

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.
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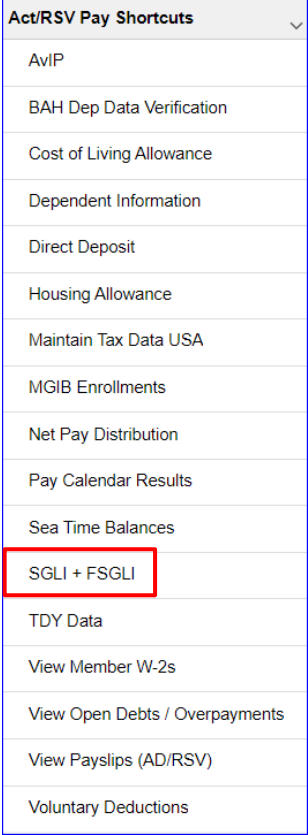
Procedures See below.

Step	Action
1	<p>Click on the AD/RSV Payroll Workcenter tile.</p>  <p>The screenshot shows a green rectangular tile with the text "AD/RSV Payroll Workcenter" at the top. Below the text is an icon of a document with a magnifying glass over it, indicating a search or view function.</p>

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Starting Combat SGLI Offset, Continued

Procedures,
continued

Step	Action
2	<p>Select the SGLI + FSGLI option from the Act/RSV Pay Shortcuts drop-down.</p>  <p>The screenshot shows a drop-down menu titled "Act/RSV Pay Shortcuts" with a downward arrow. The menu is open, displaying a list of options: AvIP, BAH Dep Data Verification, Cost of Living Allowance, Dependent Information, Direct Deposit, Housing Allowance, Maintain Tax Data USA, MGIB Enrollments, Net Pay Distribution, Pay Calendar Results, Sea Time Balances, SGLI + FSGLI (highlighted with a red box), TDY Data, View Member W-2s, View Open Debts / Overpayments, View Payslips (AD/RSV), and Voluntary Deductions.</p>

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Starting Combat SGLI Offset, Continued

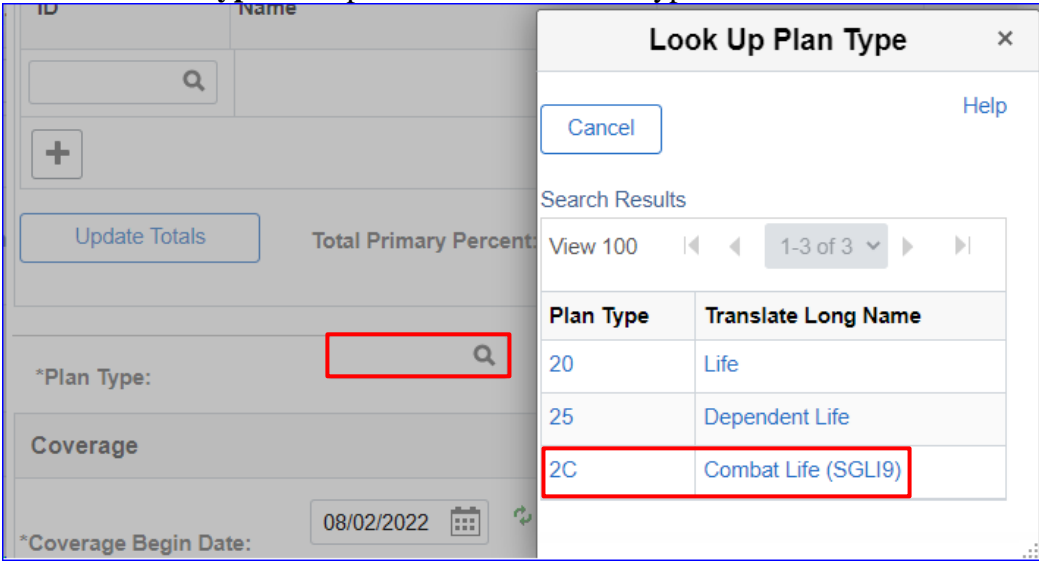
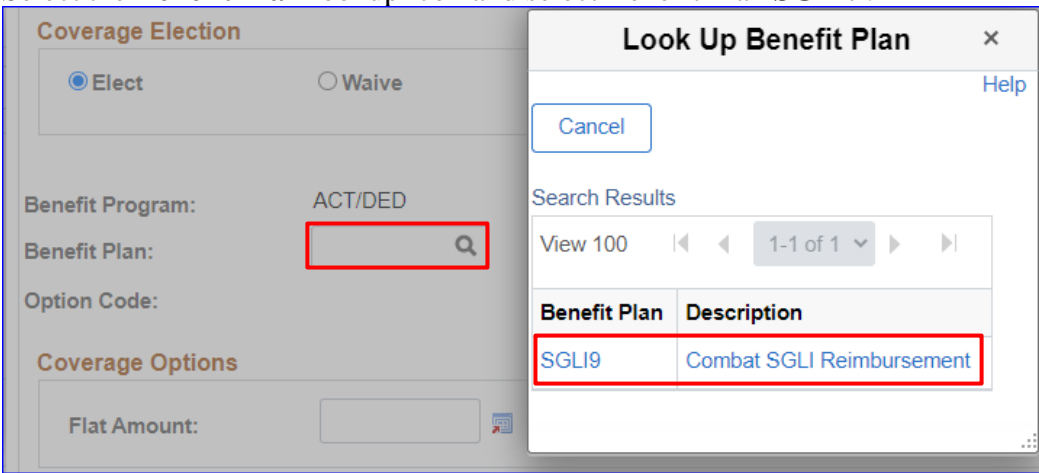
Procedures,
continued

