

# 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"](mailto: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 October 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](#).

## October 2019 Active/Reserve Payroll Processing Schedule

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

| EVENT                       | DATE         | NOTE                       |
|-----------------------------|--------------|----------------------------|
| MID-MONTH FINALIZE          | 09 Oct (Wed) | *NO* CALCULATIONS OR INPUT |
| TREASURY FILES TRANSMISSION | 10 Oct (Thu) |                            |
| PAYDAY                      | 15 Oct (Tue) |                            |
| END-MONTH FINALIZE          | 22 Oct (Tue) | *NO* CALCULATIONS OR INPUT |
| TREASURY FILES TRANSMISSION | 29 Oct (Tue) |                            |
| PAYDAY                      | 01 Nov (Thu) |                            |

## 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 (5 September 2019) are hi-lighted in blue text on the spreadsheet.

- 02 Competencies created

## 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   |
|----------------------------|-------------|-------------|-------------|-------------|------------|
| <b>STANDARD CONUS RATE</b> | 96          | 50          | <u>32</u>   | 5           | <b>151</b> |

## Personnel and Pay Procedures Manual, PPCINST M1000.2 (series), Update [Personnel & Pay Procedures Manual, PPCINST M1000.2 \(series\), Chapter 11 \(TTP Format\), Governance - Audits and Reports, posted.](#)

- This chapter contains the following sections:
  - A. Auditing Standard Pay Transactions
  - B. Reserve Inactive Duty for Training (IDT) Pay Validation Procedures
  - C. Quality Assurance Tool

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- E-Mail ALSPO Messages B/18, A/19, and B/19 are canceled effective 1 October 2019. PPPM Chapter 11 supersedes the contents of these messages.

### Enlisted Reserve Advancement Announcement

[All Coast Guard Reserve \(ALCGRSV\) message 049/19](#) announces reserve enlisted advancements authorized effective 1 October 2019.

### Enlisted Advancement Authorization (EPAA)

[All Coast Guard Enlisted \(ALCGENL\) message 175/19](#) announces enlisted advancements authorized effective 1 October 2019.

### BM2 Active Duty Supplemental Advancement Eligibility List Posted

The BM2 Active Duty Supplemental Advancement Eligibility List for September 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 6 September 2019.

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

### Travel Object Class Codes (OCCs) Additions and Updates

```

R 261108Z SEP 19
FM COMDT COGARD WASHINGTON DC//CG-84//
TO ALCGFINANCE
BT
UNCLAS //N07000//
ALCGFINANCE 039/19
SUBJ: ESTABLISHMENT OF NEW TRAVEL OBJECT CLASS CODES (OCC) AND
UPDATES TO EXISTING OBJECT CLASS CODES RELATED TO TRAVEL.

```

A. Financial Resource Management Manual- Procedures, COMDTINST M7100.4 (series)

B. U.S. Coast Guard Finance Center Standard Operating Procedures (SOP) Manual, FINCENINST M7000.1 (series) Appendix F.

1. The Coast Guard Finance Center (FINCEN) has established and added ten new travel OCC's to the Accounting System tables to meet existing financial reporting requirements.

| OCC  | DESCRIPTION |  |
|------|-------------|--|
| 2101 | CONUS       | Operational Support for Training & Inspections |
| 2111 | OCONUS      | Operational Support for Training & Inspections |
| 2102 | CONUS       | Site Visit, Review & Evaluation Meeting        |
| 2112 | OCONUS      | Site Visit, Review & Evaluation Meeting        |
| 2105 | CONUS       | Industry Meeting Support                       |
| 2115 | OCONUS      | Industry Meeting Support                       |
| 2106 | CONUS       | Professional Certification Training            |
| 2116 | OCONUS      | Professional Certification Training            |
| 2108 | CONUS       | Conference Speaker                             |
| 210Y | OCONUS      | Conference Speaker                             |

2. FINCEN has modified several travel OCC's within the Accounting System tables to clarify financial reporting requirements.

| OCC  | DESCRIPTION |                                      |
|------|-------------|--------------------------------------|
| 2108 | CONUS       | Emergency & Evacuation Travel        |
| 2118 | OCONUS      | Emergency & Evacuation Travel        |
| 2109 | CONUS       | Financial Management & Legal Support |
| 2119 | OCONUS      | Financial Management & Legal Support |
| 210C | CONUS       | Conference Attendee                  |
| 210Z | OCONUS      | Conference Attendee                  |

3. Use of these new and modified Object Class Codes is effective immediately.

4. Questions regarding the establishment and modification of these object class codes should be addressed to CDR Adam Koziatek, (CG-832), 202-372-3585. For questions regarding financial policy, please contact Ms. Wanda Francisco (CG-843), 202-372-3633.

