Chapter 6: Personnel Administration

Introduction

This chapter discusses entering and updating general personnel data, such as information on dependency, insurance, decedent affairs, and other miscellaneous items not covered in other sections of this publication.

In This Chapter

This chapter contains the following sections:

Section A: Designation of Beneficiaries and Record of Emergency Data

A.1. Introduction

This section provides the process to designate beneficiaries and to complete a Designation of Beneficiaries and Record of Emergency Data, Form CG-2020D.

A.2. References

(a) Military Personnel Casualties and Decedent Affairs, COMDTINST M1770.9 (series)

(b) Coast Guard Pay Manual, COMDTINST M7220.29 (series)

(c) Coast Guard Military Human Resource Record (CGMHRR) System, COMDTINST 1080.10 (series)

A.3. Purpose

Per Reference (a), the completion of the Form CG-2020D is mandated for all military personnel. The form is used to establish:

- Persons to notify in case of emergency or death
- Name of beneficiaries to receive death gratuities
- Persons to receive allotment of pay if missing or unable to transmit funds
- Beneficiaries to receive unpaid pay and allowances
- Person Authorized to Direct Disposition of Remains (PADD)
- Person Eligible to Receive Effects (PERE)

Changes to Emergency Contact information must be made by the member in DA.

NOTE: **The CG-2020D is NOT used to designate SGLI beneficiaries. This is completed by the member using their CAC in the SGLI Online Enrollment System at https://milconnect.dmdc.osd.mil/milconnect/.**

A.4. When to Submit the CG-2020D

Form CG-2020D, must be submitted by all military personnel upon:

- Accession
- Commissioning
- Marriage
- Divorce
- Death of spouse
- Annulment of marriage

- Permanent Change of Station (Arrival)
- Change of status (regular to Reserve, Reserve to regular)
- Any time the data on the form changes.

A.5. **Death Gratuity**

The death gratuity is paid to the survivor(s) of a CG member who dies while on Active Duty and Reservists on IDT/ADT or while traveling to or from IDT/ADT per 10 U.S.C. § 1475 - §1480. Survivors are also authorized death gratuity when a member dies within 120 days following their separation date or most recent Reserve service, if the Department of Veterans Affairs (VA) determines the death was service connected.

Each member has the personal option to designate persons to receive part, or all, of the death gratuity. Only living persons may be designated. Formal or blood relationship is not required. A maximum of ten living persons may be designated to receive portions. Portions may be specified only in ten percent increments. If added portions total less than 100 percent, the remainder will be paid by law.

A.6. **Beneficiaries for Death Gratuity**

If a member does not wish to designate a beneficiary for death gratuity, they enter “None” in Section 3 of the form. Undesignated portions will be paid by law according to the default precedence list. The full amount of death gratuity is payable to someone, even if the member enters “None”, leaves the form blank, chooses to designate less than the full amount, or if the form is missing or destroyed. IAW Reference (b), payment by law is as follows:

- To the surviving spouse of the member, if any (does not include an ex-spouse)
- To the surviving children of the member, and the descendants of any deceased children by representation
- To the surviving parents of the member, or to the survivor of them
- To the duly appointed executor or administrator of the estate of the member
- If none of the above, then to the other next-of-kin of the member under the laws of domicile of the member at the time of the member’s death

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A.7. **Death Gratuity Designation Spousal Notification Letter**

If a member has a spouse and designates a person(s) other than the spouse to receive all or a portion of the death gratuity, the member’s Commanding Officer is required to notify the spouse about the designation. The notice to the spouse must be done in writing. First class mail will normally be used. No response from the spouse is required. A copy of the letter must be uploaded to iPERMS IAW Reference (c).

See Figure 6-1 below for a spousal notification template. The font size has been reduced to allow it to fit on one page.

U.S. Department of Homeland Security

United States Coast Guard

1772
January 1, 2021

Spouse's name
Address line 1
Address line 2
City, State, Zip

NOTIFICATION OF BENEFICIARY DESIGNATION:

Your spouse recently made changes to the beneficiary designation for death gratuity pay. The change may affect you. In accordance with Public Law 110-181 we are required to notify a servicemember's spouse whenever that member names any death gratuity beneficiaries other than the member's spouse.

The death gratuity originally provided for the immediate living expenses of family members. The current amount of the death gratuity payment is $100,000. It is an entitlement paid to a beneficiary even if the deceased member was indebted to or overpaid by the Coast Guard.

On July 1, 2008, a new death gratuity policy became effective (Public Law 110-181, section 645). The new policy allows servicemembers an option to designate up to 100 percent of their death gratuity to any living person of the servicemember's choice. Your servicemember spouse has designated one or more people, other than yourself, to receive all or a portion of the death gratuity payment.

The servicemember is entitled to make the above election. We are not authorized to disclose the name of any other beneficiary.

Note: Undesignated portions will be paid by law:

(1) To the surviving spouse of the member, if any (does not include an ex-spouse);
(2) To any surviving "children" of the person and the descendants of any deceased children by representation;
(3) To the surviving "parents" or the survivor of them;
(4) To the duly-appointed executor or administrator of the estate of the person;
(5) If none of the above, then to other next-of-kin of the person under the laws of domicile of the person at the time of the person's death.

There is no requirement for you to reply to this letter. We are required only to notify you of your spouse's decision. If you have any questions regarding this matter, please call (###) ###-#### or write to the address above.

Sincerely,

Name
Military Grade spelled out
Job Title
U.S. Coast Guard
By Direction (if signing by direction)

Copy: Member
Personnel & Admin Office

Figure 6-1 Death Gratuity Designation Spousal Notification Letter

A.8. **CG-2020D Process**

Use this process to submit and record the member's CG-2020D.

Step	Who Does It	What Happens
1	Command	IAW Reference (a) immediately upon notification/discovery of one of the following events, directs member to complete a Designation of Beneficiaries and Record of Emergency Data, Form CG-2020D. • Accession • Commissioning • Marriage • Divorce • Death of spouse • Annulment of marriage • Permanent Change of Station – arrival • Change in status (regular to Reserve or Reserve to regular)
2	Member	Immediately when directed or upon one of the occasions listed in the previous step, completes and signs a Form CG-2020D and forwards to the P&A Office.
3	P&A Office	• Immediately upon receipt of Form CG-2020D, reviews for accuracy and completeness. • If Spousal Notification is required, completes the Spousal Notification letter and routes for signature and mails. • Within two business days of receipt of CG-2020D, and if applicable the Spousal Notification letter, uploads documents to iPERMS IAW Reference (c).

Table 6-1 Designation of Beneficiaries and Record of Emergency Data Process

Section B: Servicemembers' Group Life Insurance (SGLI)

B.1. Introduction

This section provides the process to designate beneficiaries and (only under specific conditions) to complete a Servicemembers' Group Life Insurance (SGLI) Election and Certificate, SGLI-8286 form.

NOTE: **The SGLI was established for the purpose of making life insurance protection available to members of the Uniformed Services at a reasonable cost.**

B.2. References

(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)

(b) Servicemembers' and Veterans' Group Life Insurance Handbook

(c) Military Personnel Casualties and Decedent Affairs, COMDTINST M1770.9 (series)

(d) Coast Guard Military Human Resource Record (CGMHRR) System, COMDTINST 1080.10 (series)

(e) SGLI Homepage

B.3. SGLI Online Enrollment System (SOES)

On 1 October 2018, the CG implemented the SGLI Online Enrollment System (SOES). SOES is a web-based system that CG Active Duty and Reserve members use to quickly and easily validate or change SGLI or Family SGLI (FSGLI) coverage amounts and beneficiaries. While SOES results in a dramatic reduction in the use of paper forms, there may be specific situations where the use of SGLV Form 8286/8286A will still be authorized. These specific situations include:

- Any new accessions who do not have access to SOES yet
- Reservists in a non-pay status, not assigned to a unit or not scheduled to perform at least 12 periods of Inactive Duty for Training (IDT) per year for points only, rather than pay remain eligible for SGLI coverage but will not have a record in SOES
- Members on Appellate Leave
- Emergent situations when a member desires to make a change to their SGLI/FSGLI coverage but does not have access to SOES

B.4. Automatic Coverage

IAW Reference (a), the SGLI program provides automatic full-time coverage in the maximum amount of $500,000 for all newly accessed members, then allows them to either:

- Decline SGLI coverage, or

- Elect a reduced amount of SGLI coverage in increments of $50,000.

B.5. **Traumatic Injury Protection**

Traumatic injury protection under the SGLI program provides payments to service members who are severely injured due to a traumatic event. All members with SGLI coverage are automatically covered by Traumatic SGLI (TSGLI) and an additional monthly premium of one dollar will be deducted from their pay. Members cannot decline TSGLI unless they also decline all SGLI coverage. TSGLI will provide a payment of $25,000 to $100,000 to members who sustain specific traumatic injuries. Examples of covered injuries include permanent loss of a foot, hand, eyesight, hearing, or speech. The policy also covers severe burns, extensive paralysis or long-term comas. For additional information, refer to https://www.va.gov/life-insurance/options-eligibility/tsgli/.

B.6. **Combat SGLI Offset**

Members serving in certain areas (as designated by Secretary of Defense/Secretary of Department of Homeland Security) will receive an offset in an amount equal to the amount of the deduction made for the maximum amount of SGLI coverage plus the amount for TSGLI coverage. All members serving in these designated areas will have their SGLI coverage set to $500,000 automatically.

B.7. **Payment of SGLI Premiums**

Active Duty and Reservists eligible to receive drill pay will make SGLI payments through automatic payroll deductions which will be reflected on their payslips.

Reservists enrolled in SGLI who do not drill temporarily, but remain in a good pay status, will accrue a negative SGLI premium. Upon resumption of a drilling status, the system will deduct the negative balance from their pay. If the member does not drill for pay within five months and an SGLI payment is not made, SGLI coverage will be administratively terminated. To avoid cancellation of SGLI coverage, Reservists with a negative balance may pay off that balance with a check, money order or credit card (VISA or MasterCard).

