http://uscg.mil/ppc Issue 01/2011 January — March 2011

Servicing Personnel Office News

United States Coast Guard Pay & Personnel Center

Recent Significant Overpayments

In our continued effort to ensure our Coast Guard members are paid accurately every month, we track document accuracy and timeliness and look for opportunities to improve procedures and awareness.

Here are our latest, real-world, examples of what can happen to members when communication breaks down, when SPO staff members may not know the rules, may not do proper research, or do not pay attention to detail:

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1. $13,644.20, Overpayment was for BAH and CONUS COLA entitlements from 30AUG10 - 31JAN11.

What happened? Member reported to his new unit on 30AUG10, SPO did not complete reporting endorsement until 27DEC10 which auto closed BAH and CONUS COLA segments. No entitlements for the new PDS were started. Debit was built for BAH and CONUS COLA from 30AUG10 - 31DEC10 with no new entitlement to BAH or CONUS COLA to offset it.

Possible preventative action: Unit entitlement rosters are available to SPOs in Direct Access to quickly identify members with entitlement rows that are closed. BAH would have been easily identifiable on this roster, because all members on AD must have a BAH row open.

2. $16,265.49, Overpayment was for Pay and Allowances for 16OCT10 - 15JAN11.

What happened? A Reservist was released from AD orders early on 16OCT10. Corrections to the member's orders were not completed until 11JAN11. Late document submission resulted in the member's pay and allowances continuing 3 months after he was released from orders.

Possible preventative action: SPO and member/unit communication are vital in maintaining awareness of members' status.

3. $980.50, Overpayment was due to mandatory Discounted Meal Rate (DMR) deductions not started from 17SEP10 - 15JAN11.

What happened? Member reported to new PDS on 17SEP10 where mandatory DMR deductions were required (e.g., sea duty). When entitlements were started the member's BAS was not offset by DMR deductions. Documents to correct member's pay to start DMR deductions for the period in question was not submitted until 13JAN11.

Possible preventative action: Ounce again a unit entitlements roster would have allowed the SPO to quickly identify members with entitlement rows that are closed. The member's unit was a career sea pay (CSP)-eligible vessel where DMR deductions for enlisted personnel should be assumed with exceptions such as TDY, Galley closure, leave, etc. One member without DMR deductions would be questionable when viewed on the roster.

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Recent Significant Overpayments (cont'd)

(Continued from page 1)

4. $2,426.73, Overpayment was for BAH w/dependents and COLA w/2 from 02AUG10 - 15JAN11.

What happened? Effective 02AUG10 member was no longer eligible for BAH w/dependents and COLA w/2. SPO did not submit documents to correct member's entitlement for BAH and COLA to w/o dependents until 30DEC10.

Possible preventative action: Again, SPO and member/unit communication are vital in maintaining awareness of members' status.

We ask that SPO staff members, of all levels, be mindful of these errors (and their causes) when processing pay and entitlements for their customers and work toward 100% accuracy and timeliness with us.

Contacting PPC Customer Care

How to contact us:

1. Online Trouble-Ticket: http://uscg.mil/ppc/ccb/ or http://cgweb.psc.uscg.mil/ccb/ (Use this link if you have attachments to send with your inquiry)
2. Email: PPC-DG-CustomerCare@uscg.mil
3. Telephone: (866) 772-8724 (toll free) or (785) 339-2200 (0700 to 1600 weekdays). The call center will be staffed on the following weekends in FY11:

   Oct 16-17
   Nov 20-21
   Dec 11-12
   Jan 22-23
   Feb 12-13
   Mar 19-20
   Apr 16-17
   May 21-22
   Jun 11-12
   Jul 16-17
   Aug 20-21
   Sep 17-18

Hours of coverage (on the above weekends):

Saturdays:
- Phone Coverage 0800-1130 and 1230-1500
- Trouble tickets worked: 0600-1130 and 1230-1600