5. Ms. Zoya Kaplan, Acting Chief, Office of Financial Reporting, Policy, & Property (CG-84), sends.

6. Internet release is authorized.

### Make Enrolling in TRICARE Easy With Beneficiary Web Enrollment

Knowing how to [enroll in TRICARE health and dental plans](#) is important for you and your family. And having the most up-to-date information about enrollment will help you to receive timely coverage and care. If you're eligible for TRICARE, you can enroll in a health or dental plan by phone, by mail, online, or in person if overseas. However, online enrollment may be the easiest and most convenient way for you and your family. To enroll in TRICARE online, you must use the [Beneficiary Web Enrollment](#) (BWE) portal on the [milConnect](#) website.

### How to Access Beneficiary Web Enrollment

You have a few options for accessing BWE. To get started, you must first [log in to BWE via milConnect](#) with one of the following:

- Common Access Card (CAC)

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- Department of Defense Self-Service Logon (DS Logon)
- Defense Finance and Accounting Service myPay Pin (DFAS Pin)

## How to Enroll in a TRICARE Plan With Beneficiary Web Enrollment

On the TRICARE website, you can review the list of [health plans and dental plans](#) you can enroll in or purchase using BWE. If you're unsure of what TRICARE plans you or family members are eligible for, use the "[TRICARE Plan Finder](#)" tool. To enroll in a TRICARE plan online, follow these steps:

1. Log in to [milConnect](#) (using the options above—CAC, DS Logon, or DFAS Pin).
2. Click on the "Benefits" tab at the top of the page.
3. Select "Beneficiary Web Enrollment (BWE)" from the menu.
4. Click on the "Medical" or "Dental" tab.

You may only [enroll in an overseas health plan](#) by phone, by mail, or at a [TRICARE Service Center](#).

## What Else You Can Do With Beneficiary Web Enrollment

In addition to enrolling yourself and eligible family members in TRICARE, [other features on BWE](#) allow you to:

- View current enrollment status
- Update a current enrollment
- Update personal contact information, such as address, phone number, and email in the [Defense Enrollment Eligibility Reporting System](#) (DEERS)

- Transfer coverage between [TRICARE regions](#) if needed when an address changes
- Choose or change your [primary care manager](#)
- [Disenroll](#) from medical and dental programs
- Add information about 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." to your DEERS record

Keep in mind you can only enroll in or change your [TRICARE Prime](#) (including the [US Family Health Plan](#)) and [TRICARE Select](#) plans after a [Qualifying Life Event](#) or during [TRICARE Open Season](#).

Take command of your health by understanding how you can [enroll in a TRICARE plan](#). On the TRICARE website, learn more about [BWE](#), TRICARE [health plans](#) and [dental plans](#), and [eligibility](#).

## Fiscal Year 2020 Selected Reserve Bonuses and Special Pay

[ALCOAST ACN message 114/19](#) announces a bonus offers for eligible enlisted members who enlist and affiliate with the Coast Guard SELRES in a designated rating and unit. It also announces Designated Unit Pay (DUP).

[ALCOAST ACN 114/19](#).

## Make Vision Coverage Choices to Fit Your Needs

According to the [National Eye Institute](#), more than 150 million Americans have a vision problem that makes it hard for them to see clearly—but many don't know that they could be seeing better. Prescription contact lenses and eyeglasses can help you see clearly. But

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they're expensive. If you aren't an active duty service member (ADSM) or activated Click to close Called or ordered to active duty service for more than 30 days in a row. National Guard and Reserve member, TRICARE only [covers prescription glasses and contacts](#) to treat certain conditions. If you or your family members wear glasses or contacts, did you know you might be eligible to purchase vision insurance through the [Federal Employees Dental and Vision Insurance Program \(FEDVIP\)](#)?

Routine eye exams can help keep your vision strong. The Centers for Disease Control and Prevention reports that [regular eye exams](#) help to find eye diseases early and preserve your vision. In other words, reduce your risk of experiencing vision loss or blindness. Take the time to understand your [TRICARE vision benefits](#) and what other options you may have.

