

Student Name: \_\_\_\_\_

# *Human Resource Systems*



*People taking care of People*

<http://cgweb.ppc.uscg.mil/>

<http://www.uscg.mil/ppc/>



# Course Overview

## Welcome

## Introductions & Expectations

## Course Objective

*Given personnel issues, address concerns or correct problems utilizing various Coast Guard Human Resource Systems in accordance with appropriate Coast Guard policies.*

## Ground Rules

- *Cell Phones*
- *Food & Drink*
- *Breaks*
- *Being on time for class discussion*
- *Web Usage*
- *Please Refrain from Working during Presentations*

# Class Agenda

## Day 1

- *Welcome & Overview*
- *Direct Access vs JUMPS*
  - *Recents*
  - *JUMPS Segment Analysis*
  - *Pay Processing Shortcuts*
  - *Job Data*

## Day 2

- *Service Contracts and Separations*
  - *Reenlistments*
  - *Extensions/Re-Extensions*
  - *Release from Active Duty*
  - *DD-214*
- *Advancements*

## Day 3

- *Pay Entitlements*
  - *Basic Allowance for Housing (BAH)*
  - *Discount Meal Rate/Refund Missed Meals*
  - *Career Sea Pay/Premium*
- *Corrections, Deletions and Stops*
- *PCS – Departing and Reporting*
- *Bonuses*

## **Day 4**

- *Reserves*
  - *Inactive Duty for Training (IDT)*
  - *Active Duty Orders*
  - *Title 14 Mobilization vs Title 10 Recall*
  - *Reserve Member Balances*
- *Reports*
  - *Payroll Verification Report*
  - *ADHOC*

## **Day 5**

- *Payments and Debts*
- *Travel*
- *Final Exam, Survey and Certificates*



# PPC Web Overview

**Introduction** There are many resources available on the PPC web page.  
<http://www.uscg.mil/ppc/>

**Objective** The objective of this section is to provide quick reference for navigation of the PPC Topeka web page.

**Basic Navigation** The following page will appear at initial navigation. Quick links are shown across the top of the page. On the left side of the page are other pay and personnel links.

The screenshot shows the U.S. Coast Guard Pay & Personnel Center website. At the top, there is a navigation bar with links for 'Contact Us' and 'Frequently Asked Questions', a search box, and a 'Search Current Unit' field. Below this is a main navigation menu with categories like 'USCG Home', 'About Us', 'Our Organization', 'Our Missions', 'Doing Business', and 'Join Us'. The left sidebar contains a vertical list of links: 'PPC Home', 'Welcome Aboard', 'PPC Branches', 'Frequently Asked Questions (FAQs)', 'Latest Rates Benefits', 'PPC News Updates', 'Tutorials & Training', 'Manuals & Messages', 'Forms & Worksheets', 'Online Help Systems', 'More Pay and Personnel Links', 'Contact PPC Customer Care', 'PPC Open Market Solicitations', and 'Contact PPC Web Content Manager'. The main content area is titled 'U. S. Coast Guard Pay & Personnel Center' and includes a tagline: 'We are the premier military pay & personnel resource, providing unsurpassed service to our nation's guardians'. Below the tagline is a horizontal menu with links: 'Direct Access', 'Forms', 'Advancements', 'Customer Service', 'Pay Info', 'Procedures', 'Retirees', 'Separations', and 'Travel'. There are three 'Popular Searches' sections: 'Direct Access, Pay, and, Personnel News Updates', 'Travel & WEB-TPAX News Updates', and 'Reserve News'. A 'Funeral Honors Request' section provides contact information for the Petty Officer of the Watch (OOD) Cell Phone: 785-224-3315. The 'Announcements' section features two items: 'May 2015 Servicewide Exam Advancement Eligibility List Posted' and 'June End-Month Payroll Processing Complete'.

*Continued on next page*

## PPC Web Overview , Continued

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**PPC Branches** Below is a list of some of the information available on each PPC Branch web page.

### **Advancements, Evaluations, Service Validation and Personnel Data Corrections (ADV)**

- Advancement Lists, Newsletters and Information
- SWE Eligibility Information
- SWE, Supplemental & Striker Advancement Information
- Enlisted Employee Review Information
- Statements of Creditable Service and Sea Service (SOCS/SOCSS)
- Reserve Retirement Point Adjustments
- Estimated Earnings

### **Customer Service**

- Submit Trouble Tickets

### **Military Accounts Support (MAS)**

- Pay Tables and Information
- Payroll Processing Schedule
- News/Updates on Pay and Entitlements

### **Procedures and Development (P&D)**

- Course Materials
- Issues and Solutions
- On-line Tutorials & Presentations
- Directives, Publications and Guides

### **Retiree & Annuitant Services (RAS)**

- Retirement Requests & Processing
- Survivor Benefit Plan (SBP) Information
- Global Pay Self Service for Retirees

### **Separations (SEP)**

- Separation Processing & Payment Information
- Duplicate W-2's

### **Travel (TVL)**

- Latest and greatest Travel info
- Travel tutorials and references

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# PPC Web Overview , Continued

## Navigating to the P&D Page

From the PPC home page, click on the **Procedures** link at the top of the page or choose Procedures & Development from the PPC Branches list.



## P&D Page

All of the latest and greatest information can be found on the Procedures and Development page. Click on the Email Updates link to receive PPC email updates. From the Quicklinks, click on the [Direct Access Knowledge Base](#) link.

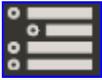


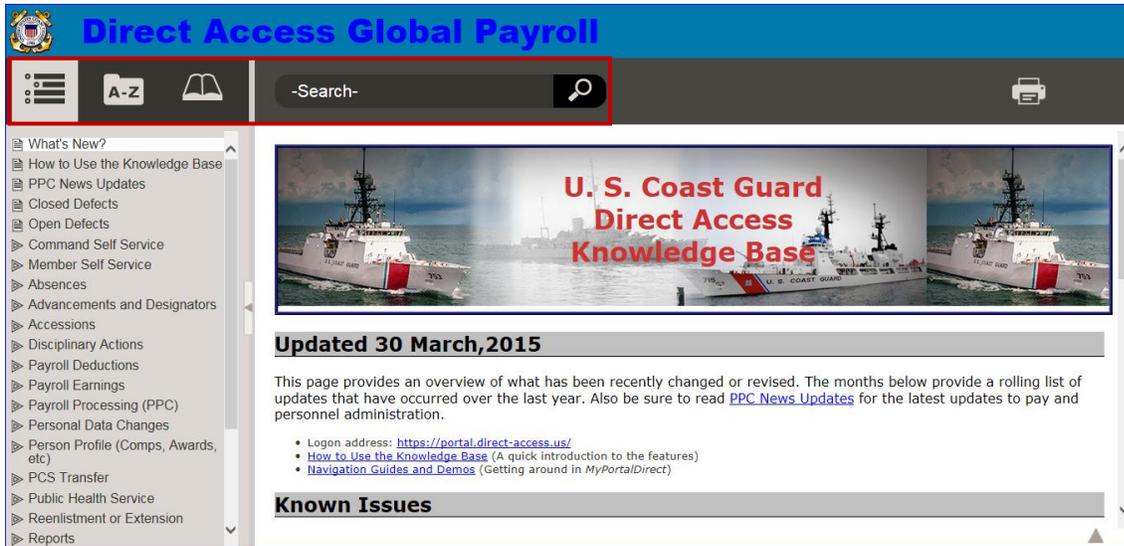
Continued on next page

## PPC Web Overview , Continued

### DA Knowledge Base

The Direct Access Knowledge Base is broken down into four categories for searching.

Icon	Description
	Displays a table of contents.
	Displays an alphabetical list of all topics.
	Displays a glossary of terms.
	Allows to search by keyword(s).



**Direct Access Global Payroll**

What's New?  
 How to Use the Knowledge Base  
 PPC News Updates  
 Closed Defects  
 Open Defects  
 Command Self Service  
 Member Self Service  
 Absences  
 Advancements and Designators  
 Accessions  
 Disciplinary Actions  
 Payroll Deductions  
 Payroll Earnings  
 Payroll Processing (PPC)  
 Personal Data Changes  
 Person Profile (Comps, Awards, etc)  
 PCS Transfer  
 Public Health Service  
 Reenlistment or Extension  
 Reports

**U. S. Coast Guard Direct Access Knowledge Base**

**Updated 30 March, 2015**

This page provides an overview of what has been recently changed or revised. The months below provide a rolling list of updates that have occurred over the last year. Also be sure to read [PPC News Updates](#) for the latest updates to pay and personnel administration.

- Logon address: <https://portal.direct-access.us/>
- [How to Use the Knowledge Base](#) (A quick introduction to the features)
- [Navigation Guides and Demos](#) (Getting around in MyPortalDirect)

**Known Issues**

*Continued on next page*

## PPC Web Overview, Continued

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**P&D News** The News tab on the P&D page displays all Training Announcements and PPC News Feeds.



**PPC Procedures and [Learning] Development (P&D) Branch**

Email Updates 

*Quicklinks*

[Home](#) | [Direct Access](#) | [Forms](#) | [Directives](#) | [Customer Care](#) | [Pay info](#) | [Retirees](#) | [Separations](#) | [Travel](#)  
[Direct Access Knowledge Base](#) | [Payroll Processing Calendar](#)

**News** | Course Materials | Issues & Solutions | E-Learning | Notices | YN Development | Library

**Training Announcements and PPC News Feeds**

- ▶ March 19 Training Opportunity: SGLI Program Overview
- ▶ DA and Reserve Management Virtual Training Session (09 Feb)
- ▶ PPC Global Pay Virtual Training
- ▶ Pay & Personnel News Updates

**P&D Course Materials** The Course Materials tab displays all Recorded Virtual Training sessions available for download.



**News** | **Course Materials** | Issues & Solutions | E-Learning | Notices | YN Development | Library

**Download PPC Course Materials**

- ▶ Reserve Management Session 09 February 2015
- ▶ Post Go-Live Question and Answer Sessions
- ▶ SPO Technician (Global Pay Virtual Training)
- ▶ SPO Auditor (Global Pay Virtual Training)
- ▶ Reserve Member and Command (Global Pay Virtual Training)
- ▶ Self Service Member Global Pay Virtual Training
- ▶ Self Service Command Global Pay Virtual Training

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## PPC Web Overview , Continued

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### P&D Issues & Solutions

The Issues & Solutions tab displays recent Best Practices, Known Issues and Solutions.

The screenshot shows a navigation bar with tabs: News, Course Materials, **Issues & Solutions** (highlighted with a red box), E-Learning, Notices, YN Development, and Library. Below the navigation bar, the page content is as follows:

**Best Practices, Issues, and Solutions:**  
The following are tips, tricks, and general knowledge items for SPOs.

**Addresses**  
Do not use special characters (e.g. ã, á, ñ, ú, Ñ, Ú, etc.). Direct Access is the data source for other information systems which cannot use special characters.

**BAH-Transit Rate for Single Members Reporting From Accession Points and OHA Payable Areas**  
The Coast Guard Pay Manual, Figure 3-19 & Section 3.G.5, provides that BAH-Transit shall be paid to members without dependents in an enroute status when:

- (a) the member's old permanent duty station is an OHA (versus BAH) eligible locale; or
- (b) the member is a non-prior service member in the accession pipeline.

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

### P&D E-Learning

The E-Learning tab is the most useful tab on the P&D page. This is where all of the knowledge base entries, user guides and tutorials for each topic are found, broken down by user role. Several of the user roles have Reserve Specific topics listed out separately.

The screenshot shows a navigation bar with tabs: News, Course Materials, Issues & Solutions, **E-Learning** (highlighted with a red box), Notices, YN Development, and Library. Below the navigation bar, the page content is as follows:

**Direct Access/Global Pay User Guides, Tutorials and Webinar Recordings**  
Review the list of [DA 9.1 Known Issues](#) before submitting a trouble ticket for a Direct Access/Global Pay problem. Note: CGPortal link. Use [this link](#) if you don't have access to the portal. It is similar but not updated as often.

- ▶ Self Service
- ▶ Self Service Commands
- ▶ Servicing Personnel Office (SPO)
- ▶ District Reserve Force Readiness Branch (DXR)
- ▶ Public Health Service
- ▶ More e-Learning Links

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## PPC Web Overview , Continued

### Sample of Reserve Specific Topics

Below is a sample of Reserve Specific Self-Service topics. The dates represent the latest update to the entry, guide or tutorial.

Self Service			
New Reserve Specific Self-Service User Guides:			
TOPIC NAME	KNOWLEDGE BASE ENTRY	PROCEDURE GUIDE (PDF)	VIDEO TUTORIAL
Self Service - All Duty Report		<a href="#">09/04/1014</a>	<a href="#">12/11/2014</a>
Self Service - Annual Screening Questionnaire	<a href="#">12/04/2014</a>	<a href="#">09/08/2014</a>	
Self Service - Inactive Duty for Training (IDT)		<a href="#">03/12/2015</a>	<a href="#">12/11/2014</a>
Self Service - Montgomery GI Bill-SR	<a href="#">12/17/2014</a>	<a href="#">09/04/2014</a>	<a href="#">12/11/2014</a>
Self Service - My Reserve Orders Requests		<a href="#">09/04/2014</a>	<a href="#">12/11/2014</a>
Self Service - My Reserve Point Statement		<a href="#">09/04/2014</a>	<a href="#">12/11/2014</a>
Self Service - Withdraw or Edit IDT Request		<a href="#">09/04/2014</a>	

### P&D Notices

The Notices tab displays all announcements, newsletters and procedural updates.

News	Course Materials	Issues & Solutions	E-Learning	Notices	YN Development	Library
<p><b>Announcements</b></p> <p><b>Direct Access Global Payroll Implementation</b></p> <ul style="list-style-type: none"> <li>• Direct Access/Global Pay -- In Production (ALSPO H/14)</li> <li>• PPC E-Learning Resources</li> </ul> <p><b>Newsletters</b></p> <ul style="list-style-type: none"> <li>• The Retiree Newsletter, Issue April 2015 (PDF)</li> <li>• Daily Pay &amp; Personnel News Updates</li> <li>• March 2015 Travel eNewsletter (PDF)</li> <li>• Winter 2015 Advancements and Evaluations News (PDF)</li> </ul> <p><b>Procedural Updates</b></p> <ul style="list-style-type: none"> <li>• Inactive Duty for Training (IDT) Subsistence Allowance</li> <li>• 1 May Meal Rate Changes and Refund for Missed Meals</li> <li>• Submitting Trouble Tickets With Supporting Documentation or Images (PDF)</li> <li>• Enlisted High Year Tenure Policy Changes Implemented</li> <li>• Policy and Procedures for Prior Service Accessions (ALSPO B/15) (PDF)</li> <li>• Payroll Processing Schedule for Calendar Year 2015 (ALSPO A/15) (PDF)</li> <li>• Notice of Overpayment Change (ALCGPSC 155/14)</li> </ul>						

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## PPC Web Overview, Continued

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**P&D YN Development**      The YN Development tab displays Yeoman specific information.

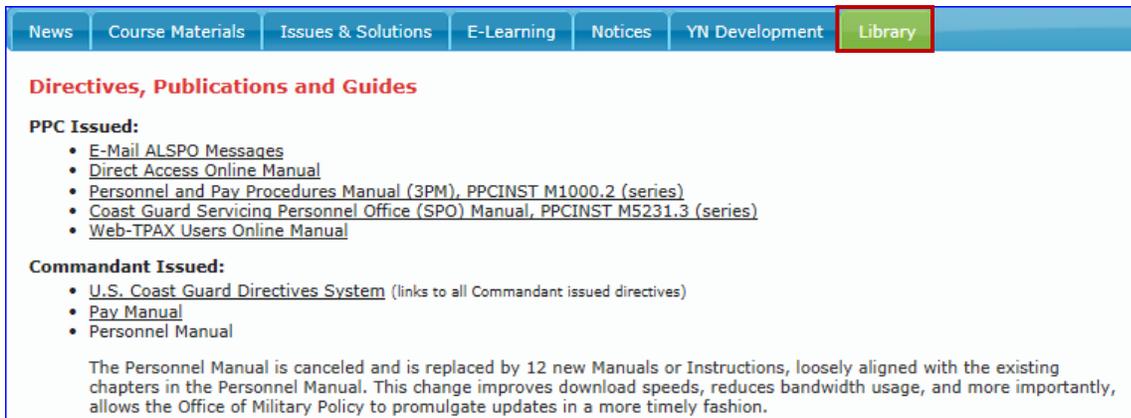


News | Course Materials | Issues & Solutions | E-Learning | Notices | **YN Development** | Library

**Yeoman Professional Development**

- ▶ Resources
- ▶ What is Professional Development?
- ▶ Yeoman Mission Statement
- ▶ Yeoman Guiding Principles

**P&D Library**      The Library tab displays Directives, Publications and Guides.



News | Course Materials | Issues & Solutions | E-Learning | Notices | YN Development | **Library**

**Directives, Publications and Guides**

**PPC Issued:**

- [E-Mail ALSPO Messages](#)
- [Direct Access Online Manual](#)
- [Personnel and Pay Procedures Manual \(3PM\), PPCINST M1000.2 \(series\)](#)
- [Coast Guard Servicing Personnel Office \(SPO\) Manual, PPCINST M5231.3 \(series\)](#)
- [Web-TPAX Users Online Manual](#)

**Commandant Issued:**

- [U.S. Coast Guard Directives System](#) (links to all Commandant issued directives)
- [Pay Manual](#)
- Personnel Manual

The Personnel Manual is canceled and is replaced by 12 new Manuals or Instructions, loosely aligned with the existing chapters in the Personnel Manual. This change improves download speeds, reduces bandwidth usage, and more importantly, allows the Office of Military Policy to promulgate updates in a more timely fashion.

# Direct Access and JUMPS

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**Introduction** Various programs work together to facilitate proper payment of military payroll to active and reserve members of the Coast Guard and NOAA. This chapter discusses the background and processes involved as well as an overview of each program.

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**Reference** (a) [Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part IX](#)

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**Objective** Given access to JUMPS, identify common fields related to all segment types and various segments found in all member records in accordance with reference (a).

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**Direct Access** Direct Access is a database program which enables document submission. The advanced functionality of Direct Access facilitates the implementation of all human resource management into one database. January 1, 2015, Direct Access replaced JUMPS as the Pay System.

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**JUMPS** The Joint Uniform Military Pay System (JUMPS) was the automated pay system for Coast Guard regular and reserve members and the National Oceanic and Atmospheric Administration (NOAA) officers. It was turned off 12/31/2014 and replaced by Direct Access. It still houses historical data prior to 1/1/15.

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**Contents** This chapter contains the following topics.

Topic	See Page
<a href="#">RECENTS</a>	3
<a href="#">JUMPS Segment Analysis</a>	7

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# RECENTS

**Introduction** The RECENTS file contains a chronological listing of all transactions that have processed in JUMPS. Access the RECENTS file by typing "REC" at any point in a members JUMPS record.

**Reference** (a) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part IX

**SEGMENT 00** After entering an EMPLID, SEGMENT 00 – Page 1 will appear. Type "REC" at the bottom of the page.

```
SSN 123-45-6789  EMPLID 1234567  K1B8XXX  01/04/2013      ONLINE PAY MASTER
FIRST-NAME      MI  LAST-NAME      RANK  P-G MB-TY SEX OFF-SOR P-CH
ERROL          M  FLYNN          YN1   E6  J-AEZ  M      0
PERMANENT UNIT      79-47400  LATEST COMPUTE CYCLE DATE      20121220
REPORTING UNIT      79-47400-00  LEAVE STATUS DATE              20130101
COST CENTER          00000  EXPECTED AD TERMINATION DATE  20270131
DATE REPORTED PERM UNIT  20110901  EFFECTIVE AD TERM DATE        99999999
IN/OUT CONUS INDICATOR      I  SEPARATION FLAG                0
PAY ENTRY BASE DATE      19950829  EXPECTED LOSS DATE            20270131
PEBD VERIFIED          EFFECTIVE LOSS DATE            99999999
ACTIVE DUTY BASE DATE      19970115  BAH CODE                       L
EFF DATE PAY AND ALLOWANCES 19890829  BAH DEPENDENT DATA            01
CMA DATE              19950829  CUMULATIVE SEA TIME            020803
EXTENSION AGREEMENT DATE  99999999  SEA POINTS START DATE          20090202
SEPARATION DATE FOR EXTEN  20081217  SEA PAY RETRO FLAG            0
DT INITIAL ENTRY MIL SRVC  19950710  CFTRR CD                       SEA SAVE FLAG
YEAR TO DATE FICA          $0.00
E ALLOTMENT AMOUNT        $0.00  IMPLEMENTATION DATE            999999
TOTAL CAREER DEF TSP      $11769.04  PREV LAST NAME ABBREVIATION
TOTAL CAREER NON-DEF TSP  $0.00  CSB ELIGIBILITY E      CSB ELECTION N
MODL ID                  MKE0  MODL DATE                      20020715
YOU ARE IN THE ONLINE PAY MASTER. PLEASE ENTER A COMMAND, OR TYPE 'HELP'.
REC
```

*Continued on next page*

# RECENTS, Continued

**RECENTS** RECENTS file Page 1 will appear. The first EXPANDED RECENTS file viewable is identified as Form L63C on Page 47. In this example, to view the oldest page in the RECENTS file, type page "46".

RECENT-FILE INQUIRY										PAGE			
SSN: 123/45/6789										1			
TODAY IS 01/04/2013													
TIME 07:01:52													
DIST/OPFAC/RU	PAT	PAT-DATE	FORM	EFF-DATE	VARIABLE INFORMATION					PAGE			
79	47400	53	PPS	121215	L63C	12DEC12	P	1212121		47			
79	47400	53	PPS	121215	L63C	12DEC12	R	12DEC12	AI03	48			
79	47400	53	PPS	121212	L63C	12DEC11	P	1212111		49			
79	47400	53	PPS	121212	L63C	12DEC11	R	12DEC11	AI01	50			
79	47400	53	PPS	121129	L63C	12NOV27	P	1211271		51			
79	47400	53	PPS	121129	L63C	12NOV27	R	12NOV27	SL02	52			
79	47400	53	PPS	121125	L63C	12NOV23	P	1211231		53			
79	47400	53	PPS	121125	L63C	12NOV23	R	12NOV23	AI01	54			
79	47400	53	PPS	121121	L63C	12NOV14	P	1211141		55			
79	47400	53	PPS	121121	L63C	12NOV14	R	12NOV14	AI03	56			
79	47400	53	PPS	121102	L6DA	12NOV07	P			57			
79	47400	53	PPS	121102	L6DA	12NOV07	R			58			
79	47400	53	PPS	121106	L63C	12OCT26	P	1210261		59			
79	47400	53	PPS	121106	L63C	12OCT26	R	12OCT26	AI01	60			
79	47400	53	PPS	121022	L63C	12OCT17	P	1210171		61			
79	47400	53	PPS	121022	L63C	12OCT17	R	12OCT17	SL02	62			
ENTER PAGE NUMBER										OR	'END'	OR	PRESS ENTER/GO TO CONTINUE
46													

**RECENTS - Page 46** This is the earliest dated document in the RECENTS file, the member's original enlistment contract. Type "1" to return to Page 1 of the RECENTS file.

RECENT-FILE INQUIRY										PAGE			
SSN: 123/45/6789										46			
TODAY IS 01/04/2013													
TIME 07:01:52													
DIST/OPFAC/RU	PAT	PAT-DATE	FORM	EFF-DATE	VARIABLE INFORMATION					PAGE			
77	66104	39	299	950830	L61A	95AUG29	P	SR	4YRS.	767			
77	66104	39	299	950830	L61A	95AUG29	R	SR	4YRS.	768			
ENTER PAGE NUMBER										OR	'END'	OR	PRESS ENTER/GO TO CONTINUE
1													

*Continued on next page*

# RECENTS, Continued

RECENTS – To view a document in Expanded Recents, type the page number at the bottom of the screen. In this example, type “51”.

RECENT-FILE INQUIRY										PAGE
SSN: 123/45/6789										1
TODAY IS 01/04/2013										
TIME 07:11:21										
DIST/OPFAC/RU	PAT	PAT-DATE	FORM	EFF-DATE	VARIABLE INFORMATION					PAGE
79	47400	53	PPS	121215	L63C	12DEC12	P	1212121		47
79	47400	53	PPS	121215	L63C	12DEC12	R	12DEC12	AI03	48
79	47400	53	PPS	120808	L67A	12JUL13	P	2566	P607	49
79	47400	53	PPS	120808	L67A	12JUL13	R	2566	P607	50
79	47400	53	PPS	120808	L67A	12JUL13	P	2563	P606	51
79	47400	53	PPS	120808	L67A	12JUL13	R	2563	P606	52
79	47400	53	PPS	120808	L67A	12JUL12	P	2565	P625	53
79	47400	53	PPS	120808	L67A	12JUL12	R	2565	P625	54
79	47400	53	PPS	120721	L63C	12JUL11	P	1207111		55
79	47400	53	PPS	120721	L63C	12JUL11	R	12JUL11	AI10	56

ENTER PAGE NUMBER OR 'END' OR PRESS ENTER/GO TO CONTINUE

51



# JUMPS Segment Analysis

**Introduction** The Joint Uniform Military Pay System (JUMPS) was the database that contained all necessary information to properly pay active and reserve members of the Coast Guard and NOAA. Databases are made up of various fields that relate to each other. In JUMPS, these fields are referred to as **segments**.

**Fixed Data** The fixed data area (Segment 00) consists of three pages of data and applies to every automated pay account. It contains biographical information for every member (name, dates, location), information which must be maintained throughout the member's entire career (cumulative sea duty and entitlement/deduction flags), and last compute date. Specific field data can be found in Chapter 4 of reference (a).

**Pay Segments** Chapter 4 of reference (a) contains a detailed analysis of all pay segments.

**Segment 00, Page 1** Segment 00, Page 1 contains biographical information for each member as seen below.

SSN 123-45-6789	EMPLID 1234567	K1B8XXX	05/27/2015	08:22	ONLINE PAY MASTER
FIRST-NAME	MI	LAST-NAME	RANK	P-G	MB-TY SEX OFF-SOR P-CH
MICKEY	T	MOUSE	YN1	E6	J-AEZ M 0
PERMANENT UNIT		79-47400	LATEST COMPUTE	CYCLE DATE	20141220
REPORTING UNIT		79-47400-00	LEAVE STATUS	DATE	20150101
COST CENTER		00000	EXPECTED AD	TERMINATION DATE	20270131
DATE REPORTED PERM UNIT		20110901	EFFECTIVE AD	TERM DATE	99999999
IN/OUT CONUS INDICATOR		I	SEPARATION	FLAG	0
PAY ENTRY BASE DATE		19950829	EXPECTED LOSS	DATE	20270131
PEBD VERIFIED			EFFECTIVE LOSS	DATE	99999999
ACTIVE DUTY BASE DATE		19970115	BAH CODE		L
EFF DATE PAY AND ALLOWANCES		19890829	BAH DEPENDENT	DATA	01
CMA DATE		19950829	CUMULATIVE	SEA TIME	020803
EXTENSION AGREEMENT DATE		99999999	SEA POINTS	START DATE	20090202
SEPARATION DATE FOR EXTEN		20081217	SEA PAY	RETRO FLAG	0
DT INITIAL ENTRY MIL SRVC		19950710	CFTRR CD		SEA SAVE FLAG
YEAR TO DATE FICA		\$0.00			
E ALLOTMENT AMOUNT		\$0.00	IMPLEMENTATION	DATE	999999
TOTAL CAREER DEF TSP		\$11769.04	PREV LAST NAME	ABBREVIATION	
TOTAL CAREER NON-DEF TSP		\$0.00	CSB ELIGIBILITY	E	CSB ELECTION N
MODL ID		MKE0	MODL DATE		20020715
YOU ARE IN THE ONLINE PAY MASTER. PLEASE ENTER A COMMAND, OR TYPE 'HELP'.					

*Continued on next page*

# JUMPS Segment Analysis, Continued

**Start and Stop Dates**      The Start and Stop Dates indicate the specific dates the segment was effective.

SEG	HIST	COMPUTE	OBJECT	AMOUNT						
01	999999	3	1105	\$3539.40						
	EFFDTE	TIME	DTPROC	SLC PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20120101	9999	20120104	1	LPC	20120104	00	00		
STOP	99999999	9999	99999999							
DUTY	STOP	DT	D-TYPE	PG-1	PG-2	TCSTORDER	DUTY	SITE	A-ST	RAN
						\$0.00				
<-----DAFIS ACCOUNTING STRING----->						<-----PURPOSE OF DUTY----->				
SEG	HIST	COMPUTE	OBJECT	AMOUNT						
01	201201	4	1105	\$3483.60						
	EFFDTE	TIME	DTPROC	SLC PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20110829	9999	20110720	1	AUP	20110720				L
STOP	20111231	9999	20120104	1	LPC	20120104	00	00		
DUTY	STOP	DT	D-TYPE	PG-1	PG-2	TCSTORDER	DUTY	SITE	A-ST	RAN
						\$0.00				
<-----DAFIS ACCOUNTING STRING----->						<-----PURPOSE OF DUTY----->				

**Personnel Action Transmittal (PAT)**      This field indicates the method in which the segment was opened or closed. The most common PATs are listed in the table below. For a complete listing of PAT codes and their meaning, see Chapter 4 of Reference (a).

PAT	Meaning
AUP	Automatic Update
COM	Compute
LPC	Legislative Pay Change
MBR	Direct Access Self-Service
PPS	Pay & Personnel System (DA input other than the mbr)

# Viewing Pay Processing Shortcuts

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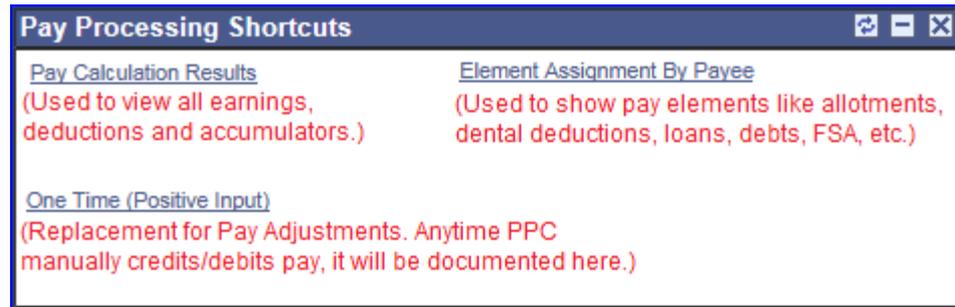
## Introduction

This section provides the procedures for viewing the Pay Processing Shortcuts in Direct Access. SPO users should use the following links to audit and verify pay transactions submitted on members. Review the Terminology in the [DA Knowledge Base](#) before proceeding.

---

## Pay Processing Shortcuts Pagelet

See below.



## Contents

Topic	See Page
<a href="#">Pay Calculation Results</a>	11
<a href="#">Element Assignment by Payee (EABP)</a>	23
<a href="#">One Time Positive Input (OTPI)</a>	25

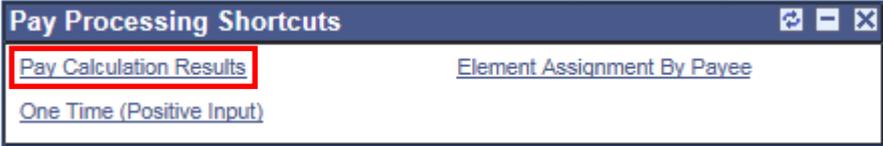
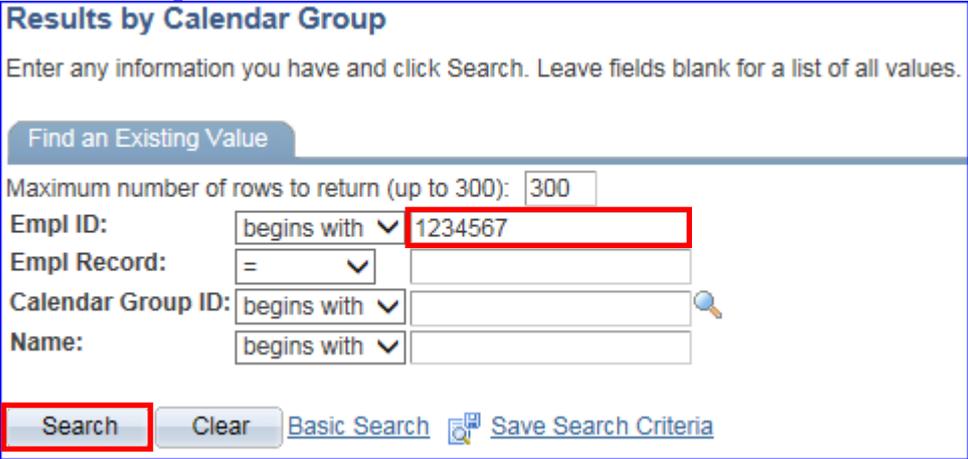
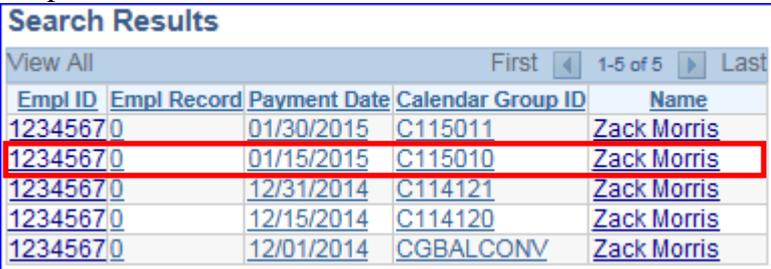
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# Pay Calculation Results

**Introduction** This section provides the procedures for viewing the Pay Calculation Results in Direct Access.

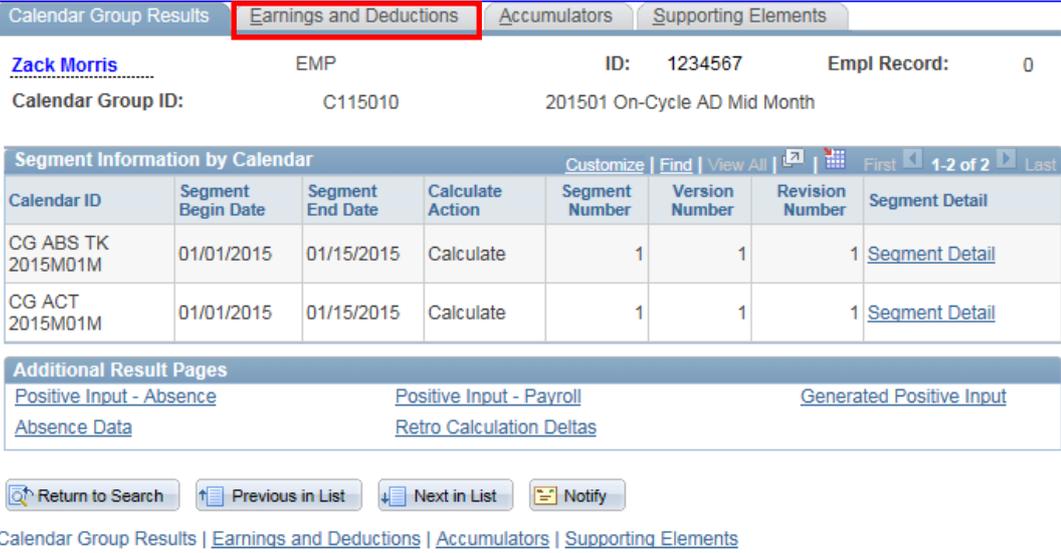
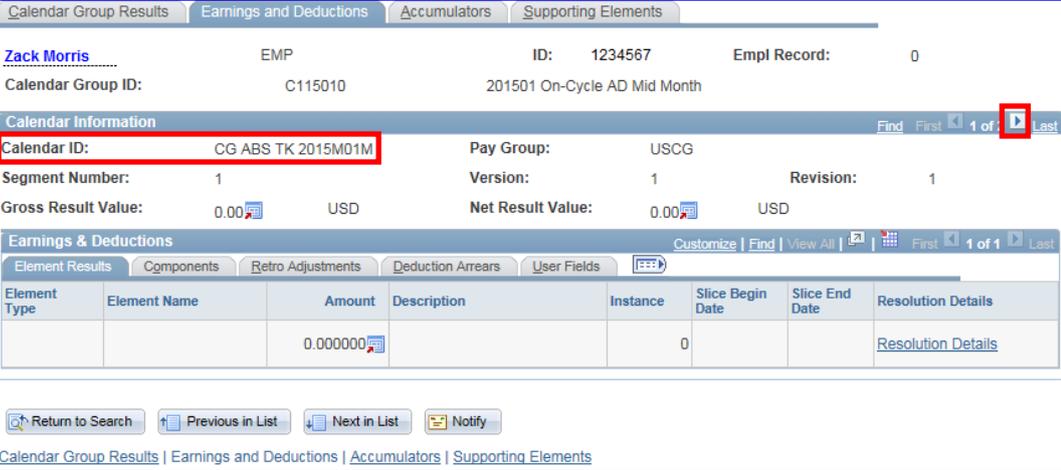
**Procedures** See below.

