

# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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## Reminder: BAH for Single Recruit, OCS, or Academy Graduates In-Transit

With the graduates of the Coast Guard Academy Class of 2019 reporting in to their first permanent duty stations this summer, PPC (mas) would like to remind you that single graduates from basic training, OCS and the Academy, with no prior service, are entitled to BAH-Transit Rate while in transit to their first permanent duty station (PDS). The Reporting SPO must input the BAH-Transit Rate start (effective date of PCS departure) and the BAH-Transit Rate stop (effective the day prior to PCS reporting) along with the reporting endorsement and transactions to record BAH entitlement at the member's or officer's first PDS.

The [Entering BAH-TR User Guide](#), contains the procedures for crediting BAH-Transit. The inclusive period of BAH-Transit eligibility is the date of departure PCS through the day prior to reporting PCS. For single members, it is the responsibility of the SPO for the member's new PDS (*the Reporting SPO*) to enter the transaction to record BAH-Transit.

## Defense Travel Management Office Allowances Update

The Defense Travel Management Office has updated the following information for 01 June 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 Servicewide Exam (SWE) Advancement Eligibility List

The May 2019 Servicewide Exam (SWE) Advancement Eligibility List is now available via the CGPortal at: <https://cg.portal.uscg.mil/units/ppc/Enlisted%20Advancement%20Lists/> ([CG Portal Link](#))

The May 19 SWE Advancement Eligibility List does not include EMPLIDs, but please remind members not to publish the list on internet or social media sites. Thank you. .

## Moving? Update DEERS for Uninterrupted TRICARE Coverage

Summer is when you and your family may fulfill new orders and move to a new duty station. If you [move this summer](#), don't forget to update your information in the [Defense Enrollment Eligibility Reporting System](#) (DEERS). Being able to use TRICARE depends on keeping DEERS up to date.

DEERS is a database of active duty and retired service members, their family members, and others who are eligible for TRICARE. TRICARE eligibility shows up in DEERS based on the sponsor's status. Keeping your DEERS record up to date is key to you getting timely and effective TRICARE benefits.

In DEERS, make sure to check your address, duty status, phone numbers, and email addresses. This is especially true after permanent change of station, or PCS, moves and anytime you experience a [Qualifying Life Event](#) (QLE). A QLE can include getting married or divorced, giving birth, or retiring. Also, check out what you need to do if you're [moving](#). Remember, your Social Security number (SSN) and the SSN of each of your covered family members must be included in

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DEERS for your TRICARE coverage to be accurate.

Changing your contact information in DEERS is easy, and you have several options to do so. You can make changes online, by phone, fax, or mail, or in person at the nearest ID card office. Find an office near you using the [RAPIDS Site Locator](#). To add or remove family members, you must visit a local ID card office. To update contact information, choose one of these options:

- **Online:** Log into [milConnect](#)
- **Phone:** Call 1-800-538-9552 (TTY/TDD: 1-866-363-2883) or fax updates to 1-800-336-4416
- **Mail:** Mail updates to:

Defense Manpower Data Center Support Office  
Attention: COA  
400 Gigling Road,  
Seaside, CA 93955-6771

Only sponsors can add a family member in DEERS. Family members age 18 and older may update their own contact information.

Find more information on how to update [DEERS](#) information on the TRICARE website. Take command of your health, and keep your family's information up to date in DEERS.

### 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.

### Direct Access Payroll Processing - In Range vs. Out of Range

If a transaction is **In Range**, the entire affected period is within 24 pay periods or one year. For instance...if BAH was started for the wrong BAH Quarter Status (like it was started with the without dependents rate instead of the with dependents rate or vice versa) when the member checked in 2 months ago, that correction would be considered In Range. Follow the Correcting BAH guide to make the change and the system will automatically correct the appropriate calendars and either create a debt or credit the member.

If a transaction is **Out of Range**, the affected period includes dates older than 24 pay periods or one year. ALL Out of Range transactions require a PPC Customer Care ticket.

For instance...if a member divorced over a year ago and had no other dependents and just told their SPO about it (that never happens, right?), that correction would be considered Out of Range. Follow the Correcting BAH guide to make the change and the system will correct the most recent 24 pay calendars but a PPC Customer Care ticket must be submitted so all earlier calendars can be manually adjusted by PPC-MAS. The guide specifically tells the user to take screen shots of what the member currently has before making any changes so they can be attached to the trouble ticket. This will assist the pay techs in MAS when they are making their manual adjustments. This is especially critical when you have to delete rows of any kind. Once those deletions are approved by a SPO auditor, they are gone forever. So please remember to include those screen shots with your tickets.

