

# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

## Contents

Transfer Season 2017 is in Full Swing ..... 2

Defense Travel Management Office Allowances and Regulations Update ..... 2

Changes to the Joint Travel Regulations (JTR) - Effective 1 May 2017 ..... 2

Civilian Exemption for Required use of the Travel Management Center (TMC) for Conference Lodging ... 3

DA SPO User Guide Update ..... 4

May and November 2016 Servicewide Exam Revised Cutoffs Announced ..... 4

Known Issue: XMLP Error When Trying to Generate Reports/PDFs (EERs, Orders, Contracts, etc.)..... 4

Reminder: BAH for Single Recruit, OCS, or Academy Graduates In-Transit ..... 4

Recording of the Top 10 Things You Should Know About Reserve Orders Posted..... 5

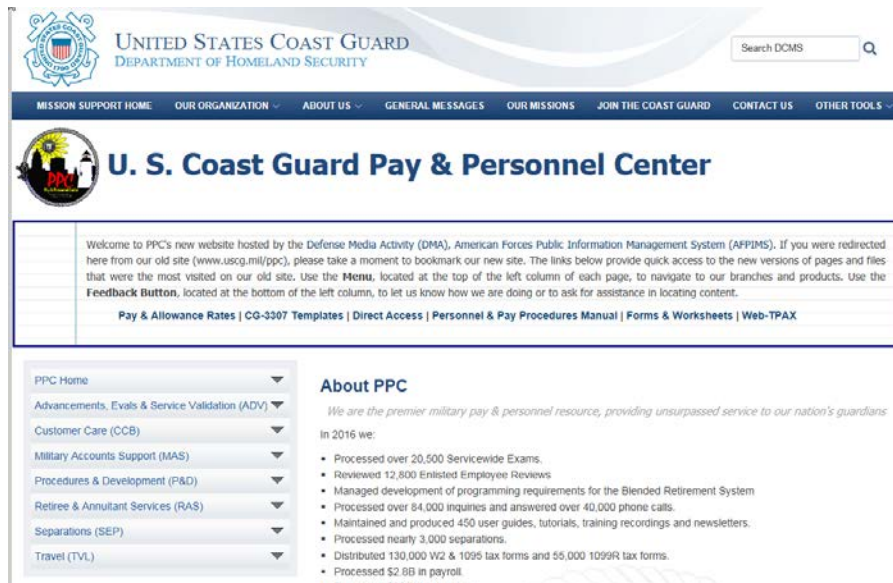
IRS Wage and Income Transcript ..... 6

SERVICING PERSONNEL OFFICE SPO CONSOLIDATION UPDATE (SPO) - SPO at Sector Detroit Closed..... 6

Government Travel Charge Card Program Updates and PCS Reminders ..... 6

Obligated Service Requirements to Attend Class "A" School ..... 7

New PPC Internet Site to Launch on 19 May 2017 ..... 8



New PPC Internet Site  
 Launching 19 May.  
 See page 8 for details.

**About the PPC Customer Newsletter:** An authorized publication, the PPC Customer Newsletter is published under the direction of the U.S. Coast Guard Pay & Personnel Center. Views and opinions expressed are not necessarily those of the Department of Homeland Security or the U.S. Coast Guard. The PPC Customer Newsletter shall not be considered an authority for any official action and is non-record material. The PPC Customer Newsletter is published quarterly. Articles are solicited from all readers.

**How to submit an article:** Articles for the PPC Customer Newsletter may be submitted by e-mail to [the Procedures & Development branch e-mail address "PPC-PF-PD"](mailto:PPC-PF-PD).

# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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## Transfer Season 2017 is in Full Swing

Effective and successful transfers are an essential part of Coast Guard operations and affect every member at some point in their career. The Transfer Season team is consistently finding ways to simplify and improve the technical portion of this important process.

Under the technical guidance of TISCOM-EISI Product Line, automated by OSC CGFIXIT Team, and managed by Centralized Service Desk, Transfer Season 2017 leverages an automated method to move CGOne Standard User accounts and mailboxes from one unit to another. This process, which reconfigures user accounts for use at a new location, does **not** move user data, such as files maintained on the departing unit's file server, but does archive them for a specific time. For this reason, transferring personnel are responsible for performing a number of tasks on their own before departing their unit.