Step	Action
3	<p>Enter the Empl ID, check the Include History box and click Search.</p> <div data-bbox="327 524 1214 1355" style="border: 1px solid black; padding: 5px;"> <p>Life and AD/D Benefits Enter any information you have and click Search. Leave fields blank for a list of all values.</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"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></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><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>
4	<p>The Life and AD/D Benefits page will display. Click View All and click the Plus sign.</p> <div data-bbox="327 1464 1374 1771" style="border: 1px solid black; padding: 5px;"> <p>Life and AD/D Benefits</p> <p>John Wick Employee ID 1234567 Benefit Record Number 0</p> <p>Plan Type <input type="button" value="Q"/> 1 of 2 <input type="button" value="View All"/></p> <p>Plan Type: 20 Life <input checked="" type="button" value="+"/> <input type="button" value="-"/></p> <p>Coverage <input type="button" value="Q"/> 1 of 1 <input type="button" value="View All"/></p> <p>*Coverage Begin Date: 08/01/2012 <input type="button" value="+"/> <input type="button" value="-"/> *Deduction Begin Date: 08/01/2012 <input type="button" value="+"/> <input type="button" value="-"/></p> </div>

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Starting Combat SGLI Offset, Continued

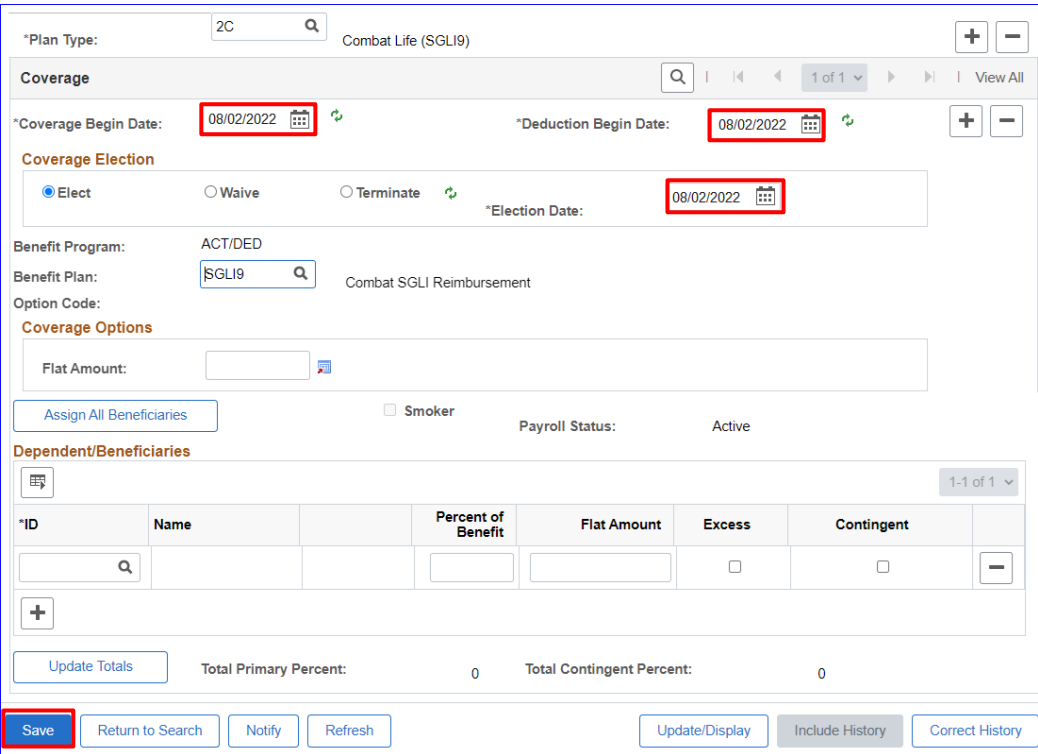
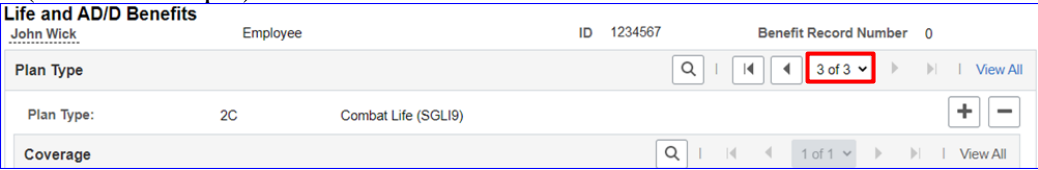
Procedures,
continued

