20 December 2024

Introduction This guide provides the procedures for using Combat SGLI Offset in Direct Access (DA).

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Starting Combat SGLI Offset

Introduction

This section provides the procedures for starting Combat SGLI Offset in Direct Access (DA).

Information

- This guide should be used when a member reports to a Combat area.
- Combat SGLI Offset automatically stops upon PCS Departure from a Combat area.
- 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.
- The Stopping Combat SGLI Offset guide should be used when a TDY member departs a Combat area.

Procedures

See below.

Step	Action
1	Click on the **AD/RSV Payroll Workcenter** tile.

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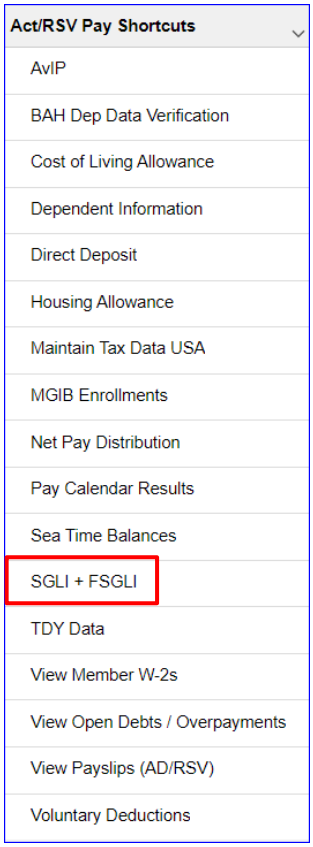
Starting Combat SGLI Offset, Continued

Procedures, continued

Step	Action
2	Select the **SGLI + FSGLI** option from the Act/RSV Pay Shortcuts drop-down. 

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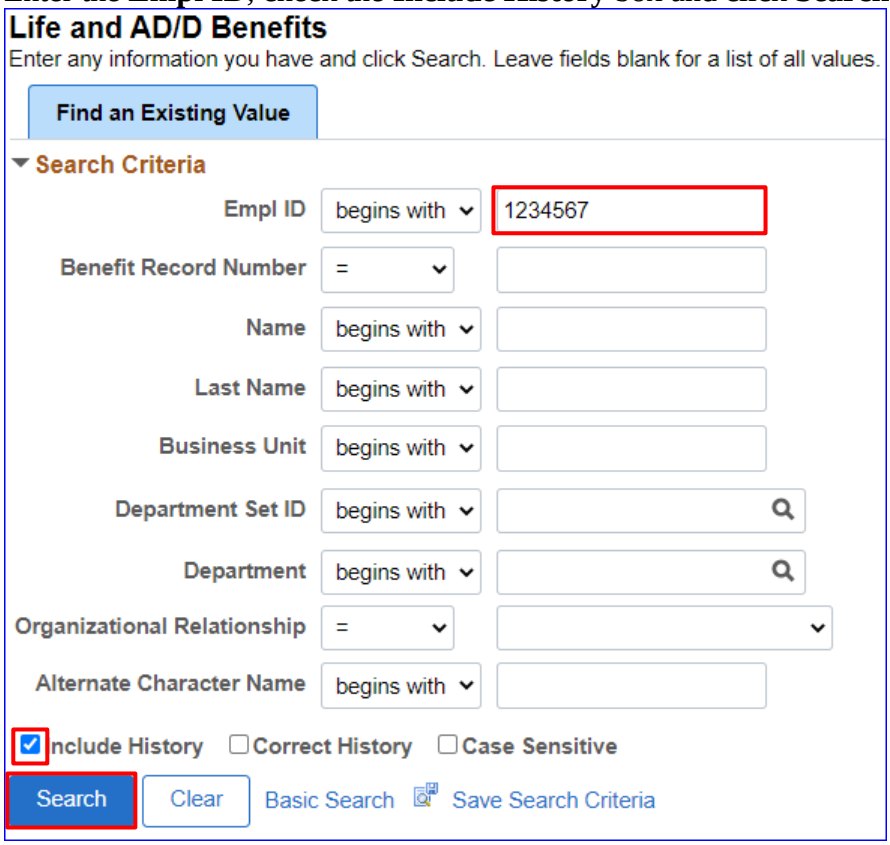
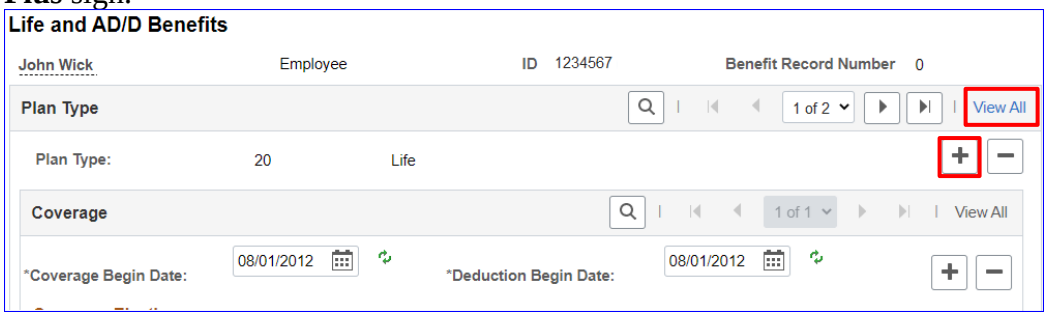
Starting Combat SGLI Offset, Continued

