

# 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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## Active Duty and Reserve Payroll Processing Schedule

The Payroll Processing Schedule for May 2020 is as follows:

Event	Date	Note(s)
Mid-Month Finalize	12 May (Tue)	<b>No calculations or input/approvals are permitted on these dates.</b>
Mid-Month Holds Due	13 May (Wed)	NLT 1100
Treasury Files Transmission	13 May (Wed)	
Payday	15 May (Fri)	
End-Month Finalize	20 May (Wed)	<b>No calculations or input/approvals are permitted on these dates.</b>
End-Month Holds Due	26 May (Tue)	By COB
Treasury Files Transmission	27 May (Wed)	
Payday	01 Jun (Mon)	

## TRICARE Benefits for Activated National Guard and Reserve Members

Currently, thousands of National Guard and Reserve service members have been mobilized across the country to support the fight against [COVID-19](#).

Were you called to active duty? If you have questions about your eligibility for TRICARE,

contact your unit personnel office. You can also check [milConnect](#) to see if you've gained TRICARE eligibility and benefits as an active duty service member.

### If Activated Called or ordered to active duty service for more than 30 days in a row.

Follow your command guidance on TRICARE enrollment for you and your eligible family members. The [Defense Enrollment Eligibility Reporting System](#) (DEERS) will show whether you're eligible for and can enroll in [TRICARE Prime](#). If your duty location is within 50 miles or an hour's drive time of a [military hospital or clinic](#), you can enroll in TRICARE Prime. You'll have a primary care manager at that hospital or clinic assigned to you. Otherwise, you may be eligible to enroll in [TRICARE Prime Remote](#).

Make sure your eligible family members are up to date in DEERS. When you activate for more than 30 days on qualifying orders, TRICARE will cover them as active duty family members. If TRICARE Prime is available in the area where they live, TRICARE will automatically enroll them in TRICARE Prime. Otherwise, TRICARE will enroll them in [TRICARE Select](#). If qualified, TRICARE Prime Remote may also be an option. Activation is a [Qualifying Life Event](#). This means that family members can change their coverage within 90 days of the date of the automatic enrollment if they qualify to do so.

Download the [TRICARE Choices for National Guard and Reserve Handbook](#) to learn more about your TRICARE options. And learn more about TRICARE for [National Guard and Reserve members](#) and [their families](#) on the TRICARE website. Thank you for your service.

Sign up for [email alerts](#), and keep up with [TRICARE and COVID-19 updates](#).

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## Defense Travel Management Office Allowances Update

The Defense Travel Management Office has updated the following information for 01 May 2020:

- [OCONUS Non-Foreign and Foreign Per Diem Rates](#)
- [Overseas Housing Allowances \(OHA\)](#)
- [Overseas Cost of Living Allowances \(COLA\)](#)
- \*[Joint Travel Regulations \(JTR\)](#)  
(\* ) Changes include - [MAP 012-20\(R\) – Per Diem Allowance during Isolation, Awaiting Transportation, and Government-Funded Leave](#). Authorizes a per diem allowance for Service members and dependents who are ordered to remain in isolation or quarantine and lodging in kind or meals in kind are not provided. It also addresses Service members and dependents who are ordered to remain in isolation or quarantine after arriving at their new Permanent Duty Station. This item also clarifies when per diem allowances are authorized for Service members and dependents who are ordered to temporarily return to the old Permanent Duty Station or an alternate location to await transportation. Lastly, this item clarifies that if a Service member is required to isolate or quarantine after returning from Government-funded leave travel, then the Service member may be issued a TDY order. Affects pars. 040102, 050106, 050107, 050603, 050816-D, and 051206.

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

## May 2020 Enlisted Advancement Authorizations

[All Coast Guard Enlisted \(ALCGENL\) message 052/20](#) announces active duty enlisted advancements authorized effective 1 May 2020.

[All Coast Guard Reserve \(ALCGRSV\) message 018/20](#) announces reserve component enlisted advancements authorized effective 1 May 2020.

Commanding Officers *must* determine if pre-advancement eligibility requirements have or have not been met, especially with regards to EPME EPQ standards. COs must notify PPC (ADV) via Admin OIX message, with a copy to PSC (EPM-1 or RPM-1), to remove the member from the SWE advancement eligibility list prior to the advancement. Guidance is available in the [Involuntary Withholding or Removal from SWE List Guide](#) linked from the [EPM-1 Advancement Portal Page](#):

## BM2 Active Duty Supplemental Advancement Eligibility List Posted

The BM2 Active Duty Supplemental Advancement Eligibility List for April 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 29 April 2020.

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

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## Servicing Personnel Office Contact List Updates

### Email Address Change for Base Portsmouth:

The email address for Base Portsmouth SPO has changed to a Shared Mailbox (SMB). The new address is [D05-SMB-BASEPORTS-SPO](mailto:D05-SMB-BASEPORTS-SPO).

### Email Address Change for Base Detachment St. Louis:

Base Detachment St. Louis SPO has changed to a Distribution Group. The new address is [STL-SG-BaseDetStLouis-SPO](mailto:STL-SG-BaseDetStLouis-SPO).

[SPO Contact List Download Link \(Excel Spreadsheet Format\)](#).

[Send updates to -- PPC \(P&D\) \(email link\)](#)

## New Military Records SPO Support Email Address

The [PSC Military Record Section](#) has transitioned from Public Folders to the Shared Mailbox platform and will no longer utilize the Public Folder functions in Outlook.

