

25 April 2016 - MANIC MONDAY  
Q&A

Q. TRIPS, do you we have to add an order note to members PCS orders that it was completed?

A. The COMDT Instruction just states to have it completed. There is no requirement to document counseling in on the orders or in the PDR. Here is the link:  
<https://trips.safety.army.mil/coastguard/login.aspx>

Q. SWE - would like to confirm the UB weight allowance for Bahrain, as the 3PM 2.F.4.1 states is 500lbs but Appendix W part H in the chart states 600lbs.

A. The September 2015 change to the JTR, Appendix W, increased the administrative weight allowance for Coast Guard members assigned to Bahrain from 500 to 600lbs. "*An unaccompanied (dependent restricted) incoming/departing member assigned to USCG PATFORSWA is limited to 600 lbs. of HHG (including PBP&E and medical equipment) as furnished Gov't Qtrs are available.*" The online PPPM has been updated (as of today) to reflect the new administrative weight allowance.

Q. ADT orders. I regards to the funding tab. I've noticed FICA not expending on several ADT orders. I've also noticed the amount projected as pay and FICA is showing up on my FPD report as a different amount than shown in Direct Access. I can find a sample real quick.

A. P&D has not heard of any issues with the 72 type doc information. Please email Charlie and we will research for you.

Q. Has there been any word on increased drill allowance for PSU members? Has 60 been approved?

A. ATP allocations for PSU are outlined in ALCGFINANCE 010/16 (posted on our web site at <http://www.uscg.mil/ppc/alspo/default.asp#ten16>) and in the March 2016 PPC Customer Newsletter at <http://www.uscg.mil/ppc/alspo/2016/SPONews0316.pdf>. Questions for PSU/ADT should contact PAC-13.

Q. We had some of those leave issues at the beginning of the year. Leave balances going negative. We haven't heard anything on them. Last we heard they were all still pending. Has anything moved on those?

A. Last PPC heard, these issues had been resolved. If you are still experiencing Leave issues, please submit a PPC trouble ticket.

Q. Is there a status update for the overseas screening process?

A. (CDR Schaffer) We hope to have a Webinar for member's in receipt of OCONUS orders in the next few weeks. We are still working on policy changes.

Q. IADT/IDT Orders. Member's are completing initial IADT for boot camp, then reporting into new drill location, then going to IADT for their rate within a short time - having issues trying to set TRAPAY CAT so quickly - how do we get drills paid between the two IADT periods happening often so quickly?

A. You will need to change the members TRAPAYCAT in DA via "member status change". They need to be in Cat F for IADT, then when complete change to A. When Phase II of IADT orders are being complete, they need to be switched back to Cat F, then A once completed. Call PPC P&D (Charlie) off-line for guidance.

Q. Will pay slips be updated today?

A. Payslips are generally posted three days prior to the pay date. PPC will post a notice and send an e-mail to our distributions list when available. Should be available tomorrow or Wednesday.

Oh No!

