

# *THE RESERVIST*



People taking care of People

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

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



# THE RESERVIST

## Overview

---

### Introduction



Welcome to The Reservist Direct Access Course. This course was designed focusing on you, the Reservist.

The material for this course was created based on inquiries for information and assistance from Reservists throughout the Coast Guard via Customer Care Help Requests and PPC surveys.

We welcome your input into YOUR course of information.

All the information contained in this course is available by using the Direct Access On-Line Guide. These guides are available to you on PPC's web site or the internet at: <http://www.uscg.mil/ppc/ps/>

If you have questions concerning any reserve pay issues, and your chain of command is unable to assist you, you may submit a Customer Service help request available at: <http://www.uscg.mil/ppc/ccb/>, or send an e-mail to [CustomerCare@PSC.uscg.mil](mailto:CustomerCare@PSC.uscg.mil).

---

### Objective

Upon completion of this course, you should be able to confidently navigate DA using the On-Line Guides and tutorials and competently apply this training to enter pay and personnel data using DA Self-Service.

To accomplish this objective, we will provide you with basic information on specific points of interest that has been requested. It is not intended to provide you with an all encompassing background on all reserve matters; rather, to:

- Provide you the web links to Coast Guard policies,
  - Give you an understanding of procedures, and
  - Provide you with the skills to apply this information to enter accurate data into Direct Access (DA) that affects your pay and personnel issues.
- 

*Continued on next page*

## Overview, Continued

---

### Contents

This course will discuss the following topics.

| <b>Topic</b>   | <b>See Page</b> |
|--|-----------------|
| <a href="#">Direct Access and Direct Access Self-Service</a> | 7               |
| <a href="#">Reserve Retirement Point Statements</a>          | 17              |
| <a href="#">Requesting Reserve Orders</a>                    | 31              |
| <a href="#">Leave and Earnings Statements (LES)/W-2's</a>    | 41              |
| <a href="#">SELRES Bonuses</a>                               | 49              |
| <a href="#">Reserve Advancements</a>                         | 55              |
| <a href="#">Release from Active Duty (RELAD)</a>             | 63              |
| <a href="#">Retirement/RC-SBP</a>                            | 67              |
| <a href="#">Web Based T-Pax</a>                              | 73              |
| <a href="#">Assistance</a>                                   | 95              |

---

# Direct Access and Direct Access Self-Service

---

## Introduction to Direct Access

What is Direct Access (DA)? DA is the Coast Guard's system for entering and maintaining military pay and personnel information that affects your pay, allowances, and personal data.

All reference materials available at PPC's website, will provide you with the tools to access the information, procedures for completing all Pay and Personnel transactions in DA, and will be referred to throughout this course.

Both DA and PPC's On-Line Guides and tutorials may be accessed from either your CG SWSIII terminal, from home, or any other non-Coast Guard computer system having internet accessibility.

---

## Objective

Upon completion of this section you will be able to log on and navigate Direct Access.

---

## References

PPC Topeka – Intranet: <http://cgweb.ppc.uscg.mil/>  
Internet: <http://www.uscg.mil/ppc/>  
DA On-Line Guides - <http://www.uscg.mil/ppc/ps/>  
PPC DA Tutorials - <http://www.uscg.mil/ppc/multimedia.asp>  
PPC Customer Care - <http://www.uscg.mil/ppc/ccb/>

---

## Sign-on and Using Direct Access

To sign on to DA you will need to know your DA User ID and Password.

Your User ID will be your Employee ID number **unless you have been assigned a different ID by PPC.**

DA (sign-on page) via Internet: [MyPortalDirect](#)

---

*Continued on next page*

## Direct Access and Direct Access Self-Service, Continued

---

### Passwords and Forgot Password Feature

**You will not be able to access DA without your password.**

If you do not remember your password, you can obtain a new password by using the Forgotten Password feature. It is very important that your DA account correctly identifies your CG Global e-mail address. An incorrect e-mail address may result in you not being able to:

- Use the DA Forgotten Password feature
- Receive notification of PCS or TDY orders

The following links will guide you through the verification, and if necessary show you how to update your e-mail address.

The DA On-Line Guide for changing your password, using the forgotten password feature, and verifying/updating your email address, may be viewed by clicking on the following link.

[Direct Access On-Line Guide - How to change and use forgotten password in DA](#)

[Direct Access Tutorial – Forgotten Password](#)

---

### Direct Access, Self-Service



DA Self-Service was designed for you to enter pay and personnel information directly into DA. Some of this data may be effective as soon as you complete the entries; other items will not take effect immediately and will be discussed later in this section.

In this section we will discuss a few most commonly used topics, including:

- Direct Deposit
  - Allotments
  - Home/Mailing Addresses
  - Thrift Savings Plan (TSP)
  - Annual Screening Questionnaire
  - E-Resume
- 

### Objective

The objective of this section is to help you understand your DA profile and enable you to confidently complete common pay and personnel transactions in DA.