Step	Action																														
1	<p>Select <b>Pay Calculation Results</b> from the Pay Processing Shortcuts pagelet.</p> 																														
2	<p>Enter the <b>Empl ID</b> and click <b>Search</b>.</p> 																														
3	<p>Select the appropriate <b>Calendar Group</b>. Use the <b>Payment Date</b> to determine which calendar to choose. For example, the 1/15/2015 Payment Date would cover the period of 1/1/2015-1/15/2015 and the 1/30/2015 Payment Date would cover the period of 1/16/2015-1/31/2015.</p>  <table border="1" data-bbox="304 1473 1075 1742"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Payment Date</th> <th>Calendar Group ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1234567 0</td> <td></td> <td>01/30/2015</td> <td>C115011</td> <td>Zack Morris</td> </tr> <tr style="border: 2px solid red;"> <td>1234567 0</td> <td></td> <td>01/15/2015</td> <td>C115010</td> <td>Zack Morris</td> </tr> <tr> <td>1234567 0</td> <td></td> <td>12/31/2014</td> <td>C114121</td> <td>Zack Morris</td> </tr> <tr> <td>1234567 0</td> <td></td> <td>12/15/2014</td> <td>C114120</td> <td>Zack Morris</td> </tr> <tr> <td>1234567 0</td> <td></td> <td>12/01/2014</td> <td>CGBALCONV</td> <td>Zack Morris</td> </tr> </tbody> </table>	Empl ID	Empl Record	Payment Date	Calendar Group ID	Name	1234567 0		01/30/2015	C115011	Zack Morris	1234567 0		01/15/2015	C115010	Zack Morris	1234567 0		12/31/2014	C114121	Zack Morris	1234567 0		12/15/2014	C114120	Zack Morris	1234567 0		12/01/2014	CGBALCONV	Zack Morris
Empl ID	Empl Record	Payment Date	Calendar Group ID	Name																											
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*Continued on next page*

# Pay Calculation Results, Continued

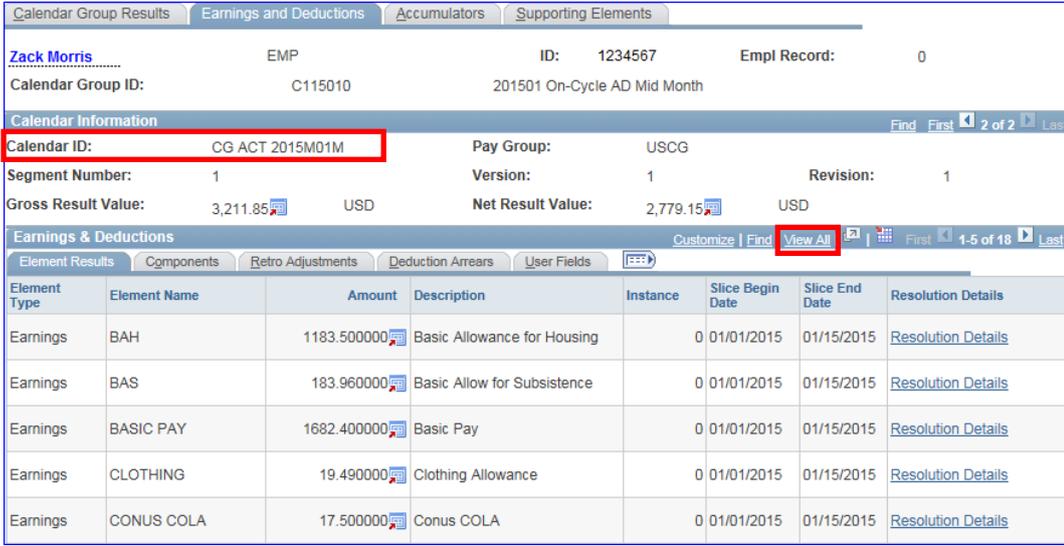
Procedures,  
continued

Step	Action
4	<p>The <b>Calendar Group Results</b> tab will display. Click on the <b>Earnings and Deductions</b> tab.</p> 
5	<p>Click the <b>Right Arrow</b> button to get to the Calendar ID that says CG ACT/CG RSV 2015M01M (mid-month) or CG ACT/RSV 2015M01E (end-month). ACT stands for Active Duty. RSV stands for Reserve. 2015M01M stands for the year 2015, the month of January (M01), mid-month (M) paycheck. For example, end-month November would read 2015M11E.</p> 

*Continued on next page*

# Pay Calculation Results, Continued

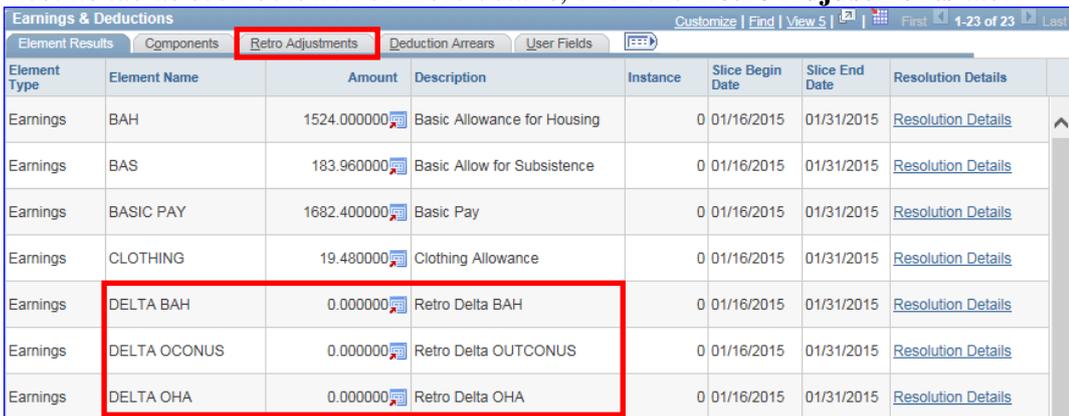
Procedures,  
continued

Step	Action																																																
6	<p>Once the correct Calendar ID is identified, click the <b>View All</b> link.</p>  <p>The screenshot shows the 'Calendar Information' section for employee Zack Morris. The 'Calendar ID' is 'CG ACT 2015M01M'. Below this, the 'Earnings &amp; Deductions' section is visible, with a table listing various earnings elements. The 'View All' link is highlighted in red.</p> <table border="1" data-bbox="300 801 1364 1070"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAH</td> <td>1183.500000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>01/01/2015</td> <td>01/15/2015</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>183.960000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>01/01/2015</td> <td>01/15/2015</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>1682.400000</td> <td>Basic Pay</td> <td>0</td> <td>01/01/2015</td> <td>01/15/2015</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CLOTHING</td> <td>19.490000</td> <td>Clothing Allowance</td> <td>0</td> <td>01/01/2015</td> <td>01/15/2015</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CONUS COLA</td> <td>17.500000</td> <td>Conus COLA</td> <td>0</td> <td>01/01/2015</td> <td>01/15/2015</td> <td>Resolution Details</td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BAH	1183.500000	Basic Allowance for Housing	0	01/01/2015	01/15/2015	Resolution Details	Earnings	BAS	183.960000	Basic Allow for Subsistence	0	01/01/2015	01/15/2015	Resolution Details	Earnings	BASIC PAY	1682.400000	Basic Pay	0	01/01/2015	01/15/2015	Resolution Details	Earnings	CLOTHING	19.490000	Clothing Allowance	0	01/01/2015	01/15/2015	Resolution Details	Earnings	CONUS COLA	17.500000	Conus COLA	0	01/01/2015	01/15/2015	Resolution Details
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7	<p>All of the Earnings will be listed first in alphabetical order. See field/description table below.</p>  <p>The screenshot shows the 'Earnings &amp; Deductions' table with the first row highlighted in red. Below the screenshot is a table defining the fields in the screenshot.</p> <table border="1" data-bbox="300 1559 1364 1937"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Element Type</td> <td>Earning or Deduction</td> </tr> <tr> <td>Element Name</td> <td>Abbreviated name for element</td> </tr> <tr> <td>Amount</td> <td>Represents 15 days of pay for that element</td> </tr> <tr> <td>Description</td> <td>Description of element</td> </tr> <tr> <td>Instance</td> <td>Will show a number if it is listed in Element Assignment by Payee (EABP)</td> </tr> <tr> <td>Slice Begin Date</td> <td>First day of pay period</td> </tr> <tr> <td>Slice End Date</td> <td>Last day of pay period</td> </tr> <tr> <td>Resolution Details</td> <td>Shows additional information for some elements (i.e. Lump Sum Leave Sale will show the amount of days sold)</td> </tr> </tbody> </table>	Field	Description	Element Type	Earning or Deduction	Element Name	Abbreviated name for element	Amount	Represents 15 days of pay for that element	Description	Description of element	Instance	Will show a number if it is listed in Element Assignment by Payee (EABP)	Slice Begin Date	First day of pay period	Slice End Date	Last day of pay period	Resolution Details	Shows additional information for some elements (i.e. Lump Sum Leave Sale will show the amount of days sold)																														
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Continued on next page

## Pay Calculation Results, Continued

Procedures,  
continued

Step	Action																																																																																																								
8	<p>All of the deductions will be listed in alphabetical order below the earnings. The same field/descriptions apply.</p>  <table border="1"> <caption>Earnings &amp; Deductions</caption> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Deduction</td> <td>AFRH</td> <td>0.250000</td> <td>Armed Forces Retirement Home</td> <td>0</td> <td>01/01/2015</td> <td>01/15/2015</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Deduction</td> <td>FSGLI</td> <td>2.500000</td> <td>Family Servicemembers Grp Life</td> <td>0</td> <td>01/01/2015</td> <td>01/15/2015</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Deduction</td> <td>FWT</td> <td>211.300000</td> <td>FIT Withholding</td> <td>0</td> <td>01/01/2015</td> <td>01/15/2015</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Deduction</td> <td>MA DONATION</td> <td>2.500000</td> <td>Mutual Assistance Donation</td> <td>1</td> <td>01/01/2015</td> <td>01/15/2015</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Deduction</td> <td>MEDICARE EE</td> <td>24.390000</td> <td>Medicare Tax</td> <td>1</td> <td>01/01/2015</td> <td>01/15/2015</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Deduction</td> <td>MEDICARE ER</td> <td>24.390000</td> <td>ER Medicare Tax</td> <td>1</td> <td>01/01/2015</td> <td>01/15/2015</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Deduction</td> <td>OASDI EE</td> <td>104.310000</td> <td>OASDI Tax</td> <td>1</td> <td>01/01/2015</td> <td>01/15/2015</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Deduction</td> <td>OASDI ER</td> <td>104.310000</td> <td>ER OASDI Tax</td> <td>1</td> <td>01/01/2015</td> <td>01/15/2015</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Deduction</td> <td>SGLI</td> <td>14.000000</td> <td>Servicemembers Group Life Ins</td> <td>0</td> <td>01/01/2015</td> <td>01/15/2015</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Deduction</td> <td>TRICARE DEP</td> <td>5.650000</td> <td>Tricare Dependent Dental</td> <td>1</td> <td>01/01/2015</td> <td>01/15/2015</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Deduction</td> <td>TSGLI</td> <td>0.500000</td> <td>Traumatic SGLI</td> <td>0</td> <td>01/01/2015</td> <td>01/15/2015</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Deduction</td> <td>TSP BASIC</td> <td>67.300000</td> <td>Thrift Savings Plan Basic Pay</td> <td>0</td> <td>01/01/2015</td> <td>01/15/2015</td> <td><a href="#">Resolution Details</a></td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Deduction	AFRH	0.250000	Armed Forces Retirement Home	0	01/01/2015	01/15/2015	<a href="#">Resolution Details</a>	Deduction	FSGLI	2.500000	Family Servicemembers Grp Life	0	01/01/2015	01/15/2015	<a href="#">Resolution Details</a>	Deduction	FWT	211.300000	FIT Withholding	0	01/01/2015	01/15/2015	<a href="#">Resolution Details</a>	Deduction	MA DONATION	2.500000	Mutual Assistance Donation	1	01/01/2015	01/15/2015	<a href="#">Resolution Details</a>	Deduction	MEDICARE EE	24.390000	Medicare Tax	1	01/01/2015	01/15/2015	<a href="#">Resolution Details</a>	Deduction	MEDICARE ER	24.390000	ER Medicare Tax	1	01/01/2015	01/15/2015	<a href="#">Resolution Details</a>	Deduction	OASDI EE	104.310000	OASDI Tax	1	01/01/2015	01/15/2015	<a href="#">Resolution Details</a>	Deduction	OASDI ER	104.310000	ER OASDI Tax	1	01/01/2015	01/15/2015	<a href="#">Resolution Details</a>	Deduction	SGLI	14.000000	Servicemembers Group Life Ins	0	01/01/2015	01/15/2015	<a href="#">Resolution Details</a>	Deduction	TRICARE DEP	5.650000	Tricare Dependent Dental	1	01/01/2015	01/15/2015	<a href="#">Resolution Details</a>	Deduction	TSGLI	0.500000	Traumatic SGLI	0	01/01/2015	01/15/2015	<a href="#">Resolution Details</a>	Deduction	TSP BASIC	67.300000	Thrift Savings Plan Basic Pay	0	01/01/2015	01/15/2015	<a href="#">Resolution Details</a>
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Deduction	TSP BASIC	67.300000	Thrift Savings Plan Basic Pay	0	01/01/2015	01/15/2015	<a href="#">Resolution Details</a>																																																																																																		
9	<p>If the member has a Retro Adjustment, it will appear as a DELTA in the Element Results tab as seen below. For more details, click the <b>Retro Adjustments</b> tab.</p>  <table border="1"> <caption>Earnings &amp; Deductions</caption> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAH</td> <td>1524.000000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>01/16/2015</td> <td>01/31/2015</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>183.960000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>01/16/2015</td> <td>01/31/2015</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>1682.400000</td> <td>Basic Pay</td> <td>0</td> <td>01/16/2015</td> <td>01/31/2015</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>CLOTHING</td> <td>19.480000</td> <td>Clothing Allowance</td> <td>0</td> <td>01/16/2015</td> <td>01/31/2015</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>DELTA BAH</td> <td>0.000000</td> <td>Retro Delta BAH</td> <td>0</td> <td>01/16/2015</td> <td>01/31/2015</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>DELTA OCONUS</td> <td>0.000000</td> <td>Retro Delta OUTCONUS</td> <td>0</td> <td>01/16/2015</td> <td>01/31/2015</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>DELTA OHA</td> <td>0.000000</td> <td>Retro Delta OHA</td> <td>0</td> <td>01/16/2015</td> <td>01/31/2015</td> <td><a href="#">Resolution Details</a></td> </tr> </tbody> </table> <p>This particular scenario involved a member who was station in the U.K., living in government quarters and paying BAH-Diff for child support. The member moved out into the economy and became eligible for OHA. Shortly after, the member got married. The member’s spouse and children are residing in Hawaii. This made the member eligible to receive dual OUTCONUS COLA rows, one for with dependents at the Hawaii rate, and one for without dependents at the Great Britain rate.</p>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BAH	1524.000000	Basic Allowance for Housing	0	01/16/2015	01/31/2015	<a href="#">Resolution Details</a>	Earnings	BAS	183.960000	Basic Allow for Subsistence	0	01/16/2015	01/31/2015	<a href="#">Resolution Details</a>	Earnings	BASIC PAY	1682.400000	Basic Pay	0	01/16/2015	01/31/2015	<a href="#">Resolution Details</a>	Earnings	CLOTHING	19.480000	Clothing Allowance	0	01/16/2015	01/31/2015	<a href="#">Resolution Details</a>	Earnings	DELTA BAH	0.000000	Retro Delta BAH	0	01/16/2015	01/31/2015	<a href="#">Resolution Details</a>	Earnings	DELTA OCONUS	0.000000	Retro Delta OUTCONUS	0	01/16/2015	01/31/2015	<a href="#">Resolution Details</a>	Earnings	DELTA OHA	0.000000	Retro Delta OHA	0	01/16/2015	01/31/2015	<a href="#">Resolution Details</a>																																								
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Continued on next page

# Pay Calculation Results, Continued

Procedures,  
continued

Step	Action						
10	Any retroactive amounts will appear in the <b>Calculation Adjustment</b> column. Additional information can be found using the <b>Adjustment Detail</b> links. See chart below regarding amounts.						
<div style="border: 1px solid gray; padding: 2px;"> <span>Element Results</span> <span>Components</span> <span>Retro Adjustments</span> <span>Deduction Arrears</span> <span>User Fields</span> <span>...</span> </div>							
Element Type	Element Name	Amount	Calculation Adjustment	Base Adjustment	Unit Adjustment	Adjustment Detail	Resolution Details
Earnings	BAH	1524.000000					<a href="#">Resolution Details</a>
Earnings	BAS	183.960000					<a href="#">Resolution Details</a>
Earnings	BASIC PAY	1682.400000					<a href="#">Resolution Details</a>
Earnings	CLOTHING	19.480000					<a href="#">Resolution Details</a>
Earnings	DELTA BAH	0.000000	2706.300000			<a href="#">Adjustment Detail</a>	<a href="#">Resolution Details</a>
Earnings	DELTA OCONUS	0.000000	998.310000			<a href="#">Adjustment Detail</a>	<a href="#">Resolution Details</a>
Earnings	DELTA OHA	0.000000	2466.540000			<a href="#">Adjustment Detail</a>	<a href="#">Resolution Details</a>
Earnings	OCONUS COLA	524.800000					<a href="#">Resolution Details</a>
Earnings	OCONUS COLA	409.510000					<a href="#">Resolution Details</a>
Earnings	OHA	1197.780000					<a href="#">Resolution Details</a>
Deduction	ADVANCE PYBK	151.970000					<a href="#">Resolution Details</a>
Deduction	AFRH	0.250000					<a href="#">Resolution Details</a>
Deduction	FSGLI	2.500000	7.500000			<a href="#">Adjustment Detail</a>	<a href="#">Resolution Details</a>
<b>Element Type</b>	<b>Positive Amount</b>	<b>Negative Amount</b>					
Earnings	Amount paid to member (ex. DELTA BAH 1376.00)	Amt deducted from member (ex. DELTA BAH -1376.00)					
Deductions	Amt deducted from member (ex. FSGLI 7.50)	Amount paid to member (ex. FSGLI -7.50)					

*Continued on next page*

# Pay Calculation Results, Continued

Procedures,  
continued

Step	Action																																																																																																																																																																																
10 (cont)	<p data-bbox="288 495 1374 629">Another Retro example: This was the result of the SPO deleting the member's OCONUS COLA row. The system calculated an overpayment of \$3849.68. Click on the Adjustment Detail link for additional information.</p> <table border="1" data-bbox="304 636 1366 1133"> <thead> <tr> <th colspan="8" data-bbox="304 636 1366 667"> <a href="#">Element Results</a>   <a href="#">Components</a>   <a href="#">Retro Adjustments</a>   <a href="#">Deduction Arrears</a>   <a href="#">User Fields</a> </th> </tr> <tr> <th data-bbox="304 667 408 696">Element Type</th> <th data-bbox="408 667 571 696">Element Name</th> <th data-bbox="571 667 715 696">Amount</th> <th data-bbox="715 667 826 696">Calculation Adjustment</th> <th data-bbox="826 667 938 696">Base Adjustment</th> <th data-bbox="938 667 1050 696">Unit Adjustment</th> <th data-bbox="1050 667 1206 696">Adjustment Detail</th> <th data-bbox="1206 667 1366 696">Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAS</td> <td>183.960000</td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>2279.400000</td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>CLOTHING</td> <td>19.490000</td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>DELTA BAS</td> <td>0.000000</td> <td>0.010000</td> <td></td> <td></td> <td><a href="#">Adjustment Detail</a></td> <td><a href="#">Resolution Details</a></td> </tr> <tr style="border: 2px solid red;"> <td>Earnings</td> <td>DELTA OCONUS</td> <td>3849.680000</td> <td>-3849.680000</td> <td></td> <td></td> <td><a href="#">Adjustment Detail</a></td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Deduction</td> <td>AFRH</td> <td>0.250000</td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Deduction</td> <td>ASSOC DUES</td> <td>1.000000</td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">Resolution Details</a></td> </tr> <tr> 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751 1359">C115050</td> <td data-bbox="751 1339 863 1359">Description:</td> <td colspan="3" data-bbox="863 1339 1366 1359">201505 On-Cycle AD Mid Month</td> </tr> <tr> <td data-bbox="304 1370 408 1391">Calendar ID:</td> <td colspan="3" data-bbox="408 1370 751 1391">CG ACT 2015M05M</td> <td data-bbox="751 1370 855 1391">Pay Group:</td> <td colspan="3" data-bbox="855 1370 1366 1391">USCG</td> </tr> <tr> <td data-bbox="304 1402 376 1422">Element:</td> <td colspan="3" data-bbox="376 1402 751 1422">DELTA OCONUS</td> <td data-bbox="751 1402 839 1422">Element:</td> <td colspan="3" data-bbox="839 1402 1366 1422">Retro Delta OUTCONUS</td> </tr> <tr> <td data-bbox="304 1433 456 1453">Segment Number:</td> <td colspan="3" data-bbox="456 1433 751 1453">1</td> <td data-bbox="751 1433 839 1453">Instance:</td> <td colspan="3" data-bbox="839 1433 1366 1453">0</td> </tr> <tr> <th colspan="8" data-bbox="304 1476 1366 1505">Delta Details</th> </tr> <tr> <td colspan="8" data-bbox="304 1505 1366 1525"> <a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">Print</a>   <a href="#">Grid</a> </td> </tr> <tr> <th data-bbox="304 1525 464 1545">Source Calendar ID</th> <th data-bbox="464 1525 584 1545">Period ID</th> <th data-bbox="584 1525 719 1545">Source Element</th> <th data-bbox="719 1525 807 1545">Segment Number</th> <th data-bbox="807 1525 879 1545">Currency</th> <th data-bbox="879 1525 1015 1545">Amount Delta</th> <th data-bbox="1015 1525 1166 1545">Base Delta</th> <th data-bbox="1166 1525 1366 1545">Unit Delta</th> </tr> <tr> <td data-bbox="304 1556 464 1576">CG ACT 2014M12E</td> <td data-bbox="464 1556 584 1576">A14M12PRD2</td> <td data-bbox="584 1556 719 1576">OCONUS COLA</td> <td data-bbox="719 1556 807 1576">1</td> <td data-bbox="807 1556 879 1576">USD</td> <td data-bbox="879 1556 1015 1576">-407.910000</td> <td data-bbox="1015 1556 1166 1576">0.000000</td> <td data-bbox="1166 1556 1366 1576">0.000000</td> </tr> </tbody> </table>	<a 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Group								Delta Details								Empl ID:				Name:			Empl Record: 0	Calendar Group ID:	C115050			Description:	201505 On-Cycle AD Mid Month			Calendar ID:	CG ACT 2015M05M			Pay Group:	USCG			Element:	DELTA OCONUS			Element:	Retro Delta OUTCONUS			Segment Number:	1			Instance:	0			Delta Details								<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">Print</a>   <a href="#">Grid</a>								Source Calendar ID	Period ID	Source Element	Segment Number	Currency	Amount Delta	Base Delta	Unit Delta	CG ACT 2014M12E	A14M12PRD2	OCONUS COLA	1	USD	-407.910000	0.000000	0.000000
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## Pay Calculation Results, Continued

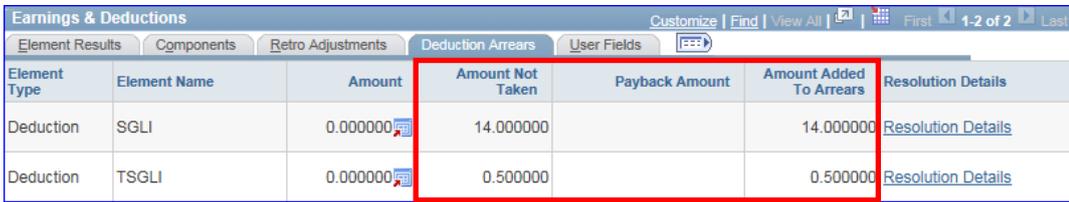
Procedures,  
continued

Step	Action																																																																																																
10 (cont)	<p>The Source Calendar ID identifies ALL the calendars affected by the retro deduction. When the SPO deleted the OCONUS COLA row, the system went back and took back all the money that was paid for OCONUS COLA in December-April. The totals amount from adding all of the calendars together will equal the overpayment.</p>																																																																																																
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# Pay Calculation Results, Continued

Procedures,  
continued

Step	Action																																																																																																																
11	<p>The <b>Deduction Arrears</b> tab is mostly used to identify Reserve members who haven't drilled (earned/received pay) in a while and their SGLI premiums are still being deducted. It can also be used to show members that had SGLI Arrears and are paying it back.</p> <p><b>Example 1:</b> Member did not drill this pay period, SGLI and TSGLI premiums were deducted and added to arrears.</p>  <table border="1" data-bbox="300 741 1369 943"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Amount Not Taken</th> <th>Payback Amount</th> <th>Amount Added To Arrears</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Deduction</td> <td>SGLI</td> <td>0.000000</td> <td>14.000000</td> <td></td> <td>14.000000</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Deduction</td> <td>TSGLI</td> <td>0.000000</td> <td>0.500000</td> <td></td> <td>0.500000</td> <td><a href="#">Resolution Details</a></td> </tr> </tbody> </table> <p><b>Example 2:</b> Member drilled, \$56 was deducted for this month and last month's SGLI premiums and \$2 was deducted for this month and last month's TSGLI. The <b>Payback Amount</b> represents the amount that was in arrears from the previous month when the member didn't drill.</p>  <table border="1" data-bbox="300 1122 1369 1816"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Amount Not Taken</th> <th>Payback Amount</th> <th>Amount Added To Arrears</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr><td>Earnings</td><td>CLOTHING RSV</td><td>17.320000</td><td></td><td></td><td></td><td><a href="#">Resolution Details</a></td></tr> <tr><td>Earnings</td><td>IDT COMRATS</td><td>4.900000</td><td></td><td></td><td></td><td><a href="#">Resolution Details</a></td></tr> <tr><td>Earnings</td><td>IDT DRILL</td><td>146.860000</td><td></td><td></td><td></td><td><a href="#">Resolution Details</a></td></tr> <tr><td>Deduction</td><td>FWT</td><td>19.790000</td><td></td><td></td><td></td><td><a href="#">Resolution Details</a></td></tr> <tr><td>Deduction</td><td>MEDICARE EE</td><td>4.260000</td><td></td><td></td><td></td><td><a href="#">Resolution Details</a></td></tr> <tr><td>Deduction</td><td>MEDICARE ER</td><td>4.260000</td><td></td><td></td><td></td><td><a href="#">Resolution Details</a></td></tr> <tr><td>Deduction</td><td>OASDI EE</td><td>18.210000</td><td></td><td></td><td></td><td><a href="#">Resolution Details</a></td></tr> <tr><td>Deduction</td><td>OASDI ER</td><td>18.210000</td><td></td><td></td><td></td><td><a href="#">Resolution Details</a></td></tr> <tr><td>Deduction</td><td>ROTH BASIC</td><td>14.690000</td><td></td><td></td><td></td><td><a href="#">Resolution Details</a></td></tr> <tr><td>Deduction</td><td>SGLI</td><td>56.000000</td><td></td><td>28.000000</td><td></td><td><a href="#">Resolution Details</a></td></tr> <tr><td>Deduction</td><td>SWT</td><td>2.000000</td><td></td><td></td><td></td><td><a href="#">Resolution Details</a></td></tr> <tr><td>Deduction</td><td>TSGLI</td><td>2.000000</td><td></td><td>1.000000</td><td></td><td><a href="#">Resolution Details</a></td></tr> </tbody> </table>	Element Type	Element Name	Amount	Amount Not Taken	Payback Amount	Amount Added To Arrears	Resolution Details	Deduction	SGLI	0.000000	14.000000		14.000000	<a href="#">Resolution Details</a>	Deduction	TSGLI	0.000000	0.500000		0.500000	<a href="#">Resolution Details</a>	Element Type	Element Name	Amount	Amount Not Taken	Payback Amount	Amount Added To Arrears	Resolution Details	Earnings	CLOTHING RSV	17.320000				<a href="#">Resolution Details</a>	Earnings	IDT COMRATS	4.900000				<a href="#">Resolution Details</a>	Earnings	IDT DRILL	146.860000				<a href="#">Resolution Details</a>	Deduction	FWT	19.790000				<a href="#">Resolution Details</a>	Deduction	MEDICARE EE	4.260000				<a href="#">Resolution Details</a>	Deduction	MEDICARE ER	4.260000				<a href="#">Resolution Details</a>	Deduction	OASDI EE	18.210000				<a href="#">Resolution Details</a>	Deduction	OASDI ER	18.210000				<a href="#">Resolution Details</a>	Deduction	ROTH BASIC	14.690000				<a href="#">Resolution Details</a>	Deduction	SGLI	56.000000		28.000000		<a href="#">Resolution Details</a>	Deduction	SWT	2.000000				<a href="#">Resolution Details</a>	Deduction	TSGLI	2.000000		1.000000		<a href="#">Resolution Details</a>
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Earnings	CLOTHING RSV	17.320000				<a href="#">Resolution Details</a>																																																																																																											
Earnings	IDT COMRATS	4.900000				<a href="#">Resolution Details</a>																																																																																																											
Earnings	IDT DRILL	146.860000				<a href="#">Resolution Details</a>																																																																																																											
Deduction	FWT	19.790000				<a href="#">Resolution Details</a>																																																																																																											
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# Pay Calculation Results, Continued

Procedures,  
continued

Step	Action																																				
<p><b>12</b></p>	<p>The <b>Accumulators</b> tab represents “buckets” of cumulative values. Ensure the correct Calendar ID is still displayed and then click <b>View All</b>.</p>  <table border="1" data-bbox="304 869 1369 1176"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Segment</td> <td>CG AC DEBT DE</td> <td>1659.500000</td> <td>In-Service Debt Disposable Pay</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> <tr> <td>Segment</td> <td>CG AC FINE DE</td> <td>1325.150000</td> <td>Fine Available Pay for Deduct</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> <tr> <td>Segment</td> <td>CG AC GARN CHLD DE</td> <td>1252.200000</td> <td>Child / Spouse Support DE</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> <tr> <td>Segment</td> <td>CG AC GARN CRED DE</td> <td>1252.200000</td> <td>Creditor Garnishment DE</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> <tr> <td>Segment</td> <td>CG AC TAX LEVY DE</td> <td>2779.150000</td> <td>Tax Levy Disposable Earnings</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> </tbody> </table>	Period	Element Name	Amount	Description	From	Through	Segment	CG AC DEBT DE	1659.500000	In-Service Debt Disposable Pay	01/01/2015	01/15/2015	Segment	CG AC FINE DE	1325.150000	Fine Available Pay for Deduct	01/01/2015	01/15/2015	Segment	CG AC GARN CHLD DE	1252.200000	Child / Spouse Support DE	01/01/2015	01/15/2015	Segment	CG AC GARN CRED DE	1252.200000	Creditor Garnishment DE	01/01/2015	01/15/2015	Segment	CG AC TAX LEVY DE	2779.150000	Tax Levy Disposable Earnings	01/01/2015	01/15/2015
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<p><b>13</b></p>	<p>Clicking View All will display all accumulators for the member. Accumulators are broken down into several different <b>Periods</b>: Segments, Calendar Periods, Month to Date, Year to Date and Custom Periods. See below for examples of each one.</p> <p>The below group of Segments shows the amounts of Disposable/Available Pay as well as Disposable Earnings in case the member ever incurred an In-Service Debt, Fine, Child/Spouse Support, Garnishment or Tax Levy against their pay. These amounts represent what the system could deduct a percentage from to pay off these items. For example, if this member had an In-Service Debt, the system would take 15% of \$1659.50.</p> <p><b>Segment:</b></p> <table border="1" data-bbox="304 1641 1369 1928"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Segment</td> <td>CG AC DEBT DE</td> <td>1659.500000</td> <td>In-Service Debt Disposable Pay</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> <tr> <td>Segment</td> <td>CG AC FINE DE</td> <td>1325.150000</td> <td>Fine Available Pay for Deduct</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> <tr> <td>Segment</td> <td>CG AC GARN CHLD DE</td> <td>1252.200000</td> <td>Child / Spouse Support DE</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> <tr> <td>Segment</td> <td>CG AC GARN CRED DE</td> <td>1252.200000</td> <td>Creditor Garnishment DE</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> <tr> <td>Segment</td> <td>CG AC TAX LEVY DE</td> <td>2779.150000</td> <td>Tax Levy Disposable Earnings</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> </tbody> </table>	Period	Element Name	Amount	Description	From	Through	Segment	CG AC DEBT DE	1659.500000	In-Service Debt Disposable Pay	01/01/2015	01/15/2015	Segment	CG AC FINE DE	1325.150000	Fine Available Pay for Deduct	01/01/2015	01/15/2015	Segment	CG AC GARN CHLD DE	1252.200000	Child / Spouse Support DE	01/01/2015	01/15/2015	Segment	CG AC GARN CRED DE	1252.200000	Creditor Garnishment DE	01/01/2015	01/15/2015	Segment	CG AC TAX LEVY DE	2779.150000	Tax Levy Disposable Earnings	01/01/2015	01/15/2015
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## Pay Calculation Results, Continued

Procedures,  
continued

Step	Action																																																																																																																		
<b>13</b> (cont)	<p>The next group of <b>Segments</b> represent the Net and Gross Pay, Federal Withholding Taxes, Medicare deductions and OASDI (Social Security) deductions. For Medicare and OASDI, <b>EE</b> represents what the member contributes and <b>ER</b> represents what the employer contributes.</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Segment</td> <td>FWT GRS N</td> <td>0.000000</td> <td>FWT Gross Customer</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> <tr> <td>Segment</td> <td>FWT GRS N</td> <td>1699.900000</td> <td>FWT Gross Customer</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> <tr> <td>Segment</td> <td>FWT GRS TOT</td> <td>1632.600000</td> <td>FWT Taxable Gross Total</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> <tr> <td>Segment</td> <td>FWT PRE TAX N</td> <td>67.300000</td> <td>FWT Before-Tax Customer</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> <tr> <td>Segment</td> <td>MED EE GRS N</td> <td>1682.400000</td> <td>Medicare/EE Gross Customer</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> <tr> <td>Segment</td> <td>MED ER GRS N</td> <td>1682.400000</td> <td>Medicare/ER Gross Customer</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> <tr> <td>Segment</td> <td>MEDEE FULL AMT</td> <td>24.390000</td> <td>Total Medicare/EE Amount</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> <tr> <td>Segment</td> <td>NET</td> <td>2779.150000</td> <td>Net</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> <tr> <td>Segment</td> <td>OAS EE GRS N</td> <td>1682.400000</td> <td>OASDI/EE Gross Customer</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> <tr> <td>Segment</td> <td>OAS ER GRS N</td> <td>1682.400000</td> <td>OASDI/ER Gross Customer</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> <tr> <td>Segment</td> <td>TOTAL DEDUCTION N</td> <td>92.700000</td> <td>Total Deductions Not Maintain</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> <tr> <td>Segment</td> <td>TOTAL DEDUCTIONS</td> <td>92.700000</td> <td>Total Deductions</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> <tr> <td>Segment</td> <td>TOTAL EARNINGS</td> <td>3211.850000</td> <td>Gross Pay</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> <tr> <td>Segment</td> <td>TOTAL EARNINGS N</td> <td>3211.850000</td> <td>Gross Pay Not Maintained</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> <tr> <td>Segment</td> <td>TOTAL TAXES</td> <td>340.000000</td> <td>Total Taxes</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> </tbody> </table> <p>The <b>Calendar Periods</b> show the Estimated Advance Pay if a member were to request it along with the FIT (Federal Income Tax) Withholding.</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Calendar Period</td> <td>CG AC EST ADVANCE</td> <td>1252.190000</td> <td>Estimated Advance Pay</td> <td>01/16/2015</td> <td>01/31/2015</td> </tr> <tr> <td>Calendar Period</td> <td>FWT_PTDA</td> <td>211.300000</td> <td>FIT Withholding</td> <td>01/16/2015</td> <td>01/31/2015</td> </tr> </tbody> </table>	Period	Element Name	Amount	Description	From	Through	Segment	FWT GRS N	0.000000	FWT Gross Customer	01/01/2015	01/15/2015	Segment	FWT GRS N	1699.900000	FWT Gross Customer	01/01/2015	01/15/2015	Segment	FWT GRS TOT	1632.600000	FWT Taxable Gross Total	01/01/2015	01/15/2015	Segment	FWT PRE TAX N	67.300000	FWT Before-Tax Customer	01/01/2015	01/15/2015	Segment	MED EE GRS N	1682.400000	Medicare/EE Gross Customer	01/01/2015	01/15/2015	Segment	MED ER GRS N	1682.400000	Medicare/ER Gross Customer	01/01/2015	01/15/2015	Segment	MEDEE FULL AMT	24.390000	Total Medicare/EE Amount	01/01/2015	01/15/2015	Segment	NET	2779.150000	Net	01/01/2015	01/15/2015	Segment	OAS EE GRS N	1682.400000	OASDI/EE Gross Customer	01/01/2015	01/15/2015	Segment	OAS ER GRS N	1682.400000	OASDI/ER Gross Customer	01/01/2015	01/15/2015	Segment	TOTAL DEDUCTION N	92.700000	Total Deductions Not Maintain	01/01/2015	01/15/2015	Segment	TOTAL DEDUCTIONS	92.700000	Total Deductions	01/01/2015	01/15/2015	Segment	TOTAL EARNINGS	3211.850000	Gross Pay	01/01/2015	01/15/2015	Segment	TOTAL EARNINGS N	3211.850000	Gross Pay Not Maintained	01/01/2015	01/15/2015	Segment	TOTAL TAXES	340.000000	Total Taxes	01/01/2015	01/15/2015	Period	Element Name	Amount	Description	From	Through	Calendar Period	CG AC EST ADVANCE	1252.190000	Estimated Advance Pay	01/16/2015	01/31/2015	Calendar Period	FWT_PTDA	211.300000	FIT Withholding	01/16/2015	01/31/2015
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# Pay Calculation Results, Continued

Procedures,  
continued

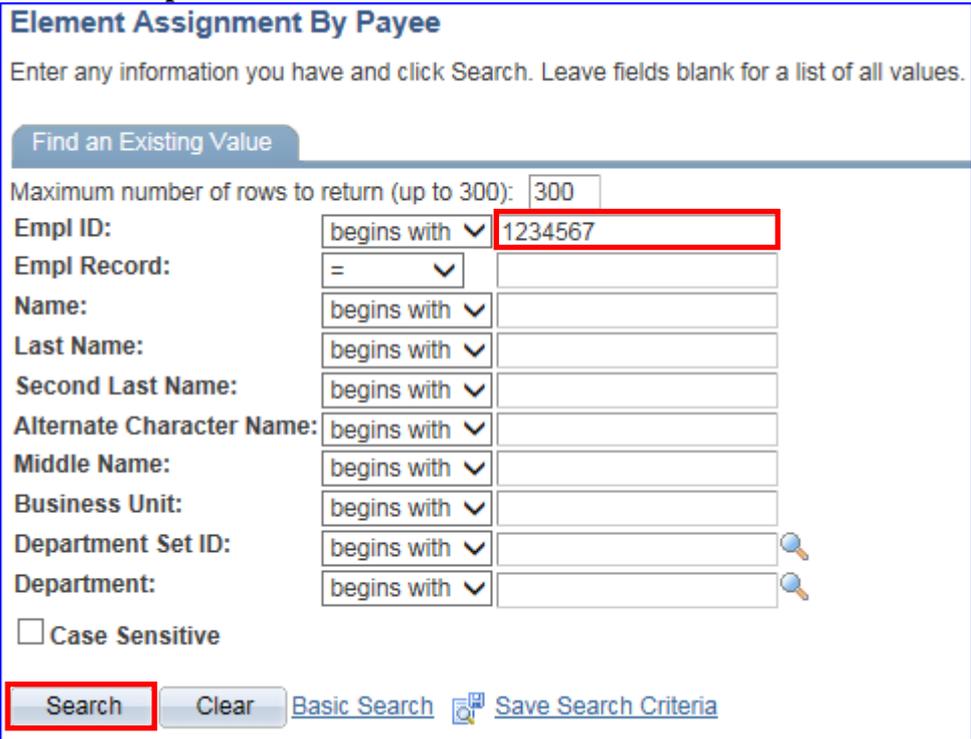
Step	Action																																																																																																																																																												
<b>13</b> <b>(cont)</b>	<p><b>The Month to Date</b> periods show member-specific monthly accumulators.</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Month to Date</td> <td>AFRH_MTDA</td> <td>0.500000</td> <td>Armed Forces Retirement Home</td> <td>01/01/2015</td> <td>01/31/2015</td> </tr> <tr> <td>Month to Date</td> <td>CG AC FSGLI MTD</td> <td>5.000000</td> <td>FSGLI MTD for PP Formula</td> <td>01/01/2015</td> <td>01/31/2015</td> </tr> <tr> <td>Month to Date</td> <td>CG AC SGLI MTD</td> <td>28.000000</td> <td>SGLI MTD for PP Formula</td> <td>01/01/2015</td> <td>01/31/2015</td> </tr> <tr> <td>Month to Date</td> <td>CG AC TSGLI MTD</td> <td>1.000000</td> <td>TSGLI MTD for PP Formula</td> <td>01/01/2015</td> <td>01/31/2015</td> </tr> <tr> <td>Month to Date</td> <td>FSGLI_MTDA</td> <td>5.000000</td> <td>Family Servicemembers Grp Life</td> <td>01/01/2015</td> <td>01/31/2015</td> </tr> <tr> <td>Month to Date</td> <td>MA DONATION_MTDA</td> <td>5.000000</td> <td>Mutual Assistance Donation</td> <td>01/01/2015</td> <td>01/31/2015</td> </tr> <tr> <td>Month to Date</td> <td>SGLI_MTDA</td> <td>28.000000</td> <td>Servicemembers Group Life Ins</td> <td>01/01/2015</td> <td>01/31/2015</td> </tr> <tr> <td>Month to Date</td> <td>TOTAL ALLOTMENTS</td> <td>5.000000</td> <td>Month to Date Allotments Total</td> <td>01/01/2015</td> <td>01/31/2015</td> </tr> <tr> <td>Month to Date</td> <td>TRICARE DEP_MTDA</td> <td>11.300000</td> <td>Tricare Dependent Dental</td> <td>01/01/2015</td> <td>01/31/2015</td> </tr> <tr> <td>Month to Date</td> <td>TSGLI_MTDA</td> <td>1.000000</td> <td>Traumatic SGLI</td> <td>01/01/2015</td> <td>01/31/2015</td> </tr> <tr> <td>Month to Date</td> <td>TSP BASIC_MTDA</td> <td>134.600000</td> <td>Thrift Savings Plan Basic Pay</td> <td>01/01/2015</td> <td>01/31/2015</td> </tr> </tbody> </table> <p><b>The Year to Date</b> periods provide the yearly totals for all accumulators.</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Year to Date</td> <td>TOT DEDUCTIONS YTD</td> <td>185.400000</td> <td>Total Deductions YTD</td> <td>01/01/2015</td> <td>12/31/2015</td> </tr> <tr> <td>Year to Date</td> <td>TOT EARNINGS YTD</td> <td>6423.690000</td> <td>Total Earnings YTD</td> <td>01/01/2015</td> <td>12/31/2015</td> </tr> <tr> <td>Year to Date</td> <td>TOTAL NET YTD</td> <td>5558.280000</td> <td>Total Net YTD</td> <td>01/01/2015</td> <td>12/31/2015</td> </tr> <tr> <td>Year to Date</td> <td>TOTAL TAXES YTD</td> <td>680.010000</td> <td>Total Taxes YTD</td> <td>01/01/2015</td> <td>12/31/2015</td> </tr> <tr> <td>Year to Date</td> <td>TSP BASIC_YTDA</td> <td>134.600000</td> <td>Thrift Savings Plan Basic Pay</td> <td>01/01/2015</td> <td>12/31/2015</td> </tr> </tbody> </table> <p><b>The Custom Periods</b> show unique accumulators including the member's current leave balance. 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Disregard the From Date, it has no value.</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Custom Period</td> <td>CG AC LEAVE SOLD</td> <td>60.000000</td> <td>Sold Leave Accumulator</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>CG AC MEDICAR PRMM</td> <td>24.400000</td> <td>MEDICARE Previous Month</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>CG AC MGIB BAL</td> <td>1200.000000</td> <td>MGIB Basic Balance</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>CG AC OASDI PRMM</td> <td>104.310000</td> <td>OASDI Previous Month</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>EXEMPT LEAVE_BAL</td> <td>39.000000</td> <td>Tax Exempt Leave Balance</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>FWT AC PRMM</td> <td>211.300000</td> <td>FWT Previous Month Value</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>LEAVE ENT_BAL</td> <td>50.500000</td> <td>Leave Entitlement</td> <td>01/01/2004</td> <td></td> </tr> </tbody> </table>	Period	Element Name	Amount	Description	From	Through	Month to Date	AFRH_MTDA	0.500000	Armed Forces Retirement Home	01/01/2015	01/31/2015	Month to Date	CG AC FSGLI MTD	5.000000	FSGLI MTD for PP Formula	01/01/2015	01/31/2015	Month to Date	CG AC SGLI MTD	28.000000	SGLI MTD for PP Formula	01/01/2015	01/31/2015	Month to Date	CG AC TSGLI MTD	1.000000	TSGLI MTD for PP Formula	01/01/2015	01/31/2015	Month to Date	FSGLI_MTDA	5.000000	Family Servicemembers Grp Life	01/01/2015	01/31/2015	Month to Date	MA DONATION_MTDA	5.000000	Mutual Assistance Donation	01/01/2015	01/31/2015	Month to Date	SGLI_MTDA	28.000000	Servicemembers Group Life Ins	01/01/2015	01/31/2015	Month to Date	TOTAL ALLOTMENTS	5.000000	Month to Date Allotments Total	01/01/2015	01/31/2015	Month to Date	TRICARE DEP_MTDA	11.300000	Tricare Dependent Dental	01/01/2015	01/31/2015	Month to Date	TSGLI_MTDA	1.000000	Traumatic SGLI	01/01/2015	01/31/2015	Month to Date	TSP BASIC_MTDA	134.600000	Thrift Savings Plan Basic Pay	01/01/2015	01/31/2015	Period	Element Name	Amount	Description	From	Through	Year to Date	TOT DEDUCTIONS YTD	185.400000	Total Deductions YTD	01/01/2015	12/31/2015	Year to Date	TOT EARNINGS YTD	6423.690000	Total Earnings YTD	01/01/2015	12/31/2015	Year to Date	TOTAL NET YTD	5558.280000	Total Net YTD	01/01/2015	12/31/2015	Year to Date	TOTAL TAXES YTD	680.010000	Total Taxes YTD	01/01/2015	12/31/2015	Year to Date	TSP BASIC_YTDA	134.600000	Thrift Savings Plan Basic Pay	01/01/2015	12/31/2015	Period	Element Name	Amount	Description	From	Through	Custom Period	CG AC LEAVE SOLD	60.000000	Sold Leave Accumulator	01/01/2004		Custom Period	CG AC MEDICAR PRMM	24.400000	MEDICARE Previous Month	01/01/2004		Custom Period	CG AC MGIB BAL	1200.000000	MGIB Basic Balance	01/01/2004		Custom Period	CG AC OASDI PRMM	104.310000	OASDI Previous Month	01/01/2004		Custom Period	EXEMPT LEAVE_BAL	39.000000	Tax Exempt Leave Balance	01/01/2004		Custom Period	FWT AC PRMM	211.300000	FWT Previous Month Value	01/01/2004		Custom Period	LEAVE ENT_BAL	50.500000	Leave Entitlement	01/01/2004	
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# Element Assignment by Payee (EABP)

**Introduction** This section provides the procedures for viewing the Element Assignment by Payee (EABP) in Direct Access. Only PPC has the ability to input elements into EABP. The system will automatically build EABP rows based on SPO Action Requests. SPO users must look here first to obtain the Instance number when doing Pay Corrections.

**Procedures** See below.

Step	Action
1	Select the <b>Element Assignment by Payee</b> link from the Pay Processing Shortcuts pagelet. 
2	Enter the <b>Empl ID</b> and hit <b>Search</b> . 

