

Chapter 8: Payment of Personnel

Introduction

This chapter discusses the payment of personnel.

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Section A: Notification of Pay

A.1. Introduction	This section discusses how the Coast Guard keeps members informed of their individual pay.
A.2. References	(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series) (b) PPC (P&D) DA User Guides
A.3. Direct Deposit	Coast Guard payees (Active Duty, retirees, annuitants, recruits, and Reservists) are required to have their pay delivered by Direct Deposit/Electronic Fund Transfer (DD/EFT), as it is the most efficient and reliable method of pay delivery IAW Reference (a). Direct deposit is the most efficient and reliable method of pay delivery. Members can change their Direct Deposit in DA using the Self Service - Direct Deposit user guide or, if a member does not have access to DA, the P&A Office can update their info using the Direct Deposit user guide.
A.4. Account for Travel Claims	Members may elect to use an account different from their payroll direct deposit account for travel claim payments within FSMS Supplier Request Form . For additional information, see the Coast Guard Finance Center's website: https://www.uscg.mil/fincen/enrollmentform/ .
A.5. Payslip	At the end of each pay period (twice a month), each member is furnished a payslip detailing the activity and status of their pay and leave account. All personnel have 24/7 access to the payslip information in DA using the Self Service - View My Payslip user guide. P&A Offices can access payslips via the Self Service for Command – View Member's Payslip user guide.

Section B: Types of Payments

- B.1. Introduction** This section explains the types of payments available to Coast Guard members and the details regarding special payments, advances and death gratuity.
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- B.2. References**
- (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - (b) [Military Civil and Dependent Affairs, COMDTINST M1700.1](#)
 - (c) [Military Personnel Casualties and Decedent Affairs, COMDTINST M1770.9 \(series\)](#)
 - (d) [37 U.S.C. 601-604](#)
 - (e) [37 U.S.C. 1006\(c\)](#)
 - (f) [37 U.S.C. 551-559](#)
 - (g) [10 U.S.C. 1053](#)
 - (h) [Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10 \(series\)](#)
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- B.3. Pay Periods** Each month is divided into two pay periods (mid-month and end-month). Approximately 10 days before the end of each pay period, PPC finalizes payroll based on all DA transactions submitted prior to the SPO Data Entry/Approval Cutoff Date. Cutoff dates are published annually via an Email ALSPO message. The Military Payroll Processing Schedule can also be found on the [PPC \(MAS\)](#) website.
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- B.4. Regular Payments** A regular payment covers the amount of pay and allowances accrued during a semimonthly pay period. This payment also includes routine adjustments to previous pay periods.
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- B.5. Off Cycles** Off cycles are scheduled based on system availability with all other processing requirements in DA. A schedule of dates will not be made available, as off cycles are scheduled (as needed and available) each pay period.
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- B.6. Special Payments Background** In addition to making regular semimonthly payments, PPC has the authority and ability to make certain special payments through the Department of Treasury. See Reference (a), Section 9-C for additional information. Special payments can be authorized in two instances:
1. **Non-receipt of pay:** Member did not receive a regular semi-monthly payment or received payment, but it was lost or stolen.
 2. **Significant pay shortage:** Member's regular semi-monthly payment was significantly less than it should have been, and the member will

experience a hardship if required to wait until the next scheduled payday to receive the pay due.

B.7. Criteria for Special Payments due to Non-Receipt of Pay

A member may be authorized a special payment once the ACH (Automated Clearing House) department at the member's financial institution verifies that no payment has been received. Special payments may only be requested by SPO using the Offline Payment template (See Figure 8-2) and sent via email to PPC-DG-CustomerCare@uscg.mil or via online trouble ticket at <https://www.dcms.uscg.mil/ppc/ccb/>. If sending by trouble ticket, complete the Problem/Issue section as follows:

Problem/Issue Information – If Travel related issue, include Travel Order Number (TONO) and travel dates in the description.	
User Role for this issue:	I am a Command, SPO or ADMIN support user
Category:	PAY ACTION
Type:	PAYMENTS
Cause:	SPECIAL OFFLINE PAYMENT
Description of Problem/Request:	

Figure 8-1 Sample Trouble Ticket for Offline Payment Request

Be sure to include the Offline Payment template information (See Figure 8-2) in the *Description of the Problem/Request* section of the trouble ticket.

B.8. Special Payments Due to Significant Shortage of Pay

A member(s) may be authorized a special payment if they meet all four criteria below:

- (1) The member is underpaid \$100.00 or more in their regular semi-monthly payment;
- (2) The pay shortage amounts to 10% or more of the member's total pay entitlements;
- (3) The member **IS** scheduled to receive the reimbursement of the pay shortage in the next scheduled payday (P&A offices must verify and submit screenshots of Retro Payments from Pay Calculation Results, Retroactive Tab, prior to submitting a help ticket); and
- (4) The pay shortage is causing the member to experience a financial hardship.

B.9. How Special Payments are liquidated and Posted on the Payslip

Special payments are processed as a replacement calendar for the previous pay cycle.

Example: P&A Office requesting a special payment for a member on 4 June 2019, verifies the retro adjustments on the 15 June 2019 Pay Calculation Results prior to requesting the special payment from PPC. PPC then processes the special payment for all of, and only, the retro adjustments on the 15 June 2019 Calendar. The special payment (retro adjustments) made to the member on 4 June 2019 are then removed from the member's 15 June 2019 pay, leaving the member's regular scheduled

pay. Special payment processing will remove P&A Office's access to view next pay calendar until a full recalculation has been completed.

NOTE: **At this time there are no paylips for special payments.**

B.10. Process for Non-Receipt of Pay Follow this process for members claiming non-receipt of pay:

Step	Who Does It	What Happens
1	Member	Immediately notifies the P&A Office. Provides the following: <ul style="list-style-type: none"> Name and address of financial institution. Name and phone number of person to contact at the financial institution.
2	P&A Office	Within two business days, verifies information and sends email to PPC-DG-CustomerCare@uscg.mil or via trouble ticket using the Offline Payment template (See Figure 8-2).
3	PPC (MAS)	Authorizes special payment via EFT upon earliest available off cycle calendar per caveat in paragraph B.5. of this manual <u>and</u> after completion of tracer/funds return.

Table 8-1 Process for Non-Receipt of Pay

B.11. Process for Significant Pay Shortage Follow this process for members requesting a special payment for a significant pay shortage:

Step	Who Does It	What Happens
1	Member	Immediately notifies the P&A Office that their pay is significantly less than it should have been, and that a special payment is needed to avoid a financial hardship.
2	P&A Office	Within three business days, verifies information and sends email to PPC-DG-CustomerCare@uscg.mil or via trouble ticket using the Offline Payment template (See Figure 8-2).
3	PPC (MAS)	Authorizes special payment via EFT upon earliest available off cycle calendar per caveat in paragraph B.5. of this manual.
NOTE:	Special payments for IDT pay discrepancies are generally not authorized but may be considered on a case-by-case basis.	

Table 8-2 Process for Significant Pay Shortage

**B.12. Special
Payment
Request
Template**

Include the following information in requests for special payments (by P&A Supervisor):

To: PPC-DG-CustomerCare@uscg.mil

Cc: P&A POC; Member

Subject: Request for Special Payment

1. Request a special payment for RATE/RANK NAME, EMPLID, [USCG](#)
2. (*Reason for request*) Request for special direct deposit payment of pay and allowances for the period 16 June 2018 to 30 June 2018, due to non-receipt of pay for 01 July 2018. The member's extension was not submitted in time to make the 15 June 2018 pay cut.

Computation of payment are as follows:

Calendar Group Results		Earnings and Deductions		Accumulators		Supporting Elements	
Employee				Empl ID		Empl Record 0	
Calendar Group ID C118070				201807 On-Cycle AD Mid Month			
Calendar Information							
Calendar ID CG ACT 2018M07M				Pay Group USCG			
Segment Number 1				Version 1		Revision 1	
Gross Result Value 5,152.03 USD				Net Result Value 4,588.89 USD			
Earnings & Deductions							
Element Results		Components		Retro Adjustments		Deduction Arrears	
Element Type		Element Name		Amount		Calculation Adjustment	
Earnings		BAH		900.000000		Base Adjustment	
Earnings		BAS		184.700000		Unit Adjustment	
Earnings		BASIC PAY		2246.550000		Adjustment Detail	
Earnings		CLOTHING		20.780000		Resolution Details	
Earnings		DELTA BAH		0.000000		1800.000000	
Deduction		AFRH		0.250000		Resolution Details	

3. Request meets the criteria of chapter 8-B of PPCINST M1000.2 (series), Personnel and Pay Procedures Manual.
4. Corrective actions taken by the P&A to rectify the non-pay issue... (for example, documents submitted and when)
5. P&A Office Point of Contact: (provide rate, name, email address and phone number)
6. Released by: (Must be a Designated Payment Approving Official (PAO), provide rate, name, e-mail address and phone number)

Figure 8-2 Special Payment Request Template

**B.13. Advance
Pay Rules**

Statutory authority under 37 U.S.C. 402, 403, 405 and 1006 authorizes members on Active Duty to receive advance payments under certain conditions. See Sections 9-D-3 and 9-D-4 of Reference (a) for types, amounts payable and conditions for payment including Note 1 and Note 2 in 9-D-3-b. Payment of advances must be made through DA unless a bona fide emergency exists. Advance Pay may not be paid in cash.

**B.14. Advance
Pay Process**

Follow this process for payment of advances:

Step	Who Does It	What Happens
1	Member	Submits appropriate worksheet to the P&A Office (within 30 days of departure, and within 60 days of arrival at a new unit): <ul style="list-style-type: none"> Advances Worksheet (CG-2010) or PCS Departing Worksheet (CG-2000), if applicable
2	P&A Office	Within two business days, submits Advance transaction(s) in DA using the Advances (Pay, BAH or OHA) user guide.
3	SPO	Within two business days of notification, approves Advance transaction(s) in DA.
4	P&A Office	Within one business day of transaction approval, checks pay calcs. Within two business days of approval in DA, uploads worksheets to iPERMS IAW Reference (h).

Table 8-3 Advance Pay Process

**B.15. Advance
Pay Liquidation**

The Advances Worksheet ([CG-2010](#)) provides a general description of the liquidation process. Refer to Section 9-D-5 of Reference (a), for specific liquidation schedules.

**B.16. Changes to
Advance Pay
Liquidation**

Use this table to determine the action required to change the liquidation schedule with the [Change in Advance Liquidation Schedule](#) DA user guide to make the appropriate changes IAW Section 9-D-5 of Reference (a).

If Member...	Then...
Requests an increase in the payment amount	The monthly amount is increased.
Requests a payment decrease and the liquidation period for advance pay will not exceed 24 months	The decrease may be authorized by the unit Commanding Officer.
NOTE:	Applicable to liquidation of advance pay only. The liquidation period for advance BAH, OHA, and Interim Housing Allowance is limited to 12 months.

Requests a payment decrease for liquidation of advance OHA or Interim Housing Allowance, and BAH in conjunction with Overseas Assignment	The decrease may be authorized by the unit Commanding Officer.
Is separated during the liquidation schedule	Ensure the lump sum payment is collected.
Did not use advance for its intended purpose	Ensure the lump sum payment is collected.

Table 8-4 Changes to Advance Pay Liquidation

B.17. Death Gratuity Information

Death gratuity is payable to eligible survivors of Coast Guard members who die while on Active Duty, Active Duty for Training (ADT) or Inactive Duty for Training (IDT), or while traveling to/from IDT/ADT IAW References (a) and (b). The survivors of a member or former member, who dies within 120 days of their separation date, are also authorized a death gratuity, if the Administrator of Veterans Affairs determines the death was service connected. Refer to Article 2.A.2 of Reference (b) for additional information. PPC (SEP) records the Death Gratuity payment in DA and pays the gratuity via an EFT unless the beneficiary requests payment by check.

B.18. Death Gratuity Process

Follow this process for Death Gratuity payment.

Step	Who Does It	What Happens
1	Base Decedent Affairs Officer (DAO) or Casualty Assistance Calls Officer (CACO)	<ul style="list-style-type: none"> Completes DD Form 397 (Claim Certification and Voucher for Death Gratuity Payment). Places the following information in Block 5: <ul style="list-style-type: none"> ➤ Beneficiary SSN. ➤ Indicates whether beneficiary has requested payment by check or EFT. If by EFT, indicates if the EFT will be sent to the member's account as listed in DA or to another account designated by the beneficiary. If <u>not</u> using the same account as listed in DA, provides the bank information via a deposit slip or voided check. Takes completed DD Form 397 for beneficiary and witness signatures. Scans and emails (preferred method) the signed DD Form 397 to the PPC (SEP) Branch Chief, copying the SEP-ART Supervisor or contacting PPC (SEP) at 1-866-772-8724 for payment.
2	PPC (SEP)	Issues Death Gratuity via Off-cycle payment.

Table 8-5 Death Gratuity Process

B.19. Payments to Mentally

- Authority:** Pay and allowances accruing to a member who has been declared mentally incompetent may be paid only to the

**Incompetent
Members**

appointed guardian, committee, trustee, other legal representative of the member, or to an individual to whom the member has granted authority to manage such funds pursuant to a valid and legally executed durable power of attorney IAW References (a) and (b), as authorized by 37 U.S.C. 601-604. Refer to Article 1.H of Reference (b) for additional information.

- **Payment to Trustee:** Any payments on behalf of a mentally incompetent member to a designated trustee(s) are a complete discharge of the obligation of the United States as to amount paid. See Article 1.H.2 of Reference (b) for Commanding Officers' Actions and Article 1.H.2.b for Restrictions on Trustee's Powers.
- **Restriction Against Acceptance of Fees:** A person serving in a legal, medical, fiduciary, or other capacity may not demand or accept a fee, compensation, or other charge (except bonding fee) for any service performed in administration of a mentally incompetent member's account.

**B.20. Emergency
Payments to
Dependents in
the Event of
Evacuation**

Evacuations are the authorized/ordered movement from a specific CONUS or OCONUS area, when authorized/ordered by the Area/District Commander or CG-1332.

- **Authority:** 37 U.S.C. 1006(c) authorizes an advance of pay to Coast Guard members who are on duty outside the United States or other place designated by the President when the member or dependents are ordered evacuated by competent authority. For additional information see the JTR Chapter 6. Hurricane/Evacuation Order Guidance is provided by the PPC Travel (TVL) Branch on the [PPC website](#).
- **Purpose of Advance:** The funds advanced are not additional pays, allowances, or gratuities and will be charged against the member's regular pay. The advance is intended to cover cost of travel, subsistence, and other essential expenses of the dependents during the evacuation process.
- **Who May be Paid:** Payments may be made to the member on behalf of the dependents, or directly to the dependent previously designated by the member IAW Reference (a). The member does not have to be present in order for the payment to be made to the dependent. Refer to Section 9-F-3 of Reference (a) for who may be paid, how much may be paid, when payable, liquidation and waiver of advance and dependents of other service members.

**B.21. Members
Missing,
Captured or
Interned**

- **Authority:** 37 U.S.C. 551-559 governs entitlement to pay when a member is officially declared to be missing, missing in action, interned in a foreign country, captured, beleaguered, or besieged by a hostile force, or involuntarily in a foreign country. Additional instructions are

contained in Chapter 1 of Reference (c) including definitions for missing, captured or interned.

- **Entitlement to Pay and Allowances:** A member is entitled to receive or have credited to their account continued pay and allowances under this section if on Active Duty (AD) or Inactive Duty for Training (IDT) and declared absent under the conditions of Section 9-G-2 of Reference (a). This includes pay and allowances to which entitled when the missing status began, or to which the member becomes entitled later. This right is not affected by the fact that the member had not actually been paid before entering the missing status. When a member has been in a missing status, and no official report of death or circumstances of their absence has been received within 12 months, the member's case must be fully reviewed before the members pay and allowances may be continued beyond 12 months. Refer to Section 9-G-2 of Reference (a) for types of pay and allowances, exceptions, changes in entitlement and Reserve members on training duty.
- **Other Pay Entitlements:** Refer to Section 9-G-3 through 9-G-6 of Reference (a) for allotment from pay, SGLI premium deductions, payments received and tax withholding.

B.22. Reimbursement for Dishonored Check Charges

- **Authority:** 10 U.S.C. 1053 authorizes the reimbursement of financial institution charges incurred by a Coast Guard member, which resulted from an error in direct deposit pay.
- **Policy:** Financial institution charges resulting from erroneous information provided by the individual or the financial institution to the Coast Guard are not the liability of the Coast Guard and are not reimbursable IAW Reference (a). However, reimbursement for dishonored check charges is authorized when an administrative or mechanical error on the part of the Coast Guard causes the pay of a military member to be deposited late or in an incorrect manner or amount. Such reimbursements are limited to overdraft charges or minimum balance or average balance charges levied by the financial institution.
- **Procedure:** Eligible members must submit their request for reimbursement to PPC (MAS), providing proof of the fees charged against them. PPC will verify if an error occurred in the deposit of the military member's pay. If PPC determines an error did occur, PPC shall reimburse the fees levied by the financial institution. PPC's determinations in these cases are final and conclusive and may not be appealed to higher authority.

B.23. Payment of Recruits

Recruits are accessed in DA upon reporting to TRACEN Cape May, and are required to be on Direct Deposit.

B.24. Methods of Paying Recruits This table describes the payment methods used to pay recruits at various stages of recruit training.

Stage	Description
During training	Depending upon the DA pay cutoff dates, direct deposit payments will be made on the first or second payday after arrival at Cape May.
At separation	Discharged recruits will receive their final pay no later than 45 days following separation.
At graduation	Within two business days after graduation, Cape May's SPO shall ensure all DA transactions are submitted.
After graduation	Payments will continue on regularly scheduled paydays for EFT to members' direct deposit accounts.

Table 8-6 Methods of Paying Recruits

Section C: Payment of Mobile Unit Personnel

- C.1. Introduction** This section will assist you in providing timely reporting of a member's entitlement, or loss of entitlement, to Career Sea Pay (CSP), Career Sea Pay Premium (CSPP) and enlisted subsistence entitlements when attached to a mobile unit. CSP is authorized under 37 U.S.C. 352.
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- C.2. References**
- (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - (b) [Coast Guard Food Service Manual, COMDTINST M4061.5 \(series\)](#)
 - (c) [Joint Travel Regulations \(JTR\)](#)
 - (d) [Human Capital Management \(HCM\) Military Human Resource Business Process Standardization \(MHR-BPS\) Process Model](#)
 - (e) [Records & Information Management Program Roles and Responsibilities, COMDTINST 5212.12 \(series\)](#)
 - (f) [Military Bonus and Incentive Programs, COMDTINST M7220.2 \(series\)](#)
 - (g) [ALCOAST 474/15](#), Change to Career Sea Pay (CSP) Tables
 - (h) [37 U.S.C. 352](#)
-
- C.3. Definition of Mobile Unit** A Coast Guard mobile unit for CSP and Career Sea Time accrual purposes is a unit or unit element so designated by Commandant (CG-133) whose members perform the unit's primary mission while on sea duty under TDY orders to CSP-eligible vessels for days away from their units and of such deployment durations as to closely approximate permanent sea duty aboard an unusually arduous sea duty vessel IAW References (a) and (g).
-
- C.4. Types of Mobile Units** COMDT (CG-1) designates Coast Guard mobile units IAW References (a) and (g). The following [Coast Guard units](#) have been designated as mobile units for CSP purposes:
- Afloat Training Organizations (ATOs)
 - Cutter Support Teams (CSTs)
 - Law Enforcement Detachments (LEDETs)
 - Patrol Forces Southwest Asia Cutter Crews (PATFORSWA)
 - Tactical Law Enforcement Teams (TACLETS)
-
- C.5. Career Sea Pay Entitlement** Members assigned to a mobile unit are entitled to CSP on a continuous basis subject to the following restrictions:
- **Duties Administrative in Nature:** If the member's duties are administrative in nature not involving routine deployment afloat, the member is not entitled to continuous CSP. Instead, the member is

entitled to CSP only during those inclusive periods that the member is actually deployed afloat.

- **Duties Not Administrative in Nature:** If the member normally deploys on a routine basis, the member is entitled to continuous CSP. But, once the member remains ashore for over 30 days, then continuous CSP stops effective the 30th day (actual calendar day) the member remains ashore. Continuous CSP restarts effective the date the member again gets underway, and continues in effect until such time as the member again is ashore for over 30 days.