Procedures, continued

Step	Action
3	Enter the **Empl ID**, check the **Include History** box and click **Search**. 
4	The Life and AD/D Benefits page will display. Click **View All** and click the **Plus** sign. 

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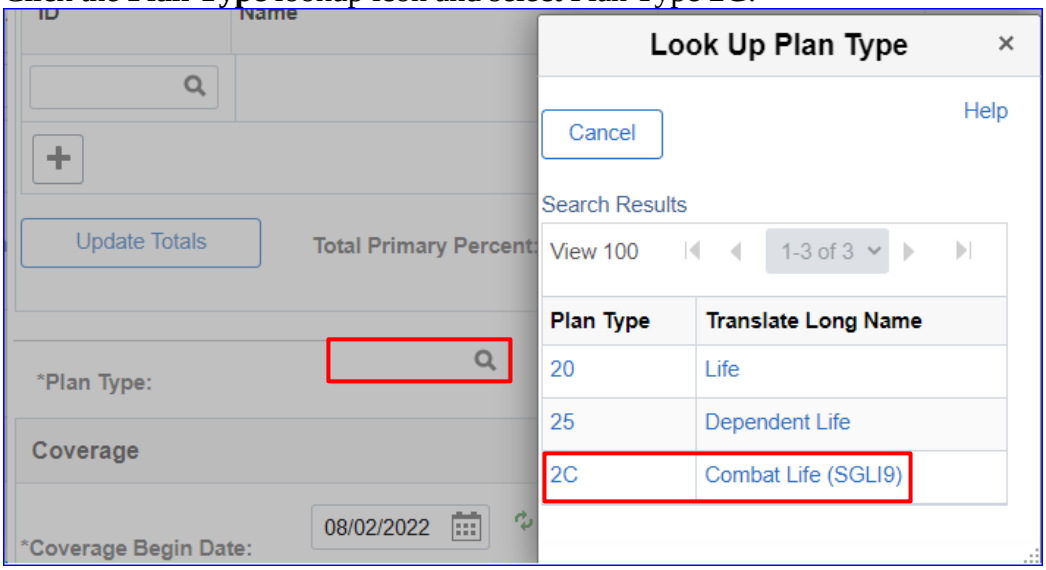
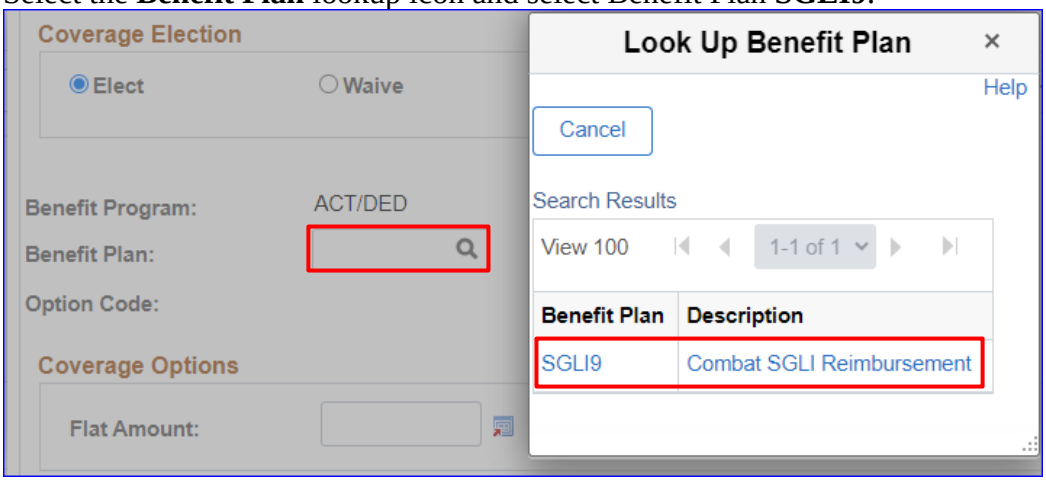
Starting Combat SGLI Offset, Continued