*Continued on next page*

## Element Assignment by Payee (EABP), Continued

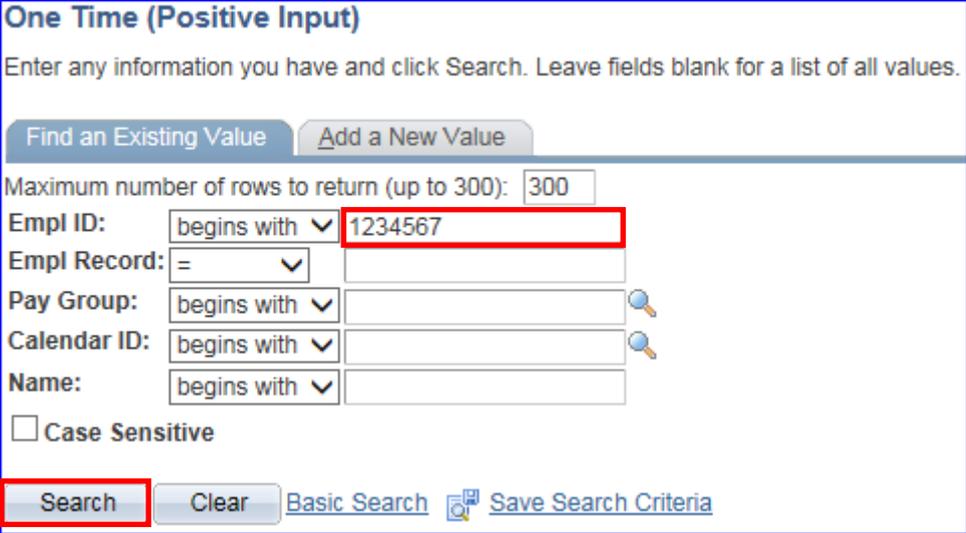
Procedures,  
continued

Step	Action																																																								
3	<p>All Action Requests will be displayed for the member along with their Begin and End Dates. The Instance number represents what sequence the transactions were submitted.</p> <div data-bbox="304 600 1366 1429" style="border: 1px solid black; padding: 5px;"> <h3 style="margin: 0;">Element Assignment By Payee</h3> <p style="margin: 0;"><a href="#">Zack Morris</a> ID: 1234567 Empl Record: 0</p> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">Selection Criteria</div> <p>Category: _____</p> <p>Entry Type: _____ Element Name: _____</p> <p>As of Date: _____</p> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Select with Matching Criteria"/>   <input type="button" value="Clear"/> </div> <hr/> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;"> <span style="font-weight: bold;">&amp;Assignments</span> <span style="float: right;">Customize   Find      First 1-7 of 7 Last</span> </div> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;"> <span style="font-weight: bold;">Elements</span> <span style="float: right;">Recipient </span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Element Name</th> <th style="width: 25%;">Description</th> <th style="width: 10%;">Process Order</th> <th style="width: 15%;">Begin Date</th> <th style="width: 15%;">End Date</th> <th style="width: 10%;">Active</th> <th style="width: 10%;">Instance</th> </tr> </thead> <tbody> <tr> <td><a href="#">MA DONATION</a></td> <td>Mutual Assistance Donation</td> <td>999</td> <td>07/01/2007</td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">1</td> </tr> <tr> <td><a href="#">MA LOAN</a></td> <td>Mutual Assistance Loan</td> <td>999</td> <td>06/01/2012</td> <td>01/31/2014</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">1</td> </tr> <tr> <td><a href="#">TRICARE DEP</a></td> <td>Tricare Dependent Dental</td> <td>999</td> <td>01/01/2014</td> <td>12/31/2014</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">1</td> </tr> <tr> <td><a href="#">TRICARE DEP</a></td> <td>Tricare Dependent Dental</td> <td>999</td> <td>01/01/2015</td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">2</td> </tr> <tr> <td><a href="#">HARDSHIP PAY</a></td> <td>Hardship Duty Pay - Location</td> <td>999</td> <td>06/01/2014</td> <td>12/16/2014</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">1</td> </tr> <tr> <td><a href="#">FSA</a></td> <td>Family Separation Allowance</td> <td>999</td> <td>07/23/2013</td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">1</td> </tr> <tr> <td><a href="#">OCONUS COLA</a></td> <td>OutConus COLA</td> <td>999</td> <td>10/01/2014</td> <td>12/15/2014</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">1</td> </tr> </tbody> </table> <div style="margin-top: 5px;"> <input type="button" value="Add New Assignment"/> <span style="float: right;"><a href="#">Deduction Recipients</a></span> </div> </div>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	<a href="#">MA DONATION</a>	Mutual Assistance Donation	999	07/01/2007		<input checked="" type="checkbox"/>	1	<a href="#">MA LOAN</a>	Mutual Assistance Loan	999	06/01/2012	01/31/2014	<input checked="" type="checkbox"/>	1	<a href="#">TRICARE DEP</a>	Tricare Dependent Dental	999	01/01/2014	12/31/2014	<input checked="" type="checkbox"/>	1	<a href="#">TRICARE DEP</a>	Tricare Dependent Dental	999	01/01/2015		<input checked="" type="checkbox"/>	2	<a href="#">HARDSHIP PAY</a>	Hardship Duty Pay - Location	999	06/01/2014	12/16/2014	<input checked="" type="checkbox"/>	1	<a href="#">FSA</a>	Family Separation Allowance	999	07/23/2013		<input checked="" type="checkbox"/>	1	<a href="#">OCONUS COLA</a>	OutConus COLA	999	10/01/2014	12/15/2014	<input checked="" type="checkbox"/>	1
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# One Time Positive Input (OTPI)

**Introduction** This section provides the procedures for viewing the One Time Positive Input (OTPI) in Direct Access. Even though the name specifies “Positive Input”, the amount can also be a negative number. Any time PPC manually credits or debits pay, it will be documented here (see steps 9-11).

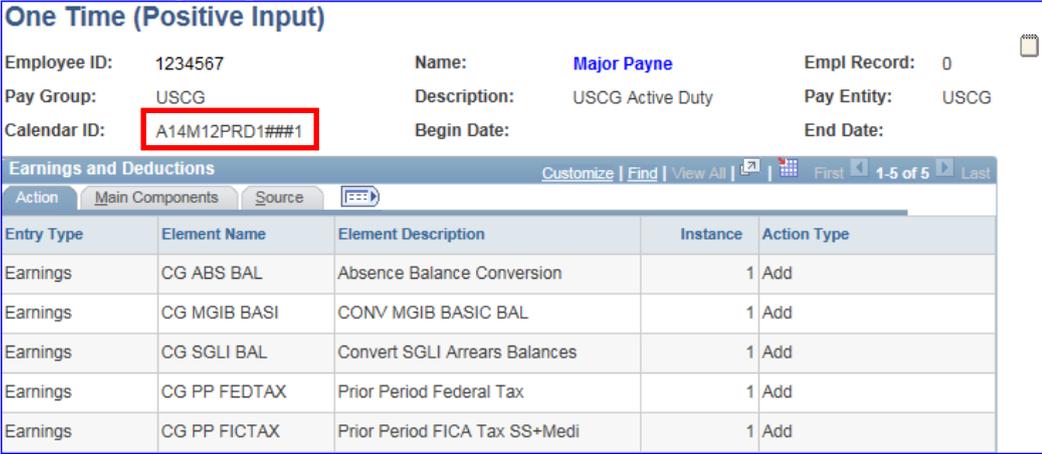
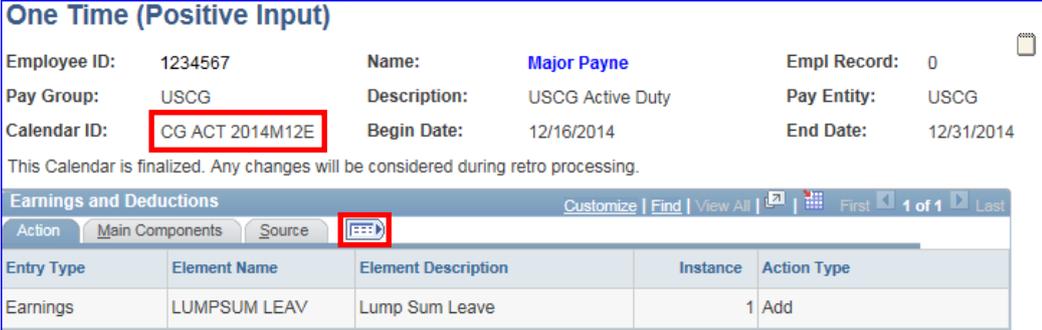
**Procedures** See below.

Step	Action
1	Select the <b>One Time (Positive Input)</b> link from the Pay Processing Shortcuts pagelet. 
2	Enter the <b>Empl ID</b> , then click <b>Search</b> . 
3	This member has 2 different Calendar IDs listed in OTPI. Select each one to see additional information. 

*Continued on next page*

# One Time Positive Input (OTPI), Continued

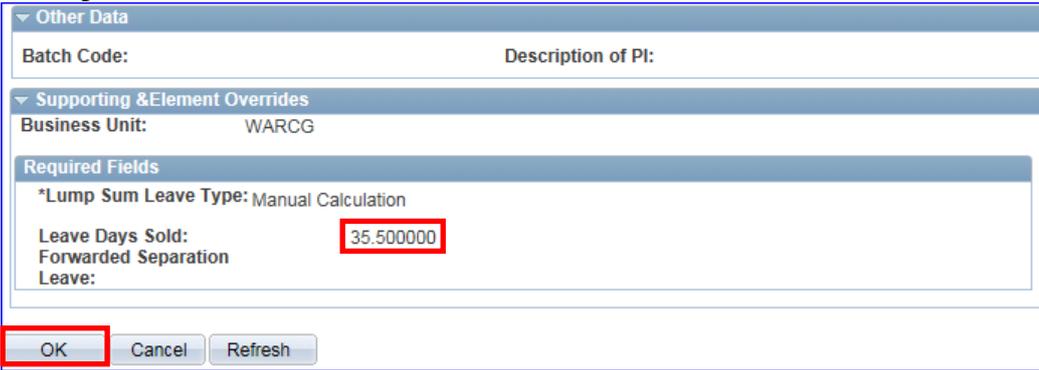
Procedures,  
continued

Step	Action																														
4	<p>The first Calendar ID shows items that were converted from the 8.0 system as well as some prior period tax information.</p>  <p><b>One Time (Positive Input)</b></p> <p>Employee ID: 1234567      Name: Major Payne      Empl Record: 0          Pay Group: USCG      Description: USCG Active Duty      Pay Entity: USCG          Calendar ID: A14M12PRD1###1      Begin Date:      End Date:</p> <p><b>Earnings and Deductions</b>      Customize   Find   View All   First 1-5 of 5 Last</p> <table border="1"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>CG ABS BAL</td> <td>Absence Balance Conversion</td> <td>1</td> <td>Add</td> </tr> <tr> <td>Earnings</td> <td>CG MGIB BASI</td> <td>CONV MGIB BASIC BAL</td> <td>1</td> <td>Add</td> </tr> <tr> <td>Earnings</td> <td>CG SGLI BAL</td> <td>Convert SGLI Arrears Balances</td> <td>1</td> <td>Add</td> </tr> <tr> <td>Earnings</td> <td>CG PP FEDTAX</td> <td>Prior Period Federal Tax</td> <td>1</td> <td>Add</td> </tr> <tr> <td>Earnings</td> <td>CG PP FICTAX</td> <td>Prior Period FICA Tax SS+Medi</td> <td>1</td> <td>Add</td> </tr> </tbody> </table>	Entry Type	Element Name	Element Description	Instance	Action Type	Earnings	CG ABS BAL	Absence Balance Conversion	1	Add	Earnings	CG MGIB BASI	CONV MGIB BASIC BAL	1	Add	Earnings	CG SGLI BAL	Convert SGLI Arrears Balances	1	Add	Earnings	CG PP FEDTAX	Prior Period Federal Tax	1	Add	Earnings	CG PP FICTAX	Prior Period FICA Tax SS+Medi	1	Add
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5	<p>The second Calendar ID shows the Lump Sum Leave Sale when the member separated. Click on the <b>Expand All</b> icon to see more information.</p>  <p><b>One Time (Positive Input)</b></p> <p>Employee ID: 1234567      Name: Major Payne      Empl Record: 0          Pay Group: USCG      Description: USCG Active Duty      Pay Entity: USCG          Calendar ID: CG ACT 2014M12E      Begin Date: 12/16/2014      End Date: 12/31/2014</p> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> <p><b>Earnings and Deductions</b>      Customize   Find   View All   First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>LUMPSUM LEAV</td> <td>Lump Sum Leave</td> <td>1</td> <td>Add</td> </tr> </tbody> </table>	Entry Type	Element Name	Element Description	Instance	Action Type	Earnings	LUMPSUM LEAV	Lump Sum Leave	1	Add																				
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Earnings	LUMPSUM LEAV	Lump Sum Leave	1	Add																											
6	<p>The expansion displays all fields. Click on the <b>Details</b> icon (  ).</p>  <p><b>Earnings and Deductions</b>      Customize   Find   View All   First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> <th>Unit</th> <th>Rate</th> <th>Amount</th> <th>Currency Code</th> <th>Details</th> <th>Updated By User</th> <th>Last Update Date/Time</th> <th>Batch Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>LUMPSUM LEAV</td> <td>Lump Sum Leave</td> <td>1</td> <td>Add</td> <td></td> <td></td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td>DWAYANS</td> <td>12/20/2014 11:07:09PM</td> <td></td> </tr> </tbody> </table>	Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Details	Updated By User	Last Update Date/Time	Batch Code	Earnings	LUMPSUM LEAV	Lump Sum Leave	1	Add					<input checked="" type="checkbox"/>	DWAYANS	12/20/2014 11:07:09PM					
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Earnings	LUMPSUM LEAV	Lump Sum Leave	1	Add					<input checked="" type="checkbox"/>	DWAYANS	12/20/2014 11:07:09PM																				

*Continued on next page*

# One Time Positive Input (OTPI), Continued

Procedures,  
continued

Step	Action
7	<p>The Positive Input – Details page will display. Scroll down to view more details.</p> 
8	<p>This tells you specific information about the OTPI. In this example, it shows how much leave the system sold to the separating member. Click <b>OK</b> to go back to the previous screen.</p> 

*Continued on next page*

# One Time Positive Input (OTPI), Continued

Procedures,  
continued

Step	Action												
<p><b>9</b></p>	<p>Here's an example of a Pay Adjustment submitted by PPC in OTPI. This shows a Retro Delta BAH. If the notepad shows lines , that means there are notes available to view. Click on the <b>Notepad</b> to view the notes regarding this pay adjustment.</p> <div data-bbox="327 645 1369 1032" style="border: 1px solid blue; padding: 5px;"> <p><b>One Time (Positive Input)</b></p> <p>Employee ID: 1234567      Name: <a href="#">Screch Powers</a>      Empl Record: 0 </p> <p>Pay Group: USCG      Description: USCG Active Duty      Pay Entity: USCG</p> <p>Calendar ID: CG ACT 2015M03E      Begin Date: 03/16/2015      End Date: 03/31/2015</p> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> <p><b>Earnings and Deductions</b></p> <p>Action    Main Components    Source    </p> <table border="1"> <thead> <tr> <th>*Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>*Action Type</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>DELTA BAH</td> <td>Retro Delta BAH</td> <td>1</td> <td>Add</td> </tr> </tbody> </table> <p>Save    Return to Search    Previous in List    Next in List    Notify    Refresh    Add    Update/Display</p> </div>	*Entry Type	Element Name	Element Description	Instance	*Action Type	Earnings	DELTA BAH	Retro Delta BAH	1	Add		
*Entry Type	Element Name	Element Description	Instance	*Action Type									
Earnings	DELTA BAH	Retro Delta BAH	1	Add									
<p><b>10</b></p>	<p>Clicking the Notepad will open a new window. Click on the <b>Subject</b> to view the details.</p> <div data-bbox="327 1144 1369 1686" style="border: 1px solid blue; padding: 5px;"> <p> <b>Notepad</b></p> <p><b>Instructions</b></p> <p><b>Selection Criteria</b></p> <p>*Pay Group: USCG</p> <p>*Calendar ID: CG ACT 2015M03</p> <p>*Employee ID: 1234567</p> <p>*Empl Record: 0</p> <p>Notes From: <input type="text"/>       Through: <input type="text"/> </p> <p>Search    Add a New Note</p> <p><b>Existing Notes</b></p> <table border="1"> <thead> <tr> <th>Pay Group</th> <th>Calendar ID</th> <th>Employee ID</th> <th>Empl Record</th> <th>Subject</th> <th>Created</th> </tr> </thead> <tbody> <tr> <td>USCG</td> <td>CG ACT 2015M03E</td> <td>1234567</td> <td>0</td> <td><a href="#">Overpaid BAH</a></td> <td>03/11/2015 2:37PM</td> </tr> </tbody> </table> </div>	Pay Group	Calendar ID	Employee ID	Empl Record	Subject	Created	USCG	CG ACT 2015M03E	1234567	0	<a href="#">Overpaid BAH</a>	03/11/2015 2:37PM
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USCG	CG ACT 2015M03E	1234567	0	<a href="#">Overpaid BAH</a>	03/11/2015 2:37PM								

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# One Time Positive Input (OTPI), Continued

Procedures,  
continued

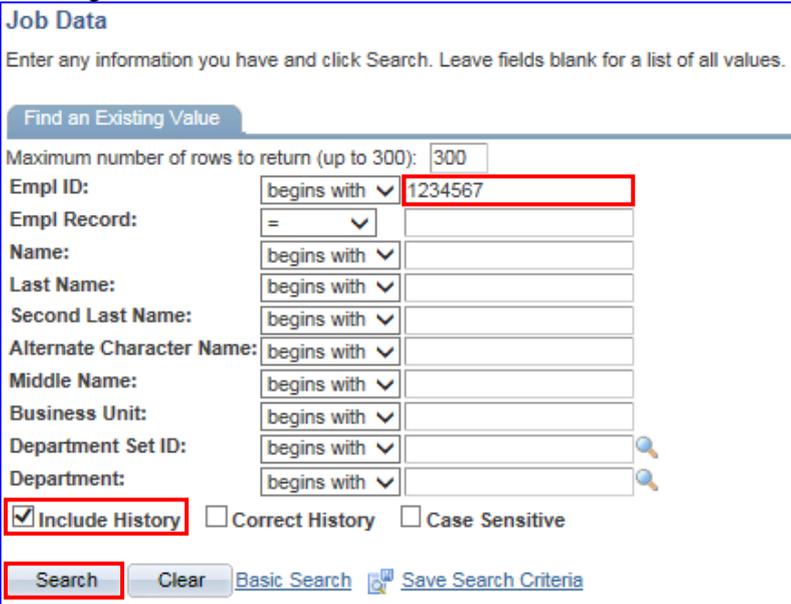
Step	Action								
11	<p>The Note Text explains what caused this pay adjustment.</p> <div data-bbox="327 526 1366 987" style="border: 1px solid blue; padding: 5px;"> <p> <b>Selected Note</b></p> <p>Instructions</p> <p>Selected Performance Note</p> <p>Applications</p> <table border="0"> <tr> <td>Pay Group: USCG</td> <td>Created: 03/11/2015 2:37PM</td> </tr> <tr> <td>Calendar ID: CG ACT 2015M03E</td> <td>Creator: Principal Belding</td> </tr> <tr> <td>Employee ID: 1234567</td> <td>Last Update:</td> </tr> <tr> <td>Empl Record: 0</td> <td>by:</td> </tr> </table> <hr/> <p>Subject: <span style="border: 2px solid red; padding: 2px;">Overpaid BAH</span></p> <p>Note Text: <span style="border: 2px solid red; padding: 2px;">Mbr was married on 1/31/2015. When the SPO input the BAH transaction for 1/31/2015, GP calculated and paid BAH at the with dependent rate for the whole pay period (end month January). Submitting OTPI to collect amount overpaid: \$109.50.</span></p> <p style="text-align: center;"><input type="button" value="Save"/></p> <p><a href="#">Return to Note Selection Page</a></p> </div>	Pay Group: USCG	Created: 03/11/2015 2:37PM	Calendar ID: CG ACT 2015M03E	Creator: Principal Belding	Employee ID: 1234567	Last Update:	Empl Record: 0	by:
Pay Group: USCG	Created: 03/11/2015 2:37PM								
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Employee ID: 1234567	Last Update:								
Empl Record: 0	by:								



# Job Data

**Introduction** This section provides the procedures for viewing Job Data in Direct Access. Job provides a snapshot of a member’s entire Coast Guard career.

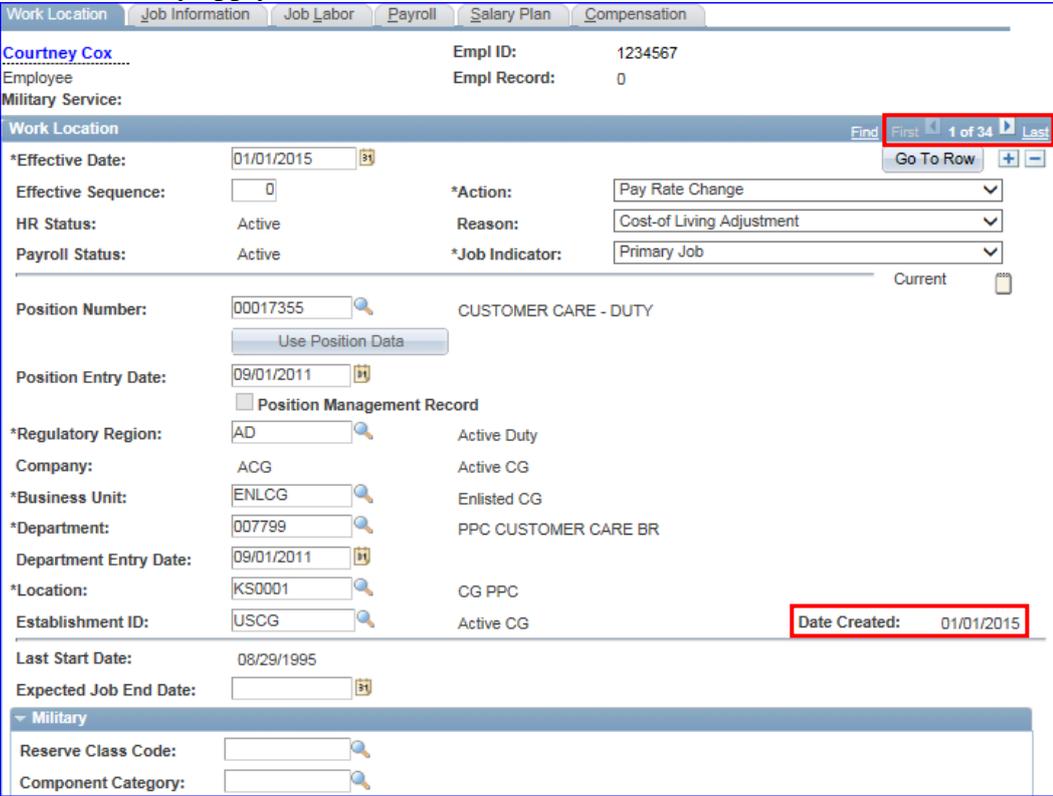
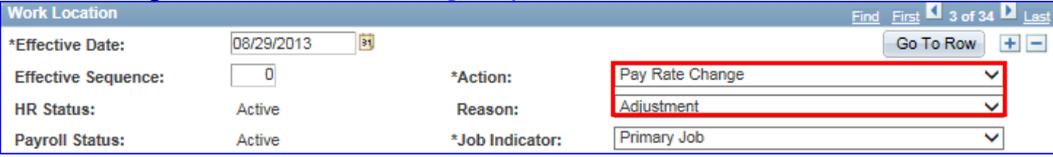
**Procedures** See below.

Step	Action
1	<p>Select <b>Job Data</b> from the HR Data Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "HR Data Shortcuts" with several menu items: "Personal Information", "Job Data" (highlighted with a red box), "Dependent Information", "Search by SSN", "Email Address", and "Add Employment Instance".</p>
2	<p>Enter the member’s Empl ID. Always check the Include History Box when viewing Job. Then click Search.</p>  <p>The screenshot shows the "Job Data" search form. It includes a "Find an Existing Value" section with a "Maximum number of rows to return (up to 300):" field set to 300. The "Empl ID:" field is set to "begins with" and "1234567" (highlighted with a red box). Below this are several other fields for Name, Last Name, Second Last Name, Alternate Character Name, Middle Name, Business Unit, Department Set ID, and Department, each with a "begins with" dropdown. At the bottom, the "Include History" checkbox is checked (highlighted with a red box), along with "Correct History" and "Case Sensitive" checkboxes. A "Search" button is also highlighted with a red box. Other buttons include "Clear", "Basic Search", and "Save Search Criteria".</p>

*Continued on next page*

## Job Data, Continued

Procedures,  
continued

Step	Action
3	<p>This member has a total of 34 rows spanning their entire Coast Guard career. The top portion will explain what happened. This one shows the Pay Increase that everyone gets on the first of January each year. The middle information shows the Position the member is currently filling as well as their status and department ID. The Date Created field shows when the Job Row was actually built. The last two fields only apply to Reservists.</p>  <p>Work Location   Job Information   Job Labor   Payroll   Salary Plan   Compensation</p> <p><b>Courtney Cox</b> Employee Military Service:</p> <p>Empl ID: 1234567 Empl Record: 0</p> <p>Work Location: Find First 1 of 34 Last Go To Row + -</p> <p>*Effective Date: 01/01/2015 Effective Sequence: 0 HR Status: Active Payroll Status: Active</p> <p>*Action: Pay Rate Change Reason: Cost-of Living Adjustment *Job Indicator: Primary Job</p> <p>Position Number: 00017355 CUSTOMER CARE - DUTY Use Position Data</p> <p>Position Entry Date: 09/01/2011 Position Management Record</p> <p>*Regulatory Region: AD Company: ACG *Business Unit: ENLCG *Department: 007799 Department Entry Date: 09/01/2011 *Location: KS0001 Establishment ID: USCG Date Created: 01/01/2015</p> <p>Last Start Date: 08/29/1995 Expected Job End Date:</p> <p>Military Reserve Class Code: Component Category:</p>
	<p>Other examples of Job Rows: <b>Longevity Increase</b></p>  <p>Work Location   Job Information   Job Labor   Payroll   Salary Plan   Compensation</p> <p>Find First 3 of 34 Last Go To Row + -</p> <p>*Effective Date: 08/29/2013 Effective Sequence: 0 HR Status: Active Payroll Status: Active</p> <p>*Action: Pay Rate Change Reason: Adjustment *Job Indicator: Primary Job</p>
	<p>Other examples of Job Rows: <b>PCS Transfer</b></p>  <p>Work Location   Job Information   Job Labor   Payroll   Salary Plan   Compensation</p> <p>Find First 6 of 34 Last Go To Row + -</p> <p>*Effective Date: 09/01/2011 Effective Sequence: 0 HR Status: Active Payroll Status: Active</p> <p>*Action: Transfer Reason: Permanent Change of Station *Job Indicator: Primary Job</p>

Continued on next page

# Job Data, Continued

Procedures,  
continued

Step	Action
<b>3</b> (cont)	<p><b>Other examples of Job Rows: Advancement</b></p> <div data-bbox="316 526 1369 683"> <p>Work Location <span style="float: right;">Find First 10 of 34 Last</span></p> <p>*Effective Date: 06/01/2010 <span style="float: right;">Go To Row + -</span></p> <p>Effective Sequence: 0      *Action: Promotion</p> <p>HR Status: Active      Reason: Normal Career Progression</p> <p>Payroll Status: Active      *Job Indicator: Primary Job</p> </div>

*Continued on next page*

## Job Data, Continued

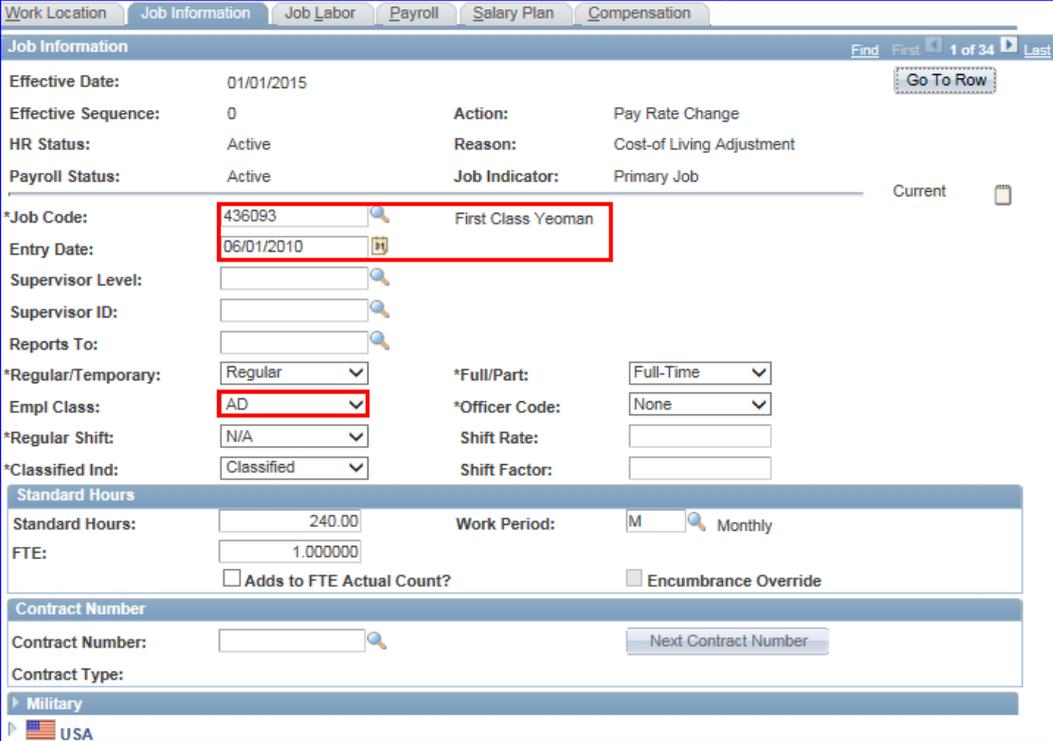
Procedures,  
continued

Step	Action
3 (cont)	<p data-bbox="312 495 1367 528"><b>Separation examples of Job Rows: Member Discharged on 6/30/15</b></p> <div data-bbox="312 528 1367 680"> <p>Work Location <span style="float: right;">Find First 1 of 30 Last</span></p> <p>*Effective Date: <input type="text" value="07/01/2015"/> <span style="float: right;">Go To Row + -</span></p> <p>Effective Sequence: <input type="text" value="0"/> *Action: <span style="border: 1px solid red; padding: 2px;">Termination</span> <span style="float: right;">v</span></p> <p>HR Status: Inactive Reason: <span style="border: 1px solid red; padding: 2px;">Discharge</span> <span style="float: right;">v</span></p> <p>Payroll Status: Terminated *Job Indicator: <span style="border: 1px solid red; padding: 2px;">Primary Job</span> <span style="float: right;">v</span></p> </div> <p data-bbox="312 719 1367 752"><b>Reserve examples of Job Rows: ADT-AT from 5/4-5/15/15</b></p> <div data-bbox="312 752 1367 904"> <p>Work Location <span style="float: right;">Find First 1 of 9 Last</span></p> <p>*Effective Date: <input type="text" value="05/16/2015"/> <span style="float: right;">Go To Row + -</span></p> <p>Effective Sequence: <input type="text" value="0"/> *Action: <span style="border: 1px solid red; padding: 2px;">Transfer</span> <span style="float: right;">v</span></p> <p>HR Status: Active Reason: <span style="border: 1px solid red; padding: 2px;">Reserve Order End</span> <span style="float: right;">v</span></p> <p>Payroll Status: Active *Job Indicator: <span style="border: 1px solid red; padding: 2px;">Secondary Job</span> <span style="float: right;">v</span></p> </div> <div data-bbox="312 920 1367 1072"> <p>Work Location <span style="float: right;">Find First 2 of 9 Last</span></p> <p>*Effective Date: <input type="text" value="05/04/2015"/> <span style="float: right;">Go To Row + -</span></p> <p>Effective Sequence: <input type="text" value="0"/> *Action: <span style="border: 1px solid red; padding: 2px;">Transfer</span> <span style="float: right;">v</span></p> <p>HR Status: Active Reason: <span style="border: 1px solid red; padding: 2px;">Reserve Order Begin</span> <span style="float: right;">v</span></p> <p>Payroll Status: Active *Job Indicator: <span style="border: 1px solid red; padding: 2px;">Secondary Job</span> <span style="float: right;">v</span></p> </div> <p data-bbox="312 1122 1367 1155"><b>Reserve examples of Job Rows: ADOS orders began 10/01/2014</b></p> <div data-bbox="312 1155 1367 1308"> <p>Work Location <span style="float: right;">Find First 2 of 35 Last</span></p> <p>*Effective Date: <input type="text" value="10/01/2014"/> <span style="float: right;">Go To Row + -</span></p> <p>Effective Sequence: <input type="text" value="1"/> *Action: <span style="border: 1px solid red; padding: 2px;">Transfer</span> <span style="float: right;">v</span></p> <p>HR Status: Active Reason: <span style="border: 1px solid red; padding: 2px;">Reserve Order Begin</span> <span style="float: right;">v</span></p> <p>Payroll Status: Active *Job Indicator: <span style="border: 1px solid red; padding: 2px;">Primary Job</span> <span style="float: right;">v</span></p> </div>

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## Job Data, Continued

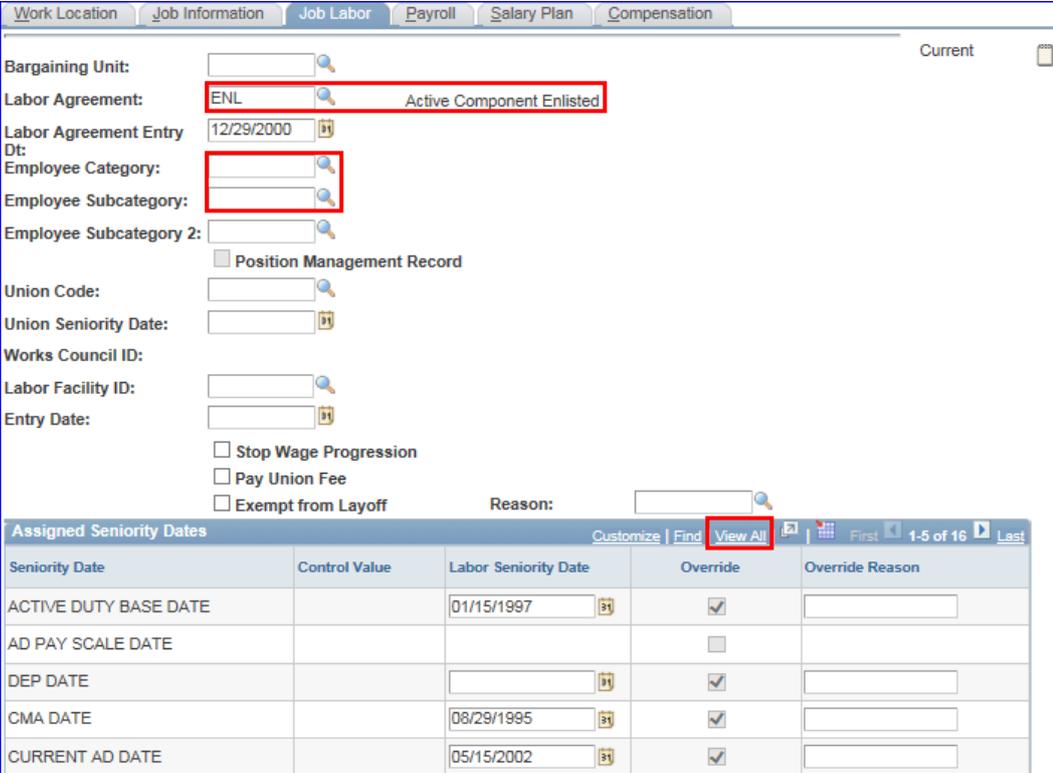
Procedures,  
continued

Step	Action
4	<p>The top portion will remain for the rest of the tabs. The Job code shows the current rank of the member and the Entry Date shows when they made that rate. The Empl Class will say AD for Active Duty members, SELRES for drilling Reservists, and IRR for members in the Individual Ready Reserve.</p>  <p>The screenshot shows a web-based job information form with the following fields and values:</p> <ul style="list-style-type: none"> <li>Effective Date: 01/01/2015</li> <li>Effective Sequence: 0</li> <li>HR Status: Active</li> <li>Payroll Status: Active</li> <li>*Job Code: 436093 (highlighted in red)</li> <li>Entry Date: 06/01/2010 (highlighted in red)</li> <li>Supervisor Level: [Empty]</li> <li>Supervisor ID: [Empty]</li> <li>Reports To: [Empty]</li> <li>*Regular/Temporary: Regular</li> <li>Empl Class: AD (highlighted in red)</li> <li>*Regular Shift: N/A</li> <li>*Classified Ind: Classified</li> <li>Action: Pay Rate Change</li> <li>Reason: Cost-of Living Adjustment</li> <li>Job Indicator: Primary Job</li> <li>*Full/Part: Full-Time</li> <li>*Officer Code: None</li> <li>Shift Rate: [Empty]</li> <li>Shift Factor: [Empty]</li> <li>Standard Hours: 240.00</li> <li>FTE: 1.000000</li> <li>Work Period: M Monthly</li> <li>Contract Number: [Empty]</li> <li>Contract Type: [Empty]</li> <li>Military</li> <li>USA</li> </ul>

*Continued on next page*

## Job Data, Continued

Procedures,  
continued

Step	Action																														
5	<p>The Labor Agreement will list Reserve or Active Enlisted or Officer. The Employee Category and Employee Subcategory will display Reserve specific information. The Employee Category also ties directly with the Regulatory Region and Business Unit on the first tab. This will explain specifically what kind of officer the member is (active/reserve, permanent/temporary, etc.). The most important part of this tab is the Assigned Seniority Dates. Click on the View All link to see all of the dates.</p>  <p>The screenshot shows a web application interface with several tabs: Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The 'Job Labor' tab is active. The interface displays various fields for employee information, including Bargaining Unit, Labor Agreement (ENL), Labor Agreement Entry Dt (12/29/2000), Employee Category, Employee Subcategory, Employee Subcategory 2, Union Code, Union Seniority Date, Works Council ID, Labor Facility ID, and Entry Date. There are also checkboxes for 'Position Management Record', 'Stop Wage Progression', 'Pay Union Fee', and 'Exempt from Layoff'. A 'Reason' field is also present. At the bottom, there is a table titled 'Assigned Seniority Dates' with columns for Seniority Date, Control Value, Labor Seniority Date, Override, and Override Reason. The table contains five rows of data, including 'ACTIVE DUTY BASE DATE', 'AD PAY SCALE DATE', 'DEP DATE', 'CMA DATE', and 'CURRENT AD DATE'. The 'View All' link in the table header is highlighted with a red box.</p> <table border="1" data-bbox="316 1265 1348 1518"> <thead> <tr> <th>Seniority Date</th> <th>Control Value</th> <th>Labor Seniority Date</th> <th>Override</th> <th>Override Reason</th> </tr> </thead> <tbody> <tr> <td>ACTIVE DUTY BASE DATE</td> <td></td> <td>01/15/1997</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>AD PAY SCALE DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>DEP DATE</td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>CMA DATE</td> <td></td> <td>08/29/1995</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>CURRENT AD DATE</td> <td></td> <td>05/15/2002</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	ACTIVE DUTY BASE DATE		01/15/1997	<input checked="" type="checkbox"/>		AD PAY SCALE DATE			<input type="checkbox"/>		DEP DATE			<input checked="" type="checkbox"/>		CMA DATE		08/29/1995	<input checked="" type="checkbox"/>		CURRENT AD DATE		05/15/2002	<input checked="" type="checkbox"/>	
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## Job Data, Continued

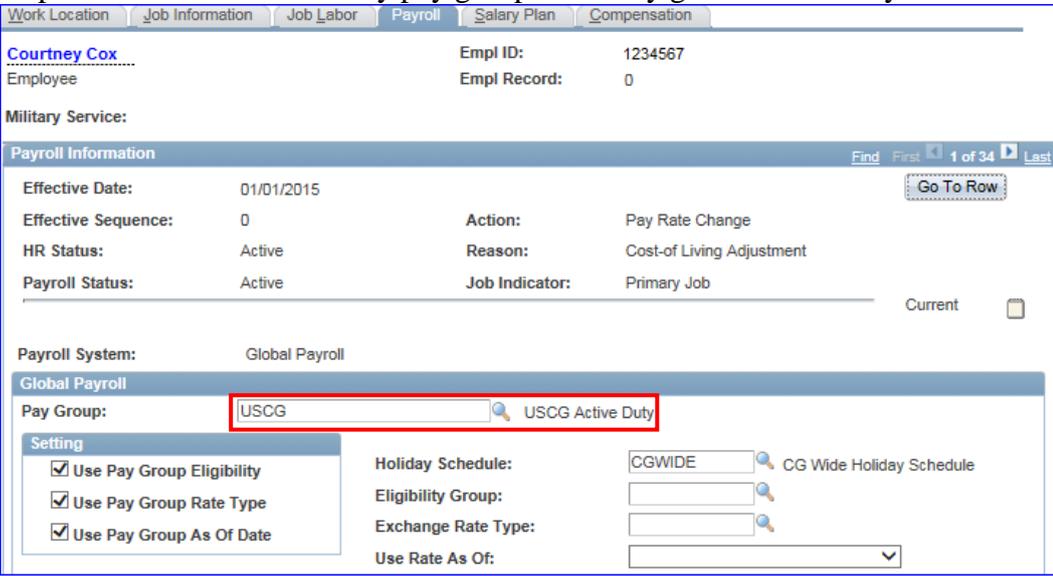
### Procedures, continued

Step	Action																																																																																
6	Here's where a member's service dates can be verified. Most of them are set at the time of Accession, others will change when contracts are approved.																																																																																
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## Job Data, Continued

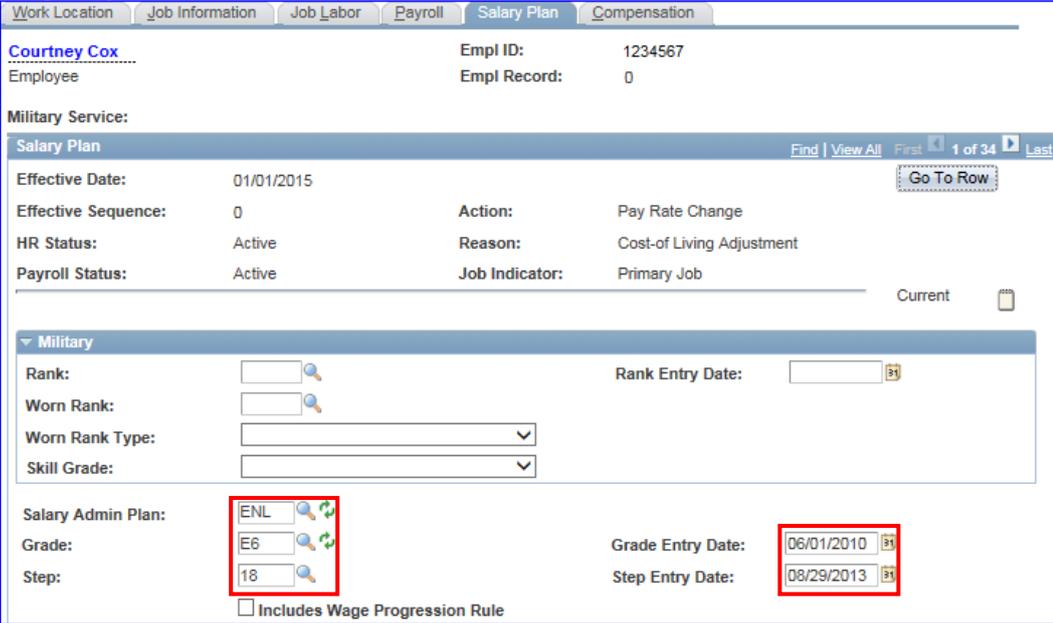
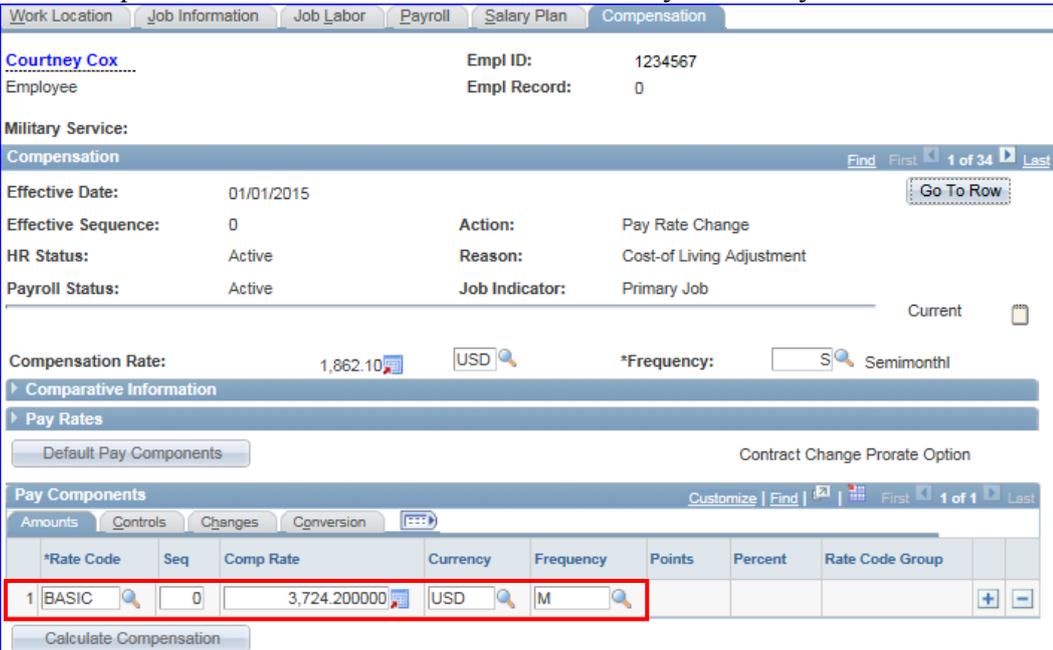
### Procedures, continued

Step	Action
7	<p>The Payroll tab will display a member's current pay group. All Active Duty members and Reservists on Active Duty will be put in the USCG Active Duty pay group. If a Reservist is on Title 10 orders, the Eligibility Group will populate with RSVTITLE10. Reservists not on Active Duty are in the USCG RSV (USCG Reservist). NOAA members show up as NOAA Active Duty. PHS members will be put in the PHS Active Duty pay group once they go live in January.</p>  <p>The screenshot shows the following details:</p> <ul style="list-style-type: none"> <li><b>Employee:</b> Courtney Cox, Empl ID: 1234567, Empl Record: 0</li> <li><b>Payroll Information:</b> Effective Date: 01/01/2015, Effective Sequence: 0, HR Status: Active, Payroll Status: Active. Action: Pay Rate Change, Reason: Cost-of Living Adjustment, Job Indicator: Primary Job.</li> <li><b>Pay Group:</b> USCG (highlighted in red), with search results for USCG Active Duty.</li> <li><b>Settings:</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Use Pay Group Eligibility</li> <li><input checked="" type="checkbox"/> Use Pay Group Rate Type</li> <li><input checked="" type="checkbox"/> Use Pay Group As Of Date</li> </ul> </li> <li><b>Holiday Schedule:</b> CGWIDE (CG Wide Holiday Schedule)</li> <li><b>Eligibility Group:</b> [Empty field]</li> <li><b>Exchange Rate Type:</b> [Empty field]</li> <li><b>Use Rate As Of:</b> [Dropdown menu]</li> </ul>

*Continued on next page*

# Job Data, Continued

## Procedures, continued

Step	Action
8	<p>The Salary Plan shows whether the member is Enlisted or Officer, their Pay Grade and Step (years). The Grade Entry Date shows the date they were Advanced to their current rank. The Step Entry Date shows the date of their last longevity.</p> 
9	<p>The Compensation tab shows the member's monthly Basic Pay rate.</p> 



# Service Contracts and Separations

---

**Introduction** This chapter covers the basics on service contracts and separations. It is designed to guide record technicians through selected portions of the new Reenlistments, Extension and Separations. This is not intended to imply one section is more important than any other. Items have been selected based on input from previous surveys, PPC Customer Care trouble tickets, and payroll errors.