C.6. CSP Procedures

Follow the steps in the [Career Sea Pay \(CSP\)](#) user guide to manually start CSP if the member is reporting to a mobile unit and deploys on a routine basis (duties not administrative in nature). See Figure 4-2 of Reference (a) for the five-level CSP rate table as well as Figure 4-4 for the conditions of entitlement.

C.7. Subsistence Allowance for Enlisted Personnel Assigned to Mobile Units

When mobile unit personnel are deployed to a vessel with a dining facility:

- If the vessel is a Coast Guard vessel, the member will be charged the Discount Meal Rate for all meals while on the vessel IAW Exhibit 7-2 of Reference (b).
- If the vessel is a Navy or foreign vessel, the member will not have a Discount Meal Rate deduction from their pay. The member must pay cash for their meals.

C.8. Per Diem While Underway

Per diem is not authorized when assigned TDY to a Government vessel IAW Reference (c) Paragraph 020315-F.

C.9. Certifying CSP Entitlement

To accomplish payment of continuous CSP, each member's eligibility must be certified monthly by the P&A Office IAW Reference (d) including:

- Counseling the member on their eligibility for CSP or a change in CSP
- Ensuring all documentation has been provided to justify the entitlement
- Processing the supporting documentation, and
- Providing supporting documentation to the SPO within two business days of receipt of the request.

NOTE:

SPO notification, including providing the supporting documentation, must occur no later than the third day of the following month to reduce pay inquiries submitted by the member and back pay transaction entries. The business process includes CSP being started, changed and stopped.

**C.10. CSP
Monthly Roster**

A **CSP Monthly Certification Roster for Mobile Unit Personnel** signed by the Commanding Officer (CO) must be submitted to the appropriate P&A Office within three business days after the first of each month. The P&A Office will deliver supporting documentation to the servicing SPO with the following information:

- Rate/Rank
- SSN
- Each member must be annotated that they either remain eligible for CSP or are ineligible for CSP effective (date)
- A copy of each member's ride sheet must be attached

WARNING:

If the monthly certification roster is not received by the fifth business day after the first of the month, the SPO will submit DA transactions to stop CSP on all members not certified.

**C.11. Record
Keeping**

The CO signing the certification roster shall ensure CSP records for all periods of temporary duty aboard CSP-eligible vessels must be maintained for a minimum of 3 years IAW Reference (e) and made available for audit. Such documentation, including the signed **CSP Monthly Certification Roster for Mobile Unit Personnel** and each member's attached ride sheet, are filed IAW Reference (d).

The servicing SPO will retain the CO's monthly certification roster for 3 years and shall retain a copy of the mobile unit designation and designation removal document(s) for 3 years after removal of the designation, for audit.

Any time a member's CSP is being manually started or changed, the member's eligibility must be validated to ensure that the appropriate rate is being paid to the member. When a member's CSP is stopped, the transaction must be validated to ensure the entitlement was stopped according to policy.

Section D: Special and Incentive Pay

D.1. Introduction This section discusses the different kinds of special and incentive pays, identifies who is entitled to them, and how to ensure members are paid correctly.

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- D.2. References**
- (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - (b) [Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 \(series\)](#)
 - (c) [Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 \(series\)](#)
 - (d) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
 - (e) [Performance Training and Education Manual \(PTM\), COMDTINST 1500.10 \(series\)](#)
 - (f) [Military Bonus and Incentive Programs, COMDTINST M7220.2 \(series\)](#)
 - (g) [Title 37, United States Code \(U.S.C.\) – Pay and Allowances of the Uniformed Services](#)
 - (h) [DoD Financial Management Regulation, Volume 7a: Military Pay Policy and Procedures - Active Duty And Reserve Pay, Chap 10, Figure 10-1 Designated Hostile Fire or Imminent Danger Pay Areas](#)
 - (i) [DoD Financial Management Regulation, Volume 7a: Military Pay Policy - Active Duty And Reserve Pay, Chap 17 - Special Pay - Hardship Duty](#)
 - (j) [Diving Program Manual, COMDTINST M3150.1 \(series\)](#)
 - (k) Latest [Message](#) (ACN, ALCOAST, etc.) – Special Duty Pay (SDP), Assignment Pay (AP) and Assignment Incentive Pay (AIP)
 - (l) [Military Assignments and Authorized Absences, COMDTINST M1000.8 \(series\)](#)
 - (m) [Special Duty Pay \(SDP\), COMDTINST 1430.1 \(series\)](#)
 - (n) [Title 10, United States Code \(U.S.C.\) – Armed Forces](#)
 - (o) [Assignment and Special Duty Pays, DoDI 1340.26](#)
 - (p) [Aviation Incentive Pay \(AvIP\) and Bonus \(AvB\) Program, COMDTINST 7220.20 \(series\)](#)

**D.3. List of
Special and
Incentive Pays**

See the details and references for each entitlement below.

Pay Entitlement	Special Instructions	References
Assignment Pay (AP) and Assignment Incentive Pay (AIP)	See References (a), (g), (k) and (o) for authority, relation to other pays, start/stop dates, eligibility and payment, limitations and restrictions, repayment, maximum amounts and tax effects.	Ref (a) Ref (g) Ref (k) Ref (m) Ref (o) Assignment Pay User Guide *Reference latest Message
NOTE:	Rule 1: No one may be in concurrent receipt of both SDP and AP. If a member is eligible to receive both SDP or AP payments in any respective category, they may elect which special pay (SDP or AP) they wish to receive.	
Assignment Incentive Pay for Production Recruiters (AIP-PR) and Recruiters-In-Charge (AIP-RIC)	See References (a), (g), (o) and ALCOAST 359/23 for the authority, definitions, governance, written agreements, relation to other pays, start/stop dates, performance goal requirements, and quarterly payment amounts. Effective 01 Oct 2023, AIP-PR and AIP-RIC may be paid to AD enlisted members entitled to Basic Pay IAW Reference (g), including Reservists on AD who are permanently assigned to a CG Recruiting Office.	Ref (a) Ref (g) Ref (k) Ref (m) Ref (o) ALCOAST 359/23 Assignment Pay User Guide *Reference latest Message
Aviation Incentive Pay (AvIP)	See References (a) and (p) for policy and procedural guidance, limitations and restrictions, eligibility and payment. Payment amounts can be found on the PPC (MAS) page . The authority to pay AvIP is in Section 334 of Reference (g). See the AvIP user guide for step-by-step instructions for all AvIP transactions.	Ref (a) Ref (f) Ref (g) Ref (p) AvIP User Guide PPC (MAS) Page

Board Certified Pay (BCP) for Physician Assistants (PA)	See Chapter 4-J of Reference (a) for entitlement, eligibility, rate payable and tax effect. A memo is submitted via trouble ticket from CG-1121 to PPC (MAS). PPC (MAS) verifies the HS-17 and HS-19 Competency Codes have been entered in DA, then creates an EABP row to start the BCP. If/when the member is no longer entitled, CG-1121 notifies PPC (MAS) via trouble ticket.	Ref (a)
Career Sea Pay (CSP)	See Chapter 4-B of Reference (a) for authority, definitions, rates payable, periods not payable and conditions of entitlement. CSP starts automatically upon PCS reporting to a CSP eligible vessel but must be manually started if reporting to a mobile unit and the member normally deploys on a routine basis (duties not administrative in nature). P&A Offices must also stop/restart CSP for members TDY more than 30 days.	Ref (a) Career Sea Pay (CSP) User Guide
Career Sea Pay Premium (CSPP)	See Chapter 4-C of Reference (a) for authority, entitlement, rate payable and neutral time periods. See D.4 of this section for the CSPP Process.	Ref (a) CG-2036 Career Sea Pay Premium Worksheet Career Sea Pay Premium (CSPP) User Guide PPC (MAS) Page
Designated Unit Pay (DUP)	See Section 352 of References (g) and (k) for authority, entitlement, eligibility and affiliation requirements, participation standards, payment schedules, recoupment, restrictions and limitations. DUP is authorized at \$15 per Inactive Duty Training Period (IDT) or Additional Training Period (ATP) authorized with pay for Reservists assigned to a Port Security Unit (PSU), Maritime Expeditionary Security Groups (MESG) and Maritime Expeditionary Security Squadrons (MSRON).	Ref (a) Ref (d) § 331 Ref (g) § 352 Ref (m) Ref (o) *Reference latest Message
Diving Duty Pay	See Chapter 4-G of Reference (a) and Reference (j) for authority, who may	Ref (a)

	receive it, periods payable, rates payable and restrictions on payment.	Diving Duty Pay User Guide
Flight Deck Hazardous Duty Pay (HAZPAY-FD)	See Chapter 5-C of Reference (a) for authority, entitlement, number of billets authorized, eligible personnel, dual payments and rates payable.	Ref (a) Flight Deck Hazardous Duty Pay User Guide
Flight Duty Hazardous Duty Pay (HAZPAY)	See Chapter 5-B of Reference (a) for authority, rates payable, definitions, flight orders, flight requirements, determination of a grace period, entitlement to pay when no flights performed, injury or incapacity as a result of performance of hazardous duty, incapacity not the result of performance of hazardous duty, right to flying pay under certain conditions, determinations affecting entitlement to flying pay, effect of suspensions of flight orders on flying pay, payment of flying pay and incentive pay for other hazardous duty and missing status.	Ref (a) Section 5-B Flight Duty Hazardous Duty Pay User Guide
Foreign Language Proficiency Pay (FLPP)	See Chapter 4-K of Reference (a) for authority, eligibility, definitions, rates payable and special rules.	Ref (a) Foreign Language Proficiency Pay User Guide *Reference latest Message
Hardship Duty Location Pay for Designated Areas (HDP-L(DA))	See Chapter 4-A of Reference (a) for authority, restrictions on payment, location assignment restrictions, how to request additions to the list of designated hardship duty locations and special rules.	Ref (a) Hardship Duty Locations Pay for Designated Areas User Guide
Hazardous Duty Pay for Visit, Board, Search and Seizure Boarding Teams (HAZPAY-VB)	See Chapter 5-E of Reference (a) for authority, general information, eligibility requirements, boarding team quotas, injury or incapacitation information, rates payable and tracking requirements.	Ref (a) Hazardous Duty Pay for Visit, Board, Search and Seizure Boarding Teams User Guide
High-Pressure Chamber Hazardous Duty Pay (HAZPAY-HP)	See Chapter 5-D of Reference (a) for authority, entitlement, payments, dual payments and rates payable.	Ref (a) High-Pressure Chamber Hazardous Duty Pay User Guide

Hostile Fire Pay/ Imminent Danger Pay (HFP/IDP)	See Chapter 4-H of Reference (a) for background, authority, specifics on HFP and IDP, limitations, designated areas, conditions of entitlement, determinations of fact/entitlement and rules for members in a captured or missing status.	Ref (a) Hostile Fire/Imminent Danger Pay User Guide
Physician Assistant Board Certified Pay (BCP)	This applies to PAs on the Active Duty Promotion List (ADPL). The Office of Health Services (CG-112) is the administrative authority responsible for initiating or terminating PAIP. The PA Force Manager submits all requests for PAIP to PPC (MAS) via PPC Customer Care Trouble ticket using a CG-2047.	CG-1222 Policy Memorandum – Special Bonus and Incentive Pays for CG Physician Assistants, dated 01/13/2011
Responsibility Pay (RSPLTY PAY)	See Chapter 4-D of Reference (a) for authority, rates payable, conditions affecting entitlement and rules for acting COs.	Ref (a) Responsibility Pay User Guide
Special Duty Pay (SDP)	See Chapter 4-I of Reference (a) for authority, relation to other pays, start/stop dates, eligibility while missing or hospitalized, tax effects and rates payable.	Ref (a) Ref (k) Ref (m) Ref (o) CG-2044 Special Duty Pay Worksheet Special Duty Pay User Guide *Reference latest Message
NOTE:	<div style="border: 2px solid black; padding: 10px;"> <p>Rule 1: No one may be in concurrent receipt of both AP and SDP. If a member is eligible to receive both in any respective category, they may elect which of the two special pays they wish to receive.</p> <p>Rule 2: No one may be in concurrent receipt of two categories of SDP.</p> </div>	

Table 8-7 List of Special and Incentive Pays

**D.4. CSPP
Process**

See below.

Step	Who Does It	What Happens
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1	P&A Office	<ul style="list-style-type: none"> • Upon PCS reporting, tracks any member who may qualify for CSPP IAW Reference (a). • Runs a monthly CG unit roster and tracks current sea time balances for those members who have more than 37 months and 1-day consecutive sea time accrual. • Uses the CG-2036, Career Sea Pay Premium Worksheet to indicate time served onboard a cutter and to calculate an estimated CSPP start date. • Compares Sea Time Balances in DA to any TDY periods in the travel system and accounts for neutral time IAW Reference (a). • Inputs dates of credible sea time for CSPP entitlement into the CSPP Start Date Calculator. • Within two business days, initiates DA transaction and notifies SPO of submission for approval. • Notifies each member of their CSPP entitlement.
2	SPO	Within three business days of notification, verifies CSPP entitlement and approves transaction in DA IAW Reference (a).
3	Member	Verifies start of entitlement on payslip.

Table 8-8 CSPP Process

Section E: Allowances

E.1. Introduction This section discusses the payment of allowances in addition to basic pay.

- E.2. References**
- (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - (b) [Joint Travel Regulations \(JTR\)](#)
 - (c) [National Defense Authorization Act for Fiscal Year 2007 \(Public Law 109-364\)](#)
 - (d) [DoD Financial Management Regulation, Volume 7a: Military Pay Policy - Active Duty And Reserve Pay](#)
 - (e) [Title 37, United States Code \(U.S.C.\) – Pay and Allowances of the Uniformed Services](#)
 - (f) [Defense Travel Management Office](#)
 - (g) [Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10 \(series\)](#)
 - (h) [Basic Needs Allowance, DoDI 1341.15](#)
 - (i) [James M. Inhofe National Defense Authorization Act for Fiscal Year 2023 \(Public Law 117-263\)](#)

E.3. List of Allowances See the details and references for each entitlement below.

Pay Entitlement	Special Instructions	References
Basic Allowance for Subsistence (BAS)	See Chapter 3-A of Reference (a) for terms, background, authority, rates payable, information regarding payment for government furnished meals and suspension of mandatory automatic pay deductions for government furnished meals for Enlisted BAS (ENL-BAS) and Officer BAS (OFF-BAS). Section 3-A-5 also discusses the purpose, eligibility criteria, restrictions, rates payable, how to request BAS-II. BAS starts automatically and runs continuously while on Active Duty.	Ref (a) Ref (e), § 402
Basic Allowance for Housing (BAH)	See Chapter 3-B of Reference (a) for general information, Government Quarters Assignment information and housing allowance start/stop dates. It	Ref (a) Ref (f) Ref (g)

	also includes information regarding BAH Differential (BAH-DIFF), BAH Partial, BAH Transit (BAH-TR) and BAH Reserve Component (BAH-RC). See Chapter 3-C of Reference (a) for BAH Rate Protection information, Chapter 3-D for BAH Dependency information, Chapter 3-E for BAH-Member Married to Member information, Chapter 3-F for BAH-Government Quarters information and Chapter 3-G for BAH-Assignment Situations. See Reference (f) for all BAH rates. Members must submit a BAH/Housing Worksheet (CG-2025) to receive BAH. Members must submit a Housing Allowance (BAH/OHA) Protection Worksheet (CG-2025A) to request BAH/OHA for a location other than the PDS. Members married to other members must also submit a Member-Married-to-Member BAH Worksheet (CG-2025B).	BAH User Guides
Basic Needs Allowance (BNA)	See Reference (h) for terms, background, authority, eligibility, and rates payable. Members must be screened by their command for eligibility using the Basic Needs Allowance Eligibility Screening Worksheet (CG-7431A). Eligible members desiring to apply for BNA must submit a Basic Needs Allowance (BNA) Worksheet (CG-7431) to receive this entitlement. See special instructions in E.4 and E.5 of this section.	Ref (h) Federal Poverty Guidelines Ref (i) Basic Needs Allowance (BNA) Report User Guide
Clothing Allowance for Enlisted Members	See Chapter 3-J of Reference (a) for authority, definitions of terms and types of clothing allowances. An initial or partial initial clothing-in-kind issue will be made to all enlisted members upon reporting for recruit training or Direct Entry Petty Officer Training (DEPOT). Members must submit either an Enlisted Supplemental Clothing Allowance Worksheet (CG-5155A) or a Civilian Clothing Allowance Worksheet (CG-5150) to receive this entitlement.	Ref (a) Ref (e) § 418 Ref (g) Enlisted Supplemental Clothing Allowance (SUPP CMA) User Guide

Clothing Allowance for Officers	See Chapter 3-I of Reference (a) for authority, entitlement restrictions, Civilian Clothing Allowance (CCA) information and who may authorize it. See the PPC (MAS) website for the latest CCA rates. Members must submit a Civilian Clothing Allowance Worksheet (CG-5150) to receive this entitlement.	Ref (a) Ref (e) § 415 Ref (g) Civilian Clothing Allowance User Guide
Combat SGLI Offset	Members serving in certain area (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 IAW Chapter 6-A of Reference (a). All members serving in these designated areas will have their SGLI coverage set to \$500,000 automatically.	Ref (a) Ref (c) § 606 Ref (e) § 437 ALCOAST 036/23 Starting Combat SGLI Offset User Guide
Cost of Living Allowance (COLA)	See Reference (d) for CONUS and OCONUS COLA definitions, eligibility, etc. See Reference (f) for all COLA rates.	Ref (a) Chap 3-N Ref (d) Ref (e) § 403 Ref (f) CONUS COLA User Guides OUTCONUS COLA User Guides
Family Separation Allowance (FSA)	See Chapter 3-H of Reference (a) for entitlement provisions, definitions, conditions of entitlement, continuous period of FSA eligibility, member married to member information, dependents separation requirements, temporary social visits from dependents, dependents residing at or near the duty station, ship moves from homeport, entitlement incident to PCS reassignments, FSA during a missing status, computation of single or multiple periods of more than 30 days and restrictions. Members must submit a Family Separation Allowance Worksheet	Ref (a) Ref (e) § 427 Ref (g) Family Separation Allowance (FSA) User Guides

	(CG-2035) when they become entitled. See special instructions in E.4 thru E.8 of this section.	
Family Separation Housing (FSH)	See Section 3-G-11 of Reference (a) for general information, rates payable, when not payable, temporary social visits by dependents, dependents residing in the member's PDS vicinity, and FSH in situations other than an unaccompanied tour. See Reference (d) for situations and start/stop rules. Members must submit a Family Separation Housing (FSH) Worksheet (CG-7220) to receive this entitlement. The form MUST be sent to PSC for approval.	Ref (a) Ref (d) Ref (g) Family Separation Housing (FSH) Allowance User Guide
NOTE:	FSH must be verified annually.	
Family Subsistence Supplemental Allowance (FSSA)	See Chapter 3-M of Reference (a) for authority, members eligible/not eligible, how the household income is computed for Reserve members, application process, calculation, relationship to the Supplemental Nutrition Assistance Program (SNAP), definitions, certifications and verifications. Members must submit Family Subsistence Supplemental Allowance (FSSA) Worksheet (CG-2075) to receive this entitlement. PPC (MAS) submits the FSSA transactions in DA.	Ref (a) Ref (e) § 401-402 Ref (g)
Move-In Housing Allowance (MIHA)	See Reference (d) for general information, rules and sharer eligibility. To be authorized a MIHA, a service member must be eligible for OHA. See Reference (f) for the MIHA rates authorized for each OHA locality. Members must submit a Move-In Housing Allowance Claim (DD Form 2556) to receive this entitlement.	Ref (d) Ref (f) Ref (g) Move-In Housing Allowance (MIHA) User Guide
Overseas Housing Allowance (OHA)	See Reference (d) for types, requirements, allowance payable, unique expenses and responsibilities. See Reference (f) for all OHA rates.	Ref (d) Ref (f) Ref (g)

	Members must submit a BAH/Housing Worksheet (CG-2025) to receive OHA. Members must also submit an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367). Members must submit a Housing Allowance (BAH/OHA) Protection Worksheet (CG-2025A) to request BAH/OHA for a location other than the PDS.	Overseas Housing Allowance (OHA) User Guide
Personal Money Allowance (PMA)	See Chapter 3-L of Reference (a) for the authority, who is authorized, rates payable, taxability and withholding tax. This entitlement starts automatically upon PCS reporting.	Ref (a) Ref (e) § 414
Refund for Missed Meals (RMM) – CG Standard Meal Rate (CGSMR)	See Section 3-A-4-c-3 of Reference (a) for when the meals can be refunded.	Ref (a) Refund Missed Meals (RMM) User Guide
NOTE:	<div style="border: 2px solid black; padding: 10px;"> <p>The Refund Missed Meals component is not authorized for galley closures. Requests to suspend collection of CGSMR deductions must be submitted to CG-1332 using a CG Galley Temporary Closure – Suspend Collection of CG Standard Meal Rate (CGSMR) Deductions form (CG-7220G).</p> </div>	
Uniform Allowances for Reserve Officers	See Chapter 3-K of Reference (a) for authority, initial uniform allowance, amounts payable, additional AD uniform allowance and periods of duty not counted. Members must submit an Officer Uniform Allowance Claim Worksheet (CG-5100) to receive this entitlement.	Ref (a) Ref (e) § 415-417 Ref (g) Officer Uniform Allowance User Guide

Table 8-9 List of Allowances

E.4. Process for BNA Screening

Use this process for eligibility screening.

