

# 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 November 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](#).

## November 2019 Active/Reserve Payroll Processing Schedule

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

Event	Date
Mid-Month Finalize*	Tue, 12 Nov
Treasury Files Transmission	Wed, 13 Nov
Mid-Month Payday	Fri, 15 Nov
End-Month Finalize*	Wed, 20 Nov
Treasury Files Transmission	Tue, 26 Nov
Mid-Month Payday	Fri, 29 Nov

**(\*No calculations or input/approvals are permitted on these dates.**

## Personnel and Pay Procedures Manual, PPCINST M1000.2 (series), Updates

Personnel & Pay Procedures Manual, PPCINST M1000.2 (series), [Chapter 4, Movement of Personnel in Training Tactics & Procedures \(TTP\) format](#) is now available. This chapter provides checklists, guides and information required for the movement of personnel. It covers the following topics:

- A. Permanent Change of Station (PCS)
- B. PCS/TEM DUINS Orders
- C. How to Prepare NATO Travel Orders

- D. Designation of Ports of Embarkation, Ports of Debarkation and Vehicle Processing Centers
- E. PCS Departing Checklist
- F. Reimbursement of Vehicle Transportation within CONUS
- G. Reimbursement for the Use of More than Two POVs
- H. Authorization to Ship a POV within CONUS due to Medical or Insufficient Time to Drive
- I. PCS Reporting Checklist
- J. Temporary Lodging Allowance (TLA) Claims
- K. Temporary Duty (TDY)
- L. Blanket Travel Orders
- M. Leave and Liberty Combined with TDY Travel
- N. Pay Entitlements Affected by TDY
- O. TDY Checklists
- P. Reimbursement Methods
- Q. Premium-Class Travel Request
- R. Evacuation
- S. Other Forms of Written Orders
- T. Amendments to Orders
- U. Accounting Data
- V. Invitational Travel and Dependent Claims
- W. TPAX Audits (Reviews)
- X. Patrol Forces Southwest Asia (PATFORSWA)

Personnel & Pay Procedures Manual, PPCINST M1000.2 (series), [Chapter 6, Personnel Administration in TTP format is now available](#).

This chapter provides checklists, guides and information required for personnel administration. It covers the following topics:

- Section A: Designation of Beneficiaries and Record of Emergency Data<sup>3</sup>
- Section B: Servicemembers' Group Life Insurance (SGLI)
- Section C: Family Servicemembers' Group Life Insurance (FSGLI)
- Section D: Emergency Contacts
- Section E: Casualty Reporting

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Section F: Dependency Information  
Section G: BAH/Dependency Data  
Section H: TRICARE Dental Program  
Section I: Defense Enrollment Eligibility Reporting System (DEERS)  
Section J: Requesting a Statement of Creditable Service (SOCS)/Statement of Creditable Sea Service (SOCSS)  
Section K: Requesting a Transcript of Sea Service (TOSS)  
Section L: Personal Data Extract (PDE)  
Section M: Possession of Firearms and Ammunition  
Section N: Security Clearance  
Section O: Issuance of Passports and Visas  
Section P: Authorized Absences  
Section Q: Leave Carried Over in Excess of 60/75 Days  
Section R: Sale of Special Leave Accrual  
Section S: Permissive Travel Authorization  
Section T: Employment Verification  
Section U: eResume  
Section V: Assignment/Termination of Government Quarters  
Section W: Corrections/Changes of Names, SSN, Date of Birth, Gender Marker or Minority Designator

Per [E-Mail ALSPO C/16](#), we are reformatting and updating the PPPM. As we update the manual, we are converting it to TTP. TTP format requires a mandated Chapter 1, so all the chapters numbers are changing. [Visit the PPPM webpage for a complete listing of the new chapters and sections as well as for links to the legacy chapters, enclosures and appendices.](#)

## Enlisted Reserve Advancement Announcement

[All Coast Guard Reserve \(ALCGRSV\) message 052/19](#) announces reserve enlisted advancements authorized effective 1 November 2019.

## Enlisted Advancement Authorization (EPAA)

[All Coast Guard Enlisted \(ALCGENL\) message 195/19](#) announces enlisted advancements authorized effective 1 November 2019.

