutorial** [added](#).
 - **Officer Uniform Allowance SPO Tutorial** [added](#).
 - **Dependent Information/Enter/Correct/Delete SPO Tutorial** [added](#).
- 28 January:
 - **Competencies User Guide** [updated](#).