IT'S JUST ANOTHER MANIC

• MONDAY •

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DD-214 Manual



New IDT Process



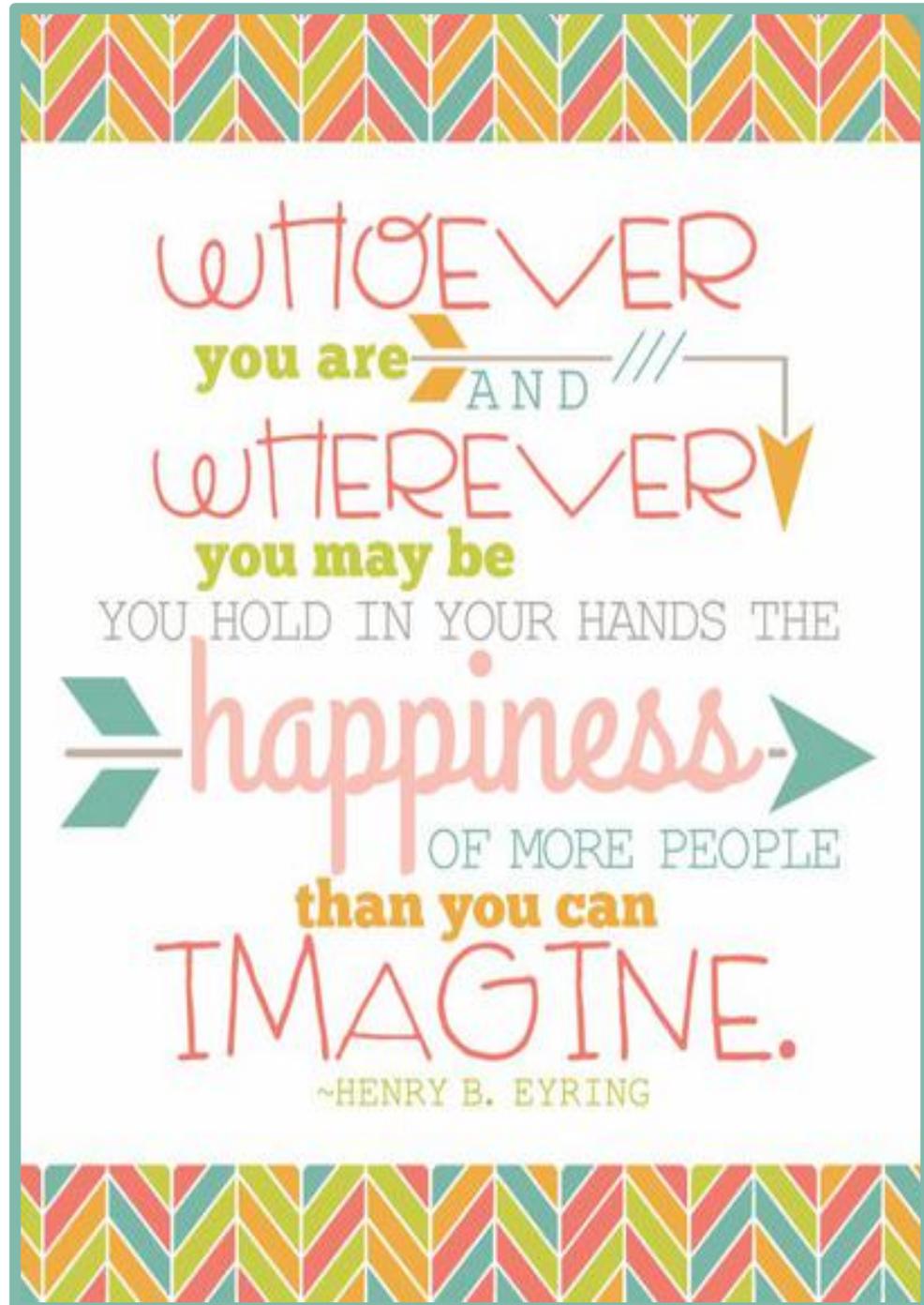
PCS / TRIPS



May SWE



PPC P&D WEBSITE





- Official Instruction
- Year Long Revision
- Block by Block Instruction
- CGPSCINST 1900.1

**CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY**

1. NAME (Last, First, Middle) [REDACTED] 2. DEPARTMENT, COMPONENT AND BRANCH [REDACTED] 3. SERVICE NUMBER [REDACTED]

4. GRADE OR RATE [REDACTED] 5. DATE OF ENTRY INTO ACTIVE DUTY [REDACTED] 6. DATE OF RELEASE OR DISCHARGE [REDACTED]

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DD Form 214-AUTOMATIC, NOV 88

