

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 March 2020:

- [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](#).

March 2020 Active/Reserve Payroll Processing Schedule

The March 2020 Active and Reserve Payroll Processing Schedule is as follows:

Event	Date	Note(s)
Mid-Month Finalize	10 Mar (Tue)	No calculations or input/approvals are permitted on these dates.
Mid-Month Holds Due	11 Mar (Wed)	NLT 1100
Treasury Files Transmission	11 Mar (Wed)	
Payday	13 Mar (Fri)	
End-Month Finalize	23 Mar (Mon)	No calculations or input/approvals are permitted on these dates.
End-Month Holds Due	25 Mar (Wed)	By COB
Treasury Files Transmission	26 Mar (Thu)	
Payday	01 Apr (Wed)	


Enlisted Reserve Advancement Announcement

[All Coast Guard Reserve \(ALCGRSV\) message 010/20](#) announces reserve enlisted advancements authorized effective 1 March 2020.

Enlisted Advancement Authorization (EPAA)

[All Coast Guard Enlisted \(ALCENL\) message 0245/20](#) announces enlisted advancements authorized effective 1 March 2020.

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 (6 Feb 2020) are hi-lighted in blue text on the spreadsheet.

- 0 Competencies created.
- 5 Competencies modified
- 3 Competencies inactivated

Servicewide Examination (SWE) Guide

The [Servicewide Examination \(SWE\) Guide](#) provides detailed descriptions on how a SWE works along with what processes and procedures are required to be followed by members and their commands to ensure a successful SWE cycle.


The [Servicewide Examination \(SWE\) Guide](#) covers the following topics:

- The SWE Process
- SWE Responsibilities
- Sequence of SWE Cycle Events
- PDE Description
- PDE Verification
- Profile Letter Description
- Profile Letter Verification
- SWE Waivers
- Change of CO's Recommendation
- Substitute Exams
- [SWE Officer Procedures](#)

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PCS Entitlements / Advances, TLE and Separation Leave Calculator

The 2020 [PCS Entitlements / Advances, TLE & Separation Leave Calculator](#)  is now online. YN2 Amato of Base Boston is the creator of this calculator. Petty Officer Amato has done some amazing work with this Excel document for PCS entitlements. As many of you may there is a lot of confusion about TLE and we think this calculator will help with the understanding. YN2 Amato took the challenge and never gave up. Not only has he created a document that we all can use, but he is now one of the TLE experts. *Great job YN2, we appreciate it!*

This calculator and others are available on the [PPC Travel web page in the "General Travel and Contact Information" section](#).

Authorized Housing Flexibility Options Increase for Service Members and their Families During PCS Moves

Eligible service members and their families now have increased housing flexibility options when they receive PCS orders within the United States, including Alaska and Hawaii, based on changes in the National Defense Authorization Act for Fiscal Year 2018.

Eligibility for housing flexibility options

Under this new legislation, service members who meet requirements are eligible for authorized housing flexibility options before and during a PCS move.

Service members who qualify include those with:

- One or more dependents enrolled in the Exceptional Family Member Program, or EFMP;
- A spouse who is currently employed or enrolled in a degree, certificate or license-granting program;

- An immediate family member with a chronic or long-term illness who they are caring for; or
- One or more children attending an elementary or secondary school.

New authorized housing flexibility options

Eligible service members may request flexible housing arrangements for their family starting 180 days before their PCS date, with the options ending 180 days after the PCS date:

- **Continuation of stay in government-owned or -leased family housing if they are living in such housing at the start of the covered PCS period**, though approval of this request requires that remaining there would not impact the housing arrangements of other service members assigned to that duty station. Note that this option does not cover Public Private Venture housing, or PPV, otherwise known as privatized military housing.
- **Early housing options at a new duty station** within the flexible housing period if housing is available, even if their service member has not yet arrived.
- **Occupancy of government-owned or -leased unaccompanied housing** if a spouse or dependents relocate at a time that differs from the service member's arrival to an assigned station. This housing flexibility will be offered on a "space-available" basis that does not displace unaccompanied service members with no dependents.
- **Equitable basic allowance for housing**, or BAH, based on prescribed criteria.

The military service branch reserves the right to adjust the timing and general availability of these flexible moving options depending on mission needs.

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Requesting authorized housing flexibility options

For additional information regarding these legislative changes, contact your installation's military personnel office.

Eligible members desiring housing or BAH flexibility consideration as authorized in [ACN 109/18](#) must complete and submit the Family Stability Act BAH/Housing Worksheet (CG-7220H) to CG PSC-PSD-FS. The CG-7220H is located on the PPC forms and worksheets web site:

<https://www.dcms.uscg.mil/ppc/pd/forms/>

PCS: Inventory Your Belongings Now to Save Time Later

Taking inventory of your belongings is one way to [master your move](#) and take control of your permanent change of station. Don't leave the tracking of your items up to the movers. Knowing exactly what you've got and where it's stored will make for a smooth transition when you unpack in the new home. Here are some tips on how to conduct an inventory:

- Take pictures and videos of your items.
- Record the serial numbers.
- Keep your inventory list in a safe place like the cloud or a safe deposit box.
- Update your list often.

The movers will inventory your household goods, but their list won't account for the value or condition of your belongings. Conduct your own inventory to cover all your bases.

