

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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Government Travel Charge Card (GTCC) Newsletter

Below you will find the link to the April 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/April_2019_GTCC_Newsletter.pub.pdf

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

- GTCC Bank Transition
- Card Activations
- FINCEN update to Split Disbursement dates
- CITI application process
- Plus much, much more good to know information.

You can check out past articles by searching the newsletter index found 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

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](#).

June 2019 Enlisted Advancement Authorizations

[All Coast Guard Enlisted \(ALCENL\) message 080/19](#) announces active duty enlisted advancements authorized effective 1 June 2019.

[All Coast Guard Reserve \(ALCGRSV\) message 018/19](#) announces reserve component enlisted advancements authorized effective 1 June 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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BM2 Active Duty Supplemental Advancement Eligibility List Posted

The BM2 Active Duty Supplemental Advancement Eligibility List for June 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 June 2019.

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

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

Known Issue: TPAX Split Disbursement

Any split disbursement processed in TPAX after 18 May 2019 will be sent to the CITIBank card regardless of when travel occurred. The cardholder will have to contact CITI for any overpayment and still be responsible for the JPMC statement balance.

Your Child Transitioning to Adulthood with TRICARE Young Adult

Did your child graduate from college, but hasn't yet launched a career? Not to worry, TRICARE may still be available to provide health care coverage. A change in family composition, like when your child becomes an adult, is a TRICARE Qualifying Life Event. After your child turns age 21, they're no longer eligible for regular TRICARE. Continue reading at https://tricare.mil/CoveredServices/BenefitUpdates/Archives/5_6_19>Your_Child_Transitioning_to_Adulthood_with_TRICARE_Young_Adult

Transfer of Education Benefits (Post 9/11 GI Bill) Policy Reminder

[ALCOAST 177/19](#) provides a final reminder to transfer Post-9/11 G.I. Bill benefits to eligible dependents prior to 12 July 2019.

Updated Guidance on Screening for Overseas Duty

[ALCGPSC 050/19](#) provides updated guidance on screening for overseas duty. This guidance is intended for immediate use for assignment year 2020 and will be included in the forthcoming revised PSCINST 1300.1 publication.

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Premium LinkedIn for Coast Guard Spouses

“Military spouse employment is a very important aspect of a strong and resilient military family,” said Mrs. Pence. “Our work to develop a partnership with LinkedIn to include Coast Guard military spouses with LinkedIn premium access started last fall. We commend Microsoft and LinkedIn for working with the United States Coast Guard to expand their program to Coast Guard military spouses. This new collaboration will help spouses with employment opportunities and will make job hunting easier.”

LinkedIn and the Coast Guard have signed a Memorandum of Understanding to allow Coast Guard spouses premium access to LinkedIn. The premium access will provide spouses with enhanced features to assist in finding employment through tools that allow them to expand their professional networks, research industries and specific companies, search for employment opportunities, and develop skills through online training to enhance employability.

Initial eligibility for the one-year Premium upgrade will be open for all USCG military spouses. An additional year of the Premium upgrade will be available for USCG military spouses who experience any of the events below:

- a. In receipt of PCS orders of the military member;
- b. Experiencing a job loss or downsizing;
- c. In a career change, or;
- d. Within 6 months of the Service member’s date of separation from the Coast Guard.

“We are committed to helping as much as possible, and today I’m glad we can make that next move a little bit easier through this partnership with LinkedIn,” McAleenan said. “And I want to thank LinkedIn for partnering

with us on this. Helping families get settled in a new community after a PCS move will go a long way.”

To learn more about this new opportunity, requesting access or receiving training, check out the official [ALCOAST](#) or email the USCG Transition Team Program Manager, Rodney Whaley, Rodney.B.Whaley@uscg.mil

Known Issue: Coast Guard Standard Meal Rate (CGSMR) Auto-Start failure.