# PPCINST M1000.2B

## Section A: Inactive Duty Orders

### Personnel and Pay Procedures Manual



- **ALCOAST COMING SOON**
- **OVERVIEW & EXPLANATION**
- **EXAMPLE MEMORANDUM**
- **IDT CHECKLIST**

✓ ORDERS

✓ DEPARTING

✓ REPORTING

✓ ENTITLEMENTS

✓ LEAVE

✓ PDR

✓ EER

✓ TRAVEL

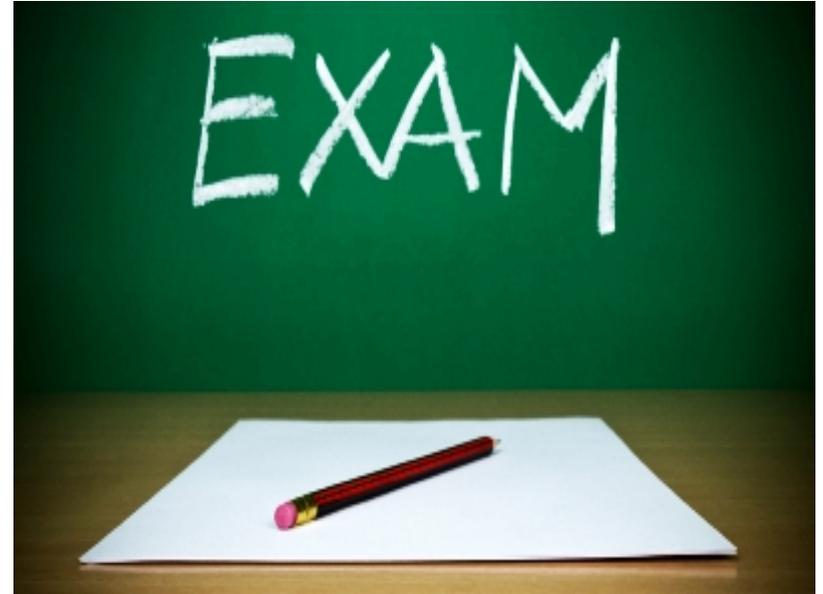
**\*\*\*REQUIRED TRAVEL RISK PLANNING SYSTEM (TRIPS)  
SAFETY & ENVIRONMENTAL HEALTH MANUAL  
COMDINST 5100.47A**