Technology makes it easy

You'll just need a smartphone or a camera and a computer to make the list. You can also download free home inventory software at [Ready.gov](#), or ask your insurance company for a recommendation. Here's what to record:

- Item name, description and condition.
- Number of items, (for example, "12 pewter forks").
- Model and serial number, if applicable.
- Purchase information: where and when you bought it, the cost, an estimate of its current value, and whether you have the receipt (shoot or scan it if you do).
- Photo data, such as filename or number, and how it's tagged in your files.

Now it's time to take photos or videos of your valuables. Record specific brand names for any high-priced items. To get top-quality photos and video, follow these steps:

- **Unclutter the area.** Put away your stray socks and tidy up around the house before you photograph your valuables so they can be clearly seen.
- **Capture every room and photograph everything.** Shoot high-value items separately, and don't forget small items ? they can add up if you need to replace them all. Don't forget to shoot the camera or digital device you're using, too.
- **Shoot from all sides to show the condition and any brand names.** Write the serial number on an index card or sticky note to label the item before you photograph it.
- **Open cabinets, drawers and closets.** Get close-up shots of these areas for an overview of what's inside them.
- **Don't forget the garage or attic.** Shoot both inside and outside to capture everything.
- **Talk while you walk when shooting video.** You can add a lot of details if you narrate your video. Make some notes beforehand so you don't forget any details.

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- **Keep your list, photos and/or video somewhere safe.** They won't help you much if they get lost in the move. Keep a flash drive copy in a fireproof safe or a safe deposit box, use a cloud storage site or ask your insurance company if they have an electronic storage option.
- **Don't forget to update your inventory.** You'll want a record of any new items you get, too.

Make a list, update it and keep it safe. A strong inventory will make unpacking in your new home much smoother so that you can seize the adventure of your move.

Procedures and Development's – On Demand

Got questions? Don't quite understand? Is a topic a little fuzzy? Would you like to see 20/20 in 2020?



If you answered yes to any of these questions, then PPC Procedures and Development (P&D) is here to help! P&D is now offering **On-Demand** training to anyone who would like structured training on any Direct Access, HR, Admin, or Pay related topic. This is great for any member(s) and/or their shop that want more training but may not necessarily have the time to commit to conducting their own.

These virtual sessions are available for anyone and everyone (not just Yeomen) upon request and can be customized to meet your needs. **So please forward throughout your AORs.** They will be presented live via Skype screen-share. A

phone conference line connection will also be used for communication during the sessions.

In the past, P&D has provided specialized training to units on topics such as:

- **Understanding Aviation Incentive Pay (AvIP).** This included eligibility, researching and corrections.
- **Advancements.** This included the advancement process, including eligibility timelines, importance for verification of the Personal Data Extracts (PDE) and Final Multiple Calculations for both Active Duty and Reserve enlisted members.
- **Understanding Reserve Pay Processing (IDT and Active Duty Orders).** This explained how Direct Access is programmed in regards to Reserve Pay IDT and Active Duty Orders and how to ensure timely and accurate processing of reserve pay transactions.
- **Direct Access Pay Calculations.** This explained how to navigate, read and interpret Pay Calculation Results, Element Assignment by Payee (EABP), and One Time Positive Input (OTPI).

Requests are on a first come, first served basis with coordination on dates and times.

If you would like an **On-Demand** session, please email your request to PPC-SMB-PPC-PD@uscg.mil with the following information:

1. Topic
2. Who would be attending
3. Proposed dates/times

Thank you for all you do! We look forward to meeting with many of you in an **On-Demand** session in 2020.

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Active Duty Supplemental Advancement Eligibility List Posted

The BM2 Active Duty Supplemental Advancement Eligibility List for 19 February 2020 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 19 February 2020.

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

Two Factor Authentication Required for Government Travel Charge Card Online Access

[ALCGPSC 023/20](#) announces the implementation of multi-factor authentication for access to the Government Travel Charge Card's Citimanager system. During March, the CitiManager system will begin requiring account holders to use a two-factor authentication as an enhanced security measure. Cardholders must ensure their profiles contain up-to-date contact information (e-mail address and/or phone

number). The user profile contact information will be used to send authorization codes required for online access to account information.

New Process Released for Entering Awards Data for a Group of Awardees

[ALSPO message A/20](#) updates the process for entering honors and awards data for a large group of members who are authorized the same honor or award on the same date.

FY-2020 Non-Rate Enlistment Bonus and Non-Rate Quick-Ship Bonus

[ALCOAST Commandant Change Notice 020/19](#) announced a \$2,000 non-rate Enlistment Bonus (EB) for new applicants recruited after 30 JAN 2020 into active duty and a \$5,000 Quick-Ship (QS) non-rate EB for all recruits slated into a Recruit Training company between 01 Feb 2020 and 31 May 2020 exclusively. Selected applicants may receive both a \$2,000 non-rate EB and a \$5,000 QS non-rate EB if they meet all eligibility requirements.

Enlistments, Evaluations, and Advancements Manual Revised

This is a complete revision and should be reviewed in its entirety by Coast Guard commands and members. The link is https://media.defense.gov/2020/Feb/06/2002245088/-1/-1/0/CIM_1000_2C.PDF

Direct Access User Guides and Tutorials Updated in February 2020

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

- **13 February:**
 - [Entering Hardship Duty Pay Location SPO User Guide updated](#). When entering the amount enter numbers only, do not include the dollar (\$) sign.
 - [Entitlements that Auto Stop and Start during PCS SPO User Guide updated](#).
- **6 February:**
 - [Hire - SELRES / Depot \(Cape May\) Accession User Guide updated](#).