Step	Action								
5	<p>Click the Plan Type lookup icon and select Plan Type 2C.</p>  <p>The screenshot shows a 'Look Up Plan Type' dialog box with a search results table:</p> <table border="1"> <thead> <tr> <th>Plan Type</th> <th>Translate Long Name</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>Life</td> </tr> <tr> <td>25</td> <td>Dependent Life</td> </tr> <tr> <td>2C</td> <td>Combat Life (SGLI9)</td> </tr> </tbody> </table> <p>The '2C' row and its corresponding 'Combat Life (SGLI9)' description are highlighted with a red box. The background form shows a search icon for '*Plan Type:' highlighted in red.</p>	Plan Type	Translate Long Name	20	Life	25	Dependent Life	2C	Combat Life (SGLI9)
Plan Type	Translate Long Name								
20	Life								
25	Dependent Life								
2C	Combat Life (SGLI9)								
6	<p>Select the Benefit Plan lookup icon and select Benefit Plan SGLI9.</p>  <p>The screenshot shows a 'Look Up Benefit Plan' dialog box with a search results table:</p> <table border="1"> <thead> <tr> <th>Benefit Plan</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>SGLI9</td> <td>Combat SGLI Reimbursement</td> </tr> </tbody> </table> <p>The 'SGLI9' row and its corresponding 'Combat SGLI Reimbursement' description are highlighted with a red box. The background form shows a search icon for 'Benefit Plan:' highlighted in red.</p>	Benefit Plan	Description	SGLI9	Combat SGLI Reimbursement				
Benefit Plan	Description								
SGLI9	Combat SGLI Reimbursement								