Check or money order payments should:

- Include member's name and employee ID
- Be made payable to "U.S. Coast Guard"
- Be clearly marked "SGLI Payment"
- Be mailed to:

Commanding Officer
USCG Pay and Personnel Center
Attn: Financial Accounting & Reporting Branch (FAR)
444 SE Quincy Street
Topeka, KS 66683-3591

	For payment by credit card, contact Customer Care at 1-866-PPC-USCG (772-8724). Phone support is available on weekdays from 0730 to 1600 (Central Time).
B.8. **Reducing or Declining Coverage and/or Change of Beneficiaries**	Eligible CG servicemembers can access SOES 24/7 via the Department of Defense (DoD) milConnect portal at https://milconnect.dmdc.osd.mil/milconnect/ using their CAC. They can change their coverage and/or their beneficiaries using SOES. To decline coverage in SOES, the member must select $0 coverage and remove all beneficiary information.
B.9. **"For Branch of Service Use Only" Section**	An authorized representative of the CG (i.e. CO/OIC, XO/XPO, Yeoman, etc.) must completely fill out the "For Branch of Service Use Only" Section of the SGLV-8286 (when required). This indicates the form was received (whether in person, by mail, or electronically) as well as the date the form was received. The date received must be accurately recorded as it determines the exact date that the insurance becomes effective or is reduced, or cancelled, and is the basis for establishing or changing payroll deductions.
B.10. **Spousal Notification Letter**	SOES will generate spousal notification letters on behalf of the CG as required by law and forward to the address listed in DEERS; see Section I of this chapter. Should a life insurance election on a paper form trigger spousal notification, the P&A Office will generate and send the spousal notification letter via First class mail (normally). No response from the spouse is required, but a copy of the letter must be uploaded to iPERMS IAW Reference (d). See Figure 6-2 for a spousal notification template.
B.11. **Requests for Insurance After Cancelling or Reducing Coverage**	If a member elects to cancel or reduce SGLI coverage and later wants to obtain or increase their SGLI coverage, the member must make the change using SOES. The medical questionnaire is only required to be completed when a member has previously declined coverage or elected coverage for a reduced amount. If all the answers to the medical questions are "No", SOES will reflect the updated coverage. If any of the answers to the medical questions are "Yes", the coverage must be approved by the Office of Servicemembers' Group Life Insurance (OSGLI) before coverage can begin. If approved, SOES will reflect the coverage and begin date.
B.12. **Designation of Beneficiaries**	Care must be taken when designating minors or when member elects not to designate a beneficiary. Refer to Chapter 6 of Reference (b) when making such designations.
B.13. **Process when using**	As per B.3 above, a paper form should only be used under very specific circumstances. If one of those situations occurs, use this process.

Paper SGLI Form

Step	Who Does It	What Happens
1	Member	Completes SGLV-8286, signs and submits to P&A Office.
2	P&A Office	• Within two business days of receipt of the form, reviews for accuracy and completeness and verifies the member's coverage eligibility. • Completes the "For Branch of Service Use Only" Section. • Counsels member on making premium payments to PPC • (if required). • If member reduced or declined coverage, prepares the Spousal Notification Letter (if applicable) for signature and mailing. • Provides member with a copy of SGLV-8286 and Spousal Notification Letter (if applicable) for their records and forwards a copy of the form to PPC via online trouble ticket to PPC-DG-CustomerCare@uscg.mil. • Uploads the original form and copy of the signed Spousal Notification Letter (if applicable) to iPERMS IAW References (c) and (d).
	NOTE:	**Some common errors found on paper forms include:** **- Member omits signature on the form** **- The "For Branch of Service Use Only" Section is blank** **- The form is not uploaded to the member's CGMHRR** **- The sum total to either the primary or contingent beneficiaries does not equal 100%**
3	PPC	Upon receipt of the form copy, depending on the member's situation, PPC will either start/change SGLI/FGSLI premium deductions in DA, adjust accumulators, or simply deposit the premium payments and forward to the VA.

Table 6-2 Process when using Paper SGLI Form

B.14. **Common Errors to Paper Form**

Common errors that are made to the SGLV-8286 form include:

- Member omits signature on the form
- The "For Branch of Service Use Only" Section is blank

- The form is not uploaded to the member's CGMHRR in iPERMS IAW Reference (d)
- The sum total to either the primary or contingent beneficiaries does not equal 100%

B.15. **SGLI Reduction/ Beneficiary Change Spousal Notification Letter Template**

The font size has been reduced to allow it to fit on one page.

U.S. Department of Homeland Security
United States Coast Guard

1741
January 1, 2021

Spouse's name
Address line 1
Address line 2
City, State, Zip

NOTIFICATION OF SERVICEMEMBERS' GROUP LIFE INSURANCE (SGLI) COVERAGE REDUCTION OR BENEFICIARY CHANGE:

Your spouse recently changed the amount of coverage or beneficiary designations for a life insurance policy. The change may affect you.

By law, a $500,000 life insurance policy automatically starts for everyone who joins the Coast Guard. That policy includes $10,000 life insurance for each of the member's children. If anyone entering the Coast Guard has a spouse, or gets married while in the Coast Guard, a $100,000 life insurance policy automatically is started for the spouse. The insurance is not free, so some members opt to reduce coverage to a level below $500,000 or decline the insurance completely. A member may designate anyone as a beneficiary.

Federal law requires the Coast Guard to notify you if your spouse reduces life insurance from the current level, declines life insurance entirely, or names primary beneficiaries other than spouse and children. The requirement is in section 1967 of Title 38, U.S. Code. Your spouse has made one of those decisions, so we are notifying you.

The law does not require us to reveal any other details. That is between you and your spouse.

The law does not give you an opportunity to review or approve any life insurance changes. Changes in beneficiaries are effective immediately. Changes in level of coverage occur at the beginning of the month after the decision to reduce or decline coverage has been made.

SGLI is low-cost term life insurance. It has no cash value. Most of the cost is actually paid by the large group of members of all Services who currently pay monthly premiums. SGLI coverage of $500,000 costs $30 per month. An additional $1 is charged for traumatic injury protection. If a person chooses to have a lower amount of SGLI it is available in $50,000 increments at a cost of $3.00 per $50,000 increment.

There is no requirement for you to reply to this letter. We are merely keeping you informed of changes.

Sincerely,

Name
Military Grade spelled out
Job Title
U.S. Coast Guard
By Direction (if signing by direction)

Copy: Member
Personnel & Admin Office

Figure 6-2 SGLI Reduction/Beneficiary Change Spousal Notification Letter Template

Section C: Family Servicemembers’ Group Life Insurance (FSGLI)

C.1. Introduction

This section discusses the FSGLI program. The Veterans’ Survival Benefits Improvement Act of 2001 extended life insurance coverage to spouses and children of members insured under the SGLI program.

C.2. References

(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)

(b) Servicemembers’ and Veterans’ Group Life Insurance Handbook

(c) Military Personnel Casualties and Decedent Affairs, COMDTINST M1770.9 (series)

(d) Coast Guard Military Human Resource Record (CGMHRR) System, COMDTINST 1080.10 (series)

(e) SGLI Homepage

(f) FSGLI Homepage

C.3. Eligibility

The spouses and children of Active Duty and Reserve members of a uniformed service are eligible for FSGLI only if their sponsors also have SGLI coverage.

Each dependent child (under age 18) of every sponsor covered by SGLI is automatically covered by SGLI under family insurance, regardless of the child’s health. In addition, children between the ages of 18 and 23 who are full-time students, as well as any child who, before the age 18, have been declared legally incompetent, are covered.

Ready Reserve members, who have had their SGLI coverage terminated due to non-payment, must have their accounts up to date before SGLI and/or FSGLI can be restarted. See Section 6.B.7 of this chapter for payment procedures.

Family coverage is only available in the SGLI program, not in the Veterans’ Group Life Insurance (VGLI) program.

A member married to another member can be insured under both the SGLI and FSGLI programs at the same time, for a maximum coverage amount of $600,000. Married member to another member may elect or increase FSGLI coverage for a member spouse, without a requirement to show good health, within 240 days of:

- the member's marriage to another member
- the member's spouse entering service if not already covered under FSGLI, or
- the member spouse separating from service.

After 240-day "no health" period, member can obtain/increase FSGLI spouse coverage by applying and submitting proof of member spouse's good health.

FSGLI spouse coverage that is in force at the time a spouse or child enters service will continue and the member is not required to elect or reapply for such coverage.

C.4. **Reducing or Declining Coverage**

A member can access SOES 24/7 via the DoD milConnect portal at https://milconnect.dmdc.osd.mil/milconnect/ using their CAC. There, they can elect:

- No coverage for their spouse
- A reduced amount of coverage
- Change their coverage and/or their beneficiaries

When a member cancels spousal coverage, the coverage remains in effect at the original level, at no cost to the member, for 120 days after the cancellation date.

NOTE: **To decline coverage in SOES, the member must select $0 coverage and remove all beneficiary information.**

C.5. **FSGLI Spousal Notification Letter**

SOES will generate spousal notification letters on behalf of the CG, as required by law, and forward to the address listed in DEERS; see Section I of this chapter.

Should a life insurance election on a paper form trigger spousal notification, the P&A Office will generate and send the spousal notification letter via First class mail (normally). No response from the spouse is required, but a copy of the letter must be uploaded to iPERMS IAW Reference (d).

See Figure 6-3 for a spousal notification template.

C.6. **Process when using Paper FSGLI Form**

As per B.3 above, the form should only be used under very specific circumstances. If one of those situations occurs, use this process.

Step	Who Does It	What Happens
1	Member	Completes SGLV-8286A, signs and submits to P&A Office.

2	P&A Office	• Within two business days of receipt, reviews the form for accuracy and completeness and verifies the member's coverage eligibility. • Completes the "For Branch of Service Use Only" Section. • Counsels member on making premium payments to PPC (if required). • If member declines coverage or cancels spousal coverage, prepares the Spousal Notification Letter (if applicable) for signature and mailing. • Provides member with a copy of the form and Spousal Notification Letter (if applicable) for their records and forwards a copy of the form to PPC via online trouble ticket to PPC-DG-CustomerCare@uscg.mil. • Uploads the original form and copy of the signed Spousal Notification Letter (if applicable) to iPERMS IAW References (c) and (d).
	NOTE:	**Some common errors found on paper forms include:** **- Member omits signature on the form** **- The "For Branch of Service Use Only" Section is blank** **- The form is not uploaded to the member's CGMHRR** **- The sum total to either the primary or contingent beneficiaries does not equal 100%**
3	PPC	Upon receipt of the form copy, depending on the member's situation, PPC will either start/change SGLI/FGSLI premium deductions in DA, adjust accumulators, or simply deposit the premium payments and forward to the VA.