---

**Objective** Given a member whose contract expiration of enlistment is close, process transactions based on the member's desire in accordance with appropriate Coast Guard directives.

---

**Contents** This chapter contains the following topics.

<b>Topic</b>	<b>See Page</b>
<a href="#"><u>Reenlistment Contract</u></a>	3
<a href="#"><u>Extensions/Re-extensions</u></a>	7
<a href="#"><u>Release from Active Duty (RELAD)</u></a>	11
<a href="#"><u>Certificate of Release or Discharge from Active Duty (DD-214)</u></a>	17
<a href="#"><u>Computing and Verifying Leave</u></a>	19

---



# Reenlistment Contract

---

**Introduction** This section provides the procedure for processing a member's reenlistment.

---

**Limitation** This procedure can only be used if there has been no break in service. Members with a break in service of more than 24 hours will need to be processed as a re-hire under Accessions.

---

**References** The following references provide guidance in completing the Reenlistment Contract:

- (a) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
- (b) CG Pay Manual, COMDTINST M7220.29 (series)
- (c) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)
- (d) [PPC – Procedures & Development Web Page - E-Learning Tab](#)

---

**Information you need to know about this transaction** This transaction requires approval by users with the CGHRSUP role (SPO Supervisor/PAO).

Prior to entering a Reenlistment the member must:

- Be a U.S. citizen, as documented by the member's Citizenship Status Changes page.
  - Have the minimum required performance mark averages as specified in Chapter 1.A.5 of the Enlisted Accessions, Evaluations, and Advancements Manual.
  - Be recommended by the Commanding Officer for reenlistment by having a Career Intentions Worksheet (from enclosure (1) of the Personnel and Pay Procedures Manual) favorably endorsed.
  - Not be in receipt of retirement orders (applies to active duty enlisted members only). The only exception is for members who need additional obligated service to carry them over to their approved retirement date, and are ineligible to extend their enlistment to obtain this additional obligated service, (i.e., they've already extended for the maximum period allowed).
- 

**Corrections and Deletions** Corrections and Deletions are not allowed on the Reenlistment Contract after it has been approved and saved.

**Note:** If the Reenlistment Contract has been saved and any information on the Reenlistment Contract is incorrect, contact (PPC) Customer Care.

---

*Continued on next page*

## Reenlistment Contract, Continued

---

**Procedures** See reference (d) for step-by-step instructions on completing a Reenlistment contract.

---

**Contract Number** Make sure the next sequential contract number is entered when the Reenlistment contract is created.

---

**Reserve Contracts** When completing a contract on a Reservist, add the following comment: **MEMBER IS ENLISTING IN THE COAST GUARD RESERVE COMPONENT**. Subsequently, the statement should appear on the contract (8.b/Remarks).

---

**Oath Administrator Information** The City/State must be the **PLACE OF INITIAL ENLISTMENT** (unless there is a break in service). This is different than the Extension contract.



The screenshot shows a form titled "Oath Administrator Information" with a blue header. It contains four input fields: "Name" with the value "Erwin Bach", "Military Grade" with a dropdown menu showing "O9", "City" with the value "Detroit", and "State" with a dropdown menu showing "MI". A red rectangular box highlights the "City" and "State" fields.

Oath Administrator Information	
Name:	Erwin Bach
Military Grade:	O9
City:	Detroit
State:	MI

**Approval** The contract should not be approved without first viewing a signed copy of the contract.

---

*Continued on next page*

## Reenlistment Contract, Continued

---

### Printing Contracts

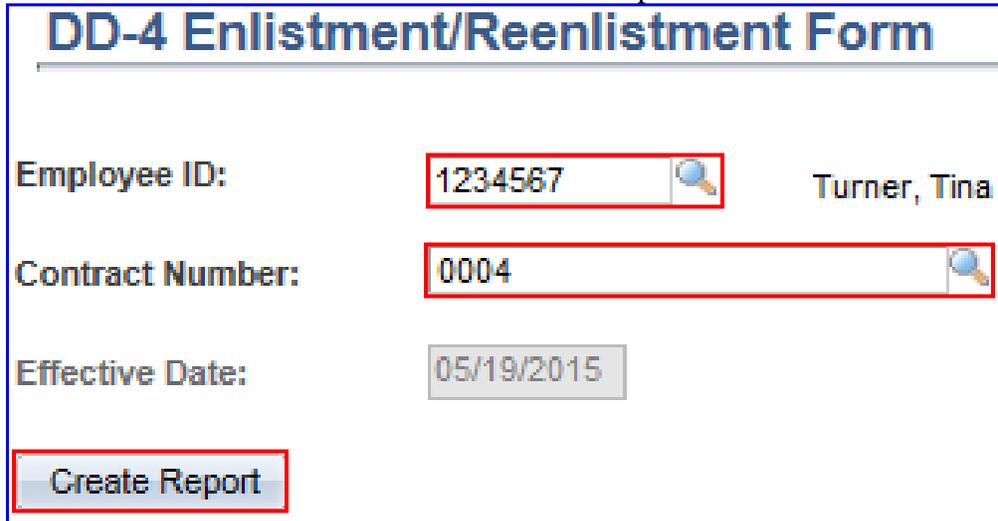
Select the DD-4/Enlistment/Reenlistment report to generate a printable version of the reenlistment contract.



The screenshot shows a window titled "Career Management" with a dark blue header. Below the header is a list of report options arranged in two columns. The option "DD-4 Enlistment/Reenlistment" is highlighted with a red rectangular box. Other options include "Obligated Service Report", "Contract Data", "Agreement to Extend/Reextend", "Ext/Rext within 30 days Report", "AD 6th or 10th Yr Anniversary", and "Extensions not Executed".

Career Management	
<a href="#">Obligated Service Report</a>	<a href="#">Contract Data</a>
<b><a href="#">DD-4 Enlistment/Reenlistment</a></b>	<a href="#">Agreement to Extend/Reextend</a>
<a href="#">Ext/Rext within 30 days Report</a>	<a href="#">AD 6th or 10th Yr Anniversary</a>
<a href="#">Extensions not Executed</a>	

Enter the member's Employee ID and Contract Number or use the lookup function to search for it. Then click the Create Report button.



The screenshot shows the "DD-4 Enlistment/Reenlistment Form" with several input fields. The "Employee ID" field contains "1234567" and has a magnifying glass icon to its right. The "Contract Number" field contains "0004" and also has a magnifying glass icon. The "Effective Date" field contains "05/19/2015". The "Turner, Tina" text is displayed to the right of the Employee ID field. A "Create Report" button is located at the bottom left of the form and is highlighted with a red rectangular box.

DD-4 Enlistment/Reenlistment Form		
Employee ID:	<input type="text" value="1234567"/> 	Turner, Tina
Contract Number:	<input type="text" value="0004"/> 	
Effective Date:	<input type="text" value="05/19/2015"/>	
<input type="button" value="Create Report"/>		



## Extensions/Re-extensions

---

**Introduction** This section provides the procedure for entering an Extension of Enlistment.

---

**References** The following references provide guidance in completing the Extension/Re-Extension Transactions:

- (a) Personnel and Pay Procedures Manual, PPCINST M1000.2(series)
  - (b) CG Pay Manual, COMDTINST M7220.29 (series)
  - (c) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)
  - (d) [PPC – Procedures & Development Web Page - E-Learning Tab](#)
- 

**Information you need to know about this transaction** This transaction is completed in Direct Access upon receipt of the Career Intentions Worksheet (CG-2045), complete with both the member and command approval signatures. However, this transaction should not be approved in Direct Access until the SPO receives the signed Agreement to Extend Enlistment (CG-3301B). **Use the contract type of EXT.**

The signature date (effective date of the transaction) for regular extensions will be the date the CG-3301B is signed by the member and person administering the oath. For prior service OCS candidates who must extend to meet obligated service requirements, the signature date of this transaction will be the same as the Enlistment Date on the Enlistment Contract.

The “begin the extension/re-extension” box in DA must be checked to Begin the Extension after the Agreement to Extend has been submitted and approved.

Begin Extension/Re-Extension:

---

**Cancellations** If an Extension/Re-Extension needs to be cancelled, submit a trouble ticket to PPC.

---

**Corrections and Deletions** Corrections and Deletions are not allowed on the Extension/Re-Extension Contract after it has been approved and saved.

**Note:** If the Contract has been saved and any information on the Contract is incorrect, contact (PPC) Customer Care.

---

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## Extensions/Re-extensions, Continued

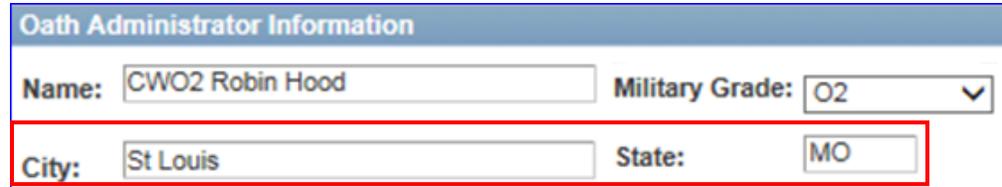
---

**Procedure** The procedures for completing an Agreement to Extend or a Begin Extension are contained in reference (d).

---

**Oath Administrator Information**

The City/State must be the **PLACE WHERE THE OATH IS BEING ADMINISTERED**. This is different than the Reenlistment contract.



A screenshot of a web form titled "Oath Administrator Information". The form has a blue header bar with the title. Below the header, there are four input fields: "Name:" with the value "CWO2 Robin Hood", "Military Grade:" with a dropdown menu showing "O2", "City:" with the value "St Louis", and "State:" with a dropdown menu showing "MO". A red rectangular box highlights the "City:" and "State:" fields.

**Leave Sale** The member's leave will not sell until the contract has begun (checking the box).

---

**Approval** The contract should not be approved without first viewing a signed copy of the contract.

---

*Continued on next page*

## Extensions/Re-extensions, Continued

---

### Printing Contracts

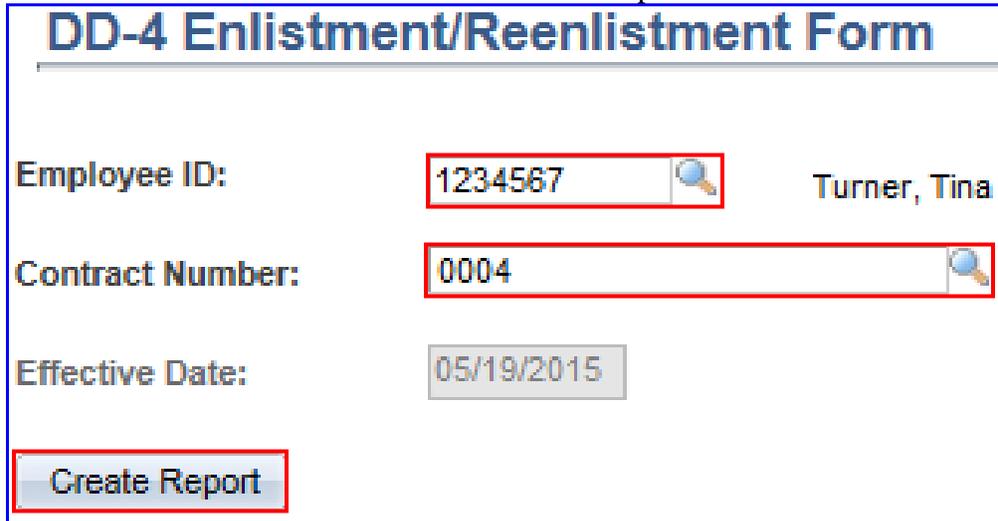
Select the DD-4/Enlistment/Reenlistment report to generate a printable version of the reenlistment contract.



The screenshot shows a window titled "Career Management" with a menu of report options. The options are:

- [Obligated Service Report](#)
- [Contract Data](#)
- [DD-4 Enlistment/Reenlistment](#) (highlighted with a red box)
- [Agreement to Extend/Reextend](#)
- [Ext/Rext within 30 days Report](#)
- [AD 6th or 10th Yr Anniversary](#)
- [Extensions not Executed](#)

Enter the member's Employee ID and Contract Number or use the lookup function to search for it. Then click the Create Report button.



The screenshot shows the "DD-4 Enlistment/Reenlistment Form" with the following fields and a button:

- Employee ID:  (highlighted with a red box)  Turner, Tina
- Contract Number:  (highlighted with a red box) 
- Effective Date:
- (highlighted with a red box)

---

*Continued on next page*

## Extensions/Re-extensions, Continued

### Begin Extension Reports

There are two reports in DA regarding whether or not a contract has been executed for an extension or re-extension. For complete instructions, see reference (d). They can both be found in the Career Management pagelet.



The Ext/Rext within 30 days Report displays all members whose extension/re-extension contracts need to be executed in the next 30 days (from today).

The screenshot shows the report interface for "CG\_EXT\_REX\_WITHIN\_30DAYS - Extensions 30 days from Begin". It includes search fields for "Set ID (Use 00010 for CG):", "Relation Type:", and "Deptid:". Below these is a "View Results" button and a download link for "Excel Spreadsheet" (5 kb). At the bottom, a table header is visible with columns: Emplid, Empl Rcd, Name, Job Title, Contract Nbr, Contract Eff Date, Contract Type, Dept ID, and Dept Descr.

The Extensions not Executed report allows the user to specify a date range.

The screenshot shows the report interface for "CG\_EXTREXT\_NOT\_EXECUTED - Extensions Not Executed". It includes search fields for "Set ID (Use 00010 for CG):", "Relation Type:", and "Related Deptid:". It also has date pickers for "From Date:" and "Thru Date:". Below these is a "View Results" button. At the bottom, a table header is visible with columns: Emplid, Empl Rcd, Name, Job Title, Dept ID, Dept Descr, Contract Nbr, Contract Eff Date, and Contract Type.

We recommend running the Extension not Executed and put a wide range of years (if never done before). Then once those have been researched and cleaned up, set a reminder on your calendar to run the 30 day report once a month.

**Note: Do NOT go in and check the box to begin the extension/re-extension until after you've researched each contract to ensure it is still valid!**

The member could have reenlisted prior to the extension/re-extension effective date and the original extension/re-extension will need to be deleted from DA.

## Release from Active Duty (RELAD)

---

**Introduction** This section provides the procedures for Releasing a Member from Active Duty if an initial military obligation remains. Within the Separation Transaction, you may carry forward or sell Leave, Change a Members Reserve Status, and Declare Location of RELAD.

---

**References** The following references provide additional information about releasing a member from active duty.

- (a) Military Separations, COMDTINST M1000.4 (series)
- (b) Joint Federal Travel Regulations, Volume 1
- (c) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
- (d) Reserve Policy Manual, COMDTINST M1001.28 (series)
- (e) [PPC – Procedures & Development Web Page - E-Learning Tab](#)

---

**Reminders** Remember the following details when completing a RELAD:

- A Reservist who is routinely separated at the end of the mobilization period should receive the MBK separation code. Any Reservist separated early should receive the LBK separation code.
- Use the RELAD section to change the member's Employee Classification to "IRR" and Reserve Training/Pay Code to "H" when you RELAD the member to the IRR.
- When releasing a member from active duty to the IRR use department ID #002817. The department ID is entered on the member's Order Travel tab.
- Mail records for IRR members to: Commander  
(PSC-rpm) Personnel Service Center  
US Coast Guard Stop 7200  
2703 MARTIN LUTHER KING JR AVE SE  
WASHINGTON DC 20593-7200

---

**Before You Begin** Normal Expiration of Enlistment separations do not require prior authorization from PSC-rpm, and will not appear on the airport terminal. For all Normal Expiration of Enlistment separations, the SPO will start the Separation Orders.

---

**Procedure** Detailed procedures are provided in Reference (d).

---

*Continued on next page*

## Release from Active Duty (RELAD), Continued

---

**RELAD section** Make sure the RELAD section is completed for each member. The information will depend on whether the member is going to the SELRES or the IRR, so it will not be the same for every RELAD.

A screenshot of a software interface showing the RELAD section. It contains several fields with dropdown menus and search icons:

RELAD Reason:	61	DUE TO EXPIRATION OF ENLISTMENT[regular enlisted transferred to reserve]
Employee Classification:	IRR	Individual Ready Reserve
Reserve Classification:	J	Prior Svc CG Enl w/in 8 yr obl
Labor Agreement:	ENL	Reserve Component Enlisted
Employee Category:	IRR	Individual Ready Reserve
TRAPAY CAT:	H	No Drill Requirement

**Discharge** Even when processing a RELAD, the character of service must be selected from the Discharge section. If not selected here, it will not populate on the DD-214.

A screenshot of a software interface showing the Discharge section. It is divided into two main categories: Officer and Enlisted.

**Officer**

Type: [dropdown]  
Reason: [dropdown]

**Enlisted**

Character of Service: [dropdown menu]

Type: [dropdown]  
Status: [dropdown]

The dropdown menu for Character of Service is open, showing the following options: Bad Conduct, Dishonorable, General, Honorable, Other than Honorable, and Uncharacterized (Cape May Only). The entire dropdown menu is highlighted with a red border.

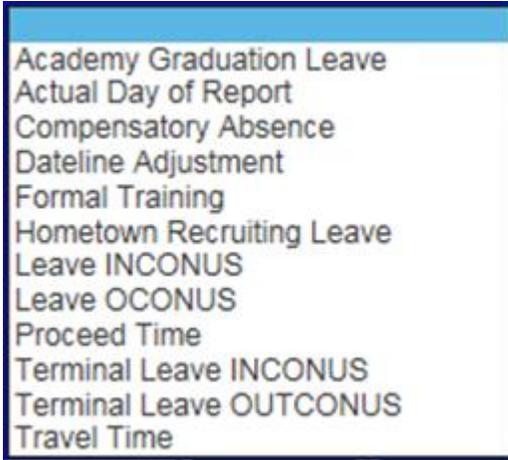
---

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## Release from Active Duty (RELAD), Continued

---

**Delay En Route** These are the only options for the Delay En Route section:



Enter any time (such as Terminal Leave) that the member will be taking prior to their Separation Date. Make sure the Terminal Leave INCONUS/OUTCONUS options are selected. Any regular leave should not be entered on the Separation orders. Any Administrative Absence and/or Retirement Processing Point Absence must be documented in the Order Notes.

**NOTE:** SPOs MUST manually stop Career Sea Pay, Career Sea Pay Premium and OUTCONUS COLA upon the member's departure from the unit on Terminal Leave (with no intention to return) to prevent overpayments.

---

*Continued on next page*

## Release from Active Duty (RELAD), Continued

### Leave

The Leave Balance shown is from the end of the previous month. The system will sell all unaccounted for leave up to the Career Maximum. The Total to Carry Over (Days) field SHOULD ONLY be used for Reservists carrying their leave forward or Active Duty members leaving the CG and immediately re-enlisting in another branch of service. Leave sale should not be entered here.

Separation Details	Additional Info	Order Information	Order Travel	Order Notes	Leave Information	Order Approval
<b>Clark Kent</b>		Empl ID: 1234567	Empl Record: 0			
Trans ID: 2251406	Order Action: <input type="text"/>	Order Type: Separation		Order Status: Authorized		<input type="button" value="Go"/>
Order Begin Date: 10/02/2014						
Order End Date: 10/03/2014						
<b>Leave Balances</b>						
Leave Balance:	66.000000	Cumulative Sold Leave:	0.000000			
<b>Leave Disposition</b>						
Total to Carry Over (Days):	0.0	Terminal Leave Begin:	09/20/2014			
Terminal Leave (Days):	13.0	Terminal Leave End:	10/02/2014			

### Orders Integration Process

Once the Separation orders are approved, they will be picked up on the Orders Integration Process around 4-5 days before their Separation date. This will build the termination job row and put the orders in a finished status.

### DA Access after Separation

Separation no longer terminates all DA access. Separated members are assigned the role CG\_SS\_MBR\_SEP for 18 months which allows them to view their payslips and W2 information. They can also update their contact info. This is what it looks like when they log in.

The screenshot shows the United States Coast Guard employee portal. At the top, there is a header with the Coast Guard logo and the text "United States Coast Guard U.S. Department of Homeland Security". On the right side of the header, there are links for "Home" and "Sign out". Below the header, there are two main panels. The left panel is titled "Enterprise Menu" and contains a list of options: "+ Self Service", "+ Self Service", and "- Change My Password". The right panel is titled "Employee" and contains a list of tasks: "Home and Mailing Address", "Phone Numbers", "My Email Addresses", "View", "View My Payslips (AD/RSV)", and "Warrant PDE".

*Continued on next page*

## Release from Active Duty (RELAD), Continued

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### Separation Reports

Detailed procedures for running each Separation Report are provided in Reference (d). They are all located in the Separations pagelet.





# Certificate of Release or Discharge from Active Duty (DD-214)

**Introduction** Form DD-214 provides the member with a concise record of service with the Armed Forces upon separation or change in military status. This form is also used to obtain veterans benefits, reemployment rights and unemployment insurance. Ensure that the DD-214 is distributed as required.

---

**References** The following references provide guidance in completing the DD-214

- (a) DD Form 214 Manual, COMDTINST M1900.4D
- (b) [PPC – Procedures & Development Web Page - E-Learning Tab](#)
- (c) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2A, Chapter 3 - Checklist – Separations Event
- (d) ALSPO 1/05 – SPO Newsletter

---

**What's New** There have been a few changes made to the DD-214.

- Edits of the PDF are no longer allowed. What is in DA must be the only version of the DD-214 since it is now electronically transmitted to DMDC.
- Once the Final button has been checked by a CGHRSUP user, only the PSC Reissue Branch can make changes to the DD-214.
- Blocks 11, 13, 14 now have continuation blocks.

---

**Procedure** Reference (a) contains detailed procedures for completion of the DD-214.

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*Continued on next page*

# Certificate of Release or Discharge from Active Duty (DD-214), Continued

**When does a Reservist get a DD-214?**

A DD-214 will be issued when:

Duty Performed	DD 214 will be issued
ADT ADOT Full-Time Training Duty	If the period of service was 90 consecutive days or more.
Ordered to AD <ul style="list-style-type: none"> <li>• National Emergency declared by the President or Congress</li> <li>• In time of war declared by Congress</li> </ul>	Upon RELAD regardless of the length of AD.

**Note:** Any Reservist separated for cause or for physical disability, will be issued a DD-214 regardless of the length of time served on AD.

You can obtain a copy of your DD-214 (or any other official military records) from the National Archives and Records Administration in St Louis, MO at [www.archives.gov](http://www.archives.gov). Or from PSC-BOPS-C within six months of separation.

**DD-214 Corrections**

If your DD-214 contains incorrect data, you should bring it to the attention of your command and submit documentation to Personnel Services Command, Business Operations Staff Capability (PSC-BOPS-C). They can also be contacted at: [ARL-DG-M-CGPSC-BOPS-C@uscg.mil](mailto:ARL-DG-M-CGPSC-BOPS-C@uscg.mil)

If approved, PSC will issue a DD-214 Reissue.

# Computing and Verifying Leave

---

**Military  
Assignments  
and  
Authorized  
Absences,  
COMDTINST  
M1000.8  
(2-A-19a)**

Effective 01 February 1980, leave is credited at the rate of 2 1/2 days for each full calendar month on active service and as outlined below for fractional parts of a calendar month served.

**1. Intermediate Date to End of Month.** This table shows the leave earned from the date of enlistment, first extension of enlistment, reenlistment or entry on active duty to the end of the same month.

Date of Month Entered on Active Duty, 31-Day Month	
1-7	2.5 days
8-13	2.0 days
14-19	1.5 days
20-25	1.0 days
26-31	0.5 days

**Date of Month Entered on Active Duty, 30-Day Month, Including February**

1-6	2.5 days
7-12	2.0 days
13-18	1.5 days
19-24	1.0 days
25-30	0.5 days

**2. Beginning of Month to Separation Date.** This table shows the leave earned from beginning of month to date of separation.

Date of Month of Separation	
1-6	0.5 days
7-12	1.0 days
13-18	1.5 days
19-24	2.0 days
25-31	2.5 days

---

**Summary**

In this section, we discussed how to process Service Contracts and Separations in Direct Access using the references.

---



# Advancements

---

## Introduction

This section provides an overview of the Coast Guard Enlisted Advancement process. The following topics will be discussed:



- Service-wide Examination (SWE) Announcement
- Eligibility Requirements/Deadlines
- Personnel Data Extract (PDE)
- SWE
- Eligibility List/Profile letters
- Supplemental Advancements

**PPC (ADV) is the main point of contact for any questions concerning the SWE process. Any inquiries can be sent directly to PPC-DG-ADV.**

---

## Objective

The objective is to provide an understanding of the Enlisted Advancement process.

---

## Reference

(a) [Enlisted Accessions, Evaluations and Advancements, COMDTINST M1000.2](#)

---

## SWE Announcement

CG PSC will issue an ALCGENL to announce the SWE cycle. This very important message identifies the requirements and responsibilities to participate in the SWE process.

**You should read this message in its entirety.**

All eligibility requirements to compete in the SWE must be met by 1 February or 1 August preceding the exam. Some examples of eligibility requirement changes that are outlined in an ALCGENL are:

- End of Course Test (EOCT) changes/waivers
  - SWE waivers, and
  - Correspondence Course requirements.
- 

*Continued on next page*

## Advancements, Continued

---

**SWE** The SWE is held twice each year. May for advancement to E-5 through E-9, and again in November for advancement to E-5 and E-6.

---

**Eligibility Requirements** Eligibility requirements are contained in References (a), and the ALCGENL. Advancement Eligibility requirements for competing in the SWE process are contained in:

[Enlisted Accessions, Evaluations and Advancements COMDTINST M1000.2](#)

A link to the MAY 2015 SWE announcement message ([ALCGENL 013/15](#)), is provided as an example for review.

PPC (ADV) has created a reference tool as a quick review of eligibility requirements in a single spreadsheet. **Remember, this is a tool and is not official policy.** Review the actual policies and procedures outlined in the references.

[May 2015 PPC\(ADV\) SWE Eligibility Criteria](#)

---

**PDE's** The Personnel Data Extract (PDE) is viewable in Direct Access. **It is the member's responsibility to review and validate the PDE!**



The PDE extracts data from DA record and determines eligibility for the SWE. All the eligibility criteria and deadlines for the SWE are outlined in the ALCGENL. Members should review their PDE immediately when available and bring any discrepancies to the command. The PDE can be viewed in DA by selecting **SWE PDE** link from the **Self Service Employee** pagelet. Detailed information for verification can be found at:

[PPC Procedures and Development web page, E-Learning tab](#)

**Failure to review and correct your PDE could result in ineligibility to participate in the SWE or could incorrectly identify final multiple and placement on the Advancement Eligibility List.**

---

*Continued on next page*

# Advancements, Continued

PDE's  
(continued)

Sample PDE – **NOT Eligible:**

PERSONAL DATA EXTRACT FOR FS1 MAY 2015						
<b>Rate, Name:</b>	FS2	Bunny, Buggs	<b>EmpID:</b>	7654321		
<b>Perm Unit:</b>	111111	CG STA VACATION - DISNEY WORLD, FL	<b>OPFAC:</b>	22-34567		
<b>Exam Board:</b>	222222	BASE TOPEKA - TOPEKA, KS	<b>OPFAC:</b>	53-47400		
<b>Cand Status:</b>	Not Eligible					
<b>Points Start Date (PSD):</b>	04/23/2011		<b>Award Points up to SED:</b>	1		
<b>SWE Eligibility Date (SED):</b>	02/01/2015		<b>EER Points up to SED:</b>	31.8400		
<b>Terminal Eligibility Date (TED):</b>	01/01/2016		<b>Time in Service up to TED:</b>	Yr: 16	Mo: 08	Da: 27
<b>Active Duty Base Date (ADBD):</b>	04/05/1999		<b>Time in Rating up to TED:</b>	Yr: 04	Mo: 07	Da: 00
<b>Date of Rank in Rating (DOR):</b>	06/01/2011		<b>Sea Time for Points up to SED:</b>	Yr: 1	Mo: 2	
Evaluations				Creditable Awards		
Effective Date	Competency Type	Total Points	Rating	Description	Award Points	Issue Date
10/31/2014	CON		U	CG Good Conduct Medal	1	05/01/2014
10/31/2014	LEAD	22				
10/31/2014	MIL	5				
10/31/2014	PERF	24				
10/31/2014	PROF	19				
<b>As of 04/02/2015 you are not qualified for advancement due to the following reason(s):</b>						
-- SWE-CRNT-REC-No CRNT CO REC for this SWE -- CO-RECOMMEND-Last EER Wrong Grade or NO REC -- EVALUATIONS-Low Marks Average On EERs -- COURSES2-Missing either EPME-6 or LAMS -- COURSEVRSN-FS1 RAT 0151-6 or -7 NOT Done -- COMPETENCIES-No "FS1" Rating Competency						
PDE Verification						
The member must verify all data on this PDE. If errors are found, note them on a printed copy of this form and inform your admin personnel. It is the member's responsibility to ensure that incorrect or missing data is updated in Direct Access prior to the PDE verification deadline date for each SWE.						
Certification: I have reviewed my PDE for accuracy. If any data is missing or incorrect, I have so noted it on this form and will ensure correction is made prior to the PDE correction deadline date.						
Signature: _____				Date: _____		
After signing, give this form to your unit admin personnel.						05/12/2015

Continued on next page

# Advancements, Continued

PDE's  
(continued)

Sample PDE – **Eligible:**

PERSONAL DATA EXTRACT FOR FS1 NOV 2014						
<b>Rate, Name:</b>	FS2	Sam, Yosemite	<b>EmplID:</b>	1234567		
<b>Perm Unit:</b>	111111	CG STA VACATION - DISNEY WORLD, FL	<b>OPFAC:</b>	11-23456		
<b>Exam Board:</b>	222222	BASE TOPEKA - TOPEKA, KS	<b>OPFAC:</b>	53-47400		
<b>Cand Status:</b>	Eligible					
<b>Points Start Date (PSD):</b>	08/05/2004	<b>Award Points up to SED:</b>	3			
<b>SWE Eligibility Date (SED):</b>	08/01/2014	<b>EER Points up to SED:</b>	41.1800			
<b>Terminal Eligibility Date (TED):</b>	07/01/2015	<b>Time in Service up to TED:</b>	Yr: 10	Mo: 10	Da: 26	
<b>Active Duty Base Date (ADBD):</b>	08/05/2004	<b>Time in Rating up to TED:</b>	Yr: 05	Mo: 07	Da: 00	
<b>Date of Rank in Rating (DOR):</b>	12/01/2009	<b>Sea Time for Points up to SED:</b>	Yr: 2	Mo: 5		
Evaluations				Creditable Awards		
Effective Date	Competency Type	Total Points	Rating	Description	Award Points	Issue Date
04/30/2014	CON		S	CG Comdt Ltr of Comm Ribbon	1	06/01/2012
04/30/2014	LEAD	36		CG Good Conduct Medal	1	08/05/2011
04/30/2014	MIL	11		CG Comdt Ltr of Comm Ribbon	1	03/08/2010
04/30/2014	PERF	46				
04/30/2014	PROF	43				
10/31/2013	CON		S			
YOUR FS1 SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 222222 - BASE TOPEKA LOCATED AT 444 SE QUINCY ST, TOPEKA, KS						
IF YOU WILL NOT BE AT THE EXAM UNIT LISTED ABOVE ON THE SCHEDULED SWE DATE DUE TO POSITIVE LEAVE/MEDICAL - PLEASE NOTIFY DRG/ADVA PRIOR TO THE PDE						
PDE Verification						
The member must verify all data on this PDE. If errors are found, note them on a printed copy of this form and inform your admin personnel. It is the member's responsibility to ensure that incorrect or missing data is updated in Direct Access prior to the PDE verification deadline date for each SWE.						
Certification: I have reviewed my PDE for accuracy. If any data is missing or incorrect, I have so noted it on this form and will ensure correction is made prior to the PDE correction deadline date.						
Signature: _____				Date: _____		
After signing, give this form to your unit admin personnel.				05/12/2015		

*Continued on next page*

## Advancements, Continued

### Profile Letter/ Eligibility List



The Profile Letter and the SWE Eligibility List are created upon completion of the exam cycle. All creditable points are calculated into a final multiple which determines placement on the SWE Eligibility List, and the Profile Letter breaks down the final multiple into separate categories.

For further information concerning calculation of final multiple, refer to Reference (a).

The PDE can be viewed in DA by selecting **SWE Profile Letter** link from the **Self Service Employee** pagelet. Detailed information for verification can be found at:

[PPC Procedures and Development web page, E-Learning tab](#)

SWE Exam Profile			
PROFILE LETTER FOR THE FS1 NOV 2014 SWE			
FS2	Sam, Yosemite	1234567	USCG
<b>Perm Unit:</b>	111111	CG STA VACATION	<b>OPFAC:</b> 01 23456
The profile below lists the section references, which show the exam section titles or the qualification sections for your rating in the COMDTINST M1414 (series). The profile also gives your percentage of answers correct and your rank order among other candidates who took the same form of the FS1 exam. The total test percentage is not an average of the individual section percentages since the sections are unequal in length.			
SECTION TITLES OR QUAL REFERENCES		% ANSWERS CORRECT	
1	NUTRITION	41.67	
2	MENU PLANNING	42.86	
3	SAFETY & SANITATION	19.23	
4	ADMIN & INVENTORY MANAGEMENT	31.82	
5	PROCUREMENT	17.39	
6	FOOD PREPARATION	39.29	
7	EPME - E6	56.00	
<b>TOTAL TEST</b>	34.67 %	<b>RANK</b> 42	<b>OF</b> 48
The Final Multiple Points which will determine your placement on the eligibility list are:			
<b>SERVICEWIDE EXAM:</b>	39.05	<b>TIR PRESENT PAYGRADE:</b>	10.00
<b>PERFORMANCE FACTOR (MARKS):</b>	41.1800	<b>MEDALS/AWARDS:</b>	3.00
<b>TIME IN SERVICE:</b>	10.8300	<b>CREDITABLE SEA POINTS:</b>	4.83
		<b>SURF DUTY POINTS:</b>	0.000
<b>TOTAL FINAL MULTIPLE:</b>	108.8900		

*Continued on next page*

## Advancements, Continued

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**Maximum  
Final Multiple  
Points**

SWE \_\_\_\_ Evaluations \_\_\_\_ Awards \_\_\_\_  
TIS \_\_\_\_ TIG \_\_\_\_ Sea Duty/Surfman \_\_\_\_

Total Possible Final Multiple Points: 200.

[Coast Guard Enlisted Accessions, Advancements, and Evaluations  
COMDTINST M1000.2](#)

---

**Supplemental  
Advancements**

In addition to the SWE process, members may be eligible for advancement via the CG Supplemental Advancement (SA) process. Coast Guard Personnel Command (EPM) will announce annually via ALCOAST, all eligibility requirements and procedures for the SA process. The current ALCOAST can be reviewed on [PPC Advancements Web Page](#)

All eligibility requirements for advancement via the SA process are the same as for the SWE with the following exceptions:

- May be placed on the SA Eligibility List at any time upon completion of eligibility requirements, and
  - It requires command to submit a request via Coast Guard Message System (CGMS) recommending placement on SA list.
- 

**Advancement  
of “A” School  
Graduates**

Advancement of “A” School Graduates to E-3 or E-4 is **Not** automatic!

- Not all members who graduate A School are advanced to the next pay grade due to not meeting the Time in Grade requirement (6 months as E2 or E3).
  - Members must initiate advancement by submitting a request via the chain of command.
  - Verify member’s advancement by reviewing the Payslip!
- 

**Summary**

In this section we have outlined the Enlisted Advancements process using the SWE and various other authorized programs.

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# Pay Entitlements

---

**Introduction** This chapter covers the basics for selected pay entitlements. This is not intended to imply one pay entitlement is more important than any other. The entitlements selected were based on input from previous surveys, Customer Care and MAS.

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**Objective** Given a member entitled to Pay and Allowances, adjust allowances in accordance with appropriate Coast Guard directives.

---

**Contents**

<b>Topic</b>	<b>See Page</b>
<a href="#"><u>Basic Allowance for Housing (BAH)</u></a>	3
<a href="#"><u>Starting Discount Meal Rate (DMR)</u></a>	9
<a href="#"><u>Refund Missed Meals (RMM)</u></a>	13
<a href="#"><u>Career Sea Pay/Premium</u></a>	21

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# Basic Allowance for Housing (BAH)

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**Introduction** This section discusses starting and changing Basic Allowance for Housing (BAH). This entitlement is payable to members on active duty and will vary according to the grade in which serving or appointed for basic pay purposes, dependency status, and the permanent duty station (PDS) assigned. This allowance is authorized for members both “with” and “without” dependents. Applicable BAH rates are available at this web site:

- <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

---

**References** The following references provide additional information about Basic Allowance for Housing:

- (a) [U.S. Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
- (b) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
- (c) [PPC – Procedures & Development Web Page – E-Learning Tab](#)

---

**Discussion** Timely submission of this entry is important since it may result in a significant pay impact for the member.

Members departing on terminal leave may be entitled to BAH at their last permanent duty station rate during terminal leave. Public/Private Venture (PPV) housing is not Government-owned or leased housing. Members electing to occupy PPV housing are entitled to BAH at the with dependents rate (BAH-L) or without dependents rate (BAH-G) as appropriate.

---

**Procedure** Detailed procedures are provided in reference (c).

---

**Who Gets It?** Paid to members on active duty.  
Varies according to:

- Pay grade serving or appointed
- Dependency status
- Permanent duty station assigned

---

**Variables** There are many variables in processing BAH:

- Assignment/vacating government/PPV quarters
- Spouse in service
- Conjunction with PCS assignment

Review the specific details for each change completed.

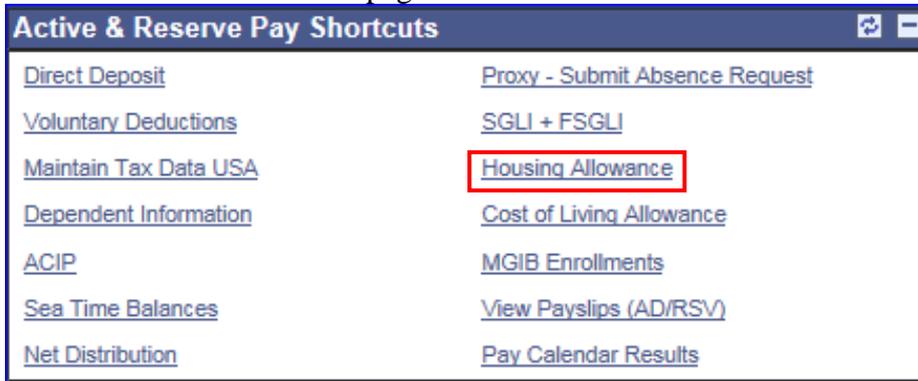
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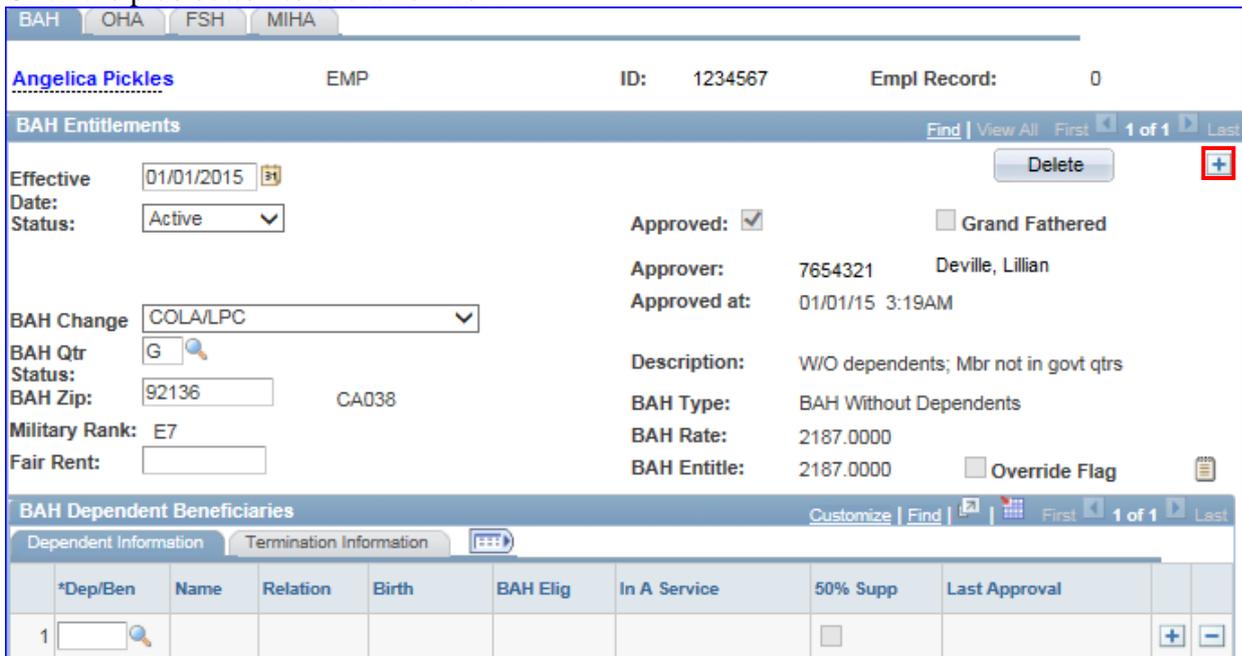
# Basic Allowance for Housing (BAH), Continued

**DA Input** Scenario: E-7 got married on 5/1/15, needs BAH changed to with dependents.

Click on the Housing Allowance link from the Active & Reserve Pay Shortcuts pagelet.