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Starting Combat SGLI Offset, Continued

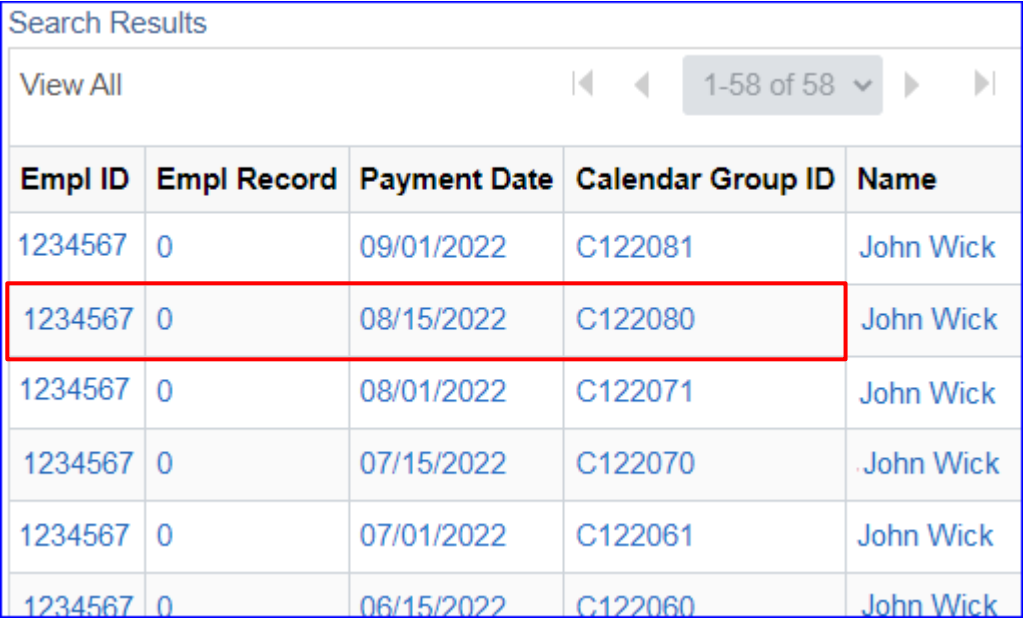

Procedures,
continued

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. Click Save.</p>  <p>*Plan Type: 2C Combat Life (SGLI9)</p> <p>Coverage</p> <p>*Coverage Begin Date: 08/02/2022 *Deduction Begin Date: 08/02/2022</p> <p>Coverage Election</p> <p><input checked="" type="radio"/> Elect <input type="radio"/> Waive <input type="radio"/> Terminate *Election Date: 08/02/2022</p> <p>Benefit Program: ACT/DED Benefit Plan: SGLI9 Combat SGLI Reimbursement Option Code:</p> <p>Coverage Options</p> <p>Flat Amount:</p> <p>Assign All Beneficiaries <input type="checkbox"/> Smoker Payroll Status: Active</p> <p>Dependent/Beneficiaries</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><input type="checkbox"/></td> <td><input type="checkbox"/></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					<input type="checkbox"/>	<input type="checkbox"/>
ID	Name	Percent of Benefit	Flat Amount	Excess	Contingent								
				<input type="checkbox"/>	<input type="checkbox"/>								
8	<p>This transaction does not require approval. The amount of Plan Types updates to 3 (for this example).</p>  <p>Life and AD/D Benefits John Wick Employee ID 1234567 Benefit Record Number 0</p> <p>Plan Type 3 of 3 View All</p> <p>Plan Type: 2C Combat Life (SGLI9)</p> <p>Coverage 1 of 1 View All</p>												

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Starting Combat SGLI Offset, Continued

