

# Servicing Personnel Office News

## United States Coast Guard Pay & Personnel Center

### New PDR Manual Released



The Assistant Commandant for Human Resources (CG-1) released a new version of the [Military Personnel data Records \(PDR\) System Manual, COMDTINST M1080.10I](#). The manual provides policy and procedures for maintenance of Coast Guard military personnel records.

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Revisions to the PDR system are extensive. Here are some of the changes:

#### Official PDR:

The Electronically Imaged-Personnel Data Record (EI-PDR) and Servicing Personnel Office-Personnel Data Record (SPO-PDR), collectively, are the official record for the military workforce.

#### Unit PDRs:

Unit-PDRs shall only be maintained under the following circumstances:

1. If the unit is not co-located with the SPO;
2. If the unit is a Deployable Specialized Forces unit, regardless of proximity to the SPO.

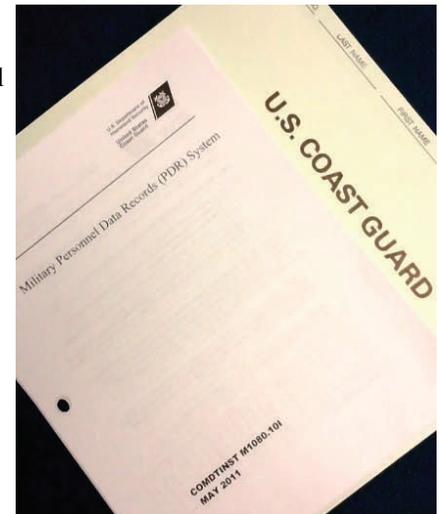
#### Hand carrying/ mailing SPO-PDRs:

Hand carrying the SPO-PDR is authorized for members departing a unit. If a member chooses to hand carry the SPO-PDR, the SPO-PDR shall be placed in a large envelope, sealed, and shall not be opened until given to the appropriate personnel. Additionally, it should include an authorization statement in the remarks block of the member's PCS travel order Form CG-5131.

The use of an approved Department of Homeland Security (DHS) commercial carrier (e.g. FedEx, UPS, DHL, etc.) or U. S. Postal Service (USPS) First-Class Certified mail is required when mailing SPO-PDRs. See [U.S. Coast Guard Postal Manual, COMDTINST M5110.1B](#), Sec. 5-C, for guidance on properly packaging and mailing personally identifiable information (PII).

**Note:** Be sure to send the PDR to the correct SPO and to use the correct mailing address. Mail containing PII, believed to be lost or compromised constitutes a privacy incident. Upon discovery, personnel shall immediately report all suspected or confirmed privacy incidents to the Commanding Officer in accordance with Privacy Incident Response, Notification, and Reporting Procedures for Personally Identifiable Information (PII), COMDTINST 5260.5 (series). All SPOs should ensure they verify, in JUMPS, the correct SPO address when mailing a PDR.

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## ***New PDR Manual Released (cont'd)***

*(Continued from page 1)*

### **PDR Review:**

During the member's check-in procedures at the SPO, record custodians must review the PDR, EI-PDR and Unit-PDR to ensure the information collected and used to administer our

personnel programs is correct. It is required that these reviews be conducted jointly with the member. In the case of a unit not co-located with the SPO, the review would be of the Unit-PDR. These reviews must utilize the WebNOW application as part of the check-in procedure at the SPO. In addition, the review must include at least these actions:

1. reconciliation of data contained at the field unit, the SPO and in the EI-PDR,
2. screening for misfiled or temporary documents,
3. identifying incorrect information, validating all pertinent documents have been retained, and obtaining other requirements to update various documents and transactions, e.g., Direct Access BAH/Dependency Data Report.

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### **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/>).

#### Unit Address:

Commanding Officer  
USCG PPC (P&D)  
444 SE Quincy St.  
Topeka, KS 66683  
Fax: 785-339-3780

### **U. S. Coast Guard Pay & Personnel Center**

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Richard Etheridge  
Editor, SPO Newsletter

## ***New PDR Manual Released (cont'd)***

*(Continued from page 2)*

### **Permanent source documents:**

This revision to the PDR Manual also implements the requirement to collect and maintain the following permanent source documents in the EI & SPO PDRs:

1. Member's birth certificate/Certificate of Naturalization and **social security card**.
2. Promotion/Advancement Authorizations (e.g. OPAL, EPAA, or ERAA, message).
3. Marriage Certificate and if applicable, Divorce Decree.
4. Dependent Birth Certificate.
5. Adoption Papers/Court Orders.

The legal documents listed above are permanent source documents and must be on file for all personnel regardless of the service entry date, date of advancement/promotion or date of the dependency change SPOs should ensure the:

- Member's birth certificate/Certificate of Naturalization **and social security card** are present.
- Promotion/advancement authorization is present.
- Source documents for dependency changes (items 3 thru 5 above) are obtained and filed.

### **Additional forms and worksheets to be maintained in SPO-PDR:**

The contents of [ALCOAST 369/10 \(MILITARY PERSONNEL SYSTEM POLICY CHANGE\)](#), which required the following worksheets to be filed in the SPO -PDR, is reflected in this revision to the PDR manual. The retention period changed from 6 years and 3 months, as listed in the ALCOAST, to 3 years. The change in the retention period is subject to approval by the National Archives and Records Administration (NARA). After the change in retention period is approved by NARA, a new worksheet of the same type will supersede the previous worksheet. After the change in retention period is approved by NARA, a new worksheet of the same type will supersede the previous worksheet and the three year retention period for the OLD worksheet will begin. However, until the request for the change in retention period is approved by NARA, superseded worksheets must be kept even if they more than three years old.

### **Worksheets added to SPO-PDR by ALCOAST 369/10:**

- CG-2000, PCS Departing Worksheet
- CG-2001, Departing TDY or PCS/TEM DUINS to "A" School Worksheet
- CG-2005, PCS Reporting Worksheet
- CG-2020, Dependency Worksheet
- CG-2025, BAH/Housing Worksheet
- CG-2025A, Housing Allowance (BAH/OHA) Protection Worksheet
- CG-2025B, Member-Married-to-Member BAH Worksheet
- CG-2035, Family Separation Allowance (FSA) Worksheet
- CG-2045, Career Intentions Worksheet
- CG-5102, Officer Uniform Allowance Claim Worksheet
- CG-5150, Civilian Clothing Monetary Allowance Worksheet
- CG-5155A, Enlisted Supplementary Clothing Allowance Worksheet

The following worksheets must also be maintained in the SPO-PDR, these are in addition to the worksheets listed above.