The automated portion of a PCS Transfer is triggered by the transferring member's submittal of a CGFIXIT ticket at least two weeks before departing their unit. Once a ticket is submitted, the User Transfer Service (UTS) system completes the account transfer process. Anyone who fails to submit a CGFIXIT ticket before departure will experience delays at their new unit.

Learn more about end user responsibilities and find helpful tips to ensure a smooth and successful transfer of IT resources by visiting the [User Account Transfer Resources](#) site on CG Portal.

After transferring to a new unit, users might receive an email with a survey about the technical portion of their transfer experience.

Our Transfer Season team encourages personnel to participate in the survey and share candid feedback that will help improve future transfer seasons.

## Defense Travel Management Office Allowances and Regulations Update

The Defense Travel Management Office has updated the following information for 01 June 2017:

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

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

## Changes to the Joint Travel Regulations (JTR) - Effective 1 May 2017

Please be aware that the May 2017 Joint Travel Regulations (JTR) will be reorganized. This new framework includes revised Chapters 1-3 covering general travel policies, standard allowances, and TDY travel. It will replace the old Chapters 1-4 and 7. These revised chapters use plain language and standardized terminology, and include extensive use of if/then tables to explain all possible travel situations in place of long paragraphs. It is important to note that the policies contained in the May 2017 JTR cover all of the travel authorities that it does today. No policies will change but may be rearranged according to the new framework and/or rewritten to ease understanding.

These changes are part of the first phase of the Defense Travel Management Office's effort to simplify policy and make the JTR easier to navigate, easier to understand, and shorter in

# Pay & Personnel Newsletter

## United States Coast Guard Pay & Personnel Center

length. Subsequent phases will address the remaining chapters and appendices.

The May 2017 version of the JTR is now available at <http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>.

For more information on the new framework, go to: [http://www.defensetravel.dod.mil/Docs/Revised\\_JTR\\_graphic.pdf](http://www.defensetravel.dod.mil/Docs/Revised_JTR_graphic.pdf).

DTMO is also offering an updated JTR Distance Learning course to help explain these changes. For more information on how to sign up for this training, go to: [https://www.defensetravel.dod.mil/Docs/Training/JTR\\_Modules\\_1-Pager.pdf](https://www.defensetravel.dod.mil/Docs/Training/JTR_Modules_1-Pager.pdf).

Also see: [JTR Crosswalk \(Chapters 1-4 and 7\)](#).

### Civilian Exemption for Required use of the Travel Management Center (TMC) for Conference Lodging

02 MAY 17  
BT  
UNCLAS //N04600//  
ALCGPSC 056/17  
SUBJ: Civilian Exemption for Required use of the Travel Management Center (TMC) for Conference Lodging

A. 41 CFR, Federal Travel Regulations, Chapter 301-11.11 (Civilian Travel Reference)  
B. ALCGPSC 120/16

1. Per recent changes to Ref A, Civilian employees are no longer required to use our TMC (ADTRAV) to make lodging reservations for conferences when the conference sponsor has negotiated and set aside rooms at one or more

lodging facilities. This exemption already existed for military personnel per Ref B.

2. Details of the exemption are provided within this GSA Travel Policy FAQ posted at <https://www.gsa.gov/portal/content/104206#5>.

3. Approving Officials may cite the above exemption on travel orders for both military and civilian travelers attending conferences where the conference sponsor has negotiated with one or more lodging facilities to set aside a specific number of rooms for conference attendees.

4. Travelers should review the required use of TMC lodging Frequently Asked Questions (FAQ) at the link below or contact their local ADMIN support for travel questions. <https://www.uscg.mil/psc/bops/govtrvl/TMC/ADTRAV/Required-Use-of-TMC-Lodging-FAQs.docx>.

