Chapter Overview

Introduction

The objective of this chapter is to provide concise, user friendly job aids for entering and updating general personnel data, such as information on dependency, insurance, identification cards, and other miscellaneous items not covered in other sections of this manual.

In this chapter

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Section Overview

Introduction

This section will guide you through the process of electing, increasing, reducing, declining, or canceling SGLI coverage and reporting casualties.

In this section

Designation of Beneficiaries and Emergency Contact

Introduction

To designate beneficiaries, complete a Designation of Beneficiaries form (CG PSC-2020D) and submit to the SPO. The CG PSC-2020D is not used to designate Servicemembers' Group Life Insurance (SGLI) beneficiaries. Changes to a member's Emergency Contact Information ideally will be made by the member in Direct Access or by the SPO at the member's request.

Reference

(a) PSCINST 5000 (BAH, Dependency and Emergency Data Forms and Reports)
(b) Designation of Beneficiaries form (CG PSC-2020D)
(c) PAYMAN, Chap 10-K, Death Gratuity

Purpose

The Designation of Beneficiaries form and the computer generated Emergency Contact Report are official documents required by law for the use pertaining to:

- Person(s) to notify in case of emergency or death
- Name of person(s) receiving death gratuities
- Person(s) who receive allotment of pay if missing or unable to transmit funds
- Person(s) who receive unpaid pay and allowances
- Person(s) to notify in case of emergency or death
- Person(s) who receive unpaid pay and allowances

Annual Verification

Annually, during the month of November, members must verify their Designation of Beneficiaries form (CG PSC-2020D) and computer generated Emergency Contact Information. Refer to Section 5-C of this manual for procedures on the annual verification.

Continued on next page

Designation of Beneficiaries and Emergency Contact, Continued

When to submit the CG PSC-2020D

The Designation of Beneficiaries (CG PSC-2020D) will be submitted by all active duty and reserve members and cadets upon:

- Initial entry into the Coast Guard or Coast Guard Reserve
- Reenlistment after a break in service
- Change in status from enlisted to officer or officer to enlisted
- Recall to active duty of retired members
- Reporting to a new Permanent Duty Station
- Changes to the form occurring in any item

When to submit or update the Emergency Contact Information

The Emergency Contact Information will be submitted and/or updated by all active duty and reserve members and cadets upon:

- Initial entry into the Coast Guard or Coast Guard Reserve
- Reenlistment after a break in service
- Change in status from enlisted to officer or officer to enlisted
- Recall to active duty of retired members
- Reporting to a new Permanent Duty Station
- Changes to the information occurring in any item

Servicemembers' Group Life Insurance (SGLI)

Introduction

Servicemembers' Group Life Insurance was established for the purpose of making life insurance protection available to members of the Uniformed Services at a reasonable cost. This information will assist the member when electing, increasing, reducing, declining or canceling coverage.

Reference

(a) VA Handbook H-29-98-1 (Revised April 2004), Servicemembers' and Veterans' Group Life Insurance Handbook
(b) http://www.insurance.va.gov/sgliSite/default.htm (CG SGLI Homepage)
(c) http://www.uscg.mil/hq/g-w/g-wp/g-wpm/g-wpm-2/SGLI.htm (CG Military Personnel's SGLI homepage)

Automatic coverage

SGLI automatically insures all newly accessed members for $250,000 and then allows them to either:

- Decline SGLI coverage , or
- Elect a reduced level of SGLI coverage, in multiples of $10,000.

Note: SGLI coverage continues (at no cost to the member) for a period of 120 days following separation or release from active duty, unless the member becomes a drilling reservist upon release from active duty.

Coverage for reserve members

The following reserves have full-time coverage under SGLI (unless the reservist declines coverage in writing):

- Reservists on active duty or active duty for training.
- Reservists on inactive duty training.
- Reservists assigned to the selected reserve that are assigned to a unit or position in which the reservist may be required to perform active duty, or active duty for training, and each year will be scheduled to perform at least twelve periods of inactive duty training that is creditable for retirement purposes.

The following reserve members do not have coverage under SGLI, but may elect coverage under Veterans' Group Life Insurance (VGLI):

Continued on next page

Servicemembers' Group Life Insurance (SGLI), Continued

Coverage for reserve members (cont'd)

- Reservists in the individual ready reserve (IRR).
- Reservists in the retired reserve (RET-1, RET-2, or RET-3 status).
- Reservists who were covered by SGLI who separate from active duty, active duty for training, or the selected reserve.

Requests for coverage under VGLI must be made within 120 days of entry into one of the above three statuses, and enrollment must be effected through the Office of Servicemembers' Group Life Insurance. Contact:

OSGLI
PO Box 5000
Millville, New Jersey 08332-9928
Phone: 1-800-419-1473

Payment of SGLI Premium

Active duty members and reservists eligible to receive drill pay will make SGLI payments through automatic payroll deductions which will be reflected on the member's LES.

Note: Reservists enrolled in SGLI who do not drill temporarily, but remain in a good pay status, will accrue a negative SGLI premium. Upon resumption of a drilling status, the system will deduct the negative premium balance from the member's pay. If the member does not drill for pay within five months and no SGLI payments is made SGLI coverage will be administratively terminated. To avoid cancellation of SGLI Coverage, reservists with a negative balance may pay off that balance with a check or money order or credit card (Visa or Master Card).

For payment by credit card (Visa or Master Card) or call PSC (MAS/DC) at (785) 339-3610.

Check or money order payments should:

- Be made payable to "U.S. Coast Guard,"
- Be clearly marked "SGLI PAYMENT,"
- Include member's name and EMPLID

Continued on next page

Servicemembers' Group Life Insurance (SGLI), Continued

Payment of SGLI Premium (cont'd)

Sent Check/MO Payments to: COMMANDING OFFICER (MAS)
USCG PERSONNEL SERVICE CENTER
ATTN: SGLI
444 SE QUINCY STREET
TOPEKA KS 66683-3591

Procedures for electing coverage or increased coverage previously declined or decreased

If a member had previously cancelled or reduced their SGLI coverage and now wants to start or increase their SGLI coverage, the member must make a written request. Use Request for Insurance (SGLV-8285), in accordance with instructions contained on the back of the form.

The form SGLV-8285 should be completed and signed by the member in the presence of an authorized representative of his/her command, who should then complete the certification below the member's signature.

Use the following table to determine if approval by the Office of Servicemembers' Group Life Insurance (OSGLI) is required before coverage can be increased or restored:

If	Then
Member answers "NO" to item 11, and all parts of items 12 and 13	Member meets the "proof of good health" requirement. SGLI is increased or restored effective the date the USCG receives the form. The original and photocopies of the completed form are distributed as follows: Original - CGPC (adm-3) Photocopy 1 - SPO Photocopy 2 - Member Photocopy 3 - Unit PDR (optional)
Member answers "YES" to item 11 or any part of item 12 or 13	The original SGLV-8285 is filed in the member's personnel file and a copy of the completed form is sent to the OSGLI for review and approval. SGLI may not be increased or restored until approval has been received from OSGLI.
Approval has been obtained by OSGLI on the member	The copy returned from OSGLI is filed with the original SGLV-8286 at CGPC (adm-3). Photocopies of the "Approval" are distributed as follows: Photocopy 1 - SPO Photocopy 2 - Member Photocopy 3 - Unit PDR (optional)

Continued on next page

Servicemembers' Group Life Insurance (SGLI), Continued

Procedures for reducing or declining coverage

A member who desires to reduce or decline SGLI coverage must complete a Servicemembers' Group Life Insurance Election and Certificate (SGLV-8286). Reduction or cancellation will be effective at midnight of the last day of the month in which a Direct Access SGLI transaction is processed by PSC.

Servicemembers' Group Life Insurance Election and Certificate (SGLV-8286)

Members with SGLI coverage must complete the Servicemembers' Group Life Insurance Election and Certificate (SGLV-8286) whenever they make a beneficiary designation or changes a previous designation. The Service members' and Veterans' Group Life Insurance Handbook (VA Handbook 29-98-1) should be available for the member to read when completing this form. The SGLV-8286 should be available at most admin offices and/or may be downloaded from the web at the following site: http://www.insurance.va.gov/sgliSite/forms/8286.pdf. The following are guidelines to be used in the preparation and distribution of the SGLV-8286 Form:

Instructions for completing the SGLV-8286

Instructions for completing the SGLV-8286 are on page 3 of the form. The member must read the instructions before attempting to complete the form.

Designating the Beneficiary(ies) - Member's absolute authority to designate or change a beneficiary

- Under federal law, the member has the absolute right to name whomever they want as their beneficiary and to change their beneficiary at any time without the knowledge or consent of the prior beneficiary.
- When a member does not designate a surviving dependent or parent as their beneficiary, a responsible representative should counsel the member to the fact that the Servicemembers' Group Life Insurance Act was specifically designed to provide some form of security for dependents or parents. The member should be encouraged to designate such dependents or parents as beneficiaries. When dependents or parents are disregarded as beneficiaries, it is desirable that the member files a written statement in their PDS along with their SGLV–8286 stating they voluntarily selected their beneficiary (ies).

Continued on next page

Servicemembers' Group Life Insurance (SGLI), Continued

Designations of beneficiaries who are minors

Minor Spouses - Regardless of any other law, SGLI will be paid directly to the surviving spouse when the spouse is a minor. Payment in such case shall be complete quittance to the insurer.