- CG-2003, PCS Entitlements Advance Travel Worksheet
- CG-2010, Advances Worksheet
- CG-2015, Pay Delivery Worksheet
- CG-2020A, Support Statement
- CG-2020B, Full-Time Student Statement
- CG-2020C, Former Spouse Statement
- CG-2026, OCONUS Early Return of Dependents (ERD) - Request for TONO/LOA
- CG-2040, Allotment Worksheet
- CG-2046, Application to Sell Special Leave Accrual (SLA)
- CG-2075, Family Subsistence Supplemental Allowance (FSSA) Application (Retain 6 years and 3 months)

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## ***New PDR Manual Released (cont'd)***

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- CG-5500A, Automated Information Systems (AIS) User Acknowledgement Form
- CG-11221 Reserve Component Survivor Benefit Plan (RCSBP) Option - Election Certificate (Permanent retention)

Leave and Earnings Statements (LESSs) must be filed in section three of the SPO-PDR and be retained for one year.

## ***Remaining Military Pay Days-2011***

<b>Pay Period</b>	<b>Mid-Month Payday</b>	<b>EOM Payday</b>
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

See [E-Mail ALSPO M/10: 2011 Pay Transaction Cutoff Dates](#)  for the complete payroll processing schedule.

## ***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 Depository 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.

# Military PDR System Update (ALCGPSC 088/11)

UNCLAS //N01080//

ALCGPSC 088/11

SUBJ: MAINTENANCE OF MILITARY PERSONNEL RECORDS

[COMDTINST M1080.101, MILITARY PERSONNEL DATA RECORDS \(PDR\) SYSTEM](#)  
[E-MAIL ALSPO C/10 1070 OF 9 JUNE 2010](#)

Note: Enclosures to E-Mail ALSPO C/10 are superseded by an update to the Coast Guard Servicing Personnel Office (SPO) Manual, PPCINST M5231.3, Part X, Error Feedback, Reports and Queries, Chapter 4, SPO Access to the Electronically Imaged PDR (EI PDR). The chapter is attached to the E-Mail ALSPO in place of the enclosures.

1. REF A WAS RELEASED ESTABLISHING UPDATED POLICY AND PROCEDURES FOR ADMINISTERING THE PDR SYSTEM. THIS POLICY REVISION INCLUDES, AMONG OTHER THINGS, DEFINING THE ELECTRONICALLY IMAGED-PERSONNEL DATA RECORD (EI-PDR) AND THE SERVICING PERSONNEL OFFICE-PERSONNEL DATA RECORD (SPO-PDR), COLLECTIVELY, AS THE AUTHORITATIVE RECORD FOR THE MILITARY WORKFORCE. REF A ALSO DESCRIBES THE ORGANIZATIONAL ENTITIES USED TO MANAGE COAST GUARD PERSONNEL INFORMATION, INCLUDING COAST GUARD PERSONNEL SERVICE CENTER (CG PSC), COAST GUARD PAY AND PERSONNEL CENTER (CG PPC), AND SERVICING PERSONNEL OFFICES (SPOS). COMPLIANCE WITH REF A AND THE PROCEDURES OUTLINED IN REF B ARE CRITICAL TO THE VALIDITY AND ACCURACY OF GOVERNMENT FUNDS RELEASED FOR DISBURSEMENT AND THE FINANCIAL MANAGEMENT REQUIREMENTS SET FORTH BY THE COAST GUARD CHIEF FINANCIAL OFFICER (CFO). THE PDR SYSTEM CONTAINS THOSE SPECIFIC MILITARY PERSONNEL RECORDS NECESSARY TO SUPPORT BOARDS AND PANELS, TO MANAGE THE MILITARY WORKFORCE AND TO SUBSTANTIATE DATA ELEMENTS WITHIN DIRECT ACCESS (DA).
2. ALL SPOS SHOULD CONTINUE TO USE THE PROCEDURES DESCRIBED IN REF B. THE EI-PDR IS ESTABLISHED AND MAINTAINED ELECTRONICALLY BY CG PSC PERSONNEL SERVICES DIVISION MILITARY RECORDS (PSD-MR) AS COMPUTER IMAGES. SPOS SHALL TRANSMIT ELECTRONICALLY TO CG PSC-PSD-MR AUTHENTICATED, LEGIBLE, AND COMPLETE COPIES OF ORIGINAL DOCUMENTS FOR IMAGING INTO THE ELECTRONIC IMAGING SYSTEM. SPOS SHALL MAIL THE PHYSICAL DOCUMENTS TO CG PSC-PSD-MR FOR IMAGING IF THEY DO NOT HAVE THE TECHNOLOGY TO SCAN AND EMAIL TO THE CG PSC-PDR-MR ELECTRONIC DOCUMENT FOLDER ARL-PF-CGPSC-PSD-MR-DOCS. THE EI-PDR FILING STRUCTURE IS OUTLINED IN ENCLOSURE (1) OF REF A.
3. RELEASED BY RADM D. R. MAY, COMMANDER, CG PERSONNEL SERVICE CENTER.
4. INTERNET RELEASE IS AUTHORIZED

*Also see our article beginning on page 1, ["New PDR Manual Released"](#) for a summary of the changes to the Military PDR System.*

# Centrally Billed Account use, Orders, and SATO Travel Requirements

*Travel Approving Officials -*

I want ensure each of you are aware of the requirements and policy for authorizing the use of a Centrally Billed Account transaction (i.e. CBA...GTR, GTA, Billed to TONO, etc.). Specifically, as detailed in [ALCGPSC 036/11 \(Revised Policy on use of Government Travel Charge Card \(GTCC\) Centrally Billed Accounts \(CBA\)\)](#), **members who have travel cards are not authorized to use the CBA unless:**

1. The travel is overseas and requires advance purchase/ticketing of the flight or the travel is overseas and the tickets cost more than \$3,000 (note that Alaska is not overseas); or
  2. The duration of the TDY trip exceeds 21 days or PCS delay exceeds 15 days.
  3. The purchase of Alaska Marine Highway System (AMHS) ferry reservations in conjunction with a PCS.
- AO's need to ensure when they prepare and sign orders that the CBA is not authorized unless the member does not have a individually billed travel card account (IBA) or one of the exceptions above apply. Direct Access shall be checked to determine whether the member has a travel card account when generating the orders ([Refer to the user guide for the procedure to view a member's GTCC data in Direct Access](#)).

When a member does not have an IBA account or an exception applies, the orders must specify that the CBA is authorized (Travel Orders must include authorization to use the CBA within mode of travel or remarks section by specifically noting one of the following:

- Government Procured Transportation Tickets (GTA),
- Government Transportation Request (GTR),
- Government Air,
- Government Conveyance,
- Government Procured Transportation, or
- CBA use is authorized.

Without the correct mode of travel being selected or this exact wording above, SATO will not process requests for the CBA use per their contract.

SATO has been receiving orders with "CBA Use is Authorized" hand-written on the orders but not signed. Please note that per the Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2A, paragraph 2.B.12.1 all amendments (even hand-written ones) require the AO's original signature. SATO will not accept a set of orders which have been amended and not signed again by the AO. Recommend the same AO as the original orders sign right next to the amended text when hand-written.