---

*Continued on next page*

## Direct Access and Direct Access Self-Service, Continued

---

### References

- (a) [Direct Access Self-Service Tutorials](#)
  - (b) [Personnel and Pay Procedures Manual \(3PM\), PPCINST M5231.3](#)
- 

### Direct Deposit

This section provides guidance on direct deposit information. Before you attempt to change your direct deposit information, you need to verify that your current account information is contained in DA.

**If you attended CG Basic Training at Cape May, NJ your initial direct deposit account information was entered by TRACEN Cape May Servicing Personnel Office (SPO) directly into the pay system. Since DA was not used for this initial entry, you cannot use the Self-Service feature to update/correct information.**

---

### Direct Deposit

To view/verify your Direct Deposit data, you will need to navigate to the account information. Using the DA On-Line link, navigate to Self-Service for Member>Change Direct Deposit/Payment Option Election.

[Direct Access On-Line Guide - Changing Direct Deposit](#)

[Direct Access Tutorial - Direct Deposit Change](#)

| If                                    | Then  |
|---------------------------------------|---|
| No direct deposit information (Blank) | You cannot enter initial account data and you will need to provide your SPO with the account information for entry into DA. |
| Current Account Recorded              | You can use DA Self-Service procedures to update/correct your Direct Deposit account information.                           |

---

*Continued on next page*

## Direct Access and Direct Access Self-Service, Continued

---

### Allotments



**As a Reservist, you must be serving on 140 consecutive days or more of Active Duty orders to take advantage of the allotment payroll deductions from your monthly pay. You can start an allotment as soon as your orders begin.**

DA Self-Service allows you to start, stop, and change your allotments using DA Self-Service. Allotments can be used for savings, loans, insurance, U.S. Savings Bonds, charities, support of dependents, education, CG Association dues, and any other legal purposes.

The most common issue for Reservists is their inability to start an allotment. This occurs when DA isn't correctly identifying you as being on active duty for the minimum required period of time.

When you are under Active Duty Orders, sometimes the system does not accurately update your CG Duty Row. If you are on active duty greater than the period described above and are unable to start an allotment, you need to contact PPC to have DA updated to allow allotments to process.

**You are strongly encouraged to review the following link to the DA On-Line Guide before you engage in any allotment transactions.**

[Direct Access On-Line Guide - Allotments and Bonds Overview](#)

[Direct Access Tutorial - Allotments](#)

---

*Continued on next page*

## Direct Access and Direct Access Self-Service, Continued

---

### Home/Mailing Addresses



It is very important to keep your address updated in DA. The home address can be any address you want to enter, but **the mailing address is where the Annual Reserve Retirement Point Statement and the W-2 form will be mailed**. When changing your address, you can select the date the address change will become effective.

The DA On-Line guide provides you with complete procedures to change your home and mailing addresses.

[DA On-Line Guide - Home/Mailing Address Change](#)

[Direct Access Tutorial - Changing Home/Mailing Address](#)

**Note: The address changes entered into DA are not provided to the government charge card providers. You will need to contact them directly to notify them of your address change.**

---

### Thrift Savings Plan



This section provides the procedure for changing the percentage of your contribution to the Thrift Savings Plan (TSP) from your base pay, incentive pay, special pay and bonuses.

For complete details concerning the TSP program visit the TSP web site at: <http://www.tsp.gov/>.

**You may not start a new TSP contribution, or terminate your TSP contribution using Self-Service.** If you want to enroll, or disenroll from TSP, you need to complete Form TSP-U-1 and fax it to the Pay & Personnel Center (MAS-TSP) at (785)339-3760. Or you can mail the form to:

Commanding Officer (MAS-TSP)  
Coast Guard Pay & Personnel Center  
444 SE Quincy Street  
Topeka, KS 66683-3591

Only one change per plan type (basic pay, incentive pay, special pay and bonus) per month using self-service is permitted. If you need to submit subsequent changes in the same month, you must submit [Form TSP-U-1](#) to PPC (MAS) to be entered into the system.

---

*Continued on next page*

## Direct Access and Direct Access Self-Service, Continued

---

### Thrift Savings Plan

(continued)

There are two basic rules to remember:

- Changes to your TSP account will be effective on the first day of the month following your election.
- TSP deductions are made when pay is earned and recorded on your monthly LES.

**Caution: Reservists not on active duty should not elect a 100% TSP contribution** because your monthly drill pay earned would not leave any funds available for payments of other monthly deductions or debts such as:

- TSP Loans
- SGLI/FSGLI elections
- Dependent Dental Plan
- Travel debts

**A 100% election may cause you to incur an in-service debt and possibly lead to termination of your TSP election.**

[Direct Access On-Line Guide - Thrift Savings Plan](#)

[Direct Access Tutorial - Thrift Savings Plan](#)

---

### TSP Catch-up

Members age 50 and over, or who will reach age 50 on or prior to 31 December of the current tax year, are eligible to invest an additional \$5,500 into TSP under the TSP catch-up program. Catch-up contributions are made in whole dollar amounts and are not based on a percentage of pay.