Procedures, continued

Step	Action
5	Click the **Plan Type** lookup icon and select Plan Type **2C**. 
6	Select the **Benefit Plan** lookup icon and select Benefit Plan **SGLI9**. 

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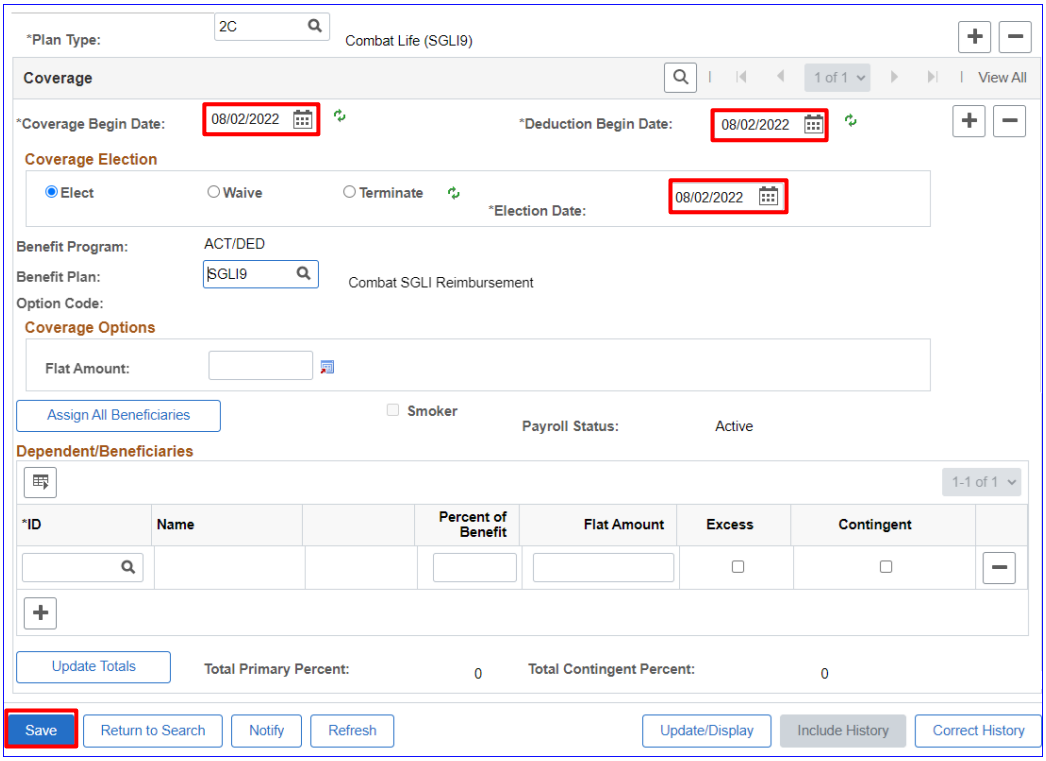
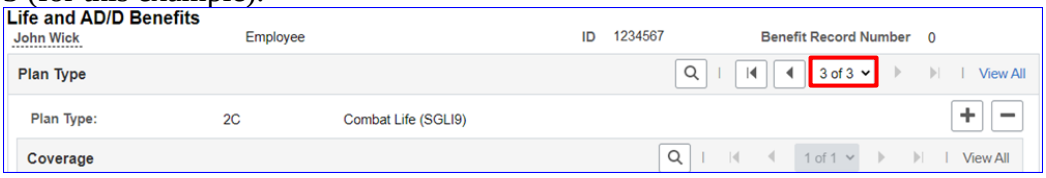
Starting Combat SGLI Offset, Continued

Procedures, continued

Step	Action
7	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. Click **Save**. 
8	This transaction **does not** require approval. The amount of Plan Types updates to 3 (for this example). 