Thanks,

*Matt Ruckert, Government Travel Charge Card Program Manager  
Coast Guard Personnel Service Center (PSC-BOPS-R)*

## ***New PCS Mileage Rate***

Effective 1 July 2011, the MALT (monetary allowance in lieu of transportation) rate per authorized POC (privately owed conveyance) is \$0.235 (twenty three and one half cents) per mile. This rate is effective for all PCS travel that commences on or after 1 July 2011 (i.e., the initial travel is started).

The IRS recently announced an increase to the standard automobile mileage rate from 51 cents to 55.5 cents effective July 1, 2011. TDY mileage rate changes often coincide with the IRS standard automobile mileage rate. However, TDY mileage rates are set by GSA. GSA is not increasing the Federal POV rates at this time.

Current and previous PCS & TDY mileage rates are posted at <https://www.defensetravel.dod.mil/site/otherratesMile.cfm>.

## ***Invitational Travel Orders***

### **Introduction**

Approving Officials, PPC travel receives several Invitation Travel Orders (ITO) each day, they are complex and follow very specific rules. We developed a basic guide that should answer many of your questions. This guide will be placed in the 3PM chapter 2 in the near future.

regulations governing ITOs and entitlements are covered in the [Joint Federal Travel Regulations](#), [Federal Travel Regulations](#), and [COMDTINST 12570.3E](#). [Evacuation orders](#) are not ITOs.

Guidelines on the preparation of invitational travel orders are listed in [COMDINST 12570.3E](#), enclosure (1). Only certain officials are authorized to sign ITOs. The instruction is very specific and must be followed; see enclosure (3) of the instruction. Claims submitted without the proper official's original signature signed in blue ink on the orders will not be processed and returned to the Approving Official (AO).

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### **Invitation Travel Orders (ITO) Guide**

There are occasions when the Coast Guard will authorize the reimbursement of travel expenses to a non-governmental individual. ITOs may only be issued to individuals who are not employed by Government or are employed intermittently in Government as consultants or experts (under 5 U.S.C. 5703) (NOTE: This does not include a contractors' employee traveling in the performance of the contract, individuals who serve without pay or are paid \$1 per year when acting in a capacity that is directly related to, or in connection with official government activities; or volunteers who are covered by 10 U.S.C. 1588.)

Travel allowances authorized for these individuals are usually the same as those for employees traveling on temporary duty (TDY) authorizations. This guide addresses how to prepare the traveler for making their transportation arrangements, receive advances, and file a travel claim. It is not comprehensive in content. The full

When an active duty uniform member is traveling under official TDY orders with a command sponsored dependent who could have been issued an ITO either as the patient or an escort, the dependent can be placed on the active duty uniform member's travel orders with all pertinent information. When the active duty uniform member is traveling with a command sponsored dependent on the same set of orders, the member may use his/her GTCC for his travel expenses only, not the dependent's. The combined claim shall be submitted by mail to PPC due to the complexity of the claim and entitlements.

Travelers over the age of 21 who have an Invitational Travel Authorization should be issued their own ITO. Minors/incapacitated travelers who are authorized to travel under an ITO shall be listed under the legal guardian/escort/attendant's ITO.

A traveler must have a Social Security Number (SSN)

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## *Invitational Travel Orders (cont'd)*

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or, in the case of foreign nationals, an Individual Taxpayer Identification Number (ITIN). To apply for an ITIN, use the latest revision of [IRS Form W-7 \(http://www.irs.gov/pub/irs-pdf/fw7.pdf\)](http://www.irs.gov/pub/irs-pdf/fw7.pdf) (Note: See this page for the procedure for obtaining an ITIN from abroad: <http://www.irs.gov/businesses/small/international/article/0..id=96690.00.html>). If a foreign national or any other traveler does not hold a US bank account, a paper check in US dollars will be sent to the mailing address provided on the Travel Voucher, DD-1351-2.

The tone for the travel orders shall be issued on an 11 or 13 document type. If travel is expected to be over thirty days and incremental claims will be submitted, a 13 doc. type must be used.

The unit AO shall assist the traveler in making their transportation reservations. They must be arranged using the Travel Management Center (TMC) contractor, SATO. Travelers on ITOs will use the Centrally-Billed Account (CBA) for transportation expenses since the invitational traveler does not possess a GTCC. The orders must specify that the CBA is authorized. Reimbursement for reservations made outside the contracted TMC is limited to the City-pair YCA contracted fares. The toll free SATO Service Center phone numbers are; Hawaii, Guam, Singapore, and Japan - 1-877-666-1304, all others - 1-800-753-7286. Travelers will have to arrange their own lodging and rental car, if authorized, unless the unit has contacted out the lodging.

Travelers should be notified of the TDY location per diem rates which define their maximum reimbursements. An advance for invitational travelers will be paid to the traveler to whom the ITO is issued. To request advances, use the [SF-1038 form](#) (under their SSN) with a signed copy of the orders. Fax the SF-1038 to the Pay and Personnel Center at (785)339-3775. The advance should be requested prior to travel, but may be issued during travel with authorization from PPC Travel Branch Chief. To expedite the payment process for advances, the payment of claims and reduce the issue of paper checks, it is highly recommend that the traveler who is issued the ITO complete the Coast Guard Finance Center online Electronic Funds Transfer/ Member Payment Enrollment Form at: [https://www.fincen.uscg.mil/secure/enrollment\\_form.htm](https://www.fincen.uscg.mil/secure/enrollment_form.htm). Once completed all travel payments will be

electronically transferred into their banking institution of choice (EFT). It is recommended that travel advance requests not exceed 80% of the estimated travel entitlements. This will help reduce overpayments and collection action.

The invitational traveler with assistance from the AO will have to complete and provide an original Travel Voucher DD-1351-2 signed in blue ink by the traveler and AO, original orders signed in blue ink by the ITO Authorizing Official, and provide all necessary receipts (lodging, airfare, rental vehicle, other receipts in the amount of \$75 or greater). The entire claim should be mailed to the address below. If the traveler was authorized Actual Expense for meals/transportation (AE), they must save all receipts (gas, meals, etc). The claims shall be submitted to the AO within five business days after travel has been completed. All contact information on the travel voucher must be provided, i.e., address, phone number, and e-mail. The invitational traveler shall be reminded to maintain their travel documentation for six years, three months.

Commanding Officer (TST)  
Invitational Travel Claims  
Coast Guard Pay & Personnel Center  
444 S.E. Quincy Street  
Topeka KS 66683

If the traveler is overpaid, PPC will mail a debt letter to the address provided on the Travel Voucher DD-1351-2. The traveler has 30 days from the date of the letter to make payment in full, or the indebtedness will be referred to the U.S Treasury for collection.

