

# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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### **Alaska Marine Highway System (AMHS) Reservation Procedure Update**

Please inform personnel transferring in and out of D17 using the AMHS ferry to only book their ferry reservation through the AMHS Juneau call center at 1-800-642-0066. Upon receipt of PCS orders, the member emails a copy of orders with the AMHS reservation number to [uscg.travel@adtravel.com](mailto:uscg.travel@adtravel.com) so that ADTRAV can get the ferry reservation paid for.

Additional info is at:

[www.uscg.mil/psc/bops/govtrvl/Traveler/default\\_Traveler.asp#AMHS\\_Reservation\\_Policy\\_Change](http://www.uscg.mil/psc/bops/govtrvl/Traveler/default_Traveler.asp#AMHS_Reservation_Policy_Change)

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### **E-Mail ALSPO E/16; Statement of Service Letter for Civilian Employment**

[E-Mail ALSPO message E/16](#) provides the procedure for issuing a Statement of Service Letter for a member separating from active duty who is seeking a civilian appointment.

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### **New Bonus Programs for Multiple Rates**

[ALCOAST 157/16; FY16 Active Duty Enlisted workforce Management Critical Rate SITREP 3](#), announced new bonus programs (Enlistment bonuses, Critical Skills Training Bonuses, and Selective Reenlistment Bonuses) for multiple rates. The New SRBs, Enlistment Bonuses and Critical Skills Training Bonuses are now in effect through the end of fiscal year 2017. Please refer to [ALCOAST 157/16](#) for the latest information. CG-13 will post new FAQs and PPC will post CG-3307 templates very soon.

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### **[E-Mail ALSPO D/16; Reserve Inactive Duty or Training \(IDT\) Orders Procedures](#)**

[E-Mail ALSPO message D/16](#) promulgates an update to the Personnel and Pay Procedures Manual, PPCINST M1000.2 (series). The update provides new procedures for processing and payment for Reserve inactive duty for training (IDT) orders IAW [ALCOAST 159/16](#).

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### **[E-Mail ALSPO C/16; Personnel and Pay Procedures Manual, PPCINST M1000.2 \(series\)](#)**

[E-Mail ALSPO message C/16](#) describes the reformatting and reissuance of the Personnel and Pay Procedures Manual, PPCINST M1000.2 (series). It also promulgates a new first Chapter of the manual.

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### **[April End-Month Payroll Processing Complete](#)**

"Payslips" for 29 April pay day are available in Direct Access. Report any discrepancies through the P&A Office (Admin) to the SPO. If SPOs cannot address or need assistance, the SPO will submit trouble ticket. Payslips can be accessed via the [Self-Service "View" menu](#). Refer to [this guide](#) for an overview of the new payslip.

The End-Month April pay date is 29 April 2016. Paydays are the 1st (end of month (EOM)) and the 15th (Mid-Month) of each month, or the business day preceding the 1st or the 15th if either should fall on a federal holiday, Saturday or Sunday. Members should not set up automated payments or assume funds will be available prior to published paydays. Members should verify with their financial institutions as to the actual time funds are available to their account. See [When is Payday?](#) for more information.

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### **Assignment Year 2017 Recruiter Solicitation - Video Demo**

[ALCGENL 049/16](#) solicits candidates for recruiting duty.

Part of the application process includes submitting a Direct Access "My Panel Submissions" application for command endorsement. We've created a short video demo of the Direct Access application procedure to help applicants with the new process. It is available:

- On the [CG Portal in "WMV" format.](#)
- On our [internet site in "FLV" \(Flash\) format.](#)

Complete guidance, including guidance for command endorsements of My Panel Submissions is available in the Direct Access Knowledge Base at:

- On the [CG Portal.](#)
- On our [internet site.](#)

Please see <http://www.uscg.mil/psc/epm/docs/RecruitingInfo.pdf> for additional guidance and requirements.

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### **April Mid-Month Payroll Processing Complete**

"Payslips" for 15 April pay day are available in Direct Access. Report any discrepancies through the P&A Office (Admin) to the SPO. If SPOs cannot address or need assistance, the SPO will submit trouble ticket. Payslips can be accessed via the [Self-Service "View" menu](#). Refer to [this guide](#) for an overview of the new payslip.