These contributions cannot be made using Self-Service. An election form [TSP-U-1-C Form](#) must be completed and forwarded to PPC(MAS) for processing at:

Commanding Officer (MAS-TSP)  
Coast Guard Pay & Personnel Center  
444 SE Quincy Street  
Topeka, KS 66683-3591

---

*Continued on next page*

## Direct Access and Direct Access Self-Service, Continued

---

### Annual Screening Questionnaire



Federal law requires all Ready Reservists (Selected Reservists (SELRES) and Individual Ready Reservists (IRR)) to be regularly screened to ensure availability and fitness for duty if mobilized, and submit updated information.

Some important information concerning the ASQ:

- Required to be submitted annually between 1 August and 31 October 31.
- If you are currently serving on long term ADOS-AC (180 days or greater) or EAD orders, you do not have to complete the ASQ until you are released from active duty (RELAD).
- Once you complete and save your ASQ, it cannot be reviewed in DA.
- An ASQ can be submitted at any time. If you are unsure as to the last time you submitted an ASQ, submit a new entry. A subsequently submitted ASQ will override any entries previously submitted in DA.

Follow the procedures outlined in the DA On-Line Guide for procedures to complete and submit your ASQ.

[Direct Access On-Line Guide - Annual Screening Questionnaire](#)

[Direct Access Tutorial - Annual Screening Questionnaire](#)

---

*Continued on next page*

# Direct Access and Direct Access Self-Service, Continued

## E-Resume



This section provides guidance on the preparation and submission of an E-Resume into DA. Centralized Assignment Control (CAC) is here! It is currently in effect as per ALCGRSV 048/10 and PSC-RPM.

The E-resume will be the primary tool to communicate to your assignment officer. The DA on-line guide provides you with complete instructions to create and submit your E-Resume. You must change the **Position Source** dropdown to **SELRES PCS**.

[Direct Access On-Line Guide - E-Resume](#)

[Direct Access Tutorial – E-Resume](#)



**View Job Postings**  
Enter your search criteria then click Search

**Search Criteria**

Position Source: **Active Duty PCS** (dropdown menu) Select a Position Source Code

Position: [ ] Select a Position Nbr or leave blank for all

Dept Type: [ ] [ ] Select a Type or leave blank for all

Department: [ ] [ ] Select a Dept or leave blank for all

State: [ ] [ ] Select a State or leave blank for all

Job Family: YN [ ] [ ] Select a Job Family or leave blank for all

Job Code: [ ] [ ] Select a Jobcode or leave blank for all

Accomplishment: [ ] [ ] Select an Accomplishment or leave blank for all

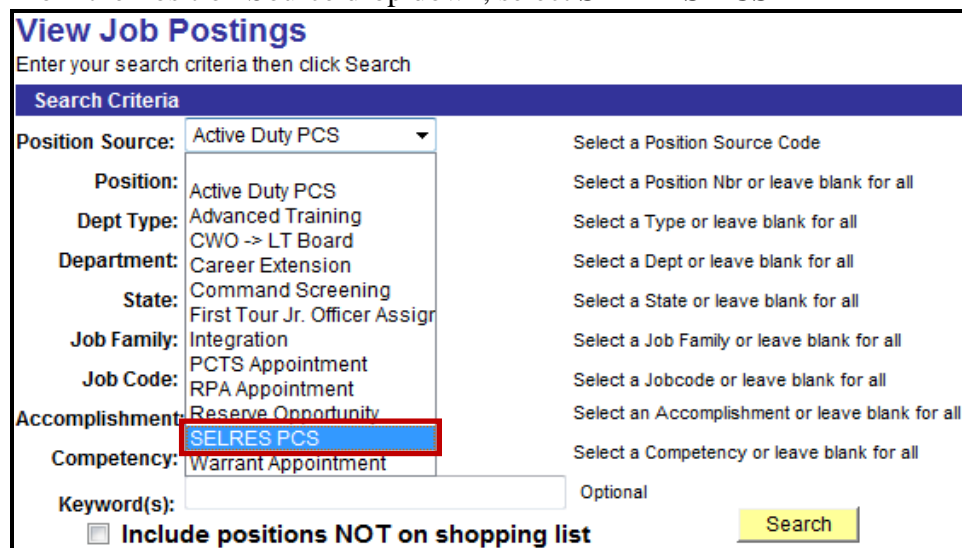
Competency: [ ] [ ] Select a Competency or leave blank for all

Keyword(s): [ ] Optional

Include positions NOT on shopping list

**Search**

From the Position Source drop down, select **SELRES PCS**



**View Job Postings**  
Enter your search criteria then click Search

**Search Criteria**

Position Source: **Active Duty PCS** (dropdown menu) Select a Position Source Code