## *Alcohol Incident (AI) Checklist*

A new Alcohol Incident (AI) Checklist has been added to the [Personnel & Pay Procedures Manual \(PPPM\), PPCINST M1000.2\(series\)](#). The AI Checklist can be found in Chapter 10-B, Discipline, Section 10.B.9. The Nonjudicial Punishment (NJP) Checklist and Courts-Martial Checklist have been updated as well.

Our thanks to Chief Petty Officer Amy Bartholomew, CGC Morgenthau, for providing the new AI Checklist and her input on updating the NJP Checklist.

## *Accessing Your Worklist*

With the implementation of the portal we are running two versions of PeopleSoft (8.0 & 9.1). Version 8.0 is no longer supported and we are in the process of migrating Coast Guard applications and data to version 9.1. The portal ties both of these versions together. However, there has been some confusion. Many users have contacted us about their worklist. They receive system generated e-mails informing them of a new entry on their worklist, but when they access the system the worklist is blank. This is because the application that generated the worklist entry is a version 8.0 application (Employee Review, Reserve Orders, Reserve IDT Drills, Employee Entitlements are all examples of version 8.0 applications) but the user has accessed the version 9.1 worklist. Please be sure you are accessing the version 8.0 worklist by using the "Direct Access Worklist" link in the "Common Links" box, which appears just above the Enterprise Menu on the portal home page. There are more links to the 8.0 worklist available as illustrated in the graphic to the right.

The screenshot shows the portal's navigation menu. A yellow callout box points to the 'Direct Access Worklist' link in the 'Common Links' section, stating: 'Use this worklist link for e-résûmés, EERs, reserve orders, pay entitlement approvals, etc.'. Another yellow callout points to the 'Direct Access PeopleTools' link in the 'Enterprise Menu', stating: 'This link will get you to the correct worklist too.'. A red callout box points to the 'Worklist' link in the 'Enterprise Menu', stating: 'Do not use this worklist link to access e-résûmés, EERs, reserve orders, pay entitlement approvals, etc.'. A final yellow callout points to the 'Direct Access Content' link in the 'Enterprise Menu', stating: 'You can also use this link to access the DA worklist. It will open the DA (version 1) menu in a new window. Select the following menu items in the new window: People Tools > Worklist > Use > Worklist.'

# Employee Entitlements: Using the Manual Row Switch

If you need to enter an entitlement with an effective date earlier than the date on the oldest existing row, you will need to use the "Manual Row Switch" checkbox to override the system edits. Only SPO Supervisors (CGHRSUP Role Users) can enter and save transactions requiring the use of the "Manual Row Switch" checkbox. **DO NOT** attempt to delete an existing row (that has been approved and transmitted -- approval status "A") in order to enter a row with an earlier effective date. Cancel any changes you've made, exit the system, and ask your SPO Supervisor to enter the transaction.

**Note:** When a CGHRSUP Role User creates an entitlement **row it must be approved by another CGHRSUP Role User**. A transaction cannot be approved by the same person who created the transaction. Create the entitlement entry and click the Approve button to route the transaction to another CGHRSUP Role User for approval.

### Supporting Data

03/15/2011 ENLBAS  
 Approval Status: Pending      Originator ID: CGHRSONLY  
 Role Name:       Approver EmplID:    
   

### Example:

Using the Manual Row Switch checkbox allowed the CGHRSUP Role User to save the transaction (as indicated by the Approval Status of "A") with a start date, in row #1, earlier than the start date in the oldest row (#4).

	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail
1	01/01/2005	2533	03/24/2005	2534	BASDMR	Discount Meal Rate (DMR)	A	<input checked="" type="checkbox"/>	
2	12/16/2006	2524		0000	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	<input type="button" value="Detail"/>
3	04/09/2005	2507	12/15/2006	9998	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>	
4	03/25/2005	2503	04/08/2005	9998	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>	

The rows will appear in the correct sequence the next time you visit the member's Entitlement Detail page.

	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	D
1	12/16/2006	2524		0000	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	
2	04/09/2005	2507	12/15/2006	9998	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>	
3	03/25/2005	2503	04/08/2005	9998	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>	
4	01/01/2005	2533	03/24/2005	2534	BASDMR	Discount Meal Rate (DMR)	A	<input checked="" type="checkbox"/>	

Info from row #1 now appears in row #4

## Reserve Orders Information Report now Includes More Details

Several new fields were added to the Reserve Orders Information Report in June. The new fields include the actual report and/or depart dates and the TONO/Accounting data.

[Home](#) > [Administer Workforce](#) > [Track Global Assignments \(GBL\)](#) > [Report](#) > [Reserve Orders Information](#)

Reserve Orders Info. Report

Run Control ID: RAE [Report Manager](#) [Process Monitor](#) [Run](#)

EmpID:   Empl Rcd Nbr: 0

Name:

Estimated Report Date:   Estimated Depart Date:

Actual Report Date:   Actual Depart Date:

Duty Type: ADHC  Order Status: Finished

Payment for Duty:  Accounting Cost Center:

Funding Deptid:

Destination DeptID:

Operational ID:

Named Contingency Code:  Purpose of Duty:

Include TONO/Accounting Line(s):

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#) [Add](#) [Update/Display](#)

## Procedure for Correcting Leave Transactions

When correcting a leave transaction, do not delete the transaction/row if the "Start Date" is correct. Only delete a transaction/row when the start date is incorrect or the member did not take the leave. Corrections to the leave transaction can be done by de-selecting the approval box. Changing the ending date of the inclusive period and clicking the approval box. Please see the Leave Corrections & Deletions procedures in Part III, Chapter 7 of the [CG SPO Manual, PPCINST M5231.3](#) for more information

## Reminder: BAH for Single Recruit, OCS, or Academy Graduates In-Transit

With the graduates of the Coast Guard Academy Class of 2011 reporting in to their first permanent duty stations this summer, PPC (mas) would like to remind you that single graduates from basic training, OCS and the Academy, with no prior service, are entitled to BAH-Transit Rate while in transit to their first permanent duty station (PDS). The Reporting SPO must input the BAH-Transit Rate start (effective date of PCS departure) and the BAH-Transit Rate stop (effective the day prior to PCS reporting) along with the reporting endorsement and transactions to record BAH entitlement at the member's or officer's first PDS. If the member or officer acquires a dependent or dependents while en route PCS, the reporting SPO shall:



The President of the United States, Barack Obama, addresses the Coast Guard Academy Class of 2011 during a live webcast at the 130th commencement May 18, 2011. Coast Guard photo by Petty Officer 1st Class Patrick Kelley.

1. Stop BAH-Transit Rate the day prior to the date the change in dependency is effective and
2. Start BAH-With/Dependents using the zip code for the location of the member's dependent(s) effective the day the dependency change was effective.
3. Submit the transaction to start BAH or OHA at the rate for new PDS and government quarters assignment status effective the date the member or officer reports to their first PDS.

See [PAYMAN, 3-G-5d. \(Members in Transit/New Accessions\) & Fig 3-19 \(Rule 7\)](#) and the [PPC SPO Manual, Part II, Chapter 10-1, Basic Allowance for Housing, BAH During PCS](#), for more information.