Table 6-3 Process when using Paper FSGLI Form

C.7. **Termination of FSGLI Coverage Spousal Notification Letter Template**

The font size has been reduced to allow it to fit on one page.

U.S. Department of
Homeland Security

United States
Coast Guard

1741
January 1, 2021

Spouse's name
Address line 1
Address line 2
City, State, Zip

FAMILY SERVICEMEMBERS' GROUP LIFE INSURANCE:

We are writing to inform you of Servicemembers' Group Life Insurance (SGLI) or Family SGLI (spouse) coverage changes made by your spouse. The purpose of this letter is to notify you of the cancellation [or impending termination] of your coverage so you may exercise the 120-day conversion benefit. When a member cancels spousal coverage, the coverage remains in effect, at no cost to the member, for 120 days after the cancellation date.

You have 120-days from (*enter date of member's election*) to exercise this conversion benefit.

During this 120-day period you can convert this coverage to a policy with a commercial insurance company. Upon request, the Office of Servicemembers' Group Life Insurance (OSGLI) will provide you with conversion information and a list of participating companies. You can get more information at the VA insurance website at www.benefits.va.gov/insurance/, or by calling OSGLI at (800) 419-1473. You may also request this information by email to OSGLI.OSGLI@PRUDENTIAL.COM, or by writing to:

Office of Servicemembers' Group Life Insurance
PO Box 41618
Philadelphia, PA 19176-9913

The block checked below indicates what action your spouse has taken in canceling coverage. Your spouse elected to:

___ Cancel his/her SGLI life insurance. When a member declines SGLI for self or family coverage, coverage for the spouse is terminated.

___ Cancel his/her FSGLI (spouse) coverage.

Sincerely,

Name
Military Grade spelled out
Job Title
U.S. Coast Guard
By Direction (if signing by direction)

Copy: Member
Personnel & Admin Office

Figure 6-3 Termination of FSGLI Coverage Spousal Notification Letter Template

Section D: Emergency Contacts

D.1. **Introduction**

This section provides the process to keep emergency contacts up-to-date in DA.

D.2. **Reference**

(a) Military Personnel Casualties and Decedent Affairs, COMDTINST M1770.9 (series)

D.3. **Discussion**

All Active and Reserve members, regardless of duty status, are to keep their emergency contact information current in DA IAW Reference (a). Members must review and verify their information annually.

D.4. **Emergency Contacts Procedure**

Use this process to view, verify, and update emergency contact data.

Step	Who Does It	What Happens
1	P&A Office	By October 15th of each year, notifies each member within their area of responsibility that they are required to view, verify and update (as needed), their emergency contact information IAW Reference (a).
2	Member	Within five business days of notification, views, verifies and updates (as needed) their emergency contact information in DA as required by Reference (a) using the Self Service – Emergency Contact user guide.

Table 6-4 Emergency Contacts Procedure

Section E: Casualty Reporting

E.1. **Introduction**	This section provides the process for reporting a casualty.
E.2. **References**	(a) Military Personnel Casualties and Decedent Affairs, COMDTINST M1770.9 (series) (b) Casualty Affairs Case Management TTP (c) Coast Guard Medical Manual, COMDTINST M6000.1 (series) (d) Coast Guard Military Human Resource Record (CGMHRR) System, COMDTINST 1080.10 (series) (e) Casualty Affairs Web Page
E.3. **Reporting Procedures**	Casualty reporting procedures and disposition of personal effects are described in Reference (a).
E.4. **Inventory and Disposition of Personal Effects**	In cases where a member dies or is missing, the Commanding Officer shall appoint an inventory board IAW Reference (a). The inventory will be recorded on CG-3853, Personal Effects Inventory and Disposition form, and distributed as follows: • The CO/OIC retains the original • One copy is packed with the personal effects • One copy is sent to the Person Eligible to Receive Effects (PERE) • The Chief, Casualty Matters retains one copy • If the person casualty is declared an absentee, AWOL, UA, or a deserter, a copy is sent to Commander (PSC) - OPM or EPM • Uploads copy to iPERMS IAW Reference (d), and • One copy is retained in the unit correspondence file
E.5. **Casualty Reporting Examples**	When notified of a Personnel Casualty, IMMEDIATELY call Flag Plot at (202) 267-2100. Send this message within 4 hours of notification.

FM CMD-SMB-CG-UNIT ANYWHERE US (unit where casualty occurs or is initially reported to)
TO **CG-PERSONNEL-CASUALTY-REPORT**
CMD-SMB-CGD-NUMBER ANYWHERE US (district where Next Of Kin resides)
CMD-SMB-BASE- ANYWHERE USA (BASE where Next Of Kin resides)
CMD-SMB-CGD-NUMBER ANYWHERE US (district where member's unit is located, if different from "To" line)
CMD-SMB-BASE- ANYWHERE USA (BASE where casualty occurs)
CMD-SMB-CG-UNIT ANYWHERE US (member's unit, if different than "From" line)
CMD-SMB-CGD-NUMBER ANYWHERE US (district where unit sending this msg is located, if different from above)

Figure 6-4 Message Routing to Report: Active Duty, Reserve, or Auxiliary Death, or the Death of a Member who Died within 120 Days of Separation

FM CMD-SMB-CG-UNIT ANYWHERE US (unit where casualty occurs or is initially reported to)
TO **CG-PERSONNEL-CASUALTY-REPORT**
CMD-SMB-BASE- ANYWHERE USA (BASE where member resides)

Figure 6-5 Message Routing to Report: Dependent Death

FM CMD-SMB-CG-UNIT ANYWHERE US (unit where casualty occurs or is initially reported to)
TO **CG-PERSONNEL-CASUALTY-REPORT**
CMD-SMB-BASE- ANYWHERE USA (BASE for AOR where deceased retiree resided)

Figure 6-6 Message Routing to Report: Retiree Death

E.6. **Personnel Casualty Report Email**

Please see Example PERSCAS Email (from Reference (e)) or see Reference (b) for more examples.

NOTE: **Include paragraph numbers and titles, not just 1, 2, 3 or Alpha, Bravo, Charlie, etc.**

E.7. **Next of Kin Notification**

CG Policy is to have a CG member notify the Next of Kin (NOK) of a deceased member in person. If this is not feasible due to distance, contact state or local police and ask them to notify the NOK. The NOK of a missing or seriously ill member may be notified by phone. Notifications are only made during the hours of 0700 to 2400, unless the NOK may find out through another source.

In all situations, notify the NOK as follows:

1. Type out the appropriate letter, listed below
2. Contact and determine you are talking to the NOK (in person for death, by phone for missing or illness)
3. Move to a private place (wait until inside the home if notifying NOK in person, or have NOK move to a quiet area if by phone)

4. Read the first paragraph to the NOK, and
5. Give or mail the letter to the NOK

<u>Death of Member - Letter Used to Notify NOK</u>

Mr. and Mrs. Jerry Jones
123 Main Street
Somewhere, CA 95123

Dear Mr. and Mrs. Jones

1) I deeply regret to inform you on behalf of the United States Coast Guard that your (specify relationship, rate/rank, Employee ID) died on (date) at/aboard (place) as a result of (provide a brief description of cause of death). Your (specify relationship) died while in the service of his/her country. Please accept my most heartfelt sympathy in your great loss.

2) We hope we can be of assistance to you in your bereavement. We will transport the remains, with an escort, to any place you designate. Also, we will allow you an amount toward funeral and interment expenses not to exceed $10,500, for burial in a private cemetery or $9,000 if remains are consigned to a funeral director prior to interment in a national cemetery or $2,500 dollars if remains are consigned directly to a national cemetery.

3. (Name and Phone # of CACO or DAO) has been assigned to give you every possible assistance.

4) Please be assured of the heartfelt sympathy and prayers of your (specify relationship) shipmates. A letter setting forth the circumstances of death will follow.

(Name, rate/rank, and title of unit commanding officer)

Figure 6-7 Letter Used to Notify NOK: Death of Member

Missing Member - Letter Used to Notify NOK

Mr. and Mrs. Jerry Jones
123 Main Street
Somewhere, CA 95123

Dear Mr. and Mrs. Jones

1) I deeply regret to inform you on behalf of the United States Coast Guard that your (specify relationship, name, rate/rank, Employee ID) is missing as a result of (provide brief description of the cause and circumstances concerning missing status). The incident in which your (specify relationship) was involved occurred on (date) at (or in the vicinity of) (show location of incident). Your great anxiety in this situation is understood and when further information is available concerning results of the search now in progress you will be promptly notified.

2) You may be assured that every effort is being made with personnel and facilities available to locate your (specify relationship).

3) (Name and Phone # of CG Contact) has been assigned to give you every possible assistance. Please be assured of the heartfelt sympathy and prayers of your (specify relationship) shipmates at this time of heartache and uncertainty. I join you in prayer for (his/her) eventual recovery alive.

(Name, rate/rank, and title of unit commanding officer)

Figure 6-8 Letter Used to Notify NOK: Missing Member

Critical Injury or Illness of Member - Letter Used to Notify NOK

Mr. and Mrs. Jerry Jones
123 Main Street
Somewhere, CA 95123

Dear Mr. and Mrs. Jones

1) With concern I regret to inform you on behalf of the United States Coast Guard that your (specify relationship, name, rate/rank, Employee ID) is (critically or seriously ill or injured) as a result of (provide brief description of circumstances of illness or injury). This occurred on (date) at (specify location). Your (specify relationship) is presently hospitalized at/on board (show location of place hospitalized) where you are assured that (he/she) is receiving the best possible medical care. Your great anxiety is understood and when further reports are available concerning (his/her) condition you will be informed.

2) (Name and Phone # of CG Contact) has been assigned to give you every possible assistance.

3) Please be assured of the heartfelt concern and prayers of your (specify relationship) shipmates at this time of uncertainty. I join you in prayer for his/her speedy recovery.

(Name, rate/rank, and title of unit commanding officer)

Figure 6-9 Letter Used to Notify NOK: Critical Injury or Illness of Member

Commanding Officer's Letter to the Next of Kin
(must be written within 48 hours of the member's death)

Mr. and Mrs. Jerry Jones
123 Main Street
Somewhere, CA 95123

Dear Mr. and Mrs. Jones

Please accept my deepest sympathy on the death of your (Relationship), (Full Name and Rank of Deceased) and allow me to tell you what we know about the circumstances surrounding (His/her) death. [Provide sufficient facts concerning the casualty, search attempts, medical care, etc. to satisfactorily answer all immediate questions in the minds of the next of kin. See section 2-E, Military Personnel Casualties and Decedent Affairs, COMDTINST M1770.9 (series).