Position: Active Duty PCS Select a Position Nbr or leave blank for all

Dept Type: Advanced Training Select a Type or leave blank for all

Department: CWO -> LT Board Select a Dept or leave blank for all

State: Career Extension Select a State or leave blank for all

Job Family: Command Screening Select a Job Family or leave blank for all

Job Code: First Tour Jr. Officer Assign Select a Jobcode or leave blank for all

Accomplishment: Integration Select an Accomplishment or leave blank for all

Competency: PCTS Appointment Select a Competency or leave blank for all

Warrant Appointment

Keyword(s): [ ] Optional

Include positions NOT on shopping list

**Search**





# Reserve Retirement Point Statements

---

## Introduction

The Reserve Retirement Point Statement is one of the most important documents for a reservist. The statement is produced annually and mailed to your home mailing address identified in DA. The statement lists all points earned that have been entered into DA during each Anniversary Year (AY).

The final entry on your statement, **Total Satisfactory Years of Service**, is a cumulative total of your creditable time towards earning Reserve Retirement eligibility. The total creditable points are very important as your Reserve Retired Pay is calculated based on your total points earned throughout your career.

---

## Objective

This section will provide you with the knowledge and ability to read and understand your Reserve Point Statement and where and how to submit corrections.

---

## References

(a) [Reserve Policy Manual, COMDINST M1001.28](#)

---

## Where's my Point Statement?

Your Reserve Retirement Point Statement is created and mailed annually within 3 months of completion of each Anniversary Year (AY). For example, if your AY is 9/12, then the point statement will be created and mailed after the December end-month of the pay system (JUMPS) compute cycle.



It is very important to keep your mailing address updated in DA to ensure you receive your annual statement. Since the LES is mailed to your mailing address, you can verify this address every month.

| If                       | Then  |
|--------------------------|---|
| The address is correct   | Your point statement should arrive at your home within 90 days upon completion of your AY.  |
| The address is incorrect | Then you need to correct your LES mailing address by following the procedures outlined in the <a href="#">DA Self-Service Home/Mailing Address</a> section previously discussed in this course. |

---

*Continued on next page*

## Reserve Retirement Point Statements, Continued

**Pay Entry Base Date** The Pay Entry Base Date (PEBD) is established at the time of accession.

The PEBD is used to:

- Determine your rate of basic pay and eligibility for Longevity pay increases.
- Determine the beginning date for calculating 30 years of service.

Complete information for determination of PEBD may be found in:

- [Coast Guard Pay Manual, COMDTINST M7220.29\(series\)](#)
- [Coast Guard Reserve Policy Manual, COMDTINST M1001.28\(series\)](#)
- [Pay and Personnel Procedures Manual, PPCINST M1000.2\(series\)](#)

Title 10 USC 12103 established when military service is NOT creditable for PEBD computations. The following chart outlines specific periods for creditable service:

| <b>If Reserve member enlisted...</b> | <b>Then their PEBD is...</b>   |
|--------------------------------------|--|
| <b>Before 1 Jan 1985</b>             | <b>The day they enlisted<br/>(unless there is a break in service)</b>  |
| <b>Between 1 Jan 85 - 28 Nov 89</b>  | <b>The first day of Active Duty<br/>(a drill does not start PEBD)</b>  |
| <b>29 Nov 89 or later</b>            | <b>The first day of Active Duty,<br/>unless IDT Drill(s) performed prior<br/>to Active Duty,<br/>then PEBD is date of enlistment</b> |

**Rate of Basic Pay:** Under Title 37 USC 205, your cumulative years of military service is used to determine your rate of basic pay by adding **ALL** periods of active and inactive service in any Regular or Reserve component of a Uniformed Service. If your PEBD is not accurate, the result could be you being under or overpaid.

**30 Year Service Date:** Reservists shall be removed from active status after completing 30 total years of service. The 30 years of service is determined from your PEBD.

*Continued on next page*

## Reserve Retirement Point Statements, Continued

---

### Fiscal Year (FY) vs. Anniversary Year (AY)

A **Fiscal Year** begins on 1 October and ends 30 September. The 48 drills maximum for creditable service must be completed during this time.

The **Anniversary Year** is the 365 or 366 (Leap Year) day period starting from your original "Date of Initial Entry into Military Service" (DIEMS), as long as there was no break in service. The minimum 50 creditable points to qualify for a satisfactory year is based on your anniversary year.

---

### Creditable Points

You should review the contents of Chapter 8 of the Reserve Policy Manual for complete information on earning and receiving credit for reserve retirement points.



You must earn a minimum of 50 reserve retirement points each full AY for it to be considered a satisfactory year of service that is creditable towards earning a reserve retirement. You must accumulate 20 satisfactory years of service for reserve retirement eligibility.

Creditable retirement points are earned in the following way:

- Membership - 15 points per year (does not include service in an inactive component of an armed service).
- Active Duty - 1 point for each day of active duty.
- IDT/RMP - 1 point for each IDT drill, RMP (Readiness Management Period) or FHD (Funeral Honors Duty).
- Correspondence Course Completions - You may earn creditable points for Coast Guard and Non-Coast Guard (i.e. U.S. Navy courses).

