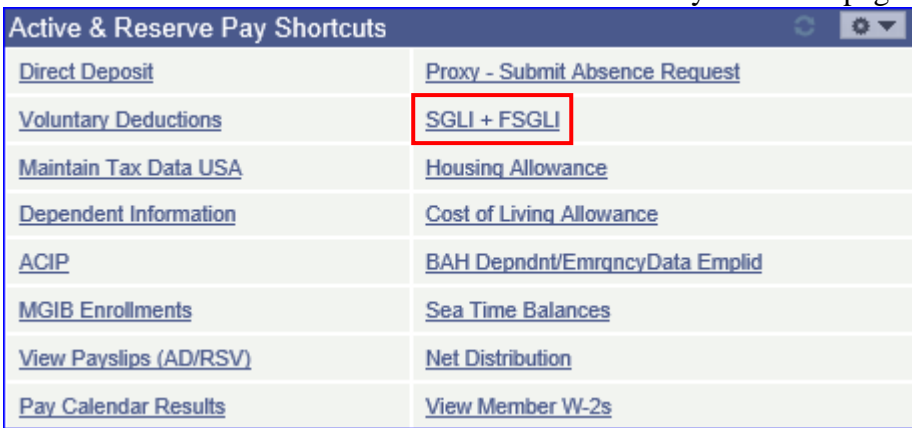
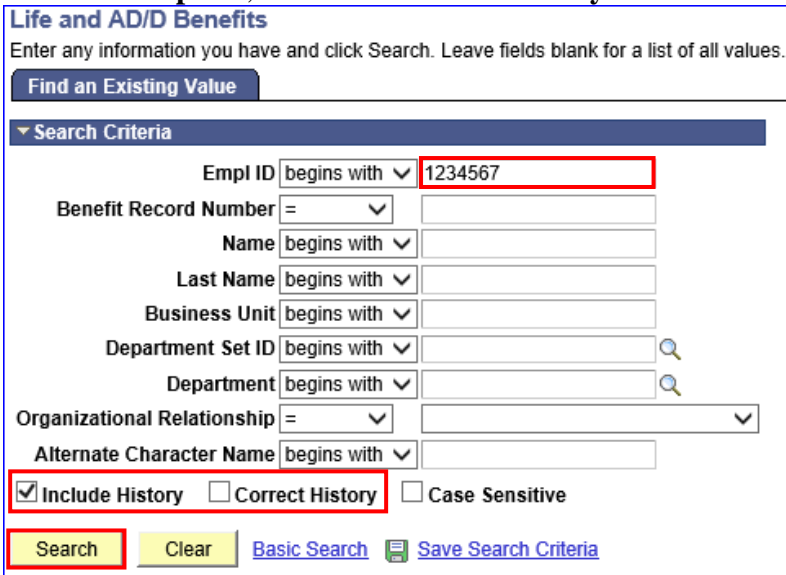


Starting Combat SGLI Offset

Introduction This guide provides the procedures for starting Combat SGLI Offset in Direct Access. This guide should be used when a member reports to a Combat area.

Important Information Combat SGLI Offset automatically stops upon PCS Departure from a Combat area. The [Stopping Combat SGLI Offset](#) guide should be used when a TDY member departs a Combat area.