Other Minors - When a member wishes to name minors as beneficiaries (such as his or her own children, nephews, nieces, etc.), the member should be advised that the proceeds of the insurance couldn't be paid to a minor without a court-appointed guardian. The appointment of a guardian is often time consuming and costly and, for that reason, may delay the payment of the proceeds. The amount of the proceeds can be greatly reduced by the payment of court costs, attorney fees and expenses incurred by the guardian. One way to avoid such complication and expense is to designate a pre-appointed trustee of the minor beneficiary. Otherwise, members who insist on designating minors as SGLI beneficiaries should be referred to legal counsel (such as legal support attorney) for advice on establishment of a trust.

If member does not designate a Beneficiary (ies)

If a member does not designate a beneficiary, the insurance will automatically be paid in the following order of precedence:

- The surviving spouse of the member, if none,
- The child or children of the member, in equal shares, with the share of any deceased child to be distributed among the descendants of that child; if none,
- The biological parents in equal shares or all to the surviving biological parent; if none,

Note: This is a reason to not use the "By Law" designation. In the case of divorced parents, the proceeds are split between the member's divorced biological parents and do not go to the biological and step-parent who the member may consider to be their "Parents."

- A duly appointed executor or administrator of the insured's estate; if none,
- Other next of kin

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Servicemembers' Group Life Insurance (SGLI), Continued

Changing a beneficiary and accepting the SGLV-8286 from the member.

When a member asks to change a beneficiary, have the member immediately put the new beneficiary's name on an SGLV-8286 and sign and dated it, even if the rest of the form is incomplete. Then immediately sign and date the form as the USCG representative. This legally changes the beneficiary and makes it effective immediately.

The minimum information needed to changed the beneficiary and have an effective form is:

Member's Name
Beneficiary Name
Member's Signature and date
USCG Representative Signature and date

If you prefer a fully completed form, have the member then get the additional information and complete a new SGLV-8286 when they return. However, never send the member away for more information without first getting a signed and dated partially completed SGLV-8286. The USCG recently had a member die between the time he picked up a blank SGLV-8286 to change his beneficiary and the time he had all the information needed to fill out the form. His new wife did not get the insurance he intended to give her.

A witness must be present when SGLV-8286 is completed by the member

An authorized representative of the U. S. Coast Guard (i.e., CO, XO, OINC, XPO, Yeoman, etc.) must witness the member's signature at the time of preparation in the appropriate blocks. The date the form is received and witnessed should be accurately recorded as it determines the exact time and date when the insurance becomes effective or is reduced or cancelled and is the basis for establishing or changing payroll deductions.

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Servicemembers' Group Life Insurance (SGLI), Continued

Common errors on the SGLV-8286

Common errors that are made to the SGLV-8286 Form:

- The member does not sign the form.
- When the form is completed by the member, there is no witness or witness signature.
- The form is not filed in the member's unit PDR and SPO PDR.
- The sum total of either the primary or contingent beneficiaries does not equal 100%.
- By law designations. The member may not completely understanding how the funds will be distributed.

Process and Distribution of SGLV-8286

The following table describes the responsibilities associated with the SGLV-8286 and the distribution of the form:

Stage	Who Does It	What Happens
1	Member	Completes Form SGLV-8286 per instructions on the form
2	Witness	Signs the witness block at same time member signs the form.
3	Unit	Photocopies are made of the original form and distributed as follows: Original - CGPC (adm-3) Photocopy 1 - SPO Photocopy 2 - Member Photocopy 3 - Unit PDR (optional) **Note:** The distribution printed on the SGLV-8286 itself should be disregarded.
4	SPO	Enters SGLI information in Direct-Access **Note**: If SGLI was administratively terminated due to the arrears of premiums, the SPO shall not restart SGLI until delinquent premiums have been paid and Form SGLV-8286 has been completed per **page 5-A-8** of this section.

SGLI Family Member Coverage

Introduction

The Veterans' Survival Benefits Improvement Act of 2001 extends life insurance coverage to spouses and children of members insured under the Servicemembers' Group Life Insurance (SGLI) program. The section offers background information and procedural guidance for implementing SGLI Family Member Coverage.

Reference:

(a) ALCOAST 282/03

Eligibility

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

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

Ready Reserve members, who have had their SGLI coverage terminated due to non-payment, must have their accounts up-to-date before SGLI can be restarted or Family Member SGLI can be started. See page 5-A-6 of this manual for payment procedures and termination policy.

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

Effective Date

Coverage is effective as follows:

- Spousal coverage begins on the date of marriage to the service member.
- Natural children are covered beginning on their date of birth.
- Coverage for other dependent children of the service member begins on the date when the child becomes a dependent of the member.

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SGLI Family Member Coverage, Continued

Coverage Amounts

The maximum amount of coverage available for spouses is $100,000. In cases where the member's SGLI coverage is less than $100,000, the maximum spousal coverage will equal the member's coverage amount.

A member may elect to insure his or her spouse for amounts less than $100,000, in increments of $10,000.

If both members are in the military and participate in SGLI, they can both be covered under SGLI and spousal coverage provided that both have their own SGLI coverage. Each can be insured under both basic SGLI and SGLI family coverage for the maximum amount of $250,000 and $100,000, respectively.

All children are covered for $10,000.

Cost of Coverage

There is no cost for child coverage and child coverage cannot be cancelled.

Refer to: http://www.uscg.mil/hq/g-w/g-wp/g-wpm/g-wpm-2/sgli.htm#Family%20coverage: to determine the monthly premium for spousal coverage.

Deduction of Premiums

Premiums for spouse coverage will automatically be deducted from the member's pay beginning with the pay period following the date a family election is recorded in Direct Access.

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SGLI Family Member Coverage, Continued

Form for Reducing or Declining Coverage

If the member does not want insurance coverage for his/her spouse or wants a reduced amount of coverage, he/she must complete form SGLV-8286A, Family Coverage Election, and submit the completed form to the SPO.

The forms can be obtained from the VA's or PSC's web sites:

- http://www.insurance.va.gov/sgliSite/forms/8286A.pdf
- http://www.insurance.va.gov/sgliSite/forms/8286A.doc

Members may also reduce or decline coverage for their spouse at any later date. When a member cancels spousal coverage, the coverage remains in effect **at the original level**, at no cost to the member, for 120 days after the cancellation date.

Reinstating/ Increasing Family Coverage

Members who have declined or reduced Family Member SGLI coverage can later apply for or increase coverage by completing a form SGLV-8285A and providing proof of insurability (proof of good health).

Spousal Notification

Units must notify the member's spouse, by letter, when the member declines SGLI or Family Member SGLI coverage. This is to inform the spouse that they have 120-days from the date the coverage is terminated to convert Family Member SGLI to commercial coverage. A recommended format for the spousal notification letter follows. A copy of the letter, the unit has sent to the spouse, should accompany any SGLV-8286/8286A forms sent to the SPO from members declining coverage.

An example of the spousal notification letter is on the following page.

Continued on next page

U.S. Department of Transportation

United States Coast Guard

COMMANDING OFFICER
USCG NAME OF UNIT
(HEADER DOUBLE-CLICK TO EDIT)

123 A
CITY
Staff
Phne
Fax:

1741 DD Month YEAR

First Name Last Name
Street Address
City, ST Zip

Dear (Mr. Mrs.) (Salutation may be omitted)

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

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

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

Office of Servicemembers' Group Life Insurance
290 West Mt. Pleasant Avenue
Livingston, New Jersey 07039

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

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

___ Decline his/her SGLI Family (spouse) Coverage

Sincerely,

F. M. LAST
Rank/Rate
U. S. Coast Guard
Commanding Officer/By direction of the Commanding Officer

Casualty Reporting

Introduction

This information is provided to direct you through the process of casualty reporting.

Reference

(a) PERSMAN, Chap 11-A, Casualties
(b) PPPM, Encl. (7)

Reporting procedures

Reporting procedures are covered in the Personnel Manual along with the disposition of personal effects.

Examples of the following are contained in Ref: (b) of this manual.

- Personnel casualty report message
- Next of kin notification
- Commanding Officer's letter to the next of kin
- Letter request for death determination

Inventory and Disposition of Personal Effects

In cases where a member dies or is missing, complete a CG-3853 (Personal Effects Inventory and Disposition) in accordance with Section 11-A of the Coast Guard Personnel Manual, PERSMAN. Distribute the form as follows:

Original and two copies: To the officer designated by the Commanding Officer to assume custody of the effects.

- Officer retains original
- One copy is to be packed with personal effects.
- Second copy is sent to next of kin (If personal effects are shipped to next of kin. Otherwise, second copy goes to Supply Center, Baltimore. IAW PERSMAN, Art. 11-A-11.b (3)

Copy: Unit PDR
Copy: COMDT (G-WPM) (if deceased, captured, missing or incapacitated) PERSCOM ((epm), for enlisted/(opm) for officers) if absent at time of sailing, AWOL, AOL, or deserter.
Copy: Unit File

Continued on next page

Casualty Reporting, Continued

Disposition of Military Personnel Data Records (PDRs)

The unit shall forward Unit and Medical PDRs to the SPO within two days of:

- Declaring member a deserter
- Member's death

The SPO shall forward Unit, Medical, and SPO PDRs to Commander (adm-3), Coast Guard Personnel Command within 5 days of the date of death or date member was declared a deserter.