Procedures,
continued

Step	Action																																			
9	<p>Go to the member's Pay Calculation Results and select the appropriate calendar for the start date of the offset.</p>  <p>Search Results</p> <p>View All 1-58 of 58</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Payment Date</th> <th>Calendar Group ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>09/01/2022</td> <td>C122081</td> <td>John Wick</td> </tr> <tr style="border: 2px solid red;"> <td>1234567</td> <td>0</td> <td>08/15/2022</td> <td>C122080</td> <td>John Wick</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>08/01/2022</td> <td>C122071</td> <td>John Wick</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>07/15/2022</td> <td>C122070</td> <td>John Wick</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>07/01/2022</td> <td>C122061</td> <td>John Wick</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>06/15/2022</td> <td>C122060</td> <td>John Wick</td> </tr> </tbody> </table>	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
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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	<p>Select the Earnings and Deductions tab, go the last Calendar Information, and click View All (all completed).</p>  <p>Calendar Group Results Earnings and Deductions Accumulators Supporting Elements</p> <p>John Wick Employee Empl ID 1234567 Empl Record 0 Calendar Group ID C122080 202208 ON-CYCLE AD MID MONTH</p> <p>Calendar Information 7 of 7</p> <p>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</p> <p>Earnings & Deductions View All</p> <p>Element Results Components Retro Adjustments Deduction Arrears User Fields</p>																																			

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Starting Combat SGLI Offset, Continued



Procedures,
continued

Step	Action																																																																																
11	<p>Verify that the SGLI Combat Allowance Earning offsets the SGLI/TSGLI Deductions.</p> <p>The screenshot displays the following data:</p> <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAH</td> <td>991.500000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>08/01/2022</td> <td>08/15/2022</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>203.490000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>08/01/2022</td> <td>08/15/2022</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>2149.200000</td> <td>Basic Pay</td> <td>0</td> <td>08/01/2022</td> <td>08/15/2022</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CLOTHING</td> <td>23.530000</td> <td>Clothing Allowance</td> <td>0</td> <td>08/01/2022</td> <td>08/15/2022</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>HARDSHIP PAY</td> <td>46.670000</td> <td>Hardship Duty Pay - Location</td> <td>1</td> <td>08/02/2022</td> <td>08/15/2022</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>SGLI COMBAT</td> <td>12.500000</td> <td>SGLI Combat Allowance</td> <td>0</td> <td>08/01/2022</td> <td>08/15/2022</td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>SGLI</td> <td>12.000000</td> <td>Servicemembers Group Life Ins</td> <td>0</td> <td>08/01/2022</td> <td>08/15/2022</td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>TRICARE DEP</td> <td>15.520000</td> <td>Tricare Dependent Dental</td> <td>1</td> <td>08/01/2022</td> <td>08/15/2022</td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>TSGLI</td> <td>0.500000</td> <td>Traumatic SGLI</td> <td>0</td> <td>08/01/2022</td> <td>08/15/2022</td> <td>Resolution Details</td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BAH	991.500000	Basic Allowance for Housing	0	08/01/2022	08/15/2022	Resolution Details	Earnings	BAS	203.490000	Basic Allow for Subsistence	0	08/01/2022	08/15/2022	Resolution Details	Earnings	BASIC PAY	2149.200000	Basic Pay	0	08/01/2022	08/15/2022	Resolution Details	Earnings	CLOTHING	23.530000	Clothing Allowance	0	08/01/2022	08/15/2022	Resolution Details	Earnings	HARDSHIP PAY	46.670000	Hardship Duty Pay - Location	1	08/02/2022	08/15/2022	Resolution Details	Earnings	SGLI COMBAT	12.500000	SGLI Combat Allowance	0	08/01/2022	08/15/2022	Resolution Details	Deduction	SGLI	12.000000	Servicemembers Group Life Ins	0	08/01/2022	08/15/2022	Resolution Details	Deduction	TRICARE DEP	15.520000	Tricare Dependent Dental	1	08/01/2022	08/15/2022	Resolution Details	Deduction	TSGLI	0.500000	Traumatic SGLI	0	08/01/2022	08/15/2022	Resolution Details
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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	<p>Click on the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Select the SGLI + FSGLI option from the Act/RSV Pay Shortcuts drop-down.</p> 