Step	Who Does It	What Happens
1	P&A Office	During initial entry training (IET) and at least annually after completion of IET:

		<ul style="list-style-type: none"> • Counsels the member on BNA, to include eligibility screening, required documentation application process, recertification requirements, and automatic ineligibility.
2	Member	<ul style="list-style-type: none"> • Ensures eligible dependents are enrolled in DEERS. • Gathers required documentation (W-2s, pay slips, etc. for all sources of income for all members of the household) to determine Gross Household Income (GHI). • Completes the BNA Eligibility Screening Worksheet (CG-7431A).
3	P&A Office	<p>Within two business days of receipt:</p> <ul style="list-style-type: none"> • Reviews the member's BNA Eligibility Screening Worksheet (CG-7431A); • Runs the Basic Needs Allowance Report using the Basic Needs Allowance (BNA) Report user guide to check the status and eligibility in DA. • Determines whether the member is eligible or ineligible, and appropriately endorses the form; and • Notifies the member of their eligibility or ineligibility.
4	Member	<p>Within two business days of notification from the P&A Office of their eligibility or ineligibility, endorses the acknowledgement of counseling section on their BNA Eligibility Screening Worksheet (CG-7431A).</p>
5	P&A Office	<p>Within two business days of the member's acknowledgement of counseling, uploads the CG-7431A to iPERMS IAW Reference (g).</p>

Table 8-10 Process for BNA Screening

E.5. Process for BNA Application Use this process for members applying for BNA.

Step	Who Does It	What Happens
1	Member	<p>Within 90 days of acknowledgment of counseling that they screened eligible for BNA, completes the BNA Worksheet (CG-7431).</p>
2	P&A Office	<p>Within two business days of receipt:</p> <ul style="list-style-type: none"> • Verifies that the member screened as eligible for BNA no more than 90 days prior to the member's BNA Worksheet (CG-7431). • Reviews the member's (CG-7431) and required supporting documentation;

		<ul style="list-style-type: none"> Determines whether the member is eligible or ineligible, and appropriately endorses the form; and (if eligible) Completes the BNA Computation section on the member's (CG-7431).
3	CO or OIC	<p>Within two business days of receipt:</p> <ul style="list-style-type: none"> Reviews the member's BNA Worksheet (CG-7431A) and required supporting documentation; and (if appropriate) Completes the Command Certification section on the member's (CG-7431).
4	P&A Office	<p>Within two business days of CO or OIC certification:</p> <ul style="list-style-type: none"> Submits the certified BNA Worksheet (CG-7431) to PPC-MAS for processing; and Uploads the CG-7431 to iPERMS IAW Reference (g).
5	PPC-MAS	Processes the member's CG-7431 in time for member to receive payment no more than 30 days of PPC receiving a correct and certified BNA application.

Table 8-11 Process for BNA Application

E.6. Process for FSA-R

Use this process for FSA-R.

Step	Who Does It	What Happens
1	Member	Completes the FSA Worksheet (CG-2035) when they become entitled and submits to the P&A Office.
2	P&A Office	<ul style="list-style-type: none"> Within two business days of receipt, endorses the form and initiates the FSA-R transaction in DA. Notifies SPO of submission for approval. Uploads the CG-2035 to iPERMS IAW Reference (g).
3	SPO	Within three business days of notification, approves FSA-R transaction in DA.

Table 8-12 Process for FSA-R

E.7. Process for FSA-S

For ship deployments, use the following procedures:

Step	Who Does It	What Happens
1	Member	On the 31 st day away from homeport, completes the FSA Worksheet (CG-2035) and submits to the P&A Office.
2	P&A Office	<ul style="list-style-type: none"> Within two business days of receipt, endorses the form and initiates the FSA-S <u>Start</u> transaction in DA.

		<ul style="list-style-type: none"> Notifies SPO of submission for approval.
3	SPO	Within three business days of notification, approves FSA-S transaction in DA.
4	P&A Office	<ul style="list-style-type: none"> Upon return of the ship or a crewmember to homeport, completes Block 13 of the CG-2035. The FSA-S stop date is the day <u>prior</u> to returning to homeport. Initiates the FSA-S <u>Stop</u> transaction in DA. Notifies SPO of submission for approval. Uploads the CG-2035 to iPERMS IAW Reference (g).
5	SPO	Within three business days of notification, approves FSA-S Stop transaction in DA.

Table 8-13 Process for FSA-S for Over 60 Days

E.8. Process for FSA-T for 60 Days or Less Use this process for members who are TDY for 60 days or less.

Step	Who Does It	What Happens
1	Member	Upon return to the unit from TDY, completes the FSA Worksheet (CG-2035) and submits to the P&A Office.
2	P&A Office	<ul style="list-style-type: none"> Within two business days of receipt, endorses the form and attaches a copy of the TDY/TEM DU orders. Initiates the FSA-T transaction with <u>Start and Stop</u> dates in DA. Notifies SPO of submission for approval. Uploads the CG-2035 to iPERMS IAW Reference (g).
3	SPO	Within three business days of notification, approves FSA-T transaction in DA.

Table 8-14 Process for FSA-T for 60 Days or Less

E.9. Process for FSA-T for Over 60 Days Use this process for members who are TDY for over 60 days.

Step	Who Does It	What Happens
1	Member	On the 31 st day away from their unit, completes the FSA Worksheet (CG-2035), leaving block 12.c “Date Returned” blank.
2	P&A Office	<ul style="list-style-type: none"> Within two business days of receipt, endorses the form and attaches a copy of the TDY/TEM DU orders.

		<ul style="list-style-type: none"> • Initiates the FSA-T <u>Start</u> transaction in DA. • Notifies SPO of submission for approval.
3	SPO	Within three business days of notification, approves the FSA-T Start transaction in DA.
4	Member	Upon return from TDY, in coordination with their P&A Office, completes block 12.c of the CG-2035 .
5	P&A Office	<ul style="list-style-type: none"> • Within two business days of receipt, endorses the form and attaches a copy of the TDY/TEM DU orders. • Initiates the FSA-T <u>Stop</u> transaction in DA. • Notifies SPO of submission for approval. • Uploads the CG-2035 to iPERMS IAW Reference (g).
6	SPO	Within three business days of notification, approves the FSA-T Stop transaction in DA.

Table 8-15 Process for FSA-T for Over 60 Days

**E.10. FSA for
Reservists on
Active Duty**

See Chapter 3-H of Reference (a) for specific information regarding FSA for Reserve members on Active Duty.

Section F: Savings Deposit Program

F.1. Introduction	This section discusses the Savings Deposit Program (SDP). Qualifying Uniformed Service members on permanent or temporary duty assignment are authorized to make deposits into the SDP IAW Reference (c).
F.2. References	(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series), Chap 6-F (b) DoD Financial Management Regulation, Volume 7a, Chapter 51: "Savings Programs" (c) 10 U.S.C. § 1035
F.3. Eligibility	To make deposits into the SDP, a member must be assigned to a location designated by the Secretary of Defense as a SDP qualifying area, as listed in Section 5102 of Reference (b). After a member has served in a covered geographic area or duty assignment for at least 30 consecutive days or at least 1 day for each 3 consecutive months, the member is qualified to begin making deposits. Deposits are limited to un-allotted pay and allowances earned beginning with the first day after the 30 consecutive days of arrival in a covered geographic area or duty assignment. Deposits are post-tax deductions and may not be more than the member's un-allotted current pay and allowances. Un-allotted current pay and allowances is defined as the amount of money a member is entitled to receive on the payday immediately before the date of deposit, less authorized deductions and allotments. The minimum deposit into the SDP is \$5. See Section 6-G-3 of Reference (a) for limitations on amounts of deposits to the SDP.
F.4. Interest of Deposits	Interest is computed at a rate of 10 percent per annum on deposits of up to \$10,000, compounded quarterly (according to a calendar quarter), IAW Table 51-1 of Reference (b). Interest paid on amounts deposited into the SDP is taxable. See Section 6-G-4 of Reference (a) for additional details.
F.5. Conditions of Repayment	All deposits into the SDP, plus interest, must be repaid IAW Table 51-2 of Reference (b). Interest on deposits stops at the end of the month in which full repayment is made. See Section 6-G-5 of Reference (a) for conditions under which deposits, plus interest, are repaid.
F.6. Withdrawal Conditions	A member may not withdraw SDP deposits until the member leaves the designated area. See Section 6-G-6 of Reference (a) for other withdrawal conditions under the SDP.
F.7. Indebtedness Exemption	Savings deposits, and interest thereon, are exempt from liability for a member's indebtedness to the U.S. Government or its agencies and not subject to forfeiture by sentence of court-martial IAW Section 6-G-7 of Reference (a).

F.8. Enrollment Process

Members meeting the eligibility requirements outlined in Section 8.F.3 above who elect to participate in the SDP may make their deposits into the program via **allotment** from their pay (standard option) or via **check remittance** to PPC (only authorized in certain circumstances listed below in Section 8.F.10).

An agent with a Power of Attorney (POA) from the member may make deposits, either by allotment or by check, into the SDP on behalf of the member, if the POA states the authority to establish, change, or stop allotments.

F.9. Allotment Process

Members, or their properly designated POA agents, desiring to make deposits via allotment shall complete an Allotment Worksheet ([CG-2040](#)). Complete the [CG-2040](#) as detailed below, and forward the form, along with a copy of the POA (if applicable) to PPC (MAS) via PPC Customer Care Trouble Ticket (PAY ACTION> ENTITLEMENTS> BONUS) for processing:

- Complete the top 3 blocks titled Employee ID Number, Name, and Permanent Unit.
- In the Purpose of Request: Check the Start block.
- Blanket Code: Enter 850.
- Start Amount: Enter the monthly deposit amount.
- Stop Amount: Enter \$10,000.
- Month of First Deduction: Enter the first day of the next month.
- In Allotment Type block, enter D.
- Sign and date the form in the Member's Signature and Date blocks.

NOTE:

The allotment will be deducted from a member's USCG pay and deposited into a SDP account. It will not be deducted from the member's bank account.

F.10. Check Remittance Process

Checks are only authorized in the following circumstances:

- When members can establish to the satisfaction of their CO that they were unable to make a deposit in the normal manner (i.e., SDP allotment issue/system issue, payroll issue, etc.). SDP check deposits should be utilized in these types of scenarios so affected members are not penalized for matters beyond their control. However, in a case like that, personnel should be reminded that such a deposit should not be more than a member's earned un-allotted pay and allowances from the 31st day of reporting to an eligible SDP area IAW Reference (b).
- In cases where an authorized Power of Attorney is making a deposit.

Members (or their properly designated agents) desiring to make deposits by check remittance shall mail their deposit to PPC (FAR). A memo/letter

providing the member's name, employee ID number, and duty station shall accompany deposits. If the request is from other than the member, a copy of the Power of Attorney must be attached. A copy of the memo/letter shall also be provided to the member's P&A Office. The member shall make a check or money order payable to "U.S. Coast Guard", and mail it, along with the cover memo/letter (and Power of Attorney copy, if applicable) to:

Commanding Officer (FAR)
Coast Guard Pay & Personnel Center
444 SE Quincy St
Topeka KS 66683-3591

**F.11.
Withdrawal
Procedure**

Once a member's deposit, plus interest, exceeds \$10,000, the member may request that the amounts in excess of \$10,000 be withdrawn quarterly and deposited to the member's pay account. *Requests of this nature shall be in letter/memo form from the member to PPC (MAS) attached to a PPC Customer Care Trouble Ticket, via the member's CO and P&A Office.*

Members departing a contingency operation area may request to withdraw their funds from the SDP within 90 days of departure. *Requests of this nature shall be in letter/memo form from the member to PPC (MAS) in a PPC Customer Care Trouble Ticket, via the member's CO and P&A Office upon departure from the qualifying area.* If no letter is received within 90 days of departure from the qualifying area, PPC (MAS) will automatically issue a refund to the member's bank account.

Members requiring an emergency withdrawal of Savings Deposit funds while stationed in the contingency operation area shall submit a letter request to PPC (MAS) attached to a PPC Customer Care Trouble Ticket, via the member's CO and P&A Office. The request shall provide the reason motivating the withdrawal and the dollar amount of withdrawal requested. Upon receipt of an approved request, PPC (MAS) will issue a refund to the member's bank account.

**F.12. PPC DA
Procedures**

PPC procedures to start, stop, adjust and apply a payment/refund/interest credit/debit to SDP Principal Balance are handled by the PPC (MAS) Bonus Team and PPC (FAR).

Section G: Bonuses

G.1. This section discusses the bonus programs for the Coast Guard.

Introduction

G.2. References

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- (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - (b) [Military Bonus and Incentive Programs, COMDTINST M7220.2 \(series\)](#)
 - (c) [Aviation Incentive Pay \(AvIP\) and Bonus \(AvB\) Program, COMDTINST 7220.20 \(series\)](#)
 - (d) [Title 37, United States Code \(U.S.C.\) – Pay and Allowances of the Uniformed Services](#)
 - (e) [Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 \(series\)](#)
 - (f) [Military Assignments and Authorized Absences, COMDTINST M1000.8 \(series\)](#)
 - (g) [Performance Training and Education Manual \(PTM\), COMDTINST 1500.10 \(series\)](#)
 - (h) [Body Composition Standards Program, COMDTINST 1020.8 \(series\)](#)
 - (i) [Coast Guard Recruiting, COMDTINST 1100.2 \(series\)](#)
 - (j) [Administration of Enlistment Bonuses, Accession Bonuses for New Officer in Critical Skills, Selective Reenlistment Bonuses, and Critical Skills Retention Bonuses for Active Members, DoDI 1304.29](#)
 - (k) [Military Separations, COMDTINST M1000.4 \(series\)](#)
 - (l) [Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10 \(series\)](#)
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G.3. List of Bonus Programs

See the details and references for each bonus program below.

Bonus Program	Special Instructions	References
Afloat Officer Bonus	The authority is contained under Chapter 3 of Reference (b) and Section 355 of Reference (d) for eligible Active Duty officers filling essential underway assignments onboard commissioned ships who submit completed Bonus Agreements and agree to obligate a four	Ref (b) Ref (d) § 332 *Reference latest Message

	<p>(4) year Active Duty Service Commitment (ADSC).</p> <p>Applicants must review the contents of latest Message and confirm eligibility prior to signing a Bonus Agreement. Forward the Agreement and supporting documentation to the designated command representative signed by the CO and submitted to COMDT (CG-751) POC with PSC-OPM-2 POCs copied by the established deadlines. Extension of the application deadline will not normally be allowed.</p> <p>The only approved Bonus Agreement is CG-5305F (Sep 2022 or later) Afloat Officer (XO/Dept. Head) Bonus Agreement.</p> <p>P&A/SPO shall review the contents of latest Message for responsibilities prior to submitting the bonus agreement to PPC via a PPC Customer Care Trouble Ticket within five business days of the effective date of the agreement IAW latest Message and Reference (b).</p>	
Aviation Bonus (AvB)	<p>The authority is contained under Chapter 3 of Reference (b) and Section 334 of Reference (d) for eligible Active Duty officers who submit completed Bonus Agreements obligating the new ADSC.</p> <p>Applicants must review the contents of latest Message. Forward the Agreement and supporting documentation to the designated command representative signed by the CO and submitted to PSC-OPM-2 and the Program POCs by the established deadlines. Extension of the application deadline will not normally be allowed.</p> <p>The only approved Bonus Agreement is CG-5305B (Sep 2022 or later) Aviation Officer Bonus Agreement.</p> <p>P&A/SPO shall review the contents of latest Message for responsibilities prior</p>	<p>Ref (b)</p> <p>Ref (c)</p> <p>Ref (d) § 334b</p> <p>*Reference latest Message</p> <p>Viewing Bonuses and Their Payments User Guide</p>

	to submitting the bonus agreement to PPC-MAS via a PPC Customer Care Trouble Ticket within five business days of the effective date of the agreement IAW latest Message and Reference (b).	
Career Status Bonus (CSB)	The National Defense Authorization Act (NDAA) for Fiscal Year 2016 Public Law 114-92 amended Section 354 of Reference (d), removing the authority to pay any new Career Status Bonus (CSB) after December 31, 2017 with the implementation of the Blended Retirement System . See the Career Status Bonus page listed on the PPC (MAS) website for additional guidance.	Ref (d) § 354 Career Status Bonus
Critical Skills Retention Bonus (CSRB)	<p>Pursuant to Section 335 of Reference (d) and Chapter 3-F of Reference (b) for authority, designation of critical skills, types of contractual agreements, maximum bonus amount, method of payment, special conditions, relationship to other entitlements, determining eligibility, application responsibilities, termination or recoupment and forms/reports.</p> <p>Commands must verify all qualifying eligibility requirements listed on a completed Administrative Remarks, Form CG-3307 (BON-10).</p> <p>For payment, submit the following via a PPC Customer Care Trouble Ticket:</p> <p>The only approved Bonus Agreement:</p> <ul style="list-style-type: none"> • CG Form 5305J (Sep 2022 or later) Enlisted CSRB Agreement or • CG-5305C CGCyber Enlisted Bonus Agreement, (Sep 2022 or later) • CG-3307 (BON-10) 	<p>Ref (b)</p> <p>Ref (d) § 355</p> <p>Ref (l)</p> <p>*Reference latest Message</p> <p>Viewing Bonuses and Their Payments User Guide</p>
Critical Skills Training Bonus (CSTB)	See Chapter 2 of Reference (b) and latest Message for authority and limitation payments, policy, eligibility criteria, loss of eligibility and recoupment, payment procedures, responsibilities and forms/reports.	<p>Ref (b)</p> <p>Title 14 U.S.C. § 2319</p> <p>Ref (l)</p>

	<p>For payment, TRACENs Petaluma and Yorktown submit the following via a PPC Customer Care Trouble Ticket as applicable members graduate “A” school:</p> <p>The only approved Bonus Agreement:</p> <ul style="list-style-type: none"> • CG-7220D (Aug 2022 or later) Critical Skills Training Bonus (CSTB) Agreement or • CG-5305G (Sep 2022 or later) Enlistment Bonus: Boatswain Mate Rating Apprenticeship Program (CSTB BM-RAP). 	<p>*Reference latest Message Viewing Bonuses and Their Payments User Guide</p>
NOTE:	<p>Once verified through PPC Customer Care that a CG-7220D was never submitted by one of the TRACENs, P&A Offices can submit a CG-7220D via a Customer Care Trouble Ticket.</p>	
Enlisted CGCYBER OCO, DNEA, DCO, CYB-DCO and CYB-DOD Bonus Program	<p>The authority is contained under Chapter 2 of Reference (b) and Section 355 of Reference (d) to retain eligible Active Duty enlisted CGCYBER members filling essential CGCYBER roles Offensive Cyber Operations (OCO), Digital Network Exploitation Analysis (DNEA), Defensive Cyber Operations (DCO), Cyber Operator (CYB-DCO), DODIN OPS Cyber Operator (CYB-DOD) who submit completed Bonus Agreements and associated enlistment contract or extension agreements obligating the new ADSC.</p> <p>Applicants must review the contents of latest Message prior to signing a Bonus Agreement and visit COMDT (CG-791) SharePoint page for Cyber Enlisted Bonus Application Process Guide and Checklist.</p> <p>The only approved Bonus Agreement is CG-5305C (Sep 2022 or later) CGCYBER Enlisted Bonus signed by the CO by the deadline. Extension of the application deadline will not normally be allowed.</p>	<p>Ref (b) Ref (d) §355</p> <p>*Reference latest Message Viewing Bonuses and Their Payments User Guide</p>