## TRICARE Vision Coverage

[TRICARE vision coverage](#) depends on who you are, your health plan, and your age. It includes an annual [routine eye exam](#) for active duty family members (ADFMs) using [TRICARE Prime](#) and [TRICARE Select](#). TRICARE also covers other services to help diagnose or treat medical eye conditions.

TRICARE Prime ADFMs and retiree family members may get their exam from any [TRICARE-authorized network provider](#) without a referral or pre-authorization from their [primary care manager](#) (PCM). If you see a non-network provider and you don't have a referral from your PCM, you'll be using the [point-of-service option](#). TRICARE Select ADFMs may visit any TRICARE-authorized provider Click to close An authorized provider is any individual, institution/organization, or supplier that is licensed by a state, accredited by national organization, or meets other standards of the medical community, and is certified to provide benefits under TRICARE. There are two types of TRICARE-authorized

providers: Network and Non-Network.. US Family Health Plan (USFHP) enrollees can find an eye doctor online through their [USFHP provider](#).

TRICARE Select retirees and their family members don't have coverage for eye exams. If you have [TRICARE For Life](#) (TFL), you also don't have eye exam coverage.

## FEDVIP Vision Coverage

With [FEDVIP](#), you can choose from multiple vision plans and eye care providers. The plans vary in coverage and cost. But most plans include routine eye exams, vision correction, glasses, and contact lenses.

## FEDVIP Eligibility

You can [check to see if you can enroll in a FEDVIP vision plan](#) online. ADFMs, retirees, retiree family members, and National Guard and Reserve members enrolled in [TRICARE Reserve Select](#) or [TRICARE Retired Reserve](#) may qualify to purchase FEDVIP vision coverage. You must be enrolled in a [TRICARE health plan](#) or have TFL coverage to enroll in FEDVIP.

You can use the [plan comparison tool](#) to learn about and compare FEDVIP plans. The tool lets you view rates, benefits, and coverage information for multiple plans at a time.

## Enroll in FEDVIP During Federal Benefits Open Season

During Federal Benefits Open Season, you can enroll in or change FEDVIP vision plans. Open season begins on Nov. 11 and ends on Dec. 9. Your enrollment choices will take effect on Jan. 1, 2020. You can only make plan changes during open season, or when you experience a [FEDVIP qualifying life event](#) (QLE). Examples of FEDVIP QLEs include events, like getting married or moving.

Remember that as long as you're enrolled in a TRICARE health plan, your [TRICARE vision](#)

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[coverage](#) continues. To learn more about your vision benefit, contact your [regional contractor](#). To learn more about FEDVIP vision plans, check out the [FEDVIP enrollment website](#).

## TRICARE Dental and Medical: Separate Programs, Separate Enrollments

Not sure if you have dental coverage? Did you enroll in a dental plan? Your TRICARE dental and medical benefits are separate benefits. To gain coverage, you need to enroll in a dental plan and health care plan separately.

“Some beneficiaries think that they automatically have dental coverage when they’re enrolled in a TRICARE health plan,” said Douglas Elsesser with the TRICARE Dental Program at the Defense Health Agency. “That’s not the case. In reality, dental program enrollment isn’t related to health plan enrollment.”

### Two Voluntary Dental Program Options

If you aren’t an active duty service member, you may be eligible for two different dental programs. They include:

**TRICARE Dental Program (TDP):** The TDP is dental coverage for active duty family members (ADFM), National Guard and Reserve members not on active duty, and National Guard and Reserve family members. You must enroll in the TDP for coverage. Also, the sponsor must have a minimum of one year left on his or her service contract.

**Federal Employees Dental and Vision Insurance Program (FEDVIP):** FEDVIP offers dental coverage for retired service members and their eligible family members. It also includes certain survivors. You must enroll in a FEDVIP dental plan for coverage.

To use TRICARE, you must be registered in the Defense Enrollment Eligibility Reporting System (DEERS). After you’re registered, you may enroll

yourself and your eligible family members in TRICARE health and dental plans.

If you register in DEERS but don’t enroll in a dental program, like TDP, you won’t have dental coverage. If you get care and you don’t have TDP coverage, TRICARE will deny your claim.

“Oftentimes beneficiaries realize they aren’t enrolled after a claim is denied,” said Elsesser.

### Enrolling in TDP

If you’re the sponsor or an individual with a valid power of attorney, you can enroll ADFMs in TDP. Although there are three ways to enroll in TDP, enrolling online will speed up your enrollment.