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Stopping Combat SGLI Offset, Continued

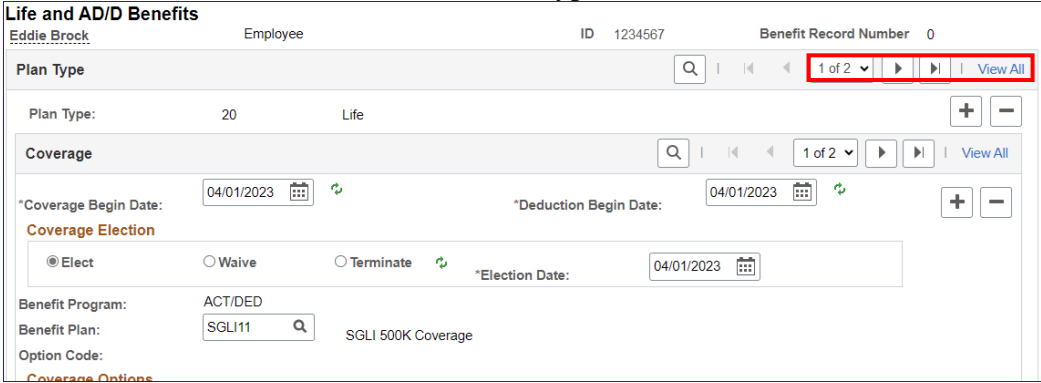
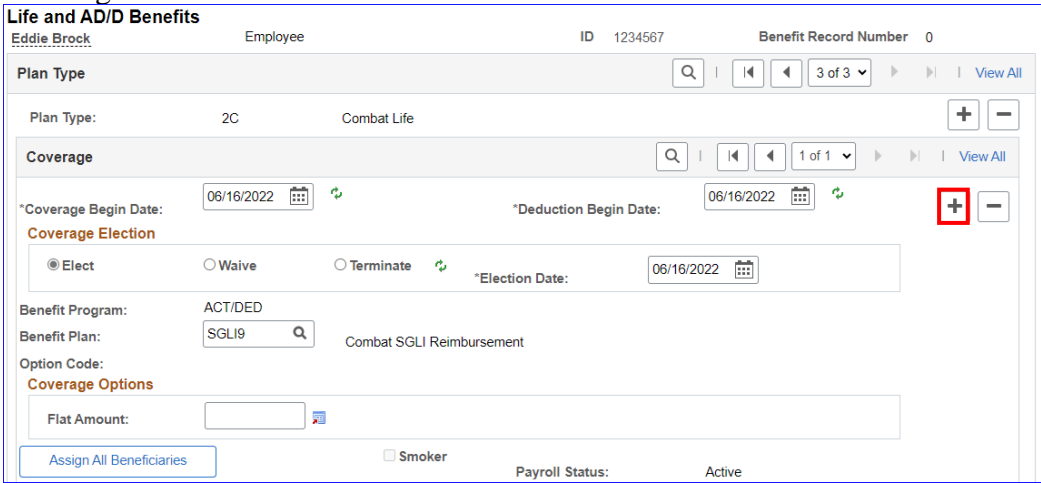
Procedures,
continued

Step	Action
3	<p>Enter the Empl ID, check the Include History and Correct History boxes and click Search.</p> <div data-bbox="336 528 1358 1480" style="border: 1px solid black; padding: 5px;"> <p>Life and AD/D Benefits Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="background-color: #e1ecf4; padding: 2px; text-align: center;">Find an Existing Value</p> <p>Search Criteria</p> <p>Empl ID begins with <input style="border: 1px solid red;" 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"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Organizational Relationship = <input type="text"/> <input type="button" value="v"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p><input checked="" style="border: 1px solid red;" type="checkbox"/> Include History <input checked="" style="border: 1px solid red;" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input style="border: 1px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>