Sundays:
- Phone Coverage 0800-1130 and 1230-1400
- Trouble tickets worked: 0600-1130 and 1230-1400

About the SPO Newsletter

An authorized publication, the SPO Newsletter is published under the direction of the U.S. Coast Guard Pay & Personnel Center. Views and opinions expressed are not necessarily those of the Department of Homeland Security or the U.S. Coast Guard. The SPO Newsletter shall not be considered an authority for any official action and is non-record material. The SPO Newsletter is published quarterly. Articles are solicited from all readers. Back issues are available at: http://uscg.mil/ppc/sponewsletter.asp.

How to submit an article

Articles for the SPO Newsletter may be submitted by e-mail to the Procedures & Development branch e-mail address "PPC-PF-PD". Articles may also be submitted via our web form at http://www.uscg.mil/ppc/newitemform.asp. **All items approved for publication will immediately be posted on our SPO news web page** (http://uscg.mil/ppc/alspo/).

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New Web Site Makes it Easy to Check on Your Benefits

By CWO Arnaz Deal, USCG Liaison, DMDC

I just wanted to give Coast Guard members an opportunity to provide feedback on a new web site. This site currently can be used as a tool to see what service members and/or dependents status looks like in DEERS, as well as providing other information.

The web site, myDoDbenefits, needs your input...They want your ideas! If you have a new name that would better represent all the military services or anything else for the web site then let them know. MyDODbenefits offers many things to Service members and their families, including benefit information, personnel, information, education information, self-help (FAQs, printing proof of insurance letter, etc.) and more to come, including ID card information.

Check out the information below for the web site layout, or logon and see for yourself.

www.mydodbenefits.dmdc.mil

My Profile Information

- Update contact information (including personal address and duty address) -View personal information (including name, dob, gender, etc.)

Health Care

- Medical/Dental/Pharmacy
- Other Health Insurance
- Claims & Fees
- Immunizations
- Proof of Insurance

Education

- Transfer of Education Benefits

Personnel

- Status
- Civilian Employment Information
- Most Recent AD/ Reservist Information

Help

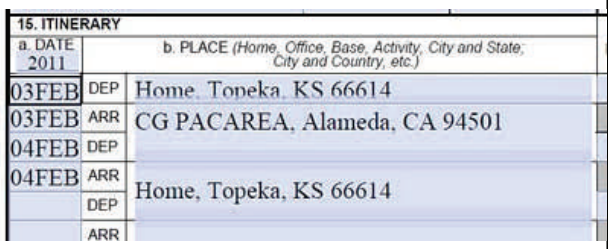
- FAQs
- Site map
- Contact us
- About us

If you have an idea please reply to Arnaz.Deal@osd.pentagon.mil

Travel Claim Submission Using Zip Code to Zip Code

An update to the JFTR has changed the way to enter the departure and arrival locations within the itinerary of the Coast Guard Travel Preparation and Examination (TPAX) system and for the submission of paper claims to PPC. This change affects TDY and PCS, CONUS and non-foreign OCONUS areas. All destinations/arrivals must include the five digit zip code.

When completing the itinerary in TPAX for CONUS or non-foreign OCONUS travel, enter the two letter state abbreviation, tab to the city field and enter the five digit zip code and hit accept. A future update to TPAX will add the words zip code to the city field. (Most cities will remain in TPAX but should not be used except within foreign locations or to/from foreign locations.) When submitting a paper claim (1351-2 dtd Mar 2008) for CONUS or non-foreign OCONUS travel, type or write in all the required information along with the five digit zip code within the itinerary (block 15).



15. ITINERARY		
a. DATE 2011		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)
03FEB	DEP	Home, Topeka, KS 66614
03FEB	ARR	CG PACAREA, Alameda, CA 94501
04FEB	DEP	
04FEB	ARR	Home, Topeka, KS 66614
	DEP	
	ARR	

DD-1351/2 Itinerary showing zip codes in b. PLACE field.