#### 1. Online

Log in to milConnect and click on the “Benefits” tab.

Click on “Beneficiary Web Enrollment (BWE)” under the “Benefits” tab.

Select the “Dental” tab.

#### 2. Telephone

Stateside: 1-844-653-4061

Overseas: 1-844-653-4060

#### 3. Mail

Download the TRICARE Dental Program Enrollment/Change Authorization Form.

Submit the completed TDP form and your first premium payment (check, money order, or credit card authorization) to:

United Concordia

TRICARE Dental Program

P.O. Box 645547

Pittsburgh, PA 15264-5253

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As outlined in the TRICARE Dental Program Handbook, your date of TDP coverage depends on the date United Concordia receives your request. If the TDP contractor processes your TDP enrollment:

By the 20th of the month, your coverage starts on the first day of the next month

After the 20th of the month, your coverage starts on the first day of the second month

For information on how to enroll in a FEDVIP dental plan, visit the FEDVIP enrollment website.

Take command of your health and dental benefit by taking action to enroll in a plan. Remember that dental coverage isn't automatic. It's always a good idea to check your coverage before getting care.

## Known Issue: DA Hostile Fire Pay / Imminent Danger Pay and Hardship Duty Pay for Location in a Designated Area Monthly Payout Limit

Direct Access does not allow a payment for Hostile Fire Pay / Imminent Danger Pay (HFP/IDP) and Hardship Duty Pay for Location in a Designated Area (HDP-L (DA)) to exceed \$325 in a month. Direct Access will deduct any dollar amount over \$325.

For example, a member was authorized HDP-L (DA) and HFP/IDP that also required a retro payment that spanned 5 pay periods. The total payment due the member should've been \$730, but due to the DA limit of \$325, DA issued a debt for the excess of \$405.

If a retro adjustment is required for HDP-L (DA) and/or HFP/IDP, a PPC Customer Care Ticket must be submitted requesting a retro adjustment be processed manually.

## Fiscal Year 2020 Reserve Active and Inactive Duty Scheduling

The Assistant Commandant of Reserve (CG-R) released a series of ALCOAST messages on 13 September 2019 detailing the scheduling requirements, waiver process, and allocations for Fiscal Year 2020 reserve inactive duty training, readiness management period, additional training period, and active duty for training.

- [ALCOAST 291/19, FY20 Reserve Inactive Duty Training \(IDT\), Readiness Management Period \(RMP\) Scheduling Requirements and Waiver Process.](#)
- [ALCOAST 292/19 FY 20 Reserve Additional Training Period \(ATP\) Allocations](#)
- [ALCOAST 293/19 FY 20 Reserve Active Duty for Training \(ADT\) Scheduling Requirements.](#)

## Government Travel Charge Card Program Updates

You are probably painfully aware the travel manager designation process is backlogged. We are still dealing with CITI transition issues and this new workload. We are working through new processes and doing the best we can with what we have. While we are backlogged in getting valid designations completed, please share with your new TMs we are not processing documents where there are imbedded files in the TPAX form. We are not staffed to extract and sort through these files. Please ensure documents submitted contain at least 4-6 pages which include the command endorsed request memo (most are alternates and not primary TMs-only one primary per hierarchy), LMS GMT, GSA transcript for A/OPC (not account holder), and the TPAX form. These must be in a single PDF. If something is missing, it will not be processed. Once the designation process is

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complete on our end, the new TM will get an email from CITI to log in.

Our challenges with the travel manager roster have been worked out. The TM roster is now available through CG Portal so the use of the CAC is required to access this.

<https://cg.portal.uscg.mil/units/psc/psc-bops/GTCC%20Library/Forms/AllItems.aspx>

We realize this is not up to date but this is the best we can provide at the moment. You should still be able to use the EMPLID look up feature to identify where a member's hierarchy may be. Again, while this is not current, you can at least identify a few TMS within the member's hierarchy for their former or current unit. Check this routinely for updates. This is the best we have for now.

Direct Access is still not updated with CITIManager data. Any information found in DA is from JPMC and prior to 5/6/19. Do not use DA as a report feature to determine who does or does not have a card. We continue to work with CITI and DHS to get what we need to load this data for you, your cardholders and commands.