If a member reports in TEMDU first and then to the cutter CGSMR doesn’t auto start and needs to be manually started via meal rate request

A Change of Address May Mean New TRICARE Health Options

Are you and your family moving? Moving doesn’t change your TRICARE eligibility. But it may change the TRICARE health care options available to you and your family. A [change of address](#), such as moving to a new country, city, region, or ZIP+4 code is a TRICARE [Qualifying Life Event](#) (QLE). This QLE means you have 90 days from the date of your address change to enroll in or change your TRICARE Prime or TRICARE Select health plan based on your eligibility or plan availability in the new location.

A QLE lets you enroll in or change your TRICARE health plan outside of the annual [TRICARE Open Season](#). When a QLE happens for one family member, it creates a QLE for the entire family. This means all family members may be able to switch TRICARE health plans when one person in the family has a QLE.

Before you move:

- Don’t disenroll from your current health plan. Your current coverage will continue until your enrollment transfer

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is completed after you arrive at your new location.

- Contact your current [regional contractor](#) about your upcoming move, so they can begin transferring your enrollment.
- Learn about TRICARE options in your new location. Use the [TRICARE Plan Finder](#) to see what plans are available and what you and family members may qualify for.

After you move:

- Update your address and other new information in the [Defense Enrollment Eligibility Reporting System](#) (DEERS).
- If you want to make changes and you're eligible to do so, you may change the TRICARE health plan for you or your family members.
- If you make changes to your health plan, the effective date will be the date your address change is effective in DEERS.
- Tell your [regional contractor](#) and doctors if you have [other health insurance](#) (OHI) besides TRICARE. TRICARE pays after most other health insurance. Click to close Health insurance you have in addition to TRICARE, such as Medicare or an employer-sponsored health insurance. TRICARE supplements don't qualify as "other health insurance.". OHI doesn't apply to active duty service members (ADSMs).

For a Stateside Move

If you're enrolled in [TRICARE Prime](#) and moving to another Prime Service Area within the U.S., you can transfer your TRICARE Prime enrollment. Depending on how far you move

from your current home, you'll likely need to [change your primary care manager](#).

TRICARE Prime isn't available everywhere. You can use the [TRICARE Plan Finder](#) to see if TRICARE Prime is available in your area. If you're moving to an area where TRICARE Prime isn't available, the QLE will allow you to change your enrollment. (ADSMs may only use TRICARE Prime.)

If you're enrolled in [TRICARE Select](#) or a premium-based plan ([TRICARE Reserve Select](#), [TRICARE Retired Reserve](#), [TRICARE Young Adult Select](#), and the [Continued Health Care Benefit Program](#)), update your personal information in DEERS. Then find a new TRICARE-authorized network or non-network provider in your new location. Using a [TRICARE network provider](#) will help keep your out-of-pocket costs lower.

For an Overseas Move

Before you move, call the [TRICARE Overseas Program](#) (TOP) Regional Call Center for your new area. Although retirees and their family members aren't eligible for [TOP Prime](#) options, they may be eligible for [TOP Select](#). Only active duty family members who are command-sponsored may enroll in TOP Prime or [TOP Prime Remote](#).

Remember that your TRICARE coverage moves with you. Take command of your health by learning more about [QLEs](#).

Administrative Remarks, Form CG-3307, Instruction Updated

Commandant Instruction 1000.14D updates the list of authorized and unauthorized personnel to sign Administrative Remarks, Form CG-3307 entries. This Instruction should be reviewed in its entirety by CG members and commands. https://media.defense.gov/2019/May/08/2002129305/-1/-1/0/CI_1000_14D.PDF.

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Degree Reporting and Validation of Current Degree Completions in Direct Access

procedures for entering degree completion data in Active Duty (AD) and Reserve (RES) members' Direct Access (DA) Person Profile record.