## Known Issue: DA Cost of Living Allowance for the Continental United States (CONUS COLA)

When entering or verifying a zip code for CONUS COLA, the zip code is limited to 5 digits. Do NOT add any additional numbers or letters after the initial 5 digit zip code. Adding more than the 5 digit zip code will result in non-payment of CONUS COLA.

## Active Duty CWO Appointment Board Timeline

[ALCGPSC message 122/19](#) announces the schedule and requirements for the Promotion Year 2020 CWO Appointment Board. CWO Appointment Board will convene on 30 March 2020.

## Open Season for FEDVIP Dental and Vision Coverage Starts Soon

Get ready for open season. The [Federal Benefits Open Season](#) begins on Nov. 11 and ends on Dec. 9. If you're eligible and considering enrolling in a dental or vision plan through the [Federal Employees Dental and Vision Insurance Program](#) (FEDVIP), you can now [review 2020 plans and rates](#). If you're currently enrolled in a plan and don't want to make a change, you don't have to do anything. You'll automatically be enrolled in a 2020 plan, but you should still check that you understand any changes to your plan and plan costs. If you wish to change your FEDVIP plan, you must do so during open season or else following a [FEDVIP qualifying life event](#).

FEDVIP offers 10 dental and 4 vision carriers to choose from. To help you select the right dental

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or vision coverage for you and your family, use the [FEDVIP plan comparison tool](#). The online tool allows you to compare 2020 plans and rates (premiums and cost-shares) based on where you live. You can compare up to three plans side-by-side.

By clicking on “View details” within the [FEDVIP plan comparison tool](#), you can also view the individual plan brochures. Review the plan brochures to learn more about the benefits, including how you obtain care, your cost for covered services, claims process, and more before making your final enrollment decision.

FEDVIP provides comprehensive dental and vision coverage. For many FEDVIP carriers, you can choose your coverage level (high or standard option). High option plans have higher monthly premiums and typically higher annual maximums, but typically lower copayments. Standard option plans have lower monthly premiums and typically lower annual maximums, but typically higher copayments.

### Are you eligible for FEDVIP?

TRICARE beneficiaries eligible for FEDVIP dental coverage include:

- Retired service members and their eligible family members
- Retired National Guard and Reserve members and their eligible family members
- Certain survivors
- Medal of Honor recipients and their immediate family members and survivors

Those who may qualify for FEDVIP vision coverage include:

- Active duty family members

- National Guard and Reserve members and their eligible family members enrolled in [TRICARE Reserve Select](#) or [TRICARE Retired Reserve](#)
- Retired service members and their eligible family members
- [TRICARE For Life](#) (TFL) beneficiaries

To enroll in a FEDVIP vision plan, you must be enrolled in a TRICARE health plan or have TFL coverage. If you’re not sure if you can enroll in FEDVIP, [check your eligibility](#). You can see if you’re eligible for FEDVIP dental, vision, or both.

Remember that both TRICARE and FEDVIP have an open season for enrollment. Each will run from Nov. 11 through Dec. 9. [TRICARE Open Season](#) applies to anyone enrolled in or eligible for [TRICARE Prime](#) (including the [US Family Health Plan](#)) or [TRICARE Select](#). Now is the time to explore your coverage options for next year. Take command of your health, and learn more about this year’s [TRICARE Open Season](#) and [Federal Benefits Open Season](#).

### Enlisted Evaluation System (EES) Review

FM COMCOGARD PSC WASHINGTON  
DC//EPM//  
TO ALCGENL  
UNCLAS //N01611//  
ALCGENL 200/19

SUBJ: ENLISTED EVALUATION SYSTEM (EES)  
FY19 REVIEW

- A. Enlisted Evaluation System Procedures Manual, PSCINST M1611.2 (series)
- B. Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series)
- C. ALCGENL 048/19, ENLISTED EVALUATION SYSTEM (EES) ADMINISTRATION AND UPDATES
- D. ACN 125/18, PROHIBITION OF GENDER

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## SPECIFIC PRONOUNS AND NAMES ON EVALUATION REPORTS

1. This message outlines information, best practices, and guidance to assist unit rating chains and enlisted personnel with EES administration. Per ref. (A) figure 4-1, EPM-3 will start enforcing the “92/184 Day Rule”. Members will be required to be observed for a minimum of 92/184 days (depending on paygrade) before being evaluated for any reason, other than discipline. Rating officials are encouraged to implement local measures to eliminate administrative errors and improve the timeliness and quality of comments on EERs. Late, missing, or erroneous EERs may impact a member’s eligibility for the Service Wide Exam, affect assignment decisions or selection boards and panel outcomes.