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**Inactive duty for Training (IDT) Subsistence Allowance**

R 120955 APR 16  
FM COMDT COGARD WASHINGTON DC//CG-13//  
TO ALCOAST  
UNCLAS //N07200//  
ALCOAST 136/16  
COMDTNOTE 7200

SUBJ: INACTIVE DUTY FOR TRAINING (IDT) SUBSISTENCE ALLOWANCE

- A. [COMDT COGARD WASHINGTON DC 261746Z FEB 15/ALCOAST 070/15](#)
- B. [U.S. Code, Title 37, Section 402\(e\)](#)
- C. [RESERVE POLICY MANUAL, COMDTINST M1001.28 \(SERIES\)](#)
- D. [COAST GUARD PAY MANUAL, COMDTINST M7220.29 \(SERIES\)](#)

1. Purpose. This ALCOAST reiterates policy previously released in REF (A) regarding IDT subsistence allowance, formally IDT COMRATS, for enlisted reservists performing paid IDT drills.
2. Background. Errors in assignment of IDT meal eligibility for enlisted SELRES members has previously caused overpayments and underpayments for reservists performing paid IDT drills. In accordance with REF (B), an enlisted member of the Reserve Component (RC) may receive rations-in-kind (RIK), part thereof, or a cash allowance in lieu of a government provided meal when the member's paid IDT drill totals at least eight hours in a calendar day. Reserve members, regardless of their duty status, with or without pay, must pay for all government provided meals they consume.
3. Policy.
  - A. Reserve members are not authorized an IDT subsistence allowance for periods of travel to and from their drill site or whenever entitled to a meal per diem allowance in an IDT travel status.
  - B. Officers are not authorized an IDT subsistence allowance.
  - C. Reserve members who perform a single IDT drill are not authorized a government provided meal or a subsistence allowance.
  - D. Meal eligibility for a Reserve member who performs a paid multiple IDT drill is as follows:
    1. Reserve member not authorized lodging:
      - a. Reserve member arriving same day, not staying overnight: authorized lunch, or
      - b. Reserve member works past 1800: authorized lunch and supper
    2. Reserve member authorized lodging:
      - a. Reserve member arriving night before for one paid multiple IDT drill the next day: authorized breakfast and lunch, or
      - b. Reserve member arriving on day of 1st drill for two paid multiple IDT drills and staying overnight between drills:

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- 1st Day - authorized lunch and supper, and
  - 2nd Day - authorized breakfast and lunch
  - c. Reserve member arriving night before for two paid multiple IDT drills:
    - 1st Day - authorized all meals, and
    - 2nd Day - authorized breakfast and lunch
  - 4. This updated policy will be incorporated in future revisions of REFs (C) and (D), which will be released within the next year.
  - 5. Questions and concerns should be addressed to COMDT (CG-1311) email: [HQS-DG-LST-CG-1311@uscg.mil](mailto:HQS-DG-LST-CG-1311@uscg.mil).
  - 6. Released by RADM Kurt B. Hinrichs, Director of Reserve and Military Personnel.
  - 7. Internet release authorized.
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## [March 2016 Government Travel Charge Card Bulletin](#)

The latest issue of the [Government Travel Charge Card \(CTCC\) Bulletin](#)  is available.

In this issue:

- ADTRAV-New TMC
  - Calling ALL Travelers
  - Travel Billed to Order
  - We Want Feedback
  - Good to Know
  - Filing Civilian Applications
  - Customized GTCC Reports
  - Update PNet Banner Page
  - In the Spotlight
  - DHS Post Payment Audits
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### **CGHR: On the Radar Screen April 2016**

Welcome to the latest issue of CGHR: On the Radar Screen. You can access the newsletter when (and how) it's convenient for you - from work, from home, your smartphone, or your tablet. CGHR is your calendar for upcoming training and professional development events, as well as time-sensitive news.

You can read CGHR in its entirety by going to <http://www.uscg.mil/hq/cg1/cghr/2016/4.5.16.asp>.