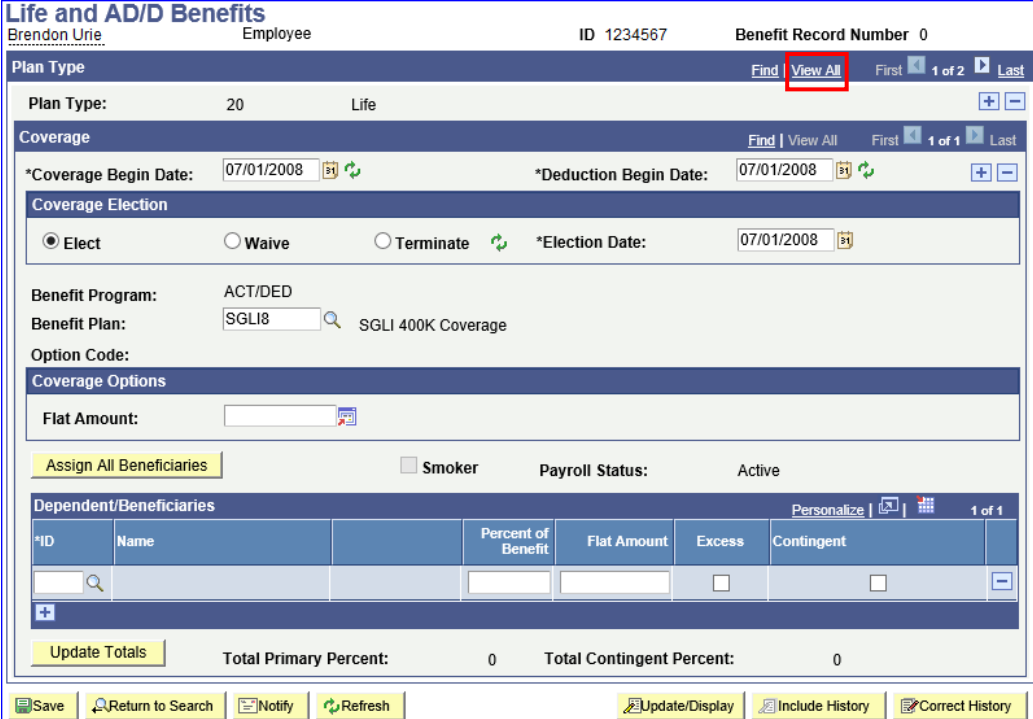
Procedures See below.

Step	Action																
1	<p>Select SGLI + FSGLI from the Active & Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a table of shortcuts:</p> <table border="1"> <tr> <td>Direct Deposit</td> <td>Proxy - Submit Absence Request</td> </tr> <tr> <td>Voluntary Deductions</td> <td>SGLI + FSGLI</td> </tr> <tr> <td>Maintain Tax Data USA</td> <td>Housing Allowance</td> </tr> <tr> <td>Dependent Information</td> <td>Cost of Living Allowance</td> </tr> <tr> <td>ACIP</td> <td>BAH Depndnt/EmrgncyData Emplid</td> </tr> <tr> <td>MGIB Enrollments</td> <td>Sea Time Balances</td> </tr> <tr> <td>View Payslips (AD/RSV)</td> <td>Net Distribution</td> </tr> <tr> <td>Pay Calendar Results</td> <td>View Member W-2s</td> </tr> </table>	Direct Deposit	Proxy - Submit Absence Request	Voluntary Deductions	SGLI + FSGLI	Maintain Tax Data USA	Housing Allowance	Dependent Information	Cost of Living Allowance	ACIP	BAH Depndnt/EmrgncyData Emplid	MGIB Enrollments	Sea Time Balances	View Payslips (AD/RSV)	Net Distribution	Pay Calendar Results	View Member W-2s
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View Payslips (AD/RSV)	Net Distribution																
Pay Calendar Results	View Member W-2s																
2	<p>Enter the Empl ID, check the Include History box and click Search.</p>  <p>The screenshot shows the search criteria section:</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Benefit Record Number = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/></p> <p>Department begins with <input type="text"/></p> <p>Organizational Relationship = <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p>																

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Starting Combat SGLI Offset, Continued