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Stopping Combat SGLI Offset, Continued

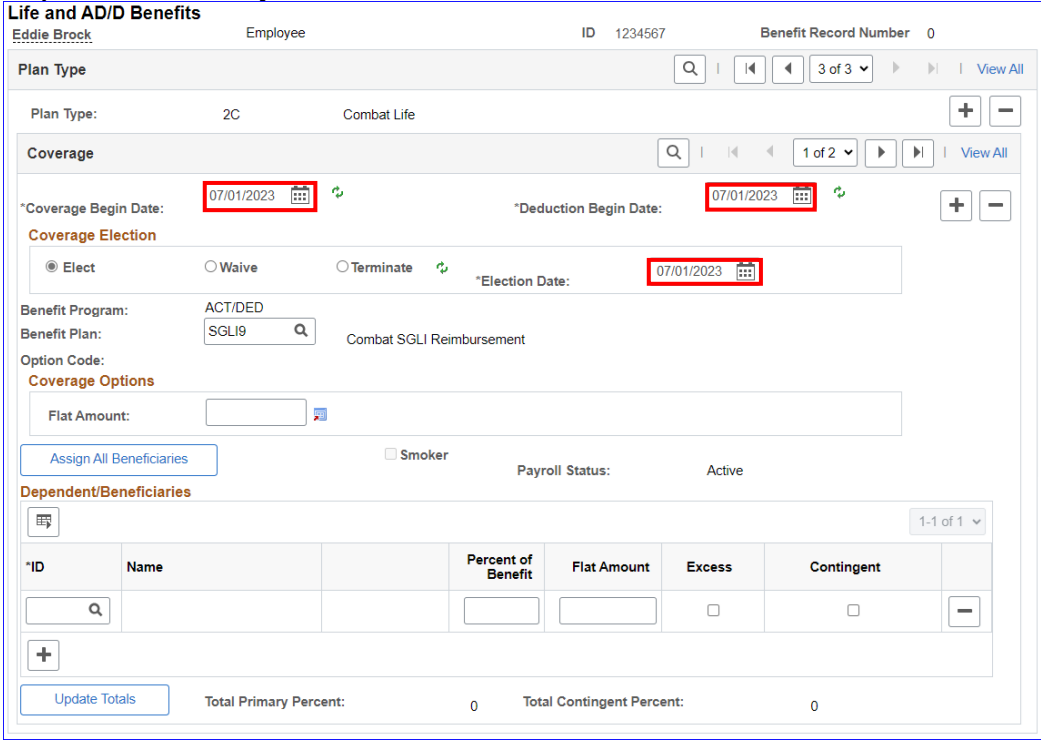
Procedures,
continued

Step	Action
<p>4</p>	<p>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.</p> 
<p>5</p>	<p>Once the Combat SGLI row is displayed, click the Plus button within the Coverage section.</p> 

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Stopping Combat SGLI Offset, Continued