[ALCOAST Commandant Change Notice \(ACN\) 050/19](#) announces updates to policy and

June 2019 Active/Reserve Payroll Processing Schedule

Here is the June 2019 AD Payroll Processing Schedule:

Event	Date	Notes
MID-MONTH FINALIZE	11 JUN (TUE)	*NO* CALCULATIONS OR INPUT
TREASURY FILES TRANSMISSION	12 JUN (WED)	
PAYDAY	14 JUN (FRI)	
END-MONTH FINALIZE	20 JUN (THU)	*NO* CALCULATIONS OR INPUT
TREASURY FILES TRANSMISSION	26 JUN (WED)	
PAYDAY	01 JUL (MON)	

Direct Access User Guides and Tutorials Updated in May 2019

- **30 May:**
 - [Release from Active Duty \(RELAD\) orders for an Active Duty \(AD\) member being released into the Selected Reserves \(SELRES\) or Individual Ready Reserve \(IRR\) SPO User Guide updated.](#)
- **29 May:**
 - [Urinalysis Report UA Coordinator User Guide updated.](#)
- **28 May:**
 - [Refund Missed Meals \(RMM\) SPO User Guide updated.](#)
- **24 May:**
 - [Discharge with Separation Request SPO User Guide updated.](#)
- **23 May:**

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- [Stopping OHA SPO User Guide updated.](#)
- [Discharge - End of Enlistment SPO User Guide updated.](#)
- [Resuming Retirement for a Recall Retired \(Ret-1\) Member SPO User Guide updated.](#)
- **22 May:**
 - [Starting BAH for Reserve Members SPO User Guide updated.](#)
 - [Aviation Incentive Pay \(AvIP\) SPO User Guide updated.](#)
 - [PCS eResume Command Endorsement Self-Service for Commands User Guide updated.](#)
 - [Submitting an eResume Self-Service for Member User Guide updated.](#)
 - [Direct-Access Password Setup & Reset Self-Service for Member User Guide updated.](#)
 - [Cancelling a Separation Order SPO User Guide updated.](#)
- **16 May:**
 - [Rehire-Reserve SPO Accession User Guide updated.](#)
 - [Rehire-Prior Service SPO Accession User Guide updated.](#)
 - [Rehire-Cadet SPO Accession User Guide updated.](#)
 - [Rehire-DCO SPO Accession User Guide updated.](#)
- **10 May:**
 - [Processing Advance Pay, BAH, & OHA Requests SPO User Guide updated.](#)
- **9 May:**
 - [Separation Reports SPO User Guide updated.](#)
 - [Federal & State Tax Withholding Retiree Self-Service User Guide updated.](#)
 - [Initial Login / Change Password Retiree Self-Service User Guide updated.](#)
- **8 May:**
 - [Federal & State Tax Withholding SPO User Guide updated.](#)
 - [PCS Orders - Amend & Cancel SPO User Guide updated.](#)
- **7 May:**
 - [Approving PCS Orders SPO Tutorial added.](#)
 - [View My Year-End Tax Statements Retiree Self-Service Guide updated.](#)

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- [View My Payslip Retiree Self-Service Guide updated.](#)
- [Change My Phone Number Retiree Self-Service Guide updated.](#)
- [Change My E-Mail Address Retiree Self-Service Guide updated.](#)
- [Change My Delivery Options \(Payslip & Newsletter\) Retiree Self-Service Guide updated.](#)
- [Change My Mailing Address Retiree Self-Service Guide updated.](#)
- [Change My Direct Deposit Retiree Self-Service Guide updated.](#)
- [View My Final Pay Beneficiary Retiree Self-Service Guide updated.](#)
- [Voluntary Deductions \(Allotments\) Retiree Self-Service Guide updated.](#)
- [PCS Entitlements Auto Start/Stop SPO User Guide updated.](#)
- [PCS Orders Depart/Report TDY SPO User Guide updated.](#)
- [Starting Coast Guard Standard Meal Rate \(CGSMR\) SPO User Guide updated.](#)
- **6 May:**
 - **Known Issue: Coast Guard Standard Meal Rate (CGSMR) Auto-Start failure.** If a member reports in TEMDU first and then to the cutter CGSMR doesn't auto start and needs to be manually started via meal rate request
 - [Contract Data - Reenlistment - SPO Tutorial added.](#)
 - [Contract Data - Approval - SPO SPO Tutorial added.](#)
- **1 May:**
 - [Starting BAH-TR tutorial added.](#)