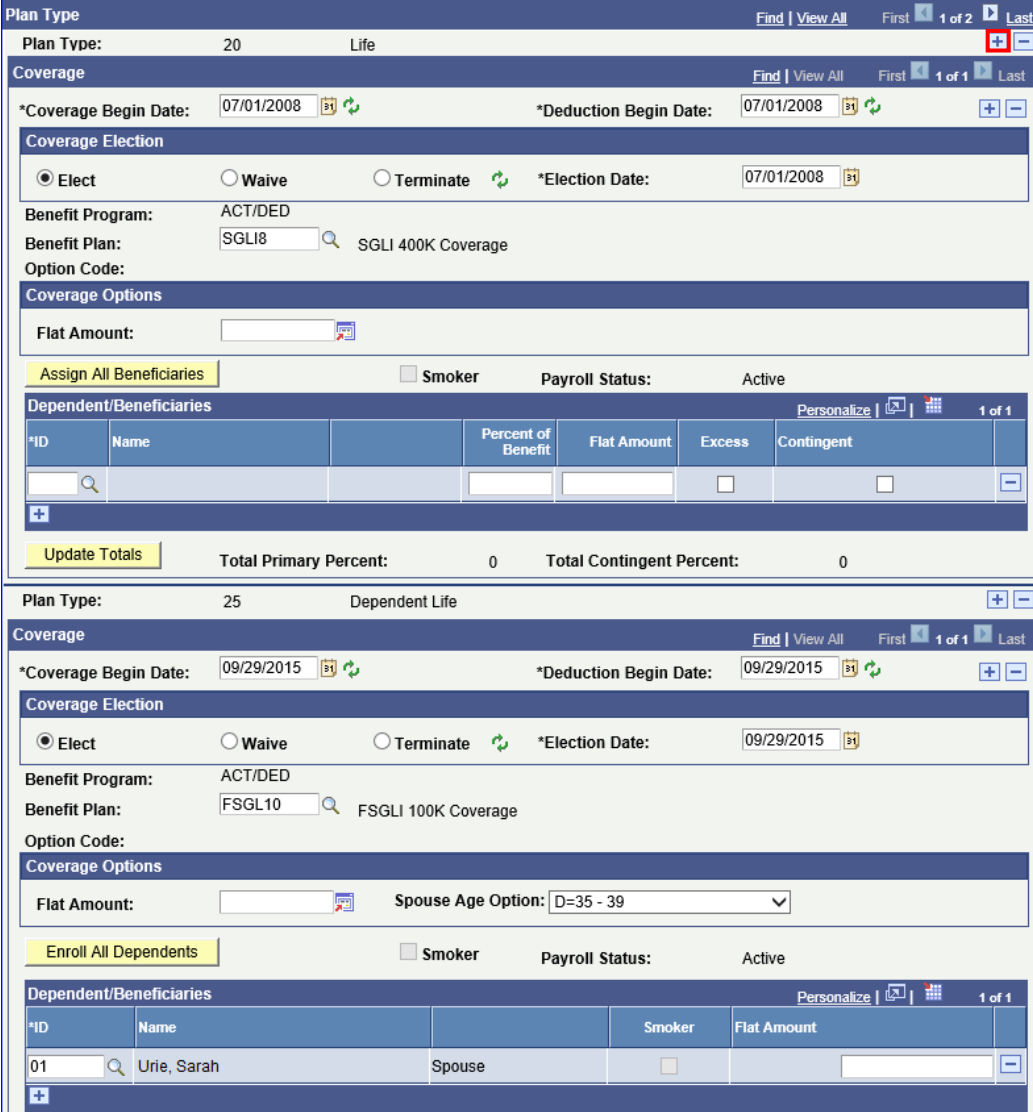
Procedures,
continued

Step	Action												
3	<p>The Life and AD/D Benefits page will display. Click View All.</p>  <p>Life and AD/D Benefits Brendon Urie Employee ID 1234567 Benefit Record Number 0</p> <p>Plan Type Find View All First 1 of 2 Last</p> <p>Plan Type: 20 Life</p> <p>Coverage Find View All First 1 of 1 Last</p> <p>*Coverage Begin Date: 07/01/2008 *Deduction Begin Date: 07/01/2008</p> <p>Coverage Election <input checked="" type="radio"/> Elect <input type="radio"/> Waive <input type="radio"/> Terminate *Election Date: 07/01/2008</p> <p>Benefit Program: ACT/DED Benefit Plan: SGLI8 SGLI 400K Coverage</p> <p>Option Code:</p> <p>Coverage Options Flat Amount:</p> <p>Assign All