2. **Quality of Comments on EER.** Refs (A) and (B) require all EERs to include sufficient comments for any marks of 1, 2, 3 or 7 as well as Future Potential, Advancement Potential for Not Ready, Not Recommended, Unsatisfactory Conduct and Change of Commanding Officers Recommendations (CORCs). In FY19, 27 percent of EERs returned by EPM-3 were due to insufficient or unauthorized comments. We anticipate return rates for insufficient comments to drop as the Service continues to adapt to changes in how EERs are completed. The second most common reason for return is an admin procedural error when an EER is submitted without being set to “Approved” status using the Approving Official’s EMPLID.

### 3. Best Practices and Guidance.

a. **EER Procedures:** Ref (A), outlines detailed preparation and processing of EERs and clarifies critical roles of each member within the rating chain from Evaluatee to Commanding Officer for the successful execution of EES responsibilities.

b. **EER Direct Access (DA) Guide:** The EER guide provides instructions on entering evaluations in

Direct Access. Of 16,711 EERs validated by EPM-3 in 2019, 1,003 required administrative corrections. These corrections, not only increase the administrative burden on commands but delay timely performance feedback to our enlisted members. Units that have a quality review system in place have significantly fewer errors, if any at all, and are timely. [The DA guide can be found on EPM-3’s CG Portal page.](#)

### c. “Not Ready” or “Not Recommended”

**Guidance:** Per ref (B) “Not Ready” shall be used if the member is performing satisfactorily but has not completed requirements for the next pay grade. The comments must list a pathway forward to include specific requirements such as EPQ/RPQ, EPME 2.0 or rating competency code (e. g. if member is a BMC, they must have the Officer in Charge (OIC) competency in order to be marked “Ready” for E-8). Vague comments such as “Practical factors not completed” are insufficient. Required time in grade/service must not be considered when determining overall eligibility for advancement. “Not Recommended” is typically punitive in nature. If a service member is being processed for discharge it must be stated. The rating chain is required to list what specific criteria the member has not met and outline a pathway forward to earn the CO’s recommendation for advancement. A member need not be awarded NJP in order to be marked “Not Recommended” based on documented poor performance, lack of maturity or inability to secure trust and confidence of the rating chain to perform at the next higher pay grade. No eligibility requirements for advancement must be considered for EERs for members in paygrade E-1 through E-3 (e.g. A non-rate must not be marked as “Not Ready” or “Not Recommended” for the sole reason of not being Boat Crew and/or Boarding Team qualified). IAW CIM 1500.10C.Ch7.G.3.f, A CO/OINC “Shall not impose local unit requirements hindering placement on members chosen Class “A” School

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waiting list." Furthermore, members must not be marked as "Not Ready" or "Not Recommended" due to the sole reason of Medical status, pending Retirement/RELAD, and/or placement on weight probation.

#### d. Alcohol Incident/Drug Incident Guidance:

[1] **Alcohol Incident (AI):** Submission of Disciplinary EER is required for a member who has an AI with an effective date of the day of the incident regardless of the date it is determined an AI occurred. If the member was awarded NJP or Court Martial in conjunction with the AI, the Command shall send a memorandum to EPM-3 to update the initial discipline EER to reflect the finding of the NJP or charges. The effective date for the Discipline EER remains unchanged.