If you have trouble accessing any of the newsletter links from your Coast Guard workstation, forward this email so you can read CGHR at home (or share with your family).

In this issue, you will find:

- On the Horizon
- Articles and Resources
- Tips and Tricks
- Coast Guard All Hands and Compass Blogs
- Recent Messages
- CG SUPRT
- Infographic

Earlier issues of CGHR can be accessed at <http://www.uscg.mil/hq/cg1/cghr/default.asp>.

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### **Reminder: Start Deduction for Coast Guard Standard Meal Rate in a Timely Fashion to Avoid Overpayment**

CGSMR must be started timely. Failure to do so WILL result in full one-time recoupment (DA 9.1 system design). If you will be starting retro-CGSMR (more than one month late), submit a trouble ticket requesting the deduction debt be converted to in-service debt and a liquidation schedule be built.

Failure to start CGSMR timely or failing to notify PPC that retro-CGSMR is being started WILL result in full recoupment of the CGSMR debt.

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**Special Duty Assignment Pay (SDAP) Update**

Per [ALCOAST 131/16](#), the FY-2016 SDAP rates have changed, effective 01 April for:

- Independent Duty Food Services Officer (FSO) (110' and 87'PB with FS-17 competency)/SD-3
- Independent Duty Food Services Officer (FSO)(140' WTGB)/SD-3
- Recruit battalion commander/SD-4
- CG Recruiting Command (CGRC) recruiter/SD-3
- Honor guard petty officer/nonrate/SD-2
- Office Program Manager-Facilities Forces (OPM-FSF)/SD-1

The above rate changes have been implemented in Direct Access. SPO action only needed to start SDAP for newly eligible members (e.g. OPM-SF).

**Transfer of PDRs from Sector North Bend to Base Seattle SPO**

Effective 08 April 2016 Base Seattle (SPO) has assumed responsibilities for the SPO PDRs for the following units:

UNIT	DEPT ID	OPFAC
STA YAQUINA BAY	000402	13-30505
STA UMPQUA RIVER	000132	13-30499
STA DEPOE BAY	006251	13-30511
CGC FIR	006413	13-15253
ANT COOS BAY	000523	13-41986
ESD COOS BAY	004522	49-53430
STA COOS BAY	000525	13-30478
STA COQUILLE RIVER DET	002177	13-00146
USCGC ORCAS	000142	13-13427
STA SIUSLAW RIVER	006250	13-30512
STA CHETCO RIVER	000134	13-30678
STA ROGUE RIVER DET	002631	13-30678
SECTOR NORTH BEND	SEE BELOW	13-37410

SECTOR NORTH BEND DEPT IDS: 002172, 044400, 044401, 044402, 044403, 044404, 044405, 044406, 044407, 044397, 044398, and 044381.

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The mailing address for Base Seattle (SPO) is:

Commanding Officer (SPO)  
U. S. Coast Guard Base  
1519 Alaskan Way  
Seattle, WA 98134-1102

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### **Supplemental and Striker Advancement Eligibility Lists Updated**

The advancement eligibility lists for [active duty striker and supplemental advancements](#) have been updated to reflect requests processed prior to 2 May 2016.

The advancement eligibility lists for [reserve supplemental advancements](#) have been updated to reflect requests processed prior to 2 May 2016.

The lists and other helpful information are available on the [Advancements branch CG Portal page](#).

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### **Government Travel Charge Card Program and Reminders**

ALCGPSC 052/16

SUBJ: GTCC PROGRAM UPDATES AND PCS SEASON REMINDERS

A. [Government Travel Charge Card \(GTCC\) Program Policies and Procedures, COMDTINST M4600.18 \(SERIES\)](#)

1. This message seeks to raise awareness of general programmatic concerns and provide general guidance as we move into the summer transfer season.
2. Travel Card Use. In general cardholders are required to use their travel card for all authorized, reimbursable travel expenses unless specifically exempt in [Ref A](#). These exemptions include Temporary Duty (TDY) of more than 21 days, Permanent Change in Station (PCS) duration of over 15 days, cases where the card is not accepted by the vendor, or prohibited such as group meals where the check cannot be split. Provided below are specific examples where card use is not authorized:
  - a. Permissive Orders. Permissive orders do not include reimbursement for travel expenses and therefore card use is prohibited.