	P&A/SPO shall review the contents of latest Message for responsibilities prior to processing lump sum payment request via a PPC Customer Care Trouble Ticket within five business days of the effective date of the agreement IAW latest Message and Reference (b).	
CYB10/Cyber, Cyber DCO Officer and Cyber CWO Bonus Program	<p>The authority is contained under Chapter 3 of Reference (b) and Section 355 of Reference (d) for eligible Active Duty officers to remain as designated CYB10 (previously identified as C4IT), Cyberspace Operations Officers, Cyber or Defensive Cyberspace Operations (DCO) positions who submit completed Bonus Agreements obligating the new ADSC.</p> <p>Applicants must review the contents of latest Message and follow the process guide found on the COMDT (CG-791) SharePoint site prior to the deadline.</p> <p>The only approved Bonus Agreement to be used is CG-5305D (Sep 2022 or later) CYB10/Cyber Officer Bonus Agreement signed by the CO by the deadline. Extension of the application deadline will not normally be allowed.</p> <p>P&A/SPO shall review the contents of latest Message for responsibilities prior to processing the bonus contract and submitting the bonus agreement for lump sum payment to PPC-MAS via a PPC Customer Care Trouble Ticket within five business days of the effective date of the agreement IAW latest Message and Reference (b).</p>	<p>Ref (b)</p> <p>Ref (d) §332, 373</p> <p>*Reference latest Message</p> <p>Viewing Bonuses and Their Payments User Guide</p>
Judge Advocate General Retention Bonus Program	The authority is contained in Section 355 of Reference (d) for eligible Active Duty Direct Commissioned Lawyers (DCL) who are LT/03 officers designated as Judge Advocates within the Coast Guard legal program (CGJAG) as outlined in ALCOAST 007/23. Refer to latest Message for overview, eligibility, definitions, policy, application	<p>Ref (d) §355</p> <p>ALCOAST 007/23</p> <p>*Reference latest Message</p>

	procedures, disapproving bonus agreements and termination and suspension of bonus.	
<p>Enlistment Bonus (EB)</p> <p>Including:</p> <p>Guaranteed A School (GA-EB)</p> <p>Non-Rate (NR-EB)</p> <p>Prior Service (PS-EB)</p> <p>Quick Ship (QS-EB)</p> <p>College Credits (CC-EB)</p>	<p>See Chapter 2-E of Reference (b) for general information, policy determination, eligibility criteria, loss of eligibility and recoupment.</p> <p>The only approved Bonus Agreement to be used is CG Form 7220 (series) (Jun 2022 or later).</p> <p>The EB Agreements (Annexes C, T, and T.2 for Rated EB and Annex T.1 and Z for NR-EB) are handled via the recruiting office and document the eligibility criteria and conditions under which an EB is paid; also refer to Table 8-15 below.</p> <p>Refer to latest Message for GA-EB, NR-EB, PS-EB, QS-EB and CC-EB specific details.</p>	<p>Ref (b)</p> <p>Ref (d) § 309</p> <p>Ref (e)</p> <p>Ref (l)</p> <p>*Reference latest Message</p> <p>Viewing Bonuses and Their Payments User Guide</p>
NOTE:	<p>Once verified through PPC Customer Care that a member's applicable Annex was never submitted, P&A Offices can submit the appropriate Annex via a Customer Care Trouble Ticket.</p>	
Investigating Officer Bonus	<p>The authority is contained in Chapter 3 of Reference (b) and Section 355 of Ref (d) for eligible Active Duty Investigating Officers (IO) filling the essential roles of Senior Investigating Officer (SIO) and Chief, Investigations Division assignments IAW latest Message. Applicants must review latest Message for bonus eligibility, administration, policy, application procedures, limits, payment and deadlines.</p> <p>The only approved Bonus Agreement to be used is CG Form 5305I (Sep 2022 or later) Investigating Officer (CG-INV) Bonus Agreement signed by the CO and submitted to PSC-OPM-2 and the Program POCs by the established</p>	<p>Ref (b)</p> <p>Ref (d) § 355</p> <p>*Reference latest Message</p> <p>Viewing Bonuses and Their Payments User Guide</p>

	<p>deadlines. Extension of the application deadline will not normally be allowed.</p> <p>P&A/SPO shall review the contents of latest Message for responsibilities prior to processing the bonus contract and submitting the bonus agreement for lump sum payment to PPC-MAS via a PPC Customer Care Trouble Ticket within five business days of the effective date of the agreement IAW latest Message and Reference (b).</p>	
Major Cutter Engineering Technician Program	<p>See Chapter 3-F of Reference (b) and latest Message for the Major Cutter Engineering Technician (MCET) Program for Machinery Technicians (MK), Electrician Mates (EM), and Damage Controlmen (DC) to support WMSL-418 and WMEC-270 operations. This program will include three distinct, but co-located tours of duty dedicated to either the WMSL-418 or WMEC-270 asset class. The program will follow a 2-3-2 assignment structure IAW latest Message.</p> <p>Applicants selected for MCET will be eligible to receive a Critical Skills Retention Bonus (CSRB). Refer to latest Message for specific details.</p>	<p>Ref (b)</p> <p>Ref (d) § 355</p> <p>*Reference latest Message</p> <p>Viewing Bonuses and Their Payments User Guide</p>
Naval Engineer Officer Bonus Program	<p>The authority is contained in Chapter 3 of Reference (b) and Section 355 of Reference (d) for eligible Active Duty Naval Engineers filling the essential roles to include Engineer Officer (EO) afloat. Must maintain a Naval Engineer (CG-NEN-10) qualification or selected and accepted for the Naval Engineering 2-4-2 Program IAW latest Message.</p> <p>The only approved Bonus Agreement to be used is CG Form 5305A (Sep 2022 or later) Naval Engineer Officer (CG-NEN-10) Bonus Agreement signed by the CO by the deadline. Extension of the application deadline will not normally be allowed.</p>	<p>Ref (d) § 332</p> <p>*Reference latest Message</p> <p>Viewing Bonuses and Their Payments User Guide</p>

	P&A/SPO shall review the contents of latest Message for responsibilities prior to submitting the bonus agreement to PPC via a PPC Customer Care Trouble Ticket within five business days of the effective date of the agreement IAW latest Message and Reference (b).	
Officer Accession Bonus (OAB)	Not currently authorized. See Chapter 2-A of Reference (b) for authority and purpose, glossary of terms, maximum bonus amount and term, method of payment, relationship to other entitlements, eligibility criteria, recoupment, responsibilities and forms/reports. The member must submit the Officer Accession Bonus (OAB) Agreement, (CG-7220F) (Jun 2022 or later) via the recruiting office.	Ref (b) Ref (d) § 324 Ref (l) *Reference latest Message Viewing Bonuses and Their Payments User Guide
Physician Assistant Retention Bonus (PARB)	Not currently authorized. This applies to PAs on the Active Duty Promotion List (ADPL). The Office of Health Services (CG-112) is the administrative authority responsible for initiating the PARB. The PA Force Manager (PAFM) submits all requests for a PARB to PPC (MAS) via PPC Customer Care Trouble ticket using a CG-2047. See D.3 of this chapter for information regarding Physician Assistant Incentive Pay (PAIP).	CG-1222 Policy Memorandum – Special Bonus and Incentive Pays for CG Physician Assistants, dated 01/13/2011 *Reference latest Message Viewing Bonuses and Their Payments User Guide
Selective Reenlistment Bonus (SRB)	See Chapter 2-F of Reference (b) and latest Message for general information, authority, eligibility (including reenlistment and anniversary), eligibility periods, special conditions and SRB and BRS continuity pay. The required Administrative Remarks, Form CG-3307, (see options below) documents the eligibility criteria and conditions under which an SRB is paid, terminated or recouped. Refer to the PPC (MAS) website for the latest information.	Ref (b) Ref (d), § 331 Ref (e) Ref (l) *Reference latest Message SRB Knowledge Guide SRB Eligibility Checklist Viewing Bonuses and Their Payments User Guide

	<p>Within 5 business days AFTER the effective date of the reenlistment contract, the P&A Office must submit the Bonus Payment Request via PPC Customer Care Trouble Ticket including:</p> <ul style="list-style-type: none"> • SRB Eligibility Checklist • CG-3307 (SRB-1, SRB-2, SRB-3, SRB-4, SRB-5, SRB-5a) <p>Also attaches as applicable:</p> <ul style="list-style-type: none"> • REN Contract • PCS or Training Orders (if eligible by OBLISERV reason) • EPM-1 Approval Memo(s) • COMDT (CG-1331) Waivers • Any additional (emails, orders for Obligated Service (OBLISERV)) 	
Selected Reserve (SELRES) Affiliation Bonus	<p>See Chapter 4-E of Reference (b) and latest Message for authority, general information, eligibility and special conditions.</p> <p>Must meet all eligibility requirements outlined in latest Message, 4-E-3 and 4-E-4 and execute a written agreement IAW 4-B of Reference (b), if authorized.</p> <p>For payment, submit a PPC Customer Care Trouble Ticket including:</p> <ul style="list-style-type: none"> • A completed Report of Separation from Active Duty, (DD Form 214) • Orders to a new SELRES assignment • Administrative Remarks, Form CG-3307, (BON-04). 	<p>Ref (b)</p> <p>Ref (d) § 308c, 331</p> <p>Ref (g) § 352</p> <p>Ref (k)</p> <p>Ref (l)</p> <p>COMDT (CG-R8) memo 1001 of 23 Aug 19</p> <p>*Reference latest Message</p> <p>Viewing Bonuses and Their Payments User Guide</p>
SELRES Physician Assistant (PA) and Direct Commission Physician Assistant (DCPA) Bonus	<p>The SELRES DCPA Bonus is not currently authorized.</p> <p>The authority is contained in Section 335 of Reference (d) for eligible designated PAs who agree to serve in a Port Security Unit (PSU) Reserve Physician Assistant billet or any Reserve Physician Assistant billet (Officer Specialty Code PHA10) IAW latest Message.</p>	<p>Ref (d) § 335</p> <p>Ref (g) § 352</p> <p>*Reference latest Message</p>

	<p>Specific authorization, eligibility, bonus documentation, assignment execution requirements, payment, repayment and limitations apply. See the PPC (MAS) website and latest Message for the current information.</p> <p>The PA Force Manager (PAFM), COMDT (CG-1121) submits all requests for PAs to PPC via a PPC Customer Care Trouble ticket using a CG memo.</p>	
SELRES Enlistment Bonus	<p>See Section 4-E-2 of Reference (b) and latest Message for authority, general and bonus information, eligibility, assignment requirements, payment, repayment and limitations.</p> <p>Member must meet all eligibility requirements as outlined in latest Message, 4-E-2 and execute a written agreement IAW 4-B of Reference (b), if authorized.</p> <p>For payment, submit a PPC Customer Care Trouble Ticket including:</p> <ul style="list-style-type: none"> • A completed enlisted application, Enlistment/Reenlistment Document (DD Form 4) • A completed Statement of Understanding (SOU) • Record of Military Processing (DD Form 1966) • Administrative Remarks, Form CG-3307, (BON-02). <p>The bonus will be paid upon the successful verification of IADT completion by the Commanding Officer (PPC-MAS) as outlined in 4-E-2-c of Reference (b). Refer to Section G.4 of this chapter for more details.</p>	<p>Ref (b)</p> <p>Ref (d) § 308c, 331</p> <p>Ref (g) § 352</p> <p>Ref (e)</p> <p>Ref (l)</p> <p>COMDT (CG-R8) memo 1001 of 23 Aug 19</p> <p>*Reference latest Message</p> <p>Viewing Bonuses and Their Payments User Guide</p>
NOTE:	<p>Obtain assignment to a SELRES position from the Servicing District (District Force Readiness Branch (DXR)/LOG-1/PAC-13) and forward aforementioned documents to Training Center Cape May Recruit SPO for enlistees under the RP and</p>	

	RK programs, and to the assigned unit's P&A Office for enlistees under the RX and RA program.	
SELRES Prior Service Enlistment Bonus	<p>See Chapter 4-F of Reference (b) and latest Message for authority, eligibility, policy and special conditions.</p> <p>Must meet all eligibility requirements as outlined in latest Message, 4-F-2 and 4-F-3 and execute a written agreement IAW 4-B of Reference (b), if authorized.</p> <p>For payment, submit a PPC Customer Care Trouble Ticket including:</p> <ul style="list-style-type: none"> • A completed enlisted application, Enlistment/Reenlistment Document (DD Form 4) • Report of Separation from Active Duty, (DD Form 214) • A completed Statement of Understanding (SOU) • Record of Military Processing (DD Form 1966) • Administrative Remarks, Form CG-3307, (BON-03). 	<p>Ref (b)</p> <p>Ref (d) § 308i</p> <p>Ref (e)</p> <p>Ref (l)</p> <p>*Reference latest Message</p> <p>Viewing Bonuses and Their Payments User Guide</p>
NOTE:	<p>Verify members have completed their eight-year MSO and have less than 14 total years prior service, and obtain assignment to a SELRES position from the Servicing District (DXR/ LOG-1/PAC-13). Forward the aforementioned documents to the servicing P&A Office.</p>	
SELRES Reenlistment/ Extension Bonus	<p>See Chapter 4-G of Reference (b) and latest Message for authority, eligibility, and special conditions.</p> <p>Member must meet all eligibility requirements as outlined in latest Message, 4-G-2 and execute a written agreement IAW 4-B of Reference (b), if authorized.</p> <p>For payment, submit a PPC Customer Care Trouble Ticket including:</p> <ul style="list-style-type: none"> • Completed enlistment/reenlistment documents or agreements to 	<p>Ref (b)</p> <p>Ref (d) § 308b</p> <p>Ref (e)</p> <p>Ref (l)</p> <p>*Reference latest Message</p> <p>Viewing Bonuses and Their Payments User Guide</p>

	extend/re-extension enlistment (CG-3301B) <ul style="list-style-type: none"> Administrative Remarks, Form CG-3307, (BON-01). 	
NOTE:	Verify assignment to a bonus-eligible SELRES assignment and distribute aforementioned documents accordingly.	

Table 8-16 List of Bonus Programs

G.4. EB Payment Request Process The EB will be paid in a lump sum IAW Reference (b) and current [Messages](#) as shown in the table below, if applicable:

When	Who Does It	What Happens
Non-Prior Service Enlistment Bonus (Annex C or T)		
Within 5 days AFTER graduation of Class "A" School	TRACENs Yorktown and Petaluma	Submits Bonus Payment Request via PPC Customer Care Trouble Ticket
Prior Service Rated Enlistment Bonus (Annex C or T)		
Within 5 days AFTER reporting to first unit assignment	P&As	Submits Bonus Payment Request via PPC Customer Care Trouble Ticket
Non-Rated Enlistment Bonus (Annex T.1 or Z)		
Within 5 days AFTER graduation from Boot Camp	TRACEN Cape May	Submits Bonus Payment Request via PPC Customer Care Trouble Ticket

Table 8-17 EB Payment Request Process

G.5. Subsequent Payments for SELRES Bonuses All bonus payments will be a lump sum unless noted in the associated [Messages](#) IAW Reference (b). If payment was not made in lump sum, a written request for the subsequent SELRES Enlisted Bonus Programs (SEBP) payment shall be submitted in memorandum format to PPC as shown in Figure 8-3 below:

From: Member, EMPLID

To: CG PPC (mas)

Thru: (1) Member's Commanding Officer
(2) Servicing District (DXR/DOL-1/PAC-13)

Subj: REQUEST FOR SEBP PAYMENT

Ref: (a) Military Bonus Programs, COMDTINST M7220.2 (series), Ch 4

1. In accordance with reference (a), I request the second installment of my [insert bonus type] bonus. I am satisfactorily participating in the SELRES and am not otherwise disqualified for this bonus payment.

Figure 8-3 Sample SEBP Subsequent Payment Request

Section H: Allotments

H.1. Introduction This section discusses allotments. The allotment system is a convenience provided to Active Duty members (or Reservists on long-term Active Duty) for deductions from their monthly pay. These deductions can be used for savings, insurance, U.S. Savings Bonds, charities, support of dependents, CG associated dues, and public private venture housing.

H.2. Reference (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\), Chapter 7](#)

H.3. Procedures To start, change or stop an allotment, members can follow the steps in the [Self-Service Allotments/Voluntary Deductions](#) user guide. P&A Offices can follow the steps in the Pay Deductions [Allotments/Voluntary Deductions](#) user guide. The Allotment Worksheet ([CG-2040](#)) is the source document for this transaction.

NOTE:

Refer to Section 7-A-8 of Reference (a) for a complete list of discretionary and nondiscretionary allotments.

H.4. Allotment Reminders Refer to this process when starting, changing, or stopping allotments.

Step	Item	Applies To
1	Allotment must be for an authorized purpose. Refer to Reference (a) or the reverse side of the Allotment Worksheet (CG-2040) for allotment rules.	Starts
2	Member is permitted to have only one current allotment of the following types: <ul style="list-style-type: none"> • Montgomery GI Bill • MGIB Additional Amount • Loan Repay-CG Mutual Assistance • Navy Mutual Aid Insurance 	Starts
3	Member may have multiple allotments to the same payee, provided that each allotment has a unique account number.	Starts
4	Member must have enough projected pay to cover new allotment amount.	Starts Changes
5	Allotment starts and contribution amount changes must process in DA prior to mid-month payroll finalization; e.g., an allotment start effective 01 June must process in DA prior to mid-month June payroll finalization. Changes to the account or routing number must process in DA prior to	Starts Changes

	end-month payroll finalization. See the PPC (MAS) web page for the current Military Payroll Processing Schedule for these finalization dates.	
6	Allotment stops must process in DA prior to mid-month payroll finalization of the current month; e.g., an allotment stop effective 30 June must process in DA prior to the July mid-month payroll finalization.	Stops
7	Allotments may not be submitted more than two months in advance of desired action.	Starts Changes Stops

Table 8-18 Allotment Checklist

H.5. Non-Receipt of an Allotment Process Follow this process to claim non-receipt of an allotment.

Step	Who Does It	What Happens
1	Member	<ul style="list-style-type: none"> Verifies with financial institution ACH Department that allotment has not been received by EFT. Notifies their P&A Office.
2	P&A Office	<p>Sends an email to PPC-DG-CustomerCare@uscg.mil or submits an online trouble ticket that includes the following:</p> <ul style="list-style-type: none"> Member's EMPLID Member's Name (Last, First, MI) Member's Rank Member's Unit Member's Phone Number Date of Missing Allotment Payment Name of Financial Institution Allotment Amount Allotment Account Number
3	PPC (MAS)	Locates original payment or makes special EFT payment, normally within 3 business days.

Table 8-19 Non-Receipt of an Allotment Process

Section I: Taxes

I.1. Introduction	This section discusses taxes for Coast Guard and NOAA members.
I.2. References	<p>(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)</p> <p>(b) Internal Revenue Service (IRS) Website</p> <p>(c) DoD Financial Management Regulation, Volume 7a: Military Pay Policy - Active Duty And Reserve Pay</p> <p>(d) Pay and Personnel Center Separations (SEP) Branch Webpage</p>
I.3. Federal Income Tax Withholding (FITW)	<p>Every member is required to file an IRS Form W-4 when a pay account is initially opened. Federal income tax withholding should be reviewed whenever:</p> <ul style="list-style-type: none"> • There is a change in marital status. • There is a change in the number of exemptions claimed. <p>Reference (b) provides worksheets and guidance for accurately determining the amount to be withheld.</p> <p>To change federal income tax withholding, the member must follow the procedures in the Self Service Federal Tax Election user guide. P&A Offices can follow the steps in the Pay Deductions Federal & State Tax Withholding user guide to make changes for the member.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: DA Self Service cannot be used to claim an exemption from federal income tax withholding. See I.4 below.</p> </div>
I.4. Exempt from Federal Withholding	DA Self Service cannot be used to claim an exemption from federal income tax withholding (FITW). Members who meet the conditions for an exemption from FITW must submit a signed IRS Form W-4 to PPC (MAS), via their P&A Office, for processing. Members claiming exemption from federal withholding must file a new IRS Form W-4 by 15 February of each year.
I.5. State Income Tax Withholding (SITW)	<p>Every member, who is a resident of a state authorized to have state income tax withheld from military pay, is required to file the appropriate state tax-withholding form (or IRS Form W-4 annotated with “<i>FOR STATE TAX WITHHOLDING PURPOSES ONLY</i>”) when a pay account is initially opened. Once the tax withholding is started there are times when it may need to be changed.</p> <p>If only changing marital status or the number of exemptions, the member must follow the procedures in the Self Service State Tax Elections user</p>

guide. P&A Offices can follow the steps in the Pay Deductions [Federal & State Tax Withholding](#) and [State Tax Withholding Exceptions](#) user guides to make changes for the member.