Click the plus button to add a new row.



*Continued on next page*

# Basic Allowance for Housing (BAH), Continued

## DA Input, continued

Update the Effective Date, BAH Change, BAH Qtr Status and Dep/Ben fields before saving. The BAH Rate will populate upon saving. Every BAH transaction generates a note in the Notepad.

BAH OHA FSH MIHA

**Angelica Pickles** EMP ID: 1234567 Empl Record: 0

**BAH Entitlements** Find | View All First 1 of 2 Last

Effective Date: 05/01/2015

Status: Active  Approved:  Grand Fathered

Approver:   
 Approved at:

BAH Change: Married

BAH Qtr Status: L

BAH Zip: 92136 CA038

Military Rank: E7

Fair Rent:

Description: With dependents; Mbr and deps not assigned govt qtrs

BAH Type: BAH With Dependents

BAH Rate: 2499.0000  Override Flag

BAH Entitle: 2499.0000

**BAH Dependent Beneficiaries** Customize | Find |   First 1 of 1 Last

Dependent Information		Termination Information							
*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval		
1 08 <input type="button" value="L"/> <input type="button" value="M"/>	Finster, Chuckie	Spouse	03/25/1980	05/01/2015		<input type="checkbox"/>	05/13/2015 9:37:32AM	<input type="button" value="+"/>	<input type="button" value="-"/>

Here's the system generated note for the transaction above.

**Selected Note**

**Instructions**

**Selected Performance Note**

**Applications**

Emplid:	1234567	Created:	05/13/2015 9:58AM
Record:	0	Creator:	Lillian DeVille
Effective Date:	2015-05-01	Updated:	05/13/2015 9:58AM
		by:	7654321

[View Update History](#)

**Subject:** BAH Calculation

**Note Text:** Perform by 7654321 on 2015-05-13-09.58.19.000000.  
 Duty Zip Code is 92136.  
 MHA is CA038.  
 BAH Type Code is WITH.  
 Effective Date 2015-05-01.  
 Grade is E7.  
 Performing a Locality Based BAH Rate lookup using the MHA.  
 The BAH Rate is 2499.00.  
 BAH Protected/Grandfather rules entitle the member to the greater of current BAH Entitlement 0.00 or the BAH Rate just calculated 2499.00.

Continued on next page

## Basic Allowance for Housing (BAH), Continued

### BAH-RC

This is what should be started for a Reservist on Active Duty Orders less than 31 days. The Effective Date should be the first day of the Orders. The BAH Change should be Reserve/Recall Orders. The BAH Qtr Status should be either W for with dependents or X for without dependents. The BAH Zip should **ALWAYS** be 99999 for orders less than 31 days. If the with dependents rate is selected, at least one dependent must be selected in the BAH Dependent Beneficiaries section.

The screenshot shows the BAH Entitlements section for 'Captain America' (EMP ID: 2222222). The Effective Date is 05/04/2015, Status is Active, and BAH Change is Reserve/Recall Orders. The BAH Qtr Status is W and BAH Zip is 99999. The BAH Rate is 889.2000. The BAH Dependent Beneficiaries table shows one dependent: a Widow, Black Spouse, born 12/09/1982, with BAH Eligibility starting 12/13/2014.

*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval
1 03	Widow, Black	Spouse	12/09/1982	12/13/2014		<input type="checkbox"/>	05/04/2015 10:01:29AM

Here's the system-generated note for this BAH-RC row.

The Selected Note interface shows a note titled 'BAH Calculation' generated on 2015-05-04. The note text details the calculation process, including the duty zip code (99999), MHA status, BAH Type Code (TW), effective date (2015-05-04), grade (E5), and the final BAH rate of 889.20. It also states that BAH Protected/Grandfather rules entitle the member to the greater of current BAH Entitlement (0.00) or the calculated rate (889.20).

**Subject:** BAH Calculation

**Note Text:** Perform by 7654321 on 2015-05-04-09.58.19.000000.  
 Duty Zip Code is 99999.  
 MHA is .  
 BAH Type Code is TW.  
 Effective Date 2015-05-04.  
 Grade is E5.  
 Performing a Non-Locality Based BAH Rate. Not using the MHA.  
 The BAH Rate is 889.20.  
 BAH Protected/Grandfather rules entitle the member to the greater of current BAH Entitlement 0.00 or the BAH Rate just calculated 889.20.

Continued on next page

## Basic Allowance for Housing (BAH), Continued

---

### **BAH for Reservists on AD Orders for 31 days or greater**

The BAH row for a Reservist on Active Duty Orders for 31 days or greater will look exactly the same as an Active Duty member's BAH row. Once their orders end, they will be taken out of the Active Duty pay group. Their BAH row will remain Active, but will not pay because the member is put back into the Reserve pay group. **THERE IS NO NEED TO CHANGE THE BAH ROW TO INACTIVE!!!** Once the member comes back on Active Duty orders, a new BAH row should be added with the correct effective date (start date of the orders) and the correct BAH Qtr Status and zip code.

---

### **BAH RC/T Chart**

A list of all BAH RC and BAH T rates can be found on the Defense Travel Management Office web page at:

[http://www.defensetravel.dod.mil/site/pdcFiles.cfm?dir=/Allowances/Non-Locality\\_BAH/](http://www.defensetravel.dod.mil/site/pdcFiles.cfm?dir=/Allowances/Non-Locality_BAH/)

---



# Starting Discount Meal Rate (DMR)

**Introduction** This section provides the procedures for starting Discount Meal Rate (DMR) in Direct Access.

**Who's Eligible?** Members must be:

- On active duty
- Permanently or Temporarily assigned to a unit with an Appropriated Fund (APF) dining facility
- Entitled to Basic Allowance for Subsistence (BAS) minus DMR

**Procedures** See below.

Step	Action
1	<p>Select the <b>Meal Rate</b> link from the <b>Payroll Requests</b> pagelet located on the <b>Requests</b> tab.</p> 

*Continued on next page*

## Starting Discount Meal Rate (DMR), Continued

Procedures,  
continued

Step	Action
2	<p>Enter the <b>Empl ID</b> and click the <b>Add</b> button.</p> <div data-bbox="304 524 1206 880" style="border: 1px solid blue; padding: 10px;"> <p><b>Add Action Request</b></p> <p>Add a New Value</p> <p>Empl ID: <input style="border: 1px solid red;" type="text" value="1234567"/> </p> <p>Empl Record: <input style="border: 1px solid red;" type="text" value="0"/> </p> <p><input style="border: 1px solid red;" type="button" value="Add"/></p> </div>
3	<p>The Action Request - Submit Meal Rate page will display.</p> <div data-bbox="304 949 1380 1608" style="border: 1px solid blue; padding: 10px;"> <p><b>Action Request</b></p> <p><b>Submit Meal Rate Request</b></p> <p><a href="#">Yosemite Sam</a>.....</p> <p>This Action Request is used to:</p> <ul style="list-style-type: none"> <li>• Start a Discount Meal Rate (DMR) deduction on an enlisted member assigned (permanently or TDY) to a unit with Essential Unit Messing (EUM) or Essential Station Messing (ESM).</li> <li>• Pay Commuted Rations to a Cadet on leave, hospitalized, in a travel status, or whose galley is closed.</li> <li>• Refund Discount Meal Rate to an enlisted member assigned to an EUM/ESM unit whose assigned duties or dining facility exigencies prevent Government meals from being provided. For members TDY from an EUM/ESM to a unit without a galley, a separate Action Request should be submitted for each TDY period.</li> <li>• Pay Fractional COLA to a member without dependents who is receiving Partial COLA and whose duties prevent Government meals from being provided.</li> </ul> <ol style="list-style-type: none"> <li>1. Choose a Meal Type.</li> <li>2. Enter a Begin Date. <ul style="list-style-type: none"> <li>• Cadet Comuted Rations: Date entitlement begins.</li> <li>• Discount Meal Rate: Date deduction begins. (Remember, DMR is not deducted during TDY travel days.)</li> <li>• Discount Meal Rate Refund: First day government meals are missed.</li> <li>• Fractional COLA Meal Rate: First day government meals are missed.</li> </ul> </li> <li>3. Enter an End Date. <ul style="list-style-type: none"> <li>• Cadet Comuted Rations: Date entitlement ends.</li> <li>• Discount Meal Rate: Leave blank except in cases of TDY, where the End Date is the last day of DMR checkage. (Remember, DMR is not deducted during TDY travel days.)</li> <li>• Discount Meal Rate Refund: Last day government meals are missed.</li> <li>• Fractional COLA Meal Rate: Last day government meals are missed.</li> </ul> </li> <li>4. For Discount Meal Rate Refund &amp; Fractional COLA Meal Rate, enter the # of breakfast, lunch, and dinner meals the member is to be refunded. For members TDY from an EUM/ESM to a unit without a galley, the member should be refunded the same number of breakfast, lunch, and dinner meals.</li> <li>5. Click Details.</li> <li>6. Enter Comment(s) and submit for approval.</li> </ol> </div> <p>The Printed instructions on this page outline eligibility criteria and specific guidance for completing the transaction.</p>

*Continued on next page*

## Starting Discount Meal Rate (DMR), Continued

Procedures,  
continued

Step	Action
4	<p>Enter the following information:</p> <ul style="list-style-type: none"> <li>• <b>Meal Type:</b> Click the Meal Type drop-down and select <b>Discount Meal Rate</b>.</li> <li>• <b>Begin Date:</b> Enter the effective date the DMR is to begin.</li> <li>• <b>End Date:</b> Enter an <b>End Date</b> (if known), or leave blank if DMR eligibility will continue for an extended period of time.</li> </ul> <div data-bbox="304 678 1380 947" style="border: 1px solid black; padding: 5px;"> <p><b>Request Details</b></p> <p>Meal Type: <span style="border: 1px solid red; padding: 2px;">Discount Meal Rate</span> <input type="checkbox"/> # Lunch Meals: <input type="text"/></p> <p>Begin Date: <span style="border: 1px solid red; padding: 2px;">10/01/2014</span> <input type="text"/> # Dinner Meals: <input type="text"/></p> <p>End Date: <input type="text"/></p> <p># Breakfast Meals: <input type="text"/></p> <p><span style="border: 1px solid red; padding: 2px;">Get Details</span></p> </div> <p>Click the <b>Get Details</b> button.</p>
5	<p>The Request Information section will be updated:</p> <ul style="list-style-type: none"> <li>• <b>Amount:</b> Identifies the actual amount will be calculated by payroll.</li> <li>• <b>Pay Period Start:</b> Identifies the first payment will be calculated for the October 2014 Mid Month pay period.</li> </ul> <div data-bbox="304 1173 1358 1406" style="border: 1px solid black; padding: 5px;"> <p><b>Request Information</b></p> <p><span style="border: 1px solid red; padding: 2px;">Amount: Calculated by Payroll</span></p> <p><span style="border: 1px solid red; padding: 2px;">Pay Period Start: 201410 On-Cycle AD Mid Month</span></p> <p>Comment: <span style="border: 1px solid red; padding: 2px;">Please Approve</span></p> <p><span style="border: 1px solid red; padding: 2px;">Submit</span> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> <p>Enter any comments for the SPO Auditor and click the <b>Submit</b> button.</p>
6	<p>The Request Status has been updated to <b>Pending</b> and has been forwarded to the SPO Auditors for approval.</p> <div data-bbox="304 1559 1142 1863" style="border: 1px solid black; padding: 5px;"> <p><span style="border: 1px solid red; padding: 2px;">Request Status: Pending</span> <a href="#">View/Hide Comments</a></p> <p><b>Approvers</b></p> <p><span style="border: 1px solid red; padding: 2px;">Pending</span></p> <p><span style="border: 1px solid red; padding: 2px;">Multiple Approvers</span> CGHRSUP for User's SPO</p> <p><b>Comments</b></p> <p><b>Friz Frelong at 10/01/14 - 9:45 AM</b> Please Approve</p> </div>



## Refund Missed Meals (RMM)

---

**Introduction** This section provides the procedures for Refunding Missed Meals (RMM) in Direct Access.

---

**Who's Eligible?** Members must be:

- On active duty
- Enlisted member assigned to an EUM/ESM unit when Govt meals are not provided
- Separate Action Request should be submitted for each TDY period

---

**Before you Begin** Do not future date a start/stop for a Meal Rate Request beyond the current open payroll calendar. Example: End-Month March Calendar is open = do not enter a start/end date beyond 31 March; Mid-Month April Calendar is open = do not enter a start/end date beyond 15 April. For long periods of Meal Rate refunds, the SPO will need to either submit the transaction per pay calendar, or one time for the entire month during the end-month Calendar.

Do not submit a Meal Rate Request for periods of leave. Doing so will duplicate reimbursement and cause an overpayment to the member. The leave transaction will automatically reimburse missed meals for the leave period.

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*Continued on next page*

# Refund Missed Meals (RMM), Continued

Procedures See below.

Step	Action
1	<p>Select the <b>Meal Rate</b> link from the <b>Payroll Requests</b> pagelet located on the <b>Requests</b> tab.</p>  <p>The screenshot shows a web interface with a navigation bar containing 'My Page', 'Self Service', and 'Requests'. Below this is a 'Self Service Requests' section with links for 'Submit an Absence Request', 'Submit a Delegation Request', 'Submit a Drill Request', and 'View My Absence Requests'. The 'Payroll Requests' section contains a grid of links, with 'Meal Rate' highlighted by a red box. Other links include 'Absence Request', 'Suppl Clothing Allowance', 'Diving Duty Pay', 'Hazardous Duty Pay', 'Advance Pay', 'SDAP', 'Cadet ICA', 'Combat Tax Exclusion', 'Career Sea Pay Premium', 'Pay Corrections', 'Career Sea Pay on TDY', and 'Cadet COMRATS'.</p>
2	<p>Enter the <b>Empl ID</b> and click the <b>Add</b> button.</p>  <p>The screenshot shows the 'Add Action Request' form. It has a header 'Add Action Request' and a sub-header 'Add a New Value'. Below this are two input fields: 'Empl ID:' with the value '1234567' and a search icon, and 'Empl Record:' with the value '0' and a search icon. At the bottom, there is an 'Add' button highlighted with a red box.</p>

*Continued on next page*

# Refund Missed Meals (RMM), Continued

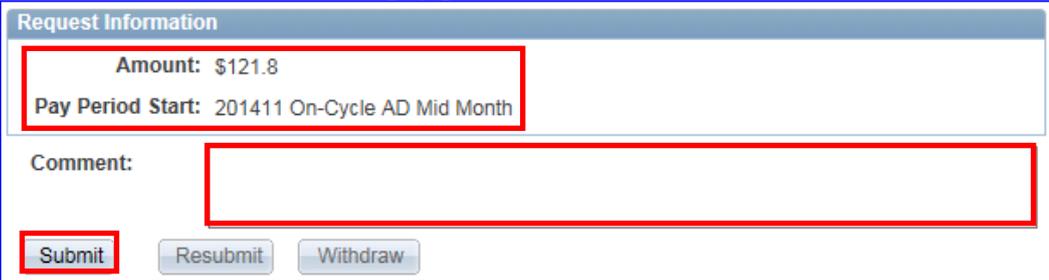
Procedures,  
continued

Step	Action																
3	<p>The Action Request - Submit Meal Rate page will display.</p> <div data-bbox="300 524 1380 1182" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p><b>Submit Meal Rate Request</b></p> <p><u>Yosemite Sam</u>.....</p> <p>This Action Request is used to:</p> <ul style="list-style-type: none"> <li>• Start a Discount Meal Rate (DMR) deduction on an enlisted member assigned (permanently or TDY) to a unit with Essential Unit Messing (EUM) or Essential Station Messing (ESM).</li> <li>• Pay Commuted Rations to a Cadet on leave, hospitalized, in a travel status, or whose galley is closed.</li> <li style="border: 2px solid red; padding: 2px;">• Refund Discount Meal Rate to an enlisted member assigned to an EUM/ESM unit whose assigned duties or dining facility exigencies prevent Government meals from being provided. For members TDY from an EUM/ESM to a unit without a galley, a separate Action Request should be submitted for each TDY period.</li> <li>• Pay Fractional COLA to a member without dependents who is receiving Partial COLA and whose duties prevent Government meals from being provided.</li> </ul> <ol style="list-style-type: none"> <li>1. Choose a Meal Type.</li> <li>2. Enter a Begin Date.               <ul style="list-style-type: none"> <li>• Cadet Comuted Rations: Date entitlement begins.</li> <li>• Discount Meal Rate: Date deduction begins. (Remember, DMR is not deducted during TDY travel days.)</li> <li>• Discount Meal Rate Refund: First day government meals are missed.</li> <li>• Fractional COLA Meal Rate: First day government meals are missed.</li> </ul> </li> <li>3. Enter an End Date.               <ul style="list-style-type: none"> <li>• Cadet Comuted Rations: Date entitlement ends.</li> <li>• Discount Meal Rate: Leave blank except in cases of TDY, where the End Date is the last day of DMR checkage. (Remember, DMR is not deducted during TDY travel days.)</li> <li>• Discount Meal Rate Refund: Last day government meals are missed.</li> <li>• Fractional COLA Meal Rate: Last day government meals are missed.</li> </ul> </li> <li>4. For Discount Meal Rate Refund &amp; Fractional COLA Meal Rate, enter the # of breakfast, lunch, and dinner meals the member is to be refunded. For members TDY from an EUM/ESM to a unit without a galley, the member should be refunded the same number of breakfast, lunch, and dinner meals.</li> <li>5. Click Details.</li> <li>6. Enter Comment(s) and submit for approval.</li> </ol> </div> <p>The Printed instructions on this page outline eligibility criteria and specific guidance for completing the transaction.</p>																
4	<p>Enter the following information:</p> <ul style="list-style-type: none"> <li>• <b>Meal Type:</b> Click the Meal Type drop-down and select <b>Discount Meal Rate Refund</b>.</li> <li>• <b>Begin Date:</b> Enter the first day government meals are missed.</li> <li>• <b>End Date:</b> Enter the last day government meals are missed.</li> <li>• <b># of Breakfast, Lunch and Dinner Meals:</b> Enter the total number of each meal the member is to receive a refund.</li> </ul> <div data-bbox="300 1559 1380 1796" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Details</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Meal Type:</b></td> <td style="width: 30%;">Discount Meal Rate Refund ▼</td> <td style="width: 20%;"><b># Lunch Meals:</b></td> <td style="width: 20%; text-align: center;">12</td> </tr> <tr> <td><b>Begin Date:</b></td> <td>11/01/2014 <input type="text"/></td> <td><b># Dinner Meals:</b></td> <td style="text-align: center;">12</td> </tr> <tr> <td><b>End Date:</b></td> <td>12/12/2014 <input type="text"/></td> <td></td> <td></td> </tr> <tr> <td><b># Breakfast Meals:</b></td> <td>12</td> <td></td> <td></td> </tr> </table> <p><input type="button" value="Get Details"/></p> </div> <p>Click the <b>Get Details</b> button.</p>	<b>Meal Type:</b>	Discount Meal Rate Refund ▼	<b># Lunch Meals:</b>	12	<b>Begin Date:</b>	11/01/2014 <input type="text"/>	<b># Dinner Meals:</b>	12	<b>End Date:</b>	12/12/2014 <input type="text"/>			<b># Breakfast Meals:</b>	12		
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<b>End Date:</b>	12/12/2014 <input type="text"/>																
<b># Breakfast Meals:</b>	12																

*Continued on next page*

## Refund Missed Meals (RMM), Continued

Procedures,  
continued

Step	Action
5	<p>The Request Information section will be updated:</p> <ul style="list-style-type: none"> <li>• <b>Amount:</b> Identifies the actual amount will be calculated by payroll.</li> <li>• <b>Pay Period Start:</b> Identifies the first payment will be calculated for the October 2014 Mid Month pay period.</li> </ul>  <p>Enter any comments for the SPO Auditor and click the <b>Submit</b> button.</p>
6	<p>The Request Status has been updated to <b>Pending</b> and has been forwarded to the SPO Auditors for approval.</p> 

**Reviewing  
Previous RMM  
Requests**

Follow the steps below to review previously submitted RMM requests.

Step	Action
1	<p>Click on One Time Positive Input from the Pay Processing Shortcuts pagelet.</p> 

*Continued on next page*

## Refund Missed Meals (RMM), Continued

Reviewing  
Previous RMM  
Requests,  
continued

Step	Action																																								
2	<p>Enter the member's <b>Empl ID</b> and hit <b>Search</b>.</p> <div data-bbox="304 591 1369 1182" style="border: 1px solid blue; padding: 5px;"> <p><b>One Time (Positive Input)</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   Add a New Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Empl ID: <input type="text" value="begins with"/> <input type="text" value="1234567"/></p> <p>Empl Record: <input type="text" value="="/> <input type="text"/></p> <p>Pay Group: <input type="text" value="begins with"/> <input type="text"/></p> <p>Calendar ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Name: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p> </div>																																								
3	<p>A list of all of the member's OTPIs will be listed. Click on the link for the appropriate month to see what was entered.</p> <div data-bbox="304 1294 1369 1749" style="border: 1px solid blue; padding: 5px;"> <p><b>Search Results</b></p> <p>View All   First   1-7 of 7   Last</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Pay Group</th> <th>Calendar ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td><a href="#">1234567</a></td> <td><a href="#">0</a></td> <td><a href="#">USCG</a></td> <td><a href="#">A14M12PRD1###1</a></td> <td><a href="#">Harry Potter</a></td> </tr> <tr> <td><a href="#">1234567</a></td> <td><a href="#">0</a></td> <td><a href="#">USCG</a></td> <td><a href="#">CG ACT 2015M01M</a></td> <td><a href="#">Harry Potter</a></td> </tr> <tr> <td><a href="#">1234567</a></td> <td><a href="#">0</a></td> <td><a href="#">USCG</a></td> <td><a href="#">CG ACT 2015M02M</a></td> <td><a href="#">Harry Potter</a></td> </tr> <tr> <td><a href="#">1234567</a></td> <td><a href="#">0</a></td> <td><a href="#">USCG</a></td> <td><a href="#">CG ACT 2015M03M</a></td> <td><a href="#">Harry Potter</a></td> </tr> <tr> <td><a href="#">1234567</a></td> <td><a href="#">0</a></td> <td><a href="#">USCG</a></td> <td><a href="#">CG ACT 2015M04M</a></td> <td><a href="#">Harry Potter</a></td> </tr> <tr> <td><a href="#">1234567</a></td> <td><a href="#">0</a></td> <td><a href="#">USCG</a></td> <td><a href="#">CG ACT 2015M05E</a></td> <td><a href="#">Harry Potter</a></td> </tr> <tr> <td><a href="#">1234567</a></td> <td><a href="#">0</a></td> <td><a href="#">USCG</a></td> <td><a href="#">CG ACT 2015M05M</a></td> <td><a href="#">Harry Potter</a></td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG</a>	<a href="#">A14M12PRD1###1</a>	<a href="#">Harry Potter</a>	<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG</a>	<a href="#">CG ACT 2015M01M</a>	<a href="#">Harry Potter</a>	<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG</a>	<a href="#">CG ACT 2015M02M</a>	<a href="#">Harry Potter</a>	<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG</a>	<a href="#">CG ACT 2015M03M</a>	<a href="#">Harry Potter</a>	<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG</a>	<a href="#">CG ACT 2015M04M</a>	<a href="#">Harry Potter</a>	<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG</a>	<a href="#">CG ACT 2015M05E</a>	<a href="#">Harry Potter</a>	<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG</a>	<a href="#">CG ACT 2015M05M</a>	<a href="#">Harry Potter</a>
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# Refund Missed Meals (RMM), Continued

Reviewing  
Previous RMM  
Requests,  
continued

Step	Action																										
4	<p>This is the OTPI for Mid-Month April. The Element will show up as DMR Refund. Click on the expand all to see more information.</p> <div data-bbox="304 629 1369 1014" style="border: 1px solid blue; padding: 5px;"> <p><b>One Time (Positive Input)</b></p> <p>Employee ID: 1234567      Name: Harry Potter      Empl Record: 0</p> <p>Pay Group: USCG      Description: USCG Active Duty      Pay Entity: USCG</p> <p>Calendar ID: CG ACT 2015M04M      Begin Date: 04/01/2015      End Date: 04/15/2015</p> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> <table border="1" data-bbox="304 824 1342 965"> <thead> <tr> <th colspan="5">Earnings and Deductions</th> </tr> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>DMR REFUND</td> <td>DMR Refund</td> <td>1</td> <td>Add</td> </tr> </tbody> </table> </div>	Earnings and Deductions					Entry Type	Element Name	Element Description	Instance	Action Type	Earnings	DMR REFUND	DMR Refund	1	Add											
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5	<p>Click on the Details icon.</p> <div data-bbox="304 1088 1369 1357" style="border: 1px solid blue; padding: 5px;"> <p><b>One Time (Positive Input)</b></p> <p>Employee ID: 1234567      Name: Harry Potter      Empl Record: 0</p> <p>Pay Group: USCG      Description: USCG Active Duty      Pay Entity: USCG</p> <p>Calendar ID: CG ACT 2015M04M      Begin Date: 04/01/2015      End Date: 04/15/2015</p> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> <table border="1" data-bbox="304 1245 1369 1357"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> <th>Unit</th> <th>Rate</th> <th>Amount</th> <th>Currency Code</th> <th>Details</th> <th>Updated By</th> <th>Last Update Date/Time</th> <th>Batch Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>DMR REFUND</td> <td>DMR Refund</td> <td>1</td> <td>Add</td> <td></td> <td></td> <td></td> <td>USD</td> <td></td> <td></td> <td>05/07/2015 10:15:09AM</td> <td></td> </tr> </tbody> </table> </div>	Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Details	Updated By	Last Update Date/Time	Batch Code	Earnings	DMR REFUND	DMR Refund	1	Add				USD			05/07/2015 10:15:09AM	
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*Continued on next page*

## Refund Missed Meals (RMM), Continued

Reviewing  
Previous RMM  
Requests,  
continued

Step	Action																																																										
6	<p>The Positive Input – Details screen will display, scroll to the bottom to see the number of meals entered.</p> <div data-bbox="304 629 1369 1496" style="border: 1px solid blue; padding: 5px;"> <p><b>One Time (Positive Input)</b></p> <p><b>Positive Input - Details</b></p> <table border="0"> <tr> <td>Employee ID:</td> <td>1234567</td> <td>Name:</td> <td><a href="#">Harry Potter</a></td> <td>Empl Record:</td> <td>000</td> </tr> <tr> <td>Pay Group:</td> <td>USCG</td> <td>Description:</td> <td>USCG Active Duty</td> <td></td> <td></td> </tr> <tr> <td>Calendar ID:</td> <td>CG ACT 2015M04M</td> <td>Begin Date:</td> <td>04/01/2015</td> <td>End Date:</td> <td>04/15/2015</td> </tr> <tr> <td>Element:</td> <td>DMR REFUND</td> <td>Element Name:</td> <td>DMR Refund</td> <td>Instance:</td> <td>001</td> </tr> </table> <p>▼ Specify Values OR Elements</p> <table border="0"> <tr> <td>Unit Value:</td> <td>Unit Element:</td> <td></td> </tr> <tr> <td>Rate Value:</td> <td>Rate Element:</td> <td></td> </tr> <tr> <td>Base Value:</td> <td>Base Element:</td> <td></td> </tr> <tr> <td>Percent Value:</td> <td>Percent Element:</td> <td>Currency</td> </tr> <tr> <td>Amount Value:</td> <td>Amount Element:</td> <td>USD</td> </tr> <tr> <td>Begin Date:</td> <td>End Date:</td> <td></td> </tr> </table> <p>▼ Absence Dates</p> <table border="0"> <tr> <td>Absence Begin Date:</td> <td>Absence End Date:</td> </tr> <tr> <td>Period Begin Date:</td> <td>Period End Date:</td> </tr> </table> <p>▼ Other Data</p> <table border="0"> <tr> <td>Batch Code:</td> <td>Description of PI:</td> </tr> </table> <p>▼ Supporting &amp;Element Overrides</p> <table border="0"> <tr> <td>Business Unit:</td> <td>ENLCG</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #e0e0e0;">Number of Meals</th> </tr> </thead> <tbody> <tr> <td>#Breakfast - DMR Refund:</td> <td style="text-align: right;">29.000000</td> </tr> <tr> <td>#Lunches - DMR Refund:</td> <td style="text-align: right;">29.000000</td> </tr> <tr> <td>#Dinners - DMR Refund:</td> <td style="text-align: right;">29.000000</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/> </p> </div>	Employee ID:	1234567	Name:	<a href="#">Harry Potter</a>	Empl Record:	000	Pay Group:	USCG	Description:	USCG Active Duty			Calendar ID:	CG ACT 2015M04M	Begin Date:	04/01/2015	End Date:	04/15/2015	Element:	DMR REFUND	Element Name:	DMR Refund	Instance:	001	Unit Value:	Unit Element:		Rate Value:	Rate Element:		Base Value:	Base Element:		Percent Value:	Percent Element:	Currency	Amount Value:	Amount Element:	USD	Begin Date:	End Date:		Absence Begin Date:	Absence End Date:	Period Begin Date:	Period End Date:	Batch Code:	Description of PI:	Business Unit:	ENLCG	Number of Meals		#Breakfast - DMR Refund:	29.000000	#Lunches - DMR Refund:	29.000000	#Dinners - DMR Refund:	29.000000
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7	Repeat steps 3-6 to review additional OTPI rows.																																																										



# Career Sea Pay/Premium

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**Introduction** This section discusses stopping Career Sea Pay (CSP) and Career Sea Pay Premium (CSPP). It is payable to members on active duty assigned to an eligible billet and will vary according to the grade, unit assigned (class of vessel), and number of years of sea service. This allowance is authorized for both officers and enlisted personnel. For a list of rates, see the link below.

- <http://www.uscg.mil/ppc/rates.asp>
- 

**References**

- (a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
- (b) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
- (c) Title 10 USC 305a
- (d) [PPC – Procedures & Development Web Page – E-Learning Tab](#)

---

**Information you need to know about this transaction** There are three levels of Career Sea Pay. For permanently assigned members, the career sea pay-eligible unit to which assigned determines the appropriate level of pay. For those assigned TDY, entitlement will depend on one of two scenarios:

- A member assigned permanently to a career sea pay-eligible unit will continue to draw Career Sea Pay at their permanent unit.
  - A member assigned permanently to a non-career sea pay-eligible unit will earn Level 1 Career Sea Pay regardless of the unit assigned TDY.
- 

**Career Sea Pay** Career Sea Pay now starts automatically for members that report to a Career Sea Pay eligible vessel.

It stills need to be manually started when members go TDY to a Career Sea Pay eligible vessel.

---

**Career Sea Pay on TDY** Career Sea Pay stills need to be manually started when members go TDY to a Career Sea Pay eligible vessel. Details instructions are included in reference (d).

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*Continued on next page*

## Career Sea Pay/Premium, Continued

### Sea Time Balances

To see a member's cumulative sea time, click the Sea Time Balances link from the Active & Reserve Pay Shortcuts pagelet.

**Active & Reserve Pay Shortcuts**

<a href="#">Direct Deposit</a>	<a href="#">Proxy - Submit Absence Request</a>
<a href="#">Voluntary Deductions</a>	<a href="#">SGLI + FSGLI</a>
<a href="#">Maintain Tax Data USA</a>	<a href="#">Housing Allowance</a>
<a href="#">Dependent Information</a>	<a href="#">Cost of Living Allowance</a>
<a href="#">ACIP</a>	<a href="#">MGIB Enrollments</a>
<a href="#">Sea Time Balances</a>	<a href="#">View Payslips (AD/RSV)</a>
<a href="#">Net Distribution</a>	<a href="#">Pay Calendar Results</a>

Adjust Sea Time

**Captain Hook** EMP ID: 1234567 Empl Record: 0

**Career Sea Time** Find | View All First 1 of 1 Last

	Years	Months	Days
<b>Last Calculated:</b> 05/15/2015	<b>Sea Time For Pay:</b> 16	1	16
	<b>Rated Sea Time:</b> 0	0	0
	<b>Sea Time Since Last Adv:</b> 0	0	0
	<b>Adv Eligibility Sea Time:</b> 0	0	0
	<b>Surf Time</b> 0	0	0

**Comment:** Sea Time Accrual of 15 days. Processed on 2015-05-12-14.11.12.000000.

**Last Updated:** 7654321 05/12/15 2:11PM

**Sea Time Neutral Transactions** Customize | Find | First 1 of 1 Last

Begin Date	End Date	Description
1 05/15/2015		

Save | Return to Search | Notify | Update/Display | Include History | Correct History

*Continued on next page*

## Career Sea Pay/Premium, Continued

### Career Sea Pay Premium

Eligibility for Career Sea Pay Premium (CSPP) is often calculated with incorrect start date. PPC (mas) has an excellent tool on their web page to validate your calculations located at:

<http://www.uscg.mil/ppc/mas/CareerSeaPayPremium.xls>

Reference (b) outlines the criteria and specifications regarding Career Sea Pay Premium. Reference (c) explains how to compute the start date for Career Sea Pay Premium.

- When does it start?

- How much does it pay?

- Who is entitled to it?

### Example

Member stationed on CGC BOUTWELL from 15 July 2012 to 25 May 2014. Member reported PCS on back-to-back sea duty units to the CGC ROANOKE ISLAND 4 June 2014. When should his Career Sea Pay Premium begin?

Since the member received back-to-back PCS orders to career sea pay eligible units, the inclusive time en-route between the units is considered NEUTRAL TIME under the provisions of reference (b). You must verify inclusive dates of Sea Pay by researching SEG 07 and SEG 69 in JUMPS.

SEG	HIST	COMPUTE	OBJECT				AMOUNT				
07	999999	3	11308				\$405.00				
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20140604	9999	20140606	0	PPS	20140605	79	00	67		P607
STOP	99999999	9999	99999999	0							
GRANDFATHER FLAG			DISTRICT/OPFAC				CSP LEVEL FLAG				
			17 13446				1				
SEG	HIST	COMPUTE	OBJECT				AMOUNT				
07	201407	4	11308				\$535.00				
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20120715	9999	20120723	0	PPS	20120723	33	00	67		P607
STOP	20140525	9999	20140719	1	PPS	20140719	79	00	68		
GRANDFATHER FLAG			DISTRICT/OPFAC				CSP LEVEL FLAG				
			21 11405				3				

*Continued on next page*

## Career Sea Pay/Premium, Continued

Example  
(continued)

Computations:

**CGC BOUTWELL**

RPT – 07/15/12    14 05 25

DPT – 05/25/14    - 12 07 15  
                          01 10 10

+ 01  
01 10 11 (CSD)

**CGC ROANOKE ISLAND**

RPT- 06/04/14    14 06 04

(Prior Sea Duty) - 01 10 11  
Sea Duty Base Dt 12 07 23

Sea Duty Base Date    12 07 23

(plus 3 years)        + 03 00 00

CSPP Start Date        15 07 23

Using the PPC (mas) CSPP calculator, we can verify the calculations. Using the start date of 23 July 2015 the calculator validates the start date identifying member now has 03 00 01 total consecutive sea duty, and confirms the data with “Correct Start Date”.

Directions	Start / Stop Dates (MM/DD/YYYY)	Sea Time for Period	Cumulative Time	Must Equal (3 Yrs, 0 Mos, 1 Day)	Stop Date is...
Enter the "Start Date" for the <b>FIRST</b> period of Sea Duty.	2012-07-15	Years   Months   Days	Years   Months   Days	3   0   1	Keep Adding Time Periods
Enter the "Stop Date" for the <b>FIRST</b> period of Sea Duty.	2014-05-25	1   10   11	1   10   11		
Enter the "Start Date" for the <b>SECOND</b> period of Sea Duty.	2014-06-04	Years   Months   Days	Years   Months   Days	3   0   1	Correct Start Date
Enter the "Stop Date" for the <b>SECOND</b> period of Sea Duty.	2015-07-23	1   1   20	3   0   1		

**Additional  
Factors to  
Consider**

There are several additional factors when computing time for CSP or CSPP. Some examples are:

- TDY to or away from PDS.
- Deductable Time (UA, Confinement, Civil Arrest, Misconduct).
- Determination of NEUTRAL TIME (maximum duration).

Complete rules and examples concerning entitlement and payment of CSP and CSPP are contained in references (b) and (c).





# Corrections, Deletions and Stops

---

**Introduction** This section provides the details for correcting, deleting and stopping specific entitlements using the Pay Corrections Action Request in Direct Access.

---

**Reference** (a) [PPC – Procedures & Development Web Page - E-Learning Tab](#)

---

**Which Pay Entitlements?** The following pay entitlements can all be corrected, deleted or stopped using the same procedures:

- Crew Flight Pay
  - Career Sea Pay Premium
  - Discount Meal Rate
  - Diving Duty Pay
  - Family Separation Allowance
  - Flight Deck Hazardous Duty Pay
  - Foreign Language Proficiency Pay
  - Hardship Duty Pay – Location
  - HDIP Visit Board Search & Seizure
  - Hostile Fire/Imminent Danger Pay
  - Non-crew Flight Pay
  - Special Duty Assignment Pay
- 

**When to use?** See table below.

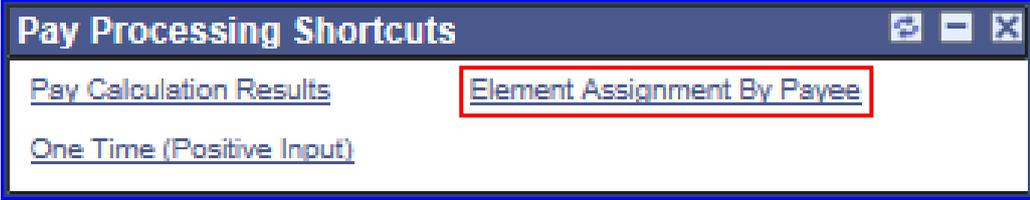
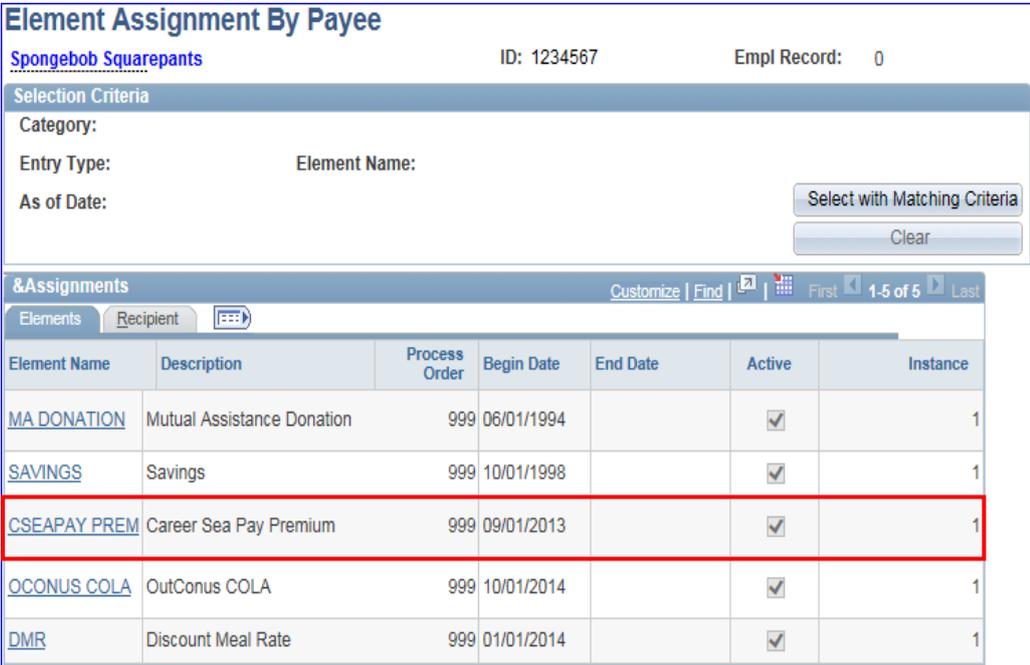
Use	If	Comments
Correction	One of the pay entitlements was submitted and approved with an incorrect date.	Other fields, such as a code associated with an entitlement, cannot be corrected. Those will need to be deleted and re-added.
Deletion	One of the pay entitlements was erroneously submitted and approved (member was not entitled).	If deleting (cancelling) due to an incorrect code or other value be sure to input the new transaction in the same pay cycle. <b>Cancelling an instance of a pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars!</b>
Stop	Sometimes entitlements need to be manually stopped.	Examples: <ul style="list-style-type: none"> <li>• Member departs unit on terminal leave.</li> <li>• Member is no longer eligible for the special pay or allowance.</li> <li>• Entitlement was started with a TDY assignment which has ended.</li> </ul>

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*Continued on next page*

## Corrections, Deletions and Stops, Continued

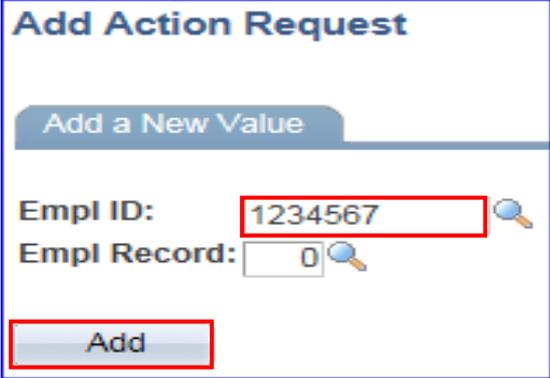
**Before you begin** Before making a correction, deletion or stop, the Instance Number of the entitlement must be identified. See steps below.