Military Pay Days-2011

Note: See E-Mail ALSPO M/10; 2011 Pay Transaction Cutoff Dates for the complete payroll processing schedule.

Pay Period	Mid-Month Payday	EOM Payday
January	January 14	February 1
February	February 15	March 1
March	March 15	April 1
April	April 15	April 29
May	May 13	June 1
June	June 15	July 1
July	July 15	August 1
August	August 15	September 1
September	September 15	September 30
October	October 14	November 1
November	November 15	December 1
December	December 15	December 30

Availability of Funds

Source: Treasury's "Green Book"

In accordance with NACHA Operating Rules, consumer payments (i.e., Federal salary and travel payments, benefit payments) must be made available for withdrawal no later than the opening of business on the settlement date (provided the entries are made available to the Receiving Depositary Financial Institution (RDFI) by its ACH operator no later than 5:00 p.m. on the business day prior to the settlement date). Corporate payments (i.e., vendor payments, non-benefit payments) must be made available for withdrawal on the settlement date.

Note: The "settlement date" is the military payday as listed above. 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.

New PCS & TDY Mileage Rates

PCS Mileage (MALT) Rate Change

Effective 1 January 2011, the MALT (monetary allowance in lieu of transportation) rate per authorized POC (privately owed conveyance) is $.19 (nineteen cents) per mile. This rate is effective for all PCS travel that commences on or after 1 January 2011 (i.e., the initial travel is started).

New Privately Owned Vehicle (POV) Mileage Reimbursement Rates for TDY

The U.S. General Services Administration (GSA) has announced the following Privately Owned Vehicle (POV) mileage reimbursement rates for TDY travel. The rates are effective 1 January 2011:

Airplane* - $1.29

Automobile

- If use of privately-owned automobile is authorized or if no Government-owned automobile is available - $0.51
- If Government Owned Automobile available - $0.19

Motorcycle - $0.48

* Airplane nautical miles (NMs) should be converted into statute miles (SMs) or regular miles when submitting a voucher using the formula (1 NM equals 1.15077945 SMs). You can also use the link to BoatSafe.com (a non-government website) to assist you in converting NMs to SMs or SMs to NMs.

System Outages and Known Issues as of 11 April 2011

WEB T-PAX

The web-based version of T-PAX is currently unavailable due to server issues. You can use the legacy version of T-PAX at http://cgweb.fincen.uscg.mil/citrix/TPAXPROD.ica until repairs are complete.

T-PAX/Web T-PAX

T-PAX was upgraded to version 6.15 on 03 April. A list of enhancements/changes in the new version is available at: www.uscg.mil/ppc/travel/whatsnew615.pdf

PPC will be performing regular scheduled maintenance on the T-PAX server the 1st and 3rd Monday of each month making T-PAX unavailable from 2000 until approximately 2200 (Central Time). Please ensure you are not logged into the T-PAX system during this time or you may lose any data you are working on when the maintenance begins.

MyPortalDirect (DA)

PPC is aware of time out issues within the Portal and the Forgot my password option. If you continue to have time out issues for Direct Access transactions, please use the "**Direct Access Content**" link under the Enterprise menu. For Forgot my Password issues, please submit a detailed help ticket with the text from any error messages you encounter so we can investigate further.

WebNow EI-PDR Access

See this procedure for clearing temporary files (http://www.uscg.mil/ppc/docs/WebNowAppError.pdf) if you are receiving an Application Error when you open WebNow.

Question on new SGLV-8286 - unusual beneficiary designations

As a byproduct of the recent major update to forms SGLV-8286 and SGLV-8286A for SGLI and FSGLI (as we announced on 13 December 2010) , some sharp-eyed YNs are reading the instructions afresh. On the new SGLV-8286, near the bottom of page 4, there are instructions on what to do if the member "wants to designate an unusual beneficiary given their family circumstances."