I.6. State of Legal Residence

State of Legal Residence information is required for determining the correct SITW from a member's military pay.

Each member must designate a legal residence and report any changes thereto. A member's legal residence does not change because of a change of permanent station. The legal residence at the time of entry into the service remains the same unless changed by the member.

Members should be counseled not to confuse the State of Legal Residence with their "home of record". The home of record is used for calculating travel and transportation allowances upon separation from the service. A home of record can only be corrected, it cannot be changed.

I.7. Changing State of Legal Residence

If a member has met all the requirements necessary to establish a new legal residence/domicile, the member must complete a [DD Form 2058](#), State of Legal Residence Certificate, and submit it to the P&A Office. The P&A Office will enter the change in "Employee Tax Data" in DA using the Pay Deductions [Federal & State Tax Withholding](#) and [State Tax Withholding Exceptions](#) user guides. Members with questions about changing their state of legal residence should be advised to talk to their local legal assistance attorney.

I.8. State Tax Websites

Select the appropriate link for additional state tax information (including forms, contact information, etc.) for each state. Also see the [State Tax Guide](#) issued by the Navy for the latest information.

State	Web Address
Alabama	https://myalabamataxes.alabama.gov/
Alaska*	http://www.tax.alaska.gov/
Arizona	https://www.azdor.gov/
Arkansas*	https://www.dfa.arkansas.gov/income-tax/
California	https://www.taxes.ca.gov/
Colorado	https://www.colorado.gov/tax
Connecticut	https://portal.ct.gov/drs
Delaware	https://revenue.delaware.gov/
D.C.	https://otr.cfo.dc.gov/
Florida*	http://floridarevenue.com/
Georgia	https://dor.georgia.gov/
Hawaii	http://tax.hawaii.gov/
Idaho	https://tax.idaho.gov/
Illinois*	https://www2.illinois.gov/rev/
Indiana	http://www.in.gov/dor/
Iowa*	https://tax.iowa.gov/
Kansas	https://www.ksrevenue.org/

Kentucky*♦	https://revenue.ky.gov/
Louisiana	http://revenue.louisiana.gov/
Maine	http://www.maine.gov/revenue/
Maryland	https://www.marylandtaxes.gov/
Massachusetts	http://www.mass.gov/dor/
Michigan*	http://www.michigan.gov/taxes/
Minnesota♦	http://www.revenue.state.mn.us/
Mississippi	http://www.dor.ms.gov/
Missouri	http://dor.mo.gov/
Montana*♦	https://mtrevenue.gov/
Nebraska	http://www.revenue.nebraska.gov/
Nevada*	https://tax.nv.gov/
New Hampshire*	https://www.revenue.nh.gov/
New Jersey	https://www.state.nj.us/treasury/taxation/
New Mexico♦	http://www.tax.newmexico.gov/
New York	https://www.tax.ny.gov/
North Carolina	https://www.ncdor.gov/
North Dakota	http://www.nd.gov/tax/
Ohio	https://www.tax.ohio.gov/
Oklahoma♦	https://oklahoma.gov/tax.html
Oregon	https://www.oregon.gov/dor/
Pennsylvania	http://www.revenue.pa.gov/
Puerto Rico	http://www.hacienda.gobierno.pr/
Rhode Island	http://www.tax.ri.gov/
South Carolina	https://dor.sc.gov/
South Dakota*	https://dor.sd.gov/
Tennessee*	https://www.tn.gov/revenue/
Texas*	https://comptroller.texas.gov/taxes/
Utah	https://tap.tax.utah.gov/TaxExpress/
Vermont	http://tax.vermont.gov/
Virginia	https://tax.virginia.gov/
Washington*	https://dor.wa.gov/
West Virginia	https://tax.wv.gov/
Wisconsin	https://revenue.wi.gov/
Wyoming*	http://revenue.wyo.gov/ (no SITW for anyone)
NOTE:	<p>* Excludes all military earnings from state tax.</p> <p>♦ Have different rules for Cadets, as they don't consider their pay "Military Pay" as they are not members of the military.</p>

Table 8-20 State Tax Websites

I.9. Combat Tax Exclusion

See Chapter 8-G of Reference (a) for the authority, definition of eligible combat zones, excludable compensation, qualifications, periods for which is doesn't apply, involuntary tax withholding prohibition, time frame for filing tax return, tax abatement in case of death, termination date, effect of FICA tax, leave earned while in a combat zone and SRB benefit. The listing of qualified areas may be modified from time to time via [ALCOAST](#) messages. P&A Office users must follow the steps in the [Combat Tax Exclusion \(CTE\)](#) user guide to start, stop, delete and approve CTE.

I.10. Wage and Tax Statement, IRS Form W-2

See Reference (d) for the most current information regarding W-2s, the annual W-2 mailing process, guides for viewing/printing the W-2 and how to request a replacement or duplicate W-2.

I.11. Federal or State Tax Adjustments

It is the member's responsibility to ensure that their federal or state tax information is kept current and up-to-date. If through administrative error (i.e., P&A Office received a tax adjustment request from the member, but failed to act on member's request), a retroactive adjustment may be requested. If there is no administrative error, a retroactive adjustment will not be made.

Example: The state of California permits the member to be exempt from state taxation while on Active Duty and stationed outside the state. If a member who is stationed in California and is a legal resident of California, transfers PCS to Florida, the member is responsible for ensuring they are exempt from state withholding. If the member does not initiate action to change their state tax until several months later, the member will not receive the SITW previously withheld. The member will have to collect any overpaid state taxes from the state of California.

I.12. Process for Requesting FITW/SITW Adjustments

If an adjustment needs to be made to the member's FITW or SITW then:

If the Member is...	Then...
Active Duty, Reserve or NOAA	A request (i.e., memo, email) for an adjustment must be submitted with supporting documentation, routed thru the P&A Office, to PPC (SEP) via PPC Trouble Ticket.
NOTE:	The request must be received at PPC prior to 10 November of the current tax year. Per IRS regulations, requests for refunds of FITW or SITW for a prior tax year will not be processed. For a prior tax year, the

	member will have to collect any overpaid FITW or SITW from the IRS or the state.
Retired (or their annuitants)	A request must be submitted to PPC (RAS) via Trouble Ticket.
NOTE:	The request must be received at PPC prior to 10 November of the current tax year. Per IRS regulations, requests for refunds of FITW for a prior tax year will not be processed. For a prior tax year, the member will have to collect any overpaid FITW from the IRS.

Table 8-21 Process for Requesting FITW/SITW Adjustments

I.13. IRS Form W-2c

For the purpose of making adjustments for prior period W-2s, all tax returns are considered to be filed on 15 April of the year after the close of the tax year, and any adjustments to a W-2 may only be made within 3 years of that date. A statement of Corrected Income and Tax Amounts (IRS Form W-2c) is prepared by PPC (SEP) in cases where it becomes necessary to report corrected tax information. PPC (SEP) will issue an IRS Form W-2c when the member was qualified for Combat Tax Exclusion for duty in a combat zone.

For example: A member was eligible for Combat Tax Exclusion for the month of October 2018. On 15 February 2019, the member receives the W-2 and becomes aware that the appropriate transactions were not submitted by the P&A Office for tax exclusion. After the appropriate transactions are submitted by the P&A Office via DA, PPC (SEP) will issue the member an IRS Form W-2c to adjust the member's taxable wages and state wages (blocks 1 and 16).

NOTE:

Per IRS regulations, since the tax year has ended, PPC cannot refund the FITW or SITW that was withheld in October 2018. Since the year has ended and all withholdings have been reported and paid to the IRS and/or applicable state, the member will collect any overpaid FITW or SITW when they file a return or an amended return.

Section J: Thrift Savings Plan (TSP)

J.1. Introduction	This section provides the guidelines and procedures for the Thrift Savings Plan (TSP).
J.2. References	(a) TSP Website: https://www.tsp.gov (b) Coast Guard Pay Manual, COMDTINST M7220.29 (series), Chap 6-G
J.3. TSP Description	TSP is a retirement savings and investment plan for Federal employees and members of the uniformed services, including the Ready Reserve. It was established by Congress in the Federal Employees' Retirement System Act of 1986 and offers the same types of savings and tax benefits that many private corporations offer their employees under 401(k) plans. Participation in the TSP is voluntary.
J.4. Employer Matching Contributions	If a member is under the Blended Retirement System (BRS), the Coast Guard automatically contributes an amount equal to 1% of the member's base pay to their TSP plan after 60 days of service. The CG will match contributions at the start of 3 years through the completion of 26 years of service.
J.5. TSP Contribution Limits and Rules	See Section 6-H-4 of Reference (b) for specific contribution limits and rules. All contributions to either Traditional or Roth TSP accounts will be made following FICA tax withholdings. DA will base contributions percentages on funds remaining following FICA tax withholdings.
J.6. TSP Withdrawals	<p>The TSP is a long-term retirement savings plan that provides special tax advantages. Limitations on in-service withdrawals help ensure that retirement savings will be used for their intended purpose. Therefore, TSP participants who are still members of the uniformed services, are limited to the following two types of in-service withdrawals:</p> <ul style="list-style-type: none"> • Age-based in-service withdrawals for participants who are 59½ or older. • Financial hardship in-service withdrawals for participants who can certify that they have a financial hardship. <p>When a member makes an in-service withdrawal, they cannot return or repay the money. Members should refer to Reference (a) for the most current information.</p> <p>Members may use the Account Access section of the TSP website or complete Form TSP-75, Age-Based In-Service Withdrawal Request, or Form TSP-76, Financial Hardship In-Service Withdrawal Request,</p>

depending on the type of withdrawal requested. Both forms are available from Reference (a).

Before making an in-service withdrawal, a member should evaluate options to see if a TSP loan would be more beneficial. (See Section J.7 below).

J.7. TSP Loan Program

The TSP loan program allows members to borrow money they have contributed to their TSP account and the earnings on that money. The member must be in pay status to obtain a loan, because regular monthly loan payments are made through payroll deductions.

The **minimum** loan amount is \$1,000. Therefore, the member must have at least \$1,000 of their own contributions and attributable earnings on those contributions in their TSP account to apply for a loan. The **maximum** loan amount is \$50,000, depending on the amount the member has contributed, any outstanding TSP loans, and limits set by the Internal Revenue Code. Refer to Reference (a) for current information.

The member may use the Account Access section of the [TSP website](#) or complete a Loan Application ([Form TSP-20](#)).

J.8. TSP Enrollment

Members may enroll anytime using the Self-Service [Thrift Savings Plan \(TSP\)](#) user guide. Coast Guard Academy cadets and non-prior service Naval Academy Preparatory School (NAPS) cadets are not eligible to participate in TSP until they are commissioned or reverted to enlisted status.

A [Designation of Beneficiary Form \(TSP-3\)](#) must be mailed or faxed to the TSP Service office regardless of the enrollment method used:

Thrift Savings Plan
P.O. Box 385021
Birmingham, AL 35238
Fax: 1-866-817-5023

J.9. TSP Participant Statements

TSP issues quarterly statements in January, April, July and October. An annual statement is issued in February. Statements can be accessed in the My Account section of the [TSP website](#) unless the member elects to receive statements in the mail. Quarterly statements cover all transactions in the account during the previous 3 months, as well as any loan activity. The annual statement summarizes the financial activity for that year and provides other important information (such as the member's personal investment performance and primary beneficiary information).

J.10. TSP Address Changes

For Active Duty and Reserve members: TSP will automatically receive new address information from the U. S. Coast Guard on the first of the month following the month in which the member's address is changed in DA.

**J.11. TSP
Contribution
Changes**

A member may change the way money already invested in a TSP account is invested by requesting an interfund transfer (IFT), using the [TSP website](#). Members currently enrolled in TSP who desire to change their contribution percentage can do so in DA using the Self-Service [Thrift Savings Plan \(TSP\)](#) user guide.

**J.12. TSP
Separation
Notification**

For members participating in the TSP who are separating from the Coast Guard (Discharge, RELAD or Retirement), PPC will notify the TSP Service Office. The member will not be able to withdraw funds from their account until the TSP Service Office has been notified of the separation by the Coast Guard. This will usually occur the month following the month of separation.

For the purposes of the TSP, either of the following actions will be considered a separation from the uniformed services:

- Discharge from Active Duty or the Ready Reserve.
- Transfer to inactive status or to a retired list pursuant to any provision of U.S.C. Title 10.

The discharge or transfer may not be followed by a resumption of duty, an appointment to a civilian position (covered by Federal Employees Retirement System (FERS), Civil Service Retirement System (CSRS), or equivalent system), or continued service in **or affiliation with the Ready Reserve within 31** days from the effective date of the discharge or transfer. A member who is released from Active Duty (RELAD) and assigned to the SELRES is not considered separated for the purposes of the TSP. A member that RELADs to the IRR is considered separated for the purposes of the TSP. See [TSP Life Events](#) for more information.

**J.13. TSP
Questions**

For questions on enrollment, re-enrollment, disenrollment, deductions or form completion, contact your P&A Office. If the P&A Office cannot resolve the issue, the P&A Office must contact the SPO. If the SPO cannot resolve the issue, they must contact PPC Customer Service.

For questions on TSP investments, loans, and PINs, contact the TSP Thriftline at: 1-TSP-YOU-FRST (1-877-968-3778).

**J.14. TSP Catch-
Up/Spillover
Program**

The process for catch-up contributions is now easier for TSP participants. If member is turning 50 or older, they will no longer need to make separate catch-up elections to their TSP account to contribute toward the catch-up limit.

- If member is turning 50 or older and has exceeded the IRS elective deferral (or annual addition) limit, then their contributions will automatically start counting toward the IRS catch-up limit.

- Member's election will carry over each year unless they submit a new one. For instructions on changing the contribution amount, see [Start, change, or stop contributions](#).
- If member is eligible for an agency or service match, contributions spilling over toward the catch-up limit will qualify for the match¹ up to 5% of their salary.
- Member may [start, stop, or change your contributions](#) at any time. If they choose not to contribute toward the catch-up limit, they should adjust their TSP contributions accordingly.

See Section 6-H-4-c of Reference (b) as well as the [PPC \(MAS\) website](#) for additional information.

Section K: Debt Collections

- K.1. Introduction** This section discusses debt collections. Statutory authority to collect indebtedness to the United States from a member's pay exists under 37 U.S.C. 1007(c), 5 U.S.C. 5514, and Public Law 97-276, Section 124, 2 Oct 1982. Other statutes authorize collection of specific classes of debts.
-
- K.2. References**
- (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\), Chap 11](#)
 - (b) [Federal Claims Collection Status - 31 CFR Chapter IX](#)
 - (c) [Title 37, United States Code \(U.S.C.\) – Pay and Allowances of the Uniformed Services § 1007 \(c\)](#)
 - (d) [5 U.S.C. § 5514](#)
 - (e) [Debt Collection Act \(Publication 97-276 Section 124, 2 Oct 1982\)](#)
-
- K.3. Lump Sum Repayments** If a member desires to repay part or all of an in-service debt, they have the following options:
- To pay by Debit Card (debit cards only, no credit cards):**
- Contact [PPC Customer Care](#) at 1-866-772-8724
(Do not submit debit card information via e-mail).
- To pay by Check:**
- Make checks payable to US Coast Guard, enter the member's EMPLID in the notes section, attach a copy of the payslip or the Notice of Overpayment and mail to:
- Commanding Officer
US Coast Guard
Pay & Personnel Center
ATTN: FAR
444 SE Quincy St
Topeka, KS 66683
-
- K.4. Interest, Administrative Fees and Penalties** Interest will be applied to all overpayments that occur earlier than the current DA processing period, and on all non-payroll debts to the Coast Guard unless waived by CO, PPC or Commandant (CG-1332). No interest will be applied if debt is paid in full prior to the start of collection action. A 30-day notice will be provided to the member with interest being applied from the date of notification. Interest will be charged IAW References (a) and (b). Administrative fees and penalties will be applied on a case-by-case basis.

K.5. DA Overpayments	An overpayment of pay and allowances is the result of errors in submission or delays in processing pay-related transactions.
K.6. Notification of Overpayment	<p>PPC (MAS) will provide a Notice of Overpayment (NOO) letter, for each member with a debt of \$1000.00 or more via email. Servicing P&A Offices will be provided a courtesy copy for their awareness. Members with debts of \$999.99 or less will be notified by a message on their payslip.</p> <p>See Figure 8-4, on the following page for a sample of the NOO, which breaks down the amount, how the debt will be liquidated and when the deductions will begin. MAS also includes a summary of the overpayment which shows the debits and credits that resulted in the debt. A sample is provided in Figure 8-5.</p>
K.7. Action Required Upon Receipt of NOO	<p>Upon receipt of a NOO:</p> <ul style="list-style-type: none"> • Member provides a copy of the NOO to their Chain of Command, and • P&A Office counsels the member regarding the debt and the collection process.
K.8. Sample Notice of Overpayment (NOO)	See below.

From: CMD-SMB-CG-PPC
To: Gump, Forrest LTJG
Cc: D17-DG-M-K-Basekodiak-PSD-PERSRU3313
Subject: Notice of Overpayment - LTJG GUMP
Date: Thursday, August 22, 2019 6:55:00 AM
Attachments: PIC GUMP.pdf

*** Please do not reply to this e-mail. Replies will be sent to an unmonitored e-mail and will not be read or responded to. ***

Good Morning LTJG Gump,

Recently processed pay-related transactions have resulted in a \$17,524.35 overpayment. The attachment provides a breakdown of this overpayment.

Coast Guard policy per USCG Pay Manual, COMDTINST M7220.29 (series), permits collection of this debt in installments through deduction from your pay. Under the statutes, the maximum monthly amount collected cannot exceed 15% of disposable pay. If repaid by installment, 31 U.S.C. 3717 requires interest and administrative charges assessed on all debts unless waived. We have waived these charges in your case, per paragraph 11-B-5 of the USCG Pay Manual, COMDTINST M7220.29 (series).

Repayment from your pay will begin at 15% installments of your available pay per month beginning 1 October 2019. The monthly amount could fluctuate based on your disposable income. Please notify your Command if you want to propose a different repayment schedule based upon your financial situation. A revised collection schedule must allow for collection of the debt before your separation. Repayment schedules for less than 10% of disposable pay will only be approved in cases of legitimate financial hardship. For these situations, you must provide a financial statement, Form CG-5489B. For lump sum repayment options, please see Chapter 8.K of the [Personnel and Pay Procedures Manual, PPCINST M1000.2 \(series\)](#). When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

You have the right to inspect and copy government records and review all decisions related to the debt. For copies of government records and/or an explanation of the nature of the debt, contact your servicing SPO. You have the right to ask for a waiver or remission of the debt in accordance with sections 11-F and 11-G of the USCG Pay Manual, COMDTINST M7220.29 (series) and chapter 8 of the [Personnel and Pay Procedures Manual, PPCINST M1000.2 \(series\)](#). If separated early, we will collect any debt remaining at separation in lump sum from your final pay and allowances.

This is notice under 11 U.S.C. 342 should you contemplate relief under the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005. Should you file litigation, including action under Title 11, U.S. Code, you must include your Employee ID Number (cited on the attached Summary of Overpayment) on such filing. You must also provide notification of such filing to the following address: Commanding Officer (LGL), USCG Pay & Personnel Center, 444 SE Quincy Street, Topeka, KS 66683-3591.

Payment options are as follows:

To pay by Debit Card (debit cards only, not credit cards): Contact PPC Customer Care, 866-772-8724 or 785-339-2200 (Do not submit debit card information via e-mail).