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- b. Team Gear or Equipment. Government material required by multiple members of a group or team is not considered a reimbursable travel expense for an individual member and must be paid for by other procurement methods.
  - c. Tuition. While conference registration fees including those for training conferences are reimbursable travel expenses, tuition for regularly scheduled courses is not.
  - d. Local Travel. The travel card can only be used when the cardholder has travel orders and is not authorized for local travel expenses.
  - e. TDY Over 21 Days. For TDY travel over 21 days, the travel card shall not be used unless interim travel claims are submitted at least every 21 days which requires the travel orders to be document type 13 orders.
3. Permanent Change of Station (PCS) Issues. Relocation to a new duty station can be both exciting and stressful on the member and the family. Provided below are a few helpful reminders to ensure cardholders use their travel card correctly during the move:
- a. Duration. If the duration of the PCS travel will exceed 15 days, including leave, compensatory absence, proceed-time, and temporary duty in conjunction with the PCS, the card shall not be used. This does not apply to Temporary Lodging Allowance (TLA). The card may be used to cover hotels and meals in conjunction with the TLA entitlement, but reimbursement claims must be submitted every 15 days to allow for timely payment of the GTCC bill. In the case of Temporary Lodging Expense (TLE), card use is subject to the 15-day rule addressed above. If PCS travel duration will exceed 15 days, ensure the traveler requests a travel advance to cover the expenses.
  - b. Dependent Travel. The GTCC shall not be used for dependent travel expenses such as meals, lodging, and transportation tickets. Instead members should request travel advances and ensure their PCS travel orders authorize the use of the Centrally Billed Account (CBA) for dependent travel.
  - c. Leisure in Conjunction with Official Travel. Use of the members GTCC or the CBA and the GSA contracted fares for travel other than between official duty stations is not authorized. Special rules and fare restrictions apply to leisure in conjunction with official travel. Travelers are encouraged to review the Leisure in Conjunction with Official Orders FAQ sheet available at [www.uscg.mil/psc/bops/govtrvl/Traveler/LICWO-FAQ.pdf](http://www.uscg.mil/psc/bops/govtrvl/Traveler/LICWO-FAQ.pdf) or contact their Servicing Personnel Office (SPO) prior to booking any leisure travel.
  - d. Transportation of Household Goods. The GTCC is not authorized for the transportation of household goods (for example: U Haul rental), privately owned vehicles, mobile homes and boats per [Ref A](#). This includes Personally Procured Moves (PPM).
  - e. Alaska Marine Highway System (AMHS) Reservations. Personnel traveling into or out of Alaska via the AMHS ferry system are encouraged to review the current data on reservations and cancellation policies detailed on the following website - [http://www.uscg.mil/psc/bops/govtrvl/Traveler/default\\_Traveler.asp#AMHS Reservation Policy Change](http://www.uscg.mil/psc/bops/govtrvl/Traveler/default_Traveler.asp#AMHS_Reservation_Policy_Change).

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- f. Trailers/Recreational Vehicles (RV). Movement of a trailer (boat, camper, U Haul) or even driving an RV is not a reimbursable travel expense and therefore associated expenses are not authorized to be charged to the CBA or the Individually Billed Account. This is particularly important for travel within the northwest that involves the Alaska Marine Highway System. This would be considered part of a Do It Yourself (DITY) move and reimbursable under a separate process.
  - g. Credit Limit Increases. As part of your travel preparations, travelers should verify that the credit limit on their GTCC is sufficient to meet their authorized, reimbursable travel expenses. Cardholders can view their credit limit in Direct Access under the Self-Service, Employee, View, My Credit Card Data or by contacting their Travel Manager who can also increase the limit if needed.
  - h. Address Update. GTCC cardholders are reminded that they need to contact the bank following their PCS move to update their address in the bank system. The bank may be reached by calling the number on the back of the GTCC, 888-297-0781.
4. All questions should be directed as follows:
    - a. Cardholders shall direct GTCC questions to their unit GTCC Travel Manager. Members can determine who their supporting Travel Managers are under the contacts page located at [www.uscg.mil/psc/bops/govtrvl/](http://www.uscg.mil/psc/bops/govtrvl/).
    - b. GTCC Travel Managers: direct questions to Ms. Carlene Curry at 703-258-5996 or Evelyn.C.Curry@uscg.mil or Mr. Matt Ruckert at 703-201-3080 or Matthew.T.Ruckert@uscg.mil.
  5. Released: RDML M. T. Bell Jr., Commander, Personnel Service Center. The Service Center for Our Most Important Resource - Our People.
  6. Internet release is authorized.
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## **Personally Procured Movements (PPM) of Household Goods (HHG)**