Okay, *HOW UNUSUAL* does it need to be? What does *UNUSUAL* look like? Below is the answer from VA. In a nutshell, any flavor other than plain vanilla is probably *UNUSUAL*.

Also of note, these forms have a line for a CG representative to accept the form. The line should be filled in with a name, and dated.

For Branch of Service Official Use Only			
Received by Personnel Clerk	Rank, title or grade	Organization	Date
Approve Disapprove	OSGLI Representative		Date

Service Representative Acceptance (Page 2 of SGLV-8286)

Physical presence of the form in a PDR certainly proves we received it, but for someone is not the beneficiary, that blank line could give a toehold in an effort to impeach the form. You can pay for a lot of lawyer time when the prize has five zeroes ($400,000 SGLI, or $100,000 FSGLI).

Below is an excerpt from the SGLI/VGLI handbook that provides some guidance on this issue. In particular, see (3)b:

6.03 UNCLEAR OR UNUSUAL BENEFICIARY DESIGNATIONS:

a. There are many instances when the member should clearly designate a specific beneficiary or beneficiaries to ensure that the proceeds are distributed to the persons or persons whom the insured intended to be the beneficiary (ies). Some examples are:

(1) When a member has a parent who has remarried but both natural parents are living; or
(2) When a member is divorced and remarried, but has children living with the first spouse; or
(3) When a member has no immediate next of kin and wants a distant relative or friend to receive the proceeds.

b. When a member is likely to be survived by dependents or parents and designates some other person or entity as beneficiary, a responsible representative of the uniformed service should advise the member to submit a signed memorandum indicating that the member understands the designation is unusual and that the person named by the member as the beneficiary is the person he or she intends to receive the proceeds.

c. Whenever there is any question or doubt as to a beneficiary, the uniformed service should encourage the member to complete form SGLV 8286, Servicemembers' Group Life Insurance Election and Certificate, in order to clearly identify the person(s) to whom the proceeds of the insurance should be paid.

d. While the selection of a beneficiary is a matter of free election for the insured and the insured should never be forced to designate otherwise, under Public Law 109-13 if a Servicemember is married the Department of Defense must provide written notification to their spouse of a change of designation. Even with this provision the member should choose to name any beneficiary he/she desires. However, if disregarding dependents or parents in designating beneficiaries, it is desirable that the member document their intent on the designation form.

Mandatory Online Training Requirements for Payment Approving Officials

E-Mail ALSPO message C/11 announces two new online courses for Payment Approving Officials (PAOs) at Coast Guard Servicing Personnel Offices (SPOs). All PAOs must complete the courses by 1 August 2011. PAOs must repeat the online training courses annually in order to retain certification.

- The PAO training (Course code 502360) establishes a formal PAO certification process that provides uniform training to all PAOs. It provides PAOs with a comprehensive skill set enabling them to perform their PAO duties in compliance with appropriation law and Treasury regulations. This training will result in a more competent PAO corps and will assist the USCG in earning clean audit opinions.
- The Internal Controls over Financial Reporting (ICOFR) (Course code 810047) training contributes to the awareness of all personnel who cause to be conducted, conduct, or review/approve personnel transactions that have an impact on the creation of USCG financial data. The training content includes an overview of Office of Management & Budget (OMB) Circular A-123 and other documents that describe the federal requirements to have sufficient controls in place to ensure proper execution of financial transactions. In addition, the training provides participants with the background necessary to comply with federal requirements regarding the, entry, accuracy review, and approval of pay transactions that occur at all levels of the Coast Guard. Comprehensive understanding of these principles helps to strengthen the Coast Guard's internal control structure and also assists the USCG with earning clean audit opinions.

The PAO and ICOFR online training courses can be accessed via the Learning Management System (LMS) (https://elearning.uscg.mil/). Both courses are listed in the **Acquisitions** catalog.