We still struggle with card applicants and commands notifying us that the application process is not working. It does work. The email address in the process has changed! Be sure to use the current application instruction posted to the GTCC site. Do not use locally stored or shared instructions for this process. Please push this to your field units and help reduce the number of inquiries we get on this topic. <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/BOPS/PSC-BOPS-R/GOVtrvl/Travel Card/#How do I get a Government Travel Card>

CITI bank statements are delivered electronically to cardholders, not via paper. This option can be changed by having the cardholder log in to CITIMANAGER and update their statement deliver options. If you have cardholders advising they did not receive a statement, please advise them to log in to [home.cards.citidirect.com](http://home.cards.citidirect.com) and update their statement deliver preference. If the address is not correct, unlike JPMC, the cardholder can make an address update in CITI themselves.

There is an app available for CITIBank but is only downloadable after the cardholder logs into their online account. Their online account profile information will be needed to unlock this app. Look for the app called CITIMANAGER, not CITI. CITIMANAGER app is for the Government card account, not a personal CITI card account.

Yes, this is a long email since there is not time to produce a pretty newsletter. Please keep this as a reference for now until we can get together better documents for you to help you do your job and make it easier.

Thanks for all you do to help us support the program. Be sure to reach out to use for questions and remember to always protect PII.

USCG Gov't Travel Card Programs  
Personnel Service Center-Business Operations  
US Coast Guard Stop 7200  
2703 Martin Luther King JR AVE SE  
Washington DC 20593-7200  
703-258-5996(c)  
<http://www.uscg.mil/psc/bops/govtrvl/>



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## Fiscal Year 2020 Coast Guard Enlisted Clothing Maintenance Allowances

Effective 1 October 2019

| R<br>U<br>L<br>E | A   | B                                    | C                            |
|------------------|---|--------------------------------------|------------------------------|
|                  | When an enlisted member is entitled to a:                         | and is in pay grade E-1 to E-9 and a | the amount payable is        |
| 1                | Active Duty Basic Maintenance Allowance (BMA)                     | Male                                 | <b>\$29.79 per month</b>     |
| 2                |   | Female                               | <b>\$30.51 per month</b>     |
| 3                | Active Duty Standard Maintenance Allowance (SMA)                  | Male                                 | <b>\$42.56 per month</b>     |
| 4                |   | Female                               | <b>\$43.59 per month</b>     |
| 5                | Reserve Basic Maintenance Allowance (RBMA) ( <b>See note</b> )    | Male                                 | <b>\$4.77 per paid drill</b> |
| 6                |   | Female                               | <b>\$5.27 per paid drill</b> |
| 7                | Reserve Standard Maintenance Allowance (RSMA) ( <b>See note</b> ) | Male                                 | <b>\$6.82 per paid drill</b> |
| 8                |   | Female                               | <b>\$7.53 per paid drill</b> |

**Note:** The RBMA and RSMA only is payable to a Selected Reserve (SELRES) member in training pay category "A" or "B." The authorized number of paid IDT periods for a member of the SELRES is 48 drill per fiscal year.

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| <b>Fiscal Year 2020 Coast Guard Enlisted Supplementary Clothing Allowances</b> |  |  |                          |
|--|--|--|--------------------------|
| <b>Effective 1 October 2019</b>  |  |  |                          |
| R<br>U<br>L<br>E   | <b>When an enlisted member's duty assignment is to or for (Note 1):</b>  | <b>then a Enlisted Supplementary Clothing Allowance is authorized to</b> | <b>in the amount of:</b> |
| 1  | The Coast Guard Academy Band   | All  | \$80.00                  |
| 2  | The Coast Guard Ceremonial Honor Guard, CG TISCOM, Alexandria, VA  | Female   | \$829.63                 |
|  |  | Male   | \$798.81                 |
| 3  | The Coast Guard Ceremonial Section at CG TRACEN Cape May, NJ   | Female   | \$434.75                 |
|  |  | Male   | \$431.47                 |
| 4  | Duty as a Coast Guard Recruiter, or at a U.S. Military Entrance Processing Command (USMEPCOM)  | Female   | \$336.78                 |
|  |  | Male   | \$313.04                 |
| 5  | Ship Training Detachment, Area Training Team, Section or District Training Team, Subsistence Advisory Team, Regional Inspector                     | Female   | \$336.78                 |
|  |  | Male   | \$313.04                 |
| 6  | Duty as a Recruit Company Commander or Assistant Company Commander upon meeting the eligibility requirements ( <b>Notes 2 and 3</b> )              | Female   | \$1,011.19               |
|  |  | Male   | \$1,057.17               |
| 7  | Duty at a Coast Guard command police department and enlisted members are required to alter their CG uniform (sew on command patches, badges, etc.) | Female   | \$224.73                 |
|  |  | Male   | \$224.73                 |
| 8  | Duty aboard a Coast Guard Buoy Tender ( <b>Notes 4 and 5</b> )   | Female   | \$114.03                 |
|  |  | Male   | \$114.22                 |
| 9  | Active Duty and Selected Reserve members required to wear the maternity uniform ( <b>Note 6</b> )  | Female   | \$306.67                 |
| 10   | Duty as a Gold Badge Command Master Chief (CMC) ( <b>Note 7</b> )  | Female   | \$921.08                 |
|  |  | Male   | \$906.27                 |
| 11   | Duty as Master Chief Petty Officer of the Coast Guard ( <b>Note 8</b> )  | Female   | \$921.08                 |
|  |  | Male   | \$906.27                 |