[2] **Drug Incident (DI):** Once a Command is notified of a positive urinalysis result, a recommended course of action is to immediately complete a CORC with an effective date of the findings. Provide detailed comments in the Advancement Recommendation block; (e.g., pending investigation). If the member is due for regular EERs, the command may mark the member "Not Recommended" pending investigation. Commands are encouraged to reach out to EPM-1, EPM-2 and EPM-3 upon DI for further guidance.

e. **Commanding Officer Recommendation Change (CORC) Guidance:** The most common error made when completing a CORC EER is the selection of the member's paygrade as the rating scale. Be sure to enter "CORC" instead. If done correctly, the only available field for entry in the reviewers tab is advancement potential. If changing a recommendation of "Not Recommended" or "Not Ready" to allow a member to take the SWE, ensure that the CORC is dated prior to the applicable Service Wide Exam Eligibility Date (SED). If entering a CORC after the SED, a trouble ticket must be submitted to PPC Customer Care during the PDE

correction period requesting a manual update to the member's Personal Data Extract (PDE). Additionally, a CORC cannot be used to overturn the advancement recommendation of a Discipline EER. The member will be marked at the end of the next scheduled regular EER cycle or authorized unscheduled EER occasion. Furthermore, if a "Not Recommended" was given by another Command/AO, the new Command/AO cannot overturn with a CORC and must wait for the next regular marking period.

f. **Service Wide Exam (SWE) EER Guidance:** SWE EERs are used for members that are ineligible to compete for the SWE due to a missing EER in their current paygrade. This most often occurs if the member has recently advanced. If, however, the member received a prior EER in their current paygrade with an Advancement Recommendation of "Not Ready/Not Recommended", a CORC is required to update the member to a "Ready" status, not a SWE EER. When completing SWE EER, ensure the Effective date is on or before the Service Wide Exam Eligibility Date (SED), as per ref (B). SWE EER's are not authorized to overturn a previous Discipline EER's recommendation for advancement. A SWE EER is not authorized if member has not been observed for 92/184 days.

#### g. Changes and Waivers Guidance:

[1] EER Changes: Commands wishing to change numerical marks, conduct mark or CO's recommendation for advancement after an EER has been submitted in the EEMS, will follow the procedures in 4.E.2 of Ref B. It is important to note that both the member and Approving Official must still be attached to the same unit unless a waiver has been granted. A template can be found on EPM-3's CG Portal Page.

[2] EER Waivers: Occasionally it is either impossible to evaluate an evaluatee; (e.g., the member was an inpatient or on convalescent leave during entire period, or an evaluation

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report period is overlooked administratively). In these and similar situations the approving official can submit a request to EPM-3, seeking a waiver of the entire period by memo, specifying the reasons. Waivers may also be submitted to extend EER appeal timeframes; designate officers to act as Approving Officials who do not meet the criteria of Table 2-2 of Ref (A); or other scenarios not covered in Refs (A) and (B). A template can be found on EPM-3's CG Portal Page.

### **h. Service Wide Exam (SWE) Personal Data**

**Extract (PDE) Correction Period Guidance:** This is a correction period, not an action period. Commands are reminded to submit updates/waivers before the SWE Eligibility Date (SED) per ref (B). It is the member's responsibility to verify the SWE PDE once released by PPC. For example, if a member has not completed LAMS or lacks required Sea Time for advancement, submit waiver requests before the SED, not during the SWE PDE correction period. (e.g. If a member plans to take the May SWE, but has not completed LAMS (even if they plan to attend LAMS before taking the SWE). A waiver must be submitted to PPC before 01 February of exam year. If the waiver is submitted on 02 February it will be denied and member will be ineligible for the SWE.) Waivers submitted after the SED will render the member ineligible to take the SWE.

**i. "92/184 Day Rule" Guidance:** Enlisted Personnel are required to be evaluated either semi-annually or annually depending on their pay grade. Members E-5 and below shall be marked on a semi-annual basis (following 92 day rule). Members E-6 and above shall be marked on an annual basis (following 184 day rule). EERs shall not be submitted if the member has not been observed for a minimum of 92/184 days. Members may not receive two separate EERs within the 92/184 day timeline unless for discipline. (e.g. If member was an E-4 and marked for their Regular EER in March, and

advances on 01 June, then transfers on 15 June, you do not complete an advancement or transfer set of marks. It has not been more than 92 days since their last set of marks. Furthermore, the same member reports to a new unit on 01 July, you cannot complete a SWE EER on this member. The member has not been attached or observed for 92 days. The reason behind this rule is to allow members and commands to observe for an adequate time to allow fair and accurate evaluation.) If the circumstances require a member to receive unscheduled EER, follow the guidance of Ref (B).

