

# 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.

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## Activating Soon? Your TRICARE Options May Change

Are you a member of the National Guard or Reserve? If so, you may become eligible for active duty medical and dental benefits when called or ordered to active duty under federal orders for more than 30 days. Your family members also become eligible for active duty benefits. Activating is a change in your sponsor status. This is a TRICARE Qualifying Life Event. This means you may not be able to continue your existing coverage. Continued at [https://tricare.mil/CoveredServices/BenefitUpdates/Archives/4\\_25\\_19\\_Activating\\_Soon\\_Your\\_TRICARE\\_Options\\_May\\_Change](https://tricare.mil/CoveredServices/BenefitUpdates/Archives/4_25_19_Activating_Soon_Your_TRICARE_Options_May_Change).

## New Forms for Reserve Incapacitation Requests

[ALCGRSV message 015/19](#) announces publication of the following forms:

- a. CG-1001C U.S. Coast Guard Reserve Incapacitation Benefits Request
- b. CG-6300 Medical Support Allowance Billet Request
- c. CG-6300A Monthly Physician Report

## Procedures Issued for Auditing Standard Pay Transactions

[E-Mail ALSPO message B/19](#) implements a standard business process for entering and validating pay transactions entered by Servicing Personnel Offices (SPO).

## Government Travel Charge Card (GTCC) Newsletter

In case you have not heard, the new effective date for CITIBank and the new GTCC is Monday, May 6. Cardholders should be reminded to carry both travel cards if their travel period will cross this date. Travel manager should ensure both accounts are updated for the TDY period.

Below you will find the link to the March 2019 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/March\\_2019\\_GTCC\\_Newsletter.pdf](https://www.dcms.uscg.mil/Portals/10/CG-1/psc/bops/GovTrvl/March_2019_GTCC_Newsletter.pdf)

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

GTCC and PCS  
CITIManager Registration  
CITIManager Help  
What to do in CITIManager  
Credit limits over \$9999  
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.xlsx](https://www.dcms.uscg.mil/Portals/10/CG-1/psc/bops/GovTrvl/GTCC-TEMP/GTCC_Newsletter_Index.xlsx)

Thank you,

Ms. E. Carlene Curry  
USCG Gov't Travel Card Programs  
Personnel Service Center-Business Operations

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## Defense Travel Management Office Allowances Update

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

## May 2019 Enlisted Advancement Authorizations

[All Coast Guard Enlisted \(ALCGENL\) message 059/19](#) announces active duty enlisted advancements authorized effective 1 May 2019.

[All Coast Guard Reserve \(ALCGRSV\) message 014/19](#) announces reserve component enlisted advancements authorized effective 1 May 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](#):

## BM2 Active Duty Supplemental Advancement Eligibility List Posted

The BM2 Active Duty Supplemental Advancement Eligibility List for April 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 8 May 2019.

The lists and other helpful information are available on the [Advancements branch CG Portal page](#).

## 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 Commandant (CG-1B-1).

Changes made since last update (4 March 2019) are hi-lighted in blue text on the spreadsheet.

- 3 Competencies created
- 9 Competencies modified
- 4 Competencies inactivated

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## Maine Releases New State Income Tax Withholding Certificate

Maine has updated Form W-4ME, Employee's Withholding Allowance Certificate. If you are a resident of Maine you should complete the new form and, if needed, update your state income withholding allowances via Direct Access Self Service as soon as possible.

[https://www.maine.gov/revenue/forms/with/2019/19\\_Form%20W-4ME%202.pdf](https://www.maine.gov/revenue/forms/with/2019/19_Form%20W-4ME%202.pdf)

## Now Enroll Your Family in a TRICARE Plan Online Using milConnect

Staying current on how to enroll in TRICARE health and dental programs will help you and your family get the most out of your TRICARE coverage. Online enrollment through Beneficiary Web Enrollment now takes place through milConnect. Continued at [https://tricare.mil/CoveredServices/BenefitUpdates/Archives/4\\_22\\_19\\_Now\\_Enroll\\_Your\\_Family\\_in\\_a\\_TRICARE\\_Plan\\_Online\\_Using\\_milConnect](https://tricare.mil/CoveredServices/BenefitUpdates/Archives/4_22_19_Now_Enroll_Your_Family_in_a_TRICARE_Plan_Online_Using_milConnect).