Upon verification of the minimum requirements, and application approval, PPC will provide a formal letter of designation to the member, via the chain of command. The member can then be assigned the *PAO* competency code in Direct-Access.

Change 1 to the CG Servicing Personnel Office Manual

Change 1 to PPCINST M5231.3, Coast Guard Servicing Personnel Office Manual, is now available. This change incorporates the contents of E-Mail ALSPO messages:

G/10 (Coordination of SPO Data Entry),
J/10 (FY 2011 Special Duty Assignment Pay (SDAP) Codes),
A/11 (Supporting Documentation Standards - Completing Forms, Worksheets and Checklists),
B/11 (Segregation of Duties, Review and Approval for Individual Pay Entitlement and Multiple Pay Entitlement Transactions) and
C/11 (Payment Approving Official Designations).

A side bar in the margin marks the significant changes. Significant changes include:

Part I, Direct Access/Jumps Overview:

- Chapter 1: Updated to reflect implementation of MyPortalDirect.
- Chapter 2: Changed title to "DA SPO User Roles and Access (HRS/HRSUP)". Added Payment Approval Official (PAO) designation criteria and process. Added requirement SPO Authorized Personnel Roster.
- Chapter 3: Changed title to "Documentation Standards". Added Procedures for Completing Forms and Worksheets and Evidence Supporting Military Payroll Transactions, General Guidance for Servicing Personnel Offices.
- Chapter 4: Provides guidelines for SPOs to follow when providing services to members who are not permanently or temporarily assigned, for a period of more than 60 days, to a unit in the SPO's area of responsibility (AOR).

Part II, Pay Entitlements:

- Chapter 3: Added basic navigation for pay entitlement review and approval.
- Chapters 5, 7, 9 and 11: Added review and approval process
- Section 11-A: Added "Notify PPC Customer Care of any erroneous ESACIP submissions. They will

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Travel Approving Official e-News

Approving Officials,

As the 2011 transfer season quickly approaches and travelers receive their PCS/SEP/Retirement orders, they're going to have a lot of important questions. As an AO they're going to rely on you to provide them with correct answers. PPC wants to process travel claims without having to return them based on simple mistakes and delaying a traveler's settlement, this creates extra work for you and PPC Travel. The PPC travel website and the 3PM contains valuable information and resources that will assist with your AO responsibilities when submitting the travel claim. http://www.uscg.mil/ppc/tvl.asp.

AO COURSE

The AO course has been developed and is currently online for all to access. This is not a requirement to become an AO, but it's highly encouraged that all AOs take the course, there's no final exam. It's a great tool even for your travelers prior to executing their PCS move or being sent TDY. The link to access the course is: http://www.uscg.mil/ppc/travel/aocert/1- Overview/index.htm.

PHONE CALLS/OTHER COMMUNICATION CHARGES

Military and civilian personnel shall follow these regulations when claiming reimbursement for telephone calls or other communication charges incurred during the course of official business, JFTR App. G, FTR 301-70.301.

Government owned/leased services should be used for official communications, but when government services are not available commercial communications services may be used. Prepaid communication service (i.e., prepaid phone cards, cell phones) or in-flight communications services are not reimbursable unless the AO can determine they were used for official business.

The Approving Official (AO) may determine certain communications to a traveler's home/family are official (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary). The AO should limit communications to a dollar amount in advance of the TDY, and may approve charges after the TDY completion, when appropriate. When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract.

Computer connections (e.g., internet) used for computers to perform official government business is reimbursable when authorized/approved by the AO. In-flight computer connections are not reimbursable unless the AO can determine they were used for official business.

GTCC COORDINATOR

Do you know that depending on the type of ticket purchased, ticketing and therefore payment may be required immediately upon making the reservation? This is not the case with city-pair contract fares (-YCA and -CA fares) which is one of the advantages of these fares. But, if the cardholder is required to book a non-city pair fare which requires advance ticketing, we recommend the traveler seek a travel advance through the routine processes if the travel and reimbursement will not be completed within the same billing cycle as the airfare charge. This advance, applied to the GTCC account, will prevent any late payments which could result in disciplinary action. Remember, it is mandatory to use SATO.