CG Correspondence Courses - Retirement point credits are automatically entered into DA by the CG Institute. Complete provisions of creditable correspondence point credit may be found in Chapter 8-C-9 of the Reserve Policy Manual. You may view the current listing of CG correspondence points and the retirement point credits at:

[http://uscg.mil/hq/cg1/cgi/reservist/reserve\\_points.pdf](http://uscg.mil/hq/cg1/cgi/reservist/reserve_points.pdf)

---

*Continued on next page*

## Reserve Retirement Point Statements, Continued

### Creditable Points (con't)

Non-CG Correspondence Courses - If you complete a non-CG correspondence course as a CG Reservist during your current AY, you should submit a copy of the course completion letter (which will include the number of creditable reserve retirement points) to your SPO to be entered into DA. A list of authorized courses can be found in:

[http://www.uscg.mil/reserve/docs/pay\\_benefits/Correspondence%20Courses%20for%20RRPs%20Info%20Sheet\\_June2010.xls](http://www.uscg.mil/reserve/docs/pay_benefits/Correspondence%20Courses%20for%20RRPs%20Info%20Sheet_June2010.xls)

For courses that are not identified on this list, you will need to submit a copy of the correspondence course completion letter along with any certificates for completion, via your SPO to Commandant (CG-131) for determination of creditability and the number of retirement points credit.

**Important Note:** The Reserve Policy Manual Chapter 8.C states that no retirement points will be credited for any courses completed while you are on active duty or on an inactive status list. Active duty is defined as: ADT, IADT, ADT-AT, ADT-OTD, ADOT, ADOS-AC, ADOS-RC, EAD, RPA, ADHC, or Involuntary Recall.

### Maximum Points

The maximum number of Reserve points that may be earned for retirement purposes in any AY are based on:

- IDT Drills
- Readiness Management Periods (RMP)
- Correspondence Course Points
- Membership Points (15 max per AY)



### Creditable Points (con't)

Maximum reserve points breakdown by date:

| Max Pts | Beginning on or After | Ending Prior to |
|---------|-----------------------|-----------------|
| 130     | 10/30/07              | Present         |
| 90      | 10/30/00              | 10/30/07        |
| 75      | 9/23/96               | 10/30/00        |
| 60      | Any Previous AY       | 9/23/96         |

The maximum number of IDT Drills for Pay is 48 (with the exception of members assigned to deployable units, such as PSUs, who are authorized 60 drills for pay per fiscal year).

*Continued on next page*

## Reserve Retirement Point Statements, Continued

---

**Creditable  
Points (con't)**  
(continued)

Here are two examples to help interpret these rules:

Example 1

| Corresp Courses | Drill Duty | Membership | Sub Total | Adjusted Total |
|-----------------|------------|------------|-----------|----------------|
| 36              | 48         | 15         | 99        | 99             |

Since the total points did not exceed the 130 maximum, you would be credited all 99 points earned during this AY. You are now authorized to add any Funeral Duty and Active Duty/ADT points you have earned in the same AY. We can now add:

- 2 RMP's
- 12 ADT days

You would now be credited with 113 Total Reserve Retirement Points earned for your AY.

Example 2 (AY between 10/30/00-10/29/07)

| Corresp Courses | Drill Duty | Membership | Sub Total | Adjusted Total |
|-----------------|------------|------------|-----------|----------------|
| 36              | 52         | 15         | 103       | 90             |

In this example, you exceed the maximum 90 total points allowed for retirement and would receive credit for 90 total adjusted points vs. 103. The second point in this example is that you may have only received pay for 48 of the 52 drills performed which means 4 drills could have been performed without pay.

The maximum Total Creditable Reserve Retirement Points (all categories) cannot exceed 365 (366 points during Leap Year) points in any full AY.

---

*Continued on next page*

## Reserve Retirement Point Statements, Continued

---

### Reading / understanding point statements



This section discussed the issuance, importance and how to review/validate your Annual Reserve Retirement Point Statement.

As previously noted, the point statement is one of the most important documents for a reservist, and should be reviewed immediately upon receipt of the annual mailing. This document contains both the points breakdown for the previous AY and the cumulative total of your entire military career. If so desired, you can also view the point statement at any time in Direct Access.