Note: Complete instructions for PDR maintenance and disposition can be found in the Military Personnel Data Records (PDR) System, which is reprinted as Appendix (D) to this manual.

Section Overview

Introduction

This section will guide you through the procedures required for members with dependents. It will assist you in reporting dependency changes, enrolling in the TRICARE Dental Plan, and issuing dependent ID cards.

In this section

Dependency Information

Introduction

In order to avoid overpayment, underpayment and to determine eligibility for benefits and privileges administered by the uniformed services, members must notify their units/SPOs immediately upon a change in dependency status.

References

(a) PAYMAN
(b) ID Cards (DODINST 1000.13) Procedures for manually issued (non-RAPIDS) ID cards.
(c) Air Force Instruction 36-3026(I) Identification cards for members of the uniformed services, their eligible family members, and other personnel.
Note: DODINST 1000.13 and AFINST 36-3026(I) are available on the PPPM web page at http://www.uscg.mi./hq/psc/3pm.htm

Responsibility

The member has responsibility for reporting dependency status changes. Complete a Dependency Worksheet (CG PSC-2020) if a member:

- Gets Married, Separated or Divorced
- Has an incapacitated child who turns 18

Note: If the member is approaching retirement, forward supporting documentation regardless of the age of the child

- Gains or loses a dependent (e.g., after a dependent dies, marries or divorces and reverts to dependent status)
- Has a questionable case of dependency

Final divorce decree not available

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

Systems that need to be updated

When a member reports a change in dependency, the information is recorded in the JUMPS system, for pay purposes, and in the Defense Eligibility Enrollment System (DEERS), to record eligibility for benefits and privileges.

Continued on next page

Dependency Information, Continued

Annual Verification

Annually, during the month of November, members must verify their computer generated BAH/Dependency Data form. Refer to Section 5-C of this manual for procedures on the annual verification.

Note: Redetermination of unique dependency status cases conducted by PSC (LGL) will be conducted only during the annual verification of the BAH/Dependency Data form.

Forms

This table shows the forms that may be needed when a member has a change in dependency. To determine when to use a form and the procedures for completing the form, consult the reference.

Form	Purpose	Reference
Application For Uniformed Service Identification Card- DEERS Enrollment (DD-1172)	Determine entitlement to ID cards, medical care, exchange, theater, and commissary privileges. Update DEERS database	PPPM 5-B-19 and APPEN (B)
Designation of Beneficiaries (CG PSC-2020D)	Casualty reporting, list next of kin and designate beneficiaries	PPPM 5-A-2
Dependency Worksheet (CG PSC-2020)	Provide dependency information to SPO and also to determine eligibility for payment of BAH with dependents	PPPM Encl. (1)
DOD Guard and Reserve Family Member ID Card DD-1173-1	Identify dependents of Ready Reserve Members	PPPM 5-B-16 and APPN (B)
Full-Time Student Statement (CG PSC-2020B)	Supporting documentation for a member claiming a child over age 21 as a dependent	PPPM Encl. (1)
SGLI Election and Certificate (SGLV-8286)	Elect SGLI amount and designate beneficiaries	PPPM 5-A-7
Support Statement (CG PSC-2020A)	Supporting documentation for a member claiming a parent or parent-in-law as a dependent	PPPM Encl. (1)
Uniformed Services Identification and Privilege Card (DD-1173)	Identify individual eligible for dependent benefits and privileges	PPPM 5-B-12 and APPEN (B)

BAH/Dependency Data Form

Introduction

The BAH/Dependency Data form is computer generated via Direct Access. Members update the information contained in the BAH/Dependency Data form by submitting a Dependency Worksheet (CG PSC-2020) with the new data to their SPO. Instructions for completing the CG PSC-2020 are on the back of the form.

Purpose

The BAH/Dependency Data form is an official document required by law for the use pertaining to:

- Person(s) to notify in case of emergency or death
- Name of person(s) receiving death gratuities
- Person(s) who receive allotment of pay if missing or unable to transmit funds
- Person(s) who receive unpaid pay and allowances
- Record dependents as defined in the PAYMAN to determine dependency for BAH entitlement purposes
- Verify (on an annual basis) that dependents, on who BAH is being paid, continue to be related to and supported by the member.

Annual Verification

Annually, during the month of November, members must verify their computer generated BAH/Dependency Data form. Refer to Section 5-C of this manual for procedures on the annual verification.

Other uses for the BAH/ Dependency Data form

The BAH/Dependency Data form may be used as partial supporting documentation as long as the individual claimed as a dependent remains a dependent.

Here are some examples of when the BAH/Dependency Data forms may be used as partial supporting documentation:

- Payment of family separation allowance and/or family separation - housing
- Payment of station allowances at the with dependents rate
- Payment of dislocation allowance at the with dependents rate
- When applying for dependent ID cards and DEERS privileges

Continued on next page

BAH/Dependency Data Form Form, Continued

Cases not to use the Dependency Worksheet (CG PSC-2020)

Do not use the CG PSC-2020 to designate a beneficiary or change amount of coverage for:

- National Service Life Insurance
- Servicemembers' Group Life Insurance (use VA Form SGLV-8286)
- Government Life Insurance

When to submit the Designation of Beneficiaries (CG PSC-2020D

The CG PSC-2020D will be submitted by all active duty and reserve members and cadets upon:

- Initial entry into the Coast Guard or Coast Guard Reserve
- Reenlistment after a break in service
- Change in status from enlisted to officer or officer to enlisted
- Recall to active duty of retired members
- Reporting to a new Permanent Duty Station
- Anytime a member acquires an initial or additional dependents
- When any material change occurs in dependency status.
- (Separation, divorce, death of dependent, dependent entering the Armed Forces, voluntarily withdrawing dependency claim, etc.)

Note: When removing any dependent from the BAH/Dependency Data that originally required PSC approval of the dependent, a copy of the new BAH/Dependency Data form must be forwarded to PSC (LGL).

- Changes to the form occurring in any item

TRICARE Dental Plan

Introduction

The TRICARE Dental Program (TDP) replaced TRICARE dental programs for active duty family members (TFMDP) and Selected Reserve (SELRES) personnel (TSRDP).

Reference

(a) PAYMAN, Chap 6-C
(b) http://tricare.osd.mil/ TRICARE website

Discussion

Members desiring coverage under the TRICARE Dental Plan must enroll through the dental contractor, United Concordia Companies, Inc. (UCCI). Enrollment in the plan is automatic for members previously enrolled in the Family Member Dental Plan (FMDP). All other active duty members and SELRES and IRR personnel must enroll to participate.

- TDP provides the same dental benefits to all participants.
- Premiums will be paid through payroll allotment from the sponsor's pay for family members of active duty personnel. In some cases, it may be direct billing.
- Premiums for reservists will be paid by deduction from the member's pay or by direct billing. Premium payments for a reservist's family members will be made by direct billing.

Eligibility

The TDP is a voluntary, comprehensive dental program offered worldwide by the Department of Defense to family members of all active duty Uniformed Service personnel and to Selected Reserve and Individual Ready Reserve (IRR) members and/or their family members. United Concordia is the administrator of this program.

TDP premiums

There are two premium rates:

- Single – members with only one dependent or themselves enrolled
- Family – members with two or more dependents enrolled.

Continued on next page

TRICARE Dental Plan, Continued

Automatic premium changes

Premiums will automatically change (if applicable), when dependent:

- Child turns
  4 years old,
  21 years old and is not enrolled in a full time course of instruction,
  23 years old and is a student, or
- Status changes

Enrollment requirements

Enrollment into TDP is subject to the family member(s) being enrolled in DEERS (prior to applying for enrollment in TDP), and the family member(s) must remain enrolled for a minimum of twelve months.

Enrollment options

Enrollment in the TDP may be through a single or family plan. A Selective Reserve or IRR member is eligible to enroll under a single plan for him or herself. Eligible family members are enrolled under a separate single or family plan.

Under the TDP, all eligible family members of a sponsor must be enrolled if any one of them is enrolled with the following exceptions:

- Children under the age of four
- Eligible family members residing in two or more geographically separate locations
- For active duty family member only, and in instances where a family member requires a hospital or special treatment environment (due to medical, physical handicap, or mental condition) for dental care otherwise covered by the TDP, the family member may be excluded from TDP enrollment
- Selected Reserve and IRR sponsors may enroll independently of their family members

Continued on next page

TRICARE Dental Plan, Continued

Enrollment period

- Regardless of previous enrollment, all new enrollees must remain enrolled in the TDP for at least 12 months. After completing the 12-month minimum enrollment period, enrollment may be continued on a month-to-month basis. Anyone who fails to pay premiums or disenrolls for other than a valid disenrollment reason will be prohibited from re-enrolling in the program for 12 months.
- Members who were enrolled under the TRICARE Family Member Dental Plan (TFMDP) or TRICARE Selected Reserve Dental Program (TSRDP) prior to February 1, 2001 are required to complete their original enrollment commitment.

Disenrollment requirement

The member may disenroll dependents(s) from TDP only:

- After the dependent has been enrolled for a period of 12 months.
- When a sponsor or family(s) member loses DEERS eligibility.
- If transferred PCS and dependent space available care is available at a Military Medical Treatment Facility. Disenrollment must be accomplished within 90 days of reporting to the new duty station.
- When an active duty, Selected Reserve or IRR member is transferred to the Standby Reserve or Retired Reserve.