To pay by Check: Make check out to US Coast Guard, enter your EMPLID in the notes section, attach a copy of the payslip or this email and mail to:

Commanding Officer
 US Coast Guard
 Pay & Personnel Center
 ATTN: FAR
 444 SE Quincy St
 Topeka, KS 66683

Payment options can also be found in the [Personnel and Pay Procedures Manual, PPCINST M1000.2 \(series\)](#) Chapter 8.K.

Tax implications can also be found in the PPC Guides below:

- [How PPC Calculates Taxes on In-Service Debts](#)
- [Understanding Tax Implications for In-Service Debts](#)
- [Repayment of Taxable In-Service Debt - Net repayment versus Gross repayment](#)

Figure 8-4 Sample Notice of Overpayment (NOO)

K.9. Sample Summary of Overpayment

See below.

Figure 8-5 Sample Summary of Overpayment

Overpayments are collected according to the following rules:

- (a) Personnel indebted to the Coast Guard through no fault of their own will repay their debt at a rate of 15% of their monthly disposable pay, unless:
 - 1) overpayment of pay or allowances was determined to be caused by fault of the member, will be recovered in monthly installments not to exceed two-thirds of the member's disposable monthly pay; or
 - 2) the member consents to collection at a higher rate; or
 - 3) The member is separating from the service.
- (b) The 15% cap shall apply to the sum of all debt when a member has multiple in-service debts.
- (c) All in-service debts to the Coast Guard, including household goods and travel debts are subject to these terms of collection.
- (d) Personnel who are in a retired status are also subject to the 15% maximum withholding of disposable pay.

- (e) Personnel have the option to repay their debt at a rate higher than 15%. Submit requests for higher repayment percentages to PPC by email to ppc-dg-customer@uscg.mil.

NOTE:

The rules do not apply if the time remaining before the member's scheduled date of separation is not sufficient to complete collection.

K.11.

**Overpayment
Liquidation
Schedule**

- Any changes to the liquidation schedule requires approval from the member's CO and must be a minimum of 10% of available pay.
- Every effort will be made to collect debts prior to separation.

If the overpayment is...	Then collection will be deducted at
Less than \$749.99	15% of disposable earnings beginning a minimum of 30 days later.
\$750.00 or greater	15% of disposable earnings beginning a minimum of 60 days later.

Table 8-22 Overpayment Liquidation Schedule

**K.12. Requesting
a Different
Repayment
Schedule**

The member's command may request a reduced repayment schedule based upon the member's financial status, as long as repayment is completed prior to separation. The debt will be deducted until it is collected in full.

For requesting a repayment schedule of less than 10% of disposable pay, a legitimate financial hardship must exist. The request must include a Financial Statement ([CG-5489B](#)) and be approved by the member's CO. Forward the completed package to PPC (MAS) for review and approval. In all cases, requests for a different repayment schedule shall be submitted to PPC by email to ppc-dg-customer@uscg.mil.

**K.13. Collection
of Other Types
of Debts**

There are several types of debts that a member may incur that can be collected directly from their pay as shown in the table below. A dunning letter is an important demand for payment.

Type	Who Does It	What Happens
Bad Check/ Defaulted Payment Plan	NAFA/ AAFES	Forwards Pay Adjustment Authorization (PAA), DD Form 139 to PPC (MAS).
	PPC (MAS)	Initiates collection.
Bad Check to CG	FINCEN	Forwards Pay Adjustment Authorization (PAA), DD Form 139 to PPC (MAS).
	PPC (MAS)	Initiates collection.

Bankruptcy	Unit	Forwards notice of bankruptcy to PPC – Legal Branch (LGL).
	PPC (LGL)	Initiates collection.
Clothing & Small Store Checkage	Unit	The Uniform Distribution Center (UDC), Woodbine, NJ, will deduct payment for uniforms purchased through UDC Woodbine from members' pay via Direct Access input. Emergency uniform issuances (e.g., to member's returned from unauthorized absence) are collected from a member's pay via submission of a Pay Adjustment Authorization (PAA), DD Form 139 , by the Unit to PPC (MAS).
Damage to Government Quarters	Housing Officer	Forwards Pay Adjustment Authorization (PAA), DD Form 139 to PPC (MAS).
	PPC (MAS)	Initiates collection.
Debts Owed Other Service Relief Society	Other Armed Service	Forwards Pay Adjustment Authorization (PAA), DD Form 139 to PPC (SEP).
	PPC (SEP)	Initiates deduction from separation pay.
Debts Owed to CGMA	Unit	Notifies P&A Office of debts owed to CGMA to be collected from member's available final pay.
	P&A Office	Notifies PPC (SEP) and Mutual Assistance Office in Headquarters. The notification must contain: <ul style="list-style-type: none"> • Name, SSN, EMPLID, • Scheduled date of separation, • CGMA office that processed loan, • Loan balance, • Blanket code and, • Whether the member has consented in writing to voluntary collection of the debt, • Or if the member has not consented to voluntary checkage, the date on which the member was provided written notice of the debt and planned involuntary collection action.
	PPC (SEP)	Initiates deduction from separation pay and forwards payment to CGMA.

Delinquent Government Travel Card	Travel Charge Card Contractor	Forwards Pay Adjustment Authorization (PAA), DD Form 139 to HQ.
	HQ	Reviews and forwards PAA to PPC (MAS).
	PPC (MAS)	Initiates collection.
Duplicate Payments	PPC (MAS)	Forwards a dunning letter to member.
Garnishment – Involuntary Allotment	Unit	Forwards any garnishment requests or involuntary allotment applications to PPC (LGL).
	PPC (LGL)	Garnishment and Involuntary Allotment procedures are contained in Reference (a). PPC (LGL) will review all applications for garnishment and/or Involuntary Allotment and provide notice to the creditor and member.
Health & Comfort Items	Exchange	Forwards Pay Adjustment Authorization (PAA), DD Form 139 and Request and Receipt for Health and Comfort Supplies, DD Form 504 , to PPC (MAS).
	PPC (MAS)	Initiates collection.
IRS Tax Levy	Unit	<ul style="list-style-type: none"> Forwards notice of levy to PPC (MAS) Notifies originating IRS unit that notice of levy has been forwarded.
	PPC (MAS)	Initiates collection.
Private Damages	Unit	Submits the report of investigation to PPC (MAS).
	PPC (MAS)	Initiates collection.
Travel Claims	PPC (TVL)	This process is to be determined for the travel system.
	FINCEN	<ul style="list-style-type: none"> If Active/Reserve Military member, notifies PPC (MAS) to initiate collection. If Retiree, notifies PPC (RAS) to initiate collection. If CG Civilian, notifies the National Finance Center (NFC) to initiate collection.

		<ul style="list-style-type: none"> If non-CG Civilian or Out of Service Military member, notifies the Department of Treasury to initiate collection.
	PPC/NFC/ Treasury	Initiates collection.
Tuition Assistance Recoupment	Navy	Forwards Pay Adjustment Authorization (PAA), DD Form 139 to PPC (MAS).
	PPC (MAS)	Initiates collection.
Unliquidated Travel Advance	FINCEN	<ul style="list-style-type: none"> Issues dunning letter to member. Initiates collection.
Unpaid DOD Hospital Charges	Care Provider	Forwards statement of charges to PPC (MAS).
	PPC (MAS)	Initiates collection.

Table 8-23 Collection of Other Types of Debts

Section L: Remissions and Waivers

- L.1. Introduction** This section discusses the procedures for requesting a remission or waiver.
-
- L.2. References** (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\), Chap 11](#)
(b) [14 U.S.C. 2769](#)
-
- L.3. Remission Definition** A remission is a written request from a Coast Guard member to cancel the uncollected amount of indebtedness to the U. S. Government. See Section 11-G of Reference (a) for general information, authority, eligibility for remission, limitations, standards for remission of indebtedness, processing requests for remission of indebtedness, and suspension of collection.
-
- L.4. Who Can Apply for a Remission?** All Active Duty members and Reservists in an **active status** can apply for a remission IAW with Section 11-G-3 of Reference (a). “Active Status” means Reserve component members on Extended Active Duty, on any other kind of Active Duty, or in the SELRES, IRR, and Standby Reserve – Active Status (STBY-AS). Refer to Section 8.L.6 below and Figures 11-1 through 11-7 of Reference (a) for additional remission information.
-
- L.5. Remission Exception for Deploying/ Deployed Units** If on a cutter 210’ or larger, preparing to deploy or deployed when a member receives a NOO, the unit may request suspension of collection action by notifying the P&A Office and PPC Customer Care, indicating the date the application is to be forwarded (must be submitted within 60 days).
-
- L.6. Requesting a Remission** Use this process to complete an application for a remission.

Step	Who Does It	What Happens
1	Member	Within 15 days of receipt of the NOO: <ul style="list-style-type: none"> • Completes CG-5489-1. • Completes CG-5489B (if a financial hardship exists).
2	CO of Unit	Within 5 business days of receipt of the CG-5489-1 : <ul style="list-style-type: none"> • Completes the Unit Information and Command Endorsement on the CG-5489-1. • Completes Part II of CG-5489B (if a financial hardship exists). • Scans and forwards to PPC (MAS) via a PPC Customer Care ticket or email to: ppc-dg-customer care@uscg.mil
3	PPC (MAS)	In the next available pay period following receipt of the CG-5489-1 :

		<ul style="list-style-type: none"> • Suspends collection of indebtedness. • Forwards application and endorsements to COMDT (CG-1332). • Notifies member of action taken.
	NOTE:	<div style="border: 2px solid black; padding: 10px;"> <p>PPC/CG-1332 cannot process incomplete or inaccurate remission application packages:</p> <ul style="list-style-type: none"> • All packages must be accurately filled out and signed, include all required documentation listed on the application, and be properly endorsed. • Any inaccurate and incomplete application received will be returned without action. • Members/commands needing assistance with the application process or obtaining documentation are encouraged to contact their assigned P&A staff. • For a status update of a Remission package, submit an email to HQS-DG-1st-CG-1332@uscg.mil. </div>

Table 8-24 Process for Requesting a Remission

L.7. Waiver Information

An erroneous payment of pay or pay and allowances to a member is subject to collection when detected. A member may request cancellation of this debt by submitting a request for a waiver. See Section 11-F of Reference (a) for general information, authority, eligibility for waiver, limitations, standards for waiver of erroneous payments, claims exceeding \$10,000, processing requests for waiver of erroneous payments and suspension of collection.

NOTE:

Per CG-1332, if a complete Remission package has been submitted, there is no need to submit a waiver package.

L.8. Who Can Apply for a Waiver?

Any present or former member of the U.S. Coast Guard and recipients of pay and/or allowances on behalf of members or former members may apply for a waiver of a debt.

NOTE:

Former members of the U.S. Coast Guard, and recipients of pay and/or allowances on behalf of a member or a former member, should contact [PPC Customer Care](#), for information on waiver requests.

**L.9. Process for
Requesting a
Waiver**

Members on Active Duty or serving in the SELRES must use this process when submitting an application for a waiver.

Step	Who Does It	What Happens
1	Member	Within a 5-year period following the date of the discovery of the error, completes the member section of CG-5489-2 .
2	CO of Unit	Within 5 business days of receipt of the CG-5489-2 : <ul style="list-style-type: none"> • Completes the Unit Information and Command Endorsement on the CG-5489-2. • Scans and forwards to PPC (MAS) via a PPC Customer Care ticket or email to: ppc-dg-customer@uscg.mil. • Units can submit an informational copy of the Command-endorsed waiver application to PPC (MAS) via a PPC Customer Care ticket or email to: ppc-dg-customer@uscg.mil.
3	PPC (MAS)	Within 3 business days of receipt of the CG-5489-2 : <ul style="list-style-type: none"> • Forwards application and endorsements to COMDT (CG-1332). • Notifies member of action taken.
NOTE:		PPC/CG-1332 cannot process incomplete or inaccurate waiver application packages: <ul style="list-style-type: none"> • All packages must be accurately filled out and signed, include all required documentation listed on the application, and be properly endorsed. • Any inaccurate and incomplete application received will be returned without action. • Members/commands needing assistance with the application process or obtaining documentation are encouraged to contact their assigned P&A staff.

Table 8-25 Process for Requesting a Waiver

Section M: Computation of Service

M.1. Introduction	This section discusses the procedures for computing service.
M.2. Reference	(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series), Chap 2 (b) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
M.3. Computation Rules	<p>A few rules regarding computations of service for any pay related equation:</p> <ul style="list-style-type: none"> • When computing any pay related problem consider all months to have 30 days. Those computations dealing with Creditable Service, Deductible Time (except when computing for EOE), Active Duty Base Date, Pay Base Date, Date of Rank, and Creditable Sea Duty all affect a member's pay and should be based on 30 days. There are a couple of exceptions which are listed below. • Active Duty for training and/or other Active Duty for periods of less than 30 consecutive days is always computed day-for-day, and the 31st day of the month is counted. • In deductible time computations, the 31st day of the month is counted when deductible time commences on the 31st day of the month. • Never change the beginning date when doing computations. • When the ending date is the last day of the month and other than the 30th, (as in the 31st or 28th/29th Feb) change it to the 30th, except for computation of Expiration of Enlistment (see M. 38 below). • When subtracting one date from another date, always ADD 1 day for inclusive dates. This puts the beginning date back into the computation. • When subtracting a <i>period of time</i> from a date, DO NOT add a day.
M.4. Adding an Inclusive Date	<p>An inclusive date is a date that needs to be accounted for in a computation. Inclusive meaning “to include” represents the boundaries of the days that need to be accounted for in the equation.</p> <p>For example, if a member departed on leave on the 4th of April and returned on the 11th of April, the “inclusive dates” of leave would be 5 to 10 April. The 5th to 10th of April make up the boundaries of the days on leave. So when determining the “beginning date” and “ending date” the inclusive dates are established.</p> <p>Using this example, it was determined the inclusive dates of leave were 5 APR to 10 APR. Now if those days are counted: 5,6,7,8,9,10, it totals 6</p>

days, but computations of service are done by subtracting a date (beginning date) from a date (ending date).

$$\begin{array}{r} 19\ 04\ 10\ \text{last day of leave (Ending date)} \\ -\ 19\ 04\ 05\ \text{first day of leave (Beginning date)} \\ \hline 05 \end{array}$$

When a date is subtracted from another date, the beginning date is lost, due to the subtraction. This is why an “inclusive day” is added to the total, so the beginning date that was lost (in this case the 5th of April) can be accounted for in the total as seen below.

$$\begin{array}{r} 19\ 04\ 10\ \text{Ending date} \\ -\ 19\ 04\ 05\ \text{Beginning date} \\ \hline 05 \\ +\ \underline{01}\ \text{Inclusive day} \\ \hline 06\ \text{days} \end{array}$$

M.5. Changing Dates

Before changing a date always ask these four questions:

1. Is the date an ending date?
2. Is the computation based on Pay (**30-day month basis**)?
3. Is the ending date the last day of the month?
4. Is the ending date other than the 30th?

If the answer is **yes** to **all** of these questions, then change the date to the 30th. But, if the answer is **no** to just one of these questions, do not change the date. Always remember the answer must be **yes** to **all** four questions before changing the date.

M.6. Days in the Month

When completing computations, it is very important to know how many days are in a given month. Listed below are the number of days in each month:

- January - 31 days
- February - 28 days (29 for leap years)
- March - 31 days
- April - 30 days
- May - 31 days
- June - 30 days
- July - 31 days
- August - 31 days
- September - 30 days
- October - 31 days
- November - 30 days
- December - 31 days

**M.7. Date
Conversion
Chart**

When the final computation is not a real date, use the 30 Day Rule to convert to a true date (except in some cases involving February). When a computation ends in double zeros, use the Date Conversion chart provided below:

If the computation equals...	The date will be...
20 01 00	19 DEC 31
20 02 00	20 JAN 31
20 02 28	20 FEB 28
20 02 29	20 FEB 29
19 02 29	19 FEB 29*
20 02 30	20 MAR 01
20 02 31	20 MAR 01
20 03 00	20 MAR 01
20 04 00	20 MAR 31
20 05 00	20 APR 30
20 06 00	20 MAY 31
20 07 00	20 JUN 30
20 08 00	20 JUL 31
20 09 00	20 AUG 31
20 10 00	20 SEP 30
20 11 00	20 OCT 31
20 12 00	20 NOV 30
20 00 00	19 NOV 30
20 00 01	19 DEC 01
NOTE:	<div style="border: 2px solid black; padding: 10px;"> <p>If a pay base date computation ends as 29 February, leave as 29 February regardless if the year is a leap year. The year 2020 in the chart above is hypothetical. This chart can be used in any year.</p> </div>

Table 8-26 Date Conversion Chart

M.8. February

When using the month of February:

- In a leap year, if the ending date is 29 February, change to the 30th when computing for pay.
- In a leap year, if the ending date is 28 February, leave it as 28 February since the 28th isn't the last day of the month.
- In a **Non-Leap** year, if the ending date is 28 February, change to the 30th when computing using the **30-Day Rule**.

NOTE:

Leap years occur every 4 years (i.e., 2016, 2020, 2024, etc.) and are in sequence with the summer Olympics.

**M.9. Computing
Creditable
Service**

Creditable service is a period of time that determines a member's rate of basic pay. It is computed by adding all periods of active and inactive service as a commissioned officer, warrant officer, or enlisted member in any regular or reserve component, minus any deductible time. Creditable service computations are in a Year(s), Month(s), and Day(s) format. Follow the steps below to compute a member's creditable service:

Step	Action
1	List the date the member was released from the Coast Guard or other Service (Ending Date). <i>If the date of release is the last day of the month and other than the 30th, change it to the 30th.</i>
2	Subtract the date the member entered the Coast Guard or other Service (Beginning Date). Never Change!
3	Add one day (01) for the inclusive date.
4	Add any prior military service (if applicable).
5	Subtract any deductible time for pay purposes.

Table 8-27 Computing Creditable Service

**M.10. Creditable
Service -
Example #1**

Seaman Smith enlisted in the Coast Guard on 27 March 2015 and discharged on 24 March 2019.

Step 1: List the date of release from the CG.

19 03 24 Discharge Date (in year, month, day format)

Step 2: Subtract the date entered the CG. (The Discharge/Ending Date will always be on top.)

19 03 24 Discharge Date
- 15 03 27 Enlistment Date

Complete simple math by borrowing, subtracting or adding. Start the computation by subtracting the days' column. Since 27 cannot be subtracted from 24, borrow one month from the month column (equal to 30 days), and add it to the 24 days to make 54. Since the month column was borrowed from, change the 03 to a 02.

02 54
19 03 24 Discharge Date
- 15 03 27 Enlistment Date

Now move on to the month column. Since 03 cannot be subtracted from 02, borrow from the year column. Borrow 01 year from the year column (equal to 12 months) and add it to the 02 months to make it 14 months. Since the year column was borrowed from, change the 19 to 18.

14
18 02 54
~~19 03 24~~ Discharge Date
- 15 03 27 Enlistment Date

Subtract the days, months and years.

14
18 02 54
~~19 03 24~~ Discharge Date
- 15 03 27 Enlistment Date
03 11 27

Step 3: Add one day (01) for the inclusive date.

03 11 27
+ 01 Inclusive day
03 11 28

Step 4: Add any prior military service (if applicable).

This member has no prior service.

Step 5: Subtract any deductible time for pay purposes.

This member has no deductible time.

For total creditable service, this member has:

03 years, 11 months, 28 days.

NOTE:

When subtracting a date from a date, **ALWAYS** add an inclusive day.

**M.11. Creditable
Service -
Example #2**

BM1 Miller enlisted in the CG on 13 August 2014 and discharged on 31 July 2018.

Step 1: List the date of release from the CG.

18 07 31 Discharge Date (in year, month, day format)

Step 2: Subtract the date entered the CG. (The Discharge/Ending Date will always be on top.)

18 07 31 Discharge Date
- 14 08 13 Enlistment Date

Before continuing with this problem ask the following four questions, based on the rules:

1. Is the date an ending date? **Yes, the 31st of July**

2. Is the computation based on Pay (**30-day month basis**)? **Yes, Creditable Service is a pay computation**
3. Is the ending date the last day of the month? **Yes, 31 July is the last day of July**
4. Is the ending date other than the 30th? **Yes, 31 July.**

Since the answer is YES to all these questions the rule is to change the 31st to 30th since **pay** is on a **30-day month basis**. Remember if the answer to any of these questions is **NO, DO NOT** change the ending date.