**j. EPM-3 continues to see requests for similar-type unit comparisons of evaluations.** These requests are counterintuitive to accomplishing Coast Guard policy which requires rating chains to always measure performance using a behavioral anchored rating scale (BARS). The best way to ensure accurate, fair, and repeatable evaluations for Enlisted members is to ensure the marks assigned in each EER meet the written criteria for each numerical mark every time, for every competency, on every EER. EER's should be a true reflection of the member's performance and behavior for a relevant period and nothing more.

**4. EES Roadshows and Training.** EPM-3 offers a 60-90 minute presentation titled "Enlisted Evaluations, a Leadership Conversation". Staff members are available to conduct EER training in person or by Skype Conference throughout the year based on availability. As of October 2019, EPM-3 is fully staffed with nine (9) active duty military members who are tasked with managing approximately 59,000 EERs submitted annually for 38,000 active duty and reserve members.

5. Additional information and resources regarding the EES can be found on the CG PSC-EPM-3 portal page at <https://cg.portal.uscg.mil/units/psc/psc-epm/SitePages/EPM-3.aspx>

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6. EPM-3 POC: LCDR Justin Vanden Heuvel, (202) 795-6381 [Justin.O.Vandenheuvel@uscg.mil](mailto:Justin.O.Vandenheuvel@uscg.mil)

7. CAPT S. Matadobra, Chief, Enlisted Personnel Management Division, CG Personnel Service Center, sends.

8. Internet release authorized.

### TRICARE Pharmacy Copayments to Increase Starting Jan. 1, 2020

On Jan. 1, some copayments for your prescription drugs will increase. If you get your prescriptions through the [TRICARE Pharmacy Home Delivery](#) or at a [retail network pharmacy](#), you'll pay anywhere from \$2 to \$7 more starting Jan. 1. Congress made this change in the National Defense Authorization Act for Fiscal October 1 - September 30 2018.

There's still no cost to fill your prescriptions at [military pharmacies](#). And these cost changes don't apply to active duty service members (ADSMs). If you're an ADSM, you still pay nothing for your covered drugs at military and network pharmacies.

"Military pharmacies remain to be your lowest cost option," said U.S. Air Force Lt. Col. Melissa Pammer with the Pharmacy Operations Division at the Defense Health Agency. "Your next lowest cost is if you use the TRICARE Pharmacy Home Delivery."

### TRICARE Prescription Drug Categories

Your prescription copayments vary based on [pharmacy type](#). Also, they vary based on the [drug category](#). TRICARE groups prescription drugs into one of [four categories](#). This grouping is based on the medical and cost effectiveness of a drug compared to other drugs of the same type.

As outlined in the *TRICARE Pharmacy Program Handbook*, the drug categories include:

- **Generic formulary drugs:** These drugs are widely available. You have the lowest out-of-pocket costs for these drugs.
- **Brand-name formulary drugs:** These drugs are generally available to you. Plus, they offer you the second lowest fixed dollar amount you may pay for a covered health care service or drug.
- **Non-formulary drugs - A drug in a therapeutic class that isn't as clinically or cost-effective as other drugs in the same class. You pay a higher cost share for these drugs:** These drugs may have limited availability. You have higher copayments for these drugs. Also, there's generally an alternative formulary drug that you can get. It's often more cost effective, and equally or more clinically effective.
- **Non-covered drugs:** TRICARE doesn't cover these drugs. If you choose to purchase a non-covered drug, you'll pay 100% of the drug's cost. These drugs are either not clinically effective, or as cost effective as other drugs offered. They may also pose a significant safety risk that may outweigh any potential clinical benefit.

To learn more, you can download the *TRICARE Pharmacy Program Handbook* from the [Publications page](#).