Automatic disenrollment

Automatic disenrollment will occur when:

- One member in a joint service marriage leaves the Uniformed Services and has family members assigned to him or her. The family member(s) can be re-enrolled to the other service member without incurring a new 12-month lock-in.
- The sponsor transfers to the Reserve component.
- A member of the Reserve component transfers to active duty.
- Sponsor changes from one branch of service to another.
- A Selected Reserve or IRR member is called to active duty for greater than 30 days the member is disenrolled.

Continued on next page

TRICARE Dental Plan, Continued

Effective date of coverage

When United Concordia receives an enrollment form, they will confirm eligibility in DEERS and enroll the member(s) in the TDP. If enrollment form is received by the 20^{th} of the month, coverage is effective the first day of the month after the month in which a sponsor enrolls and one month's premium payment is received.

Evidence of coverage

United Concordia will issue evidence of enrollment to all enrollees. In addition, each enrolled member will receive a TDP Identification (ID) Card that should be presented at each dental office visit. Replacement ID cards can be requested by calling United Concordia's Enrollment and Billing Department at 1-888-622-2256.

New enrollment in the TDP

United Concordia handles the enrollment process. Enrollment must be initiated by the sponsor and is accomplished by completing a TDP Enrollment Form. Forms are available by calling United Concordia at 1-888-622-2256 to request a form, by accessing the United Concordia website at http://www.ucci.com/, or from your Health Benefits Advisor. With the initial enrollment application, all new enrollees must submit a payment equal to the member's portion of one month's premium.

Applying for a DD Form 1173

Introduction

The DD Form 1173 is used to identify individuals eligible for privileges administered by the uniformed services. This will guide you through the application process.

References

(a) PERSMAN, Chap. 18-C, Uniformed Service Identification and Privilege Card, DD Form 1173
(b) ID Cards (DODINST 1000.13) Procedures for manually issued (non-RAPIDS) ID cards.
(c) Air Force Instruction 36-3026(I) Identification cards for members of the uniformed services, their eligible family members, and other personnel.

Note: DODINST 1000.13 and AFINST 36-3026(I) are available from the PPPM web page at http://www.uscg.mil/hq/psc/3pm.htm

How to apply

This is the process for applying for a DD Form 1173

When	Then
the member is active duty CG and at the command,	submit a DD Form 1172 to any military installation that issues ID cards.
the active duty member is away from the command,	submit a DD Form 1172 to any military installation that issues ID cards.
the active duty member is on extended deployment outside CONUS	the dependent can renew an expired card at any military installation that issues ID cards.
the active duty member is retiring,	before retiring submit a DD Form 1172 for the dependent(s) to any military installation that issues ID cards.
the active duty members is placed on the Temporary Disability Retirement List,	submit a DD Form 1172 to any military installation that issues ID cards.
the reserve member is retired with pay,	submit a DD Form 1172 for the dependent to any military installation that issues ID cards.
the member is a 100% disabled veteran,	submit a DD Form 1172 for the dependent(s) to any military installation that issues ID cards.
the member is separating and is eligible for Transition Assistance benefits	submit a DD Form 1172 for the member and dependent(s) to the command holding the PDR.

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Applying for a DD Form 1173, Continued

How to apply (continued)

When	Then Submit the following to PSC (RAS)
The member is from an armed force of a foreign nation	• DD Form 1172
The member has a foreign marriage or divorce	• DD Form 1172 • Translated copy of foreign marriage certificate/divorce decree
The member has a dependent parent or parent-in-law	• DD Form 1172 • Support Statement, (CG PSC 2020A) • Copy of member's tax return (IRS Form 1040/1040A showing parent claimed as dependent)
Member has a child over age 21 incapable of self support	• DD Form 1172 • Support Statement, (CG PSC 2020A), • Medical/psychological statement of incapacitation • Social Security Administration determination concerning Medicare Part A entitlement • Copy of member's tax return (IRS Form 1040/1040A showing child claimed as a dependent)
The member has an unremarried or unmarried former spouse AND this is an initial ID card issuance (the former spouse is not enrolled in DEERS)	• DD Form 1172 • Statement for Former Spouse, (CG PSC 2020C), see Encl. (1) • Certified copies of marriage and divorce decrees

How to complete the DD Form 1172 and DD Form 1173

Detailed instructions on how to complete the DD Form 1172 and DD Form 1173 can be found in Appendix (B) to this manual.

Verification of Eligibility for the DD Form 1173

Introduction

This information is provided to aid you in determining the eligibility of a member's past and present dependents for the DD Form 1173.

Reference

(a) PERSMAN, Article 18-C-2, Eligibility

Verification of eligibility

Any ID card issuing unit can verify eligibility and issue original cards by using DEERS or by presentation of:

- Retirement orders
- DD-214
- Marriage, birth, or death certificate
- VA letter of certification

If eligibility cannot be established

When eligibility cannot be established through DEERS or by documentation presented then contact these offices;

Coast Guard	COMMANDER (RAS) COAST GUARD PERSONNEL SERVICE CENTER 444 SE QUINCY STREET TOPEKA KS 66683-3591 (800) 772-8724/(785) 357-3416
Air Force	HQ AFCGPC/DPMDOP NORTHEAST OFFICE PLACE 9504 I H 35 NORTH SAN ANTONIO TX 78233-6636 (210) 652-2089
Marine Corps	COMMANDANT OF THE MC CODE: MMSR6 WASHINGTON DC 20380-0001 (202) 614-1031/1038

Continued on next page

Verification of Eligibility for the DD Form 1173, Continued

If eligibility cannot be established continued	**Army**	COMMANDER, TAPC ATTN: TAPC-PDO-IP 200 STOVALL AVE. ALEXANDRIA VA 22332-0474 (703) 325-9590
	Navy	COMMANDING OFFICER BUREAU OF PERSONNEL PERS-334 WASHINGTON DC 20370-5334
	USPHS	(301) 443-9000
	NOAA	(301) 443-8616

Entitlements on the DD Form 1173

Eligibility of the spouse and unmarried children of active duty members may be certified if information on the DD Form 1172 is the same as indicated on the approved BAH/Dependency Data form.

Reserve Family Member Identification Card

Introduction

The Reserve Family Member Identification Card (DD Form 1173-1) was developed for use by all military services. The Coast Guard uses it for identification only. It has no authorization for access to military benefits unless accompanied by a set of valid active duty orders or pay voucher.

How to apply

The process for applying for a DD Form 1173-1:

If	Then
the member is from the Selective Reserve,	submit a DD Form 1172 to any unit authorized to issue ID cards
the member is from the Ready Reserve or Retired Reserve,	submit a DD Form 1172 to PSC (RAS)

Dependent eligibility

A dependent is considered to be a spouse, child, stepchild, or ward.

If	Then the dependent is
the dependent's sponsor is in the Ready Reserve (which includes the Selective Reserve and the Individual Ready Reserve) or Retired Reserve,	eligible.
the dependent is over 21 or under 10, a former spouse, or requires dependency determination,	ineligible.

Continued on next page

Reserve Family Member Identification Card, Continued

Preparation

Commands designated as issuing activities for DD Form 2 CG (Reserve) are designated issuing activities for DD Form 1173-1. Issuing activities may issue DD Form 1173-1 upon receipt of a properly completed and verified DD Form 1172.

Application over 90 days old

At the discretion of the commanding officer, a DD Form 1172 verified more than 90 days before presentation to the issuing activity may be considered questionable for issuance of the DD Form 1173-1. Before refusing any person in this situation, the issuing activity should assist the applicant in attempting to contact the officer who verified the DD Form 1172.

Dependent not able to visit issuing office

In unusual circumstances where an eligible dependent cannot get to an issuing activity, a notarized statement setting forth sufficient facts to establish identity, a completed DD Form 1173-1, and the reasons for not going to the issuing office may be accepted as a basis for issuing a DD Form 1173-1.

Corrections

No DD Form 1173-1 will be issued which contains an erasure, alteration or strikeover. When a change is required on a card in the preparation stage, a new card will be prepared.

Instructions

Most entries on the DD Form 1173-1 are self-explanatory;

Item	Input
1	Enter last name, first and middle initial and relationship code of sponsor
2	Enter height in inches. Valid range 00-96
3	Enter weight in pounds
4	Enter eye color

Continued on next page

Reserve Family Member Identification Card, Continued

Instructions (continued)

Item	Input
5	Enter hair color
6	Enter SSN (e.g., 000 00 0000)
7	Enter date of birth (YYYYMMMDD)
8	Enter a maximum of 4 years from date of verification, the sponsor's expiration of service date or child's 21st birth date, whichever occurs first (YYYYMMMDD)
9	Each recipient must sign this block, use (incp) for permanent incapacitation or (inct) for temporary
10a	Enter pay grade and sponsor's name (Last, First, MI)
10b	Enter sponsor's SSN (e.g., 000 00 0000)
10c	Enter organization the sponsor is attached
10d	Enter the correct abbreviation for the sponsor's status from block 4 of DD Form 1172
11	Enter district and number, issuing facility, city state (e.g., CGD14(APRU)HONOLULU, HI)
12	Enter year, month, date issued (YYYYMMMDD)
13	Verifying official must sign here

DEERS enrollment

ID issuing activities should handle DD Form 1172 for the reserve family member ID card in the same manner as those for all other ID cards. In addition, place "X" in the pre-enrollment block in the upper left-hand corner of the form.