**Note: Always approve the PCS Reporting Endorsement before approving the PCS entitlement rows:**

- The PCS Reporting Endorsement must be approved first by the CGHRSUP Role User. After the PCS Reporting Endorsement is approved, then it is time to review the member's current pay entitlements by clicking the Employee Entitlements link and submit entitlement rows as necessary to start Pay and Allowances applicable for the member's new duty station and/or duty status.
- When the PCS pay entitlements are incorrectly approved prior to approving the PCS Reporting Endorsement, pay delays and/or pay problems result for our members. The PCS Reporting Endorsement is designed to "stop" certain pay entitlements in JUMPS. When approved out of sequence, the PCS Reporting Endorsement can incorrectly shut down allowances the member is entitled to receive.

See ["PCS Reporting Endorsement" in Part IV, Chapter 5, of the DA SPO Manual.](#)

# Travel AO News - June 2011

## *Approving Officials,*

With the increased number of evacuations due to hurricanes, earthquakes, flooding, etc., basic guidance has been implemented into the [Personnel & Pay Procedures Manual, PPCINST M1000.2\(series\), Sec. 2.B.24](#). One thing I need to stress to everyone is, when a member's spouse or escort is given their own evacuation order, they need to visit the Coast Guard Finance Center's website as soon as possible and complete the Electronic Funds Transfer/Member Payment Enrollment Form at [https://www.fincen.uscg.mil/secure/enrollment\\_form.htm](https://www.fincen.uscg.mil/secure/enrollment_form.htm). When the dependent/escort files their travel claim, funds will be deposited via EFT to their banking institution of choice. Completing the EFT form also applies to any traveler that does not have a profile at FINCEN, this would include most invitational travelers. Review COMDTINST 12570.3E for policy on use of ITOs.

Information for evacuations within CONUS is released by the responsible official designated by paragraph U6051-A, JFTR. The message announcing the evacuation will designate the safe haven location. The evacuation applies to dependents residing in the vicinity of the member's PDS or at an authorized designated location. It also applies to dependents en route to establish a residence with the member and to dependents residing in the vicinity of the member's old or new PDS.

Information on evacuations from overseas areas for a Service member's dependents is released by message from the Under Secretary of Defense, for Coast Guard members the responsible official designated by paragraph U6003-A, JFTR. The message announcing the evacuation outlines the safe haven locations. The JFTR evacuation applies to both command and noncommand-sponsored dependents for members stationed overseas. It further applies to command sponsored dependents who are en route to establish a residence with the member, and to student dependents who are authorized to travel to the member's PDS. (NOTE: Entitlement to evacuation allowances is based on command sponsorship of the dependents. Command sponsorship is a personnel decision and should be reflected in the evacuation order.)

The processing of evacuees requires patience, tact, and expeditious service. The Joint Federal Travel Regulations, Volume 1, Chapter 6 is the regulatory

guidance for military family evacuations. Uniformed members are not evacuated; they may be issued orders for temporary duty (TDY) or permanent change of station (PCS) as required. Reserve component members who are not on active duty are not authorized evacuation TDY orders. Authorized dependents will be issued a separate ton/order with authorized dependent minors listed in the remarks block of the non-military spouse evacuation order. The CG-4251 will be used as the travel order form. The order shall contain the dependency dates; date of marriage, date of birth, and reflect the evacuation/safe haven location, as appropriate. The sponsor's name/EMPLID shall be listed in the remarks section of the dependent evacuation order. Dependent transportation tickets may be charged to the centrally billed account using the travel order when travel is arranged through the Travel Management Center (TMC) contractor, SATO. Use of the uniformed member's travel charge card is not authorized and would constitute misuse. The toll free SATO Service Center phone numbers are; Hawaii, Guam, Singapore, and Japan - 1-877-666-1304, all others - 1-800-753-7286.

In the case of uniform members who are single parents or member to members with minor children, the Approving Official may determine if the member should accompany dependents as escorts. A person may travel under an official travel authorization/order as an escort for a dependent evacuated under Chapter 6, Part A of the JFTR who is incapable of traveling alone (IAW JFTR, Par. U6004-H) between the member's PDS and safe haven or designated place. The minor dependents shall be listed on the escorts or member's orders with all pertinent information. Married members who are both assigned in an area that is being evacuated shall be given their own set of TDY or PCS orders.

Advances for evacuees will be paid to the dependents the orders are issued to. To request advances use the SF-1038 form (under their SSN) with a signed copy of the orders, fax to the Pay and Personnel Center at (785) 339-3775. To expedite the payment process for advances, the payment of claims and reduce the issue of paper checks, it is highly recommend that the dependent who is issued an evacuation order complete the Finance Center online Electronic Funds Transfer/Member Payment Enrollment Form at [https://www.fincen.uscg.mil/secure/enrollment\\_form.htm](https://www.fincen.uscg.mil/secure/enrollment_form.htm).

*(Continued on page 14)*

## Travel AO News - June 2011 (cont'd)

*(Continued from page 13)*

Once completed all travel payments will be electronically transferred into their banking institution of choice (EFT). It is recommended to request advances no more than 80% of the travel entitlements; this will help in reducing potential overpayments.

All dependent evacuation claims shall be submitted on DD Form 1351-2 using their SSN, clearly annotated as a dependent evacuation claim, and submitted by mail to the Pay and Personnel Center. Claims should be submitted every thirty days; dependents (non access to the CG network) cannot submit claims via TPAX. Units shall assist evacuees with claim preparation. Each evacuee shall be asked about advances or previous payments received. All advances or previous payments associated with an evacuation claim must be disclosed upon submission of any evacuation claim in order to avoid duplicate payments in accordance with the JFTR, Chapter 1, Part A, para U1000.D. To verify travel advance payments visit the Coast Guard Finance Center Travel Payment Application at ([https://www.fincen.uscg.mil/secure/TP\\_menu.htm](https://www.fincen.uscg.mil/secure/TP_menu.htm)). Each claim submitted must have an original hand written signature in blue ink by the traveler and Approving Official. The

order must be an original with the Approving Official's hand written signature in blue ink or a copy of the approved order certified as a true copy.

Mail Claims to: Commanding Officer (Travel)  
Evacuation Travel Claims (TST)  
Coast Guard Pay & Personnel Center  
444 S.E. Quincy Street  
Topeka KS 66683

When a member returns from a safe haven location with one or more dependents, all evacuation allowances cease for the entire family regardless of the location of other dependents. COMDT (CG-1222) may direct the early return of dependents, and termination of evacuation allowances, in certain areas before the evacuation period termination date. When requested through the member's chain of command, COMDT (CG-1222) may authorize one or more of the dependents to remain at the evacuation safe haven location with appropriate allowances.