#### Procedure for Out of Range Transactions

When a SPO enters a pay related transaction with any effective dates that are older than one

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year (more than 24 pay calendars in the past), Direct Access will not process that transaction - This is defined as an "out-of-range transaction". The SPO must follow these steps:

1. Enter the transaction into Direct Access
2. Approve the transaction in Direct Access;
3. Submit a ticket to PPC Customer Care with a description and the following information:
  - a. Name of entitlement(s);
  - b. Effective date(s) entered;
  - c. Name & EMPLID of the SPO Auditor;
  - d. The date when the transaction was approved.

### Servicemembers' Group Life Insurance (SGLI) and Family SGLI Premium Reductions

[ALCOAST 193/19](#) announces the new reduced monthly premium rates for life insurance coverage under the Servicemembers' Group Life Insurance (SGLI) and Family Service members Group Life Insurance (FSGLI) programs. These premium reductions make these great life insurance programs even better benefits than they currently are. These premium reductions do not require any actions by the members.

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

- **28 June:**
  - [Dependent Accountability Report User Guide updated.](#)
  - [Starting Basic Allowance for Housing SPO Tutorial added.](#)
  - [Basic Allowance for Housing \(BAH\) SPO User Guide updated.](#)
- **26 June:**
  - [Amending a Separation Order SPO User Guide updated.](#)
- **21 June:**
  - [Self Service – Email Addresses User Guide updated.](#)
- **19 June:**
  - [Approving a Separation Order SPO User Guide updated.](#)
  - [Amending a Separation Order SPO User Guide updated.](#)
  - [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.](#)
- **13 June:**
  - [Disciplinary Actions SPO User Guide updated.](#) An "Offense Date" is now required for each UCMJ article entered.

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- [SRB Eligibility Checklist updated.](#)
- [Death of a Member SPO User Guide updated.](#)
- [Release from Active Duty \(RELAD\) with Sep Request - AD Officers & Members on EAD SPO User Guide updated.](#)
- [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.](#)
- [Discharge with Separation Request SPO User Guide updated](#)
- [Discharge - End of Enlistment SPO User Guide updated.](#)
- [Reserve Active Duty Orders Processing SPO User Guide updated.](#)
- [Lump Sum Leave Sale Overview Guide updated.](#)
- [SPO Separations Overview Guide updated.](#)
- [Retirement Orders SPO Separations User Guide updated.](#)
- Known Issue: Career Sea Pay Premium (CSPP) for TACLETs - SPOs must submit trouble tickets to have CSPP pay out for CSPP eligible TACLET members who go TDY to a ship.
- **10 June:**
  - [Refund Missed Meals \(RMM\) SPO User Guide updated.](#)
  - [Retirement Orders SPO Separations User Guide updated.](#)
  - [Blended Retirement System \(BRS\) Post 1/1/2019 Opt-In Guide added.](#) This guides provides procedures for electing the BRS for new accessions (for members with a Date of Initial Entry into Military Service (DIEMS) prior to 1/1/2018), or for members to request an automatic or discretionary hardship extension.
  - [Disciplinary Actions SPO User Guide updated.](#) An "Offence Date" is now required for each UCMJ article entered.
  - [Direct Access Competency Dictionary updated.](#) There were a total of 10 competency changes since the previous Dictionary (April 2019) was published; changes since last update are in blue font color text on the spreadsheet. The changes for this month are as follows:
    - 9 Competency Created
    - 0 Competency Modified
    - 1 Competency Inactivated
- **6 June:**

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- [Death of a Member SPO User Guide updated.](#)
- [Officer Integration \(NP500 Add-On\) SPO User Guide added.](#) This guide provides the procedures for researching a suspicious net pay difference as a result of an officer integrating from the Reserve component to Active Duty.
- [Coast Guard Standard Meal Rate \(CGSMR\) Programming Challenges SPO User Guide added.](#)
- [View Member's Payslip Self-Service for Command User Guide added.](#)
- 5 June:
  - [Disciplinary Actions SPO User Guide updated.](#) An "Offense Date" is now required for each UCMJ article entered.
- 4 June:
  - [Government Travel Charge Card Self-Service for Commands User Guide updated.](#)
  - [Urinalysis Report UA Coordinator User Guide updated.](#)
  - [Release from Active Duty \(RELAD\) with Sep Request - AD Officers & Members on EAD SPO User Guide updated.](#)