5. All other questions should be directed as follows:

a. Cardholders shall direct GTCC questions to their unit GTCC Travel Manager. Members can determine who their supporting Travel Managers are under the contacts page located at [www.uscg.mil/psc/bops/govtrvl/](http://www.uscg.mil/psc/bops/govtrvl/).

b. GTCC Travel Managers: direct questions to Ms. Carlene Curry at 703-258-5996 or [Evelyn.C.Curry@uscg.mil](mailto:Evelyn.C.Curry@uscg.mil) or Mr. Matt Ruckert at 703-201-3080 or [Matthew.T.Ruckert@uscg.mil](mailto:Matthew.T.Ruckert@uscg.mil).

6. Released: RDML M. T. Bell Jr., Commander, Personnel Service Center. The Service Center for Our Most Important Resource – Our People.

7. Internet release is authorized

# Pay & Personnel Newsletter

## United States Coast Guard Pay & Personnel Center

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### DA SPO User Guide Update

The SPO User Guide for Disciplinary Actions has been updated to provide a procedure to enter two separate time periods of suspension (e.g. When awarded forfeiture of pay (suspended for 3 months), and reduction to E3 (suspended for 6 months)). Please ensure you are referring to the most current version of the user guide.

The default font in Outlook will automatically put in special characters in certain words.

If you have any report, i.e. Orders, EERs, CG Member Infor, contracts, extension, etc, that return an "XMLP" error and will not generate or are blank when printed, carefully look at all the text entered to ensure no special characters have been used.

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### May and November 2016 Servicewide Exam Revised Cutoffs Announced

ALCGENL message 060/17 announces new cutoffs for participants of the May 2016 Servicewide Exam.

ALCGENL message 061/17 announces new cutoffs for participants of the November 2016 Servicewide Exam.

The Advancement Eligibility List from the May and November 2016 Servicewide Exam is available on the PPC (adv) [CG Portal Page](#).

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### Reminder: BAH for Single Recruit, OCS, or Academy Graduates In-Transit

With the graduates of the Coast Guard Academy Class of 2017 reporting in to their first permanent duty stations this summer, PPC (mas) would like to remind you that single graduates from basic training, OCS and the Academy, with no prior service, are entitled to BAH-Transit Rate while in transit to their first permanent duty station (PDS). The Reporting SPO must input the BAH-Transit Rate start (effective date of PCS departure) and the BAH-Transit Rate stop (effective the day prior to PCS reporting) along with the reporting endorsement and transactions to record BAH entitlement at the member's or officer's first PDS.

### Known Issue: XMLP Error When Trying to Generate Reports/PDFs (EERs, Orders, Contracts, etc.)

Direct Access does NOT like special characters. We have had several tickets submitted stating EER Counseling Reports, Orders, Contracts, and other reports return an "XMLP" error and would not generate or would be blank when printed. Words like "décor and entrée" are considered special characters due to the "e" being like the French "e". LOTS of people use email to draft the comments and then paste them into DA.

The [Entering BAH-TR User Guide](#), contains the procedures for crediting BAH-Transit. The inclusive period of BAH-Transit eligibility is the date of departure PCS through the day prior to reporting PCS. For single members, it is the responsibility of the SPO for the member's new PDS (*the Reporting SPO*) to enter the transaction to record BAH-Transit

The officer's new SPO must:

# Pay & Personnel Newsletter

## United States Coast Guard Pay & Personnel Center

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1. **Create an active BAH-T row effective the date of PCS departure from the Academy.**

(Note: For the few members who may be prior service they need to start BAH w/o @ New London instead of BAH-T);

2. Create a new BAH row for the new unit/zip effective the date of reporting PCS.

(Note: See below if the member marries enroute).

### **Member acquires dependent(s) enroute:**

If the member or officer acquires a dependent or dependents while en route PCS, the reporting SPO shall:

1. Stop BAH-Transit Rate the day prior to the date the change in dependency is effective (Note: In Global Pay, entering the new BAH row (per step 2 below, stops the BAH-TR, you don't actually enter a stop date) and
2. Start BAH-With/Dependents (if appropriate) using the zip code for the location of the member's dependent(s) effective the day the dependency change was effective. (Note: Review the Pay Manual before starting BAH especially if the member is married to another member or is not married and has a child).
3. Submit the transaction to start BAH or OHA at the rate for new PDS and government quarters assignment status effective the date the member or officer reports to their first PDS.