With transfer season approaching, we wanted to direct your attention to what is appropriate GTCC use for PCS travel. GTCC use is mandatory for PCS travel UNLESS travel exceeds 15 days. If the duration of the PCS travel will exceed 15 days, including leave, compensatory absence, proceed time, and TDY in conjunction with the PCS, the card SHALL NOT be used. However, this restriction does not apply to Temporary Lodging Authorization (TLA). The GTCC may be used to cover hotel and meal expenses in conjunction with the TLA entitlement, but reimbursement claims must be submitted every 15 days to allow for timely payment of the monthly GTCC bill. In the case of Temporary Lodging Expense (TLE) moves, the card may be used subject to the 15-day rule addressed above.

JPMC charges 2.5% of a cash advance or $3, whichever is more, for transactions from an ATM or bank teller. This appears on the cardholder's statement as a separate

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line item. Any other fees that are included in the line of the amount withdrawn are assessed by the ATM owning bank. As an example in the case of a $300 cash withdraw, the ATM bank assessed fee is $3 and then JPMC charges 2.5% of $303.00 for a total cost of $7.58 in fees. No other underlying fees are applied. Both fees can be filed on the travel claim as a reimbursable expense. But travelers should be counseled to limit their ATM usage to the greatest extent possible by using the Travel Card and not taking multiple small dollar amount ATM withdrawals. (Mr. Ruckert, PSC, GTCC Coordinator)

TPAX

When completing the itinerary in TPAX for CONUS or non-foreign OCONUS travel, enter the two letter state abbreviation, tab to the city field and enter the five digit zip code and hit accept (do not enter a 9-digit post office zip code). A future update to TPAX will add the words zip code to the city field. (Most cities will remain in TPAX but should not be used except within foreign locations or to/from foreign locations.) When submitting a paper claim (1351-2 dtd Mar 2008) for CONUS or non-foreign OCONUS travel, type or write in all the required information along with the five digit zip code within the itinerary (block 15).

PPC Travel (Systems Team) is currently testing the next update to TPAX, taking it from version 6.14 to 6.15. This update should be taking place this month and includes updates that may allow us to slowly shutdown CITRIX Win TPAX. In the distant future but not this year travelers may have the option to submit PCS claims through Web TPAX and attached scanned in documentation/receipts, keep a lookout as we will release more information as we move forward on this project.

GPS

For military travelers on official TDY travel with a rental car, the optional Global Positioning System (GPS) is not reimbursable unless the AO can determine it was necessary for official business. GPS reimbursement is not authorized for official PCS of a rental conveyance. The traveler is reimbursed the authorized DTOD distance between the official PDSs by the applicable mileage rate and miscellaneous reimbursable expenses (e.g., tolls, etc.) per JFTR APP. G. Reimbursement for the purchase of a GPS unit is not authorized.

Civilian travelers on official travel are not authorized reimbursement of the optional Global Positioning System (GPS) for a rental car.

ITEMIZED RECEIPTS

Itemized receipts for lodging must include the single room rate (monthly amount on leases), applicable daily taxes, dates of lodging, name of establishment/landlord/ leasing office, full address, and contact information (phone number). All other itemized receipts must include total amount, name of establishment, full address, and contact information (phone number).

CALCULATING COST OF GTR

When a traveler is authorized TDY orders using a Privately Owned Conveyance (POC) not to exceed (NTE) the cost of government procured transportation/ GTR, the orders must state: 'POC travel NTE the constructed cost of the GTR $XXX.XX;' with the actual dollar amount replacing the 'X's'. If the traveler submits a paper travel claim or is complying to an audit, they should include with the package a copy of the GTR worksheet that calculated the dollar amount. http://www.uscg.mil/ppc/travel/ConstructiveGTRCost.XLS.