[If member was missing and searches have not located the member's remains, include: "We regret that the extensive search for your (indicate relationship) has met with negative results" or "We regret that the extensive search failed to locate any trace of your (specify relationship)." Do not make any statement concerning termination of any searches.]

If you have any questions or need any assistance, please feel free to contact me at (999) 555-1234.

Sincerely,

M. R. ROBERTS
Lieutenant, U. S. Coast Guard
Commanding Officer

Figure 6-10 CO's Letter to the NOK: Death of Member

Commanding Officer's Request for Death Determination When Member is Missing and No Conclusive Evidence of Death Exists

1771
Date

MEMORANDUM

From: M. R. Roberts
CG Sector Anywhere

To COMDT (CG-094)

Thru: (1) CGD Fourteen (a)

Subj: INCONCLUSIVE EVIDENCE OF DEATH

Ref: (a) Military Personnel Casualties and Decedent Affairs, COMDTINST M1770.9 (series)

In accordance with reference (a), a death status determination is requested in the case of (indicate rate/rank, name, Employee ID, branch of service) who is missing. Remains have not been recovered.

2. [Provide summary of circumstances of disappearance.]

3. [Provide all available details surrounding search efforts, including: the area of the search (latitude and longitude, and distance from nearest land); local conditions (such as depth of water, temperatures, other climatic conditions, and terrain); and extent of searches made.]

4. [Provide a summary of statements of survivors or of other personnel who may have pertinent information concerning the circumstances.]

5. [Provide the commanding officer's opinion and recommendation as to the possibility of survival.]

M. R. Roberts
CG GP Anywhere

Encl: (1) Supporting documentation

Figure 6-11 CO's Request for Death Determination When Member is Missing and No Conclusive Evidence of Death Exists

Section F: Dependency Information

F.1. **Introduction**

This section discusses dependency information. To avoid overpayment, underpayment and to determine eligibility for benefits and privileges administered by the uniformed services, the member must notify their unit and P&A Office immediately upon a change in dependency status.

F.2. **References**

(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)

(b) Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel, COMDTINST M5512.1 (series)

(c) Coast Guard Military Human Resource Record (CGMHRR) System, COMDTINST 1080.10 (series)

(d) Military Civil and Dependent Affairs, COMDTINST M1700.1

(e) Reserve Policy Manual, COMDTINST M1001.28 (series)

(f) Reserve Duty Status and Participation, COMDTINST 1001.2 (series)

F.3. **Responsibility**

The member has responsibility for reporting dependency status changes. They complete a BAH Dependency Worksheet (CG-2020) (and other supporting worksheets if required by the instructions in this section and on the reverse of the Dependency Worksheet) upon initial accession and when a member:

- Gets Married, Separated or Divorced
- Has an incapacitated child who turns 21 (If the member is approaching retirement, forward supporting documentation regardless of the age of the child)
- Gains or loses a dependent (e.g., after a dependent dies, marries or divorces and reverts to dependent status)
- Has a questionable case of dependency

Also whenever a married member is accessed into the service, and when a member’s marital status changes, they should update their SGLI/FSGLI coverage in SOES, submit a CG-2020D to the P&A Office, and update their Emergency Contacts in DA.

NOTE:

> **P&A Offices are now authorized to make dependency determinations for illegitimate children.**
> **Questionable dependent descriptions , checklists and guidance can be found in the following guide [Questionable Dependent / PPC Legal Approval]**

F.4. **Final Divorce Decree Not Available**

To avoid overpayment, members with no other dependents who are awaiting a copy of a final divorce decree should request payment of BAH, OHA and/or COLA at the "with dependents" rates be stopped effective the date the divorce will become final. The divorce decree must be provided to the P&A Office as soon as it becomes available.

F.5. **Reporting Systems That Need to be Updated**

When a member reports a change in dependency, the information must be updated in DA, SOES (for SGLI/FSGLI purposes) and in the Defense Eligibility Enrollment Reporting System (DEERS), to record eligibility for benefits and privileges; see Section I of this chapter.

F.6. **Required Dependency Forms and Their Purpose**

This table shows the required forms, as indicated, when a member has a change in dependency or there is a need to verify dependency status (e.g., Child over age 21). To determine when to use a form and the procedures for completing the form, consult the reference.

Form	Purpose	Reference
Application For Uniformed Service Identification Card- DEERS Enrollment (DD-1172-2)	• Determines entitlement to ID cards, medical care, exchange, theater, and commissary privileges • Updates DEERS database	Ref (b)
Designation of Beneficiaries and Record of Emergency Data (CG-2020D)	Casualty reporting. Lists next of kin and designates beneficiaries	This publication, 6-E
Dependency Worksheet (CG-2020) & BAH/Housing Worksheet (CG-2025)	Provides dependency information to P&A Office and determines eligibility for payment of BAH with dependents	Ref (a) Chap 3-D
DoD Guard and Reserve Family Member ID Card DD-1173-1	Identifies dependents of Ready Reserve Members	Ref (b)
Support Statement (CG-2020A)	Supporting documentation for a member claiming a child over age 21 (incapacitated or full-time student status), parent or parent-in-law as a dependent.	Ref (b) & Ref (a) Chap 3-D

Uniformed Services Identification and Privilege Card (DD-1173)	Identifies individuals eligible for dependent benefits and privileges	Ref (b)
Reserve Component Survivor Benefit Plan (RCSBP) Election Certificate (CG-11221)	Elect or change RCSBP coverage after completion of 20 years satisfactory service.	Ref (d) Ref (f) RCSBP Guide
NOTE:	**Elections/changes to RCSBP MUST be made within one year of the dependency change.**	

Table 6-5 Required Dependency Forms and Their Purpose

Section G: BAH/Dependency Data

G.1. **Introduction**	This section provides the process for members to certify their housing allowance entitlement.
G.2. **References**	(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series) (b) Coast Guard Military Human Resource Record (CGMHRR) System, COMDTINST 1080.10 (series)
G.3. **Annual Validation**	All Active and Reserve members are required to certify their housing allowance entitlement by verifying their BAH/Dependency Data report from DA IAW Reference (a). For Reserve members issued Active Duty orders, IAW ACN 089/19, it has been determined that a signed CG-2025 or CG-2025B (as appropriate for members married to members) completed within the past 365 days is sufficient documentation to substantiate BAH transactions at the with/without dependents rate for the member's primary residence entered on the form.
G.4. **BAH/ Dependency Data Procedure**	Use this process to validate a member's BAH/Dependency Data report.

Step	Who Does It	What Happens
1	P&A Office	By October 15th of each year, notifies each member within their area of responsibility that they must certify their housing allowance, or request corrections, IAW Reference (a).
2	Member	Within five business days of notification, certifies accuracy of BAH/Dependency Data using the BAH Dependency Data Verification user guide. If incorrect, must notify P&A immediately.
NOTE:	**If member encounters an error, their P&A representative can contact the P&A Office for validation by proxy.**	
3	P&A Office	• Within two business days of receipt of notification that corrections are needed, contacts member to obtain documentation. • Verifies completion of member verification using DA queries/reports.

		• Makes any corrections in DA using the Dependent Information and/or Start/Stop/Correct/Approve BAH user guide. • Notifies the SPO of adjustment transactions submitted in DA awaiting review and approval and provides source documentation, as needed.
4	SPO	Within three business days, approves changes, as needed.
5	P&A Office	Within one business days of SPO approval, verifies pay calculations in DA.
6	P&A Office	• Within two business days of pay calcs, uploads documents to iPERMS IAW Reference (b). • Notifies member that their requested corrections are complete.
7	Member	Within five business days of notification, certifies accuracy of BAH/Dependency Data. If incorrect, must notify P&A immediately.

Table 6-6 BAH/Dependency Data Procedure

Section H: TRICARE Dental Program

H.1. **Introduction**	This section discusses the TRICARE Dental Program (TDP).
H.2. **References**	(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series) (b) TRICARE Dental Program Website (c) TRICARE Dental Program Benefit Booklet 2021 (d) Milconnect
H.3. **Discussion**	Members desiring coverage under the TDP must enroll through the milConnect Portal Beneficiary Web Enrollment (BWE) website. Individual and family enrollment options are available. • TDP provides the same dental benefits to all participants. • Premiums will be paid through payroll deductions from the sponsor's pay for family members of Active Duty personnel. In some cases, it may be direct billing. • Premiums for reservists will be paid by deduction from the member's pay or by direct billing. Premium payments for a reservist's family members will be made by direct billing.
NOTE:	**Although there are no DA transactions required from the field, an auto-deduction will be processed as an EABP once enrollment confirmation is received from United Concordia.**
H.4. **Enrollment Period and Premiums**	The minimum enrollment period is 12 months and TDP premium amounts change annually on May 1st. See References (b) and (c) for more information and latest rates.
H.5. **Disenrollment**	To voluntarily disenroll in TDP, see information and instructions in Reference (b).
NOTE:	**Separation, retirement or a family member's loss of eligibility (e. g. dependent child reaches age 21) will result in automatic disenrollment.**
H.6. **Effective Date of Coverage/**	Enrollment will be confirmed with the issuance of dental identification cards. Please do not seek dental treatment without confirmation of

Evidence of Coverage

enrollment. If a member has not received their identification card and are seeking care, contact United Concordia at:

- CONUS: 844-653-4061
- OCONUS: 844-653-4060
- OCONUS Toll: 717-888-7400

See References (b) and (c) for additional information.

Section I: Defense Enrollment Eligibility Reporting System (DEERS)

I.1. **Introduction**	This section discusses DEERS, a database operated by DoD that houses data on all military sponsors and dependents to support the benefits system.
I.2. **Reference**	(a) Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel, COMDTINST M5512.1 (series)
I.3. **Data on Sponsors**	USCG sponsors are enrolled and updated in DEERS when changes in DA are transmitted to DEERS.