During the HHG peak season it may be difficult to secure a Government contracted transportation service provider (TSP) that meets everyone's desired packing, pick-up, and delivery dates. If a TSP cannot be contracted, or if a member prefers, they may perform a full or partial PPM and receive an incentive payment of 95 percent of what it would have cost to transport the member's HHG, not to exceed the member's authorized permanent change of station (PCS) weight allowances in one lot. Refer to [ALCOAST 119/16; Personally Procured Movements \(PPM\) of Household Goods \(HHG\)](#) for more information.

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### **[New User guide added - Verifying the Remaining Balance of an Advance](#)**

A Request for an Advance is unique in that it creates a One Time Positive Input (OTPI) which establishes the Advance payment and an Element Assignment By Payee (EABP) which liquidates it.

The [Verifying the Remaining balance of an Advance](#) user guide provides the procedures for finding the balance owned on ad advance.

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### **[Household Goods Weight Limits and Reimbursement for Excess Weight](#)**

ALCGFINANCE 022/16

SUBJ: HOUSEHOLD GOODS WEIGHT LIMITS AND REIMBURSEMENT FOR EXCESS WEIGHT

- A. Joint Travel Regulations (JTR)
- B. ALCOAST 117/16

1. Coast Guard members in receipt of permanent change of station orders that authorize a shipment of Household Goods (HHG) should be aware of their maximum allowable weight (MAW) which can be found in reference A. Annually, the Office of Military Personnel, Commandant (CG-133), generates an ALCOAST to update the organization on the HHG counseling process. Reference B is the 2016 announcement.

2. The JTR allows the Government to pay the total transportation and storage costs and collect reimbursement from the member for any excess weight costs. The Finance Center is responsible for paying the Transportation Service Provider (TSP) and subsequently auditing each shipment payment to ensure payments are within the authorized allowance for each member. An ongoing HHG program audit identifies active duty, retired, civilian and separated members that exceeded their authorized HHG MAW limit. Over the most recent five years of available data, 493 members (415 active duty; 38 retired; and 40 out of service) exceeded their MAW and subsequently received a notice to reimburse the government for exceeding their entitlement. The reimbursement is calculated based on excess weight and distance per government contracted rates. The following are select statistics for those with excess cost:

- a. Average weight over MAW: 2,017 lbs
- b. Average debt for excess cost: \$2073

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- c. Median weight over MAW: 1,500 lbs
- d. Median debt for excess cost: \$1,328
- e. Highest weight above MAW: 17,431 lbs
- f. Highest debt for excess cost: \$23,572

3. To reduce HHG weight and prevent excess costs, members should dispose of any unwanted or unneeded HHGs. To help members estimate their HHG weights, a weight estimating tool is available at [www.move.mil](http://www.move.mil). To find the weight estimating tool, a member should select the "Before you Move" link, and then select the "Weight Allowance" link on the left hand side of the screen. The TSP will also estimate a member's HHG weight during the pre-move survey. After members' HHGs have been picked up, they may contact the origin Personal Property Shipping Office (PPSO) that scheduled the HHG movement to get their actual HHG weight. If members dispute their HHG weight, they may request a witnessed or un-witnessed reweigh by contacting their TSP, origin PPSO or destination PPSO. However, a reweigh must be requested before HHGs are delivered. It is not possible to reweigh HHGs after delivery.