See [PAYMAN, 3-G-5d. \(Members in Transit/New Accessions\) & Fig 3-19 \(Rule 7\)](#) and the [Entering BAH-TR User Guide](#), for more information.

### **Note: Always approve the PCS Reporting Endorsement before approving the PCS entitlement rows:**

- The PCS Reporting Endorsement must be approved first by the CGHRSUP Role User. After the PCS Reporting Endorsement is approved, then it is time to review the member's current pay entitlements and submit entitlement requests as necessary to start Pay and Allowances applicable for the member's new duty station and/or duty status.
- When the PCS pay entitlements are incorrectly approved prior to approving the PCS Reporting Endorsement, pay delays and/or pay problems result for our members. The PCS Reporting Endorsement is designed to "stop" certain pay entitlements. When approved out of sequence, the PCS Reporting Endorsement can incorrectly shut down allowances the member is entitled to receive.
- See the [PCS Entitlements Auto Start-Stop User Guide](#) for more information.

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## **Recording of the Top 10 Things You Should Know About Reserve Orders Posted**

Thank you to all those who attended our online virtual online learning session on Tuesday, 16 May. We discussed several Reserve Orders topics, including the process for issuing orders, orders status, types of orders, the differences between long-term and short-term orders, travel entitlements, contingency orders, reports, and more. We also held a question and answer session. The presentation, transcript of

# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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questions and answers, and a recording of the session are all linked below.

- **Presentation** (PowerPoint)
- **Questions and Answers** (PDF)
- **Recording** (Adobe Connect)

Mark your calendars for our next session on **Tuesday, 20 June 2017.**

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## IRS Wage and Income Transcript

The IRS has a "Wage and Income Transcript" that is "used for a variety of useful financial activities, including verification of income for such things as mortgages and student loans."

The U.S. Coast Guard transmitted 2016 tax data to the IRS in January of this year. However, as stated on the with IRS website (<https://www.irs.gov/individuals/tax-return-transcript-types-and-ways-to-order-them>), **"Current tax year information may not be complete until July."**

We have received numerous calls from members that have applied for various loans stating their "Wage and Income Transcripts" are reporting \$0 for income. Please let your customers know that the U.S. Coast Guard, Pay & Personnel Center, has already transmitted this data to the IRS. If their financial institutions are using this data, members can direct them to the IRS website at: <https://www.irs.gov/uac/newsroom/get-transcript-application-questions-and-answers>, and inform them that the IRS may not have the data available until July. Members will need to work with their financial institutions to provide alternate documentation to support wages and income.

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## SERVICING PERSONNEL OFFICE SPO CONSOLIDATION UPDATE (SPO) - SPO at Sector Detroit Closed

The SPO located at Sector Detroit ADMIN/PERS DIV (007432) has been disestablished in DA. All records previously serviced by the SPO at Sector Detroit have been moved to Base Cleveland (SPO) (042191).

Please refer to the SPO Contact List page at <https://cg.portal.uscg.mil/units/ppc/Pages/SPO%20Contact%20List.aspx> for SPO contact information and previously issued updates.

Ensure all communications regarding the shifting of SPO records are routed through PSC-BOPS-R. The POC is Emily Jennings.

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## Government Travel Charge Card Program Updates and PCS Reminders

ALCGPSC message 016/17 provides important information for Government Travel Charge Card (GTCC) holders, especially those who are transferring this PCS season.

All Coast Guard Travel Approving / Authorizing Officials (AOs) and GTCC holders should review the message, in its entirety, before approving travel orders or using the GTCC.

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# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

## Obligated Service Requirements to Attend Class "A" School

**ALCOAST Commandant Change Notice (ACN) message 056/17** announces new obligated service requirements for Coast Guard members in receipt of orders to attend Class "A" School training. All Coast Guard Servicing Personnel Offices (SPOs) and Personnel and Admin Office staff members should review the message in its entirety. It is the responsibility of the member's Personnel and Admin Office to ensure the member meets the obligated service requirement prior to executing orders to Class "A" School. SPOs must not approve orders for Class "A" School training for members not meeting the new obligated service requirements.