I.4. When to Update DEERS

DEERS must be updated when:

- An ID card is issued.
- A member reports a change in dependency (e.g., birth, divorce) or a change of address that does not involve issuance of an ID card.
- The member's residence address must be updated within 30 days of a residential move such as during PCS or any other exchange in residence. Exceptions to this rule are those circumstances when a member is:
    - Permanently assigned overseas
    - Assigned to a vessel
    - Assigned to a routinely deployable unit
    - Assigned to units the Commandant has determined should not be disclosed due to national security or safety concerns

CAUTION: **If a former spouse is not taken off an Active Duty member's record within 90 days of a Qualifying Life Event (QLE), the former spouse will be locked out of TRICARE until the next open season. A QLE is a certain change in life, such as marriage, birth of a child, change of address or retirement from Active Duty. Different TRICARE health plan options may be available to members and their family members after a QLE.**

I.5. If DEERS Does Not Update from DA

Active Duty and Reserve Members should check that their EOE has updated in milConnect before visiting a DEERS field office. If they discover any discrepancies in their data, they MUST report the discrepancy to their P&A Office. The P&A is responsible for tracking information in DA to ensure it was entered accurately and in a timely manner. After the P&A has researched the member's issue, made the necessary corrections, and allowed sufficient time for the transaction to process to DEERS without success, they must report the discrepancy to the USCG DEERS/RAPIDS Project Officer via EMAIL, providing the details below:

- Member's first, middle initial, and last name
- SSN & EMPLID
- Brief description of the discrepancy
- DA screenshot showing when the SPO approved the transaction
- Supporting documentation (i.e. contracts, orders, signed copy of DD214, etc.)

I.6. **Updating Residential Address**

Members can update their residential address:

- In person at any RAPIDS location or Military Treatment Facility (MTF)
- By calling the Defense Manpower Data Center (DMDC)/DEERS Support office (DSO) at (800) 538-9552
- Online via milConnect: https://milconnect.dmdc.osd.mil/milconnect/
- Via email to DSO Support Office at: dodhra.knox.dmdc.mbx.dmdcbenesupport@mail.mil
- In writing to: DMDC/DSO, Attn: COA
400 Gigling Rd
Seaside, CA 93955-6771
- By faxing the address change to DMDC at (800) 336-4416

NOTE: **Addresses must be a physical address. P.O. Boxes cannot be used.**

WARNING: ***Do NOT send any documents containing Personally Identifiable Information (PII) (e.g. DD214, Service Orders, SSN Cards, etc.) via email as this is unsecured. In addition, it is a violation of DoD and DMDC policy (per OMB M-06-16 and NIST SP 800-53) and DODI 8500.2. Emails containing sensitive information will be deleted.***

I.7. **DEERS Inquiries**

Beneficiaries with questions or problems with DEERS enrollment may call the DEERS beneficiary telephone center at (800) 538-9552 to verify the information contained in the database.

NOTE: **The beneficiary center can only update residence address information over the phone. If other information needs correction,**

the caller will be instructed to contact their P&A Office to have the database updated.

I.8. **DEERS Reports**

Information in the DEERS database can be used to produce enrollment listings, demographic reports and other type of reports. Units may request DEERS database reports from the USCG Liaison at the DMDC via phone at (831) 583-4134.

I.9. **Issuance of the Common Access Card (CAC)**

The CAC can be issued at any RAPIDS site, and is used as a means of identifying military, DoD and CG government employees and eligible contractors. Location of RAPIDS sites can be found at: https://idco.dmdc.osd.mil/idco/#/.

NOTE: **On 1 November 1996, the issuance of ID Cards through RAPIDS became mandatory. Manual preparation of ID cards is prohibited, with one exception: Afloat units may issue DD Form 2 (Active) on a case-by-case basis when underway and a RAPIDS facility is not available.**

I.10. **Availability of RAPIDS Facilities**

Under the DEERS/RAPIDS Cross-Service Support Agreement, each of the seven Uniformed Services RAPIDS facilities agrees to verify identity and eligibility and issue ID Cards to certain categories of eligible persons regardless of the parent Service or DoD affiliation.

RAPIDS sites have been established within reasonable distances of most units. Most CG Bases and most large DoD commands, Active and Reserve, are designated RAPIDS sites. The following web site provides the closest Military ID issuing facilities to a person's zip code, city or state: https://idco.dmdc.osd.mil/idco/#/.

CG units unable to determine their supporting RAPIDS site should contact the CG DEERS/RAPIDS Specialist, CGPSC (PSD-FS) for assistance via email to ARL-PF-CGPSC-PSDFS-DEERS@uscg.mil or via phone at (202) 795-6642.

I.11. **Categories of Personnel Eligible for a CAC**

The following categories of personnel are authorized a CAC:

- Active Duty members
- Members of the SELRES
- CG Civilian Employees (both Appropriated and Non-appropriated fund activity (NAFA)
- Contractors whose contracts authorize a CAC for computer access or frequent visits to DoD facilities

I.12. **Categories of Cross-Service**

As stated earlier, under the DEERS/RAPIDS Cross-Service Support Agreement, each of the seven Uniformed Services RAPIDS facilities

Support Agreement

agrees to verify identity and eligibility and issue ID Cards to certain categories of eligible persons regardless of the parent Service or DoD affiliation. This includes:

- Active, Reserve, and Retired members of any service
- Retired Reserve of any service who have reached their 60th birthday
- Family members of sponsors on Active Duty for 31+ consecutive days
- Family members of Retirees
- Family members of Reservists
- Un-remarried or unmarried former spouses previously enrolled in DEERS
- Medal of Honor recipients and their eligible family members
- 100% Disabled Veterans and their family members
- DoD Civilian and contractor employees
- Military affiliates (formerly foreign military)

I.13. **Categories of Personnel that PREVENT Cross-Servicing**

The following categories of personnel prevent cross-servicing:

- Initial verification for un-remarried or unmarried former spouses.
- Incapacitated children.
- Other individuals who require a dependency determination (over 50% support) (i.e., wards, parents, parents-in-law).
- Retirees from other Services and former members not currently enrolled in DEERS.
- Illegitimate child of a male sponsor, when paternity has not been judicially determined.
- Illegitimate child of sponsor’s spouse, when the sponsor is a member of another Service.
- Navy and Marine Corps dependents residing in the Philippines.
- Abused Dependents.

NOTE:

Contact PPC at 1-866-PPC-USCG (772-8724) for Active Duty and Retired CG members, dependents, and beneficiaries who fall into the categories above that CANNOT be cross-serviced. Phone support is available on weekdays from 0730 to 1600 (Central Time).

I.14. **Reserve Family Member ID Card**	The Reserve Family Member Identification Card (DD Form 1173-1) was developed for use by all military services. The CG uses it for identification only. It has no authorization for access to military benefits unless accompanied by a set of valid Active Duty orders or payslip.

Section J: Requesting a Statement of Creditable Service (SOCS)/Statement of Creditable Sea Service (SOCSS)

J.1. **Introduction**

This section provides the process to request a Statement of Creditable Service (SOCS) and/or Statement of Creditable Sea Service (SOCSS).

J.2. **Purpose**

A SOCS can affect the member's pay through the adjustment of service dates. As such, PPC (ADV) requires that all requests be submitted by a SPO PAO..

A SOCSS documents a member's creditable Sea Service history to determine cumulative career sea time. This document only lists vessels that are sea pay eligible.

J.3. **Instructions for Entry Points**

If the SOCS is being requested by an Entry Point (i.e., TRACEN Cape May, CG Academy) and is NOT in possession of the required source documents:

- Flag the member's record, and
- Request that the receiving P&A Office at the member's first PDS submit the SOCS request to the SPO with the required source documents

J.4. **When to Request a SOCS**

The P&A Office must submit a SOCS request to the SPO when the member:

- Has service dates that are incorrect (i.e., Active Duty Base Date, Pay Entry Base Date, Date of Initial Entry into Military Service)
- Is enlisting (or being assessed, if officer) and has prior service in another branch of service
- Is enlisting (or being assessed, if officer) and has prior CG or CG Reserve service with a break in service
- Is a CG Reservist, with greater than 15 years of total combined active service, who is considering extended active duty (Retirement Sanctuary Rule)
- Is a CG Reservist who is integrating into the regular CG
- Graduates from the Academy with an appointment as a commissioned officer, and attended the Scholar Program (served on Active Duty or Reserve) prior to hire as a Cadet
- Dis-enrolls from the Academy and returns to enlisted status

J.5. **When to Request a SOCSS**

The P&A Office must submit a SOCSS request to the SPO when a member's sea time is incorrect.

- Do not ignore suspected sea time error simply because a member is not currently assigned to a sea pay eligible vessel.
- Prior to January 1, 2015, if there is a discrepancy in the sea pay, the SPO needs to certify that the member is/was entitled to Career Sea Pay (the actual dates) IAW the "Career Sea Pay" section of the Pay Manual for all pre-DA sea pay/time issues.
- Prior to January 1, 2015, the P&A Office must provide documentation supporting any sea time adjustments requested.

J.6. **Required Documentation**

To generate an accurate service statement, PPC (ADV) requires that all the member's prior service documentation along with the completed required checklist be scanned and attached to an individual online trouble ticket submitted by a SPO PAO. For additional information on the SOCS/SOCSS process, see the PPC (ADV) webpage: Statements of Creditable Service.

For personnel with prior creditable service other than CG or CG Reserve include:

- All contracts (i.e., DD Form 4)
- All Discharge Documents including DD-214s (preferably member copy, page 4) and NGB 22 and 23s for National Guard members (NGB Documents are the National Guard's version of the DD-214 and enlistment contracts). NGB copies should be available from the office of the appropriate State Adjutant General
- All Oath of Office (Officers)
- For members who served in a Reserve Component and/or the National Guard (prior to entering the CG), we must have the Reserve Retirement Points Statements

For personnel with prior CG, CG Reserve and/or other creditable service, the P&A office will ensure CG DD-214s and contracts are viewable in iPERMS and include:

- For Reservists, all Reserve Retirement Point Statements for the periods in question
- All History of Unit Assignments that cover all of the time on the DD-214. This is used to verify sea time if no Transcript of Sea Service is available from the U.S. Navy or the Marine Corps

NOTE: **The member is the primary resource in furnishing this information. Documents may also be ordered from the National Archive at https://www.archives.gov/veterans/military-service-records.**

J.7. **Documents Containing Errors**

If member's military service record requires changes or corrections, the member will need to submit an 'Application for Correction of Military Records' DD Form 149 to the PSC (BOPS-C) Record Corrections Branch at HQS-DG-M-CGPSC-BOPS-C@uscg.mil. The branch will review and make the requested change, if they are able. If they are not, the branch will forward the DD Form 149 to the Board for Correction of Military Records (BCMR) for further review. For additional information, see https://www.uscg.mil/Resources/legal/BCMR/.

