

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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Defense Travel Management Office allowances and regulations update

The Defense Travel Management Office has updated the following information for 01 April 2021:

- [CONUS Per Diem Rates](#)
- [OCONUS Non-Foreign and Foreign Per Diem Rates](#)
- [Overseas Housing Allowances \(OHA\)](#)
- [Overseas Cost of Living Allowances \(COLA\)](#)
- [Joint Travel Regulations \(JTR\)](#)

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

Enlisted Reserve Advancement Announcement

[All Coast Guard Reserve \(ALCGRSV\) message 0097/21](#) announces reserve enlisted advancements authorized effective 1 April 2021.

Enlisted Advancement Authorization (EPAA)

[All Coast Guard Enlisted \(ALCGENL\) message 032/21](#) announces enlisted advancements authorized effective 1 April 2021. There is a spreadsheet available on PPC's Advancement CG Portal site that you can sort by unit or SPO for your convenience.

Reserve Supplemental Advancement Lists Updated

The advancement eligibility lists for [reserve supplemental advancements](#) have been updated to reflect requests processed prior to 2 March 2021.

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

BM2 Active Duty Supplemental Advancement Eligibility List Posted

The BM2 Active Duty Supplemental Advancement Eligibility List for 2 March 2021 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.

Yeoman in the spotlight: Petty Officer 1st Class Sean Stumpf

Congratulations to Petty Officer 1st Class Sean Stumpf winner of the 2020 Coast Guard Chief Financial Officer (CFO) Awards for Excellence, Enlisted Personnel E-6 and below category. Petty Officer Stumpf, a yeoman, at the Pay & Personnel Center, in Topeka, KS, streamlined the Concurrent Retirement and Disability Pay (CRDP) process, creating a database and automating the associated Audit Error Worksheets, seamlessly integrating data from Veterans Affairs and Direct Access. These efficiencies improved processing times by 67%, facilitated clearing a year-long backlog, saved more than 10,000 work hours, and made it possible to complete over 4,400 cases totaling over \$35.5M.

Known Issue: Coast Guard Standard Meal Rate (CGSMR) Auto-Start

If a member's PCS Transfer Job Data row is not built (should populate upon the approval of the PCS Reporting endorsement), the CGSMR will not automatically start. If this occurs, a help ticket must be submitted to PPC to have the PCS Transfer Job Data row manually added. The SPO MUST manually start CGSMR. The SPO does not have to wait for the Job Data row to be added.

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Coast Guard adopts DoD form for retired pay accounts

We are pleased to announce that the PPC is changing from using the CG-4700 Form, Coast Guard, PHS, & NOAA Retired Pay Account Worksheet and Survivor Benefit Plan Election, to using the DD Form 2656, Data for Payment of Retired Personnel. This move from the CG-4700 to the DD Form 2656 will allow for more information to be immediately available to members (e.g., Survivor Benefit Plan (SBP) and Blended Retirement System (BRS)) and for consistency of retired pay information across all the services.

Additionally, the DD Form 2656 is much more interactively friendly than our current form and it provides informational material (e.g., BRS Lump Sum information) that will help our members make informed decisions for future retirement planning.

This transition has just begun to occur and during the transition both forms are perfectly acceptable for use. PPC's Retiree and Annuitant Services (RAS) Branch has begun providing the DD Form 2656 to members who will be retiring in July 2021 but, again, either form is acceptable for use during the transition period. Members who have already submitted a CG-4700 form do not need to complete a new form. We hope to have the transition complete by January 1, 2022 and begin using only the DD Form 2656 for members who submit a retirement form after that date.

The Form DD 2656 is available at the following link:

<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2656.PDF>

PLEASE NOTE: Many people will try opening the form and find that they get an error that says "Please wait." This is not a problem with the form but has to do with the set-up of your computer's browser as the default for opening

Adobe Acrobat forms. Many computers use Explorer as the default for opening Adobe forms, but the browser cannot handle the macros built into the form. The simple solution to this problem is to save the form to your computer and then open the form by double-clicking it from its saved location. This should open the form in Adobe Acrobat rather than your browser, allowing full functionality.

PCS Entitlements / Advances, TLE and Separation Leave Calculator

The 2021 [PCS Entitlements / Advances, TLE & Separation Leave Calculator](#)  is now online. YN2 Amato of Air Station Miami 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!*

Updated (04 March 2021):

- You can now separate the advances from Air Per diem, which is useful for flights going OConus. A note on the bottom sheet will also help member's understand we can't predict rates for Oconus units months ahead of time so when they file their claims, they will get the actual amount.
- You can build out a member's TLE game plan separately from who they are claiming for travel (this should be useful for mbr to mbr)
- VPC Guide that shows and display address of the most common VPC's we use in the Coast Guard.
- Updated themes.