**The best time to ensure you receive all your retirement points is now, rather than waiting until you are planning retirement.**

The point statement breaks down all retirement points earned into several sections:

- Correspondence Course Points
- Drill Duty (IDT's)
- Membership Points
- Sub and Adjusted Totals
- Funeral Duty
- Active Duty
- Total

---

*Continued on next page*

## Reserve Retirement Point Statements, Continued

**Reading /  
understanding  
point statements**  
(continued)

**Direct Access Reserve Retirement Point Statement** – The Reserve Retirement Point Statement is viewable in Direct Access. Sign-in to DA and use the following path to navigate to the point statement:

[Self-Service>Employee>View>View Reserve Points](#)

The Points Summary page will appear.

| <b>EmplID:</b> 1234567                       | <b>Empl Rcd:</b> 0            | Sam, Yosemite  |   |  |              |
|--|-------------------------------|--|---|--|--------------|
| <b>Rank:</b> YNC                             |                               |  | <b>Pay Entry Base Date:</b> 09/24/1984      |  |              |
| <b>Dept:</b> CG PPC                          |                               |  | <b>Reserve Anniversary Date:</b> 09/24/1984 |  |              |
|  |                               |  | <b>20 Year Letter Date:</b> 09/30/2004      |  |              |
| <b>Totals Calculated as of:</b><br>23-SEP-11 |                               | <b>Total Qualifying<br/>Service (YYMMDD):</b> 270000 | <b>Total<br/>Points:</b> 7109               |  |              |
| <b>Service Period Data</b>                   |                               |  | <a href="#">View All</a>                    | First ◀ 1 of 13 ▶ <a href="#">Last</a> |              |
| <a href="#">Points Summary</a>               | <a href="#">Points Detail</a> |  |   |  |              |
| Begin Date                                   | End Date                      | Statement Issued                                     | Prior Svc Branch                            | Tot Qual Svc                           | Total Points |
| 09/24/2011                                   | 09/23/2012                    |  | Coast Guard Reserve                         | 000000                                 |              |

Click the **View All** link to display all Anniversary Years.

*Continued on next page*

## Reserve Retirement Point Statements, Continued

**Reading /  
understanding  
point statements**  
(continued)

The Points Summary page now displays all AY's documented in the system.

| Service Period Data <span style="float: right;">View 1 First 1-13 of 13 Last</span> |            |                  |                     |              |              |
|---|------------|------------------|---------------------|--------------|--------------|
| Points Summary  |            | Points Detail    |                     |              |              |
| Begin Date  | End Date   | Statement Issued | Prior Svc Branch    | Tot Qual Svc | Total Points |
| 09/24/2011  | 09/23/2012 |                  | Coast Guard Reserve | 000000       |              |
| 09/24/2010  | 09/23/2011 | 12/31/2011       | Coast Guard Reserve | 010000       | 71           |
| 09/24/2009  | 09/23/2010 | 12/31/2010       | Coast Guard Reserve | 010000       | 69           |
| 09/24/2008  | 09/23/2009 | 12/31/2009       | Coast Guard Reserve | 010000       | 76           |
| 09/24/2007  | 09/23/2008 | 12/31/2008       | Coast Guard Reserve | 010000       | 69           |
| 09/24/2006  | 09/23/2007 | 12/31/2007       | Coast Guard Reserve | 010000       | 73           |
| 09/24/2005  | 09/23/2006 | 12/31/2006       | Coast Guard Reserve | 010000       | 78           |
| 09/24/2004  | 09/23/2005 | 12/31/2005       | Coast Guard Reserve | 010000       | 101          |
| 09/24/2003  | 09/23/2004 | 12/31/2004       | Coast Guard Reserve | 010000       | 259          |
| 09/24/2002  | 09/23/2003 | 12/31/2003       | Coast Guard Reserve | 010000       | 206          |
| 10/12/2001  | 09/23/2002 |                  | Coast Guard Reserve | 001112       | 82           |
| 09/16/1985  | 10/11/2001 |                  | Coast Guard         | 160026       | 5870         |
| 09/24/1984  | 09/15/1985 |                  | Army Reserve        | 001122       | 155          |

Click the **Points Detail** tab to display individual points for each period of service.

| Service Period Data <span style="float: right;">View 1 First 1-13 of 13 Last</span> |     |               |         |               |           |             |                 |                 |
|---|-----|---------------|---------|---------------|-----------|-------------|-----------------|-----------------|
| Points Summary  |     | Points Detail |         |               |           |             |                 |                 |
| IDT   | RMP | Corr Course   | Mbrship | Total Non Adj | Total Adj | Funeral Dty | Rsv Active Duty | Reg Active Duty |
| 44  |     |               | 15      | 59            | 59        |             | 12              |                 |
| 41  | 1   |               | 15      | 57            | 57        |             | 12              |                 |
| 48  | 1   |               | 15      | 64            | 64        |             | 12              |                 |
| 42  |     |               | 15      | 57            | 57        |             | 12              |                 |
| 46  |     |               | 15      | 61            | 61        |             | 12              |                 |
| 42  | 2   |               | 15      | 59            | 59        |             | 19              |                 |
| 44  |     |               | 15      | 59            | 59        |             | 42              |                 |
| 4   |     |               | 15      | 19            | 19        |             | 240             |                 |
| 13  | 1   |               | 15      | 29            | 29        |             | 177             |                 |
| 56  |     |               | 14      | 70            | 70        |             | 12              |                 |
|   |     |               |         |               |           |             |                 | 5870            |
|   |     |               | 15      | 15            | 15        |             | 140             |                 |

*Continued on next page*

## Reserve Retirement Point Statements, Continued

**Reading /  
understanding  
point statements**  
(continued)

The Points Summary page now displays all AY's documented in the system.