**Full form of  
PCS**

# SERVICE WIDE



**MAY 3 & 5, 2016**



# ARE YOU READY?

# PPC WEBSITE AND RESOURCES

NEWS

COURSE MATERIALS

KNOWN ISSUES

E-LEARNING



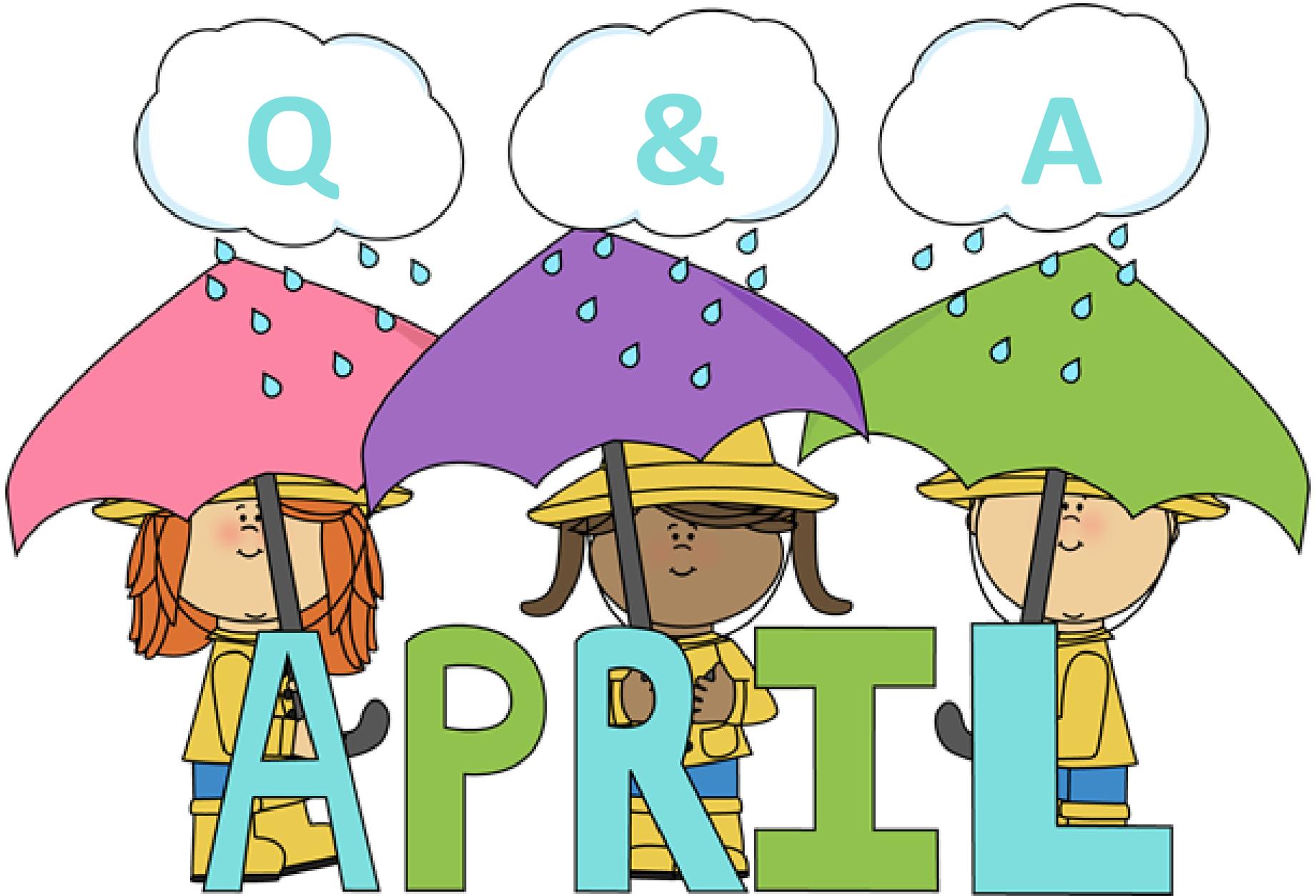
NOTICES

YN DEVELOPMENT

LIBRARY

PAY SLIP VALIDATION

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



KAREN EMMOT  
CWO DAVID COTA  
RICH ETHERIDGE  
CHARLIE BARTOCCI  
SANDRA COTTRELL  
MADELINE JACKSON  
YN1 JESSE O'BRIEN  
MATTHEW O'CONNELL

[PPC-PF-PD@USCG.MIL](mailto:PPC-PF-PD@USCG.MIL)

CUSTOMER CARE  
785-339-2200



**CONTACT US ANYTIME**

# Going Somewhere?

Beverly Phillips, CG HSWL SC (im) Norfolk

## Improved, Easier to Use Travel Tool

Travel season is fast approaching. Whether you will be traveling by motor vehicle on vacation or traveling on PCS orders, prepare early to have a safe journey. In an effort to assist military members and civilian employees in their travel plans, the Department of Defense provides a travel planning tool known as the Travel Risk Planning System (TRiPS). TRiPS is an on-line, automated risk assessment tool developed to help mitigate risk and reduce fatalities among personnel driving a private motor vehicle or motorcycle outside their local area.

If you had difficulties using the tool in the past, give it another chance! In May of 2015, TRiPS was updated to provide users a more stable platform and is accessible on any device with internet access. In addition, users are no longer required to register for a TRiPS account and may use their personal email address, eliminating the need for CAC login and allowing you to do the assessment at home.



A TRiPS assessment is now required by the Safety and Environmental Health Manual, COMDINST 5100.47A, for members on permanent change of station orders traveling more than 400 miles. These members are required to complete an assessment and have their supervisor review and approve it before travel commences. Members can access TRiPS through the [USCG CG-11 Motor Vehicle Safety webpage](#) or the [USCG HSWL SC Motor Vehicle Safety Portal page](#). In addition, the USCG HSWL SC Motor Vehicle and Motorcycle Portal pages have a great deal of reference information available that may help with your trip or with unit training needs.

*Did you know a TRiPS assessment is **REQUIRED** for members traveling more than 400 miles on PCS orders?*

If your travel doesn't require an assessment, it is still a good idea to take a few minutes to evaluate the risks of a trip and review a few safety tips. If you are traveling more than 350 miles, it is highly recommended.

A PCS move can be stressful and tempt you to push your limits. More than one member has lost their life by making poor decisions in order to accomplish a transfer. In the last five years, the CG has lost 23 members to motor vehicle accidents. Almost half occurred during hours of darkness and most of those in the late night/early morning hours. Fatigue plays a huge role in these accidents. Plan YOUR trip so you can avoid this risk factor.

A TRiPS assessment will reinforce common sense driving principles such as: staying alert, alcohol consumption, getting enough sleep, and taking adequate breaks. In addition, it will provide some safety tips that you may not have considered. A discussion with your supervisor may also give you new insights. With plenty of planning, a long trip (or a short one) can be made less stressful and much safer. Now buckle up and enjoy the beautiful and diverse scenery our country offers!



**Reduce Your Travel Risk with TRiPS**

**DON'T LET YOUR "GUARD" DOWN**

<https://cglink.uscg.mil/2a056cd>