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

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Direct Access Competency Dictionary Update

By LT Chase Mercer, CG-1B1, Future Force Project Division, USCG Headquarters (CG-1B1)

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 (9 December 2020) are hi-lighted in blue text on the spreadsheet.

- Competencies Created
 - 12 Master Competency List
 - 00 OSMS 2.0
- 00 Competencies Modified
- 02 Competencies Inactivated

Updated study guide for Service Wide Exam

By Janki Patel, MyCG Writer

Preparing for the May 2021 Service Wide Exam (SWE) will come with a new study resource, thanks to a larger initiative to modernize the Service Wide Exam (SWE) process.

FORCECOM established a bank of over 500 questions upon which the Enlisted Professional Military Education (EPME) section of the test will be based. With input from the field, the collaborative team of subject matter experts, and senior enlisted leaders, removed outdated questions and references were updated so members can be more efficient while studying the content. The references are now based on where the most current and relevant information is located. Piloting the use of a question bank to help guide learning begins with the MAY21 SWE and will continue for at least two testing cycles to collect data and determine the impact.

The Service Wide Exam Process Improvement Team is chartered by FORCECOM and has been

working in conjunction with the Master Chief Petty Officer of the Coast Guard's (MCPOCG) office, Deputy Commandant for Mission Support (DCMS), and Office of Leadership (CG-128). Programs and senior enlisted leaders have worked to streamline test preparation and make it easier for members to focus on the most crucial elements of the Enlisted Professional Military Education (EPME).

The questions are rooted in current Enlisted Performance Qualifications (EPQ). Members are encouraged to study specific questions.

“We are excited about these SWE improvements,” said USCG Master Chief Petty Officer of the Coast Guard Master Chief Petty Officer Jason Vanderhaden. “These changes will ensure our enlisted workforce is focused on studying the most important aspects of the EPME, assimilating the critical knowledge to grow further into Coast Guard leaders.”

Questions? Contact:

EPME and EPQ POC: EPME Knowledge Manager, [Master Chief Petty Officer Del Hayes](#).

ERATS POC: Chief Rating Knowledge Manager, [Master Chief Petty Officer Anthony Matulonis](#).

Reference:

- May 2021 Service Wide Examination (SWE) Competition [ALCGENL 003/21](#)
- May 2021 Service Wide Examination (SWE) Enlisted Professional Military Education (EPME) Testing Update [ALCGENL 227/20](#)

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2020 USCG Human Resource Management Achievement Award recipients announced

By Janki Patel, MyCG Writer

Five Coast Guard employees have been selected as the Human Resources Management Achievement Award recipients. This year's selection of winners represents the exceptional customer service, innovative thinking, and improved methods in human resource and talent management.

Each year, the HRM Achievement Award provides an opportunity to recognize individuals and teams who support the effort to recruit and retain a competent and agile Coast Guard workforce. A team of civilian and military panelists judged 60 total application packages received earlier this year.

Officers (Commissioned Officer/Chief Warrant Officer)

Winner: Lt. Toby Sutton from the Pay and Personnel Center.

Sutton served as the architect of an improved human resources service model that emphasizes direct delivery of administrative support via redistribution of yeoman billets from servicing personnel offices to field units.

"The award is really a true reflection of my team who were motivated behind every project initiated and had a desire to make our service members and their families not have to worry about their pay and personnel administration, but rather focus on other areas of their life that are important to them," said Sutton. "HRM is solely about people, and the project teams I was fortunate enough to work with understood the importance of that principle. For me, that's the spirit of what makes this award honor so memorable."



Sutton designed and led the Pay and Personnel Center's Business Analysis Team, which investigated deficiencies in military human resources and pay processes and systems, developed innovations that improved delivery of military pay, and reduced costs and over-payments by \$4.7 million annually.

Civilian Employees (General Schedule/Federal Wage Schedule)

Winner: Sarah Overmeyer from Training Center (TRACEN) Yorktown, Virginia.



As the transportation officer at TRACEN Yorktown Overmeyer provided exceptional care, customer service, and support to departing Coast Guard personnel and Department of Defense (DoD) members. Her focus on organizational needs was highlighted during the recent worldwide pandemic and HRM pilot.