The e-mail address is now: [HQS-SMB-CGPSC-BOPS-MR-SPOsupport@uscg.mil](mailto:HQS-SMB-CGPSC-BOPS-MR-SPOsupport@uscg.mil)

All requests to have items entered into a member's record should be sent to the new address. Additionally, if anyone needs an official copy of the Official Military Personnel File (OMPF- formerly known as EIPDR) they should refer to the webpage for up-to-date instructions at: <https://www.dcms.uscg.mil/ompf>.

## Travel Restrictions Delay Return to Service of AMHS Mainline Vessels

The Alaska Marine Highway System (AMHS) is developing a reduced service operating

plan for spring and early summer to provide an appropriate level of service based on passenger demand, crew availability, and state and federal guidelines for responding to the COVID-19 pandemic. Please see the Press Release for details.

[http://dot.alaska.gov/amhs/doc/service\\_notice\\_s/pr\\_041620.pdf](http://dot.alaska.gov/amhs/doc/service_notice_s/pr_041620.pdf)

## Coronavirus Disease 2019 (COVID-19) PCS Support

### ALCOASTS

[ALCOAST 160/20 COVID-19: IMPACTED ASSIGNMENT YEAR 20 \(AY20\): PCS AND HHG SHIPMENTS – SITREP 4](#)

[ALCOAST 147/20 - COVID-19: IMPACTED ASSIGNMENT YEAR 20 \(AY20\): PCS AND HHG SHIPMENTS – SITREP 3](#)

[ALCOAST 127/20 - COVID-19 IMPACTED ASSIGNMENT YEAR 20 \(AY20\): PCS AND HHG SHIPMENTS – SITREP 2](#)

### Articles

[PCSing in the time of COVID-19: Four families share their stories](#)

[When should I contact the PCS Assist Team?](#)

[PCS/HHG SITREP 4 announces new safety measures, limited leave en route, quarantine guidance](#)

[PCS Assist Team is now in place](#)

[New pay and allowances to help you through COVID-19](#)

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## Direct Access User Guides and Tutorials Updated in April 2020

### 29 April:

- [District \(DXR\) Reserve Orders Authorization User Guide updated.](#)
- [Combat Tax Exclusion \(CTE\) SPO User Guide updated.](#)
- [Inactive Duty for Training \(IDT\) Subsistence Allowance User Guide updated.](#)

### 24 April:

- [Inactive Duty for Training \(IDT\) Drills Self-Service for Members User Guide updated.](#)

### 22 April:

- [Starting Hostile Fire Pay / Imminent Danger Pay SPO User Guide updated.](#) [Assistant Secretary of Defense Memo of 21 April 2020](#) provides a listing of re-designated imminent danger areas for purposes of payment of **Imminent Danger Pay (IDP)**

### 17 April:

- [Inactive Duty for Training \(IDT\) Drills Self-Service for Commands User Guide updated.](#)
- [Inactive Duty for Training \(IDT\) Drills Self-Service for Members User Guide updated.](#)
- [Chargeable Absence Requests User Guide updated.](#) This guide provides the procedures for creating, submitting, viewing, and processing chargeable absence requests by a member, a proxy, a command user, and the SPO in Direct Access (DA).
- [Non-Chargeable Absence Requests User Guide updated.](#) This guide provides the procedures for creating, submitting, viewing, and processing non-chargeable absence requests by a member, a proxy, a command user, and the SPO in Direct Access (DA).

### 15 April:

- [District \(DXR\) Reserve Orders Authorization User Guide updated.](#) The process for adding Short-Term ADOS funding changed.

### 10 April:

- [Rehire Member with Prior Service SPO User Guide updated.](#)
- The [PSC Military Record Section](#) has transitioned from Public Folders to the Shared Mailbox platform and will no longer utilize the Public Folder functions in Outlook. The e-mail address is: [HQS-SMB-CGPSC-BOPS-MR-SPOsupport@uscg.mil](mailto:HQS-SMB-CGPSC-BOPS-MR-SPOsupport@uscg.mil). All requests to have items entered into a member's record should be sent to the new address. Additionally,

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if anyone needs an official copy of the Official Military Personnel File (OMPF-formerly known as EIPDR) they should refer to the webpage for up-to-date instructions at: <https://www.dcms.uscg.mil/ompf>.

- **08 April:**
  - [Airport Terminal & Viewing Separation Orders User Guide updated.](#)
- **06 April:**
  - New Federal Tax Withholding Screens. The April 2020 Direct-Access update included new data entry fields for federal income tax withholding (FITW). The data entry fields are based on the 2020 and later version of the [IRS Form W-4 \(Employee's Withholding Certificate\)](#). Previous editions of the W-4 cannot be used as the data source for FITW. The following guides have been updated to reflect the new procedures:
    - [Change Federal Tax Election Member Self-Service Guide](#)
    - [Change my Federal or State Tax Withholding Retiree Self-Service Guide.](#)
    - [Tax Withholdings Servicing Personnel Office Guide.](#)
    - [Understanding Job Data User Guide updated.](#)
- **03 April:**
  - [Contract Data Reenlistments SPO User Guide updated.](#)
  - [Contract Data Extensions & Re-extensions SPO User Guide updated.](#)
- **02 April:**
  - [State Tax Election Self-Service Guide update](#)

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## Procedures & Development (P&D) Branch 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](mailto: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.