Beneficiaries <input type="checkbox"/> Smoker Payroll Status: Active</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Percent of Benefit</th> <th>Flat Amount</th> <th>Excess</th> <th>Contingent</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Update Totals Total Primary Percent: 0 Total Contingent Percent: 0</p> <p>Save Return to Search Notify Refresh Update/Display Include History Correct History</p>	ID	Name	Percent of Benefit	Flat Amount	Excess	Contingent						
ID	Name	Percent of Benefit	Flat Amount	Excess	Contingent								

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Starting Combat SGLI Offset, Continued

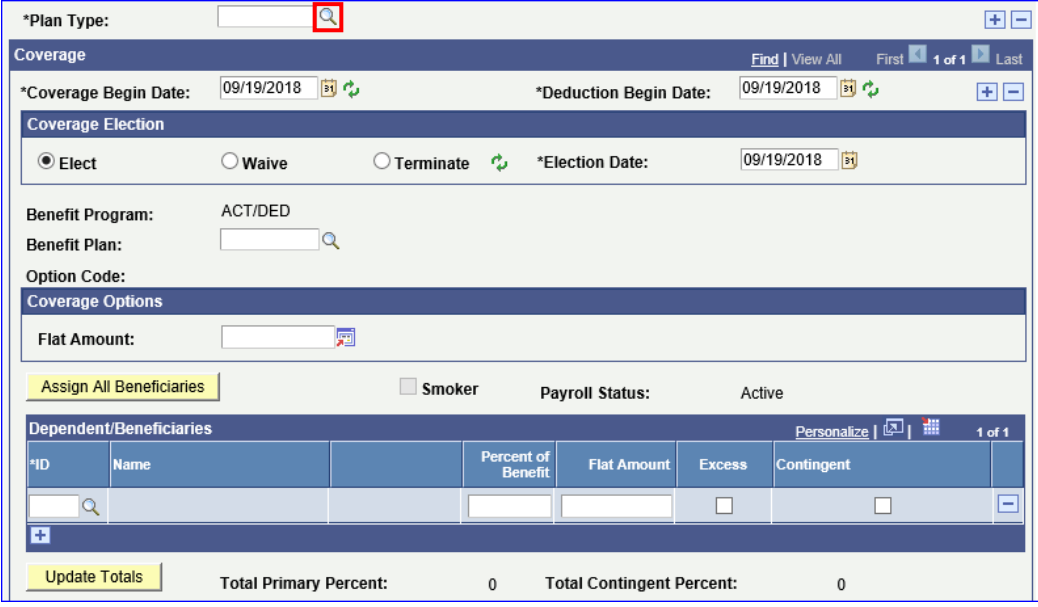
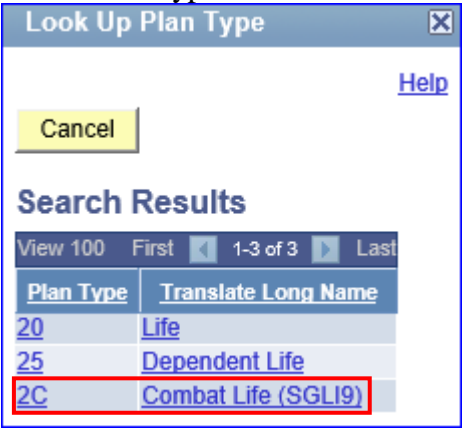
Procedures,
continued