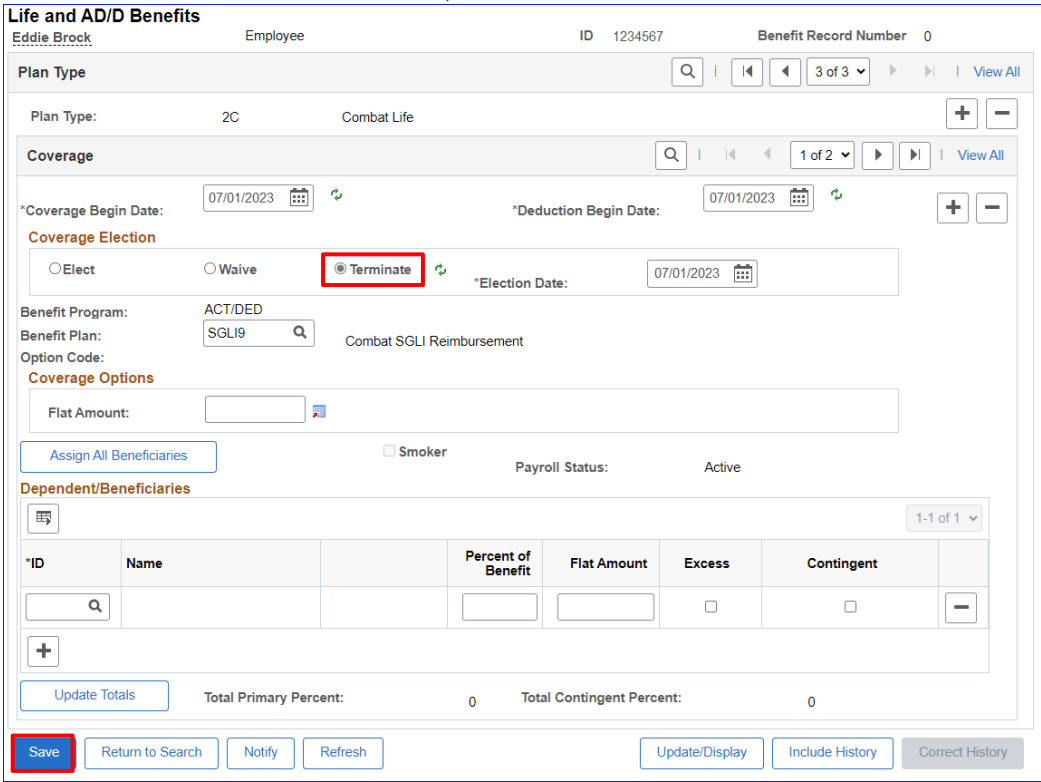
Procedures,
continued

Step	Action
6	<p>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.</p>  <p>The screenshot displays the 'Life and AD/D Benefits' page for employee Eddie Brock (ID 1234567). The 'Coverage' section shows the following details:</p> <ul style="list-style-type: none"> Plan Type: 2C Combat Life Coverage Begin Date: 07/01/2023 Deduction Begin Date: 07/01/2023 Coverage Election: <input checked="" type="radio"/> Elect, <input type="radio"/> Waive, <input type="radio"/> Terminate Election Date: 07/01/2023 Benefit Program: ACT/DED Benefit Plan: SGLI9 (Combat SGLI Reimbursement) Option Code: Coverage Options Flat Amount: [Empty field] Smoker: <input type="checkbox"/> Payroll Status: Active <p>The 'Dependent/Beneficiaries' section shows a table with columns for ID, Name, Percent of Benefit, Flat Amount, Excess, and Contingent. The table is currently empty, and the 'Update Totals' button shows a Total Primary Percent of 0 and a Total Contingent Percent of 0.</p>

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Stopping Combat SGLI Offset, Continued

Procedures,
continued

Step	Action
<p>7</p>	<p>Select the Terminate radio button, then click Save.</p>  <p>The screenshot shows the 'Life and AD/D Benefits' page for Eddie Brock (Employee ID 1234567, Benefit Record Number 0). The 'Plan Type' is 2C (Combat Life). The 'Coverage Election' section has three radio buttons: 'Elect', 'Waive', and 'Terminate'. The 'Terminate' button is selected and highlighted with a red box. Below this, the 'Benefit Program' is ACT/DED and the 'Benefit Plan' is SGLI9 (Combat SGLI Reimbursement). The 'Coverage Options' section has a 'Flat Amount' field. At the bottom, the 'Save' button is highlighted with a red box. Other buttons include 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.</p>
<p>8</p>	<p>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.</p>