4. Members married to members may be able to combine their HHG weights and should ensure their HHG counselor is aware of their status as a member married to another member. Members are responsible for ensuring pro gear is separated from HHGs before packers arrive, and should remind their TSP that pro gear must be weighed separately during pick-up. All pro gear must be clearly described and identified on the TSP inventory sheet at origin, and the estimated weight must be entered on the Application for Shipment and/or Storage of Personal Property (DD Form 1299). Ensure the term m-pro is used to identify the members pro gear and s-pro is used to identify spousal pro gear.

5. Individuals indebted to the Coast Guard will receive notice to reimburse the Coast Guard for the excess charges. The Finance Center will notify those individuals with a letter of indebtedness that will provide guidance on how to remit payment. Without evidence to the contrary, an individual's indebtedness to the government for excess HHG transportation costs will not generally be considered as having arisen from an erroneous payment, and therefore does not meet the criteria for a waiver of debt collection.

6. Points of contact:

- a. Policy: COMDT (CG-1332) POC is CWO Randy Jeffery at 202-475-5393, [james.r.jeffery\(at\)uscg.mil](mailto:james.r.jeffery@uscg.mil) or Mr. Tony Pearson at 202-475-5368, [anthony.h.pearson\(at\)uscg.mil](mailto:anthony.h.pearson@uscg.mil).
- b. Field Support: Contact the HHG Transportation Officer within the Personnel Support Department at your servicing Base. Contact information may be found at the following link:  
[https://cg.portal.uscg.mil/units/dcms/SharedDocuments/MS\\_Handbook\\_2016.pdf](https://cg.portal.uscg.mil/units/dcms/SharedDocuments/MS_Handbook_2016.pdf) (Intranet only).
- c. FINCEN: Customer Support: 757-523-6940, <http://support.fincen.uscg.mil>.

7. Internet release is authorized.

8. CAPT E. F. Klein, Commanding Officer, Finance Center, sends.

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### Optional Webinar for Members Transferring to Overseas Locations in 2016

ALCGPSC 058/16

SUBJ: OPTIONAL WEBINAR FOR MEMBERS TRANSFERRING TO OVERSEAS LOCATIONS IN 2016

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

1. The Personnel Service Center (PSC) is offering optional webinars to members and their spouses executing permanent change of station (PCS) orders to overseas locations in 2016. These webinars will explain and supplement entitlement information in reference (a) to assist members in planning their move to an overseas location.

2. The following webinar date/time options are available:

- a. Tue 10 May at 1400 EDT (1300 CDT, 1100 PDT, 1000 AKDT).
- b. Wed 11 May at 1400 EDT (1300 CDT, 1100 PDT, 1000 AKDT).
- c. Mon 16 May at 1400 EDT (1300 CDT, 1100 PDT, 1000 AKDT).

3. Primary delivery of these webinars will be through dhsconnect using SWIII, smartphones, or personal computers with internet access and speakers are needed to see/hear the presentation; secondary teleconference is available. If using a mobile device, ensure the Adobe Connect App has been downloaded to the device. Test your computer connectivity by using the following link before the session:

[https://dhsconnect.connectsolutions.com/common/help/en/support/meeting\\_test.htm](https://dhsconnect.connectsolutions.com/common/help/en/support/meeting_test.htm).

4. Connection:

a. Primary: Use the following link to join the session – please be logged in at least 10 minutes prior to the start time to work out any issues.

<https://dhsconnect.connectsolutions.com/oconuspcs/>.

b. Secondary Connection: Access to the Overseas Transfer Webinar Teleconference number is available through CG Portal announcements at: [https://cg.portal.uscg.mil/units/psc/psc-bops/SitePages/overseas\\_scening.aspx](https://cg.portal.uscg.mil/units/psc/psc-bops/SitePages/overseas_scening.aspx).

5. POC: CDR D.P. Schaffer, PSC-BOPS-C, [daryl.p.schaffer@uscg.mil](mailto:daryl.p.schaffer@uscg.mil) or 202-795-6493.

6. Released: RDML M. T. Bell Jr., Commander, Personnel Service Center. The Service Center for our most important resource – Our People.