*CWO3 JAY BENBOW  
Travel Branch Chief  
Coast Guard Pay & Personnel Center*

### Updated - FY 2011 Coast Guard Reduced Per Diem Rates

Per Joint Federal Travel Regulations, paragraph U4177, the service may authorize per diem rates in lesser amounts when the circumstances of the travel or duty to be performed so warrant.

Effective 05 April 2011, the reduced per diem rate (M&IE) for Coast Guard Personnel assigned TDY to Air Facility Newport, OR changed from \$13.40 to \$26.00.

We've prepared the [Coast Guard Reduced Per Diem Rates and Procedures guide](#), it provides the FY 2011 reduced per diem localities, rates, and provides the procedure for correctly completing your travel itinerary in TPAX/Web-TPAX when reduced per diem is authorized.

### Premiums and Enrollment for TRICARE Young Adult Coverage Announced

Uniformed services dependents under 26, unmarried, and not eligible for their own employer-sponsored health care coverage may be qualified to purchase TRICARE Young Adult (TYA), which offers TRICARE Standard coverage for monthly premiums of \$186. Complete information and application forms are available at [www.tricare.mil/tya](http://www.tricare.mil/tya).

*Source: TRICARE News Release, 27 April 2011*

# 2011 YN Symposium Agenda



## 2011 PPC Yeoman Symposium

### 2011 Schedule and Agenda

Track 1	Exploring Travel
Track 2	Paying It Forward
Track 3	Quality Assurance
Track 4	Tools and Resources

## “Waves of Change: Oceans of Opportunity”

Today more than ever we are faced with changes in home life, the work environment, and the world in general. These changes have impacted the way Yeoman conduct business everyday and pose real possibilities to ride the waves of change into oceans of opportunity. The need for innovation and data integrity has never been higher and we invite you to join us as we navigate through processes, procedures, best practices, and collaborative ideas to sail smoothly into the future.

### SUNDAY, September 11, 2011

1 8 0 0 - 2 0 0 0	Registration
	Capitol Plaza Hotel Conference Center (Pioneer Room)

### MONDAY, September 12, 2011

0 7 0 0 - 0 8 0 0	Registration
0 8 0 0 - 0 9 1 5	Welcoming Remarks - Captain J. Phillips, CO PPC Topeka Keynote Address: Master Chief Petty Officer of the Coast Guard BMCN Michael Leavitt (Shawnee Room)
0 9 1 5 - 0 9 3 0	Morning Break (Pioneer Room)
0 9 3 0 - 1 1 0 0	Exploring Travel (River Room)   Paying It Forward (Bison Room)   Quality Assurance (Homestead Room)   Tools and Resources (Wheat Room)
1 1 0 0 - 1 1 4 5	Chief's Call - MCPOCG BMCN Michael Leavitt (Shawnee Room)
1 1 0 0 - 1 2 3 0	Lunch Break
1 2 3 0 - 1 4 0 0	Exploring Travel (River Room)   Paying It Forward (Bison Room)   Quality Assurance (Homestead Room)   Tools and Resources (Wheat Room)
1 4 0 0 - 1 4 1 5	Afternoon Break (Pioneer Room)
1 4 1 5 - 1 6 0 0	Exploring Travel (River Room)   Paying It Forward (Bison Room)   Quality Assurance (Homestead Room)   Tools and Resources (Wheat Room)
1 6 0 0 - 1 6 1 5	Late Afternoon Break
1 6 1 5 - 1 7 0 0	Guest Speaker: Mr. Bill Patterson - PPC ADV YNM Terrilee Brown - PPC Command Master Chief YNM Domingo Cruz - EPM (Shawnee Room)
1 8 0 0 - 2 0 0 0	Casual Evening Mixer (Shawnee Room)

Day One

Continued on next page.

# 2011 YN Symposium Agenda (cont'd)

TUESDAY, September 13, 2011

0 8 0 0 - 0 9 1 5	Day Two	Guest Speaker: YNCM Emily Jennings - RFMC Captain D. Mathers, LCDR Ed Soriano, CWO Jeneen Satterfield, YNC Kellie Dean - EPM (Shawnee Room)			
0 9 1 5 - 0 9 3 0		Morning Break (Pioneer Room)			
0 9 3 0 - 1 1 0 0		Exploring Travel (River Room)	Paying It Forward (Bison Room)	Quality Assurance (Homestead Room)	Tools and Resources (Wheat Room)
1 1 0 0 - 1 2 3 0		Lunch Break			
1 2 3 0 - 1 4 0 0		Exploring Travel (River Room)	Paying It Forward (Bison Room)	Quality Assurance (Homestead Room)	Tools and Resources (Wheat Room)
1 4 0 0 - 1 4 1 5		Afternoon Break (Pioneer Room)			
1 4 1 5 - 1 6 0 0		Exploring Travel (River Room)	Paying It Forward (Bison Room)	Quality Assurance (Homestead Room)	Tools and Resources (Wheat Room)
1 6 0 0 - 1 6 1 5		Late Afternoon Break			
1 6 1 5 - 1 7 0 0		Guest Speaker: LT Kelly Merchen - CG 1221 (Shawnee Room)			
		Networking Opportunities - Info on Activities Available at Registration			

WEDNESDAY, September 14, 2011

0 8 0 0 - 0 9 1 5	Day Three	Guest Speaker: Ms. Sue Reed - RFRS YNCS Brad Bartsch - RPM (Shawnee Room)			
0 9 1 5 - 0 9 3 0		Morning Break (Pioneer Room)			
0 9 3 0 - 1 1 0 0		Exploring Travel (River Room)	Paying It Forward (Bison Room)	Quality Assurance (Homestead Room)	Tools and Resources (Wheat Room)
1 1 0 0 - 1 2 3 0		Lunch Break			
1 2 3 0 - 1 4 0 0		Exploring Travel (River Room)	Paying It Forward (Bison Room)	Quality Assurance (Homestead Room)	Tools and Resources (Wheat Room)
1 4 0 0 - 1 4 1 5		Afternoon Break (Pioneer Room)			
1 4 1 5 - 1 6 0 0		Exploring Travel (River Room)	Paying It Forward (Bison Room)	Quality Assurance (Homestead Room)	Tools and Resources (Wheat Room)
1 6 0 0 - 1 6 1 5		Late Afternoon Break			
1 6 1 5 - 1 7 0 0		Guest Speaker: CWO Leah Pepper - YN Assignment Officer CWO Frank Jennings - YN Assignment Officer (Shawnee Room)			
		Networking Opportunities - Info on Activities Available at Registration			

Continued on next page.