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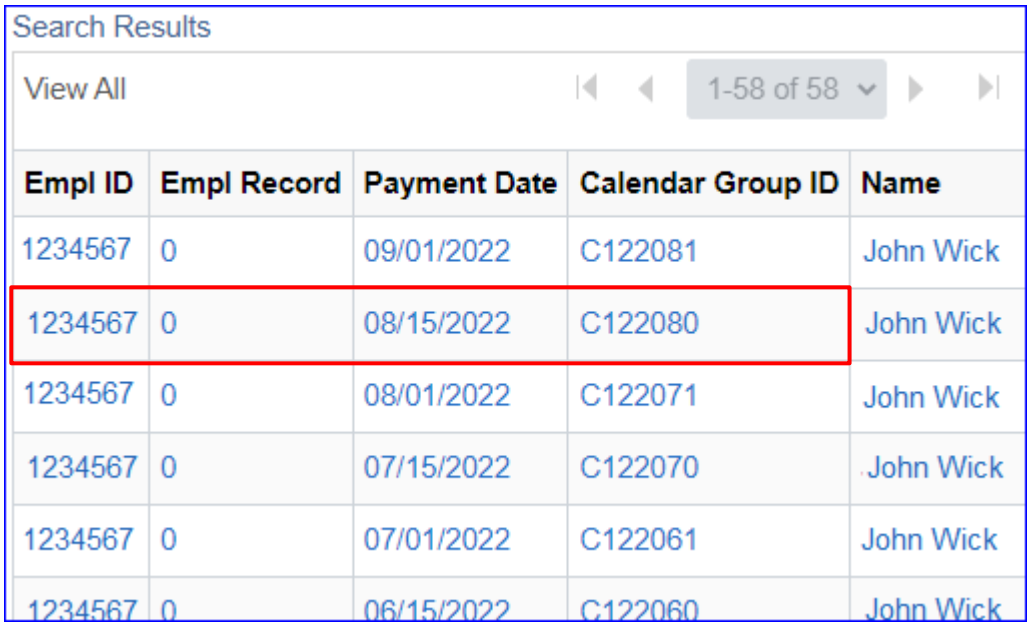
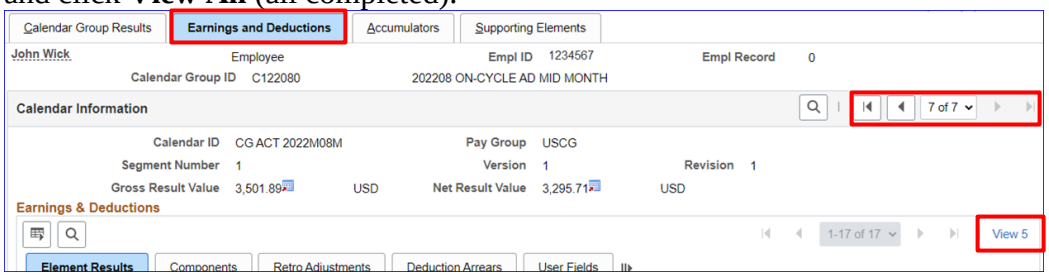
Starting Combat SGLI Offset, Continued

Procedures,
continued

Step	Action
9	Go to the member's Pay Calculation Results and select the appropriate calendar for the start date of the offset.  Search Results View All 1-58 of 58 Empl ID | Empl Record | Payment Date | Calendar Group ID | Name 1234567 | 0 | 09/01/2022 | C122081 | John Wick 1234567 | 0 | 08/15/2022 | C122080 | John Wick 1234567 | 0 | 08/01/2022 | C122071 | John Wick 1234567 | 0 | 07/15/2022 | C122070 | John Wick 1234567 | 0 | 07/01/2022 | C122061 | John Wick 1234567 | 0 | 06/15/2022 | C122060 | John Wick
10	Select the **Earnings and Deductions** tab, go the **last Calendar Information**, and click **View All** (all completed).  Calendar Group Results | Earnings and Deductions | Accumulators | Supporting Elements John Wick Employee Empl ID 1234567 Empl Record 0 Calendar Group ID C122080 202208 ON-CYCLE AD MID MONTH Calendar Information 7 of 7 Calendar ID CG ACT 2022M08M Pay Group USCG Segment Number 1 Version 1 Revision 1 Gross Result Value 3,501.89 USD Net Result Value 3,295.71 USD Earnings & Deductions 1-17 of 17 View 5 Element Results | Components | Retro Adjustments | Deduction Arrears | User Fields