Step	Action																																										
1	<p>Select Element Assignment by Payee from the Pay Processing Shortcut pagelet.</p>  <p>The screenshot shows a window titled "Pay Processing Shortcuts" with three links: "Pay Calculation Results", "Element Assignment By Payee" (highlighted with a red box), and "One Time (Positive Input)".</p>																																										
2	<p>Locate the entitlement you need to correct/delete/stop and locate the instance number.</p>  <p>The screenshot shows the "Element Assignment By Payee" page for "Spongebob Squarepants" (ID: 1234567, Empl Record: 0). It includes a "Selection Criteria" section and an "&amp;Assignments" table. The table has columns: Element Name, Description, Process Order, Begin Date, End Date, Active, and Instance. The row for "CSEAPAY PREM" (Career Sea Pay Premium) is highlighted with a red box.</p> <table border="1" data-bbox="339 1149 1321 1473"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td><a href="#">MA DONATION</a></td> <td>Mutual Assistance Donation</td> <td>999</td> <td>06/01/1994</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td><a href="#">SAVINGS</a></td> <td>Savings</td> <td>999</td> <td>10/01/1998</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr style="border: 2px solid red;"> <td><a href="#">CSEAPAY PREM</a></td> <td>Career Sea Pay Premium</td> <td>999</td> <td>09/01/2013</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td><a href="#">OCONUS COLA</a></td> <td>OutConus COLA</td> <td>999</td> <td>10/01/2014</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td><a href="#">DMR</a></td> <td>Discount Meal Rate</td> <td>999</td> <td>01/01/2014</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> </tbody> </table>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	<a href="#">MA DONATION</a>	Mutual Assistance Donation	999	06/01/1994		<input checked="" type="checkbox"/>	1	<a href="#">SAVINGS</a>	Savings	999	10/01/1998		<input checked="" type="checkbox"/>	1	<a href="#">CSEAPAY PREM</a>	Career Sea Pay Premium	999	09/01/2013		<input checked="" type="checkbox"/>	1	<a href="#">OCONUS COLA</a>	OutConus COLA	999	10/01/2014		<input checked="" type="checkbox"/>	1	<a href="#">DMR</a>	Discount Meal Rate	999	01/01/2014		<input checked="" type="checkbox"/>	1
Element Name	Description	Process Order	Begin Date	End Date	Active	Instance																																					
<a href="#">MA DONATION</a>	Mutual Assistance Donation	999	06/01/1994		<input checked="" type="checkbox"/>	1																																					
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<a href="#">OCONUS COLA</a>	OutConus COLA	999	10/01/2014		<input checked="" type="checkbox"/>	1																																					
<a href="#">DMR</a>	Discount Meal Rate	999	01/01/2014		<input checked="" type="checkbox"/>	1																																					

*Continued on next page*

# Corrections, Deletions and Stops, Continued

**Procedures** Follow the steps below to make a correction, deletion or stop.

Step	Action
1	<p>Select the Pay Corrections link from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Below the tabs is a header 'Payroll Requests' with a search icon and a minus sign. A list of links is displayed in two columns. The link 'Pay Corrections' in the second column is highlighted with a red rectangular box.</p>
2	<p>Enter the Empl ID and click Add.</p>  <p>The screenshot shows a form titled 'Add Action Request'. There is a blue button labeled 'Add a New Value'. Below it are two input fields: 'Empl ID:' with the value '1234567' and a magnifying glass icon, and 'Empl Record:' with the value '0' and a magnifying glass icon. At the bottom, there is a blue button labeled 'Add' which is highlighted with a red rectangular box.</p>

*Continued on next page*

## Corrections, Deletions and Stops, Continued

Procedures,  
continued

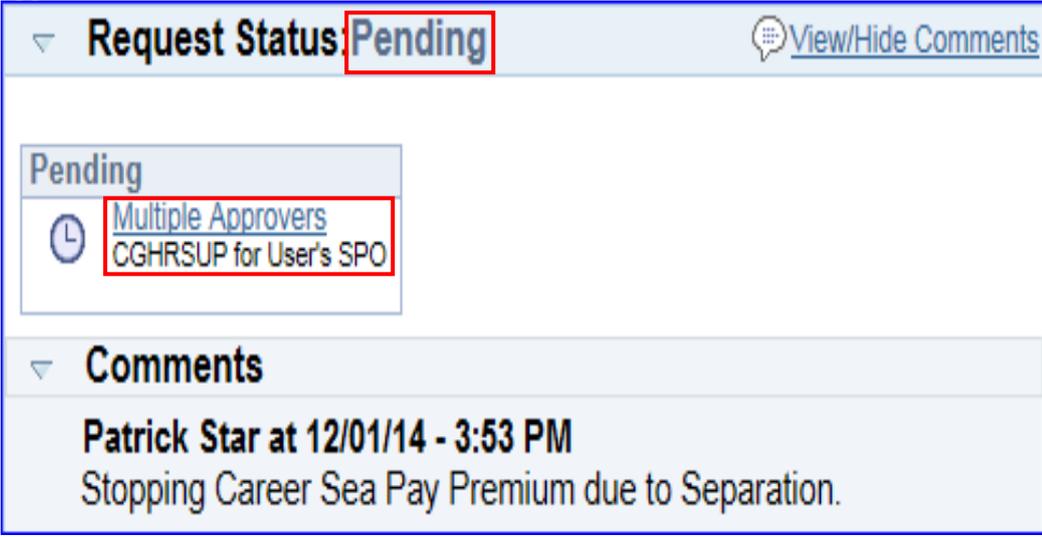
Step	Action
3	<p>Use the Pay element lookup to select the entitlement you are correcting/deleting/stopping. Choose YES in the Cancel drop-down if the member was NEVER entitled to the pay element. This will cancel the pay element and uncheck the Active box in EABP. <b>Cancelling an instance of a pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars.</b> Enter the instance number identified in the EABP row. If correcting the date, enter the New Begin Date and New End Date. Leave the New End Date blank if unknown. To stop the entitlement, enter the New End Date. Then click the Get Details button.</p> <div data-bbox="327 817 1369 1348" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p><u>Submit Pay Correction</u> <u>Squarepants, Spongebob</u></p> <ol style="list-style-type: none"> <li>1. Choose the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Element Assignment by Payee link on the home page.</li> <li>2. Press Get Details button. If no results appear, the Pay Element - Instance # combination is invalid and will not be able to be submitted.</li> <li>3. Enter a new Begin Date and/or End Date. Choose "Yes" in the Cancel dropdown if member was NEVER entitled to the pay element. This will cancel the pay element and uncheck the Active box in EABP. <b>Note: Cancelling an instance of a pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars.</b></li> <li>4. If an amount and/or a supporting value must be corrected, stop or cancel the pay element and create a new request with the correct information.</li> <li>5. Press Submit.</li> </ol> <div style="border: 1px solid gray; padding: 5px;"> <p><b>Request Details</b></p> <p>Pay Element: CSEAPAY PREM <span style="float: right;">Cancel: <input type="checkbox"/></span></p> <p>Instance #: 1</p> <p>New Begin Date: <input type="text" value=""/></p> <p>New End Date: <input type="text" value="12/03/2014"/></p> <p style="text-align: center;"><input type="button" value="Get Details"/></p> </div> </div>
4	<p>Clicking the Get Details button will populate the Request information. Enter specific comments explaining why you're making the change in the Comment field. Then click Submit.</p> <div data-bbox="327 1496 1034 1908" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Information</b></p> <p>Current Begin Date: 09/01/2013</p> <p>Current End Date: <input type="text" value=""/></p> <p>Amount: \$100</p> <p>Active?: YES</p> <p>Comment: <input type="text" value="Stopping Career Sea Pay Premium due to Separation."/></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>

*Continued on next page*

## Corrections, Deletions and Stops, Continued

---

Procedures,  
continued

Step	Action
5	<p>The transaction is now pending and has been routed to the SPO tree for approval.</p> 

**Inserting a BAH row with an earlier effective date**

See Reference (a) for detailed instructions.

---

**CONUS COLA Changes**

If CONUS COLA is started with the wrong zip code, follow these steps to correct:

1. Delete the incorrect CONUS COLA row.
2. Approve the deletion.
3. Add a new CONUS COLA row with the correct zip code.
4. Approve the new row.

**THIS MUST BE DONE WITHIN THE SAME PAY PERIOD TO PREVENT DEBTS!!!**

---



# Permanent Change of Station (PCS)

---

## Introduction

Direct Access was built with Auto Stop and Start features. Once a PCS Departing and/or Reporting endorsement has processed, there are several entitlement transactions that no longer need to be submitted. For No Cost Orders (Extensions, Fleet ups and Interoffice Transfers), entitlements will continue to run and will no longer stop and need to be re-submitted.

---

## Contents

Topic	See Page
<a href="#">PCS Departing/Reporting</a>	3
<a href="#">PCS Departure Auto Stops</a>	7
<a href="#">PCS Reporting Auto Stops</a>	9
<a href="#">Eligibility Based Entitlements That Auto Start</a>	11
<a href="#">BAH During PCS</a>	13

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# PCS Departing/Reporting

**Introduction** Direct Access has functionality built into the PCS Departing and Reporting actions that affect various pay entitlements.

**Objective** Given a PCS scenario, identify and verify Military Pay automatic starts and stops associated with a PCS transfer utilizing various Coast Guard Human Resource Systems in accordance with appropriate Coast Guard policies.

- References**
- (a) U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series)
  - (b) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
  - (c) JTR, Volume I, Uniformed Services, Chapter 5
  - (d) [PPC – Procedures and Development webpage - E-Learning Tab](#)

**Procedures** Detailed procedures are provided in reference (d).

**Airport Terminal** Use Department ID to search for Departing/Reporting PCS orders using the Airport Terminal in DA.

The screenshot shows the 'Airport Terminal' web application interface. At the top, there are two tabs: 'Airport Terminal' and 'Dept Run'. Below the tabs, there is a search form with the following fields and controls:

- Department: 007448
- Relation Type: HRS (dropdown menu)
- From Date: 07/12/2014 (calendar icon)
- Action: (empty field with search icon)
- Order Status: (dropdown menu)
- To Date: 08/31/2014 (calendar icon)
- Reason Code: (empty field with search icon)

Below the search fields, there are two buttons: 'Departures' and 'Arrivals'. Below the buttons is a table with the following columns: Emp ID, Name, Rank, Status, Duty Type, Order Type, Action, and Reason Code. The table contains one row with the value '1' in the 'Emp ID' column.

At the bottom of the interface, there is a footer that reads 'Airport Terminal | Dept Run'.

*Continued on next page*

## PCS Departing/Reporting, Continued

### Direct Access Input

The following is an example of the departing/reporting endorsement in Direct Access.

- The departure day from the permanent duty station is a day of duty.
- The member's **Actual Date** to depart can only be entered on the actual day or later.

**Travel Orders** Find | View All First 1 of 2 Last

\*Seq Nbr:  Travel Type:  Trvl Approval: + -

Estimated Date: 08/15/2014  Department:  CG STA PORT ARANSAS

Actual Date:   Location:  CG STA PORT ARANSAS

Nature of Duty:  Position Number:  ENG/TACTICAL BCM

Posn Job Code: 420095 Third Class Machinery Technici

Other Location:  Route for Approval

\*Seq Nbr:  Travel Type: Report Trvl Approval: + -

Estimated Date: 09/03/2014  Department:  CG STA MICHIGAN CITY

Actual Date:  Location:  CG STA MICHIGAN CITY

Nature of Duty:  Position Number:  ENG/TACTICAL BCM

Posn Job Code: 420095 Third Class Machinery Technici

Other Location:  Route for Approval

▼ Delay En route

	Begin Date	End Date	Delay En route	Days		
1	<span style="border: 1px solid red; padding: 2px;">08/16/2014</span> <input type="text"/>	<span style="border: 1px solid red; padding: 2px;">08/26/2014</span> <input type="text"/>	Leave INCONUS <input type="text"/>	11	+	-
2	<span style="border: 1px solid red; padding: 2px;">08/27/2014</span> <input type="text"/>	<span style="border: 1px solid red; padding: 2px;">08/30/2014</span> <input type="text"/>	Proceed Time <input type="text"/>	4	+	-
3	<span style="border: 1px solid red; padding: 2px;">08/31/2014</span> <input type="text"/>	<span style="border: 1px solid red; padding: 2px;">09/03/2014</span> <input type="text"/>	Travel Time <input type="text"/>	4	+	-

▼ Dependents Authorized for Travel

*Continued on next page*

## PCS Departing/Reporting, Continued

---

### PCS Orders

We will discuss several topics concerning PCS orders, such as:

- Completing/Approving Orders
  - Interoffice Transfer – What is it?
- 
- 
- 

- Fleet-Up – What is it?
- 
- 
- 

- Extensions
- 

### Departing Endorsement

There are several items to remember when a PCS Departing Endorsement processes:

- Your DA Access is automatically changed to Self-Service Only. This is critical if you have any kind of supervisor authority, because you won't be able to do your job if this is turned off early.
  - Separation no longer terminates all access. Separated members get CG\_SS\_MBR\_SEP for 18 months.
  - Auto-Stops and Starts
  - OHA/O'CONUS COLA
- 

### Reporting Endorsement

When processing PCS Reporting Endorsements remember:

- BAH Effect for members with and without dependents
  - Auto-Stops and Starts
  - New DA User Roles
- 

### Reserve Accession PCS

Tracen Cape May completes all Reserve accessions and assigns them to Tracen Cape May IRR as first duty station. Upon completion of recruit training, Tracen Cape May will PCS Reserve members to their drilling unit or additional Training Center as appropriate. SPOs will have to look for Reserve members on the Airport Terminal and remember to report them in to their new unit.

---



## PCS Departure Auto Stops

**Introduction** The following table shows what entitlements will automatically stop when a PCS Departing endorsement is approved.

**Table** See below.

<b>Entitlement</b>	<b>Auto Stops</b>	<b>Note</b>
<b>BAH-Partial (BAH codes D or F, single type gov't qtrs.)</b>	Day prior to departure	See BAH During PCS section.
<b>BAH-Differential</b>	Day prior to departure	See BAH During PCS section.
<b>Career Sea Pay</b>	Day of departure	Direct Access stops automatic payment
<b>Career Sea Pay Premium</b>	Day of departure	EABP Stop Date is automatically entered into the system.
<b>Combat Tax Exclusion</b>	Last day of the departing month	Direct Access will automatically restore previous tax status.
<b>Crew &amp; Non Crew Flight Pay</b>	Day of departure	EABP Stop Date is automatically entered into the system.
<b>Diving Duty Pay</b>	Day of departure	EABP Stop Date is automatically entered into the system. If the member is assigned from one diving unit to another diving unit, see figure 4-6 of the CG Pay Manual concerning entitlement while enroute.
<b>Discount Meal Rate</b>	Day prior to departure	EABP Stop Date is automatically entered into the system.
<b>Family Separation Housing</b>	Day prior to departure	System will build an Inactive FSH row effective the date of departure.
<b>Flight Deck Hazardous Duty Pay</b>	Day of departure	EABP Stop Date is automatically entered into the system.
<b>Foreign Language Proficiency Pay</b>	Day prior to departure	EABP Stop Date is automatically entered into the system.
<b>Hardship Duty Pay Location</b>	Day of departure	EABP Stop Date is automatically entered into the system.

*Continued on next page*

## PCS Departure Auto Stops, Continued

Table,  
continued

<b>Entitlement</b>	<b>Auto Stops</b>	<b>Note</b>
<b>HDIP (Visit, Board, Search, &amp; Seizure)</b>	Day of departure	EABP Stop Date is automatically entered into the system.
<b>Hostile Fire/Imminent Danger Pay</b>	Day of departure	EABP Stop Date is automatically entered into the system.
<b>Personal Money Allowance</b>	Day of departure	Direct Access will automatically restore previous tax status.
<b>OCONUS COLA(With &amp; Without Dependents) and OCONUS COLA Partial</b>	Day prior to departure	If member is assigned to a new unit in close proximity, see para U9110, JFTR concerning entitlement to OCONUS COLA while enroute.
<b>Overseas Housing Allowance With &amp; Without Dependents</b>	Day prior to departure	System will build an Inactive OHA row effective the date of departure. <b>SPO must input transaction to pay BAH-Transit.</b>
<b>Responsibility Pay</b>	Day of departure	Must be manually stopped by SPO if officer is relieved from duty as Commanding Officer prior to the date of PCS departure (see section 4.D.4 of CG Pay Manual. The “Responsibility Pay Override” Payroll Request is used for this purpose.
<b>SGLI Combat Allowance</b>	Last day of the departing month	Direct Access will terminate Benefit row.
<b>Special Duty Assignment Pay</b>	Day prior to departure	EABP Stop Date is automatically entered into the system.

# PCS Reporting Auto Stops

---

**Introduction**      The following table shows what entitlements will automatically stop when a PCS Reporting endorsement is approved.

---

**Table**              See below.

<b>Earning</b>	<b>Auto Stops</b>
<b>All BAH Codes With &amp; Without Dependents</b>	System will automatically build an Inactive BAH row that stops the BAH Transit effective the Report Date. <b>The SPO must change the status to Active and update the BAH Qtr Status and Zip Code for the new permanent duty station.</b>
<b>CONUS COLA With &amp; Without Dependents</b>	Day prior to reporting less Travel Time (ref: U80014, JFTR)
<b>Family Separation Allowance (FSA-R and FSA-T)</b>	Day prior to reporting less Travel Time, Proceed Time, and Compensatory Absence (ref: Figure 3-26, CG Pay Manual)

---



## Eligibility Based Entitlements That Auto Start

---

**Introduction**      The following table shows what entitlements will automatically start in Direct Access based on eligibility.

---

**Table**              See below.

Entitlement	Auto Starts Based On	Note
BAH Without dependents	Departing endorsement	System will automatically start BAH G or H code for all members in barracks or shipboard berthing, <b>except the SPO will have to manually start BAH Transit</b> for those assigned to department ID: <ul style="list-style-type: none"> <li>• 006150 (Cape May)</li> <li>• 004750 (OCS)</li> <li>• 004311 (CADET)</li> </ul>
Career Sea Pay	Department	
Enlisted BAS	Member Status	
High Priority Unit Pay	Department	
Officer BAS	Member Status	
Personal Money Allowance	Position	
Responsibility Pay	Position	

---



## BAH During PCS

**Introduction** The following table shows what happens to BAH during PCS.

**BAH Table** See below.

Prior Duty Station BAH Qtrs Status	BAH Description	When the Departing Endorsement Processes	When the Reporting Endorsement Processes
G or H	Without dependents or Spouse in service (no other dependents)	BAH will continue to run based on old PDS zip code.	System will build an Inactive row effective the Report Date. SPO must change the status to Active and update the BAH Qtr Status and Zip Code.
L or T	With dependents and/or based on payment of child support	BAH will continue to run based on old PDS zip code.	System will build an Inactive row effective the Report Date. SPO must change the status to Active and update the BAH Qtr Status and Zip Code.
D or F	Without dependents or spouse in service, assigned CG or DOD owned single quarters	System will automatically stop BAH code D or F effective day prior to departure and will start BAH code G or H (or BAH code V if OCONUS) effective day of departure. <b>Except the SPO will have to manually start BAH Transit</b> for those assigned to department ID: <ul style="list-style-type: none"> <li>• 006150 (Cape May)</li> <li>• 004750 (OCS)</li> <li>• 004311 (CADET)</li> </ul>	System will build an Inactive row effective the Report Date to stop payment of BAH code G or H. SPO must change the status to Active and update the BAH Qtr Status and Zip Code.
A, B, C or E	With dependents assigned CG or DOD owned or leased family qtrs	SPO must manually start BAH code L or T effective the day member vacated Gov't Qtrs.	System will build an Inactive row effective the Report Date to stop payment of BAH code L or T. SPO must change the status to Active and update the BAH Qtr Status and Zip Code.

*Continued on next page*

## BAH During PCS, Continued

BAH Table,  
continued

<b>Prior Duty Station BAH Qtrs Status</b>	<b>BAH Description</b>	<b>When the Departing Endorsement Processes</b>	<b>When the Reporting Endorsement Processes</b>
I or K	With dependents assigned CG or DOD owned quarters; check pay for rent	System will stop BAH code I or K effective day prior to departure and automatically start BAH code L based on old PDS zip code effective day of departure.	System will build an Inactive row effective the Report Date to stop payment of BAH code L. SPO must change the status to Active and update the BAH Qtr Status and Zip Code.
P or Q	BAH-Diff for child support on or after 5 Dec 1991 assigned CG or DOD owned or leased single quarters	System will stop BAH codes P or Q effective day prior to departure and will start BAH code T (if INCONUS) based on old PDS zip code or BAH code U (if OCONUS).	System will build an Inactive row effective the Report Date to stop payment of BAH code T or U. SPO must change the status to Active and update the BAH Qtr Status and Zip Code.





# Bonuses

---

**Introduction** Bonus programs are designed as incentives to attract and retain qualified personnel in critical ratings and at critical tenure points in member’s careers. There are three basic active duty programs (enlistment, reenlistment, and career status), and three reserve programs (enlistment, prior service, and affiliation). We will also briefly discuss the two Critical Skills Bonuses (Retention and Training).

---

**Objective** Given a bonus eligible member, address bonus entitlements utilizing various Coast Guard Human Resource Systems in accordance with appropriate Coast Guard policies.

---

- References**
- (a) Military Bonus Programs, COMDTINST M7220.2
  - (b) Weight/Physical Fitness Standards for Coasts Guard Military Personnel, COMDTINST M1020.8 (series)
  - (c) ALCOAST 190/01
  - (d) CG Pay Manual, COMDTINST M7220.29 (series)
- 

**Contents** This chapter contains the following topics.

<b>Topic</b>	<b>See Page</b>
<a href="#"><u>Active Duty Enlistment Bonus (EB)</u></a>	3
<a href="#"><u>Active Duty Selective Reenlistment Bonus (SRB)</u></a>	5
<a href="#"><u>Career Status Bonus (CSB)</u></a>	7
<a href="#"><u>Selected Reserve (SELRES) Enlisted Bonus Programs</u></a>	15
<a href="#"><u>Critical Skills Bonus Programs</u></a>	17
<a href="#"><u>Thrift Savings Plan and Combat Tax Exclusion</u></a>	19

---



# Active Duty Enlistment Bonus (EB)

## Description

The Enlistment Bonus (EB) program is an incentive to attract qualified personnel to critical skills or ratings to help meet the Coast Guard's recruiting needs. This program only applies to new enlistments.

## Accessing the bonus

In the Active & Reserve Pay Shortcuts Pagelet click on the MGIB Enrollments link.



## Accessing the bonus

Type in the Emplid and select Search.

The screenshot shows the "Simple Benefit" search interface. It includes a "Find an Existing Value" section with a "Maximum number of rows to return (up to 300):" field set to 300. Below this are several search criteria fields: "Empl ID:" (set to "1234567" with a red box), "Benefit Record Number:", "Name:", "Last Name:", "Business Unit:", "Department Set ID:", "Department:", "Organizational Relationship:", and "Alternate Character Name:". At the bottom, there are checkboxes for "Include History", "Correct History", and "Case Sensitive". A "Search" button is highlighted with a red box, along with "Clear", "Basic Search", and "Save Search Criteria" options.



# Active Duty Selective Reenlistment Bonus (SRB)

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**Introduction** The Active Duty Selective Reenlistment Bonus (SRB) program is an incentive to members possessing highly desired skills or who are in eligible ratings at specific points in their career.

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**Terminology** The following table clarifies the terms that have caused some confusion in the past.

<b>Term</b>	<b>Definition</b>
Within 3 months prior to EOE	Current EOE minus 3 months <i>plus 1 day</i> .
Within 3 months after EOE	The date of separation plus 3 months.
Agree to Extend (P154) or Agree to Re-Extend (P159)	An agreement to Extend/Re-Extend (CG-3301B) has been signed, but has not gone into effect.
Begin Extension/Re-extension (P198 or P199)	The date the extension begins (the member is now serving in the period obligated by the extension, box has been checked in DA).

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**Common Errors** Members may not extend more than 3 months early solely for the purpose of SRB entitlement.

If a member is required to extend for obligated service (i.e. transfer, school, etc.), they may extend for a qualifying period as desired for SRB entitlement...subject to the restrictions governed by Commandant policy.

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**Common Errors** Commanding Officers are authorized to effect early discharge and reenlist members within 3 months of their 6th and 10th anniversary dates (not to be confused with normal EOE)...for the purposes of qualifying for a Zone A or Zone B SRB (respectively).

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**SRB Message** An ALCOAST will be released providing the most recent rates eligible for an SRB, the multiple for each rate by zone, and any special rules that may apply.

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## Career Status Bonus (CSB)

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### **Introduction**

In 1999, Congress passed Public Law 106-65, part of which authorized the Career Status Bonus (CSB). With the passing of this law, members initially entering a uniformed service on or after 1 August 1986 who were initially under the REDUX retired pay system, were placed under the High-3 retired pay system. These members have the option, upon completion of 15 years of active duty, to receive a \$30,000 CSB, and return to the REDUX retired pay system.

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### **Election Process**

When qualifying members reach 14 years and six months of active duty, PPC e-mails a cover letter and appropriate forms to the member's Commanding Officer, providing specific instructions for completion. To elect CSB, members must complete the enclosed CG-2426 prior to completion of 15 years of active duty. Failure to complete the required form constitutes the member's election to remain in the High-3 retired pay system.

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## Career Status Bonus (CSB), Continued

### CSB Retirement Multiplier Charts

Multipliers for Members who first become a member of a Uniformed Service on or before 21 July 1986 or for Members who first became a member of a uniformed service after 31 July 1986, but **did not elect** the 15 Year Career Status Bonus (REDUX) Plan.

Yrs.	Mos.	%									
20	0	50	23	0	57.50	26	0	65	29	0	72.50
	1	50.20		1	57.70		1	65.20		1	72.70
	2	50.43		2	57.93		2	65.43		2	72.93
	3	50.63		3	58.13		3	65.63		3	73.13
	4	50.83		4	58.33		4	65.83		4	73.33
	5	51.05		5	58.55		5	66.05		5	73.55
	6	51.25		6	58.75		6	66.25		6	73.75
	7	51.45		7	58.95		7	66.45		7	73.95
	8	51.68		8	59.18		8	66.68		8	74.18
	9	51.88		9	59.38		9	66.88		9	74.38
	10	52.08		10	59.58		10	67.08		10	74.58
	11	52.30		11	59.80		11	67.30		11	74.80

Multipliers for Members who first became a member of a Uniformed Service on or After 1 August 1986 and **did elect** to receive the 15 Year Career Status Bonus (REDUX) Plan.

Yrs.	Mos.	%									
20	0	40	23	0	50.50	26	0	61	29	0	71.50
	1	40.29		1	50.79		1	61.29		1	71.79
	2	40.58		2	51.08		2	61.58		2	72.08
	3	40.88		3	51.38		3	61.88		3	72.38
	4	41.17		4	51.67		4	62.17		4	72.67
	5	41.46		5	51.96		5	62.46		5	72.96
	6	41.75		6	52.25		6	62.75		6	73.25
	7	42.04		7	52.54		7	63.04		7	73.54
	8	42.34		8	52.84		8	63.34		8	73.84
	9	42.63		9	53.13		9	63.63		9	74.13
	10	42.92		10	53.42		10	63.92		10	74.42
	11	43.21		11	53.71		11	64.21		11	74.71

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## Career Status Bonus (CSB), Continued

Accessing the bonus

In the Active & Reserve Pay Shortcuts Pagelet click on the MGIB Enrollments link.

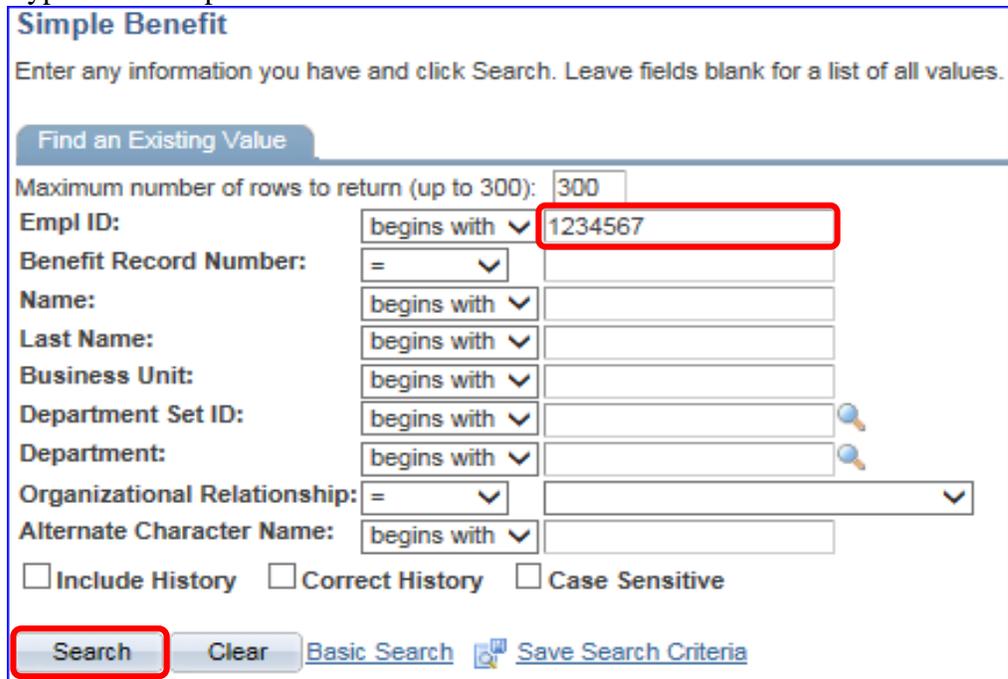


The screenshot shows a pagelet titled "Active & Reserve Pay Shortcuts" with a grid of links. The link "MGIB Enrollments" is highlighted with a red rectangular box.

<a href="#">Direct Deposit</a>	<a href="#">Proxy - Submit Absence Request</a>
<a href="#">Voluntary Deductions</a>	<a href="#">SGLI + FSGLI</a>
<a href="#">Maintain Tax Data USA</a>	<a href="#">Housing Allowance</a>
<a href="#">Dependent Information</a>	<a href="#">Cost of Living Allowance</a>
<a href="#">ACIP</a>	<a href="#">MGIB Enrollments</a>
<a href="#">Sea Time Balances</a>	<a href="#">View Payslips (AD/RSV)</a>
<a href="#">Net Distribution</a>	<a href="#">Pay Calendar Results</a>

Accessing the bonus

Type in the Emplid and select Search.



The screenshot shows the "Simple Benefit" search interface. The "Empl ID" field is populated with "1234567" and is highlighted with a red box. The "Search" button at the bottom is also highlighted with a red box.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Empl ID: begins with ▾ 1234567

Benefit Record Number: = ▾

Name: begins with ▾

Last Name: begins with ▾

Business Unit: begins with ▾

Department Set ID: begins with ▾

Department: begins with ▾

Organizational Relationship: = ▾

Alternate Character Name: begins with ▾

Include History  Correct History  Case Sensitive

**Search** Clear Basic Search Save Search Criteria

*Continued on next page*

## Career Status Bonus (CSB), Continued

**Accessing the bonus,**  
continued

The Career Status Bonus shows up as Plan Type A5. All other bonuses show up as A6. The Coverage Begin Date will identify when the member's bonus took effect. The Benefit Plan identifies the specific type of bonus (SELRES affiliation, critical skills, etc.)

**Simple Benefits**  
 Daddy Warbucks Employee ID: 1234567 Benefit Record: 0

**Plan Type**  
 Plan Type: A5 Career Status Bonus

**Coverage**  
 Coverage Begin Date: 11/25/2014 \*Deduction Begin Date: 11/25/2014

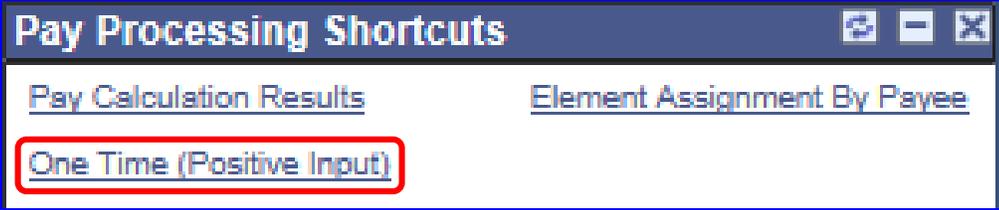
**Coverage Election**  
 Elect  Waive  Terminate \*Election Date: 11/25/2014

**Benefit Program:** ACG CG/NOAA Active Deduction Prog  
**Benefit Plan:** CSB Career Status Bonus

Buttons: Save, Return to Search, Notify, Refresh, Update/Display, Include History, Correct History

**Procedures**

The following procedures identify how to access the bonus payment.

Step	Action
1	From the Pay Processing Shortcuts Pagelet, click on the One Time (Positive Input) or OTPI. 

*Continued on next page*

## Career Status Bonus (CSB), Continued

Procedures,  
continued

Step	Action															
2	<p>Enter the Empl ID and hit Search.</p> <div data-bbox="337 527 1336 1087" style="border: 1px solid blue; padding: 5px;"> <p><b>One Time (Positive Input)</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   Add a New Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Empl ID: <input type="text" value="begins with"/> <input type="text" value="1234567"/></p> <p>Empl Record: <input type="text" value="="/> <input type="text"/></p> <p>Pay Group: <input type="text" value="begins with"/> <input type="text"/></p> <p>Calendar ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Name: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p> </div>															
3	<p>Click on the CG ACT Calendar.</p> <div data-bbox="337 1167 1336 1402" style="border: 1px solid blue; padding: 5px;"> <p><b>Search Results</b></p> <p>View All <span style="float: right;">First ◀ 1-2 of 2 ▶ Last</span></p> <table border="1" data-bbox="344 1276 1336 1402"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Pay Group</th> <th>Calendar ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td><a href="#">1234567</a></td> <td><a href="#">0</a></td> <td><a href="#">USCG</a></td> <td><a href="#">A14M12PRD1###1</a></td> <td><a href="#">Daddy Warbuc</a></td> </tr> <tr> <td><a href="#">1234567</a></td> <td><a href="#">0</a></td> <td><a href="#">USCG</a></td> <td><a href="#">CG ACT 2015M05M</a></td> <td><a href="#">Daddy Warbuc</a></td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG</a>	<a href="#">A14M12PRD1###1</a>	<a href="#">Daddy Warbuc</a>	<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG</a>	<a href="#">CG ACT 2015M05M</a>	<a href="#">Daddy Warbuc</a>
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## Career Status Bonus (CSB), Continued

Procedures,  
continued

Step	Action																																																						
<p data-bbox="251 493 284 525"><b>4</b></p>	<p data-bbox="332 493 1356 556">Locate the bonus. Click on the Expand All icon to see the bonus amount. Now click on the Notepad to see any notes PPC entered for this bonus payment.</p> <div data-bbox="332 556 1339 1102"> <p data-bbox="332 556 657 588"><b>One Time (Positive Input)</b></p> <p data-bbox="332 598 1323 703">Employee ID: 1234567      Name: <b>Daddy Warbucks</b>      Empl Record: 0            Pay Group: USCG      Description: USCG Active Duty      Pay Entity: USCG            Calendar ID: CG ACT 2015M05M      Begin Date: 05/01/2015      End Date: 05/15/2015</p> <p data-bbox="332 714 1339 892"> <table border="1"> <thead> <tr> <th colspan="5">Earnings and Deductions</th> </tr> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>CSB</td> <td>Career Status Bonus</td> <td>1</td> <td>Add</td> </tr> </tbody> </table> </p> <p data-bbox="332 934 1339 1102"> <table border="1"> <thead> <tr> <th colspan="13">Earnings and Deductions</th> </tr> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> <th>Unit</th> <th>Rate</th> <th>Amount</th> <th>Currency Code</th> <th>Details</th> <th>Updated By</th> <th>Last Update Date/Time</th> <th>Batch Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>CSB</td> <td>Career Status Bonus</td> <td>1</td> <td>Add</td> <td></td> <td></td> <td>30000.00</td> <td>USD</td> <td></td> <td></td> <td>04/28/2015 10:26:56AM</td> <td></td> </tr> </tbody> </table> </p> </div>	Earnings and Deductions					Entry Type	Element Name	Element Description	Instance	Action Type	Earnings	CSB	Career Status Bonus	1	Add	Earnings and Deductions													Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Details	Updated By	Last Update Date/Time	Batch Code	Earnings	CSB	Career Status Bonus	1	Add			30000.00	USD			04/28/2015 10:26:56AM	
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<p data-bbox="251 1138 284 1169"><b>5</b></p>	<p data-bbox="332 1138 1266 1201">The Notepad will open in a new window. Click on the link for additional information.</p> <div data-bbox="332 1201 1339 1795"> <p data-bbox="332 1207 625 1270"><b>Notepad</b></p> <p data-bbox="332 1281 527 1312">▶ Instructions</p> <p data-bbox="332 1323 600 1354">▼ Selection Criteria</p> <p data-bbox="332 1365 901 1501">           *Pay Group: USCG            *Calendar ID: CG ACT 2015M05            *Employee ID: 1234567            *Empl Record: 0         </p> <p data-bbox="332 1512 1250 1543">Notes From: <input type="text"/> Through: <input type="text"/></p> <p data-bbox="332 1564 868 1606"> <input type="button" value="Search"/>    <input type="button" value="Add a New Note"/> </p> <p data-bbox="332 1617 1339 1795"> <table border="1"> <thead> <tr> <th colspan="6">Existing Notes</th> </tr> <tr> <th>Pay Group</th> <th>Calendar ID</th> <th>Employee ID</th> <th>Empl Record</th> <th>Subject</th> <th>Created</th> </tr> </thead> <tbody> <tr> <td>USCG</td> <td>CG ACT 2015M05M</td> <td>1234567</td> <td>0</td> <td><a href="#">CSB Payment</a></td> <td>04/28/2015 10:26AM</td> </tr> </tbody> </table> </p> </div>	Existing Notes						Pay Group	Calendar ID	Employee ID	Empl Record	Subject	Created	USCG	CG ACT 2015M05M	1234567	0	<a href="#">CSB Payment</a>	04/28/2015 10:26AM																																				
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## Career Status Bonus (CSB), Continued

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Procedures,  
continued

Step	Action																
6	<p>If the member chooses to receive their CSB in installments, it will be explained here.</p> <div data-bbox="337 558 1338 1203" style="border: 1px solid blue; padding: 5px;"><p> <b>Selected Note</b></p><p>▶ Instructions</p><p>Selected Performance Note</p><p>Applications</p><table border="0" data-bbox="363 751 1328 905"><tr><td>Pay Group:</td><td>USCG</td><td>Created:</td><td>04/28/2015 10:26AM</td></tr><tr><td>Calendar ID:</td><td>CG ACT 2015M05M</td><td>Creator:</td><td>PPC Employee</td></tr><tr><td>Employee ID:</td><td>1234567</td><td>Last Update:</td><td></td></tr><tr><td>Empl Record:</td><td>0</td><td>by:</td><td></td></tr></table><hr/><p>Subject: CSB Payment</p><p>Note Text: Single payment </p><p><input type="button" value="Save"/></p><p><a href="#">Return to Note Selection Page</a></p></div>	Pay Group:	USCG	Created:	04/28/2015 10:26AM	Calendar ID:	CG ACT 2015M05M	Creator:	PPC Employee	Employee ID:	1234567	Last Update:		Empl Record:	0	by:	
Pay Group:	USCG	Created:	04/28/2015 10:26AM														
Calendar ID:	CG ACT 2015M05M	Creator:	PPC Employee														
Employee ID:	1234567	Last Update:															
Empl Record:	0	by:															



## Selected Reserve (SELRES) Enlisted Bonus Programs

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**Introduction** The Selected Reserve (SELRES) Enlisted Bonus Programs are incentives to encourage the recruitment, proficiency, and retention of members in designated ratings, billets, or units in the SELRES.

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**Payment Method** **Initial payment** is 50% of the bonus, with the remaining balance paid one year after the qualifying date (on the 6<sup>th</sup> anniversary for affiliation bonus).

**Subsequent payments** must be requested by the member via the chain of command. Satisfactory participation is required. The governing authority provides specific guidance on requesting this payment.

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# Critical Skills Bonus Programs

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## **Introduction**

There are two types of Critical Skills Bonuses. The Critical Skills Retention Bonus (CSRB) is used as an incentive to encourage the retention of officers and enlisted members in designated critical skills. The Critical Skills Training Bonus (CSTB) authorizes incentive payments to non-rated members in the field who affiliate with critical ratings by attending Class “A” school or enrolling in a Striker Program. The CSTB is similar to an Enlistment Bonus (EB), but is intended for current active duty members rather than recruits.

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## **Critical Skills Retention Bonus (CSRB)**

As the needs of the service dictate, Commandant will convene a panel to identify enlisted, chief warrant officer, and officer skills that should be designated as critical. Those results will be forwarded to the Secretary of Homeland Security, who shall notify Congress at least 90 days in advance of any CSRB offerings. Such notification shall include the necessity for the bonus, the amount and method of payment, and anticipated results.

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## **Critical Skills Training Bonus (CSTB)**

Designed to fill the entry level gap, the CSTB offers non-rated personnel a second opportunity for a bonus to affiliate with a critical rate. To qualify for a CSTB, a member must:

- Graduate from the Class “A” school,
  - Receive a designator or advance to PO3, and
  - Agree to obligate a minimum of 4 years active service upon graduation.
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## Thrift Savings Plan and Combat Tax Exclusion

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**Introduction** Various aspects of a member's pay and personnel file affect bonus payments. Three key issues are the weight program, participation in the Thrift Savings Plan, and presence in a Combat Tax Exclusion zone.

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**Thrift Savings Plan** Thrift Savings Plan (TSP) elections are recorded in Direct Access. Bonus contributions are in whole percentages up to 100%. Make sure the member is aware of their bonus election before payment is made.

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**Combat Tax Exclusion** Members serving in a Combat Tax Exclusion zone may earn a bonus. Any such bonus is tax exempt. If the original bonus is taxable, all installments are taxable, even if the member is in a Combat Tax Exclusion zone during receipt of an installment. Taxability is based on the member's location at the time the bonus was earned, not paid.

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**Summary** In this section, we discussed the various Coast Guard Bonus Programs.

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# Reserves

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**Introduction** This section discusses the Policy and Procedures for various Reserve transactions.

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**Objective** Given Direct Access User Roles, perform record maintenance for Reserve members in accordance with Coast Guard policies.

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- References**
- (a) Reserve Policy Manual, COMDTINST M1001.28(series)
  - (b) Coast Guard Pay Manual, COMDTINST M7220.29(series)
  - (c) Military Assignments and Authorized Absences, COMDTINST M1000.8
  - (d) Personnel and Pay Procedures Manual, PPCINST M1000.2(series)
  - (e) [PPC Procedures and Development web page, E-Learning tab](#)
  - (f) ALCOAST 070/15 – IDT Subsistence Allowance
  - (g) ALCOAST 519/11 – Special Leave Accrual (SLA) Program
  - (h) Coast Guard Manpower Mobilization and Support Plan, COMDTINST M3061.1
- 

**Contents** This section contains the following topics.

<b>Topic</b>	<b>See Page</b>
<a href="#">Inactive Duty for Training</a>	3
<a href="#">Reserve Active Duty Orders</a>	9
<a href="#">Title 14 - Mobilization</a>	19
<a href="#">Title 10 Recall</a>	21
<a href="#">Reserve Member Balances</a>	23

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# Inactive Duty for Training

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**Introduction** Inactive Duty for Training (IDT) is scheduled and performed in accordance with Reference (a).