7. Internet release authorized.

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### **Coast Guard Reserve Inactive Duty for Training (IDT) Pay Support Documentation**

ALCOAST 159/16

COMDTNOTE 7400

SUBJ: COAST GUARD RESERVE INACTIVE DUTY FOR TRAINING (IDT) PAY  
SUPPORT DOCUMENTATION

- A. U.S. Coast Guard Certifying and Disbursing Manual, COMDTINST M7210.1 (series)
- B. Reserve Policy Manual, COMDTINST M1001.28 (series)
- C. Special Duty Assignment Pay (SDAP), COMDTINST 1430.1 (series)
- D. Coast Guard Pay Manual, COMDTINST M7220.29 (series)
- E. U.S. Code, Title 37, Section 402(e)
- F. COMDT COGARD WASHINGTON DC 161930Z DEC 15/ ALCGFINANCE 058/15
- G. Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series)

1. This message emphasizes existing policy and implements new procedures to validate and support certain aspects of IDT pay transactions for reserve members and reserve supervisors. It also provides a baseline for future policy necessary to better manage the eligibility for IDT berthing for reservists residing outside of the reasonable commuting distance (RCD) of their assigned duty locations.

2. In the context of IDT pay for reserve members, Direct Access (DA) is the Coast Guard's official system of record and satisfies all requirements of REF (A). It tracks and stores the member's drill request, supervisor's approval, and completion of drill. DA is the official source for documentation that Servicing Personnel Offices (SPOs) and Payment Approving Officials (PAOs) will use for approving IDT pay and any applicable entitlements.

3. IDT drills shall be scheduled and approved in DA in advance of reservists reporting for duty. Upon member request, written orders shall be issued as soon as possible before the scheduled duty period or periods to allow the reservist time to provide notification to a civilian employer. The times reflected in the DA IDT drill request must align as much as possible to the actual duty hours expected of the reservist and include all meal breaks. In all cases where single drills or Readiness Management Periods (RMPs) are requested, the period of duty must reflect a minimum of four hours for single drills or three hours for RMPs; exclusive of travel time to and from the regularly scheduled drill site, rest, recreation, or meal periods. In all cases where multiple drills are requested, the period of duty must reflect a minimum of eight hours; exclusive of travel time to and from the regularly scheduled drill site, rest, recreation, or meal periods. For example: enlisted reservists scheduled to perform one multiple drill not requiring members to remain overnight at an IDT site within RCD of their residence would be scheduled for a drill that is eight and one-half hours duration, the additional half-hour represents the noon meal break (the duration would be longer if the meal break were for more than one-half hour). The duration of the drill should be increased by a like amount of time for any scheduled rest or recreation breaks of more than 15 minutes. Reserve supervisors are responsible for verifying accurate drill times

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and meal eligibility are reflected in DA upon approval as outlined in paragraph 5 of this ALCOAST and ensuring all other requirements of REFs (A) and (B) have been met. SPOs/PAOs will ensure the drill times recorded in DA meet the requirements of REF (B). For all IDT drills requesting Special Duty Assignment Pay (SDAP) and/or Foreign Language Proficiency Pay (FLPP), the reserve member must have a current endorsement by the Command on file as outlined in REFs (C) and (D). SPOs/PAOs will ensure a member's record has on file the required designation letter and that it is current.

4. In accordance with REF (E), enlisted members of Reserve Components may receive rations-in-kind (RIK), part thereof, or a cash allowance in lieu of a government provided meal when the member's paid IDT drill totals at least eight hours in a calendar day. The minimum eight hours of duty is exclusive of travel time to and from the regularly scheduled drill site as well as any time allocated for meals, rest and relaxation, or sleeping in accordance with chapter 2.B.1.b of REF (B). The Coast Guard cash allowance in lieu of RIK is the IDT Subsistence Allowance, which is based on Coast Guard Standard Meal Rate (CGSMR) prices established in REF (F) and successor ALCGFINANCE messages, for meals provided by Coast Guard Dining Facilities. IDT Subsistence Allowance is payable in pro-rated amounts equal to CGSMR prices for eligible meals (breakfast, lunch, or supper) as authorized in paragraph 5.F. of this ALCOAST.