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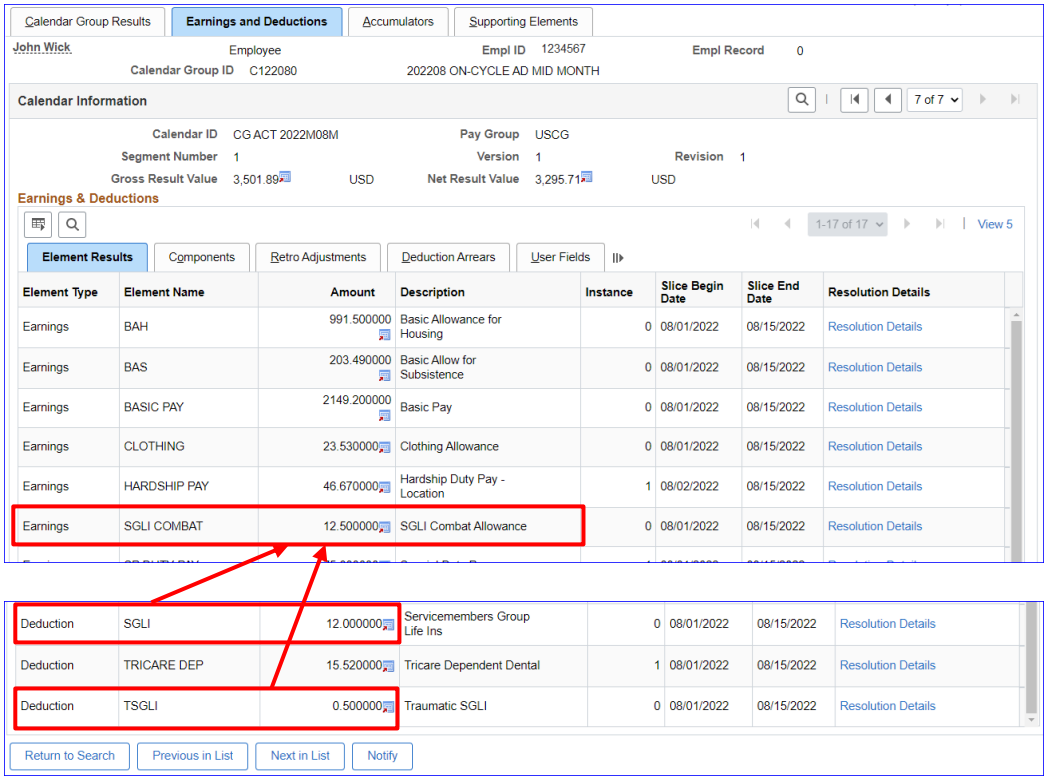
Starting Combat SGLI Offset, Continued

Procedures,
continued

Step	Action
11	Verify that the **SGLI Combat Allowance Earning** offsets the **SGLI/TSGLI Deductions**.



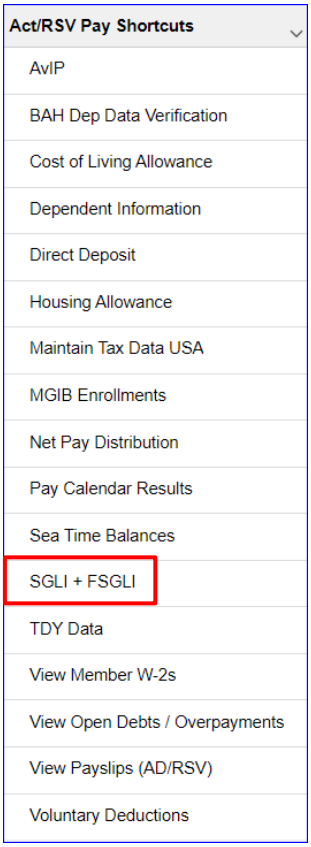
Stopping Combat SGLI Offset

Introduction

This section provides the procedures for stopping Combat SGLI Offset in Direct Access (DA). Combat SGLI Offset automatically stops upon PCS Departure from a Combat area. This guide should be used when a TDY member departs a Combat area.

Procedures

See below.