"I am humbled and honored to receive the HRM award, but the real winner is the network of household goods (HHG) offices and yeoman that support me daily," said Overmeyer. "The best part of this award was when I was recognized for being 'vocal when processes were not meeting standards.' And if anyone knows me, it's a true statement on many levels. My number one goal is to be an advocate for my customers and reduce the stress moving."

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Non-appropriated fund (NAF) employees

Winner: Christine Coventry from Community Services Command (CSC)

As a Human Resource Generalist for the Coast Guard Exchange System, Morale, Well-Being, and Recreation and Child Development Centers, Coventry was instrumental in the digital transformation of analog forms using the DocuSign secure documents platform.



“I’ve always strived to do my best throughout my six and a half years with the CSC and couldn’t have done what I’ve done without the support of the command, HR managers, and the rest of the HR team to assist me,” said Coventry. “Our goal over the last several years was to get our new-hire paperwork into digital form, so that we could streamline and make the hiring process faster. The roll-out of DocuSign was the first step in getting that completed, and I definitely couldn’t have done what I did with that platform, without the support of the rest of the team.”

Enlisted Personnel

Winner: Chief Petty Officer Mark DuBois, a yeoman from Coast Guard Pay and Personnel Center (PPC).



DuBois served as the Quality and Training Team Lead at the Pay & Personnel Center. He was responsible for final accuracy verification of all debts of \$1,000 or more Coast Guard-wide.

“I’m very humbled, thankful, and appreciative by this award,” said DuBois. “I was actually rendered speechless learning of it. The award recognition is wonderful and reflects the amazing team here at PPC, not just myself. I could not have done it without them.”

“Chief DuBois’ attention to detail and expertise were essential to reviewing overpayment cases totaling \$5.4M and achieving a remarkable 99.9% accuracy rate, both of which contributed to 49,000 Coast Guard members receiving timely and accurate payroll,” said his supervisor, Brian Spina.

Teams

Winner: The Director of Operational Logistics (DOL) Permanent Change of Station (PCS) Assist Team.

The DOL PCS Assist Team led a national effort in response to the COVID-19 contingency. Under daunting time constraints, complicated by rapidly changing techniques, procedures, and policies, the team meticulously planned and executed the first ever 24/7 transfer assistance help-line, answering more than 3,200 complex policy inquiries during the pandemic.

“I am both honored and humbled to accept the HRM Achievement Award on behalf of the 2020 PCS Assist Team,” said Capt. Benjamin L. Davis, deputy director of Operational Logistics. “DOL was at the

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forefront of the Coast Guard’s response, procuring Personal Protective Equipment and mobilizing reservists on Title 10 orders to augment the workforce.”

Reservists were the linchpin to the 2020 PCS season, staffing PCS Assist Teams to ensure that Coast Guard personnel and families safely arrived at their new units with minimal disruption. The PCS Assist Team enhanced service readiness by improving support for the Mission Ready Total Workforce.

“This award affirms that the work of the DOL is not only innovative, but necessary to ensure our workforce and their families receive mission support services at the speed of need,” said Capt. Davis. “I am proud of our Operational Logistics community and the members of our 2020 PCS Assist Team.”

Bravo Zulu to all award recipients. Their work reflects all the great teamwork and something to continue to build upon in supporting our people every day.

To learn more about HRM Awards [email](#) Chief Warrant Officer Michael V. Carpenter or by phone (202) 475-5021.

Reference:

- 2020 USCG Human Resource Management (HRM) Achievement [ALCOAST](#) 097/21

April 2021 military payroll processing schedule

April 2021 AD Payroll Processing Schedule is as follows:

Event	Date	Notes
MID-MONTH CUTOFF:	11 Apr (Sun)	Cutoff time is 2000 hours. (Central time).
MID-MONTH FINALIZE:	12 Apr (Mon)	*NO* CALCULATIONS OR INPUT
MID-MONTH HOLDS DUE:	13 Apr (Tue)	BY 11:00 (Central Time)
TREASURY FILES TRANSMISSION:	13 Apr (Tue)	
PAYDAY:	15 Apr (Thu)	
END-MONTH CUTOFF:	21 Apr (Wed)	Cutoff time is 2000 hours. (Central time).
END-MONTH FINALIZE:	22 Apr (Thu)	*NO* CALCULATIONS OR INPUT
END-MONTH HOLDS DUE:	26 Apr (Mon)	BY COB
TREASURY FILES TRANSMISSION:	27 Apr (Tue)	
PAYDAY:	30 Apr (Fri)	

Refer to [E-Mail ALSPO B/20; Payroll Processing Schedule for Calendar Year 2021](#) for definitions of payroll processing terms and the schedule for the remainder of the year.