Click on the **Show All Columns** Button to see the Points Summary and Points Details pages displayed together.

| Service Period Data |            |                  |                     |              |              |     |     |             |         |               |           |             |                 |                 |
|---------------------|------------|------------------|---------------------|--------------|--------------|-----|-----|-------------|---------|---------------|-----------|-------------|-----------------|-----------------|
| Begin Date          | End Date   | Statement Issued | Prior Svc Branch    | Tot Qual Svc | Total Points | IDT | RMP | Corr Course | Mbrship | Total Non Adj | Total Adj | Funeral Dty | Rsv Active Duty | Reg Active Duty |
| 09/24/2011          | 09/23/2012 |                  | Coast Guard Reserve | 000000       |              |     |     |             |         |               |           |             |                 |                 |
| 09/24/2010          | 09/23/2011 | 12/31/2011       | Coast Guard Reserve | 010000       | 71           | 44  |     |             | 15      | 59            | 59        |             | 12              |                 |
| 09/24/2009          | 09/23/2010 | 12/31/2010       | Coast Guard Reserve | 010000       | 69           | 41  | 1   |             | 15      | 57            | 57        |             | 12              |                 |
| 09/24/2008          | 09/23/2009 | 12/31/2009       | Coast Guard Reserve | 010000       | 78           | 48  | 1   |             | 15      | 64            | 64        |             | 12              |                 |
| 09/24/2007          | 09/23/2008 | 12/31/2008       | Coast Guard Reserve | 010000       | 69           | 42  |     |             | 15      | 57            | 57        |             | 12              |                 |
| 09/24/2006          | 09/23/2007 | 12/31/2007       | Coast Guard Reserve | 010000       | 73           | 46  |     |             | 15      | 61            | 61        |             | 12              |                 |
| 09/24/2005          | 09/23/2006 | 12/31/2006       | Coast Guard Reserve | 010000       | 78           | 42  | 2   |             | 15      | 59            | 59        |             | 19              |                 |
| 09/24/2004          | 09/23/2005 | 12/31/2005       | Coast Guard Reserve | 010000       | 101          | 44  |     |             | 15      | 59            | 59        |             | 42              |                 |
| 09/24/2003          | 09/23/2004 | 12/31/2004       | Coast Guard Reserve | 010000       | 259          | 4   |     |             | 15      | 19            | 19        |             | 240             |                 |
| 09/24/2002          | 09/23/2003 | 12/31/2003       | Coast Guard Reserve | 010000       | 208          | 13  | 1   |             | 15      | 29            | 29        |             | 177             |                 |
| 10/12/2001          | 09/23/2002 |                  | Coast Guard Reserve | 001112       | 82           | 56  |     |             | 14      | 70            | 70        |             | 12              |                 |
| 09/16/1985          | 10/11/2001 |                  | Coast Guard         | 160026       | 5870         |     |     |             |         |               |           |             |                 | 5870            |
| 09/24/1984          | 09/15/1985 |                  | Army Reserve        | 001122       | 155          |     |     |             | 15      | 15            | 15        |             | 140             |                 |

*Continued on next page*

## Reserve Retirement Point Statements, Continued

---

### Verifying your Points Statement

If you have any prior military service not identified in this section of your point statement, you should immediately report the discrepancy to your command and be ready to provide any documentation of that service. Without official documentation, your prior service may not be credited. Some examples of official documentation are:

- DD214's for any Active Duty performed
- Prior Service Retirement Point Statements
- NGB-22's from the National Guard

The Total Satisfactory Service is the key to your retirement eligibility. It should accurately total all of your AY's of creditable service. When the total service reaches approximately 20 years and 03 months, PPC (RAS) will forward a letter to your mailing address stating that you have reached 20 years of creditable reserve service and will identify the date you will be eligible for retirement. Until the total years of service reaches 20 00 00, the system will not correctly identify your pending retirement eligibility.

Your Total Points is the sum of ALL creditable reserve retirement points earned during your military career and is used in the formula to calculate your reserve retired pay. If you are missing any points not documented on your point statement, your retirement will be less than you have earned and are entitled.

Complete details on crediting prior military service are outlined on [PPC \(SES\)](#) web site.

---

### Corrections



Any reserve duty performed with or without pay can be verified by reviewing your monthly LES. Duty performed with pay will be documented in the Entitlements section of your LES, as well as the Remarks, identifying the inclusive dates the IDT or ADT was performed. Non pay duty will be reflected in the Remarks section of the LES.