Step	Action
1	Click on the **AD/RSV Payroll Workcenter** tile.
2	Select the **SGLI + FSGLI** option from the Act/RSV Pay Shortcuts drop-down. 

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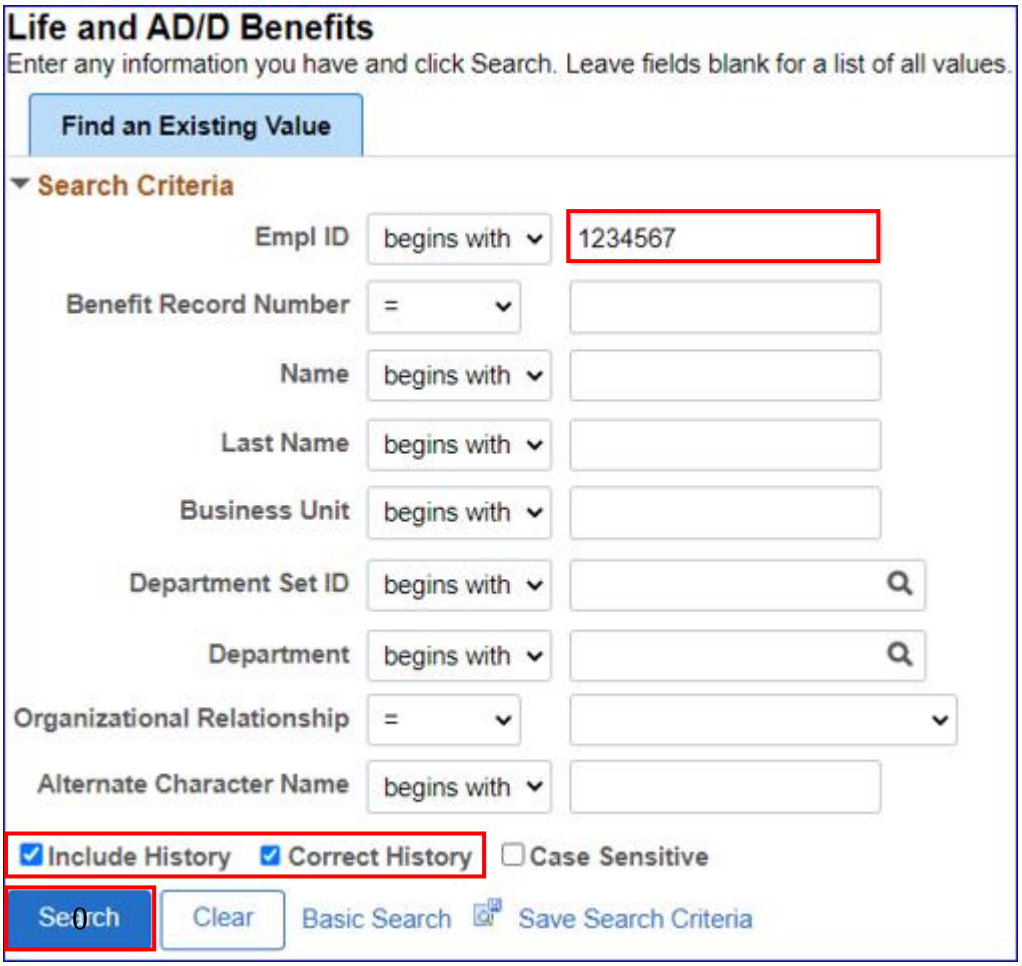
Stopping Combat SGLI Offset, Continued

Procedures, continued

Step	Action
3	Enter the **Empl ID**, check the **Include History** and **Correct History** boxes and click **Search**. 