30

18 07 ~~31~~ Discharge Date

- 14 08 13 Enlistment Date

Looking at the problem, notice that in the month column, 07 cannot be subtracted from 08. Borrow one year (12 months) and add it to the 07 to make 19. Now there is a workable problem. Subtract down the days, months, and years.

17 19 30

~~18 07 31~~ Discharge Date

- 14 08 13 Enlistment Date

03 11 17

Step 3: Add one day (01) for the inclusive date.

03 11 17

+ 01 Inclusive day

03 11 18

Step 4: Add any prior military service (if applicable).

This member has no prior service.

Step 5: Subtract any deductible time for pay purposes.

This member has no deductible time.

For total creditable service, this member has:

03 years, 11 months, 18 days.

CAUTION:

Don't forget to ask these four questions before changing a date:

- 1. Is the date an ending date?**
- 2. Is the computation based on Pay (30-day month basis)?**
- 3. Is the ending date the last day of the month?**
- 4. Is the ending date other than the 30th?**

M.12. Creditable
Service –
Example #3

Member enlisted in the Air Force on 30 June 2011 and was released from Active Duty on 29 June 2015. Member served from 30 June 2015

to 19 May 2019 in the Coast Guard. The member has no deductible time.

Step 1: List the date of release from the CG.

19 05 19 Discharge Date (in year, month, day format)

Step 2: Subtract the date entered the CG. (The Discharge/Ending Date will always be on top.)

19 05 19 Discharge Date
- 15 06 30 Enlistment Date

Now simply do the math. Remember to start the computation by subtracting from the day's column first, then months, and then years.

18 16 49
~~19 05 19~~ Discharge Date
- 15 06 30 Enlistment Date
03 10 19

Step 3: Add one day (01) for the inclusive date.

03 10 19
+ 01 Inclusive day
03 10 20

This member has 03 years, 10 months and 20 days of Coast Guard time.

Repeat steps 1-3 to determine how much Air Force time the member has.

Step 1: List the date of release from the Air Force.

15 06 29 Discharge Date (in year, month, day format)

Step 2: Subtract the date entered the Air Force.

15 06 29 Discharge Date
- 11 06 30 Enlistment Date

Now simply do the math. Remember to start the computation by subtracting from the day's column first, then months, and then years.

14 17 59
~~15 06 29~~ Discharge Date
- 11 06 30 Enlistment Date
03 11 29

Step 3: Add one day (01) for the inclusive date.

03 11 29
+ 01 Inclusive day
03 11 30 (which can be converted to 04 years, 00 months, 00 days)

Step 4: Add any prior military service (if applicable).

04 00 00 (Air Force)
- 03 10 20 (Coast Guard)

07 10 20

Step 5: Subtract any deductible time for pay purposes.

This member has no deductible time.

For total creditable service, this member has:

07 years, 10 months, 20 days.**M.13. Deductible Time Defined**

Deductible time is a period that does not count as creditable service. This is considered bad time, which needs making up.

M.14. What Time is Deductible?

The following time is deductible and needs making up:

- Unauthorized Absence in excess of 24 hours.
- Sickness due to own misconduct:
 - Absence due to abuse of alcohol or drugs.
 - Refusal to submit to medical treatment.
 - Concealing disease or injury.
- Confinement:
 - Civil Arrest
- Confinement awaiting trial & disposition of courts-martial case.
- Confinement under sentence as a result of courts-martial case.

M.15. When Does Deductible Time Start and Finish?**First Day of Deductible Time:**

- Day of departure (time leave, liberty, or authorized travel time expires).
- Day of absence due to illness caused by own misconduct.
- Day taken into custody by civil authorities.
- Time liberty or leave expires, if absence due to own misconduct or custody by civil authorities occurs during authorized leave or liberty.

Last Day of Deductible Time:

- Last full day of unauthorized absence (day **prior** to return to full duty status).
- **DO NOT** count the day of return as deductible time. **The day of return is a day of duty regardless of time of day.**

M.16. Procedures for Deductible Time

There are different procedures for computing deductible time. The procedure used will be based on whether the computation is for Pay purposes or Expiration of Enlistment purposes.

(1) Is the period of absence over 24 hours?

If yes continue. If no STOP, the period of absences is not deductible.

(2) Is the purpose of computation for Pay or Expiration of Enlistment?

The answer to this will determine which procedure table to use. If the answer is both, work the pay and expiration of enlistment procedures separately.

(3) If the purpose is for expiration of enlistment, does the unauthorized absence involve a single month or multiple months?

The answer to this will determine which expiration of enlistment procedure table to use.

M.17. Deductible Time for Pay Purposes

Compute deductible time for pay purposes when the computation is for:

- Active Duty Base Date
- Creditable Sea Duty
- Creditable Service
- Date of Rank
- Pay Base Date

Compute all months on a 30-day basis.

NOTE:

Only deduct actual paydays for deductible time for pay purposes. Since the 31st isn't a day of pay, don't count it as deductible day for pay purposes.

M.18. Computing Deductible Time for Pay Purposes

Use the following steps in computing deductible time for Pay purposes (30-day month basis computation).

Step	Action
1	Determine the date prior to returning to full duty status (Ending Date). <i>If the ending date is the last day of the month and not the 30th, change it to the 30th.</i>
2	Determine the date of departure (Beginning Date). Never Change!
3	Subtract the Beginning Date from the Ending Date.
4	Add one day (01) for the inclusive date.

Table 8-28 Computing Deductible Time for Pay Purposes

M.19. Deductible Time for Expiration of Enlistment

- Compute on a **day-for-day basis**, as you would on a calendar.
- Deductible time is computed on **actual** full days of absence. Do not change the ending date.

M.20. Computing Deductible Time for Expiration of

Use the following steps in computing deductible time for **Expiration of Enlistment** when an unauthorized absence occurs within a **single month**.

**Enlistment
(Single Month)**

Step	Action
1	Determine the date prior to returning to full duty status (Ending Date). Day-for-Day, Never Change!
2	Determine the date of departure (Beginning Date). Never Change!
3	Subtract the Beginning Date from the Ending Date.
4	Add one day (01) for the inclusive date.

Table 8-29 Computing Deductible Time for Expiration of Enlistment (Single Month)

M.21. **Computing Deductible Time for Expiration of Enlistment (Multiple Months)**

Use the following steps in computing deductible time for **Expiration of Enlistment** when an unauthorized absence involves **multiple months**.

Step	Action
1	Determine the last day of the month in the month the member departed. (Don't change to the 30th . For example, if the departure date was 20 March, the last day of the month would be 31 March.)
2	Determine the date of departure (Beginning Date). Never Change!
3	Subtract the Beginning Date from the last day of the month the member departed (Ending Date). For example, 31 March minus 20 March is 11 days.
4	Add one day (01) for the inclusive date. For example, 11 days plus 1 inclusive day is 12 days.
5	Add remaining days of deductible time in the next month(s), if any. For example, if the member returned on 4 April, the deductible days in April would be 3. 12 days from March plus 3 days from April equals 15 days total deductible time.
NOTE:	<div style="border: 2px solid black; padding: 10px;"> <p>Step 5 (add remaining days of deductible time in the next month) will NOT always be used. For example, if a member departs on an unauthorized absence on 14 October and returns 1 November. The last day of deductible time is the day prior to returning to full duty status (in this case 31 October); there would be no deductible time in the next month (November) since the day of return (1 November) is a day of duty.</p> </div>

Table 8-30 Computing Deductible Time for Expiration of Enlistment (Multiple Months)

M.22. **Deductible Time – Example #1**

MK3 Anderson was on unauthorized absence (UA) starting at 0730, 15 March 2019 and returning at 1900, 21 March 2019.

Ask these 3 questions before working the computation:

1. Is the period of absence over 24 hours? **Yes**
2. Is the purpose of computation for expiration of enlistment? **Both**
3. If the purpose is for expiration of enlistment, does the unauthorized absence involve a single or multiple months? **Single**

Since the answer to question #2 is both, use the Computing Deductible Time for Pay Purposes table in M.18 first.

Step 1: Determine the date prior to returning to full duty status.

19 03 20 Ending Date

Step 2: Determine the date of departure.

19 03 15 Beginning Date

Step 3: Subtract the Beginning Date from the Ending Date.

$$\begin{array}{r} 19\ 03\ 20\ \text{Ending Date} \\ -\ 19\ 03\ 15\ \text{Beginning Date} \\ \hline 00\ 00\ 05 \end{array}$$

Step 4: Add one day (01) for the inclusive date.

$$\begin{array}{r} 00\ 00\ 05 \\ +\ \underline{\quad 01\ \text{Inclusive Date}} \\ \hline 00\ 00\ 06\ \text{Total Deductible Time for Pay} \end{array}$$

Since the answer to #3 is single, use the Computing Deductible Time for Expiration of Enlistment (Single Month) table in M.20 next.

Step 1: Determine the date prior to returning to full duty status.

19 03 20 Ending Date

Step 2: Determine the date of departure.

19 03 15 Beginning Date

Step 3: Subtract the Beginning Date from the Ending Date.

$$\begin{array}{r} 19\ 03\ 20\ \text{Ending Date} \\ -\ 19\ 03\ 15\ \text{Beginning Date} \\ \hline 00\ 00\ 05 \end{array}$$

Step 4: Add one day (01) for the inclusive date.

$$\begin{array}{r} 00\ 00\ 05 \\ +\ \underline{\quad 01\ \text{Inclusive Date}} \\ \hline 00\ 00\ 06\ \text{Total Deductible Time for Expiration of Enlistment} \end{array}$$

NOTE:

All single month computations will have the same answer, but different tables are used to avoid confusion. Always use the correct table depending on the scenario.

**M.23. Deductible
Time – Example
#2****SN Johnson went UA at 1400, 29 July 2019 and returned 0830,
4 August 2019.****Step 1:** Determine the date prior to returning to full duty status.

19 08 03 Ending Date

Step 2: Determine the date of departure.

19 07 29 Beginning Date

Step 3: Subtract the Beginning Date from the Ending Date.

07 33
19 08 03 Ending Date
- 19 07 29 Beginning Date
00 00 04

Step 4: Add one day (01) for the inclusive date.

00 00 04
+ 01 Inclusive Date
00 00 05 Total Deductible Time for Pay

*Now work the same problem for Expiration of Enlistment using the
multiple month's table in M.21.***Step 1:** Determine the last day of the month in the month the member
departed.

19 07 31 Ending Date

Step 2: Determine the date of departure.

19 07 29 Beginning Date

Step 3: Subtract the Beginning Date from the Ending Date.

19 07 31 Ending Date
- 19 07 29 Beginning Date
00 00 02

Step 4: Add one day (01) for the inclusive date.

00 00 02
+ 01 Inclusive Date
00 00 03 Total Deductible Time for July

Step 5: Add remaining days of deductible time in the next month(s).

00 00 03 Deductible Time in July
+ 00 00 03 Deductible Time in August (1-3 including inclusive day)
00 00 06 Total Deductible Time for Expiration of Enlistment

Notice Step #5 was used for this problem. Since the day of return from
unauthorized absence is 4 August, the last day of deductible time in 3
August, resulting in 3 days of deductible time for the month of August.

M.24. Pay Base Date (PBD) Definition The Pay Base Date (PBD) is defined as the actual or constructive date of entry into the service. Pay Base Dates are used to determine longevity increases in a member's basic pay.

M.25. Computing Pay Base Dates Use the following steps to compute a PBD:

Step	Action
1	List the date of current entry into the Coast Guard.
2	Subtract any prior Military Service (Active & Inactive).
3	Add deductible time for pay (if any).
4	If the result is not a date, convert to a true date using the 30-Day Rule or Date Conversion Chart. (See M.3-M.8 of this Section.)

Table 8-31 Computing Pay Base Dates

M.26. PBD – Example #1 **MK3 Allen enlisted in the Coast Guard on 15 April 2019. MK3 also has 04 Years 00 months and 00 days of prior military service and no deductible time.**

Step 1: List the date of current entry into the Coast Guard.

19 04 15

Step 2: Subtract any prior Military Service.

19 04 15 Entry Date into the CG
- 04 00 00 Prior Military Service Time
15 04 15

Step 3: Add deductible time for pay.

There is no deductible time in this example.

Step 4: Convert to a true date.

2015 April 15 is the member's PBD

NOTE:

Notice that in Step 2 an inclusive date was not added because 04 00 00 is a period of time, not a true date.

M.27. PBD – Example #2 **YN3 Smith enlisted in the Coast Guard on 22 March 2019 and has no prior service and 08 days of deductible time (2019 June 01 to 2019 June 08 inclusive).**

Step 1: List the date of current entry into the Coast Guard.

19 03 22

Step 2: Subtract any prior Military Service.

There is no prior military service in this example.

Step 3: Add deductible time for pay.

19 03 22 Entry Date into the CG
+ 00 00 08 Deductible Time
19 03 30

Step 4: Convert to a true date.

2019 March 30 is the member's PBD.

NOTE:

Once the answer results in an actual date (one that is on the calendar), DO NOT change it.

**M.28. Active
Duty Base Date
(ADBD)
Definition**

An Active Duty Base Date (ADBD) is a constructive date computed from Active service (only) performed in any branch of the Armed Forces, as modified by time lost or periods not creditable for Active Federal service. Active Duty Base Dates are used for determining retirement eligibility.

NOTE:

Only Active Duty time is used in this computation.

**M.29.
Computing
Active Duty Base
Dates**

Compute Active Duty Base Date the same way as Pay Base Dates (except only Active Duty counts), as in computing months on a 30 days basis.

Step	Action
1	List the date the member last entered on Active Duty.
2	Subtract any prior Active Duty or Active Duty for Training. Reserve Drills do NOT count!
3	Add deductible time for pay (if any).
4	If the result is not a date, convert to a true date using the 30-Day Rule or Date Conversion Chart. (See M.3-M.8 of this Section.)

Table 8-32 Computing Active Duty Base Dates

**M.30. ADBD –
Example #1**

SK3 Thomas enlisted in the Coast Guard on 19 August 2019. SK3 has prior Active Service in the Marine Corps of 03 years, 11 months and 26 days with no deductible time.

Step 1: List the date the member last entered on Active Duty.

19 08 19

Step 2: Subtract any prior Active Duty.

18 19 49
+ 08 08 49 Entry Date into the CG
- 03 11 26 Prior Active Duty Time
15 08 23

Step 3: Add deductible time for pay.

There is no deductible time in this example.

Step 4: Convert to a true date.

2015 August 23 is the member's ADBD.

**M.31. ADBD –
Example #2**

ET2 Kerns enlisted in the Coast Guard on 24 August 2019. ET2 has 04 years, 00 months and 00 days of prior Active Service from the Air Force. Since enlisting in the CG, ET2 has 8 days of deductible time.

Step 1: List the date the member last entered on Active Duty.

19 08 24

Step 2: Subtract any prior Active Duty.

19 08 24 Entry Date into the CG
- 04 00 00 Prior Active Duty Time
15 08 24

Step 3: Add deductible time for pay.

15 08 24 Entry Date into the CG
+ 00 00 08 Deductible Time
15 08 32

Step 4: Convert to a true date.

Because of the 30-Day rule, 15 08 32 is converted to 15 09 02

2015 September 02 is the member's ADBD.

**M.32. Date of
Rank Definition**

Date of Rank is the actual or constructive date of advancement. The date of rank is for advancement purposes within the present rating and is based on a 30-day month.

**M.33.
Computing Date
of Rank**

Use the following steps in computing a new Date of Rank for members on Active Duty:

Step	Action
1	List the date of latest advancement or most current date of rank or list the date of latest enlistment.
2	<p>The following rules apply:</p> <ul style="list-style-type: none"> • Subtract periods of creditable Coast Guard (USCG) or Coast Guard Reserve (USCGR) Active Duty. • Only time previously served in the present or higher pay grade in the USCG or USCGR, under continuous active service conditions within three months of separation is creditable. • Members with broken service (out of service over three months) will have their Date of Rank based on the effective date of their reenlistment.

	<ul style="list-style-type: none"> When calculating prior active service, each month will be considered to have 30 days, unless the Active Duty was for a period of less than 30 consecutive days. Members who return to Active Duty from the Care of Newborn Children (CNC) program will receive full credit for any Time in Grade in Present Rating (TIR) formerly creditable prior to their separation under the CNC program. However, to be eligible to participate in SWE competition, they must serve half the minimum TIR required for advancement after returning to Active Duty.
3	Add deductible time for pay (if any).
4	If the result is not a date, convert to a true date using the 30-Day Rule or Date Conversion Chart (see M.3-M.8 of this Section).
NOTE:	<div style="border: 2px solid black; padding: 5px;"> <p>For complicated Date of Rank scenarios, follow the instructions in Chapter 6-J of this publication to request a SOCS.</p> </div>

Table 8-33 Computing Date of Rank

M.34. Date of Rank – Example #1

Member enlisted in the USCG on 19 August 2018 as a SR. The member has no prior Coast Guard or Coast Guard Reserve service.

Step 1: List the date of latest advancement or most current date of rank or list the date of latest enlistment.

18 08 19

Step 2: Subtract prior USCG/USCGR Active Service.

There is no prior active service in this example.

Step 3: Add deductible time for pay (if any).

There is no deductible time in this example.

Step 4: If the result is not a date, convert to a true date using the 30-Day Rule or Date Conversion Chart (see M.3-M.8 of this Section).

This member's Date of Rank is 2018 August 19.

M.35. Date of Rank – Example #2

Member reenlisted in the USCG on 19 August 2019 as a BM3. The member had prior active USCG service from 2 July 2015 to 1 July 2019. During this service the member's pay grade history was as follows:

15 07 02 E1

15 09 10 E2

16 06 01 E3

18 07 01 E4 (BM3)

Step 1: List the date of latest advancement or most current date of rank or list the date of latest enlistment.

19 08 19

Step 2: Subtract prior USCG/USCGR Active Service in pay grade E4 (BM3) or above.

19 07 01 Date of initial expiration on enlistment
 - 18 07 01 Date member initially advanced to E4 (BM3)
 01 00 00
 + 01 Inclusive Day
 01 00 01 Prior Active Service as E4

Now subtract that from the latest enlistment date.

19 08 19 Date member reenlisted in the USCG as E4 (BM3)
 - 01 00 01 Prior USCG active service as an E4 or above
 18 08 18

Step 3: Add deductible time for pay (if any).

There is no deductible time in this example.

Step 4: If the result is not a date, convert to a true date using the 30-Day Rule or Date Conversion Chart (see M.3-M.8 of this Section).**This member's Date of Rank is 2018 August 18.****M.36. Date of Rank – Example #3****Member enlisted in the USCG on 3 November 2019 as an SA. The member had prior USCGR service from 5 July 2018 to 2 November 2019 and was on Active Duty for the following periods:**

18SEP07 – 18DEC23
 19JUL29 – 19AUG11

Member has the following pay grade history in the USCGR:

18 07 05 E1
 18 12 23 E2
 19 07 01 E3

Step 1: List the date of latest advancement or most current date of rank or list the date of latest enlistment.

19 11 03 Member enlisted in the USCG as an E2.

Step 2: Subtract prior USCG/USCGR Active Service in pay grade E2 or above.

1. (1) day of ADT on 18 12 23
2. 14 days of ADT 19 07 29 through 19 08 11 (day for day, since less than 30 days active)

For a total of **15** days.

Now subtract that from the latest enlistment date.

10 33

19 44 03 Date member reenlisted in the USCG as E2
 - 00 00 15 Prior USCGR active service as an E2 or above
 18 10 18

Step 3: Add deductible time for pay (if any).

There is no deductible time in this example.

Step 4: If the result is not a date, convert to a true date using the 30-Day Rule or Date Conversion Chart (see M.3-M.8 of this Section).

This member's Date of Rank is 2018 October 18.

M.37. Expiration of Enlistment Computations

Expiration of Enlistment (EOE) computations are figured on a day-for-day basis. Only active military service is creditable. The EOE depends on the term of enlistment, extensions, and any deductible time.

