

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"](#).

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Defense Travel Management Office Allowances Update

The Defense Travel Management Office has updated the following information for 01 Sep 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](#) (available 1 Sep)
- [FY20 CONUS Per Diem Rates](#) (Effective on 01 October 2019)

To access this information, visit the [DTMO Website](#).

SPO Consolidation Update – Patrol Forces Southwest Asia (PATFORSWA) SPO Closed

The SPO located at PATFORSWA (007006) has been disestablished. All records previously serviced by the SPO at PATFORSWA will be moved to BASE Elizabeth City (PS) All SPO PDR's will need to be mailed to the new SPO address listed below.

COMMANDING OFFICER
USCG BASE ELIZABETH CITY
1664 WEEKSVILLE ROAD
ELIZABETH CITY, NC 27909-6725

Please refer to the SPO Contact List page at <https://cg.portal.uscg.mil/units/ppc/Pages/SPO%20Contact%20List.aspx> for SPO contact information and previously issued updates.


Ensure all communications regarding the shifting of SPO records are routed through PSC-BOPS-R. The POC is Emily Jennings.

September 2019 Active/Reserve Payroll Processing Schedule

September 2019 Active and Reserve Payroll Processing Schedule is as follows:

EVENT	DATE	NOTE
MID-MONTH FINALIZE	10 SEP (TUE)	*NO* CALCULATIONS OR INPUT
TREASURY FILES TRANSMISSION	11 SEP (WED)	
PAYDAY	13 SEP (FRI)	
END-MONTH FINALIZE	19 SEP (THU)	*NO* CALCULATIONS OR INPUT
TREASURY FILES TRANSMISSION	24 SEP (TUE)	
PAYDAY	01 OCT (TUE)	

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 (12 July 2019) are hi-lighted in blue text on the spreadsheet.

- 00 Competencies created
- 14 Competencies modified
- 02 Competencies inactivated

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Fiscal Year (2019) Standard Continental U.S. Per Diem Rate Announced

MAXIMUM PER DIEM RATES IN THE CONTINENTAL UNITED STATES

FISCAL YEAR: **2020**

STATE: **CONUS**

NOTES

1. When the Location or DOD Installation does not appear in the first column, search the second column for the County. If the County is not listed, run query using the **STANDARD CONUS PER DIEM RATE**.
2. For other allowances that are based on per diem rates (e.g., TLE, TLA, TQSE, TQSA), see the [appropriate rules](#) for those allowances regarding what per diem rate to use.
3. When **Government meals** are directed, the appropriate Government meal rate, as prescribed in [Appendix A](#), is applicable.
4. Per Diem Rate = Max Lodging + Meals (Local Meals, [Proportional](#), or [Government](#)) + Incidental rate.

LOCATION (1)	Max Lodging	Local Meals	Prop. Meals	Incidentals	Per Diem
STANDARD CONUS RATE	96	50	32	5	151

Keep DEERS Up to Date to Use TRICARE

Being able to use TRICARE depends on you keeping your information up to date in the Defense Enrollment Eligibility Reporting System (DEERS). 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. It's essential to keep your

DEERS record up to date to get timely and effective TRICARE benefits.

[Continue reading...](#)

Use of CG-2025 (BAH/Housing Worksheet) and CG-2025B (Member-Married-to-Member BAH Worksheet) When Mobilizing Reservists

It has been determined that a signed CG-2025 or CG-2025B for members married to members completed within the past 365 days is sufficient documentation to substantiate BAH transactions at the with/without dependents rate for the member's primary residence entered on the form.

[ACN message 089/19 provides the details.](#)

TRICARE: Retiring From Active Duty

[This four-page brochure](#) that explains TRICARE coverage options after retiring from active duty. The brochure describes what stays the same, what changes, what actions to take, and what program options are available. It also provides information on dental coverage and the pharmacy benefit. Contact information is also included.

https://www.tricare.mil/-/media/Files/TRICARE/Publications/Brochures/Flayers/AD_Retire_Br.pdf

Enlisted Reserve Advancement Announcement

[All Coast Guard Reserve \(ALCGRSV\) message 040/19](#) announces reserve enlisted advancements authorized effective 1 September 2019.

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Enlisted Advancement Authorization (EPAA)

[All Coast Guard Enlisted \(ALCGENL\) message 156/19](#) announces enlisted advancements authorized effective 1 September 2019.

Wisconsin Withholding Tax Rates Unchanged but Tax Rates Reduced

The Wisconsin individual income tax rates for taxable years 2019 and 2020 will be reduced as explained in Wisconsin [Tax Bulletin 206](#). However, the current withholding tax rates will continue for 2019 and 2020. The withholding rates are available in [Publication W-166](#), Withholding Tax Guide, for payroll periods beginning on or after April 1, 2014.