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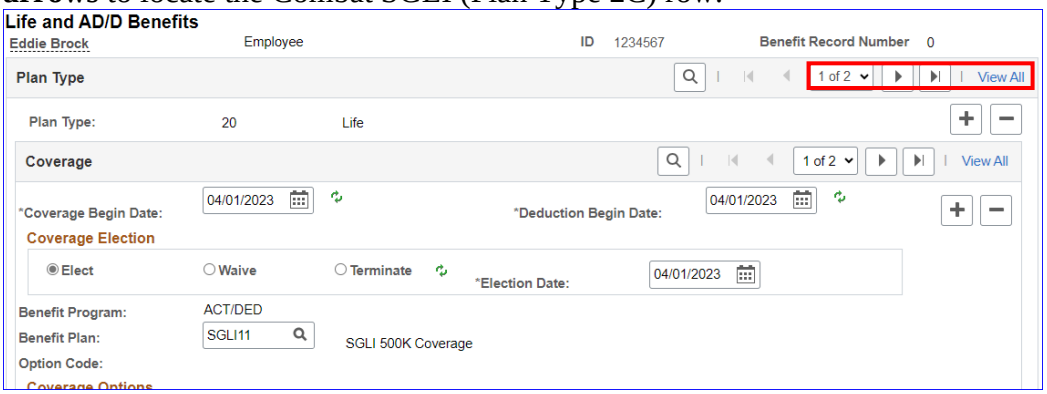
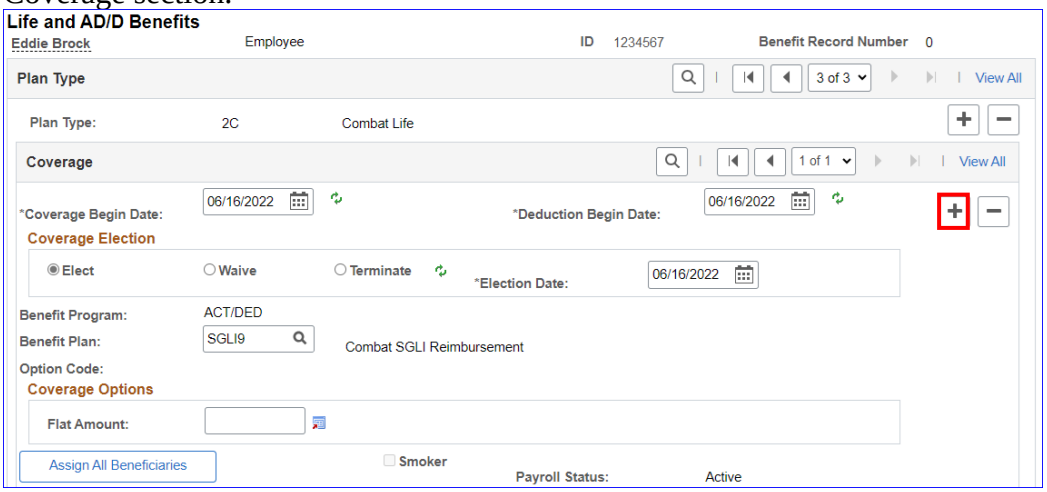
Stopping Combat SGLI Offset, Continued

Procedures, continued

Step	Action
4	The Life and AD/D Benefits page will display. Either click **View All** or use the **arrows** to locate the Combat SGLI (Plan Type 2C) row. 
5	Once the Combat SGLI row is displayed, click the **Plus** button within the Coverage section. 

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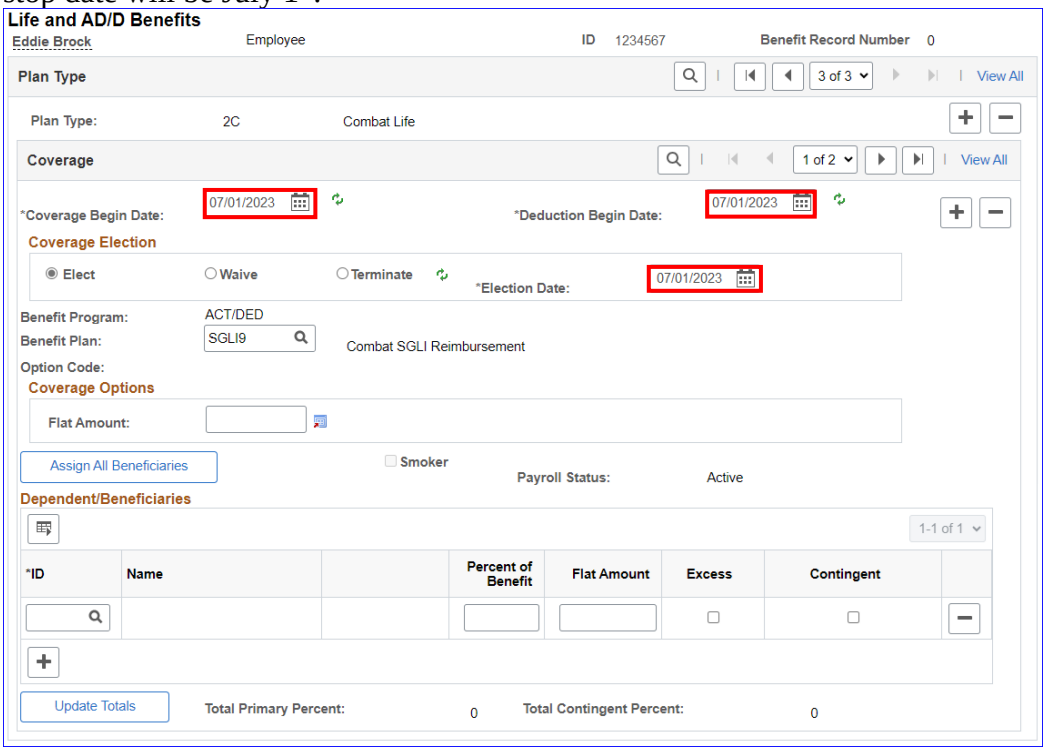
Stopping Combat SGLI Offset, Continued