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**Procedures** Complete detailed instruction for IDT Drills are contained in Reference (e). This includes the procedures for specific processing/editing/resubmission of IDTs as well as the following:

- Denying IDT Drills
- Cancelling IDT Drills
- Viewing IDT Pay Calculations

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**Discussion** Reserve supervisors with CGRSVDRL or CGSSCMD access role may schedule or edit a drill up to and including the drill date. After the drill date, only the supervisor or SPO may schedule, edit, unexcused or cancel a drill. Reservists and supervisors may also schedule drills for future dates. Before scheduling a drill, verify that the drill date does not conflict/overlap with any Reserve Active Duty Orders, or previously scheduled IDTs.

Commands should run the View Member Drills report. The report identifies:

- IDTs Previously entered into Direct Access
- Identifies the Drill Status for all IDTs

When scheduling a drill the status will default to Scheduled, and will auto check the Approved checkbox.

If a Reservist changes a drill date after it has been approved (authorized), the approver can deny or cancel the request. The member can then resubmit a new IDT request.

After the drill status has been changed to “completed” by the unit, the SPO must Approve the IDT for pay and allowances.

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## Inactive Duty for Training, Continued

### IDT Process

The following table explains the stages of the IDT process and the responsible party for each stage.

Stage	Who Does It	What Happens
1	Member	Enters drill using Submit a Drill Request under DA Self Service Requests.
2	Supervisor/ Command	Reviews member's request and authorizes (approves) drill using "View My Requests" under DA Self Service Requests.
3	Member	Performs drills as scheduled or withdraw scheduled requests.
4	Supervisor/ Command	Approves drills after verification that the member performed as scheduled by updating status to Completed or can Deny drill as submitted, returning request to the submitter. Note: Supervisor/Command must hold Reserve Self Service Command (CGSSCMD) or Reserve Drills (CGRSVDRL) roles to view/enter/approve IDT drills.
5	Servicing Personnel Office Supervisor	Upon notification from the command that the member performed IDT, approves orders for pay.

### The following items can be scheduled in Direct Access:

- Inactive Duty for Training (IDT)
- Additional Training Period (ATP)
- Readiness Management Period (RMP)
- Funeral Honors Duty (FHD)

*Continued on next page*

## Inactive Duty for Training, Continued

### IDT Meal Eligibility

Meal Eligibility is outlined in Reference (f).

<b>If</b>	<b>And</b>	<b>Then</b>
Reserve Member not authorized lodging	Arrives same day, not remaining overnight	Authorized Lunch
	Works past 1800 hours	Authorized Lunch and Dinner
Reserve Member authorized lodging	Arrives night before for 1 paid multiple IDT drill the next day	Authorized Breakfast and Lunch
	Arrives on day of 1 <sup>st</sup> drill for paid multiple IDT drill and remains overnight between drills	1 <sup>st</sup> Day Authorized Lunch and Dinner, and 2 <sup>nd</sup> Day Authorized Breakfast and Lunch
	Arrives night before for 2 paid multiple IDT drills	1 <sup>st</sup> Day Authorized All Meals, and 2 <sup>nd</sup> Day Authorized Breakfast and Lunch

### Reserve Reports

There are two reports available concerning Reserve Orders in Direct Access. Both reports can be downloaded in several formats for sorting:

- View Member Drills – Identifies all members IDTs entered into Direct Access for the current calendar year.

<b>Drill Status/ Approved</b>	<b>Definition</b>
Scheduled/N	Scheduled/Not Approved by Command
Scheduled/Y	Scheduled/Approved by Command
Completed/N	IDT Completed/Forwarded to SPO for action
Completed/Y	IDT Completed/Approved by SPO for pay/allowances

- Member All Duty Report – Identifies all members' IDT and Active Duty Orders entered into Direct Access by fiscal year.

[My Page](#)
[Self Service](#)
[Requests](#)



CG\_ALL\_DUTY\_SS\_RPT - Self Service All Duty Report

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Fiscal Year:

ID	Empl Record	Name	Begin Date	End Date	Drill Type	Duty Purpose	Duty Purpose 2	Description	Drill Status
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# Inactive Duty for Training, Continued

Member Submitted IDT

Self Service Member – IDT Submission. Select the **Submit a Drill Request** from the **Requests** Tab.

The screenshot shows a web interface with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Below the tabs is a section titled 'Self Service Requests' containing four links: 'Submit an Absence Request', 'View My Absence Requests', 'Submit a Delegation Request', and 'View My Requests (all types)'. The link 'Submit a Drill Request' is highlighted with a red box.

## Completed IDT – Member Request

The screenshot shows the 'Action Request' form for 'Schedule Drills'. The user is 'Weasley, Ronald'. A list of 10 instructions is provided for submitting a drill request. Below the instructions is the 'Request Details' section, which is highlighted with a red box. This section contains the following fields:

Drill Date:	06/20/2015	Department:	000450
Start/End Time:	07:30/16:30	Duty Purpose 1:	Personnel Support
Drill Type:	IDT - Multiple	Duty Purpose 2:	Personnel Support
Meal Eligibility:	Lunch	Pay Code:	Full

Below the 'Request Details' section are buttons for 'Get Details', 'Request Information' (showing Paid IDT Cap: 48 and # of Paid Drills: 32), 'Request Approvers' (Approver: 7654321, Albus Dumbledore), a 'Comment' field, and buttons for 'Submit', 'Resubmit', and 'Withdraw'.

*Continued on next page*

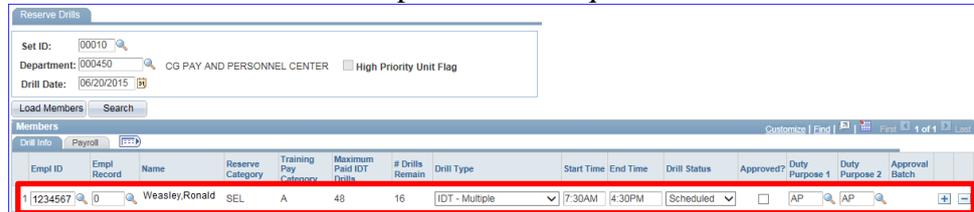
# Inactive Duty for Training, Continued

## Command Submitted IDT

Self Service Command IDT Submission – Select the **IDT Drills** link from the **Reserve Administration** pagelet.



## Self Service Command - Completed IDT Request



## Payroll Tab





# Reserve Active Duty Orders

---

## Introduction

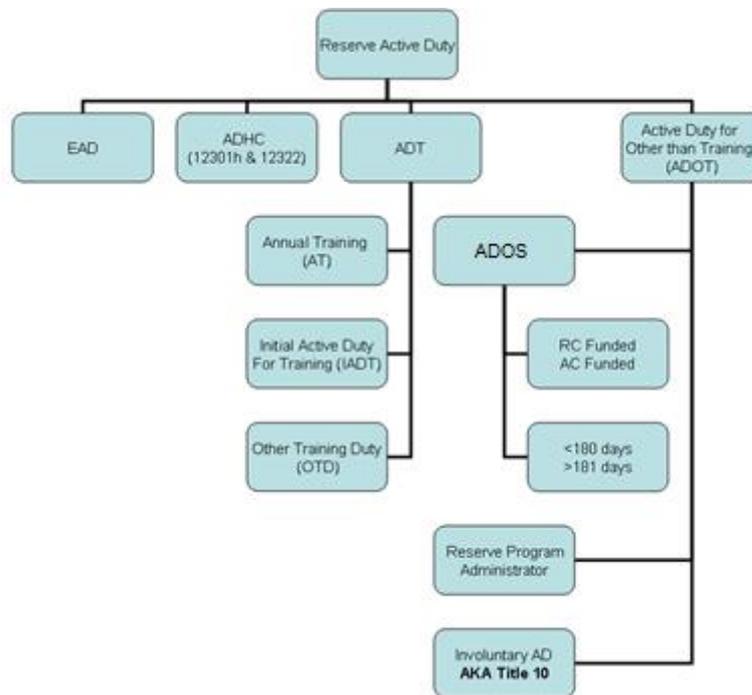
This guide provides the procedures to issue all Reserve Active Duty Orders. Terms used throughout this guide will include Active Duty for Training (**ADT**), which includes IADT, ADT-AT and ADT-OTD orders, and Active Duty for Other Than Training (**ADOT**), which includes ADOS-AC, ADOS-RC, Medical Hold (MEDHOLD), Active Duty Health Care (ADHC) and involuntary recall orders in Direct Access.

Extended Active Duty and Medical hold Orders are authorized by PSC and entered in Direct Access by the SPO using the Reserve Orders link.

---

## Active Duty Orders Definitions and Type

This diagram shows the different categories of Reserve Active Duty. Please see reference (a), for a complete explanation of each duty type.



---

*Continued on next page*

## Reserve Active Duty Orders, Continued

---

### **Obligated Service**

This transaction authorizes a new Active Duty period. In cases where a Reserve enlisted member does not have sufficient Reserve obligated service to cover the new period of Active Duty authorized, the member must either voluntarily extend, reenlist, or be involuntarily retained as appropriate, to ensure sufficient obligated service. In cases where a Reserve officer does not have sufficient Reserve obligated service to cover the new period of Active Duty authorized, contact CGPSC (rpm). It will be necessary for CGPSC (rpm) to submit an Officer Personnel Change Form in Direct Access to update the officer's Reserve obligation.

---

### **Leave**

When a Reserve member's period of Active Duty of 30 or more consecutive days ends, they may sell, use or carry over leave earned while on Active Duty. See Reference (g) for complete details.

Leave earned on Active Duty served in support of a national defense contingency operation is not subject to the 60-day career limitation for selling accrued leave.

Leave earned on consecutive Active Duty periods (other than in support of a national defense contingency operation), the total of which is not in excess of 365 days combined, is not subject to the 60-day career limitation for selling accrued leave.

Reservists being released from Active Duty, without immediate reentry onto Active Duty within 24 hours, are allowed to carry a leave balance forward for use or payment at a later time.

---

### **Basic Allowance for Housing (BAH) Policy**

Refer to Section 3.G.11 of reference (b), for policy on BAH entitlements for Reserve Component members on Active Duty Orders.

BAH entitlement must be started for each period of Active Duty using the Housing Allowance link, located in the Active & Reserve Pay Shortcuts pagelet on the Direct Access portal.

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*Continued on next page*

## Reserve Active Duty Orders, Continued

---

### **BAH and Extensions to Orders**

Reserve members called or ordered to Active Duty for 30 days or less are entitled to Basic Allowance for Housing – Reserve Component (**BAH-RC**), except as provided in section 3.G.11.a, b, or c, of reference (b).

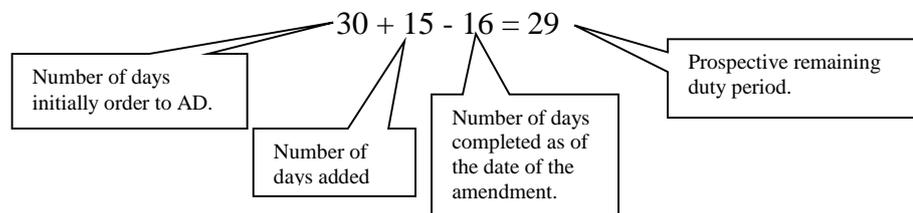
If the member receives an order modification or extension of assignment (amendment), and the amount of Active Duty remaining to be served as of the date the member is notified of the modification to the order is 31 days or more, the member becomes entitled to **BAH**. BAH would start on the date of the notification of the modification using the Place Entered Active Duty (PLEAD) as the locality for the amount.

Do not add periods of Active Duty previously served to obtain the 31 day requirement. Only the number of days Active Duty remaining on the date of the amendment can be counted.

---

### **BAH Extensions – Example 1**

In this example, a Reserve member is ordered to 30 days ADOS, and on day 16 has duty period increased by 15 days in addition to the initial 30 days for a total period of 45 days. The member would remain entitled to BAH-RC since as of the date of the amendment (day 16 of the initial period of duty), the prospective duration of the amended tour of duty was 29 days.



This member would not qualify for BAH and would continue to receive BAH-RC because the prospective remaining duty period is not 31 or more days.

To process this amendment, in Direct Access, the user would enter the new end date in the Travel Tab and change the estimated date on the Seq Nbr 98 and 99 rows of the Reserve Orders.

---

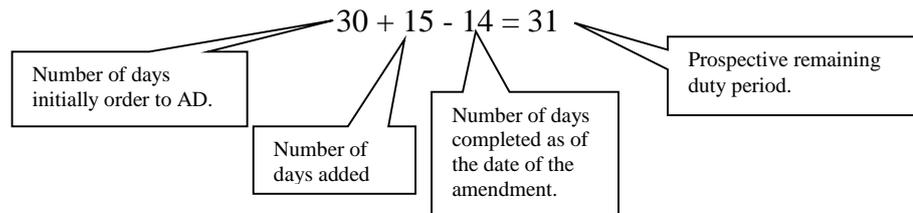
*Continued on next page*

## Reserve Active Duty Orders, Continued

---

### BAH and Extensions - Example 2

In this example, a Reserve member is ordered to 30 days ADOS, and on day 14 has their duty period increased by 15 days in addition to the initial 30 days for a total period of 45 days. The prospective remaining duty period would be 31 days and effective the date of the amendment, the member's BAH entitlement would be locality-based (vice BAH-RC) using the Place Entered Active Duty (PLEAD) as the locality for the amount.



To process this amendment in Direct Access, the user must end the current orders on the 13<sup>th</sup> day (the day prior to the day the amendment was authorized), and issue a new order for the remaining 31 days.

---

### SPO's Role in Processing Reserve AD Orders

There are three separate procedures in processing Reserve Active Duty Orders:

- **Pre Authorization** - Audit/Edit Orders En route for Authorization
  - **Post Authorization** - Processing Authorized orders to a Ready Status
  - **Travel Endorsements** - Processing Departing/Reporting Travel Endorsements/starting applicable entitlements
- 

*Continued on next page*

## Reserve Active Duty Orders, Continued

### Order Status

Status	Meaning	Description
<b>Proposed</b>	Initial order creation	Initial order request created by member, command or SPO.
<b>Authorized</b>	Authorized by DXR	Indicates financial and command authority. TONO/LOA is established. Order now appears in Airport Terminal.
<b>Ready</b>	Travel details approved by SPO supervisor	Order is ready for member to depart/report for duty, leave approved.
<b>En Route</b>	Depart/report approved by SPO supervisor	Member has departed home unit. Actual depart date entered, departing pay entitlements established and/or stopped. Will be in En route status until reported home.
<b>Finished</b>	Stops automatically upon end date or when the end date is adjusted by the SPO and approved.	Order execution completed. All actual dates completed and approved. No more changes allowed to order. Pay entitlements stopped/started.
<b>Cancelled</b>	Cancel approval by SPO supervisor or DXR	Order cancelled. Pay entitlements cancelled. No more changes to order allowed. TONO still active unless cancelled with order action.

*Continued on next page*

## Reserve Active Duty Orders, Continued

---

### Verifying Prior Active Duty

Per reference (a), Reservists shall not perform any type of Active Duty (except ADT-AT) if it will result in the member accumulating 16 years or more of combined active service, unless authorized. Reservists shall not perform any type of Active Duty (except ADT-AT) if it will result in the member accumulating 18 years or more but less than 20 years of combined active service, unless authorized.

Requests for waiver shall be submitted to the Personnel Service Center (PSC). Procedures for submitting waiver requests are available online at <http://www.uscg.mil/RPM/RPM1/1618REQUEST.ASP>.

Years of combined active service are calculated in accordance with Appendix (c) of reference (d), by combining all prior Active Duty days, including prior service in an Active component, ADT and ADOT. Affiliation Points and points earned by performing Inactive Duty or by completion of correspondence courses are not used when calculating combined active service.

From the **Reserve Administration** pagelet, click the **Reserve Member Balance** link, to access the member's points statement. Add up all previous Active Duty points including any recent Active Duty and the points for the number of days (1 point per day) of the proposed new Active Duty period.

If the total is equal to or more than 5840 (16 years) the member shall not perform any type of Active Duty except ADT-AT without prior approval from Commander (CG PSC-RPM). If the total is equal to or more than 6570 (18 years) the member shall not perform any type of Active Duty except ADT-AT without prior approval from Commander (PSC-RPM).

---

### Before you begin

Prior to creating any Active Duty orders, use the All Duty Report to ensure the orders will not overlap dates with any previously submitted orders or IDTs for the member.

---

### Procedures

Complete details for completing Reserve Active Duty Orders can be found in reference (e).

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*Continued on next page*

## Reserve Active Duty Orders, Continued

### Timeliness of Endorsements

It cannot be over emphasized the importance for the commands to notify the SPO and the SPOs to process endorsements to orders timely. Many issues with non-payment of pay and allowances can be attributed to timeliness.

Approval History							
User ID	Name	Datetime Modified	Approval Status	Approval Type	Travel Seq Nbr	Comments	
1	1234567 Mickey Mouse	04/13/2015 10:45:00AM	Approved	Multiple Travel Approvals	99	The approval is set for SEQ_NO=99. <No Comments>	
2	1234567 Mickey Mouse	04/13/2015 10:41:59AM	Approved	Reserve Travel Details			
3	1234567 Mickey Mouse	04/09/2015 12:32:18PM	Approved	Reserve Travel Details			
4	1234567 Mickey Mouse	03/09/2015 2:20:06PM	Approved	Authorize Order			

ADT-AT Orders were for period 3/16/2015 – 3/27/2015.

### Sequence Numbers

Do NOT add or delete **Seq Nbr** rows in the Travel Orders section of the orders. Reserve AD orders are not to be used in lieu of Temporary Duty Orders (TDY). Direct Access is designed to only process Seq Nbr 1, 2, 98 and 99 rows. Inserting rows for multiple stops will cause the system to interpret the addition as if the member is completing orders and will stop pay and allowances.

Travel Orders							
*Seq Nbr:	Travel Type:	Trvl Approval:					
1	Depart	Approved	Estimated Date: 03/18/2015	Department: 000111	Station Vacation		
			Actual Date: 03/18/2015	Location: FL0011	Station Vacation		
	Nature of Duty: Training		Position Number: 00048741	SR ENLISTED RES ADVISOR (SERA)			
			Posn Job Code: 410092	Chief Boatswain's Mate			
	Other Location: CG STA ELIZABETH CITY	Route for Approval					
2	Report	Approved	Estimated Date: 03/18/2015	Department: 000111	Station Vacation		
			Actual Date: 03/18/2015	Location: FL0011	Station Vacation		
	Nature of Duty: Training		Position Number:				
			Posn Job Code:				
	Other Location: CG STA ELIZABETH CITY	Route for Approval					
98	Depart	Approved	Estimated Date: 03/27/2015	Department: 000111	Station Vacation		
			Actual Date: 03/27/2015	Location: FL0011	Station Vacation		
	Nature of Duty: Training		Position Number:				
			Posn Job Code:				
	Other Location: CG STA ELIZABETH CITY	Route for Approval					
99	Report	Approved	Estimated Date: 03/27/2015	Department: 000111	Station Vacation		
			Actual Date: 03/27/2015	Location: FL0011	Station Vacation		
	Nature of Duty: Training		Position Number: 00048741	SR ENLISTED RES ADVISOR (SERA)			
			Posn Job Code: 410092	Chief Boatswain's Mate			
	Other Location: CG STA ELIZABETH CITY	Route for Approval					

Continued on next page

## Reserve Active Duty Orders, Continued

**Approval Type** When routing orders via the chain of command, ensure that the Approval Type is set to **Recommend Orders** when forwarding to anyone other than the District (DXR). If forwarding to District (DXR), set the Approval Type to **Authorize Order**.

The screenshot shows a web form titled "Route for Approval". It has several input fields: "Approval Type:", "User ID:", "Dept of Approving", "SPO:", and "Comment:". A dropdown menu is open for "Approval Type:", listing options: "Amend Order", "Authorize Order", "Cancel Order", "Departing Endorsement", "Multiple Trvl Endorsements", "Recommend Order" (highlighted with a red box), "Reporting Endorsement", and "Travel Details Approval". A "Submit" button is located at the bottom of the form.

**BAH** BAH must be started for every Active Duty Order using the Housing Allowance link. **Never** change the Status to **Inactive**. The Reserve Order End row in Job will remove the member from the Active Duty pay group and put them back in the Reserve pay group.

The screenshot shows the "BAH Entitlements" form for "Mickey Mouse" (EMP ID: 1234567). The "Effective Date" is 05/04/2015. The "Status" dropdown menu is open, with "Active" selected and highlighted with a red box. Other fields include "BAH Qtr" (W), "BAH Zip" (99999), "Military Rank" (E5), "BAH Rate" (889.2000), and "BAH Entitle" (889.2000). The "BAH Change" dropdown is set to "Reserve/Recall Orders".

For Active Duty Orders less than 31 days, the BAH Qtr Status should be either W for with dependents or X for without dependents. The BAH Zip should **ALWAYS** be 99999 for orders less than 31 days.

*Continued on next page*

## Reserve Active Duty Orders, Continued

### Reserve Orders Discrepancies

There is a report in the Reserve Administration pagelet that identifies Reserve Order Discrepancies. Click on the link to continue.



The report immediately generates in Char Value order, but it can be downloaded and sorted in Excel.

CG\_RSV\_ORD\_DISCREPANCIES- RSV Order Discrepancies

Download results in [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (410 kb)

[View All](#) First  1-100 of 1711  Last

	Char Value	ID	Empl Record	Eff Date	Sequence	Trans ID	Order Status	Begin Date	End Date
1	Authorized Orders With Begin Date Past Not E, F		0		0		A	06/09/2015	06/15/2015
2	Authorized Orders With Begin Date Past Not E, F		0		0		A	04/26/2015	05/08/2015
3	Authorized Orders With Begin Date Past Not E, F		0		0		A	06/09/2015	06/12/2015
4	Authorized Orders With Begin Date Past Not E, F		0		0		R	06/09/2015	06/13/2015
5	Authorized Orders With Begin Date Past Not E, F		0		0		A	04/19/2015	04/30/2015

Here's a sample of the report.

1	RSV Order Discrepancies								
2	Char Value	ID	Trans ID	Begin Date	End Date				
3	Authorized Orders With Begin Date Past Not E, F	1234567	2273959	6/9/2015	6/15/2015				
4	Orders In P,A,R Status with Actual Dates Not Pendi	1234567	2266977	8/17/2015	8/29/2015				
5	Authorized Orders With Begin Date Past Not E, F	1234567	2261259	4/26/2015	5/8/2015				
6	Unfinished Orders With End Date Past	1234567	2261259	4/26/2015	5/8/2015				
7	Finished Order With No ROE in Job	1234567	2026879	3/3/2014	2/12/2015				
8	Authorized Orders With Begin Date Past Not E, F	1234567	2270355	6/8/2015	6/12/2015				
9	Authorized Orders With Begin Date Past Not E, F	1234567	2267789	6/9/2015	6/13/2015				
10	Reserve Orders pending approval greater than 1 mon	1234567	2261992	4/2/2015	4/2/2015				
11	Authorized Orders With Begin Date Past Not E, F	1234567	2267367	4/19/2015	4/30/2015				
12	Unfinished Orders With End Date Past	1234567	2267367	4/19/2015	4/30/2015				
13	Authorized Orders With Begin Date Past Not E, F	1234567	2270724	6/7/2015	6/19/2015				
14	XFR/ROE Job Row With No Associated Order End Dt	1234567	0						
15	Authorized Orders With Begin Date Past Not E, F	1234567	2274525	6/8/2015	6/13/2015				
16	Reserve Orders pending approval greater than 1 mon	1234567	2263976	8/3/2015	8/14/2015				
17	XFR/ROE Job Row With No Associated Order End Dt	1234567	0						

Key:

Letter	Status	Letter	Status
A	Approved	P	Proposed
E	En Route	R	Ready
F	Finished		

*Continued on next page*

# Reserve Active Duty Orders, Continued

## Bad Timing Example

Here's an example of when a member started Title 10 on 3/23/15, but the SPO did not report them in (complete sequence 1 & 2 rows on the orders) until 4/15/15. This member did not start receiving pay until end month April.

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
<b>MISSING MONEY</b>		Empl ID: 1234567			
Employee		Empl Record: 0			
Military Service:					
Work Location <span style="float: right;">Find First 1 of 22 Last</span>					
*Effective Date:	03/23/2015			Go To Row	
Effective Sequence:	0	*Action:	Transfer		
HR Status:	Active	Reason:	Reserve Order Begin		
Payroll Status:	Active	*Job Indicator:	Primary Job		
Current					
Position Number:	00047141	ADMIN/PERS SUPPORT			
Use Position Data					
Position Entry Date:	11/01/2013				
Position Management Record					
*Regulatory Region:	RSV	Reservists			
Company:	ACG	Active CG			
*Business Unit:	ENLCG	Enlisted CG			
*Department:	007586	SEC HAMPTON RD ADMIN/PERS DIV			
Department Entry Date:	11/01/2013				
*Location:	VA0272	SECTOR HAMPTON ROADS			
Establishment ID:	USCG	Active CG			
					Date Created: 04/15/2015

# Title 14 - Mobilization

---

**Introduction** Under the authority of 14 USC 712, the Secretary of Homeland Security may, with or without the consent of the member affected, order to active duty an organized training unit during a serious natural or manmade disaster, accident, or catastrophe. The active duty must be for no more than 60 days in any four month period and no more than 120 days in any two year period

---

**Background** Any duty served under Title 14 satisfies on a day-for-day basis the annual ADT requirement outlined in reference (a).

---

**Required Statement for Title 14 Orders** “If you have any questions regarding your employment / reemployment rights, you may call 1-800-336-4590 (National Committee for Employer Support Of the Guard and Reserve), check online at [www.esgr.org](http://www.esgr.org) or the CG Legal Fact Sheet about The Servicemembers’ Civil Relief Act (SCRA) at [www.uscg.mil/legal/la/Legal\\_Assistance\\_SCRA\\_Guide.asp](http://www.uscg.mil/legal/la/Legal_Assistance_SCRA_Guide.asp) .

---

**Procedures** Complete detailed procedures for completing Reserve Active Duty Orders are contained in Reference (e).

---

**Orders** Completion of the Contingency tab on the Reserve Active Duty Orders is required.

The screenshot shows a web form titled "Contingency" with the following fields and values:

Operational ID:	0000027.00	DEEPWATER HORIZON RESPONSE	Major Disaster Event
	DEEPWATER HORIZON RESPONSE N10036		
Contingency Start Date:	04/23/2010	Authority:	
Contingency End Date:			
Reference Authority:	P 022225Z MAY 10		
Notification Date:	05/04/2010		
1607 Eligibility Code:			▼
1607 Eligibility Date:			BT

---



# Title 10 Recall

---

**Introduction** Title 10 U.S. Code Sections 12301 through 12304 contains various authorities for recall of military personnel. The President may, with or without the consent of the member affected, order to active duty for no more than 24 consecutive months in a 5 year period.

The largest recall in recent history was in connection with 9/11/2001 under 10 U.S.C. 12302.

---

**Background** **Title 10 U.S.C. 12302, Ready Reserve:**

(a) In time of national emergency declared by the President after January 1, 1953, or when otherwise authorized by law, an authority designated by the Secretary concerned may, without the consent of the persons concerned, order any unit, and any member not assigned to a unit organized to serve as a unit, in the Ready Reserve under the jurisdiction of that Secretary to active duty for not more than 24 consecutive months.

(b) To achieve fair treatment as between members in the Ready Reserve who are being considered for recall to duty without their consent, consideration shall be given to—

(1) the length and nature of previous service, to assure such sharing of exposure to hazards as the national security and military requirements will reasonably allow;

(2) family responsibilities; and

(3) employment necessary to maintain the national health, safety, or interest.

The Secretary of Defense shall prescribe such policies and procedures as considered necessary to carry out this subsection. Those policies and procedures shall be reported on at least once a year to the Committee on Armed Services of the Senate and the Committee on Armed Services of the House of Representatives.

(c) Not more than 1,000,000 members of the Ready Reserve may be on active duty, without their consent, under this section at any one time.

---

**Procedures** Complete detailed instructions for completing Reserve Active Duty Orders are contained in Reference (e).

---



# Reserve Member Balances

---

## Introduction

The Reserve Member Balances is one of the most important documents for a Reservist. The document lists all Reserve Retirement Points earned that have been entered into DA during each Anniversary Year (AY).

Complete detailed information for creditable retirement points is located in Reference (a).

The Member Balances identifies:

- Total qualifying years of military service for retirement eligibility
  - Total retirement points during a member's career to determine the retired pay multiplier.
- 

## Background

A minimum of 50 retirement points must be earned each AY to qualify as a Satisfactory Year. A Reservist must accumulate 20 Satisfactory Years of service for Reserve Retirement eligibility. Retired Reserve members begin receiving retirement pay upon reaching age 60.

---

## Procedures

A complete detailed description of the Reserve Member Balances document is available in Reference (e).

---

## How do Reservists earn points?

The Reservists earn points for:

- Membership Points: 15 per year
- Active Duty: 1 point per day performed
- IDT/ATP Drills: 1 point for each
  - Drill (1 – Single / 2 – Multiple)
  - Readiness Management Period (RMP)
  - Funeral Honors Duty (FHD)
- Correspondence Courses (CG or Non-CG)

A complete list is available at:

- CG Correspondence Courses (CG Institute):
    - [http://uscg.mil/hq/cg1/cgi/reservist/reserve\\_points.pdf](http://uscg.mil/hq/cg1/cgi/reservist/reserve_points.pdf)
  - Non-CG Correspondence Courses (CG-131):  
[http://www.uscg.mil/hq/cg1/cg131/cg-1311/rrp\\_ebdl.asp](http://www.uscg.mil/hq/cg1/cg131/cg-1311/rrp_ebdl.asp)
- 

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## Reserve Member Balances, Continued

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**Retired Pay Multiplier**    Computation of Reserve Retired Pay multiplier:  
**Total creditable Retirement Points ÷ 360 X 2.5% = Retired Pay Multiplier**

**Example 1:**

$$7,184 \div 360 = 19.955 \text{ or } 19.96$$

$$19.96 \times 2.5\% (.025) = .4988$$

$$\text{RETIRED PAY MULTIPLIER} = 49.88\%$$

$$\mathbf{\$4897.80 \text{ (Base Pay E7 over 28)} \times 49.88\% = \$2443.46}$$

**Example 2: 75 Points per year X 28 years**

$$2100 \div 360 = 5.8333 \text{ or } 5.83$$

$$5.83 \times 2.5\% (.125) = .1458$$

$$\text{RETIRED PAY MULTIPLIER} = 14.58\%$$

$$\mathbf{\$4897.80 \text{ (Base Pay E7 over 28)} \times 14.58\% = \$714.26}$$

---

*Continued on next page*

## Reserve Member Balances, Continued

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### Corrections

Any Reserve duty performed with or without pay can be verified by reviewing the My Reserve Points and My Reserve Drills in Direct Access.

If you are missing any Reserve duty, your SPO should be the first point of contact to verify if documentation has been submitted into DA.

#### **Correspondence Course Points:**

- Coast Guard correspondence course retirement points are automatically entered into DA by the CG Institute. If you are not credited with course retirement points, you should contact the CG Institute. Your unit Educational Services Officer (ESO) will have contact information.
- Non-Coast Guard correspondence course point corrections are forwarded to your Servicing Personnel Office (SPO) for entry into DA. You will need an official course completion letter or other documents displaying a completion date, along with the amount of retirement points it is worth.

**Prior Military Service:** All corrections to prior military service must be submitted to PPC (ADV). Copies of Official documentation of prior service must be forwarded for correction. Some examples of documentation include:

- DD214s for any Active Duty performed
- Prior Service Retirement Points Statements
- NGB-22s (National Guard)

Requests for corrections should be forwarded via your command to:  
Commanding Officer (ADV)  
Coast Guard Pay & Personnel Center  
444 SE Quincy Street  
Topeka, KS 66683-3591

Complete details for submission for correction can be found at:  
<http://www.uscg.mil/ppc/adv.asp>



# Reports

## Overview

---

**Introduction** The reports and query functionality of Direct Access was used in the past as the source of research data to interpret and audit member pay records. The integration of HR and payroll data within the new Direct Access has changed the way in which that same data is now retrieved. Most standard reports are now found within specific pagelets or have been designated within actual HR events and payroll functionality.

---

**References** (a) [PPC – Procedures & Development Web Page - E-Learning Tab](#)  
(b) [Direct Access Knowledge Base](#)

---

### Contents

Topic	See Page
<a href="#">ADHOC</a>	3
<a href="#">Payroll Verification Report</a>	5
<a href="#">Scenarios for Payroll Verification Report</a>	9

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# ADHOC

---

## Introduction

This section provides the procedure for requesting ADHOC reports from PPC Topeka.

---

## Procedure

If you are not able to locate a report or query in Direct Access that meets your needs, or if you need data from another system, managed by PPC, you may submit a request for an ADHOC report. Follow these steps to submit a request:

Step	Action
1.	Go to the PPC Customer Care web page at <a href="http://www.uscg.mil/ppc/ccb/">http://www.uscg.mil/ppc/ccb/</a> .
2.	Select the " <i>I am a Command, SPO or ADMIN support user</i> " option from the User Role for This Issue list.
3.	Select " <i>PERSONNEL ACTION</i> " from the Category section of the online Trouble-Ticket form.
4.	Select the " <i>HR DATA REQUEST</i> " option in the Type section of the form.
5.	Select the " <i>ADHOC REPORT</i> " option in the Reason section of the form or email CCB direct at <a href="mailto:PPC-DG-CustomerCare@uscg.mil">PPC-DG-CustomerCare@uscg.mil</a>
6.	Enter a complete description the query in the " <i>requirements for the ADHOC report request:</i> " section of the form or in the body of your e-mail message.

---

## Example

Please provide a list of all personnel attached to the USCGC Example (WLB-X12), OPFAC 18-12345, from 1 May 2013 through 30 April 2014. We need to determine eligibility for a Unit Commendation. Provide results in MS Excel format with the following columns:

- Name (Last, First, M)
- Rate/Rank
- Current Unit (ID and Description)
- Report Date
- Depart Date

Point of contact YNC John Doe, (123) 555-4567.

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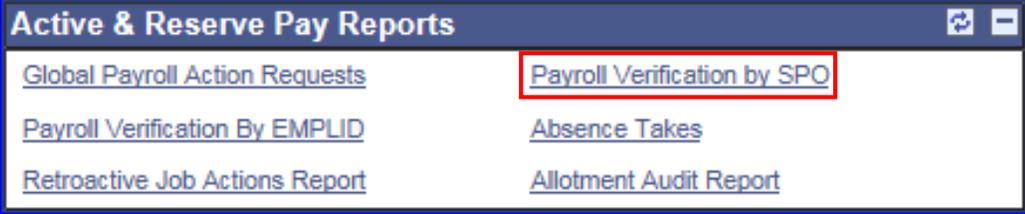
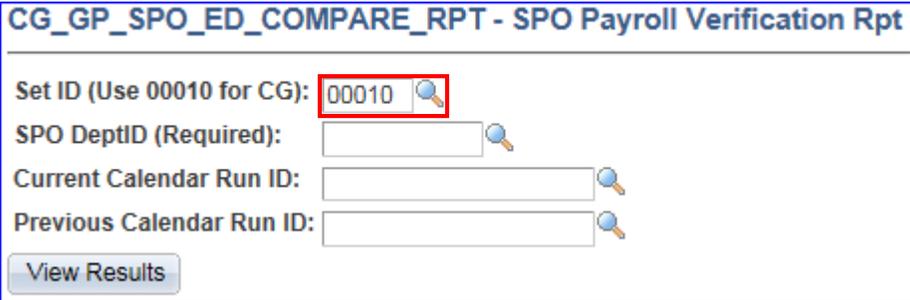
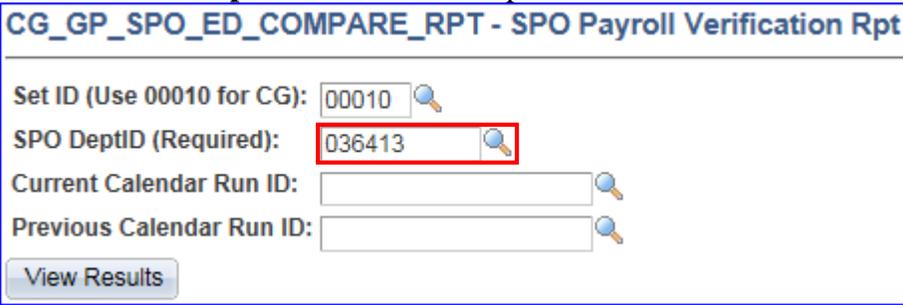


# Payroll Verification Report

**Introduction** This section provides the procedures for running the Payroll Verification Report in Direct Access. The Payroll Verification Report identifies the difference in pay from one pay period to the next. The SPO should run this report at the beginning of EACH pay calendar cycle.

Example: End month April payroll finalized on 22 April. Run the Payroll Verification Report on 23 April to compare the current calendar (mid-MAY) with the previous calendar (end-APR).

**Procedures** See below.

Step	Action
1	<p>Select the <b>Payroll Verification by SPO</b> link from the Active &amp; Reserve Pay Reports pagelet.</p> 
2	<p>Enter the <b>Set ID</b> (00010) for CG.</p> 
3	<p>Enter the <b>SPO DeptID</b> or use the lookup to search for it.</p> 

*Continued on next page*

# Payroll Verification Report, Continued

Procedures,  
continued

Step	Action																																																																														
4	<p>Enter the <b>Current Calendar Run ID</b> or use the lookup to select it.</p> <p><a href="#">CG_GP_SPO_ED_COMPARE_RPT - SPO Payroll Verification Rpt</a></p> <p>Set ID (Use 00010 for CG): <input type="text" value="00010"/> </p> <p>SPO DeptID (Required): <input type="text" value="036413"/> </p> <p>Current Calendar Run ID: <input type="text" value="C115050"/> </p> <p>Previous Calendar Run ID: <input type="text"/> </p> <p><input type="button" value="View Results"/></p>																																																																														
5	<p>Enter the <b>Previous Calendar Run ID</b> or use the lookup to select it. Then click <b>View Results</b>.</p> <p><a href="#">CG_GP_SPO_ED_COMPARE_RPT - SPO Payroll Verification Rpt</a></p> <p>Set ID (Use 00010 for CG): <input type="text" value="00010"/> </p> <p>SPO DeptID (Required): <input type="text" value="036413"/> </p> <p>Current Calendar Run ID: <input type="text" value="C115050"/> </p> <p>Previous Calendar Run ID: <input type="text" value="C115041"/> </p> <p><input type="button" value="View Results"/></p>																																																																														
6	<p>Once the results display, download them into an Excel spreadsheet by clicking the link.</p> <p>Download results in : <input type="button" value="Excel Spreadsheet"/> <a href="#">CSV Text File</a> <a href="#">XML File</a> (120 kb)</p> <p><a href="#">View All</a></p> <table border="1"> <thead> <tr> <th></th> <th>Emplid</th> <th>Emp Rcd</th> <th>Last Name</th> <th>First Name</th> <th>Dept ID</th> <th>Dept Name</th> <th>Job Code</th> <th>Title</th> <th>Pay Group</th> <th>Elmnt Type</th> <th>Name</th> <th>Curr Prd Cal Run ID</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1234567</td> <td>0</td> <td>Bauer</td> <td>Jack</td> <td>000450</td> <td>CG PAY AND PERSONNEL CENTER</td> <td>201897</td> <td>PERS2</td> <td>USCG RSV</td> <td>DD</td> <td>FWT</td> <td>C115050</td> </tr> <tr> <td>2</td> <td>1234567</td> <td>0</td> <td>Bauer</td> <td>Jack</td> <td>000450</td> <td>CG PAY AND PERSONNEL CENTER</td> <td>201897</td> <td>PERS2</td> <td>USCG RSV</td> <td>DD</td> <td>MEDICARE EE</td> <td>C115050</td> </tr> <tr> <td>3</td> <td>1234567</td> <td>0</td> <td>Bauer</td> <td>Jack</td> <td>000450</td> <td>CG PAY AND PERSONNEL CENTER</td> <td>201897</td> <td>PERS2</td> <td>USCG RSV</td> <td>DD</td> <td>MEDICARE ER</td> <td>C115050</td> </tr> <tr> <td>4</td> <td>1234567</td> <td>0</td> <td>Bauer</td> <td>Jack</td> <td>000450</td> <td>CG PAY AND PERSONNEL CENTER</td> <td>201897</td> <td>PERS2</td> <td>USCG RSV</td> <td>DD</td> <td>OASDI EE</td> <td>C115050</td> </tr> <tr> <td>5</td> <td>1234567</td> <td>0</td> <td>Bauer</td> <td>Jack</td> <td>000450</td> <td>CG PAY AND PERSONNEL CENTER</td> <td>201897</td> <td>PERS2</td> <td>USCG RSV</td> <td>DD</td> <td>OASDI ER</td> <td>C115050</td> </tr> </tbody> </table>		Emplid	Emp Rcd	Last Name	First Name	Dept ID	Dept Name	Job Code	Title	Pay Group	Elmnt Type	Name	Curr Prd Cal Run ID	1	1234567	0	Bauer	Jack	000450	CG PAY AND PERSONNEL CENTER	201897	PERS2	USCG RSV	DD	FWT	C115050	2	1234567	0	Bauer	Jack	000450	CG PAY AND PERSONNEL CENTER	201897	PERS2	USCG RSV	DD	MEDICARE EE	C115050	3	1234567	0	Bauer	Jack	000450	CG PAY AND PERSONNEL CENTER	201897	PERS2	USCG RSV	DD	MEDICARE ER	C115050	4	1234567	0	Bauer	Jack	000450	CG PAY AND PERSONNEL CENTER	201897	PERS2	USCG RSV	DD	OASDI EE	C115050	5	1234567	0	Bauer	Jack	000450	CG PAY AND PERSONNEL CENTER	201897	PERS2	USCG RSV	DD	OASDI ER	C115050
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## Payroll Verification Report, Continued

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**Procedures,**  
continued

<b>Step</b>	<b>Action</b>
<b>7</b>	The results display in EMPLID order, but can be sorted as needed. Most of the fields are self-explanatory. For the Element Type, DD stands for a Deduction and ER stands for Earnings.

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**Printing tips**

Here are some tips for printing this report from Excel since it contains so much data:

- Hide any unnecessary columns.
  - Format cells to only display two decimals.
  - Show gridlines.
  - Make margins smaller.
  - Abbreviate if possible.
  - Set the print area to only cover the cells with data.
  - Change orientation to Landscape.
  - On the Page Layout tab, change the Width and Height to 1 page.
-



# Scenarios for Payroll Verification Report

**Introduction** The following examples show actual scenarios from PPC's Payroll Verification Report.

**Scenario 1** This Reserve member received retro pay for drills and has a difference in pay since they did not drill during the current pay period. This can be verified in the Payroll Calculation Results. Any time a retro earning/deduction occurs, it will start with the word DELTA.