Information Concerning the DD Form 1172

Introduction

This information has been provided to guide you through the process of completing a DD Form 1172.

Reference

(a) PERSMAN, Chap 18-C, Uniformed Service Identification and Privilege Card.

Preparation of DD Form 1172

Detailed instructions on how to complete the DD Form 1172 can be found in DODINST 1000.13 and AFINST 36-3026(I), which are available from the PPPM web page at http://www.uscg.mil/hq/psc/3pm.htm

Section I, sponsor information

This section will be completed by or for the sponsor or applicant. Complete block 9 only when an ID card is issued to the sponsor.

Section II, dependent information

This section will be completed by or for the sponsor. Dependents under age 10 will be listed for DEERS enrollment purposes using the same guidelines for expiration of eligibility as though they were receiving a card. Do not list dependents already enrolled in DEERS every time a DD Form 1172 is submitted. For additional space use another DD Form 1172.

Section III, sponsor declaration and remarks

A DEERS check should be the first source for verification and the only substantiation if the applicant is enrolled. An active duty sponsor's refusal to apply for a DD Form 1172 shall be treated as nonsupport.

Reporting loss or theft of an ID card

The loss or theft of an identification card will be reported by entering the following statement in Section III:

"I certify that the identification card previously issued to (insert name of cardholder) was (insert "lost" or "stolen") under the following circumstances (give complete circumstances surrounding loss or theft). If the card is recovered I will surrender it to proper military authority."

Continued on next page

Information Concerning the DD Form 1172, Continued

Questionable cases

If the eligibility of a claimed dependent is questionable, call PSC (RAS), 1-800-772-8724, for determination.

Privileges authorized

This table describes types of privileges used and abbreviations.

Privilege	Authorized	DD 1172 abbr.
Commissary	Use of the commissary	C
Theater	With unlimited exchange privileges or when sponsor resides in Government Quarters	T
Exchange Unlimited	Unlimited exchange usage and all privileges	EU
Exchange Limited	All exchange privileges except for purchase of uniform and State-tax-free products like alcohol and tobacco	EL
Medical care Uniformed Services	To receive both inpatient and outpatient care at any Uniformed Services medical facility subject to space available	MS
Medical care Civilian	Care, both inpatient and outpatient, from civilian source using CHAMPUS	MC

Defense Enrollment Eligibility Reporting System (DEERS)

Introduction

DEERS is a database operated by the Department of Defense that houses data on all military sponsors and dependents to support the benefits system.

Data on sponsors

Data on sponsors is provided to DEERS through magnetic tape submission from PSC and other uniformed services finance centers. USCG sponsors are enrolled and updated on DEERS when changes in the Direct Access database are transmitted to DEERS.

Procedures for transmitting data to DEERS

Procedures for updating the DEERS database using electronic on-line systems or floppy diskette applications are provided by the DEERS Support Office (DSO).

- Manual submissions of completed DD Form 1172s are not authorized.
- ID card issuing activities that do not have the capability to update the DEERS database using electronic on-line systems or floppy diskette applications should contact the appropriate district or MLC personnel office for local procedures used to update DEERS.

When to update DEERS

DEERS must be updated when:

- An ID card is issued.
- A member reports a change in dependency (e.g., birth, divorce) or a change of address that does not involve issuance of an ID card.
- The member's residence address must be updated within 30 days of a residential move such as during PCS or any other exchange in residence. Exceptions to this rule are those circumstances when a member is:

  a) Permanently assigned overseas.

  b) Assigned to a vessel.

  c) Assigned to a routinely deployable unit.

  d) Assigned to units the Commandant has determined should not be disclosed due to national security or safety concerns.

Continued on next page

Defense Enrollment Eligibility Reporting System (DEERS), Continued

Updating residential address

Member's can update their residential address one of the following ways:

- At any Real time Automated Personnel Identification System (RAPIDS).
- By calling the DEERS Support office (DSO) listed below.
- In writing to: DSO, 400 Gigling RD, Seaside, CA 93955-6771.
- By faxing address change to DSO at: (831) 655-8317.
- By E-mail to DSO at: addrinfo@osd.pentagon.mil.
- At any Military Treatment Facility (MTF).

DEERS inquiries

Beneficiaries with questions or problems with DEERS enrollment may call the DEERS beneficiary telephone center to verify the information contained in the database.

Note: The beneficiary center can only update residence address information in DEERS over the phone. If information other than the residence address is incorrect, the caller will be instructed to contact their servicing personnel office to have the database updated.

Phone numbers for DEERS beneficiary telephone center

If calling from	Then dial
California	800-334-4162
Alaska or Hawaii	800-527-5602
All other states	800-538-9552

Reports from the DEERS database

Information in the DEERS database can be used to produce enrollment listings, pantograph listings, demographic reports and other type of reports.

Obtaining DEERS database reports

Units may request DEERS database reports from the USCG Liaison at the Defense Manpower Data Center (DMDC).

The phone number for USCG Liaison at DMDC is: (831)-583-2400 Ext 4346.

Section Overview

Introduction

This section provides you with the necessary procedures for annual verification of entitlements, statement of creditable service, security clearances, and information regarding the PDIF and PDE.

In this section

Annual Verification of BAH, Dependency, Beneficiaries, SGLI and Emergency Contacts

Introduction

Annually during the month of November, members must verify their BAH, dependency, beneficiaries, SGLI and emergency data.

Reference

(a) PAYMAN
(b) PERSMAN

Verification Procedures

Here is how verification of the BAH, Dependency, SGLI, Beneficiaries and Emergency Contacts works:

Stage	Who Does It/ When	What Happens
1	SPO 1s Week of Nov	Forwards the following forms and worksheets to units: • Direct Access BAH/Dependency Data Forms • Direct Access Emergency Contact Information Report • Copies of member's SGLI Elections forms (SGLV-8286 & 8286A) • Copy of member's Designation of Beneficiaries (CG PSC-2020D) form **Note:** If the unit has sufficient administrative capability and maintains Unit PDR copies of SGLI forms and Designation of Beneficiaries forms, this step is unnecessary as the unit can generate the BAH/Dependency Forms and Emergency Contact Information Reports from Direct Access using Command Self-Service access.

Continued on next page

Annual Verification of BAH, Dependency, Beneficiaries, SGLI and Emergency Contacts, Continued

Verification Procedures. Continued

Stage	Who Does It/ When	What Happens	
2	**Unit/ Upon Receipt**	Forwards all forms and Emergency Contact Reports to the member for verification. Also provides members with blank, or with instructions to access, CG PSC-2020D, Beneficiary Designations form.	
		If a form or report is	**Then**
		not received for a member or is lost or destroyed.	Use the Direct Access BAH/Dependency Form or Emergency Contacts Report print procedure to generate a new form/report for the member's verification. Provide the member a blank SGLI election form to complete.

Continued on next page

Annual Verification of BAH, Dependency, Beneficiaries, SGLI and Emergency Contacts, Continued

Verification Procedures. Continued

Stage	Who Does it	What Happens
3	Member NLT 30 Nov	1. Completes CG PSC-2020D, Beneficiary Designation form. Forwards original to SPO/SPO, retains copy for Unit PDR if one is maintained. 2. Reviews BAH/Dependency Data for accuracy: • Annotates any necessary changes or corrections. • Signs and dates in the "Members Certification" area. • Returns to SPO, includes CG PSC-2020, BAH Dependency Worksheet, and supporting documentation if adding/removing BAH eligible dependents. 3. Reviews Emergency Contact Report for Accuracy: • Enters any changes or corrections in Direct Access using self-service. Or, if unable to access the system, annotates changes on report and returns to SPO/SPO data entry.
4	SPO	Enter, into Direct Access, any changes or corrections the member noted using the appropriate process: • <u>Dependent/Beneficiary</u> to add or change information about dependents (Note: Appropriate Direct Access entries must be completed if dependency change impacts entitlements) Generate a new BAH/Dependency for and forwards to member for signature. • <u>Emergency Contact</u> to add or change emergency contact information. • <u>Life and AD/D Benefits</u> to make SGLI election changes (Note: Data entry is only required when member is changing a SGLI/Family SGLI election, i.e. increasing, decreasing or declining coverage. No data entry is required if the member is only updating beneficiary designation.) • Files SGLI forms, BAH/Dependency forms and CG PSC-2020D forms in section 4 of SPO PDR.

Requesting Statements of Creditable Service

Introduction

This will assist you in requesting a Statement of Creditable Service (SOCS) and/or a Statement of Creditable Sea Service (SOCSS).

Procedure for requesting Statements of Creditable Service

This is the procedure for requesting statements of creditable service/sea service on a USCG/USCGR member with a Pay Base Date (PBD), Active Duty Base Date (ADBD) and/or creditable sea pay time problem. You should request a SOCS/SOCSS for the following members who meet these criteria:

- Newly assigned (PCS) USCG/USCGR member with prior service that has not been verified;
- Any reserve member entering Extended Active Duty for more than 139 days must have request for a SOCS submitted for ADBD verification regardless of the fact that a SOCS may have been previously completed.

Note: Do not ignore suspected sea time errors simply because a member is not currently assigned to a sea pay eligible vessel. Take immediate action.