Procedures, continued

Step	Action
6	Change the **Coverage Begin Date**, **Deduction Begin Date** and **Election Date** to the first day of the month following the month the member departed the Combat area. For example, if the member departed the Combat area on June 28th, the stop date will be July 1st.



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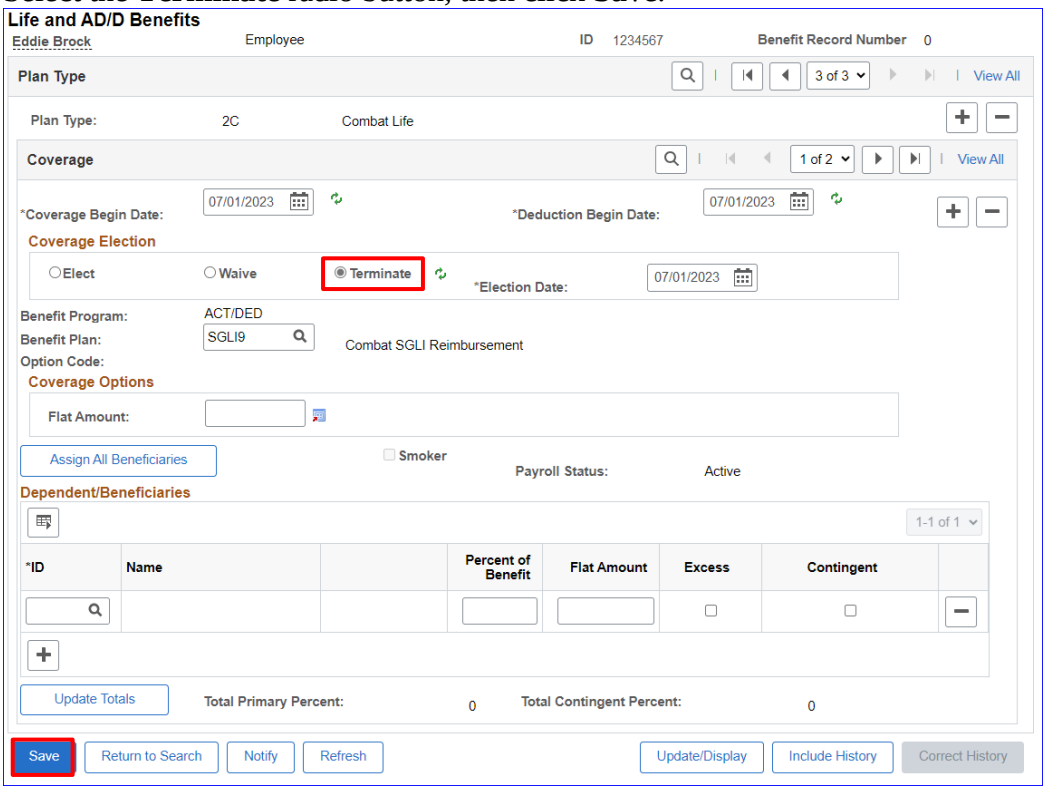
Stopping Combat SGLI Offset, Continued

Procedures, continued

Step	Action
7	Select the **Terminate** radio button, then click **Save**. 
8	If the member had anything less than the maximum coverage ($500,000) prior to entering the Combat area and they want to return to that coverage, they'll need to update it in SOES.