## Continuing TRICARE Health Coverage after Retirement

When you retire from active duty or turn age 60 as a retired reserve member, your TRICARE coverage changes. After either of these Qualifying Life Events (QLEs), you must take action and enroll in a TRICARE retiree health plan so that you and your family members don't have a gap in your TRICARE coverage after retirement. Typically, you have up to 90 days after your retirement date to enroll in a TRICARE plan as a retiree. Continued at [https://tricare.mil/CoveredServices/BenefitUpdates/Archives/4\\_23\\_19\\_Continuing\\_TRICARE\\_Health\\_Coverage\\_after\\_Retirement](https://tricare.mil/CoveredServices/BenefitUpdates/Archives/4_23_19_Continuing_TRICARE_Health_Coverage_after_Retirement).

## Critical Housing Area Update

Per, ALCGPSC 040/19, CG Special Missions Training Center (SMTC), Camp Lejeune, NC (Zip Code 28542) has been a designated CHA.

<https://content.govdelivery.com/accounts/USDHSCG/bulletins/23ebed9>.

## Direct Access User Guides and Tutorials Updated in April 2019

- **29 April:**
  - [Starting Responsibility Pay SPO Tutorial added.](#)
  - [Stopping Responsibility Pay SPO Tutorial added.](#)
  - [PCS Orders With TDY SPO User Guide added.](#)
  - [Amending / Cancelling a PCS Order SPO User Guide added.](#)
  - [How to Look Up a Unit's SPO in Direct Access SPO User Guide updated](#)
- **26 April:**
  - [PCS Orders SPO User Guide updated.](#)
  - [Basic Allowance for Housing \(BAH\) SPO User Guide updated.](#)
- **25 April:**
  - [Start Basic Allowance for Housing-Transit \(BAH-TR\) for new Accessions SPO User Guide updated](#)
  - [HR Quality Assurance Tool – BAH Mismatches SPO User Guide updated.](#)

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- [Basic Allowance for Housing \(BAH\) SPO User Guide added.](#) This guide provides the procedures for a SPO to start, stop, correct, delete, and approve BAH transactions in Direct Access (DA) and replaces the separate guides for starting, stopping, approving, and correcting BAH.
- [View My Year-End Tax Forms Retiree Self-Service User Guide updated.](#)
- [View My PaySlip Retiree Self-Service User Guide updated.](#)
- **23 April:**
  - [SPO Tax Withholding User Guide added.](#) This guide provides procedures for Federal and State Income tax withholding changes.
  - [SPO RELAD with Sep. Request User Guide updated.](#)
  - [SPO RELAD AD to SELRES or IRR User Guide updated.](#)
- **22 April:**
  - [SPO Approving PCS Orders User Guide updated.](#)
  - [SPO Stop Responsibility Pay User Guide updated.](#)
  - [SPO Start Responsibility Pay User Guide updated.](#)
- **19 April:**
  - [Initial DA Logon Retiree Self-Service User Guide updated.](#)
  - [Direct Access Compatible Browsers User Guide added under member Self-Service.](#) This guide provides a list of internet browsers compatible with Direct Access (DA). This guide will also provide guidance on how to turn off pop-up blockers, necessary when attempting to access certain documents such as payslips and tax documents.
- **18 April:**
  - [Starting CONUS COLA SPO User Guide updated.](#)
- **17 April:**
  - ["DA Pay Processing: Inactive BAH Case"](#) SPO Guide added. This reference guide provides guidance and procedures for reviewing a BAH correction beginning from the point when the BAH row, generated by PCS orders, was finalized through to correction in Direct Access (DA).
- **16 April:**
  - [Reserve Title 14 Contingency Orders User Guide updated.](#)
- **15 April:**
  - [Discharge with Separation Request SPO Separations User Guide updated.](#)
  - [Retirement Orders SPO Separations User Guide updated.](#)
  - [Discharge – End of Enlistment SPO Separations User Guide updated.](#)
  - [Contract Data Extensions SPO User Guide updated.](#)
  - [Contract Data Reenlistments SPO User Guide updated.](#)
  - [Approving Contracts SPO User Guide updated.](#)
- **8 April:**
  - Removed Self-Service BRS opt-in and BRS status check guides and videos. The Self-Service options have been removed from DA. However, Command Users may still review a member's BRS status.
- **5 April:**
  - [Reserve Inactive Duty for Training \(IDT\) Drills Self-Service for Commands User Guide updated.](#)
- **2 April:**
  - [Starting Coast Guard Standard Meal Rate \(CGSMR\) Deduction SPO User Guide updated.](#)