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Yeoman in the spotlight: Petty Officer 2nd Class Angel Sierra



Petty Officer 2nd Class Angel Sierra, a yeoman, was recognized on 3 March 2021 as the 2020 U.S. Coast Guard Force Readiness Command, Enlisted Person of the Year. [Photo: 3 Mar 2021, U.S. Coast Guard Force Readiness Command, via Facebook.](#)

Direct Access guide updates

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

March:

- [Per ACN 034/21, COVID-19 Major Cutter Resiliency Absence Update](#) (CG Portal Link), members who will be executing a PCS transfer in AY21, and are not able to use some or all of their Resiliency Absence days prior to executing their PCS orders, are now authorized to combine Resiliency Absence with their PCS travel, proceed time and leave.

Career Sea Pay stops for a member on Resiliency Absence and there is no expectation for them to return to the departing unit upon termination of Resiliency Absence Permissive Orders (see ALCOAST COMDT NOTE 034/21; COVID-19 Major Cutter Resiliency Absence Update).

Resiliency Absence (ICW PCS departure) will be authorized on the PCS order and listed in Delay En route section as "Compensatory Absence". The absence must be entered following any leave en route and prior to proceed or travel time. Entering the absence in this order will stop CSP/CST on the day of departure and stop CGSMR the day prior to departure.

- 1) Formal training
- 2) Leave INCONUS
- 3) Leave OCONUS
- 4) Compensatory Absence (14 day resiliency absence)
- 5) Proceed time
- 6) Travel time.

▼ Delay En route					
	Begin Date	End Date	Delay En route	Days	
1	03/16/2021	03/29/2021	Leave INCONUS	14	+ -
2	03/30/2021	04/19/2021	Compensatory Absence	21	+ -
3	04/20/2021	04/22/2021	Travel Time	3	+ -

► Dependents Authorized for Travel

Direct Access PCS Order, Delay En route data entry

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- [Direct Access Browser Requirements & Helpful Tools Self-Service user guide updated.](#)
- [Direct Access User Roles and Functions Self-Service user guide updated.](#)
- [Federal Tax Elections Self-Service user guide updated.](#)
- [Federal Tax Withholding SPO user guide updated.](#)
- [Inactive Duty for Training \(IDT\) Drills \(Command\) user guide updated.](#)
- [Non-Chargeable Absence Requests user guide updated.](#)
- [Chargeable Absence Request user guide updated.](#)
- [Inactive Duty for Training \(IDT\) \(schedule, edit, or withdraw IDT requests\) self-service user guide updated.](#)
- [Contract Data - Extensions & Re-extensions SPO user guide updated.](#)
- [PCS Entitlements / Advances, TLE and Separation Leave Calculator updated.](#)
- ALCOAST 083/21 - [Personally Procured Movements \(PPM\) of Household Goods \(HHG\)](#)
- ALCOAST 082/21 - [Household Goods \(HHG\) and Mandatory Customer Satisfaction Survey \(CSS\) information](#)
- [Extension/Re-Extension Reports SPO user guide updated.](#)
- [CG Civilian Self Service Direct Access guide update to reflect new web link.](#)
- [All Retiree Self Service Direct Access guides updated to reflect new web link.](#)

Travel & TPAX guide updates:

- [Per ACN 034/21, COVID-19 Major Cutter Resiliency Absence Update](#) (CG Portal Link), members who will be executing a PCS transfer in AY21, and are not able to use some or all of their Resiliency Absence days prior to executing their PCS orders, are now authorized to combine Resiliency Absence with their PCS travel, proceed time and leave.
- [What you need to know about transfer season 2021](#) | *Getting ready to PCS? Be sure to read this first.*
- ALCOAST 096/21 - [COVID-19: Calendar Year 2021 Travel and Leave SITREP 2](#)
- [PCS Entitlements / Advances, TLE and Separation Leave Calculator updated.](#)
- ALCOAST 083/21 - [Personally Procured Movements \(PPM\) of Household Goods \(HHG\)](#)
- ALCOAST 082/21 - [Household Goods \(HHG\) and Mandatory Customer Satisfaction Survey \(CSS\) information](#)