Continued on next page

Requesting Statements of Creditable Service, Continued

Procedure for requesting Statements of Creditable Service, Continued

:

Stage	Who Does It	What Happens
1	UNIT	Reviews the member's PDR and any supporting documents the member has, notes the specific period of service/sea service the member is disputing and forwards to the SPO. • Members can help the process by providing any documents they have that substantiate prior service, such as a DD Form 214, any reserve point statements, orders, or a Navy Statement of Service. • If a member requests career sea service validation for the purpose of Merchant Marine licensing, be aware that the document required by the Merchant Marines is a Transcript of Sea Service (TOSS) (PSC 1075). Do not confuse this with a SOCSS, because the TOSS will include periods of service aboard vessels not eligible for sea pay/time (see 5-C-9 of this section for requirements on requesting TOSS).
2	SPO	Reviews the Direct Access database to verify whether or not a SOCS has already been completed. Home > Administer Workforce > Administer Workforce (GBL) > Use > **Statement of Creditable Service** • If a SOCS has not been completed, and it can be verified that the member is not receiving credit for a specific period of *prior* service/sea service, request a SOCS/SOCSS from PSC (SES) by Memorandum (Memo) and attach all supporting documentation. The Memo request needs to contain the member's full name, EMPLID, service branch, and period of service. VERY IMPORTANT: If there is a DD-214 or other documents supporting creditable service and/or sea service, and the member's pay base date, active duty base date or sea pay longevity is incorrect, the member can request an immediate adjustment. *The request must be sent to PSC (SES) and must indicate: "The member has been counseled and understands that if the pay base date, active duty base date or total sea time, based on the DD-214, is not supported by the prior service records, the member may be in an overpaid status".*

Continued on next page

Requesting Statements of Creditable Service, Continued

Procedure for requesting Statements of Creditable Service, Continued

Stage	Who Does It	What Happens
2 Continued	**SPO** Continued	**Note:** Please ensure that periods of Coast Guard sea service or ADT that are in dispute are processed via the SPO transmittal. There is no need to request a SOCS/SOCSS in these instances because the transmitted documents will result in the member's JUMPS account being adjusted correctly.
3	**PSC**	Is responsible to verify and validate all periods of prior service (all branches) and sea service to adjust a member's Pay Base Date (PBD), Active Duty Base Date (ADBD) or cumulative sea service time. • With supporting documentation by the SPO, makes interim adjustment to member's service dates and/or sea service time. The member must provide a statement indicating that the interim adjustment may put him/her in an overpaid status (as discussed in stage 2 on previous page). • Request records from Headquarters or from the appropriate record center (if applicable). • Verifies dates. • Issues member a SOCS (PSC Form 1071) and/or a SOCSS (PSC Form 1072). • Makes necessary adjustments to member's pay account. **Note:** Completing the process can take from 3 to 6 months, depending on how quick the other Service responds to the request. The most difficult part of this process is retrieving the necessary information needed from the other Services. Please allow 90 days for processing of SOCS/SOCSS requests by PSC before submitting any follow-up or tracer requests.
4	**SPO**	Once the SOCS/SOCSS has been forwarded to the SPO, ensure a copy is retained in the SPO PDR, and forward a copy to the unit requesting verification. **Note:** If the original SOCS/SOCSS is found to be in error, because of an incorrect date or missing period of service/sea service, please forward the original SOCS/SOCSS with all documentation to PSC (SES) by memo, with the periods in dispute clearly addressed.
5	**UNIT**	After PSC completes the SOCS/SOCSS and the SPO forwards the package to the unit, the member should be made aware of the impact the SOCS/SOCSS will have on his/her PBD, ADBD, or cumulative sea service. Member should also be aware that a credit or debit to his pay will probably occur due to the change in his/her PBD, ADBD, or cumulative sea service. **Note:** Unit should ensure member understands and agrees with SOCS/SOCSS and then notify SPO by deadline date contained in the letter.

Personnel Data Information File (PDIF)

Introduction

The Personnel Data Information File (PDIF) is a Direct Access generated summary of personnel data.

When will units receive a PDIF

Units can expect a PDIF to be provided by the SPO at the following times:

- Within 5 working days after a member reports in PCS
- Upon the request of the unit

Note: If you are not receiving the PDIFs for all of the members assigned to your unit, contact the SPO and ask them why you are not receiving them.

SPO to Unit Transmission

The SPO has the ability to send PDIFs to the unit via E-mail or by printed copy via regular mail. Units should inform their SPO which method is preferred.

Personnel Data Extract (PDE)

Introduction

The Personnel Data Extract (PDE), CG-4902, is periodically produced by **Direct Access** and provides important personnel database information.

The PDE

The PDE is provided to give the member a description of all the items in the database concerning the next servicewide exam cycle or warrant officer appointment cycle. It is issued prior to each active and reserve exam cycle.

Upon receipt

Follow these rules upon receipt of a PDE.

If	Then
no errors are found,	member signs and returns to unit
errors are found or suspected,	forward to the SPO with necessary supporting documents

Note: Responsibility for verification of PDE information rests solely with the member through the assistance of the command.

Security Clearances

Introduction

This has been provided to help you locate the policies and procedures for maintaining personnel security clearance information.

Reference

(a) PERSEC, Chap. 2, Administrative Procedures.

Personnel Security Record

When the Central Adjudication Facility (CAF) makes a favorable security determination, notification is made via Direct Access updates and by a certificate of clearance known as the source document. This source document shall have a properly executed SF-312 and CG-5588 attached and is filed in the member's PDR.

Preparation and Maintenance of Security Documents

Policies and procedures governing the preparation and maintenance of security documents can be found in the, PERSEC.

Transcript of Sea Service (TOSS)

Introduction

A Transcript of Sea Service (TOSS (CG PSC-1075)) is used to document service on board Coast Guard vessels for the purpose of obtaining a Merchant Marine License. The Transcript of Sea Service lists information regarding a member's sea service, including:

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

Note: This document does not serve to verify creditable sea service for pay purposes (refer to 5-C-3 of this section).

How to obtain a Transcript of Sea Service

If a member desires that a Transcript of Sea Service be prepared, the following must occur:

Stage	Who does it	Action to be taken
1	SPO	Request TOSS (CG PSC 1075) via Memorandum or E-mail and forward to PSC (SES). **Note:** The request should include the date the member entered the service and a summary of vessels he/she served on.
2	PSC (SES)	Issues CG PSC-1075 within 30 days of the date PSC received the request. The original and a copy are mailed to the SPO.
3	SPO	Forwards the original TOSS to the member and files the copy in SPO PDR.

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Section Overview

Introduction

This section provides you with the information needed to understand and perform miscellaneous personnel transactions that are not covered in any other section of this manual.

In this section

Leave Authorization (CG-2519)

Reference

(a) PERSMAN, Chap. 7-A, Leave
(b) ALCOAST 387/04
(c) Direct Access Online Manual

CG-2519 usage

The Leave Authorization (CG-2519) is used to authorize:

- Regular, sick or emergency leave

  Note: The CG-2519 is only required for sick leave in excess of 2 days.

- Compensatory absence in connection with leave

Do NOT use the CG-2519 for Compensatory Absence in conjunction with TDY/PCS orders

The Leave Authorization (CG-2519) must not be used for compensatory absence (CA) in the following instances:

- Periods of CA which are associated with PCS
- Periods of CA in conjunction with TDY orders
- CA, unless such absence is granted consecutively with leave

Continued on next page

Leave Authorization (CG-2519), Continued

Preparation of the CG-2519

The CG-2519 can be typed, prepared using **Adobe Forms**, or handwritten.

Items 1-7 are completed prior to departing.

The space below item 8 is used to indicate if the member used more than one type of absence. Only units outside CONUS need to list regular leave outside CONUS (AO) and regular leave inside CONUS (AI). List types and inclusive date in chronological order.

Follow these procedures for completing the CG-2519.

Item	Description
1	Enter the member's last name, first and middle initials.
2	Enter rate/rank of the member.
3	Enter member's SSN.
4	Enter the unit where the member is assigned.
5	Enter the complete address and phone number.
6	Enter the number of days of authorized absence.
7	DEPARTURE: Enter the time and date absence begins. **Note**: This entry would normally be the time and date normal liberty begins (a day of duty) and the day before the actual first day of leave/absence.
	RETURN: Enter the time and date the absence expires. **Note**: This entry would normally be the time and date the member is expected to be back at the work site/unit (a day of duty) and is the first day after the last day of leave/absence.
	AUTHORIZED OFFICIAL: Sign and date.
8	CHANGE ENDORSEMENT Pen and ink changes to item 7 are NOT allowed. Enter leave date and times if different from those authorized.

Disposition

Forward parts 1 and 2 to the SPO upon member's return from leave. If part 2 was given to the member (e.g., for AMC flight) forward only part 1.

Leave Carried over in Excess of 60 Days

Introduction

Members may be authorized to carry more than sixty (60) days leave into a new fiscal year, if the provisions of Article 7.A.15 of the PERSMAN are met.