# 2011 YN Symposium Agenda (cont'd)

THURSDAY, September 15, 2011

0 8 0 0 - 0 9 1 5	Day Four	Keynote Speaker: RADM Richard Gromlich - DOL (Shawnee Room)			
0 9 1 5 - 0 9 3 0		Morning Break (Pioneer Room)			
0 9 3 0 - 1 1 0 0		Exploring Travel (River Room)	Paying It Forward (Bison Room)	Quality Assurance (Homestead Room)	Tools and Resources (Wheat Room)
1 1 0 0 - 1 2 3 0		Lunch Break			
1 2 3 0 - 1 4 0 0		Exploring Travel (River Room)	Paying It Forward (Bison Room)	Quality Assurance (Homestead Room)	Tools and Resources (Wheat Room)
1 4 0 0 - 1 4 1 5		Afternoon Break (Pioneer Room)			
1 4 1 5 - 1 6 0 0		Exploring Travel (River Room)	Paying It Forward (Bison Room)	Quality Assurance (Homestead Room)	Tools and Resources (Wheat Room)
1 6 0 0 - 1 6 3 0		Closing Remarks - Captain J. Phillips, CO PPC Topeka			

Continued on next page.

## Use of Government Travel Charge Card During Permanent Change of Station (PCS)

Relocation to a new duty station can be both exciting and stressful on the member and the family. Provided below are a two helpful reminders to ensure you use your travel card correctly during the move:

- **PCS Duration:**

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. This does not apply to [Temporary Lodging Allowance \(TLA\) - Outside the Continental United States \(Overseas/OCONUS\)](#). 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 monthly government travel charge card bill. In the case of [Temporary Lodging Expense \(TLE\) - Within the Continental United States \(CONUS\)](#), card use may be used subject to the 15-day rule addressed above. If PCS travel duration will exceed 15 days, ensure you request a travel advance to cover your expenses.

**Dependent Travel:**

Transportation tickets for dependents must be charged to the central billed account (CBA) via a government travel request (GTR). Members shall not purchase dependent tickets using their government travel charge card.

Source: [Paragraph 4 of CG Personnel Service Center Message 058/11 of 27 April 2011](#)

## 2011 YN Symposium Agenda (cont'd)

### Track 1 Exploring Travel

9:30 am - 11:00 am	Web TPAX - Overview
11:00 am - 12:30pm	LUNCH
12:30 pm -2:00 pm	PCS/TDY - Overview and Issues
2:00 pm - 2:15 pm	BREAK
2:15 pm - 3:45 pm	Audit Issues
3:45 pm - 4:00 pm	Best Practices / Surveys

### Track 2 Paying It Forward

9:30 am - 11:00 am	Accessions/Contracts - Overview and Issues
11:00 am - 12:30 pm	LUNCH
12:30 pm - 1:30 pm	Separations - Overview and Issues
1:30 pm - 2:30 pm	Exceptions - Overview and Issues
2:30 pm - 2:45 pm	BREAK
2:45 pm - 3:45 pm	Legal/BAH - Documents and Issues
3:45 pm - 4:00 pm	Best Practices / Surveys

### Track 3 Quality Assurance

9:30 am - 11:00 am	BCMR/Confinements/W2's
11:00 am - 12:30 pm	LUNCH
12:30 pm - 2:00 pm	Reserve Point Statement
2:00 pm - 2:15 pm	BREAK
2:15 pm - 3:15 pm	KPMG/Validation/PAO
3:15 pm - 3:45 pm	eIPDR/Imaging - Overview
3:45 pm - 4:00 pm	Best Practices / Surveys

### Track 4 Tools and Resources

9:30 am - 11:00 am	Surfing the CG Web Waves
11:00 am - 12:30 pm	LUNCH
12:30 pm - 2:00 pm	PPC Customer Care - Travel and DA
2:00 pm - 2:15 pm	BREAK
2:15 pm - 3:45 pm	Compliance Inspections
3:45 pm - 4:00 pm	Best Practices / Surveys



### **When does a Reservist Receive Credit for Non-Coast Guard Correspondence Courses?**

That's a great question! Did you know that a reservist may earn extra points towards retirement when they complete a Non-CG correspondence course? Most members do not realize that when a reservist completes a Correspondence Course while on Active Duty, they do **not** receive points to count towards their retirement. Reserve Policy Manual 8.C.5.b states "No retirement points will be credited for any courses completed while a member is on active duty or on an inactive status list".

However, as with so many other rules, there is an exception to this. For example, when a reservist attends the Naval War College (NWC), or similar, for a course that **required them to complete correspondence prerequisites prior** to attending, they are entitled to receive retirement points. They must provide the SPO with a copy of the completion certification letter they received from the Navy or other agency. Somewhere in the letter it will state something equivalent to: "**prior** to your arrival / commencement at the Naval War College, you were **required** to complete a significant amount of reading..., etc."

The member should provide **two** forms of documentation:

- a) A **letter** (*See sample on page 22*) stating what they were required to complete prior to school.
- b) Copy of their actual **certificate** (*See sample on page 23*) for the two week course they attended

Sometimes only **one** document will be presented which includes the completion verification in the same letter.

Continued on next page

**DA INPUT:**

There are two course codes associated with these courses. One records that the member attended a “C” school and the other records the member completed a “correspondence” course. The reservist does not earn retirement points for attending “C” school due to being on Active Duty, however, they will earn points for completing the “correspondence” requirements prior to attending school.

**Certificate represents the member attending a “C” school:**

After receiving a copy of the Certificate, the SPO will enter it into DA. The following codes are a few examples from DA for the completion of a “C” school as described in the “Course Type”.

**Search Results**

[View All](#)

Course Code	Description	Course Status	Creation Date	Course Type	Multilingual	Course Internal/External
<a href="#">501450</a>	<a href="#">RESERVE OFF NATL SEC DECMAKR</a>	<a href="#">Active</a>	<a href="#">01/24/2002</a>	<a href="#">C School</a>	<a href="#">N</a>	<a href="#">Internal</a>
<a href="#">501459</a>	<a href="#">RESERVE OFF STRATEGY &amp; POLICY</a>	<a href="#">Active</a>	<a href="#">01/31/2002</a>	<a href="#">C School</a>	<a href="#">N</a>	<a href="#">Internal</a>

**Letter from the appropriate agency represents the member completing “Correspondence”:**

After receiving a copy of the Letter, the SPO will enter it into DA. The following codes are a few examples from DA for the completion of “Correspondence” as described in the “Course Type”.

**Search Results**

[View All](#)

Course Code	Description	Course Status	Creation Date	Course Type	Multilingual	Course Internal/External
<a href="#">610240</a>	<a href="#">FSP S&amp;P/W JPME I Course</a>	<a href="#">Active</a>	<a href="#">05/26/2010</a>	<a href="#">Correspnd</a>	<a href="#">N</a>	<a href="#">External</a>
<a href="#">610144</a>	<a href="#">National Security Decision-mak</a>	<a href="#">Active</a>	<a href="#">01/07/2009</a>	<a href="#">Correspnd</a>	<a href="#">N</a>	<a href="#">Internal</a>

\*\*Again, please note the differences between course codes that begin with the number “5” or “6”. Course codes beginning with the number “6” are assigned Reserve Retirement points, unlike those that begin with “5”. Sometimes the names of the courses are very similar and the SPO will be required to enter two different course codes for one event, per the examples above. The course codes beginning in “5” are simply documenting that the member attended a “C” school, whereas the course codes beginning with “6” credit the member with Reserve Retirement points for completing a Correspondence Course.