Step	Action																				
4	<p>All SGLI and FSGLI rows will display. This member has both an SGLI and an FSGLI row. Click the Plus (+) sign.</p>  <p>Plan Type 20 Life</p> <p>*Coverage Begin Date: 07/01/2008 *Deduction Begin Date: 07/01/2008</p> <p>Coverage Election: <input checked="" type="radio"/> Elect <input type="radio"/> Waive <input type="radio"/> Terminate *Election Date: 07/01/2008</p> <p>Benefit Program: ACT/DED Benefit Plan: SGLI8 SGLI 400K Coverage</p> <p>Flat Amount: [input field]</p> <p>Assign All Beneficiaries <input type="checkbox"/> Smoker Payroll Status: Active</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Percent of Benefit</th> <th>Flat Amount</th> <th>Excess</th> <th>Contingent</th> </tr> </thead> <tbody> <tr> <td>[input field]</td> <td>[input field]</td> <td>[input field]</td> <td>[input field]</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Total Primary Percent: 0 Total Contingent Percent: 0</p> <hr/> <p>Plan Type 25 Dependent Life</p> <p>*Coverage Begin Date: 09/29/2015 *Deduction Begin Date: 09/29/2015</p> <p>Coverage Election: <input checked="" type="radio"/> Elect <input type="radio"/> Waive <input type="radio"/> Terminate *Election Date: 09/29/2015</p> <p>Benefit Program: ACT/DED Benefit Plan: FSGLI10 FSGLI 100K Coverage</p> <p>Spouse Age Option: D=35 - 39</p> <p>Enroll All Dependents <input type="checkbox"/> Smoker Payroll Status: Active</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Smoker</th> <th>Flat Amount</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Urie, Sarah</td> <td><input type="checkbox"/></td> <td>[input field]</td> </tr> </tbody> </table>	ID	Name	Percent of Benefit	Flat Amount	Excess	Contingent	[input field]	[input field]	[input field]	[input field]	<input type="checkbox"/>	<input type="checkbox"/>	ID	Name	Smoker	Flat Amount	01	Urie, Sarah	<input type="checkbox"/>	[input field]
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ID	Name	Smoker	Flat Amount																		
01	Urie, Sarah	<input type="checkbox"/>	[input field]																		

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Starting Combat SGLI Offset, Continued