M.38. Computing Expiration of Enlistment

Use the following steps in computing an Expiration of Enlistment:

Step	Action
1	Determine the date of entry into the Coast Guard.
2	Add the term of enlistment.
3	Subtract one (01) day.
4	Add deductible time for pay (if any).
5	If the result is not a date, convert to a true date using the day-for-day rule.
6	If applicable, add any term of extension or re-extension and subtract one (01) day.
7	If the result is not a date, convert to a true date using the day-for-day rule.

Table 8-34 Computing Expiration of Enlistment

M.39. Extensions/Re-extensions and Expiration of Enlistments

When computing an expiration of enlistment based on an extension or re-extension, always use the date the extension begins, add the period of the extension, and then subtract 1 day to arrive at the new expiration date.

- For extensions, the start date is the date following the normal date of expiration of enlistment.
- For re-extensions, the start date is the date following the expiration of enlistment as previously extended.
- Remember expiration of enlistment is done on a **day-for-day** basis. When rounding up the days to months to make a real date, subtract the number of days that belong to that particular month. For example: If the computation came out as 18 07 43, subtract 31 days from the days column (July has 31 days) and add the remainder to the next month. So 18 07 43 would convert to 18 08 12.

**M.40. EOE –
Example #1**

IT2 Barnes enlisted in the Coast Guard on 25 May 2018 for 04 years. IT2 also has 17 days of deductible time for expiration of enlistment purposes.

Step 1: Determine the date of entry into the Coast Guard.

18 05 25 Date of entry (enlistment)

Step 2: Add the term of enlistment.

18 05 25 Date of entry (Enlistment)
+ 04 00 00 Term of Enlistment
22 05 25

Step 3: Subtract one (01) day.

22 05 25
- 00 00 01
22 05 24 Normal Expiration of Enlistment

Step 4: Add deductible time for pay (if any).

22 05 24
+ 00 00 17 Days of deductible time
22 05 41

Step 5: Convert to a true date using the day-for-day rule.

22 05 41 *Subtract the number of days that belong to the month in the month's*
- 00 00 31 *column (in this case 31 days because May has 31 days in it).*
Add the
22 06 10 *remaining days to the next month(s).*

Step 6: If applicable, add any term of extension or re-extension and subtract one (01) day.

None in this example.

Step 7: If the result is not a date, convert to a true date using the day-for-day rule.

This member's new Expiration of Enlistment is 2022 June 10.

**M.41. EOE –
Example #2**

HS2 Hernandez enlisted in the Coast Guard on 31 October 2013 for 04 years. HS2 extended on 31 October 2017 for 2 Years, re-extended on 31 October 2019 for 8 months, and is re-extending on 1 July 2020 for 4 months.

Step 1: Determine the date of entry into the Coast Guard.

13 10 31 Date of entry (enlistment)

Step 2: Add the term of enlistment.

13 10 31 Date of entry (Enlistment)

+ 04 00 00 Term of Enlistment
17 10 31

Step 3: Subtract one (01) day.

17 10 31
- 00 00 01
17 10 30 Normal Expiration of Enlistment

Step 4: Add deductible time for pay (if any).

There is no deductible time in this example.

Step 5: Convert to a true date using the day-for-day rule.

It's already a true date.

Step 6: If applicable, add any term(s) of extension or re-extension and subtract one (01) day.

17 10 31 First extension start date (day after original or adjusted EOE)
+ 02 00 00 Add term of extension
19 10 31
- 00 00 01 Subtract one (01) day
19 10 30 New expiration of enlistment

19 10 31 First re-extension start date
+ 00 08 00 Add term of re-extension
20 06 31
- 00 00 01 Subtract one (01) day
20 06 30 New expiration of enlistment
20 07 01 Second re-extension start date
+ 00 04 00 Add term of re-extension
20 11 01
- 00 00 01 Subtract one (01) day
20 11 00

Step 7: If the result is not a date, convert to a true date using the day-for-day rule.

20 11 00 becomes 20 10 31

This member's final Expiration of Enlistment is 2020 Oct 31.

M.42. EOE – Example #3

MK2 Williams enlisted in the Coast Guard on 29 March 2013 for 04 years. He extended on 29 March 2017 for 2 years and 2 months, re-extended on 29 May 2019 for 09 months, and is re-extending on 1 March 2020 for 2 months.

Step 1: Determine the date of entry into the Coast Guard.

13 03 29 Date of entry (enlistment)

Step 2: Add the term of enlistment.

13 03 29 Date of entry (Enlistment)
+ 04 00 00 Term of Enlistment
17 03 29

Step 3: Subtract one (01) day.

17 03 29
- 00 00 01
17 03 28 Normal Expiration of Enlistment

Step 4: Add deductible time for pay (if any).

There is no deductible time in this example.

Step 5: Convert to a true date using the day-for-day rule.

It's already a true date.

Step 6: If applicable, add any term(s) of extension or re-extension and subtract one (01) day.

17 03 29 First extension start date (day after original or adjusted EOE)
+ 02 02 00 Add term of extension
19 05 29
- 00 00 01 Subtract one (01) day
19 05 28 New expiration of enlistment

19 05 29 First re-extension start date
+ 00 09 00 Add term of re-extension
19 14 29
- 00 00 01 Subtract one (01) day
19 14 28 New expiration of enlistment
20 02 28 True Date after conversion
20 03 01 Second re-extension start date
+ 00 02 00 Add term of re-extension
20 05 01
- 00 00 01 Subtract one (01) day
20 05 00

Step 7: If the result is not a date, convert to a true date using the day-for-day rule.

20 05 00 becomes 20 04 30

This member's final Expiration of Enlistment is 2020 Apr 30.

M.43. Creditable Sea Duty/Sea Pay Premium Basics

Computation of creditable sea duty and sea pay premium is similar to computation of creditable service:

- Consider all months on a **30-day** basis. The 31st day of the month does not count **unless** the member serves less than 30 consecutive days.

- Calculate deductible time on a 30-day basis same as deductible time for pay purposes.
- Count TDY on a day-for-day basis (see M.46 below).
- Creditable sea duty terminates on the 30th calendar day at 2400 after departure on TDY.
- Leave taken in conjunction with TDY is counted as creditable sea service provided the member was entitled to sea pay/time at the start date of the leave.
- TDY to a qualifying sea pay vessel from a shore unit is creditable sea duty regardless of length of time aboard vessel. However, TDY to a qualifying sea pay vessel from a shore unit **is not** creditable toward sea pay premium calculation. Refer to Chapter 4-C of Reference (a) for rules of entitlement to Career Sea Pay Premium.
- Time spent PCS en route from one vessel to another is not creditable toward sea pay or sea pay premium.
- Member must be an E4 or above to receive sea pay premium.
- Neutral time includes any period of time away from the vessel for more than 30 days (TDY, ashore at a mobile unit, assigned administrative duties, etc.). See Reference (a), Section 4-C-5 for more examples.

NOTE:

Members whose career sea pay stops during periods of TDY or while ashore at a mobile unit are NOT entitled to career sea pay for periods of leave taken after the career sea pay has stopped. In this case career sea pay will not restart until member reports back to a career sea pay eligible vessel.

M.44.

Use the following steps to compute Creditable Sea Duty.

**Computing
Creditable Sea
Duty**

Step	Action
1	List the date the member departed the vessel. This is the ending date. If the ending date is the last date of the month and not the 30th, change it to the 30th.
2	Subtract the date the member reported to the vessel. This is the beginning date. (Never change!)
3	Add one day (01) for the inclusive date.
4	Subtract deductible time for pay purposes (if any).
5	Subtract any period of neutral time over 30 calendar days (day for day).
6	Add any prior sea time.
7	Convert the results into full years, months and days.

Table 8-35 Computing Creditable Sea Duty

M.45.
**Computing
Creditable Sea
Duty – Example
#1**

BM3 Jones was stationed on the CGC BEAR from 15 March 2018 to 31 March 2019. The BM3 had no deductible time. While on board the member departed TDY to TRACEN Yorktown on 2 May 2018 and returned on 5 June 2018.

Step 1: List the date the member departed the vessel.

19 03 31 Ending Date

Step 2: Subtract the date the member reported to the vessel.

30
19 03 ~~31~~ Ending Date
- 18 03 15 Beginning Date
01 00 15

Step 3: Add one day (01) for the inclusive date.

01 00 15
+ 00 00 01 Inclusive Day
01 00 16 Creditable Sea Duty

Step 4: Subtract deductible time for pay (if any).

There is none in this example.

Step 5: Subtract any period of neutral time over 30 **calendar** days.

18 05 31 Last day of the month of departure
+ 18 05 03 Day after departure (account for 1 day of travel)
00 00 28
+ 00 00 01 Inclusive Day
00 00 29 Days TDY in May
+ 00 00 04 Days TDY in June
00 00 33 Total days TDY
- 30 Max allowed days for TDY creditable sea duty
00 00 03 Days lost for TDY purposes
01 00 16 Creditable Sea Duty
- 03 Lost days from TDY
01 00 13 Total Creditable Sea Duty

Step 6: Add any prior sea time.

There is none in this example.

Step 7: Convert the results into full years, months and days.

01 Year, 00 Months, 13 Days of Total Creditable Sea Duty

M.46.
**Computing a
TDY Period
Including Leave**

Use the following steps to compute a TDY period including leave while on sea duty.

**While on Sea
Duty**

Step	Action
1	List the date following departure on TDY.
2	Add the number of days leave used en route to the TDY unit. The result will be the adjusted TDY start date.
3	Determine the last day of the month in the month the member departed. (Beginning date month)
4	Subtract the beginning date from the last day of month.
5	Add one day (01) for the inclusive date.
6	Add remaining days of TDY in the next month(s) up through prior date of return from TDY.
7	Subtract days leave used en route from TDY unit to permanent unit (if any).
8	If total is 31 or more, subtract any period of TDY over 30.

Table 8-36 Computing a TDY Period Including Leave While on Sea Duty

M.47.
**Computing a
 TDY Period
 Including Leave
 While on Sea
 Duty – Example
 #1**

While on board the CGC STRATTON, member departed TDY to Base Alameda on 13 March 2019 and returned on 29 April 2019. Member used 5 days leave en route to TDY unit.

Step 1: List the date following departure on TDY.

19 03 14 Day following departure on TDY

Step 2: Add the number of days leave used en route to the TDY unit. The result will be the adjusted TDY start date.

19 03 14 Day following departure on TDY
 + 00 00 05 Days of leave
 19 03 19 Adjusted TDY Start Date

Step 3: Determine the last day of the month in the month the member departed.

19 03 31 Last day of the month of departure

Step 4: Subtract the beginning date from the last day of month.

19 03 31 Last day of the month of departure
 - 19 03 19 Adjusted TDY Start Date
 00 00 12

Step 5: Add one day (01) for the inclusive date.

00 00 12
 + 00 00 01 Inclusive Day
 00 00 13 Days TDY in March

Step 6: Add remaining days of TDY in the next month(s) up through prior date of return from TDY.

00 00 13 Days TDY in March

+ 00 00 28 Days TDY in April
00 00 41 Total days TDY

Step 7: Subtract days leave used en route from TDY unit to permanent unit (if any).

There is none in this example.

Step 8: If total is 31 or more, subtract any period of TDY over 30.

00 00 41 Total days TDY
- 30 Max allowed days for TDY creditable sea duty
00 00 11 Total days to deduct from sea duty

M.48.

**Computing
Career Sea Pay
Premium Start
Date for One
Vessel**

Use the following steps to compute a Career Sea Pay Premium (CSPP) start date for one vessel.

Step	Action
1	List the date the member reported to the vessel.
2	Add three (03) years.
3	Add any deductible time for pay purposes.
4	Add any period of neutral time over 30 calendar days.
5	If the result is not a date, convert to a true date using the day-for-day rule.
6	The result is the Career Sea Pay Premium start date.

Table 8-37 Computing Career Sea Pay Premium Start Date for One Vessel

**M.49. CSPP
Start Date for
One Vessel –
Example # 1**

Member reported to the CGC POLAR STAR on 18 July 2017. They have no deductible time, no TDY over 30 days or prior sea time.

Step 1: List the date the member reported to the vessel.

17 07 18 Beginning Date

Step 2: Add three (03) years.

17 07 18 Beginning Date
+ 03 00 00 Time needed to earn CSPP
20 07 18 CSPP Start Date

Step 3: Add any deductible time for pay purposes.

There is none in this example.

Step 4: Add any period of neutral time over 30 calendar days.

There is none in this example.

Step 5: If the result is not a date, convert to a true date using the day-for-day rule.

It is already a true date.

Step 6: The result is the Career Sea Pay Premium start date.

The member's CSPP should start on 18 July 2020.

**M.50. CSPP
Start Date for
One Vessel –
Example # 2**

Member reported to the CGC HAMILTON on 26 June 2017. They have 2 days of deductible time, and departed to an ashore unit assignment on 25 March 2018 returning on 5 May 2018.

Step 1: List the date the member reported to the vessel.

17 06 26 Beginning Date

Step 2: Add three (03) years.

17 06 26 Beginning Date
+ 03 00 00 Time needed to earn CSPP
20 06 26 CSPP Start Date

Step 3: Add any deductible time for pay purposes.

17 06 26 Beginning Date
+ 00 00 02 Deductible time
20 06 28 Adjusted CSPP Start Date

Step 4: Add any period of neutral time over 30 calendar days.

18 03 31 Last day of the month of departure
- 18 03 26 Day following departure ashore
00 00 05 Days ashore in March
00 00 05 Days ashore in March
+ 00 00 30 Days ashore in April
00 00 04 Days ashore in May
00 00 39 Total days ashore
00 00 39 Total days ashore
- 30 Max allowed days for neutral time
00 00 09 Total days to add for CSPP

20 06 28 Beginning Date
+ 00 00 09 Total days to add for CSPP
20 06 37 Adjusted CSPP Start Date

Step 5: If the result is not a date, convert to a true date using the day-for-day rule.

20 06 37 becomes 20 07 07

Step 6: The result is the Career Sea Pay Premium start date.

The member's CSPP should start on 07 July 2020.

**M.51.
Computing**

Use the following steps to compute a Career Sea Pay Premium (CSPP) start date for members serving on back-to-back CSP-eligible vessels.

**CSPP Start Date
for Back-to-Back
Vessels**

Step	Action
1	List the date the member departed the first vessel. This is the ending date. If the ending date is the last date of the month and not the 30th, change it to the 30th.
2	Subtract the date the member reported to the first vessel. This is the beginning date. (Never change!)
3	Add one day (01) for the inclusive date. The result will be the member's prior sea duty.
4	Subtract any deductible time for pay purposes.
5	Subtract any period of neutral time over 30 calendar days.
6	List the date the member reported to the second vessel.
7	Subtract any prior sea duty. The result is the member's Sea Duty Base Date.
8	Add three (03) years.
9	If the result is not a date, convert to a true date using the day-for-day rule.
10	The result is the Career Sea Pay Premium start date.

Table 8-38 Computing CSPP Start Date for Back-to-Back Vessels

**M.52. CSPP
Start Date for
Back-to-Back
Vessels –
Example #1**

Member was assigned to the CGC Gallatin from 02/14/17-06/25/19. Then the member reported to the CGC Rush on 08/07/19. This member had no deductible time or TDY over 30 days.

Step 1: List the date the member departed the first vessel.

19 06 25 Ending Date

Step 2: Subtract the date the member reported to the first vessel.

19 06 25 Ending Date
- 17 02 14 Beginning Date
02 04 11

Step 3: Add one day (01) for the inclusive date.

02 04 11
+ 00 00 01 Inclusive Day
02 04 12 Creditable Sea Duty

Step 4: Subtract deductible time for pay (if any).

There is none in this example.

Step 5: Subtract any period of neutral time over 30 **calendar** days.

There is none in this example.

Step 6: List the date the member reported to the second vessel.

19 08 07 Report Date

Step 7: Subtract any prior sea duty.

$$\begin{array}{r} 07\ 37 \\ 19\ 08\ 07\ \text{Report Date} \\ -\ 02\ 04\ 12\ \text{Prior Sea Duty} \\ \hline 17\ 03\ 25\ \text{Sea Duty Base Date} \end{array}$$

Step 8: Add three (03) years.

$$\begin{array}{r} 17\ 03\ 25\ \text{Sea Duty Base Date} \\ +\ 03\ 00\ 00 \\ \hline 20\ 03\ 25\ \text{CSPP Start Date} \end{array}$$

Step 9: If the result is not a date, convert to a true date using the day-for-day rule.

It already is a true date.

Step 10: The result is the Career Sea Pay Premium start date.

The member's CSPP should start on 25 March 2020.

M.53. Excess Leave Basics

-
- Excess leave is authorized leave over and beyond any earned or advance leave that can be granted during which the member is not entitled to pay and/or allowances. Basically it is leave taken that cannot be earned.
 - When in an excess leave status, the member loses the eligibility to earn leave resulting in “non-accrued leave” which is chargeable in addition to the excess leave.
 - Compute the number of days of excess leave by subtracting the number of leave days taken from the ending leave balance.
 - If the member's excess leave period crosses over two months, compute the amount of excess leave and period of non-accrued leave separately for each month then combine for the total number of days excess leave to recoup.
 - Excess leave and the non-accrued leave must be deducted from actual days of leave taken by the member, working backwards from the last day of Active Duty.
 - **Excess leave on the 31st day of the month:** The 31st day of the month is included in the day-for-day calculation of number of days leave however, if the member is in excess leave on the 31st day of the month, ONLY daily rate entitlements (such as COLA) are recouped.
 - **Excess leave in February:** A member separating effective 1 March whose separation leave period through 28 February (or through 29 February during leap year) results in excess leave, is not entitled to pay and allowances for 29 and 30 February (or for 30 February during leap year). These days are not considered days of excess

leave, however, the member is considered to be in a non-pay status through 30 February (5 Comp Gen 935).

M.54. Table for Fractional Parts of a Month

This table should be used when calculating how much leave should be deducted based on the number of days lost.

Number of Days Lost	Number of Days' Leave Credit Deducted
0.5	0.0 day
1.0 - 6.5	0.5 day
7.0 - 12.5	1.0 day
13.0 - 18.5	1.5 days
19.0 - 24.5	2.0 days
25.0 - 31	2.5 days

Table 8-39 Table for Fractional Parts of a Month

M.55. Single Month Excess Leave Example

The member separated 15 May 2019 and took terminal leave from 1-15 May (15 days).

12 days – End-Month April Leave Balance
+1.5 days – Leave Earned for May
 13.5 Days of Total Leave
 15 days – Terminal Leave Taken
-13.5 days – Total Leave Balance
 1.5 Days of Excess Leave
 1.5 days – Excess Leave (14-15 May)
+0.5 day – Non-accrued
2.0 days of pay & allowances to collect

M.56. Multiple Month Excess Leave Example

The member separated 3 June 2019 and took terminal leave from 20 May-3 June 19 (15 days).

10.5 days – End-Month May Leave Balance
+0.5 day – Leave Earned for June
 11 Days of Total Leave
 15 days – Terminal Leave Taken
-11 days – Total Leave Balance
 4 Days of Excess Leave

Starting with last day of AD, working backwards, the member was in excess leave for the period of 31 May-3 Jun.

3.0 days – Excess Leave (1-3 June)
+0.5 day – Non-accrued
 3.5 days of pay & allowances to collect for June
 1.0 day – Excess Leave (31 May)

+0.5 day – Non-accrued

1.5 days of pay & allowances to collect for May

Total excess leave of 5 days. Collect pay and allowances from the period of 30 May-3 Jun 2019.

NOTE:

Only daily entitlements such as COLA may be recouped from 31 May.

**M.57. February
Excess Leave
Example**

The member separated 3 March 2019 and took terminal leave from 17 Feb-3 Mar 19 (15 days).

10.0 days – End-Month Feb Leave Balance

+0.5 day – Leave Earned for March

10.5 Days of Total Leave

15 days – Terminal Leave Taken

-10.5 days – Total Leave Balance

4.5 Days of Excess Leave

Starting with last day of AD, working backwards, the member was in excess leave for the period of 28 Feb-3 Mar.

3.0 days – Excess Leave (1-3 March)

+0.5 day – Non-accrued

3.5 days of pay & allowances to collect for March

1.5 days – Excess Leave (27-28 Feb)

0.5 day – Non-accrued

+2.0 days – Non-pay (29-30 Feb)

4.0 days of pay & allowances to collect for Feb

Total excess leave of 7.5 days (26 Feb-3 Mar) which includes pay and allowances for 29-30 Feb 2019.