A member or retiree who determines that the amount withheld from his or her wages or pension will be more than their estimated net tax liability for 2019 or 2020 may complete Wisconsin [Form WT-4A](#) and change their withholding using Direct Access Self-Service (AD & Reserve Component (RC) members See the [State Tax Election User Guide](#). Retirees refer to the [Federal & State Tax Elections User Guide](#)).

The Wisconsin Department of Revenue has a number of tax credits available for military members and veterans. [Visit their Military and Veterans information web page if you have any questions regarding your Wisconsin state tax liability.](#)

AD and RC members can also send the completed [Form WT-4A](#) to their SPO, via their P&A Office, for data entry.

BM2 Active Duty Supplemental Advancement Eligibility List Posted

The BM2 Active Duty Supplemental Advancement Eligibility List for August 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 20 August 2019.

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

Critical Housing Area Update: Port Angeles, WA, La Push, WA and Neah Bay, WA, as a designated CHA

In accordance with Critical Housing Areas, COMDTINST 11101.15, ALCGPSC 017/19 is hereby updated effective 06 August 2019 to add Military Housing Area WA308 which includes Port Angeles, WA, La Push, WA and Neah Bay, WA, as a designated CHA.

[ALCGPSC message 085/19](#) provides the details.

Known Issue: Marital Status and Rehires

We've added a [known issue](#) to the [Marital Status](#) topic in DA Knowledge Base.

It is very important that a row exists, in the Biographical History data area of the Personal Data component, with the same effective date as a member's rehire accession date or a payroll error will occur.

- SPOs must not delete or alter the row that matches the effective date of the rehire accession.
- SPOs must always insert a new row when updating the Biographical History data area.

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Direct Access User Guides and Tutorials Updated in August 2019

This is a running list of known issues and procedural highlights for the past month. Items will be updated when resolved.

- 29 August:
 - [Disciplinary Action Report \(Court Memo\) SPO Tutorial updated.](#)
 - [Disciplinary Action - Adding a Disciplinary Step to Initial SPO Tutorial updated.](#)
- 28 August:
 - [Disciplinary Action - Enter New SPO Tutorial updated.](#)
 - [Disciplinary Action - Approve/Deny SPO Tutorial updated.](#)
- 27 August:
 - [Starting Overseas Housing Allowance \(OHA\) SPO User Guide updated.](#)
 - [Divorce, Annulment or Death of a Dependent SPO User Guide updated.](#)
- 23 August:
 - [Use of CG-2025 \(BAH/Housing Worksheet\) and CG-2025B \(Member-Married-to-Member BAH Worksheet\) When Mobilizing Reservists ACN Message Issued.](#)
 - [Move-In Housing Allowance SPO User Guide updated.](#)
- 22 August:
 - [Starting BAH for Reserve Component Members SPO User Guide updated.](#)
 - [Reserve Component Active Duty Orders Processing SPO User Guide updated.](#)
 - [Reserve Component Active Duty Orders Self-Service for Commands User Guide updated.](#)
- 19 August:
 - [Correcting CONUS COLA SPO User Guide updated.](#)
- 15 August:
 - [Career Sea Pay Premium SPO User Guide updated.](#)
 - [NP500 Report: Suspicious Amount Net Pay Diff > \\$500 SPO User Guide updated.](#)
 - [Dependent Data User Guide updated.](#)

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- [OUTCONUSCOLA SPO User Guide updated.](#)
- **14 August:**
 - [Starting Overseas Housing Allowance \(OHA\) SPO User Guide updated.](#)
- **13 August:**
 - [View Member's Payslip Command/SPO Tutorial added.](#)
 - [View or Correct Language Skills P&A Tutorial added.](#)
 - [Add Language Skill Test Results P&A Tutorial added.](#)
 - [Deleting Language Skills P&A Tutorial added.](#)
- **12 August:**
 - [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.](#)
- **07 August:**
 - [My Assignments Endorsements Self-Service Tutorial added.](#)
 - [My Panel Submissions/Submitting Self-Service Tutorial added.](#)
 - [Viewing Bonuses SPO Tutorial added.](#)
- **06 August:**
 - Added a [Defense Incident-Based Reporting System \(DIBRS\) Cross Reference to 2019 Manual for Courts-Martial](#) spreadsheet to Disciplinary Actions topic.
- **05 August:**
 - [Aviation Incentive Pay \(AvIP\) SPO User Guide updated.](#)
- **02 August:**
 - [Submitting Trouble Tickets with Supporting Documents & Images User Guide updated.](#)

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Travel and TPAX User Guides and Tutorials Updated in August 2019

This is a running list of known issues and procedural highlights for the past month.

Also, be sure to visit [the Travel branch news page](#) for travel-related news updates.

28 August:

- [FY2020 Standard CONUS Per Diem Rate posted.](#)
- [FY2020 CONUS Per Diem Rates Posted.](#)
- [TDY Supplemental Settlement User Guide updated.](#)
- [PCS Supplemental Settlement User Guide added.](#)