WARNING: ***Do NOT request a SOCS with a DD-214 and/or other documentation that is incorrect or contains errors. To do so may result in a faulty SOCS, and could place the member in an incorrect pay status!***

J.8. **How to Request a SOCS/ SOCSS**

For all SOCS and/or SOCSS requests, PPC (ADV) requires that a SPO PAO Fcontacts PPC Customer Service via online trouble ticket or via email to PPC-DG-CustomerCare@uscg.mil with the following information:

- A completed SOCS Checklist (for all SOCS requests)
- A completed SOCSS Checklist (for all SOCSS requests)
- Member's Employee ID and full name
- Member's servicing SPO ID
- Whether or not member has any prior service (All documents will need to be scanned and attached)
- A very descriptive narrative as to the problem, as well as the reason for the SOCS/SOCSS
- SOCS date (if member already had a SOCS completed but it is thought to be incorrect)

The P&A office will upload a copy of the SOCS request to iPERMS. It will serve as supporting documentation for crediting the member with prior service time for pay entry base date (PEBD) and active duty base date purposes.

NOTE: **Please do not request SOCS completion status less than 120 days from initial request date.**

J.9. **Interim PBD Adjustment**

As it may take an extended period to receive records from the National Archives and Records Administration (NARA) and from other Armed Services, PPC (ADV) can enter an Interim PBD Adjustment. The purpose of the interim adjustment is to help the member get their pay adjusted in a timely manner.

- PPC will only use blocks 12A and 12B of the DD-214 for pay base date purposes, and will not count any active or inactive time
- If the member is accessing from the Reserve component, PPC will only use the points statement from the other Armed Service(s)

The SPO must request an Interim PBD Adjustment, and provide the specific date to be used as the Interim PBD.

Because there is the possibility that the DD-214 from the prior service may not support the requested Interim PBD, the P&A Office must counsel the member that they may be overpaid due to the interim adjustment. The request for interim adjustment must contain the following sentence:

"The member has been counseled and understands that if the total sea time/prior service added, based on the DD-214, is not supported by the prior service records, then the member will be in an overpaid status."

A SOCS will be completed once all the information has been received from NARA, and prior service has been received from the SPO and/or the member. An Interim PBD Adjustment does **not** speed up SOCS case processing.

Section K: Requesting a Transcript of Sea Service (TOSS)

K.1. Introduction

This section discusses the Transcript of Sea Service (TOSS) which documents sea service to obtain a Merchant Mariner Credential (MMC). PPC (ADV) only provides a TOSS for CG members and former CG members who want to receive their MMC. The TOSS will chronicle the vessels that a member served aboard during their career. This Sea Duty may have been on either a Sea Pay or Non-Sea Pay eligible vessel, but must have been documented. However, any sea time served as a Cadet is NOT included on the TOSS. The TOSS lists information regarding a member's sea service including:

- Names of vessels
- Shaft Horsepower
- Dates the member served on each vessel
- Rank at time of departure from each vessel

NOTE:

Any sea time served as a Cadet is NOT included on a TOSS.

A TOSS does NOT serve to verify creditable sea service for pay purposes. Instead, see Section J of this chapter for SOCSS.

A TOSS does NOT document small vessel sea service. Go to the National Maritime Center (NMC) website and download the latest Small Vessel Sea Service form CG-719S. Completed forms are accepted at any Regional Examination Center (REC) via mail, email, fax or in person.

K.2. Requesting a TOSS

Member or their P&A Office submits an online trouble-ticket to PPC via PPC-DG-CustomerCare@uscg.mil with the following information:

- Requestor's full name
- Requestor's EMPLID (or if no EMPLID, SSN)
- Requestor's approximate period(s) of service
- Requestor's desired manner of delivery (i.e., email or postal mail) and the delivery address
- Latest DD-214(s) received upon leaving the service (if prior service)
- Helpful to also include a rough list of the vessels the requestor has served on and thinks should be included on the TOSS

NOTE: **A TOSS can take up to 90 days to process.**

K.3. **Distribution of the TOSS**	PPC (ADV) issues the TOSS and emails/mails as directed above. Upon receipt, the P&A Office forwards the original to the member and upload a copy to iPERMS.

Section L: Personal Data Extract (PDE)

L.1. **Introduction**

This section discusses the Personal Data Extract (PDE) which is periodically produced by DA and provides the member a description of all items concerning the next servicewide exam (SWE) cycle or warrant officer appointment cycle.

L.2. **The PDE**

The PDE is issued prior to each Active and Reserve SWE cycle. Follow these rules upon receipt of a PDE:

If	Then
no errors are found,	member signs and returns to the unit
errors are found or suspected,	member notifies unit to forward to the P&A Office with necessary supporting documents

Table 6-7 If/Then for PDE

L.3. **DA Procedure Guides**

Units have the capability to view/print SWE PDEs for their enlisted members. Once PPC (ADV) creates PDEs for a SWE cycle, the unit may access the SWE PDEs for individuals or entire departments. This process is available to DA users with "Self Service for Commands" access level and may be used on a For Official Use Only (FOUO) basis.

View the following Direct Access User Guides to access the PDEs:

- View My CWO Personal Data Extract
- View My SWE Personal Data Extract
- Servicewide Exam PDE by Member
- Servicewide Exam PDEs by Department

WARNING: ***Members must verify that any needed corrections have been made by the P&A Office. This verification must be done before the PDE correction deadline indicated in the SWE announcement message.***

Section M: Possession of Firearms and Ammunition-Lautenberg Acknowledgment

M.1. Introduction

This section provides the process for members to complete the Qualification to Possess Firearms or Ammunition, -Lautenberg Acknowledgment in Direct Access.

M.2. References

(a) Discipline and Conduct, COMDTINST M1600.2 (series)

(b) Coast Guard Military Human Resource Record (CGMHRR) System, COMDTINST 1080.10 (series)

M.3. Discussion

All military personnel are required to annually or immediately upon receiving a qualifying conviction, or if a member becomes the subject of any protective order, temporary restraining order, other court order restricting a Coast Guard employee’s contact with another individual MUST notify their Command by completing a Qualification to Possess Firearms or Ammunition, -Lautenberg Acknowledgment in Direct Access IAW Reference (a).

If the member selects “Yes” or “Do Not Know”, the member is required to notify their supervisor and unit Command Security Officer.

The DD Form 2760 will be authorized for any new accessions who do not have access to Direct Access yet.

M.4. Possession of Firearms and Ammunition Process

Use this process to submit the Qualification to Possess Firearms or Ammunition, -Lautenberg Acknowledgment in Direct Access

Step	Who Does It	What Happens
1	P&A Office	By October 15th of each year, notifies all members within their area of responsibility that they are required to complete the Lautenberg Acknowledgment in Direct Access IAW Reference (a).
2	Member	Within five business days of notification, Completes the Lautenberg Acknowledgment in Direct Access using the following the Lautenberg – Annual Verification DA Guide
3	P&A Office	Periodically run the Unit Roster report to verify completion in Direct Access.

	NOTE:	**A new column has been added to the unit roster labeled "Lautenberg" this provides member's last certification date.** **CSO's that have the CSO/SECCEN roles in Direct Access will have the ability to run reports that will provide certification dates and member responses.**
4	Command CSO	Runs the report from Direct Access to verify member responses for command using the DA help guide found under Reports and Queries on PPC Topeka's page.

Table 6-8 Possessions of Firearms & Ammunition Process

Section N: Security Clearance

N.1. **Introduction**

This section helps locate the policies and procedures for maintaining personnel security clearance information.

N.2. **References**

(a) Personnel Vetting Program (Security Clearance, Suitability and Credentialing), COMDTINST 5520.12 (series)

(b) Coast Guard Military Human Resource Record (CGMHRR) System, COMDTINST 1080.10 (series)

N.3. **Personnel Security Record**

DA updates and a clearance certificate (the source document) serve as notification of a favorable security determination by the Central Adjudication Facility.

The source document shall have a properly executed SF-312 and CG-5588 attached, a copy shall be maintained in the Unit Security File and uploaded to iPERMS IAW References (a) and (b).

N.4. **Preparation and Maintenance of Security Documents**

Policies and procedures governing the preparation and maintenance of security documents can be found in Reference (a).

Section O: Issuance of Passports and Visas

O.1. Introduction

This section provides references for issuance or termination of official passports and visas.

International Affairs, Commandant (CG-DCO-I) will obtain Special Issuance Passports (Diplomatic, Official and Dependent) for civilian and military members of the United States Coast Guard, as well as military dependents, performing foreign travel on official government business.

Visas are obtained as per the requirements of the specific country and the Department of Defense Foreign Clearance Guide.

O.2. References

(a) Coast Guard Passport Facility, COMDTINST 4650.11

(b) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)

(c) Foreign Travel, Passports and Visas, COMDTINST 5000.5 (series)

O.3. Policy

See Reference (c), paragraph 17, for the policy on issuance of official passports.

O.4. Passport/ Visa Issuance Procedure

See Reference (c), Appendixes A, B and C, for the appropriate procedures and checklists. Updated information, forms, detailed instructions, and illustrative examples are maintained in the Foreign Travel Community at: https://uscg.sharepoint-mil.us/sites/cgdcoi/foreign-travel/SitePages/Home.aspx.

Official Passport Acceptance Agents (OPAAs) are available at Bases and certain units to assist with and verify passport applications.

Section P: Authorized Absences

P.1. **Introduction**

This section discusses authorized absences. Absence requests are processed in DA by the member (or the P&A Office via proxy) using the Chargeable/Non-Chargeable Absence Request user guides.

NOTE:

Do NOT use Absence Request to input leave taken in conjunction with a PCS or Separation. This leave is recorded on the endorsement on orders or in the separation component.