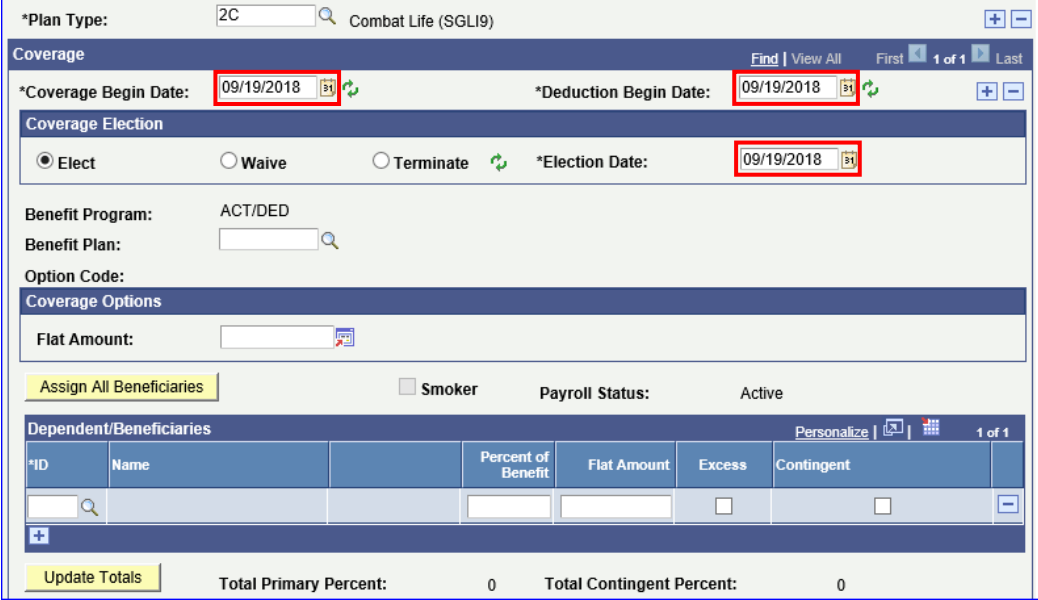
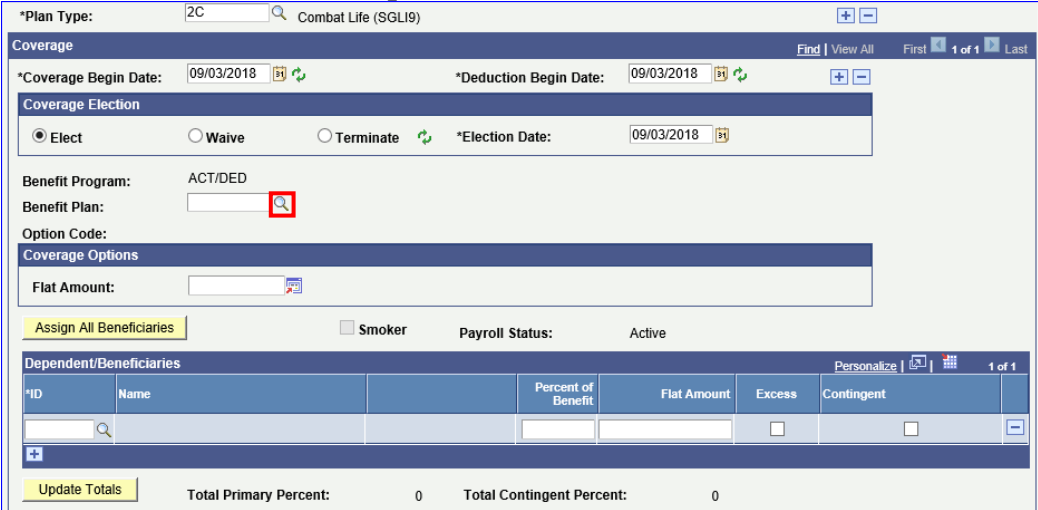
Procedures,
continued

Step	Action
5	<p>Click the Plan Type lookup icon.</p> 
6	<p>Select Plan Type 2C.</p> 

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Starting Combat SGLI Offset, Continued

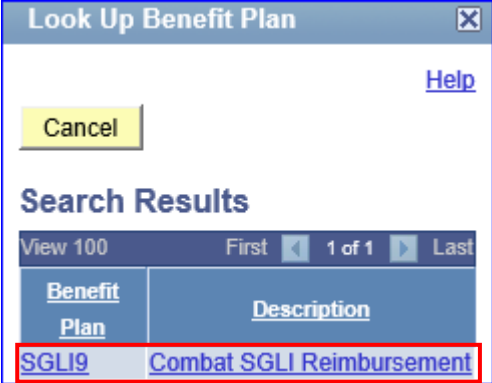
Procedures,
continued

Step	Action
7	<p>The Coverage Begin Date, Deduction Begin Date and Election Date will all default to today's date. Change them all to the date the member reported to the Combat area.</p> 
8	<p>Select the Benefit Plan lookup icon.</p> 

Continued on next page

Starting Combat SGLI Offset, Continued

Procedures,
continued

Step	Action
<p>9</p>	<p>Select Benefit Plan SGLI9.</p> 
<p>10</p>	<p>Click Save.</p> 
<p>11</p>	<p>This transaction does not require approval. If the member has anything other than the maximum \$400,000 coverage for SGLI, the SPO will need to go into SOES and update them to the maximum coverage amount. If the member already has maximum coverage, no further action is required.</p>