### 5. IDT Meal Policy.

- A. RIK for IDT is not authorized.
- B. Reserve members, regardless of their duty status, with or without pay, must pay for all government-provided meals they consume.
- C. Reserve members are not authorized an IDT Subsistence Allowance for periods of travel to and from their drill site or whenever entitled to a meal per diem allowance in an IDT travel status.
- D. Officers are not authorized IDT Subsistence Allowance.
- E. Reserve members who perform a single IDT drill are not authorized RIK or an IDT Subsistence Allowance.
- F. Meal eligibility for a reserve enlisted member who performs multiple paid IDT drills is as follows:
  - (1) Reserve member not authorized lodging:
    - (a) Reserve member arriving same day, not staying overnight: authorized lunch, or
    - (b) Reserve member works past 1800: authorized lunch and supper
  - (2) Reserve member authorized lodging:
    - (a) Reserve member arriving night before for one paid multiple IDT drill the next day: authorized breakfast and lunch, or
    - (b) Reserve member arriving on day of 1st drill for two paid multiple IDT drills and staying overnight between drills:
      - 1st Day - authorized lunch and supper, and
      - 2nd Day - authorized breakfast and lunch
    - (c) Reserve member arriving night before for two paid multiple IDT drills:
      - 1st Day - authorized all meals, and

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### 2nd Day - authorized breakfast and lunch

6. District (DXR), DOL-1, and PAC-13 staffs shall ensure up-to-date rosters of personnel scheduled to receive IDT berthing are readily available to reserve supervisors upon request to validate the receipt of the breakfast and supper meals for those enlisted members who are eligible.
  7. Future policy and procedures will be developed to provide increased visibility of member eligibility for participation in the IDT berthing program. This process will be aligned with the annual administrative validation process and include:
    - A. Validation of the residence for all members of the Selected Reserve;
    - B. Implementation of a standard Administrative Remarks, Form CG-3307 entry or other form to be developed to document whether the member resides inside or outside of the RCD of their assigned duty location and the associated meals and berthing authorizations that may result; and
    - C. Establishment of random testing of Personnel Data Records as part of the Office of Reserve Affairs, COMDT (CG-131) Internal Control program to ensure adequate documentation exists to support all aspects of IDT pay transactions.
  8. This policy will be incorporated into the next issuance of REFs (B), (D), and (G), which will be released within the next year.
  9. COMDT (CG-131) POCs: CDR Alexander Foos, 202-475-5430, Alexander.C.Foos@uscg.mil and LCDR Tuan Luong, 202-475-5446, Tuan.L.Luong@uscg.mil.
  10. Released by RADM Kurt B. Hinrichs, Director of Reserve and Military Personnel.
  11. Internet release is authorized.
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### Update to Certificate of Release or Discharge from Active Duty, DD Form 214 Instruction

ALCOAST 168/16

COMDTNOTE 1900

SUBJ: Update to Certificate of Release or Discharge from Active Duty, DD Form 214 Instruction

- A. Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4d
- B. Certificate of Release or Discharge FROM Active Duty (DD Form 214/5 Series), DODI 1336.01
- C. Certificate of Release or Discharge from Active Duty, DD form 214, PSCINST 1900.1

1. This ALCOAST announces an update to policies and standards for issuing a DD Form 214. The new policy removes redundancies and ensures the Coast Guard is fully aligned with the DOD. Procedures on issuing DD Form 214 have been delegated to the Pay and Personnel Center (PPC).

2. Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4D (REF A) is cancelled. Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST 1900.4E is in effect.

3. Major changes include:

- a. Aligning the eligibility and issuance of Certificate of Release or Discharge from Active Duty, DD Form 214 for all military services, IAW REF B.
- b. Removes standard guidance for the completion and execution of the Certificate of Release or Discharge from Active Duty, DD Form 214. That information can now be found in REF C on the PPC webpage at <http://www.uscg.mil/ppc/pd.asp>. When arriving at the link, please utilize the e-learning tab to locate Servicing Personnel Office (SPO) guides wherein the SPO Separations Transactions are available.

4. COMDT (CG-1331) POC is YNCM Charles Seay at HQS-PolicyandStandards (at) uscg.mil.

5. RADM Kurt B. Hinrichs, Director of Reserve and Military Personnel, sends.