P.2. **References**

(a) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)

(b) Coast Guard Pay Manual, COMDTINST M7220.29 (series)

P.3. **Chargeable Absences**

Chargeable Absences include:

- Leave – INCONUS
- Leave – OUTCONUS
- Terminal Leave – INCONUS
- Terminal Leave – OUTCONUS

P.4. **Non-Chargeable Absences**

Non-Chargeable Absences include:

- Bereavement
- DHS S1 Authorized Absence
- Isolation
- MOB Respite (Post Deployment Mobilization Respite Absence)
- Maternity Convalescent
- Maternity Convalescent Additional
- Parental Leave Adoption
- Parental Leave Birth
- Parental Leave Foster Care
- Prenatal
- Prenatal Additional
- Sick Leave

P.5. **Bereavement Leave**	Military members are authorized a period of up to 14 consecutive days of non-chargeable bereavement leave in connection with the death of a spouse or child IAW ALCOAST 126/23. See ALCOAST 126/23 for details.
P.6. **Maternity Absence for Reservists**	Maternity absence is authorized in lieu of duty for up to 12 regularly scheduled IDT drills within one year of a birth event for satisfactorily participating SELRES members who give birth after 20-weeks gestation IAW ALCOAST 153/23. Refer to the ALCOAST for more information.
P.7. **Request Delegation**	When circumstances prevent the Approving Official from approving absence requests, a delegate can be assigned to approve or deny any requests sent to the original approver. Procedures can be found in the Delegate Requests user guide.
P.8. **Leave Requests for PHS Officers Detailed to CG**	PHS Officers' leave requests are handled differently than Active Duty and Reserve CG members. See https://www.dcms.uscg.mil/ppc/phs/ for PHS Self Service Absence Request procedures.

Section Q: Leave Carried Over in Excess of 60 Days

Q.1. **Introduction**

This section discusses leave carry over. Members may be authorized to carry more than 60 days leave into a new fiscal year, if the provisions of Reference (a) (as may be modified by temporary program expansion or enhancements) are met.

Q.2. **Reference**

(a) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)

Q.3. **Leave Accrual Policy**

ALCOAST Commandant Notice (ACN) 073/18, in conjunction with the Coast Guard Authorization Act of 2010 and Section 701 of Title 10, U.S. Code required leave balances for all CG members be at 60 days or less by 30 September 2019 to avoid loss. Per ALCOAST 187/20, the maximum leave balance carryover limit was increased to 90 days for end of Fiscal Year (FY) 2020 and must be at 60 days or less by 30 September 2023.

Q.4. **Maximum Leave Balance Carryover Totals from Previous Years**

Unless the criteria of Article 2.a.15.b. of Reference (a) are met, the following are the maximum leave balance carryover totals for both Active Duty and Reservists for previous years:

End of FY	Carryover Limit	Reference
30Sep24	60 Days	ALCOAST 361/24
30Sep23	60 Days	U.S. Code, Title 10, Section 701
30Sep22	75 Days	A. Under Secretary of Defense for Personnel and Readiness Memo dtd: 16 APR 2020 B. U.S. Code, Title 10, Section 701 C. ALCOASTs 187/20 and 289/22
30Sep21	90 Days	A. Under Secretary of Defense for Personnel and Readiness Memo dtd: 16 APR 2020 B. U.S. Code, Title 10, Section 701 C. ALCOASTs 187/20 and 289/22
30Sep20	90 Days	A. Under Secretary of Defense for Personnel and Readiness Memo dtd: 16 APR 2020 B. U.S. Code, Title 10, Section 701 C. ALCOAST 187/20

30Sep19	60 Days	U.S. Code, Title 10, Section 701
30Sep18	75 Days	A. Coast Guard Authorization Act of 2010 B. U.S. Code, Title 10, Section 701 C. ACN 073/18
30Sep17	75 Days	A. Coast Guard Authorization Act of 2010 B. U.S. Code, Title 10, Section 701 C. ACN 098/17
30Sep16	60 Days	U.S. Code, Title 10, Section 701
30Sep15	60 Days	U.S. Code, Title 10, Section 701
30Sep14	75 Days	National Defense Authorization Act (NDAA) for FY 2013, Section 521
30Sep13	75 Days	NDAA for FY 2013, Sec 521

Table 6-9 Maximum Leave Balance Carryover Totals

See Section Q.6 when a member meets the criteria of Article 2.a.15.b. of Reference (a) and is authorized to carryover more than 60 days leave.

Q.5. **Period to Use Leave Carryover from Previous FY(s)**

Members on Active Duty may accumulate leave up to a maximum of 90 days due to:

- Active Duty Service in a hostile fire/imminent danger area for a continuous period of at least 120 days in a FY, or
- Assigned to a designated deployable ship, mobile unit, or other similar prescribed duty and must be away from homeport/PDS for more than 60 consecutive days as determined by the Secretary concerned (delegated to COMDT (CG-1M), or
- Performing duties in support of an operational mission for 60 or more consecutive days designated in writing as qualified duty for carryover leave,

have two years to use any Special Leave Accrual (SLA). Any such leave will automatically be carried forward until used, or until the end of the two year “window” has closed. The carry over balance will not be reduced until all the regular leave accrued for the year has been used.

Members who are authorized to carry over leave (in excess of 60 days up to a maximum of 90 days) due to service in support of a Commandant approved contingency operation (see ALCOAST 334/23 for designated operational missions), and do not qualify for 90 days leave carryover as described above, have until the end of the second succeeding FY to utilize the carry over leave IAW Reference (a). The carry over balance will not be reduced until all the regular leave accrued for the year has been used.

Q.6. **Procedures for SLA Requests**

Requests for SLA must be submitted to PPC (MAS) no later than 1 December following the end of the preceding FY (30 September) for processing.

Use the following process if members believes that they are qualified to carry over more than 60 days of leave into a FY:

Step	Who Does It	What Happens
1	Member	Submits a memo, via the chain of command with: • A description of the reason the member was prevented from using leave. • An estimate of the total number of days to be carried into the new FY.
NOTE:	**Member must submit a new request if they again become qualified for additional days to be carried over.**	
2	Unit	Upon receipt, endorse the memo and send to PPC (MAS) via online trouble ticket to PPC-DG-CustomerCare@uscg.mil no later than 1 December.
3	PPC (MAS)	Will accumulate all requests and will process them immediately after end-of-month March finalize date (which varies from year to year).
NOTE:	**This timing ensures that any outstanding leave is posted prior to manual adjustments being made. The member's April payslip will reflect restoration of any leave credited.**	
NOTE:	**These procedures do NOT apply to SLA earned in support of a Commandant approved contingency operation. Guidance for these requests will be provided in the directive which authorizes the SLA.**	

Table 6-10 Procedures for Special Leave Accrual Requests

Q.7. **Procedures for Multiple SLA Requests**

If multiple members of a unit are qualified to carry over more than 60 days of leave into a FY, then the unit must utilize this process. A new request must be submitted if a multiple number of members assigned to the unit again become qualified for additional days to be carried over.

Step	Who Does It	What Happens
1	Unit	Submits memo or message to PPC (MAS) via trouble ticket to PPC-DG-CustomerCare@uscg.mil no later than 1 December, with:

		• List with members Rate/Rank, Last Name, and EMPLID, sorted alphabetically by last name (see Figure 6-12 below for template). • An estimate of the total number of days to be carried into the new FY for each member, and • The qualifying circumstances (deployed for Operation XXX, back-to-back Alaska Patrols, etc.)
2	PPC (MAS)	Will accumulate all requests and will process them immediately after end-of-month March finalize date (which varies from year to year).
NOTE:	**This timing ensures that any outstanding leave is posted prior to manual adjustments being made. Each member's April payslip will reflect restoration of any leave credited.**	

Table 6-11 Procedures for Multiple Special Leave Accrual Requests

Rate/Rank	Last Name	EMPLID	# Days leave to carry over	Qualifying Circumstance
YN3	ALWAYS	1234567	10	Operation XXX
IT1	PARATUS	2345678	10	Operation XXX

Figure 6-12 Multiple SLA Request List Template

Section R: Sale of Special Leave Accrual (SLA)

R.1. **Introduction**

This section provides the process for enlisted members to be compensated for leave in excess of 90 days at the end of the FY.

R.2. **References**

(a) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)

(b) Coast Guard Pay Manual, COMDTINST M7220.29 (series)

(c) Coast Guard Military Human Resource Record (CGMHRR) System, COMDTINST 1080.10 (series)

(d) ALCOAST 334/23

R.3. **Discussion**

Active Duty enlisted members who would lose leave accumulated in excess of 90 days at the end of the FY, a one-time 30 days SLA sell back is authorized IAW References (a) and (b). Enlisted Service members may exercise this option only once, any time throughout their career, and this sell back counts toward the member's cap of 60 days over a career. This provision is intended for members deployed or mobilized in a hostile fire/imminent danger area or assigned to a designated deployable unit or performing duty in a designated operational mission IAW References (a), (b) and (d). Officers are not eligible for this entitlement.

R.4. **SLA Payment Process**

This is the SLA Payment process.

Step	Who Does It	What Happens
1	Member	Between 1 October and 30 November, completes Application to Sell Special Leave Accrual (SLA) (CG-2046) and forwards to P&A Office.
2	P&A Office	Within two business days of receipt, validates member's eligibility by verifying that the member: • has a balance at the end of the FY greater than 90 days • hasn't already sold the career maximum of 60 days • is enlisted • has not previously sold SLA (checks iPERMS for CG-2046) • has submitted all leave documents for the previous FY in DA Once verified, forwards a copy of the completed CG-2046 to PPC (MAS) via online trouble ticket to PPC-DG-CustomerCare@uscg.mil no later than 1 December.

3	PPC (MAS)	Upon receipt of the form, verifies member’s leave balance in DA and ensures member has not previously received payment for SLA. If eligibility confirmed, adjusts applicable accumulators.
4	P&A Office	Once the leave balance has been adjusted and sold, uploads document to iPERMS IAW Reference (c).

Table 6-12 SLA Payment Process

Section S: Permissive Travel Authorization

S.1. **Introduction**	This section discusses permissive travel authorization which must be prepared in Basic CG Memo format. Use of the CG-2519, CG-4251, CG-5131, or authenticated message is **not** authorized.
S.2. **Reference**	(a) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
S.3. **Preparing a Permissive Travel Authorization**	A permissive travel authorization must contain the following: • Reason for the travel authorization • Location and inclusive date(s) the member will be absent • This statement from Reference (a): "This authorization is issued with the understanding you will not be entitled to reimbursement for mileage or expense in connection with it. In case you do not desire to pay this expense, this authorization is cancelled." • The member's signature acknowledging understanding of the non-cost statement
S.4. **Distribution**	The unit must give the original travel authorization to the member. Upon return, the member must endorse the travel authorization with the time/date of departure and return. After return and endorsement by member, the original travel authorization must be forwarded to the P&A Office to complete personnel transactions to credit/debit subsistence entitlements.
S.5. **Carry Payslip Copies for House Hunting**	It is recommended that members performing permissive travel, for house hunting in the vicinity of their new PDS, consider taking several certified copies of their latest payslip with them.