**FY20 Notes:**

1. The Enlisted Supplementary Clothing Allowance is payable only once during an assignment to such duty. The allowance is not payable upon reassignment to the same type of duty during a period of continuous active duty, unless three years or more have elapsed between such assignments.

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2. Authorized upon completion of Company Commander School.
3. Additional payment(s) are not authorized because of a change in the designation of Company Commander or Assistant Company Commander.
4. Authorized only when the commanding officer or officer in charge determines that specific members of the crew are required to have two pair of safety shoes because their duties involve additional exposure to the elements. This clothing allowance is not payable when safety shoes can be ordered through supply system channels using unit operating funds.
5. Coast Guard buoy tenders are defined as; WLB, WLM, WLI, WLIC, WLR, and WTGBs with the 120' ATON barge.
6. Subsequent payments are not be authorized for more than one pregnancy within three years of the date of approval of earlier payments.
7. Reference Commandant Instruction 1306.1 (series), Subj: Command Senior Enlisted Leader (CSEL) Program.
8. For rule 10, a Gold Badge CMC selected as MCPOCG is only authorized \$247.50 to cover the cost of changing out rank insignia/rating badges.

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

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

- **30 September:**
  - [PCS Entitlements Auto Start/Stop SPO User Guide updated.](#)
  - [Starting Responsibility Pay SPO User Guide updated.](#)
- **26 September:**
  - [Entering Member Weigh-In Data Command/P&A User Guide updated.](#)
  - [FY 2020 Civilian Clothing Allowances Added](#)
- **25 September:**
  - [Pay Corrections Action Request SPO User Guide updated.](#)
  - [Starting Special Duty Pay \(SDP\) SPO User Guide added.](#)
  - [Starting Assignment Pay \(AP\) SPO User Guide added.](#)
- **18 September:**
  - [OHA - Stop, Member Assigned Govt Quarters SPO Tutorial updated.](#)
- **17 September:**
  - [Hostile Fire / Imminent Danger Pay](#) and [Hardship Duty Location Pay for Designated Areas \(HDP-L \(DA\)\)](#) User Guides updated. An issue has been reported where Direct Access does not allow a payment for HFP/IDP and Hardship Duty Pay for Location in a Designated Area (HDP-L (DA)) to exceed \$325 in a month. Direct Access will deduct any dollar amount over \$325. For example, a member was authorized HDP-L (DA) and

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United States Coast Guard Pay & Personnel Center

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HFP/IDP that also required a retro payment that spanned 5 pay periods. The total payment due the member should've been \$730, but due to the DA limit of \$325, DA issued a debt for the excess of \$405. If a retro adjustment is required for HDP-L (DA) and/or HFP/IDP, a PPC Customer Care Ticket must be submitted requesting a retro adjustment be processed manually.

- **16 September:**
  - [Officer Integration \(NP500 Add-On\) SPO Tutorial added.](#)
- **11 September:**
  - [Stopping OHA \(departed area\) SPO Tutorial updated.](#)
  - [View/Add/Delete Email Retiree Self-Service Tutorial updated.](#)
- **10 September:**
  - [Pay Calculations Results SPO User Guide updated.](#)
  - [Correcting Overseas Housing Allowance SPO User Guide added.](#)
- **05 September:**
  - [Viewing Pay Transactions by Member SPO User Guide updated.](#)
  - [Stopping Overseas Housing Allowance \(OHA\) SPO User Guide updated.](#)
  - [Member Weigh-In Report Command User Guide updated.](#)