***New PPC (P&D) Page on DCMS Website (Launching 19 May 2017 (See page 8 for more)***

- PPC Home
- Advancements, Evals & Service Validation (ADV)
- Customer Care (CCB)
- Military Accounts Support (MAS)
- Procedures & Development (P&D)
- Retiree & Annuitant Services (RAS)
- Separations (SEP)
- Travel (TVL)

- PPC News Feed**
- Defense Travel Management Office Allowances and Regulations Update
  - Transfer Season 2017 is in Full Swing U.S. Coast Guard Pay and Personnel Center News Update
  - April End-Month Payroll Processing Complete U.S. Coast Guard Pay and Personnel Center News
  - Direct Access Competency Dictionary Update
  - The Top 10 Things You Should Know About Bonuses

## Procedures & Development (P&D) Branch

Collapse All Expand All

- ☒ **Top 10 Tuesdays - Monthly Virtual Sessions with PPC (P&D)**
- ☒ **Course Materials**
- ☒ **Known Issues**
- ☒ **E-Learning**
- ☒ **Submit Requests to PPC for Specialized Virtual Training**

Click article titles to expand text

Quick links to user guides. Click the images to access.



### P&D E-Learning

Direct Access, Travel and TPAX User Guides and Tutorials



## PPC Customer Newsletter / Servicing Personnel Office Newsletter

### About the PPC Customer Newsletter

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# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

## New PPC Internet Site to Launch on 19 May 2017

PPC, along with CG-1, CG-4, CG-6, CG-9, DOL, PSC, and other DCMS elements will be launching new Internet sites on **19 May 2017**.

You will be able to find us at <http://www.dcms.uscg.mil/>. (*New DCMS Home Page, shown below*)



Once at the DCMS home page, click **“OUR ORGANIZATION”**, then select **“Assistant Commandant for Human Resources (CG-1)”**, and click on **“Pay and Personnel Center (PPC)”** to go to our new home page.





# Pay & Personnel Newsletter

## United States Coast Guard Pay & Personnel Center

We've added *quick links* to our most popular content at the top of the new PPC home page.

UNITED STATES COAST GUARD  
DEPARTMENT OF HOMELAND SECURITY

MISSION SUPPORT HOME OUR ORGANIZATION ABOUT US GENERAL MESSAGES OUR MISSIONS JOIN THE COAST GUARD CONTACT US OTHER TOOLS

### U. S. Coast Guard Pay & Personnel Center

Welcome to PPC's new website hosted by the Defense Media Activity (DMA), American Forces Public Information Management System (AFPIMS). If you were redirected here from our old site ([www.uscg.mil/ppc/](http://www.uscg.mil/ppc/)), please take a moment to bookmark our new site. The links below provide quick access to the new versions of pages and files that were the most visited on our old site. Use the **Menu**, located at the top of the left column of each page, to navigate to our branches and products. Use the **Feedback Button**, located at the bottom of the left column, to let us know how we are doing or to ask for assistance in locating content.

[Pay & Allowance Rates](#) | [CG-3307 Templates](#) | [Direct Access](#) | [Personnel & Pay Procedures Manual](#) | [Forms & Worksheets](#) | [Web-TPAX](#)

PPC Home  
Advancements, Evals & Service Validation (ADV)  
Customer Care (CCB)  
Military Accounts Support (MAS)  
Procedures & Development (P&D)  
Retiree & Annuitant Services (RAS)  
Separations (SEP)  
Travel (TVL)

#### About PPC

*We are the premier military pay & personnel resource, providing unsurpassed service to our nation's guardians*

In 2016 we:

- Processed over 20,500 Servicewide Exams.
- Reviewed 12,800 Enlisted Employee Reviews
- Managed development of programming requirements for the Blended Retirement System
- Processed over 84,000 inquiries and answered over 40,000 phone calls.
- Maintained and produced 450 user guides, tutorials, training recordings and newsletters.
- Processed nearly 3,000 separations.
- Distributed 130,000 W2 & 1095 tax forms and 55,000 1099R tax forms.
- Processed \$2.8B in payroll.
- Processed \$9.0M in bonuses.