Section T: Employment Verification

T.1. **Introduction**

This section discusses employment verification. Requests for employment verification from outside the CG should be completed at the unit, if they have the information requested. If not, forward to the P&A Office for completion.

NOTE: **All requestors should be informed that Active Duty employment verification information is available free of charge on-line at https://scra.dmdc.osd.mil/scra/#/home.**

T.2. **References**

(a) The Coast Guard Freedom of Information and Privacy Acts Manual, COMDTINST M5260.3 (series)

(b) Coast Guard Military Human Resource Record (CGMHRR) System, COMDTINST 1080.10 (series)

T.3. **Employment Verification Process**

Use the following process for employment verification requests:

If the information is	Then
not Privacy Act sensitive,	complete the request.
Privacy Act sensitive,	complete the request, but also attach a signed statement by the member authorizing release of the information.
WARNING:	***All personnel involved in this process shall ensure proper precautions are taken to ensure the safe handling and integrity of Personally Identifiable Information (PII) and Protected Health Information (PHI), especially in the case of electronic transmission IAW Reference (b).***

Table 6-13 Employment Verification Process

Section U: eResume

U.1. Introduction

This section discusses the eResume, which provides critical, up-to-date information to personnel assignment officers regarding an Active Duty or Reserve Component member's personal status and assignment preferences.

U.2. References

(a) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)

(b) Direct Access Guide, Submitting an eResume

U.3. Submission

The eResume must be submitted by Active Duty personnel:

- To request a specific duty assignment
- To request a tour extension at the current PDS
- To request a mutual or unilateral transfer
- 6 to 9 months prior to a member's discharge or RELAD date
- During the "Engage" phase of the assignment process, for members who will be tour complete in the upcoming assignment year

The eResume must be submitted by Reserve personnel:

- To request transfer to a new unit. The eResume shall be submitted to CGPSC (RPM-2) via the Reservist's unit
- To request assignment for members who will be tour complete in the upcoming assignment year
- To request assignment for members in reprogrammed positions; members projected to be released from Active Duty; and members in billets with more than one member assigned

NOTE: **Members serving on long-term ADOS orders that terminate at any time during the assignment year are highly encouraged to apply for assignment. Members who do not apply for assignment might be transferred to the Individual Ready Reserve (IRR) and may participate in the following assignment year cycle.**

Section V: Assignment/Termination of Government Quarters

V.1. **Introduction**

This section provides the process for the assignment/termination of government quarters. When a member moves into or out of government quarters, it normally results in a change in BAH entitlements. This section describes how the housing officer and unit notify the P&A Office to avoid over/under payments IAW Reference (a).

V.2. **Reference**

(a) Coast Guard Housing Manual, COMDTINST M11101.13 (series)

(b) Coast Guard Military Human Resource Record (CGMHRR) System, COMDTINST 1080.10 (series)

V.3. **Prompt Notification is Critical**

Timely input of pay transactions is critical. This is especially true when a pay transaction has a large dollar impact on the member, such as a transaction connected with government quarters occupancy or termination.

- Providing timely notification (within 24 hours) of a change to a member’s housing status will enable the P&A Office to input, and the SPO to approve, the required DA transactions and ensure the member receives the correct amount of pay.
- Expedited P&A Office notification does not preclude the need for the member to complete a BAH/Housing Worksheet (CG-2025) and forward it, via the unit, to the P&A Office. However, IAW Section 2.B.2. of this publication, the P&A Office can utilize other sources of information (such as an email from the local housing officer) to initiate pay transactions in advance of receiving the worksheet.

V.4. **Advance Notification**

Members anticipating assignment to government quarters may submit a special request to the P&A Office to have the BAH stopped, ahead of time, to avoid being overpaid.

NOTE: **A member desiring to live on the economy must request permission from their CO to be eligible for BAH entitlements.**

V.5. **Notification Process**

P&A Offices, Housing Offices and unit admin staff must work together to develop local procedures for timely P&A Office notification.

Use this process upon notification that a member has been assigned or terminated quarters.

Step	Who Does It	What Happens
1	Housing Office	On the date of assignment (and no later than 24 hours after date of assignment):

		• Notifies the servicing P&A Office of the assignment via email.
	NOTE:	**Ensures the P&A notification email includes:** **• Member's Name** **• Member's Rate/Rank** **• Member's Employee ID** **• Member's Unit** **• Date of Assignment/Termination** **• Exact BAH Code Description (e.g. With Dep – member assigned CG Leased Quarters)** **• Indicate if Spouse is in Service** **• Indicate Type of Quarters** **• If Inadequate Quarters, Indicate the Rental Fee** **• Address (if notification of assignment to govt quarters)**
	Housing Office (cont.)	• Emails copy of notification to both the Area Housing Officer and the member's unit (Admin/Personnel Officer).
2	Member	Within 24 hours of assignment: • Updates mailing address in DA using the Self-Service Home, Mailing and TSP Mailing Address user guide. • Completes a CG-2025 and forwards to the P&A Office, via their unit.
3	P&A Office	Within 24 hours of notification: • Acknowledges receipt of the assignment via return email to the Housing Office. • Ensures receipt of properly completed CG-2025 from the member. • Confirms member's address was updated in DA. • Submits the appropriate DA transaction for correct BAH entitlement using the Basic Allowance for Housing (BAH) user guide. • Notifies SPO of submission for approval.
4	SPO	Within three business days of notification, reviews and approves BAH transaction in DA.
5	P&A Office	• Within one business day of transaction approval, checks pay calcs.
6	P&A Office	• Within two business days of approval, uploads CG-2025 to iPERMS IAW Reference (b).

Table 6-14 Notification for Assignment/Termination of Govt Quarters Process

V.6. **BAH Verification Report**

The Housing Office:

- Runs the BAH Verification Report contained in the Housing Management Information System (HMIS) every two weeks.
- Reviews all discrepancies and correct HMIS data entry errors within 3-5 days of running the report.
- Promptly notifies the P&A Office via email of any remaining discrepancies involving incorrect BAH codes.

Section W: Corrections/Changes of Names, SSN, Date of Birth, Gender Marker or Minority Designator

W.1. **Introduction**	This section provides the process to make changes to a member's biographical information. Changes in official CG records must be made only after an administrative examination has been completed of the documentation presented. Name changes must be made IAW the member's applicable state law.
W.2. **Reference**	(a) Coast Guard Military Human Resource Record (CGMHRR) System, COMDTINST 1080.10 (series) (b) Military Transgender Service, COMDTINST M1000.13 (series)
W.3. **Policy**	Commands have the authority to approve changes to Names, SSN, Date of Birth (DOB). Reference (b) established the policy for a gender marker change.
W.4. **Name Change or Correction of DOB**	Member reports/requests a name change, or a request for correction of date of birth, to their unit. The report or request must be supported by the following documentation (as applicable): • Copy of court order authorizing name change • Copy of marriage certificate • Copy of final divorce decree containing provisions for restoration of maiden name • Naturalization certificate authorizing name change If the member's request is to correct an earlier entry that is erroneous (such as a mis-numbered SSN or DOB), then the member must provide proof that the earlier entry is incorrect, such as with a birth certificate or social security card. Upon Command authorization the approval will be forwarded to the P&A Office for DA input.
W.5. **Effective Date of Name Change**	Changes in name are effective on the date of Command approval. When approved, the Command will forward a copy of the authorization to the P&A Office for DA input. The P&A Office will enter changes into DA and upload documents to iPERMS IAW Reference (a).
W.6. **Change of SSN**	Member submits request for a change/correction to an SSN to their unit, with a photocopy of the social security card.

	A change of the social security number in the official records will be made only when authorized by the member's Command. When approved, the Command will forward a copy of the authorization to the P&A Office. The P&A Office will enter changes into DA and upload documents to iPERMS IAW Reference (a).
W.7. **Change of Gender Marker**	Member submits the appropriate documentation to Commander (PSC) IAW Reference (b). • Upon review and approval of the required documents, Commander (PSC) notifies the member and the chain of command via CG memorandum. • Commander (PSC) initiates gender marker update in DEERS and CG data systems.
W.8. **Change to Minority Designation**	Member inputs change in DA using the: Self-Service – Ethnic Groups user guide.

Section X: Veterans Group Life Insurance (VGLI)

X.1. **Introduction**	With Veterans' Group Life Insurance (VGLI), members may be able to keep their life insurance coverage after they leave the military for as long as they continue to pay the premiums.
X.2. **References**	(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series) (b) Servicemembers' and Veterans' Group Life Insurance Handbook (c) Military Personnel Casualties and Decedent Affairs, COMDTINST M1770.9 (series) (d) Coast Guard Military Human Resource Record (CGMHRR) System, COMDTINST 1080.10 (series) (e) VGLI Homepage
X.3. **Eligibility**	Members may be eligible to continue life insurance coverage after they separate from service IAW Reference (e). However, members must have SGLI coverage upon separation to enroll in VGLI. The amount of coverage will be based on how much SGLI coverage members had when they left the military; see Section B of this chapter. Refer to the eligibility for VGLI section of Reference (e) for more details.
X.4. **Premiums**	VGLI provides term life insurance coverage if premiums are paid. VGLI premium rates are based on the member's age and the amount of insurance coverage they want. Refer to the cost/rates section of Reference (e).
NOTE:	**Once enrolled in VGLI, members can also increase their coverage by $25,000 every five years (up to $500,000) until age 60.**
X.5. **Enrollment Period**	Members must enroll within 1 year and 120 days of separation to apply for VGLI. If members apply for coverage within 240 days of the date of separation, a health review is not required.
X.6. **How to Apply**	Refer to the "How to Apply" section of Reference (e) for methods of applying for VGLI.
X.7. **Reservists Change in Status**	Certain situations may occur when reservists on ADOS are RELAD and no Reserve billet is available for them to return to SELRES status IAW the eligibility section of Reference (e). The member may be placed in the IRR temporarily, until a billet becomes available. In this case, the IRR member may elect to continue SGLI by applying for VGLI. Once a Reserve billet becomes available, and member is returned to SELRES status, the member can elect to enroll in SGLI (IAW Section B.3 of this chapter) or continue with VGLI. Member cannot carry more than the maximum $500,000 of

insurance in either VGLI or SGLI. Contact VGLI customer service with any questions.

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