**JUMPS EFFECT:**

When Correspondence course codes are entered in DA, an R970 is processed in JUMPS to update the member’s SEG 81 with the appropriate retirement points.

Continued on next page

**NON-CG CORRESPONDENCE COURSE LIST:**

CG-131 publishes an excel spreadsheet viewable on their web page of Non-CG Correspondence courses creditable for Retirement Points. Access the following link for the complete listing of approved Non-CG Correspondence Courses.

<http://www.uscg.mil/reserve/retirement.asp>

The following is a sample from the spreadsheet based on the course codes approved for a “Correspondence” course. Sometimes the “Short Description” does not match the “Full Description,” therefore, a little more diligent search by the YN will be necessary in those cases.

COURSE	SHORT TITLE	POINTS	DESCRIPTION (SHORT)	FULL DESCRIPTION	SCHOOL CODE
610144	6940	15	National Security Decision-making	National Security Decision-making	NDU
610240	FSP-S&P/W	84	FSP S&P/W JPME I Course	Fleet Seminar Program Strategy&Policy (now Strategy&War) JPME Phase I Core Course	NWC

\*\* Please be aware there are several words that are spelled as "stategy" vice "strategy" which could be problematic when using the search function. HQ has been notified of the spelling error.



**More Points = More Money!!!!**

The bottom line is that for a Reservist, the more Retirement “points” they gain from IDT, Active Duty and Correspondence, the more money they will get towards their retired pay. Therefore, it’s very important to a Reservist to be credited for the applicable Correspondence Courses that receive points.

Continued on next page

**SAMPLE**



**DEPARTMENT OF THE NAVY  
NAVAL WAR COLLEGE  
686 CUSHING RD  
NEWPORT RHODE ISLAND 02841-1207**

1611  
Ser 007/87  
08 May 09

From: Director, Operational Support Office, Naval War College  
To: CDR Betty Boop, USCGR

Subj: NAVAL WAR COLLEGE OPERATIONAL SUPPORT NATIONAL SECURITY  
DECISION MAKING (OS/NSDM) COURSE, RESERVE RETIREMENT  
POINTS CERTIFICATION

1. Prior to the commencement at the Naval War College of the 2009 Operational Support National Security Decision Making Course, you were required to dedicate a significant amount of your personal time to do outside reading and research. This helped you to prepare for additional reading and research, as well as seminar participation and discussions, and two written exams taken during this two week long period.

2. In recognition of your successful completion of these requirements, you have successfully earned ten (10) retirement points to be applied, if required, to your Reserve Retirement Point Capture record.

3. Congratulations on the successful completion of the 2009 Operational Support National Security Decision Making Course.

A handwritten signature in black ink, appearing to read "D. M. Huntoon".

David M. Huntoon

**\*\*Note the USN credits 10 Reserve Retirement Points in this sample provided vs. the CG credits 15!**

Continued on next page

**SAMPLE**

# United States Naval War College

ESTABLISHED 1884



NEWPORT, RHODE ISLAND

*awards this*

## Certificate

*to*

### CAR Betty Boop, USCGR

*on graduation from the*

*Operational Support*

*National Security Decision Making Course*

*27 April-08 May 2009*

*09 May 2009*

*Date*

*J.P. Wincup  
Rear Admiral, United States Navy  
President, Naval War College*

## Are Your Accession Contract Dates Right?

We often receive requests from SPO's for assistance with Accessions. While talking with the SPO's, one area of confusion is the calculation of Service Dates. Below are some of the more confusing dates and basic information on how to calculate the dates for your accession:



### Pay Entry Base Date

- ⇒ If the member has no prior service, enter the date of enlistment/appointment.
- ⇒ *With no prior service, the Pay Entry Base Date must be equal to the **Contract Begin Date, Active Duty Base Date and Effective Date Pay Allowance**. For an OCS accession, these dates should be set to the date the candidate, with no prior service, enlisted.*
- ⇒ If the member has prior service and a break in service, the Pay Entry Base Date will need to be constructed. see Appendix (C) of the Personnel and Pay Procedures Manual (3PM) for computation rules.

### Active Duty Base Date

- ⇒ The ADBD must be filled in on **all** accessions, even though it does not affect reserve personnel.
- ⇒ If the member has no prior service, enter the date of enlistment/appointment.
- ⇒ *With no prior service, the Active Duty Base Date must be equal to the **Contract Begin Date, Pay Entry Base Date, and Effective Date for Pay Allowance**.*
- ⇒ If the member has prior service, or had a break in service, see Appendix (C) of the Personnel and Pay Procedures Manual (3PM) for computation rules.

### Expected Loss Date

- ⇒ The *Expected Loss Date* is the date the member will have no further reserve and/or active duty obligation.
- ⇒ For regular and reserve enlisted members this date will be the same as "Date Completed Military Obligation" or the Contract End Date, **whichever is greater**.

|| Example 1: Enlistment in the CG Re-

serve on 1 April 2009 with no prior service (8-year initial service obligation). Date Completed Military Obligation 31 March 2017. Expiration of Enlistment/ Contract End Date 31 March 2017. Expected Loss Date 31 March 2017

□ Example 2: Four year enlistment in the CG (Active Duty) on 1 April 2009 with 6 years prior service (no break in service, 2-years remaining initial service obligation), Date Completed Military Obligation 31 March 2011. Expiration of Enlistment/ Expected Active Duty. Termination Date/ Contract End Date 31 March 2013. Expected Loss Date 31 March 2013.

- For regular Coast Guard officers this will be equal to the Expected Active Duty Term Date.
- For NOAA officers this will be the day before the officer's 60<sup>th</sup> birthday.
- For reserve officers use the same date as the Expected End Date of the contract.

### Expected Active Duty Term Date

Enter the Expected Active Duty Termination Date on the member.

- ⇒ Regular Enlisted -- The member's expected release date from active duty.
- ⇒ Reserve Enlisted -- Blank
- ⇒ Regular Officer -- The 30 year commission service date (including all commissioned time in a uniformed service)
- ⇒ Reserve Officer -- Blank

### Military Entry Date

- ⇒ If the member has no prior service, enter the date of enlistment/appointment or the date of entry into the Delayed Enlistment Program (DEP).
- ⇒ If the member has prior service, this is the date of the member's initial entry into the Armed Forces. This includes both active and inactive service, as well as time spent at military academy, OCS, or Delayed Enlistment.

### Date Entered Current Active Duty

- ⇒ Enter the Date of the current contract for both Active Duty and Reserve Components.

By: Ginger Farmer and Pam Flewelling