Links to PPC branches are located in the site navigation menu on the left side of the page. This same menu is used on all of our pages so you can quickly jump from branch to branch:

PPC Home  
Advancements, Evals & Service Validation (ADV)  
Customer Care (CCB)  
Military Accounts Support (MAS)  
Procedures & Development (P&D)  
Retiree & Annuitant Services (RAS)  
Separations (SEP)  
Travel (TVL)


# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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The titles on the site navigation menu will take you to the named branch’s page. *The titles are expandable and provide direct links to popular content for that branch.*



Click on the  (down arrow icon) to reveal more links. The Military Accounts Support (MAS) sub-menu is shown below:

- PPC Home ▼
- Advancements, Evals & Service Validation (ADV) ▼
- Customer Care (CCB) ▼
- Military Accounts Support (MAS) ▲
- Latest Pay Rates and Benefits
- Career Sea Pay Tables
- Career Sea Pay Premium Start Date
- Career Status Bonus
- Clothing and Uniform Allowances ▲
- Enlisted Clothing Maintenance Allowances
- Civilian Clothing Allowance Authorizations
- Enlisted Supplementary Clothing Allowances
- Direct Access User Guides and Updates
- Special Duty Assignment Pay
- Thrift Savings Plan (TSP)

The Travel branch menu is shown below:

- Travel (TVL) ▲
- Civilian PCS Claim Procedures
- Evacuation Voucher Assistance
- Invitation Travel Orders (ITOs)
- Approving Official Training and Designation
- Web TPAX User Guides
- Travel Related Directives & Publications

# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

Many of our pages make use of **expanding text links** for in-page navigation. This example (below) shows the menu for Direct Access User Guides. The image on the left is the menu. The image on the right shows the expanded menu.

## Direct Access/Global Pay Use

Links to Knowledge Base entries will take you to (PDF) file format.

Collapse All Expand All

- ⊕ District Reserve Force Readiness Branch
- ⊕ Enlisted Employee Review (EERS)
- ⊕ Person Profile (Awards, Competencies, Languages, Training, Weigh-In Data, and Video Tutorial)
- ⊕ Personal Data, Job Data, and Dependency
- ⊕ PHS Officer Corps Direct Access User Guide
- ⊕ Reports and Queries
- ⊕ Retiree Self Service Global Pay
- ⊕ Self-Service
- ⊕ Self-Service for Commands
- ⊕ SPO Absences
- ⊕ SPO Accessions, Reenlistments, and Extensions
- ⊕ SPO Advancements
- ⊕ SPO Disciplinary Actions
- ⊕ SPO Global Pay Deductions
- ⊕ SPO Global Pay Earnings
- ⊕ SPO Permanent Change of Station (PCS)
- ⊕ SPO Reserve Specific Transactions
- ⊕ SPO Separations Transactions

## Direct Access/Global Pay User Guides, Tutorials and

Links to Knowledge Base entries will take you to the CG Portal (CAC login required). (PDF) file format.

Collapse All Expand All

### ⊕ District Reserve Force Readiness Branch (DXR)

TOPIC	KNOWLEDGE BASE ENTRY	PROCEDURE GUIDE (PDF)	VIDEO TUTORIAL
DXR - Reserve Orders Authorization		11/23/2016	
Reserve Orders Extract Report		08/22/2016	

- ⊕ Enlisted Employee Review (EERS)
- ⊕ Person Profile (Awards, Competencies, Languages, Training, Weigh-In Data, and Video Tutorial)

We're confident you'll like the clean and fresh look of our new Internet site and that you will be able to quickly locate the information you're looking for. However, if you do run into broken links or can't locate information that was on our old site, **please let us know**. Just click the **"Give us your feedback"** button, which is located at the bottom of every PPC page in the right hand column.



The button will launch your email program. Just let us know on which page you discovered the problem or tell us what you are looking for and we will point you in the right direction. You can also e-mail us directly at [ppc-pf-pd@uscg.mil](mailto:ppc-pf-pd@uscg.mil) with any questions about the transition to the new site.