### Pharmacy Copayment Increases

*TRICARE Pharmacy Home Delivery*

If you use home delivery, your copayments for up to a 90-day supply of [generic formulary drugs](#) will increase from \$7 to \$10. For [brand-](#)



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[name formulary drugs](#), your copayments will increase from \$24 to \$29. Your copayments for [non-formulary drugs](#) when you don't have a medical necessity will increase from \$53 to \$60.

### *TRICARE retail network pharmacies*

At a [retail network pharmacy](#), your copayments for up to a 30-day supply of generic formulary drugs will increase from \$11 to \$13. For brand-name formulary drugs, the increase is from \$28 to \$33. Non-formulary drugs will increase from \$53 to \$60.

### *Non-network pharmacies*

At a [non-network pharmacy](#), you must pay the full price of the drug. After meeting your annual deductible, you may submit a claim for partial reimbursement. Non-network pharmacy costs remain the same if you use [TRICARE Prime](#). With TRICARE Prime, you'll pay a 50% cost-share after meeting your point-of-service deductible for covered drugs.

For all other health plans, non-network pharmacy costs are as follows:

- Generic formulary drugs and brand-name formulary drugs will cost \$33 (up from \$28) or 20% of the total cost, whichever is more, after you meet your annual deductible.
- Non-formulary drugs will cost \$60 (up from \$53) or 20% of the total cost, whichever is more, after you meet your annual deductible.

Copayments for survivors of ADSMs are the same as the 2017 rates. The copayments remain the same for medically retired service members and their family members, too.

For the latest TRICARE pharmacy costs, you should visit [TRICARE Costs](#). To learn more about

your pharmacy benefit, visit [Pharmacy](#) on the TRICARE website.

## Training Quota Management Command Change of Address

The new mailing address for ETQC is:  
Commanding Officer

U.S. Coast Guard Education and  
Training Quota Management Command  
300 E. Main Street, STE 1201  
Norfolk, VA 23510

## Special Duty Pay and Assignment Pay - Policy Clarification

R 031047 OCT 19  
FM COMDT COGARD WASHINGTON DC//CG-1//  
TO ALCOAST  
UNCLAS //N01430//  
ACN 119/19  
SUBJ: FY20 WORKFORCE PLANNING TEAM  
RESULTS - SPECIAL DUTY PAY AND ASSIGNMENT  
PAY - POLICY CLARIFICATION  
A. COMDT COGARD WASHINGTON DC 091311  
APR 19/ALCOAST 116/19  
B. COMDT COGARD WASHINGTON DC 061509  
SEP 19/ACN 104/19  
C. Special Duty Pay (SDP), COMDTINST 1430.1Q

1. This ACN clarifies the policy on Special Duty Pay (SDP) and Assignment Pay (AP) in paragraphs (2), (3) and (4) of REF (A) and paragraphs (3) and (4) in REF (B).

### 2. General Rules:

a. **Rule 1:** No one may be in concurrent receipt of both SDP and AP. If a member is eligible to receive both SDP or AP payments in any respective category, they may elect which special pay (SDP or AP) they wish to receive. Example: An officer-in-charge of a surf-capable station is authorized Shore OIC AP by virtue of assignment as OIC. This same individual is also required to have Surf Coxswain qualifications,

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but, per REF (B), must be in the watch duty rotation as a regular duty-standing surf-qualified coxswain in order to be eligible for SDP as a surf coxswain. The member may be paid AP as OIC or, if regularly standing watches as the other surf coxswains in his or her unit, be paid SDP, but not both. Concurrent receipt of AP as OIC and SDP as a duty-standing surf coxswain is not authorized.

**b. Rule 2:** No one may be in concurrent receipt of two categories of SDP.

(1) If a member is serving in a billet which is authorized SDP, and meets the eligibility standards for another form of SDP, the member is authorized the higher of the two pay amounts.

(2) If a member meets criteria for two categories of SDP with equal pay levels, the member is authorized SDP for the category that best matches his or her primary position at the unit.