Reference

(a) PERSMAN, Article 7.A.15

(b) ALCOAST 387/04

Procedures for carrying over leave of more than 60 days for a member

If a member believes that he/she is qualified to carry over more than 60 days of leave into a fiscal year, then the following steps must occur:

Step	Who Does It	Action Taken
1	MEMBER	Must submit a letter via the chain of command to PSC (MAS) and the letter must contain: • a description of the reason the member was prevented from using leave. • an estimate of the total number of days to be carried into the new fiscal year.
2	UNIT	Endorse the letter and send to PSC (MAS) NLT 1 November.
3	PSC (MAS)	Will accumulate all requests and will process them immediately following the December end-of-month compute. Note: This timing ensures that any outstanding leave is posted prior to manual adjustments being made.

A new request must be submitted by the member if he/she becomes qualified again for additional days to be carried over.

Continued on next page

Leave Carried over in Excess of 60 Days, Continued

Procedures for carrying over of more than 60 days for multiple members at a unit

If multiple members of a unit are qualified to carry over more than 60 days of leave into a fiscal year, then the unit must:

Step	Who Does It	Action Taken
1	UNIT	Must submit a letter to PSC (MAS) and the letter must contain: • A listing of each entitled member of the unit. • An estimate of the total number of days to be carried into the new fiscal year for each member. • And the qualifying circumstances (deployed for Operation XXX, back to back ALPATS, etc..).
2	PSC (MAS)	Will accumulate all requests and will process them immediately following the December end-of-month compute. Note: This timing ensures that any outstanding leave is posted prior to manual adjustments being made.

A new request must be submitted by the unit if a multiple number of members assigned to the unit become qualified again for additional days to be carried over.

Members have 3 years to use carried over leave

Members have 3 years to use any excess leave carried forward. Any such leave will automatically be carried forward until used, or until the three year "window" has closed. The carry-over balance will not be reduced until all of the regular leave accrued for the year has been used. For example:

> A member is authorized to carry forward 65.0 days on 1 October 1996 (5 days out of the 65 days is excess leave carried forward). During fiscal year 1997 this member uses 32 days leave and accrues 30 days leave. This reduces the member's excess leave carry forward balance from the prior year to 3.0 days (the 2.0 days over 30.0 coming off the carry over). On 1 October 1997, Direct Access/JUMPS will automatically carry 63.0 days forward (30 days accrued for fiscal year 1997 plus 33 days carried over from the prior year equals 63 days), since the 3 year window is still open.

Preparation of the DD Form 2 CG and DD Form 2

Introduction

Armed Forces Identification Card DD Form 2 CG and DD Form 2 are used as a means of identifying members on active duty, in the reserve, or in a military retired status. The card will be prepared using data contained on the DD Form 1172.

Use of "RAPIDS" facilities is mandatory for ID Card issuance

On 1 November 1996 the issuance of ID Cards through the Real-Time Automated Personnel identification Card System (RAPIDS) became mandatory. Manual preparation of ID cards is prohibited except in the following circumstances:

- Afloat units may issue DD Form 2 (Active) on a case-by-case basis, when underway and a RAPIDS facility is not available.
- Transition Assistance Management Program (TAMP) beneficiaries and foreign students may be issued DD Form 1173.
- PSC (RAS) may issue DD Form 1173-1.

Availability of RAPIDS facilities

The seven uniformed services have signed a cross-servicing agreement to provide ID card support to all eligible beneficiaries, regardless of their parent service. Once an ID card issuing facility is designated a RAPIDS site, service will be available to any eligible beneficiary.

RAPIDS sites have been established within reasonable distances of most units. Most Coast Guard District, ISC, and Group Offices are designated RAPIDS sites. Most large Department of Defense commands, active and reserve, are designated RAPIDS sites.

The following web site gives the three closest Military ID issuing facilities to a person's zip code, city or state. http://www.dmdc.osd.mil/rsl.

Coast Guard units unable to determine their supporting RAPIDS site should contact COMDT (G-WPM-2) for assistance.

Reference

(a) PERSMAN, Chap. 13-E, Identification Cards and Tags.

Continued on next page

Preparation of the DD Form 2 CG and DD Form 2, Continued

Preparation

Prepare the DD Form 2 CG (Active), DD Form 2 CG (Reserve) and DD Form 2 using a typewriter or the RAPIDS computer equipment. All dates will be in YYYYMMMDD format. Most entries on the card are self-explanatory, there are a few exceptions:

Block	Description
Grade	• For pay grades E-1 to E-3, enter NON PETTY OFFICER. • For pay grades E-4, E-5 or E-6, enter PO3 (E-4), PO2 (E-5), or PO1 (E-6). • For pay grades E-7, E-8 or E-9, enter CPO (E-7), SCPO (E-8), or MCPO (E-9). • For pay grades CWO2 to CWO4 enter CWO (W-2), (W-3), (W-4), as appropriate. • For pay grades O-1 to O-10, enter ENS (O-1), LTJG (O-2), as appropriate. • For Cadets enter CDT. **Note:** Reserve members retired without pay - enter the abbreviation “RET” after member’s grade on DD Form 2 CG (Reserve).
Expiration Date	• Active duty enlisted, enter expiration of enlistment. • Cadets, enter expected date of graduation. • Reservist on active duty, enter expiration of active duty. • Reserve enlisted, enter expiration of reserve enlistment. • Reserve member retired without pay, enter 60th birthday. • Officers, enter INDEFINITE. • All Retired members, enter INDEFINITE. • TDRL, see appendix B page 3-2-1.
Signature	Type the full name below the line, member signs in black or blue ink above typed name.

Continued on next page

Preparation of the DD Form 2 CG and DD Form 2, Continued

Preparation (continued)

Block	Description
Social Security No.	Enter 9 digit SSN in format 000000000.
Blood Type	Enter the member's blood type (e.g., B-, O+).
Geneva Convention	See Appendix B, Pg. 5-4 of this manual and enter I, II, etc. as appropriate
Date of Issue	Enter the date of signature by the issuing officer.
Signature of Issuing Officer	Manual ID cards Only enter first name or initial, middle initial, last name, rate/rank, and branch of military service. Signature must be in black or blue ink.
Medical for DD Form 2 (Retired)	See page 16 of Appendix (B) to this manual (paragraph 3.a.(3)).

Photograph (for manually prepared ID cards only)

The size of the photo should be approximately 1 inch by 1 inch. The portrait will have the member's full face and consist of the largest image that will include the member's head and information on a title board before a neutral background. The portrait can be black and white or color. The member will be uncovered. An information board is required for members on active duty who are issued a manually prepared ID card. The information board will contain the following information about the member, each on a separate line below each other.

- Last name
- First name and middle initial
- Social security number

Lamination

Use only polyester, polyethylene coated plastic film, preferably .010 mil. in thickness and thermoplastic laminating equipment.

Personal Clothing and Equipment Record (AF Form 538)

Introduction

The purpose of the Personal Clothing and Equipment Record is to record protective clothing and equipment that has been issued to personnel.

Usage

Unit COs must ensure that all members under their command who have been issued equipment have an up-to-date AF Form 538. It must be used to record:

- Issue date
- Inspection dates
- Modifications and repairs

Preparation

The individual responsible for issuing, monitoring, and accounting for issued items should maintain the form.

Block	Description
National Stock Number and Article	Enter the national stock number (NSN) on the top half of the block and the description of the article on the lower half.
Authorized Allowance	ASC Enter the quantity of the item authorized for issue as listed in COMDTINST M10470.10.
	QNTY Enter the actual quantity of the article issued.
Size	Enter the size of the article.
Issue Date	Enter the date the article was issued. For returnable items enter an R in the number block and an N for non-returnable.
Turn in Date	Enter the date the article was turned in for repairs, modification, or due to transfer. Enter an R in the numbered block corresponding to the turn in date of the article. For non-returnable items, enter NONRETURNABLE across the numbered block.
Balance on Hand	Leave blank.

Continued on next page

Personal Clothing and Equipment Record (AF Form 538),
Continued

Preparation
continued

Block	Description
1 thru 19	Enter the articles following the above instructions
20	Leave blank
21	Leave blank
22	Enter present unit
23	Enter the grade/rate or the member
24	Enter member’s SSN
25	Enter the member’s work phone number
26	Enter the member’s last name, first name, and MI
Signature of Individual	Have the member sign in the block which corresponds to the article(s) issue date
Signature of Sup Rep	Have the supply representative sign in the block which corresponds to the article(s) turned in
Page	Enter the consecutive page number
27	Date and signature will be entered by the individual performing the inventory
28	Leave blank
Validation	Leave blank
Remarks	Use for any explanatory information

Reporting Change in Mailing Address

Introduction

A member's mailing address is shown in block 22 of their LES. This address should be the member's home address and not the unit address. The member's mailing address is used for several purposes, including mailing IRS Form W-2 annually for all personnel, and LESs for reservists as well as members assigned to detached OPFACs.

This table describes how to change your home mailing address using the new Direct Access process. Instructions may also be accessed at the following web site address: http://www.uscg.mil/hq/psc/ps

Members without access to Direct Access

If you do not have access to Direct Access, contact your servicing SPO for instructions.

Step	Action
1	Select menu items in this order: Home > Self Service > Employee > Tasks > Home and Home Mailing Address
2	Enter your mailing address in the ADDRESS 1 field. Do not use fields 2 or 3. **Note:** The home address can be any address you want to enter. The mailing address is where you W-2 form and all correspondence will be mailed.
3	Enter the two-letter state abbreviation code in the STATE field.
4	Choose immediate or enter an effective date for change. If you choose "on this date", enter a future date. You cannot enter a date prior to the date you are entering the information into Direct Access.
5	Click SAVE after verifying the information you have entered.
6	Click OK on the save confirmation page Note: If you selected a future date for the effective date of change there will be a link at the bottom of the Home and Mailing Address page to view, delete, or edit the change.