Pay Group	Elmnt Type	Name	Curr Prd	Curr Prd Gross Pay	Curr Prd Net Pay	Curr Prd Rslt Amt	Curr Prd Adj Amt	Prev Prd Cal Run ID	Prev Prd Gross Pay	Prev Prd Net Pay	Prev Prd Rslt Amt	Prev Prd Adj Amt	Difference
USCG RSV	DD	FWT	C115050	0.00	0.00	0.00	0.00	C115041	908.95	707.66	102.75	0.00	-102.75
USCG RSV	DD	MEDICARE EE	C115050	0.00	0.00	0.00	0.00	C115041	908.95	707.66	13.18	0.00	-13.18
USCG RSV	DD	MEDICARE ER	C115050	0.00	0.00	0.00	0.00	C115041	908.95	707.66	13.18	0.00	-13.18
USCG RSV	DD	OASDI EE	C115050	0.00	0.00	0.00	0.00	C115041	908.95	707.66	56.36	0.00	-56.36
USCG RSV	DD	OASDI ER	C115050	0.00	0.00	0.00	0.00	C115041	908.95	707.66	56.36	0.00	-56.36
USCG RSV	DD	SGLI	C115050	0.00	0.00	0.00	0.00	C115041	908.95	707.66	0.00	28.00	28.00
USCG RSV	DD	TSGLI	C115050	0.00	0.00	0.00	0.00	C115041	908.95	707.66	0.00	1.00	1.00
USCG RSV	ER	DELTA IDT	C115050	0.00	0.00	0.00	0.00	C115041	908.95	707.66	0.00	908.95	908.95

Close up of the last 2 columns:

Prev Prd Adj Amt	Difference
0.00	-102.75
0.00	-13.18
0.00	-13.18
0.00	-56.36
0.00	-56.36
28.00	28.00
1.00	1.00
908.95	908.95

These are the taxes deducted from the retro drill pay.

This represents the SGLI and TSGLI premiums subtracted from the retro drill pay. (FSGLI, SGLI and TSGLI show a positive value when they are deducted and a negative value when there is a balance.)

This represents the retro drill pay found in the Pay Calculation Results.

*Continued on next page*

## Scenarios for Payroll Verification Report, Continued

**Scenario 2** This member received a Longevity increase. This can be verified by checking Job Data and the Payroll Calculation Results.

Elmnt Type	Name	Curr Prd	Curr Prd Gross Pay	Curr Prd Net Pay	Curr Prd Rslt Amt	Curr Prd Adj Amt	Prev Prd Cal Run ID	Prev Prd Gross Pay	Prev Prd Net Pay	Prev Prd Rslt Amt	Prev Prd Adj Amt	Difference
DD	FWT	C115050	3116.00	2296.16	185.35	0.00	C115041	3066.07	2257.56	177.86	0.00	7.49
DD	MEDICARE EE	C115050	3116.00	2296.16	31.67	0.00	C115041	3066.07	2257.56	30.93	0.00	0.74
DD	MEDICARE ER	C115050	3116.00	2296.16	31.67	0.00	C115041	3066.07	2257.56	30.93	0.00	0.74
DD	OASDI EE	C115050	3116.00	2296.16	135.38	0.00	C115041	3066.07	2257.56	132.28	0.00	3.10
DD	OASDI ER	C115050	3116.00	2296.16	135.38	0.00	C115041	3066.07	2257.56	132.28	0.00	3.10
ER	BASIC PAY	C115050	3116.00	2296.16	2183.55	0.00	C115041	3066.07	2257.56	1696.92	0.00	486.63
ER	BASIC PAY	C115050	3116.00	2296.16	2183.55	0.00	C115041	3066.07	2257.56	436.71	0.00	1746.84

**Scenario 3** This member increased their Savings Allotment. This can be verified in Voluntary Deductions.

Elmnt Type	Name	Curr Prd	Curr Prd Gross Pay	Curr Prd Net Pay	Curr Prd Rslt Amt	Curr Prd Adj Amt	Prev Prd Cal Run ID	Prev Prd Gross Pay	Prev Prd Net Pay	Prev Prd Rslt Amt	Prev Prd Adj Amt	Difference
DD	SAVINGS	C115050	2786.55	1812.07	37.50	0.00	C115041	2786.54	1824.56	25.00	0.00	12.50

**Scenario 4** This member ordered something from the Uniform Distribution Center (UDC). This can be verified in One Time Positive Input. If a member has a negative amount for SMALL STORES, it means they returned something to UDC and received a credit.

Elmnt Type	Name	Curr Prd	Curr Prd Gross Pay	Curr Prd Net Pay	Curr Prd Rslt Amt	Curr Prd Adj Amt	Prev Prd Cal Run ID	Prev Prd Gross Pay	Prev Prd Net Pay	Prev Prd Rslt Amt	Prev Prd Adj Amt	Difference
DD	SMALL STORES	C115050	3159.69	2484.44	86.51	0.00	C115041	0.00	0.00	0.00	0.00	86.51

*Continued on next page*

## Scenarios for Payroll Verification Report, Continued

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**Scenario 5** This member is preparing to PCS and requested Advance Pay. This can be verified in the Advance Pay section of the Payroll Requests pagelet.

Elmnt Type	Name	Curr Prd	Curr Prd Gross Pay	Curr Prd Net Pay	Curr Prd Rslt Amt	Curr Prd Adj Amt	Prev Prd Cal Run ID	Prev Prd Gross Pay	Prev Prd Net Pay	Prev Prd Rslt Amt	Prev Prd Adj Amt	Difference
ER	ADVANCE PAY	C115050	3706.35	2716.75	1000.00	0.00	C115041	0.00	0.00	0.00	0.00	1000.00

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**Scenario 6** This member received Advance Pay in the previous pay period and has Advance Payback deducted in the current pay period. The Advance Pay can be verified in the Advance Pay section of the Payroll Requests pagelet. The Advance Payback remaining balance can be verified in the Accumulators tab of the Pay Calculation Results.

Elmnt Type	Name	Curr Prd	Curr Prd Gross Pay	Curr Prd Net Pay	Curr Prd Rslt Amt	Curr Prd Adj Amt	Prev Prd Cal Run ID	Prev Prd Gross Pay	Prev Prd Net Pay	Prev Prd Rslt Amt	Prev Prd Adj Amt	Difference
DD	ADVANCE PYBK	C115050	2629.85	2210.04	41.67	0.00	C115041	0.00	0.00	0.00	0.00	41.67
ER	ADVANCE PAY	C115050	0.00	0.00	0.00	0.00	C115041	3629.84	2608.19	1000.00	0.00	-1000.00

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*Continued on next page*

## Scenarios for Payroll Verification Report, Continued

**Scenario 7** This member was discharged on the 4<sup>th</sup> of May, sold leave and received Separation Pay. The lump sum leave and Separation Pay can be verified using **One Time Positive Input (OTPI)** and the **Resolution Details** from the Earnings and Deductions tab of the Pay Calculation Results.

Elmnt Type	Name	Curr Prd	Curr Prd Gross Pay	Curr Prd Net Pay	Curr Prd Rslt Amt	Curr Prd Adj Amt	Prev Prd Cal Run ID	Prev Prd Gross Pay	Prev Prd Net Pay	Prev Prd Rslt Amt	Prev Prd Adj Amt	Difference
DD	AFRH	C115050	14303.71	9959.87	0.50	0.00	C115041	1852.24	1539.86	0.25	0.00	0.25
DD	ASSOC DUES	C115050	0.00	0.00	0.00	0.00	C115041	1852.24	1539.86	1.00	0.00	-1.00
DD	FWT	C115050	14303.71	9959.87	3498.25	0.00	C115041	1852.24	1539.86	150.28	0.00	3347.97
DD	MEDICARE EE	C115050	14303.71	9959.87	3.55	0.00	C115041	1852.24	1539.86	17.78	0.00	-14.23
DD	MEDICARE ER	C115050	14303.71	9959.87	3.55	0.00	C115041	1852.24	1539.86	17.78	0.00	-14.23
DD	OASDI EE	C115050	14303.71	9959.87	15.20	0.00	C115041	1852.24	1539.86	76.00	0.00	-60.80
DD	OASDI ER	C115050	14303.71	9959.87	15.20	0.00	C115041	1852.24	1539.86	76.00	0.00	-60.80
DD	SGLI	C115050	14303.71	9959.87	28.00	0.00	C115041	1852.24	1539.86	14.00	0.00	14.00
DD	SWT	C115050	14303.71	9959.87	797.34	0.00	C115041	1852.24	1539.86	52.57	0.00	744.77
DD	TSGLI	C115050	14303.71	9959.87	1.00	0.00	C115041	1852.24	1539.86	0.50	0.00	0.50
ER	BAH	C115050	14303.71	9959.87	84.60	0.00	C115041	1852.24	1539.86	423.00	0.00	-338.40
ER	BAS	C115050	14303.71	9959.87	36.79	0.00	C115041	1852.24	1539.86	183.96	0.00	-147.17
ER	BASIC PAY	C115050	14303.71	9959.87	245.16	0.00	C115041	1852.24	1539.86	1225.80	0.00	-980.64
ER	CLOTHING	C115050	14303.71	9959.87	3.90	0.00	C115041	1852.24	1539.86	19.48	0.00	-15.58
ER	LUMPSUM LEAV	C115050	14303.71	9959.87	939.78	0.00	C115041	0.00	0.00	0.00	0.00	939.78
ER	SEP PAY	C115050	14303.71	9959.87	12993.48	0.00	C115041	0.00	0.00	0.00	0.00	12993.48

*Continued on next page*

# Scenarios for Payroll Verification Report, Continued

Scenario 7,  
continued

## One Time Positive Input:

One Time (Positive Input)							
Employee ID:	8888888	Name:	Luke Skywalker	Empl Record:	0		
Pay Group:	USCG	Description:	USCG Active Duty	Pay Entity:	USCG		
Calendar ID:	CG ACT 2015M05M	Begin Date:	05/01/2015	End Date:	05/15/2015		
Earnings and Deductions							
Customize   Find   View All   First 1-2 of 2 Last							
Action Main Components Source							
*Entry Type	Element Name	Unit	Rate	Amount	Currency Code	Details	
Earnings	LUMPSUM LE				USD	<input checked="" type="checkbox"/>	+ -
Earnings	SEP PAY				USD	<input checked="" type="checkbox"/>	+ -

## Earnings and Deductions tab:

Earnings	LUMPSUM LEAV	694.620000	Lump Sum Leave	1	05/01/2015	05/03/2015	<a href="#">Resolution Details</a>
Earnings	SEP PAY	12993.480000	Separation pay	1	05/01/2015	05/03/2015	<a href="#">Resolution Details</a>

## Scenario 8

This member was Discharged from the Reserve component on 3/23/15 and was immediately Rehired as an Active Duty member on 3/24/15. The SPO changed his previous BAH row to Inactive which caused the system to take back all BAH paid from that BAH row (-\$2042.40). Then the SPO added a new BAH row effective 3/25/15 which caused a credit of \$2815.20.

PPC will have to contact the SPO to find out why they made the first BAH row Inactive and why they added the new BAH row for the 25<sup>th</sup>. They will then have to research the case and submit offsetting OTPIs to prevent the member from being overpaid.

Elmnt Type	Name	Curr Prd Cal Run ID	Curr Prd Gross Pay	Curr Prd Net Pay	Curr Prd Rslt Amt	Curr Prd Adj Amt	Prev Prd Cal Run ID	Prev Prd Gross Pay	Prev Prd Net Pay	Prev Prd Rslt Amt	Prev Prd Adj Amt	Difference
ER	DELTA BAH	C115051	5502.19	5284.20	0.00	2815.20	C115050	1859.00	1641.00	2042.40	-2042.40	-1269.60



# Payments and Debts

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**Introduction** This section explains the different types of debts recorded in Direct Access as well as Special Payments and Cash Deposits.

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**Objective** Identify the source of the debt and the liquidation schedule utilizing various Coast Guard Human Resource Systems in accordance with appropriate Coast Guard policies.

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- References**
- (a) CG Pay Manual, COMDTINST M7220.29 (series).
  - (b) Personnel and Pay Procedures Manual (3PM), PPCINST M1000.2 (series)
  - (c) United States Code
    - 37 U.S.C. 1007(c)
    - 5 U.S.C. 5514
    - 10 U.S.C. 2775
    - 10 U.S.C. 1442
    - 10 U.S.C. 1453
- 

**Contents** This chapter contains the following topics.

Topic	See Page
<a href="#">Overpayments</a>	3
<a href="#">Debt Liquidation – Element Assignment By Payee (EABP)</a>	5
<a href="#">Determining the Remaining Balance for a Debt</a>	9
<a href="#">Advance Pay</a>	11
<a href="#">SGLI Arrears</a>	15
<a href="#">PPC Special Payments and Cash Deposits</a>	17

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# Overpayments

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**Debts Due To Overpayments**

Overpayments are a result of:

- Errors in submission, or
- Delays in processing pay-related transactions, or
- Deletion of any rows in DA.

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**Notification**

Notification of Overpayments:

- A Notice of Overpayment (NOP) for debts \$1,000.00 and over will be sent to the member.
- All other overpayments will appear in the EABP.

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**Liquidation Schedule**

See table below.

If overpayment is	Then collection will be	
less than \$150	taken during current month if sufficient net pay exists  <b>Note:</b> If sufficient net pay does not exist, then the member will be advanced the overpayment amount and collection will start the next month	
\$150 to \$749.99	scheduled for automatic repayment at a rate not to exceed \$150 a month starting the next month	
\$750 or greater	scheduled as 15% available pay if overpayment was through no fault of the member or \$400 per month whichever is greater unless: <ul style="list-style-type: none"> <li>• 15% of available pay makes repayment less than 5 months, collection will be set at 5 months</li> <li>• repayment exceeds 12 months then repayment rate will be 1/12 of debt, provided it doesn't exceed available pay</li> <li>• if 12 equal installments exceed available pay, then repayment will be amount of available pay</li> </ul>	

**Changing Liquidation Schedule**

Any changes to the liquidation schedule:

- Requires CO's approval,
- Must be at least 10% of available pay,
- Requires an "open" EABP.

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## Overpayments, Continued

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**Remission/  
Waivers**

What is the major difference between a Remission and a Waiver?  
\_\_\_\_\_ automatically stop collection.  
\_\_\_\_\_ can be fully refunded.

---

**Remission  
Considerations**

Criteria for consideration for Remission of Debt include:

- Injustice,
- Hardship,
- The Member's Value to the Coast Guard.

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**Approval  
Authority**

- Commandant (CG-1332) for remissions/waivers for debts up to \$9,999.
  - Defense Office of Hearings and Appeals (DOHA) can approve anything over \$10,000.
- 

**Conditions for  
Waiver**

- Subject to collection when noticed.
  - Must have resulted from an erroneous payment.
  - May be waived in part or completely.
  - Covers Pay & Allowances, Travel, and Transportation.
  - Must be claimed within 5 years of discovery.
  - Must be of such a nature it would be unnoticed or undetected by the member.
  - Partially or fully collected debt shall be considered for entire "gross" amount.
- 

**Approval  
Considerations**

- Collection would be against:
    - Good equity
    - Conscience
    - Best interest
  - Erroneous Payment occurred through Administrative error versus:
    - Fraud
    - Misrepresentation
    - Fault
    - Lack of Good Faith
-

## Debt Liquidation – Element Assignment By Payee (EABP)

**Debt Location**

Debts can be found by clicking on the Element Assignment By Payee link from the Pay Processing Shortcuts Pagelet.



**Debts in EABP**

Debts designed to establish collections of:

- ~Deduction for Child Support
- ~Involuntary Allotment
- ~Bankruptcy
- ~CGES Debts
- ~Cadet Locker and Exchange
- ~Tax Levy
- ~Mandatory Support Allotment
- ~Debts to Other Services
- ~Advances

Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance		
<a href="#">GARNISHMENT</a>	Garnishment	1	01/01/2010		<input checked="" type="checkbox"/>	1	+	-
<a href="#">COMPANYFEE</a>	Company Fee	1	01/01/2010		<input checked="" type="checkbox"/>	1	+	-
<a href="#">RECIPIENTFEE</a>	Recipient Fee	1	01/01/2010		<input checked="" type="checkbox"/>	1	+	-
<a href="#">MA DONATION</a>	Mutual Assistance Donation	<input type="text" value="999"/>	05/01/2002	<input type="text" value="31"/>	<input checked="" type="checkbox"/>	1	+	-
<a href="#">DEPENDENTS</a>	Support of Dependents	<input type="text" value="999"/>	10/01/2014	05/31/2015 <input type="text" value="31"/>	<input checked="" type="checkbox"/>	1	+	-
<a href="#">DEPENDENTS</a>	Support of Dependents	<input type="text" value="999"/>	06/01/2015	<input type="text" value="31"/>	<input checked="" type="checkbox"/>	2	+	-
<a href="#">SAVINGS</a>	Savings	<input type="text" value="999"/>	01/01/2012	09/30/2014 <input type="text" value="31"/>	<input checked="" type="checkbox"/>	1	+	-
<a href="#">SAVINGS</a>	Savings	<input type="text" value="999"/>	12/01/2014	02/28/2015 <input type="text" value="31"/>	<input checked="" type="checkbox"/>	2	+	-
<a href="#">SAVINGS</a>	Savings	<input type="text" value="999"/>	03/01/2015	<input type="text" value="31"/>	<input checked="" type="checkbox"/>	3	+	-
<a href="#">TRICARE DEP</a>	Tricare Dependent Dental	<input type="text" value="999"/>	01/01/2014	12/31/2014 <input type="text" value="31"/>	<input checked="" type="checkbox"/>	1	+	-
<a href="#">TRICARE DEP</a>	Tricare Dependent Dental	<input type="text" value="999"/>	01/01/2015	<input type="text" value="31"/>	<input checked="" type="checkbox"/>	2	+	-
<a href="#">OCONUS COLA</a>	OutConus COLA	<input type="text" value="999"/>	10/01/2014	12/31/2014 <input type="text" value="31"/>	<input checked="" type="checkbox"/>	1	+	-
<a href="#">OCONUS COLA</a>	OutConus COLA	<input type="text" value="999"/>	01/01/2015	<input type="text" value="31"/>	<input checked="" type="checkbox"/>	2	+	-
<a href="#">TSP LOAN</a>	Thrift Savings Plan - Loan	<input type="text" value="999"/>	04/01/2012	<input type="text" value="31"/>	<input checked="" type="checkbox"/>	1	+	-

*Continued on next page*

# Debt Liquidation – Element Assignment By Payee (EABP), Continued

## In-Service Debts

An IN SRVC DEBT is designed to establish or change repayment schedules for liquidation of overpayments or Collection of Indebtedness.

Types of Debts established by IN SRVC DEBT:

- ~Miscellaneous CG Debt
- ~Government Travel Card
- ~Ditty Bag
- ~Charges for Excess Household Goods
- ~Repayment of Travel Claim/Advance
- ~Debts to Other Services or Exchange
- ~Bad Check to USCG
- ~ Health and Comfort Items
- ~TSP Loan
- ~CG Tuition Assistance
- ~Private Property Damage
- ~CGES Debt Collection

The IN SRVC DEBT row establishes the begin date, whether it is Active or not, and the Instance Number.

Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance		
<a href="#">IN SRVC DEBT</a>	In-Service Debt	999	02/01/2015	02/01/2015 <small>BT</small>	<input checked="" type="checkbox"/>	1	+	-
<a href="#">IN SRVC DEBT</a>	In-Service Debt	999	03/01/2015	03/01/2015 <small>BT</small>	<input checked="" type="checkbox"/>	2	+	-

## In-Service Debts (cont.)

The IN SRVC DEBT link shows the Unique Accumulator for that debt, the total amount due, the Percent of Deductible Earnings affected, the effect on taxes, the year the debt originated from, the type of debt and any comments about the debt.

**Required Fields**

\*Unique Accumulator:

Balance ID:

Debt Amount:

Percent of DE:

\*Taxability Effect:  ▼

Debt Originating Year:

Percent of Interest:

Type:  ▼

Comments:

Suspend Reason:  ▼

Appropriation:  ▼

Account Number:

*Continued on next page*

# Debt Liquidation – Element Assignment By Payee (EABP), Continued

**Identification of In-Service Debt** Using the Calendar from the Comments Section on the EABP you can go the Pay Calculation Results and look in the Earnings and Deductions tab to see what the debt is for.

Calendar Group Results   Earnings and Deductions   Accumulators   Supporting Elements							
Jerald Honeycutt		EMP	ID: 2222222	Empl Record: 0			
Calendar Group ID: C115010		201501 On-Cycle AD Mid Month					
Calendar Information							
Calendar ID:	CG ACT 2015M01M	Pay Group:	USCG				
Segment Number:	1	Version:	1	Revision:	1		
Gross Result Value:	2,520.65 USD	Net Result Value:	1,971.35 USD				
Earnings & Deductions							
Element Results   Components   Retro Adjustments   Deduction Arrears   User Fields							
Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details
Earnings	BAH	841.500000	Basic Allowance for Housing	0	01/01/2015	01/15/2015	<a href="#">Resolution Details</a>
Earnings	BAS	183.960000	Basic Allow for Subsistence	0	01/01/2015	01/15/2015	<a href="#">Resolution Details</a>
Earnings	BASIC PAY	1475.700000	Basic Pay	0	01/01/2015	01/15/2015	<a href="#">Resolution Details</a>
Earnings	CLOTHING	19.490000	Clothing Allowance	0	01/01/2015	01/15/2015	<a href="#">Resolution Details</a>
Earnings	DELTA BAH	1125.000000	Retro Delta BAH	0	01/01/2015	01/15/2015	<a href="#">Resolution Details</a>

Click on the Retro Adjustments tab to actually see the debt amount. Click on the Adjustment Detail link to see the breakdown of what the debt is covering, if there is one.

Calendar Group Results   Earnings and Deductions   Accumulators   Supporting Elements							
Jerald Honeycutt		EMP	ID: 2222222	Empl Record: 0			
Calendar Group ID: C115010		201501 On-Cycle AD Mid Month					
Calendar Information							
Calendar ID:	CG ACT 2015M01M	Pay Group:	USCG				
Segment Number:	1	Version:	1	Revision:	1		
Gross Result Value:	2,520.65 USD	Net Result Value:	1,971.35 USD				
Earnings & Deductions							
Element Results   Components   Retro Adjustments   Deduction Arrears   User Fields							
Element Type	Element Name	Amount	Calculation Adjustment	Base Adjustment	Unit Adjustment	Adjustment Detail	Resolution Details
Earnings	BAH	841.500000					<a href="#">Resolution Details</a>
Earnings	BAS	183.960000					<a href="#">Resolution Details</a>
Earnings	BASIC PAY	1475.700000					<a href="#">Resolution Details</a>
Earnings	CLOTHING	19.490000					<a href="#">Resolution Details</a>
Earnings	DELTA BAH	1125.000000	-1125.000000			<a href="#">Adjustment Detail</a>	<a href="#">Resolution Details</a>



# Determining the Remaining Balance for a Debt

To identify an amount owed for a debt already collecting

The Allotment name is IN SERV DEBT. The EABP name is IN SERV DEBT. The Accumulator in Pay Calculation Results **COUNTS UP!**

Go to EABP to get the debt amount entered into DA and take note of the Instance number and Unique Accumulator.

**Element Assignment By Payee**

**Element Detail**

Employee ID: 2222222    Empl Record: 0    Name: Jerald Honeycutt

Element Name: IN SRVC DEBT    In-Service Debt    **Instance: 2**

**Assignment Process Detail**

Assignment Is Active    Currency Code: USD    US Dollar

\*Process Order: 999    Recipient Tag: 0

\*Begin Date: 02/01/2015    End Date:    Previous End Date: Updated in Payroll Run

Allow Batch Update of End Date

**Calculation Information**

Calculation Rule: Amount

Amount:    Amount Element:    Amount Value:

**Required Fields**

\*Unique Accumulator: 2.000000

Balance ID:    Debt Amount: 3664.110000

Percent of DE: 15.000000

\*Taxability Effect: No Taxable Gross is Affected

\*Debt Originating Year: 2013.000000

Percent of Interest: 1.000000

Type: Payroll Overpayment

Comments: JUMPS-11800:2013-07-01

Suspend Reason:    Appropriation:    Account Number:

*Continued on next page*

## Determining the Remaining Balance for a Debt, Continued

**To identify an amount owed for a debt already collecting**

Go to Pay Calculation Results and click on the most current calendar group. Click on the Accumulators tab. Click on Last on the Calendar Information box and hit view all.

Calendar Group Results		Earnings and Deductions		<b>Accumulators</b>		Supporting Elements	
Jerald Honeycutt		EMP		ID: 2222222		Empl Record: 0	
Calendar Group ID: C115060		201506 On-Cycle AD Mid Month					
Calendar Information <span style="float: right;">Find First 1 of 2 Last</span>							
Calendar ID:	CG ABS TK 2015M06M	Pay Group:	USCG				
Segment Number:	1	Version:	1	Revision:	1		
Gross Result Value:	0.00 USD	Net Result Value:	0.00 USD				
Accumulators <span style="float: right;">Customize   Find   View All   First 1-3 of 3 Last</span>							

Scroll to the bottom of the Accumulator Results to the Custom Period area to the CG AC DEBT DEDUCTS. It will help to expand the page to see which instance you need if there is more than one debt.

Period	Element Name	Amount	Description	From	Through	User Key 1	User Key 2	User Key 3
Custom Period	CG AC DEBT DEDUCTS	1992.600000	In-Service Debt Deduction Bal	01/01/2004		000000000002		
Custom Period	CG AC DEBT DEDUCTS	881.140000	In-Service Debt Deduction Bal	01/01/2004		000000000001		
Custom Period	CG AC MEDICAR PRMM	27.000000	MEDICARE Previous Month	01/01/2004				
Custom Period	CG AC OASDI PRMM	115.450000	OASDI Previous Month	01/01/2004				
Custom Period	FWT AC PRMM	224.640000	FWT Previous Month Value	01/01/2004				
Custom Period	LEAVE ENT_BAL	20.000000	Leave Entitlement	01/01/2004				

At this point, since the debt is a Deduction Balance it shows how much has been collected so far and math must be done to give the member his remaining balance.

In this example:  $\$3,664.11 - \$1,992.60 = \$1,671.51$  is the balance still owed.

**IN SERVICE DEBT with a future start date**

Since this debt hasn't started collecting, take note of the amount in the EABP and inform the member of the start date of collection.

# Advance Pay

## Advances

Advances are recorded in the Pay Calculation results.

Earnings & Deductions							
Customize   Find   View All   First   1-5 of 21   Last							
Element Results   Components   Retro Adjustments   Deduction Arrears   User Fields							
Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details
Earnings	ADVANCE PAY	1000.000000	Advance Payment	1	05/01/2015	05/15/2015	<a href="#">Resolution Details</a>

### **Conditions of Entitlement:**

- Transfer out of the current unit’s MHA.
- Transfer is within unit’s MHA **and** authorized HHG shipment.
- Vessel has changed homeport.
- Reservist ordered to Active Duty 140 or more days.
- Amount not to exceed 1 month of Basic Pay. (ALCOAST 422/12)

### **Time limits:**

- At least 30 days prior to departure.
- No more than 90 days prior to departure.
- No later than 60 days after reporting to PDS (or return of ship to homeport).

### **Exceptions to Time limits:**

- Greater than 90 days prior to departure in exceptional situations, as deemed appropriate by the Commanding Officer.
- Up to 180 days after reporting when dependents arrive more than 30 days after member, and
- 61 – 180 days after reporting, in writing, with justification for request.

### **Liquidation Schedules:**

- Initial liquidation is either 12 or 24 months.  
Changes cannot be completed until initial compute cycle has been processed

### **Calculations will be Basic Pay less:**

- Taxes (Federal, State, & FICA)
- SGLI
- Debts
- Forfeitures
- MGIB Deductions
- Dependent Dental Plan Deductions
- Garnishments
- Mandatory Support Allotments
- Bankruptcy Deductions
- TSP Deductions (Basic Pay Only)

*Continued on next page*

## Advance Pay, Continued

### Advance BAH/OHA

Advanced BAH or OHA is authorized for advanced payment of rent, security deposits, and/or initial expenses incident to occupying other than Government housing, and may be made anytime during a member's tour. Advanced BAH and OHA are liquidated over 12 months.

- Maximum Advanced BAH payable is three months.
- Maximum amount of Advanced OHA is not to exceed one year's anticipated housing expense or one year's OHA, whichever is less.

### Advance Debt information

The Allotment name is CG AC ADVANCE. The EABP name is ADVANCE PYBK. The Accumulator in Pay Calculation Results **COUNTS DOWN!**

Go to the EABP and to make sure the Advance has been created and take note of the Instance number, the start date for collection, the monthly payment amount and the type of Advance (BAH, OHA, PAY). It DOES NOT show the original Advance amount.

Christopher Columbus ID: 3333333 Empl Record: 0

Selection Criteria

Category:  Entry Type:  Element Name:  As of Date:  Select with Matching Criteria Clear

&Assignments

Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance
ADVANCE PYBK	Liquidation of Advance	999	07/01/2015	<input type="text"/>	<input checked="" type="checkbox"/>	1

Element Detail

Employee ID: 3333333 Empl Record: 0 Name: Christopher Columbus

Element Name: ADVANCE PYBK Liquidation of Advance Instance: 1

Assignment Process Detail

Assignment Is Active Currency Code: USD US Dollar

\*Process Order: 999 Recipient Tag: 0

\*Begin Date: 07/01/2015 End Date:  Previous End Date: Updated in Payroll Run

Allow Batch Update of End Date

Calculation Information

Calculation Rule: Amount

Amount: Numeric

Amount Element:

Amount Value: 83.33

Required Fields

Advance Type: Pay

Advance ID: 1.000000

*Continued on next page*

## Advance Pay, Continued

### Advance Debt information, continued

To find out the Advance amount owed go to the Pay Calculation Results. Click on the most current Calendar and then click Accumulators tab. Click on Last on the Calendar Information box and hit view all.

Calendar Group Results		Earnings and Deductions		Accumulators		Supporting Elements	
<b>Christopher Columbus</b>		EMP	ID: 3333333	Empl Record: 0			
Calendar Group ID: C115060		201506 On-Cycle AD Mid Month					
Calendar Information <span style="float: right;">Find First 2 of 2 Last</span>							
Calendar ID:	CG ACT 2015M06M	Pay Group:	USCG				
Segment Number:	1	Version:	1	Revision:	1		
Gross Result Value:	2,706.35 USD	Net Result Value:	1,716.75 USD				
Accumulators <span style="float: right;">Customize Find View All First 1-5 of 70 Last</span>							

Scroll to the bottom of the Accumulator Results to the Custom Period area to the CG AC ADVANCE. It will help to expand the page to see which instance you need if there is more than one debt. This shows the total amount of the Advance owed.

Accumulators <span style="float: right;">Customize Find View 5 First 1-70 of 70 Last</span>								
Period	Element Name	Amount	Description	From	Through	User Key 1	User Key 2	User Key 3
Custom Period	CG AC ADVANCE	1000.000000	Advance Balance	01/01/2004		P	000000000001	



## SGLI Arrears

### SGLI, TSGLI, and FSGLI Arrears

A member is in arrears with SGLI when they fail to drill or fail to prepay for SGLI while not drilling. To find out the arrears amount go to the Pay Calculation Results and view the current calendar. Click on the Earnings and Deductions tab and click on Deduction Arrears tab. This shows the bi-monthly amount that is added to the arrearage.

Earnings & Deductions						
Customize   Find   View 5   First 1-8 of 8 Last						
Element Results Components Retro Adjustments Deduction Arrears User Fields						
Element Type	Element Name	Amount	Amount Not Taken	Payback Amount	Amount Added To Arrears	Resolution Details
Deduction	FSGLI	0.000000	6.500000		6.500000	<a href="#">Resolution Details</a>
Deduction	SGLI	0.000000	14.000000		14.000000	<a href="#">Resolution Details</a>
Deduction	TSGLI	0.000000	0.500000		0.500000	<a href="#">Resolution Details</a>

### Amount Owed

The Element Names are SGLI\_ARR, TSGLI\_ARR, and FSGLI\_ARR. Cumulative amounts will display in the Accumulators tab of the most current calendar.

Accumulator Results User Keys					
Period	Element Name	Amount	Description	From	Through
Custom Period	FSGLI_ARR	26.000000	Family Servicemembers Grp Life	01/01/2004	
Custom Period	SGLI_ARR	56.000000	Servicemembers Group Life Ins	01/01/2004	
Custom Period	TSGLI_ARR	2.000000	Traumatic SGLI	01/01/2004	

Positive Amounts = arrears

Negative Amounts = prepayment credit



## PPC Special Payments and Cash Deposits

### Special Payments

A Special Payment may be authorized under two circumstances:

- Non-receipt of pay, and
- Significant pay shortage.

All criteria below must be met to be eligible:

- Pay shortage is greater than \$100,
- Pay shortage is 10% or more of member's total pay,
- Pay shortage is not scheduled for the next regular pay,
- Pay shortage is causing a financial hardship, and
- The SPO has submitted supporting documentation for the entitlement.

To see when a Special payment is processed you must go to Pay Calculation Results in the Pay and Processing Shortcuts Pagelet.

### Results by Calendar Group

Enter any information you have and click Search. Leave fields blank for a list of results.

Find an Existing Value

Maximum number of rows to return (up to 300):

Empl ID:

Empl Record:

Calendar Group ID:

Name:

[Basic Search](#)

### Search Results

View All First  1-17 of 17  Last

<a href="#">Empl ID</a>	<a href="#">Empl Record</a>	<a href="#">Payment Date</a>	<a href="#">Calendar Group ID</a>	<a href="#">Name</a>
<a href="#">44444440</a>		05/01/2015	C115041	CHELSEA HANDLER
<a href="#">44444440</a>		04/22/2015	OFF20150420	CHELSEA HANDLER
<a href="#">44444440</a>		04/15/2015	C115040	CHELSEA HANDLER
<a href="#">44444440</a>		04/01/2015	C115031	CHELSEA HANDLER
<a href="#">44444440</a>		03/13/2015	C115030	CHELSEA HANDLER

*Continued on next page*

## PPC Special Payments and Cash Deposits, Continued

### Cash Deposits

Cash deposits are made primarily to liquidate a debt in DA. In order to process the payment and close the debt, the member must call PPC or submit a help ticket to make a payment arrangement. An EABP row must exist for a debt to credit a cash deposit in the system. Other reasons for cash deposits are SGLI payments for Reservists and the Savings Deposit Program.

Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance		
IN SRVC DEBT	In-Service Debt	999	06/01/2015	06/01/2015	<input checked="" type="checkbox"/>	1	+	-
IN SRVC DEBT	In-Service Debt	999	06/01/2015		<input checked="" type="checkbox"/>	2	+	-

Cash Deposits are recorded in the Notepad within the EABP for that specific debt. Click on the notepad feature to view any notes about the debt.

**Element Assignment By Payee**

---

**Element Detail**

Employee ID: 1234567      Empl Record: 0      Name: [Jack Skellington](#)

Element Name: IN SRVC DEBT      In-Service Debt      Instance: 1 

---

**Assignment Process Detail**

Assignment Is Active      Currency Code: USD      US Dollar

\*Process Order: 999      Recipient Tag: 0

\*Begin Date: 06/01/2015      End Date:      Previous End Date: Updated in Payroll Run

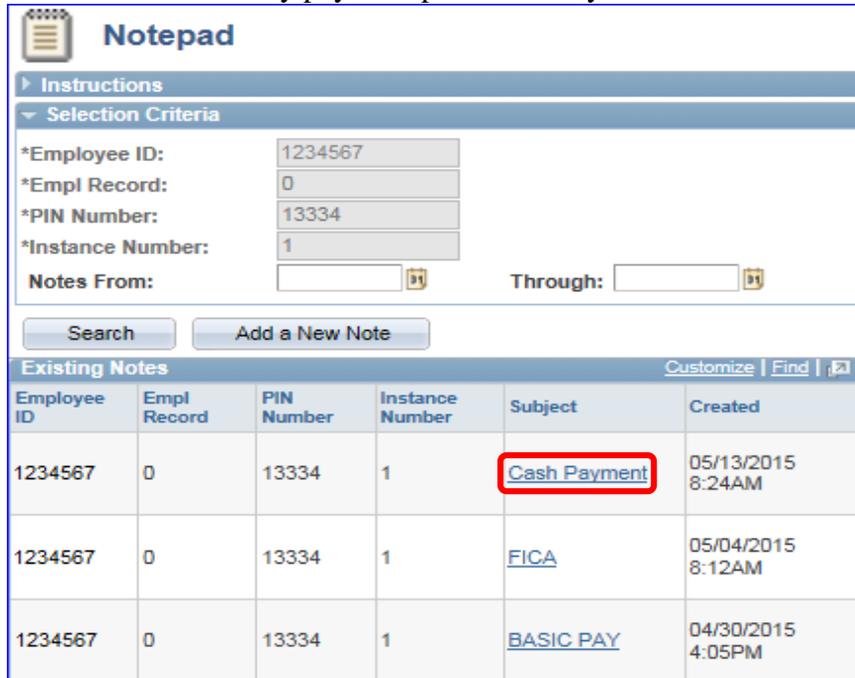
Allow Batch Update of End Date

*Continued on next page*

## PPC Special Payments and Cash Deposits, Continued

### Cash Deposits (continued)

This will open up the notepad in a new window and where you will get details about the debt and any payment put into the system for that debt.



The screenshot shows a Notepad application window with the following sections:

- Instructions**
- Selection Criteria**
  - \*Employee ID: 1234567
  - \*Empl Record: 0
  - \*PIN Number: 13334
  - \*Instance Number: 1
  - Notes From: [ ] Through: [ ]
- Buttons: Search, Add a New Note
- Existing Notes** (with links for Customize, Find, and Print)

Employee ID	Empl Record	PIN Number	Instance Number	Subject	Created
1234567	0	13334	1	<a href="#">Cash Payment</a>	05/13/2015 8:24AM
1234567	0	13334	1	<a href="#">FICA</a>	05/04/2015 8:12AM
1234567	0	13334	1	<a href="#">BASIC PAY</a>	04/30/2015 4:05PM

Clicking on the Cash Payment link will provide specific details about the payment.



The screenshot shows a Selected Note application window with the following sections:

- Instructions**
- Selected Performance Note**
- Applications**
  - Employee ID: 1234567
  - Empl Record: 0
  - PIN Number: 13334
  - Instance Number: 1
  - Created: 03/05/2015 4:07PM
  - Creator: Sandra Dee
  - Updated: by:
- Subject: DEBT PAYMENT
- Note Text: DEBT PAYMENT IN FULL VIA CREDIT CARD 3/5/15
- Buttons: Save



# Travel

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**Introduction** All Coast Guard members will perform some form of travel during their career requiring the preparation and submission of claims.

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**Objective** This section provides information to successfully locate references, navigate through Web TPAX, and see the common errors when submitting a PCS Claim (DD Form 1351-2).

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**Tutorials** All of the PPC TPAX tutorials can be found at the following links:  
<http://www.uscg.mil/ppc/multimedia.asp#TPAX>  
<http://www.uscg.mil/ppc/webtpax/index.htm>

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**Important Information** Some important information to remember:

- It is Required to submit a travel claim within 3 working days after the travel is performed.
- In case of an audit, a member is **REQUIRED** to keep all orders, travel claims and receipts for 6 years and 3 months.
- It is strongly recommended that members submit an authorization and have it approved in Web TPAX before travel begins.
- PCS travel claims must still be mailed to Topeka.
- Order Numbers (TONO) and Type of Order must match.
  - 11 TONOs are:
    - Normal (One trip 12 hours or greater – ADT).
  - 13 TONOs are:  
Blanket (Repeat travel under same TONO, and orders where submitting multiple travel claims throughout the duration of the orders).

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*Continued on next page*

## Travel, Continued

**TDY Incidental Expenses** Effective 1 October 2014, Incidental expenses have been expanded to include CONUS laundry, baggage tips, and ATM fees.

**Duty Day** Leave the **Duty Day** at default values.

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles
10/1/2012	DEP	66683 Topeka, KANSAS	CP	<input checked="" type="checkbox"/>		<input type="checkbox"/>						
10/1/2012	ARR	33131 Miami, FLORIDA	TD	<input checked="" type="checkbox"/>		LDP	CQ	CM	<input type="text" value="0"/>	<input type="text" value="105.00"/>	<input type="text" value="10.00"/>	<input type="text" value="0"/>
10/5/2012	DEP	33131 Miami, FLORIDA	CP	<input checked="" type="checkbox"/>		<input type="checkbox"/>						
10/5/2012	ARR	66683 Topeka, KANSAS	MC	<input type="checkbox"/>			NLG		<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>

**Settlements for Long Term TDY** **Either the “Authorization” or the “initial settlement” must be completed identifying the actual inclusive beginning and ending dates for the entire period of the orders.**

TPAX allows members to complete a settlement at any time while on long term Reserve Orders. Members can only submit multiple claims on orders with “13” type TONOs.

Within TPAX, complete settlements using “L.T.TDY.” There are three options in TPAX using this function:

- L.T. TDY – Beginning (initial settlement)
- L.T. TDY – Middle (any settlement between initial and end of orders)
- L.T. TDY – Ending (final settlement upon completion of orders)

A complete Tutorial for processing LT TDY settlements is available in PPC Web at: <http://www.uscg.mil/ppc/multimedia.asp#T-PAX>

### PCS Travel Claim Problem Areas

The following blocks show the most common problem areas on PCS Travel Claims.

5. TYPE OF PAYMENT (X as applicable)			
<input type="checkbox"/>	TDY	<input type="checkbox"/>	Member/Employee
<input type="checkbox"/>	PCS	<input type="checkbox"/>	Other
<input type="checkbox"/>	Dependent(s)	<input type="checkbox"/>	DLA

- **Member/Employee:** Check if the mbr/employee traveled.
- **Dependent(s):** Check if dependent(s) traveled with member.
- **DLA:** Check if want to be reimbursed for DLA.

***This box MUST be checked even if member was already given advanced DLA prior to PCS travel.***

*Continued on next page*

## Travel, Continued

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**PCS Travel  
Claim Problem  
Areas,  
continued**

<b>6. ADDRESS. a. NUMBER AND STREET</b>	<b>b. CITY</b>	<b>c. STATE</b>	<b>d. ZIP CODE</b>
<b>e. E-MAIL ADDRESS</b>			

This block must have member's current residential address at new PDS. If the member has not secured a new residence, put the Duty Station's address and make note of this in block 29 Remarks.

<b>9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES</b>
--

Remember that this box only represents **TRAVEL** Advances that member has received, not Advanced Pay or Advanced BAH.

<b>13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)</b>
--

This block must list dependent(s) residential address at the old PDS vice the new PDS. **Block 13 cannot be the same address as block 6.** This shows that the dependent(s) relocated and can be reimbursed dependent(s) travel entitlements and DLA with dependents.

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*Continued on next page*

## Travel, Continued

### PCS Travel Claim Problem Areas, continued

15. ITINERARY		c.	d.	e.	f.
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	MEANS/ MODE OF TRAVEL	REASON FOR STOP	LODGING COST	POC MILES
DEP					
ARR					
DEP					
ARR					
DEP					
ARR					

Make sure you fill out all of the appropriate blocks for each leg of travel. The abbreviations for these boxes can be found on page 2 of the DD Form 1351-2.

16. POC TRAVEL (X one)	<input type="checkbox"/>	OWN/OPERATE	<input type="checkbox"/>	PASSENGER
------------------------	--------------------------	-------------	--------------------------	-----------

This block must be checked “Own/Operate” for reimbursement of monetary allowance in lieu of transportation (MALT).

20.a. CLAIMANT SIGNATURE 
--

This block ***MUST*** have member’s original hand written signature in ***blue ink***. Photo copies (including color copies), electronic signatures, stamped signatures, and certified to be true copies are not authorized.

### Scanning Documents

As per ALCOAST 235/15, PPC is highly encouraging travelers to use the “Manage Image” button within WEBTPAX for members to attach readable scanned .PDF documents/images to be included with ALL TDY advance requests and TDY settlement claims.

A step-by-step tutorial on the use of “Manage Images” button is available on the PPC Travel Branch webpage at:

<http://www.uscg.mil/ppc/travel/ScannedDocumentsInTPAX.pdf>