3. Amend text to strike word "enlisted" in paragraphs (3) & (4) of REF (B).

4. REF (C) outlines SDP/AP policy. Questions about SDP/AP eligibility should be directed to the appropriate HQ program manager. For questions regarding SDP/AP policy contained in REF (C), contact COMDT (CG-1332) at: [COMPENSATION@USCG.MIL](mailto:COMPENSATION@USCG.MIL).

5. Released by RADM J. M. Nunan, Assistant Commandant for Human Resources.

6. Internet release is authorized.

## 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 (1 November 2019) are hi-lighted in blue text on the spreadsheet.

- 2 Competencies created.
- 0 Competencies modified
- 0 Competencies inactivated
- 0 OSMS 2.0 Competencies created
- 4 OSMS 2.0 Competencies modified
- 0 OSMS 2.0 Competencies inactivated

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

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

30 October:

- [Home, TSP & Mailing Address Self-Service User Guide updated.](#)
- [Career Sea Pay SPO User Guide updated.](#)
- [Stopping Responsibility Pay SPO User Guide updated.](#)
- [State Tax Withholding Exceptions SPO User Guide updated.](#) Residents of Commonwealth of the Northern Mariana Islands (CNMI) and Puerto Rico are required to have state income tax withheld and are exempt from federal income tax regardless of duty station location.
- [Pay Calculations Results SPO User Guide updated.](#)
- [Endorsing Panel Submissions and PCS eResumes Self-Service for Commands User guide updated.](#) Note that the "Dismiss" check box does not function. This is a known issue.

28 October:

- [Reserve Active Duty Orders Processing SPO User Guide updated.](#)
- [Understanding Reserve Pay Processing Video Tutorial added.](#)

21 October:

- [Reserve Active Duty Orders Self-Service for Commands](#) User Guide updated.
- [Basic Allowance for Housing](#) (BAH) SPO User Guide updated. If a BAH transaction is denied for any reason, it is IMPORTANT to remember that the most recent approved BAH transaction will continue to run, and therefore continue to pay/not pay the member. The only way to stop/start a BAH entitlement is to ensure a new row is approved. The new row may be an Active row updating the BAH entitlement or an Inactive row, stopping the BAH entitlement.
- [Starting Overseas Housing Allowance](#) (OHA) and [Correcting OHA](#) SPO User Guides updated. If an OHA transaction is denied for any reason, it is IMPORTANT to remember that the most recent approved OHA transaction will continue to run, and therefore continue to pay/not pay the member. The only way to stop/start an OHA entitlement is to ensure a new row is approved. The new row may be an Active row updating the OHA entitlement or an Inactive row, stopping the OHA entitlement.
- [Honors & Awards User Guide updated](#) to note that DA doesn't allow two of the same awards types to be entered with the same issue date.

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- [Starting Assignment Pay \(AP\) SPO User Guide updated.](#)
- [Starting Assignment Pay \(AP\) SPO Tutorial added.](#)
- [Starting Move-In Housing Allowance SPO Tutorial added.](#)
- [Correcting Move-In Housing Allowance SPO Tutorial added.](#)
- [Deleting Move-In Housing Allowance SPO Tutorial added.](#)
- [Starting Special Duty Pay \(SDP\) SPO User Guide updated](#)
- [Reserve Active Duty Orders Processing SPO User Guide updated](#)

15 October:

- [Adding/Updating Additional Training TAS/Command User Guide](#) and [Tutorial](#) updated.
- [Year End Tax Form Consent Opting-Out Self-Service User Tutorial](#) updated.
- [Entering Weigh-In Data Command User Tutorial](#) updated.

09 October:

- [Starting Overseas Housing Allowance SPO Tutorial](#) updated.

02 October:

- [Year End Tax Form Consent \(Opting-out of Paper Copies\) Self-Service Member User Guide](#) added.
- [Starting CONUS COLA](#) and [Correcting CONUS COLA](#) SPO user guides updated. When entering a zip code for CONUS COLA, the zip code is limited to 5 digits. Do NOT add any additional numbers or letters after the initial zip code. Adding more than the 5 digit zip code will result in non-payment of CONUS COLA.

01 October:

- [Rehire-Cadet SPO Accession Guide](#) updated.
- [EES-Enlisted Evaluation Report User Guide](#) updated.