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".

Defense Travel Management Office Allowances Update

The Defense Travel Management Office has updated the following information for 01 April 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.

April 2019 Enlisted Advancement Authorizations

All Coast Guard Enlisted (ALCGENL) message 034/19 announces active duty enlisted advancements authorized effective 1 April 2019.

All Coast Guard Reserve (ALCGRSV) message 009/19 announces reserve component enlisted advancements authorized effective 1 April 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:

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 May 06, 2019.

BM2 Active Duty Supplemental Advancement Eligibility List Posted

The BM2 Active Duty Supplemental Advancement Eligibility List for March 2019 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 4 March 2019.
The lists and other helpful information are available on the **Advancements branch CG Portal page.**

New Reserve Retirement Transfer Request CG-Form-2055A Released

The Reserve Retirement Transfer Request CG-Form-2055A has been updated. Please be sure you are using he most recent version when requesting retirement.

Spring Travel? TRICARE Goes With You

If you're planning a trip this spring, remember that TRICARE travels with you. Whether traveling stateside or overseas, make sure you know what to do in case you or your loved ones become sick or injured on vacation. Learn the rules for getting care and costs associated with your TRICARE health plan, so you can make informed decisions while traveling.

Visit https://tricare.mil/CoveredServices/BenefitUpdates/Archives/3_22_19_Spring_Travel_TRICARE_Goes_With_You to read the entire story.

American Forces Travel - Leisure Travel Website

March 22, 2019 —
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BT
UNCLAS //N01710//
ALCGPSC 026/19
SUBJ: AMERICAN FORCES TRAVEL – LEISURE TRAVEL WEBSITE

1. Through a partnership with the DoD Services, Coast Guard Morale, Well-Being, and Recreation (MWR) is happy to announce the launch of the first and only military travel booking engine, www.americanforcestravel.com.
2. American Forces Travel is a new MWR program arising from a joint service initiative combining the efforts of the five branches of service. Because the Internet is now the most popular way to research and book travel, MWR chose to evolve their travel offering to bring this to the convenience to the patron base. DoD has contracted with a world leader in travel, Priceline, to deliver high value travel benefits to the U.S. military community. American Forces Travel provides online leisure services to our MWR patrons, empowering them to revitalize, reconnect, and most importantly, be mission-ready.
3. In addition to enhancing quality of life for the military community, American Forces Travel will return revenue to MWR programs by providing commissions from every reservation made. While there are many for-profit online leisure travel offerings marketing to the military today, American Forces Travel is the only official joint service owned online leisure travel program.
4. American Forces Travel is a full-service travel booking platform, including air fare, discounted prices for more than 70,000 hotels worldwide, major car rental brands, travel packages, and cruise vacations. American Forces Travel also features package booking options, a way for users to save even more when you travel. With this new MWR leisure travel website, you can be stationed anywhere in the world and still get the best available prices, no matter where you live and work. American Forces Travel offers a Best Price Guarantee, so if you find a lower price for the same product within 24 hours of making the reservation, they will refund 100% of the price difference.
5. American Forces Travel is currently open to all active duty military, eligible family members, and retirees who are eligible to use MWR programs. DoD will make it possible for appropriated and non-appropriated fund civilian employees, and the Coast Guard Auxiliary, to participate in the near future. To start your next trip, visit www.americanforcestravel.com and click "Get Started." First-time users will be asked to verify their eligibility with the Defense Enrollment Eligibility Reporting System (DEERS) database. The verification process is secure and the requested information is not retained.
6. American Forces Travel is offering a Cruise Sweepstakes as an incentive to visit the website. The sweepstakes will have one, five thousand dollar Grand Prize and five, two thousand five hundred dollar First Prizes to use toward booking your next cruise on American Forces Travel. The best vacation is a free vacation, and it is simple to register for a chance to win one of these six prizes.

7. CAPT G. T. Prestidge, Commander, CG Personnel Service Center, sends. The Service Center for our most important resource – Our people.
8. Internet release authorized.

Direct Access User Guides and Tutorials Updated in March 2019

- **28 March:**
  - Enlisted Evaluation Report System User Guide updated.
- **27 March:**
  - Retained Beyond Normal Expiration of Enlistment SPO User Guide updated.
- **25 March:**
  - Approve/Confirm OUTCONUS COLA Transaction SPO Tutorial added.
- **21 March:**
  - BAH/COLA Report SPO Tutorial added.
  - Starting OUTCONUS COLA SPO Tutorial added.
  - Correcting OUTCONUS COLA SPO Tutorial added.
  - Deleting OUTCONUS COLA SPO Tutorial added.
  - Stopping OUTCONUS COLA SPO Tutorial added.
- **18 March:**
  - Change Federal/State Tax Information Retiree Self-Service Tutorial added.
  - Stopping a Voluntary Deduction Retiree Self-Service Tutorial added.
  - Change EFT/Direct Deposit Retiree Self-Service Tutorial added.
  - Added OUTCONUS COLA SPO User Guide. This guide provides the procedures for a SPO to start, stop, correct, and approve OUTCONUS COLA transactions in Direct Access (DA). This guide also provides the procedures to confirm OUTCONUS COLA corrections were processed accurately in DA.
  - Submitting Trouble Tickets with Supporting Documents User Guide updated. This guide provides the procedures for inserting or attaching supporting documents to a Trouble (Help) Ticket in HEAT.
- **15 March:**
  - Viewing Pay Transactions by Member SPO Tutorial added.
  - Starting a Voluntary Deduction Retiree Self-Service Tutorial added.
  - View/Change a Voluntary Deduction Retiree Self-Service Tutorial added.
  - Rehire Reserve SPO Accession User Guide Updated.
- **14 March:**
  - View Payslip Self-Service for Retiree User Guide updated.
- **11 March:**
  - Added Beginning an Extension of Enlistment SPO User guide
  - Added Beginning a Re-Extension of Enlistment SPO User guide
  - Added Retention Beyond Normal Expiration of SPO User guide
- **7 March:**
  - Rehire Reserve SPO Accession User Guide Updated.
  - Starting Family Separation Housing Allowance SPO User Guide updated.
  - The following Knowledge Base topics were updated (*Note: The Knowledge Base is hosted on **CGPortal**. CaC logon is required*):
    - Family Separation Housing Allowance: Added "Annual Validation of FSH" requirement for DA data entry following the annual legislative pay change (LPC).

- Basic Allowance for Housing Overview: Added examples for member-married-to-member marriage and divorce under BAH rate protection.
- Accessions Overview: Noted that SPOs do NOT need to submit a separate leave ticket on top of a SOCS to have a prior service members' leave carried over. ADV updates prior service members' leave accounts as part of the SOCS if the supporting documentation can validate the leave.
- OUTCONUS Cost of Living Allowance: Added that when a member is entitled to Reduced OUTCONUS COLA but the CO determines that use of a government dinning facility is impractical the member is entitled to OUTCONUS COLA at the W/O dependent rate.

- **5 March:**
  - Processing Advances (Pay, BAH, or OHA) SPO Tutorial added.
- **1 March:**
  - Processing Advances (Pay, BAH, or OHA) SPO User Guide updated.
  - Pay Calendars, Cuts and Timing - SPO Reserve Tutorial added.