Employment Verification

Introduction

Requests for employment verification from outside the Coast Guard should be completed at the unit if they have the information requested; if not, forward to the SPO.

Reference

(a) Privacy Act Manual, Encl. (7)

Procedure

All requests for employment verification will be completed as follows:

IF the information is	THEN
Not Privacy Act sensitive,	complete the request.
Privacy Act sensitive,	complete the request, attach a signed statement by the member authorizing release of the information and make the appropriate entry on the Disclosure Log.

E-Resume

Introduction

The E-Resume is necessary to provide up-to-date information to personnel assignment officers regarding an active duty member's personal status and assignment preferences.

Reservists may request reassignment by completing an E-Resume. Forward the completed transaction to the appropriate ISC (fot) via the Commanding Officer.

References

(a) PERSMAN
Articles 4-C.2.a through 4-C-2.f
(b) Commissioned and Warrant Officer Billet Manual
Section A, Officer Billet Code System
Section B, Occupational Field Codes
Section C, Organizational Level Codes
Section D, Job Position Locator Codes
(c) Enlisted Billet Manual, Chapter 4, Tables of General OPFAC Codes & Geographic Areas.

Submission of the E-Resume

The E-Resume must be submitted by active duty personnel as follows:
- To request a specific duty assignment.
- To request a tour extension at current PDS.
- To request mutual or unilateral transfer.
- 6 to 9 months prior to a member's discharge or RELAD date.
- During the "Engage" phase of the S.P.E.A.R. assignment process, for members who will be tour complete in the upcoming fiscal year.

The E-Resume must be submitted by reserve personnel as follows:

- To request transfer to a new unit. The E-Resume shall be submitted to ISC (PF) via the reservist's unit..

Assignment/Termination of Government Quarters

Introduction

When a member moves into or out of government quarters, it normally results in a change in BAH entitlements. This job aid will assist you in notifying the SPO to avoid over/under payments.

The need for prompt SPO notification

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

- Providing timely notification (within 48 hours) of a change to a member's housing status will enable the SPO to input the required Direct Access/JUMPS transactions and ensure the member receives the correct amount of pay.

In any typical month there are over $40,000 in overpayments to Coast Guard members assigned to government quarters. Although some of the overpayments are caused by normal processing delays (e. g., time between SPO input and the time the next Direct Access/JUMPS update is run), a large majority can be directly attributed to the unit's or the housing officer's failure to notify the member's SPO in a timely fashion.

References

(a) CG Housing Manual,
Section 6-E, Assignment to Public Quarters and Rental Housing
Section 6-F, Termination of Assignment: Public Quarters and Rental Housing

Advance notification will avoid incorrect payments

Members anticipating assignment to government quarters may submit a special request to the SPO to have the BAH stopped ahead of time to avoid being overpaid.

A member desiring to live on the economy must request permission from their commanding officer to be eligible for BAH entitlements.

Continued on next page

Assignment/Termination of Government Quarters, Continued

Notifying the SPO

SPOs, housing offices and unit administrative staffs must work together to develop local procedures for SPO notification. Proper documentation is always required. However, SPOs may accept, at their discretion, telephone notification of housing status changes, as long it will be followed up with "hard copy" documentation with 48 hours.

In the absence of an agreement between housing officials and the servicing SPO, follow these procedures upon notification that a member has been assigned or terminated quarters:

Step	Action
1	Local Housing Officer, Unit administrative staff, or the member notifies the servicing SPO within 48 hours by E-mail or most efficient means. • Provide copy of notification to Area Housing Officer.
2	Ensure notification includes: • Rate/Rank • Name & SSN • Date of assignment/termination • Indicate if spouse is in service • Indicate type of quarters • If inadequate quarters indicate the rental fee
3	Upon receipt of the notification, the SPO will submit the appropriate Direct Access transactions

Permissive Travel Authorization

Introduction

A Permissive travel authorization must be prepared in Basic Coast Guard Letter format. Use of the CG-2519, CG-4251, CG-5131, or authenticated message is not authorized.

Reference

(a) PERSMAN, Chap. 7-A-10

Preparing a Permissive Travel Authorization

A Permissive travel authorization must contain the following:

- Reason for the travel authorization
- Location and inclusive date the member will be absent
- This non-cost statement from the PERSMAN

> "This authorization is issued with the understanding that you will not be entitled to reimbursement for mileage or expense in connection therewith. In case you do not desire to bear this expense, consider this authorization cancelled."

- The member's signature acknowledging understanding of the non-cost statement

Distribution

The unit must give the original travel authorization to the member. Upon return, the member must endorse the travel authorization with the time/date of departure and return. After return and endorsement by member, the original travel authorization must be forwarded to the SPO to complete personnel transactions to credit/debit subsistence entitlements.

Note

Members performing permissive travel for house hunting in the vicinity of their new permanent duty station should consider taking several certified copies of their latest LES.

Corrections/Changes of Names, SSN, Date of Birth, or Minority Designator

Introduction

Changes in official Coast Guard records must be made only after an administrative examination has been made of the documentation presented.

Reference

(a) PDR Manual

Policy

- Commands have the authority to approve changes to Names, SSN, Date of Birth and Minority Designator.
- PSC will run a weekly query for changes to: Names, SSN, DOB and Minority Designators. This query will be forwarded to COMDT (ADM-3) for review.

Change of name or correction of date of birth

The member will report/request a name change or a request for correction of date of birth to his/her unit. The report or request must be supported by whichever of the following documents is applicable:

- Copy of marriage certificate.
- Copy of final divorce decree containing provisions for restoration of maiden name.
- Copy of court order authorizing name change
- Naturalization certificate authorizing name change
- Birth certificate registered before first enlistment, if not available, provide one of the following:
- Original or Photostat copy from Family Bible, notarized
- Baptismal certificate
- Original or certified copies of school records
- Census records
- Birth certificate registered subsequent to first enlistment
- Corrected birth certificate with supporting evidence
- Affidavits from officials of business concerns such as banking houses or insurance companies that the individual has in the past carried on business under the desired name.

Upon command authorization the approval will be forwarded to the servicing SPO for Direct Access input.

Continued on next page

Corrections/Changes of Names, SSN, Date of Birth, or Minority Designator, Continued

Effective date of name change

Changes in name are effective on the date of command approval.

- If the request is approved, the command will forward a copy of the authorization to the servicing SPO. The SPO will enter changes into Direct Access and make pen & ink changes to the member's PDR and other official documents.

Change of SSN

The member will submit a request for a change/correction to an SSN to his/her unit. The request must be accompanied by a Photostat copy of the social security card.

A change of the social security number in the official records will be made only when authorized by the member's command.

- If the request is approved, the command will forward a copy of the authorization to the servicing SPO. The SPO will enter changes into Direct Access and make pen & ink changes to the member's PDR and other official documents.

Change to Minority Designator

To change a minority designator, members can input the change in Direct Access via Self Service.

TRICARE Selected Reserve Dental Program

Introduction

The TRICARE Selected Reserve Dental Program (TSRDP) is an optional government sponsored insurance plan for eligible reserve members. Family members are not eligible. Enrollment in the plan is not automatic, but requires positive enrollment between the reserve member and the contractor.

This program will be administered by the TRICARE Support Office with dental care provided through a civilian contractor, Humana Military Health Care Services, INC

Selected Reserve members who wish to enroll may call the contractor at 1-800-211-3614.

TSRDP Premiums

There is only one premium rate and it is for selected reserve members only.

Enrollment Requirements

Enrollment into TSRDP is voluntary and is subject to the reserve member being enrolled in DEERS. The reserve must remain enrolled into TSRDP for a minimum of twelve months or be subject to a lockout period of twelve months. The only exception to the twelve-month requirement is if the selected reserve member is called to active duty for greater than 30 days. The twelve-month minimum will not start over for members called to active duty.

Note: The contractor will handle all enrollments (no action is necessary by the SPO). The contractor will collect 4 months of premiums at the time of enrollment. The advance premiums provide a cushion to be used during the period of enrollment due to the lag time involved with collecting enrollee premiums.

Disenrollment requirement

The reserve member may disenroll from TSRDP only after being enrolled for a period of twelve months. After the initial twelve month lock-in period or if enrollee is called to active duty, any unused premiums will be returned to the enrollee upon disenrollment.

Note: Disenrollments are between the reserve member and the contractor.

Continued on next page

TRICARE Selected Reserve Dental Program, Continued

Collection of premiums

The following rules apply:

- The monthly deduction for TSRDP will be withheld from the reserve member's pay if the reserve member receives pay during the month.
- If the reserve member did not receive sufficient pay during the month, the contractor will collect the premium directly from the reserve member.

Note: Failure to make monthly renewal premium payments after being billed by the contractor for months when the reserve member did not receive pay will result in the reservists being disenrolled from the TSRDP and subject to a lock-out period of twelve months.

Termination of TSRDP

TSRDP is terminated on the last day of the month in which the SELRES member is discharged, transferred to the Individual Ready Reserve (IRR), Standby Reserve, Retired Reserve, or SELRES ordered to active duty for a period of more than 30 days.

Effective date of coverage

Coverage usually begins on the first day of the following month of initial enrollment.