ZERO VOUCHERS

If a traveler used the Central Billing Account (CBA) and there are no other expenses (ie., per diem, reimbursable expenses, advances) associated with the claim, the traveler does not have to submit a travel voucher. SATO will bill FINCEN directly for the airfare.

ADVANCES

If a traveler uses their GTCC to withdraw cash from an ATM for official travel, this is not considered a government payment/advance and shall not be recorded in the advances tab in TPAX or block 9 on the 1351-2 Travel Voucher.

A travel advance that shall be accounted for is when the unit faxes in the SF- 1038 to PPC, a TPAX Travel Advance Request, or the unit issues a debit card. If a traveler receives a government travel advance and does not file the travel claim to liquidate the advance, FINCEN will recoup the funds from the traveler. Easy solution, file a claim. Example: Member retired in 2008 and received a $1000.00 advance that was submitted on and SF-1038 to PPC. Member does not file a claim after

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retirement, the Finance Center mails a letter to the member informing the member to file a travel claim and they don't. The $1000 advance is taken out of the member's retirement check.

WEB UNIT AUDIT STATUS REPORTS

Units and AOs should be aware that there is a Web-based Unit Audit Report that is 'uploaded' to the PPC website (http://cgweb.ppc.uscg.mil/TRAVEL/AUDITS/default.asp) (Note: CGWEB link). These reports can be used as a tool to assist the member's with compliance of their audit requests. At the top of the page, the AO can type in the unit OPFAC and click 'find'. This will take the AO to the Unit hyperlink to get to the OPFAC specific Unit Report Page. Unit reports are in chronological order, with the most recent at the bottom. There is no guarantee that each unit will have all different types of reports each month. It depends on the 'results' of the audits requests that are pulled. Some units may have 1st, 2nd, 3rd, and recoupment reports; other units may have 1st and 3rd; while other units may not have any reports that month. If you think your unit reports are in 'error', please submit a PPC Customer Service ticket with your OPFAC and what 'member' received an audit request but did not show up on the unit report. This will enable PPC Travel to research any errors that may be occurring. Also, please be advised that if your unit has undergone a change in OPFAC or reorganization; you may have to check the OLD and NEW OPFACs to get the 'full' report. Member's show up on the unit report based on their current OPFAC listed in their TPAX profile.

CWO3 JAY BENBOW
COAST GUARD PAY & PERSONNEL CENTER

2011 Household Goods Shipping Information

ALCOAST 144/11 contains very important information for planning your next PCS move. However, in message format (fixed-width font, all uppercase letters and no white space) it is almost unreadable. We have taken the liberty of reformatting the message to make it a little easier to follow. Hit the link below for the *reader-friendly* version of ALCOAST 144/11.

www.uscg.mil/ppc/travel/TransferSeason2011HouseholdGoods.pdf

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coordinate with PPC (ID) to have the transaction removed from the system".

- Chapter 15: The View Paycheck page now includes LES data and comments/remarks for the current month and the previous 12 months.

Part III, General Transactions:

- Chapter 4: Removed step 7 from Divorce, Annulment or Death of Spouse procedure table. It said to remove the BAH eligibility date when changing spouse to ex-spouse. However, (MAS) needs the date in that field when researching pay entitlement entries that were submitted when the member was married.

Part VI, Separations:

- Chapters 3, 4 and 5: Changed procedure for completing Separation pay tab to reflect that only the Highest Pay Grade Held field is required to be completed by the SPO only when the member is authorized Disability Severance Pay and that all other fields on this tab are "read only". The other fields are populated when the separation request/authorization is approved by CG PSC.

Part VII, Reserve Unique Transactions:

- Chapter 4: Removed requirement to enter stop dates on entitlements. Entitlements will reflect the RELAD date as the stop date upon approving the RELAD.