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

---

*Continued on next page*

## Reserve Retirement Point Statements, Continued

---

### Corrections (continued)

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

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

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

- DD214's for any Active Duty performed
- Prior Service Retirement Point Statements
- NGB-22's (National Guard)

Requests for corrections should be forwarded via your command to:

Commanding Officer (SES)  
Coast Guard Pay & Personnel Center  
444 SE Quincy Street  
Topeka, KS 66683-3591

---

# Reserve Policy Manual

## Chapter 8 Section C

### 8.C.11 Computing Retirement Points for Partial Anniversary Years

The following worksheet may be used to determine if a partial anniversary year may count toward qualifying service.

| <b>Gratuitous points for membership in an Active Status in a Reserve component for less than a full anniversary year.</b> |         |                       |                          |         |                       |
|---|---------|-----------------------|--------------------------|---------|-----------------------|
| Days in an active status  |         | Points to be credited | Days in an active status |         | Points to be credited |
| From  | Through |                       | From                     | Through |                       |
| 01  | 12      | 0                     | 183                      | 206     | 8                     |
| 13  | 36      | 1                     | 207                      | 231     | 9                     |
| 37  | 60      | 2                     | 232                      | 255     | 10                    |
| 61  | 85      | 3                     | 256                      | 279     | 11                    |
| 86  | 109     | 4                     | 280                      | 304     | 12                    |
| 110   | 133     | 5                     | 305                      | 328     | 13                    |
| 134   | 158     | 6                     | 329                      | 352     | 14                    |
| 159   | 182     | 7                     | 353                      | 365(6)  | 15                    |
| <b>Minimum points required to establish a partial year as qualifying service</b>  |         |                       |                          |         |                       |
| Days in an active status  |         | Points to be credited | Days in an active status |         | Points to be credited |
| From  | Through |                       | From                     | Through |                       |
| 01  | 07      | 01                    | 183                      | 189     | 26                    |
| 08  | 14      | 02                    | 190                      | 197     | 27                    |
| 15  | 21      | 03                    | 198                      | 204     | 28                    |
| 22  | 29      | 04                    | 205                      | 211     | 29                    |
| 30  | 36      | 05                    | 212                      | 219     | 30                    |
| 37  | 43      | 06                    | 220                      | 226     | 31                    |
| 44  | 51      | 07                    | 227                      | 233     | 32                    |
| 52  | 58      | 08                    | 234                      | 240     | 33                    |
| 59  | 65      | 09                    | 241                      | 248     | 34                    |
| 66  | 73      | 10                    | 249                      | 255     | 35                    |
| 74  | 80      | 11                    | 256                      | 262     | 36                    |
| 81  | 87      | 12                    | 263                      | 270     | 37                    |
| 88  | 94      | 13                    | 271                      | 277     | 38                    |
| 95  | 102     | 14                    | 278                      | 284     | 39                    |
| 103   | 109     | 15                    | 285                      | 292     | 40                    |
| 110   | 116     | 16                    | 293                      | 299     | 41                    |
| 117   | 124     | 17                    | 300                      | 306     | 42                    |
| 125   | 131     | 18                    | 307                      | 313     | 43                    |
| 132   | 138     | 19                    | 314                      | 321     | 44                    |
| 139   | 146     | 20                    | 322                      | 328     | 45                    |
| 147   | 153     | 21                    | 329                      | 335     | 46                    |
| 154   | 160     | 22                    | 336                      | 343     | 47                    |
| 161   | 168     | 23                    | 344                      | 350     | 48                    |
| 169   | 175     | 24                    | 351                      | 357     | 49                    |
| 176   | 182     | 25                    | 358                      | 366     | 50                    |





# Requesting Reserve Orders

---

## Introduction

DA provides you the ability to request several types of Reserve orders using the DA Self-Service procedures. Self-Service may be used for requesting:



- Inactive Duty for Training (IDT) including;
    - Regular Drills
    - Readiness Management Period (RMP)
    - Funeral Honors Duty (FHD)
  - All Active Duty (AD) including;
    - Active Duty for Training (ADT)
    - Active Duty Other than for Training (ADOT)
    - Voluntary Title 10
- 

## Objective

This section will provide you the knowledge and skills for requesting Reserve orders using DA Self-Service.

---

## References

- (a) [Reserve Policy Manual, COMDTINST M1000.29 \(series\)](#)
  - (b) [Servicing Personnel Office Manual, PPCINST M5231.3](#)
- 

## Types of Reserve Orders

- IDT – Inactive Duty for Training
  - ADT – Active Duty for Training
  - ADOT – Active Duty Other than for Training
- 

## How to submit request for orders

The procedures for requesting IDT or AD orders are completed in separate sections within DA Self-Service. The IDT's shall be scheduled prior to the requested drilling date, per ALCOAST 462/07.

After you have completed and saved the request, it will be forwarded to the person you selected in the final step of the request and they will be notified via email, that you have submitted a request for reserve orders. It will appear in their Direct Access Worklist.

You can also check the status of your request after submission.

---

*Continued on next page*

## Requesting Reserve Orders, Continued

---

### Types of IDT

#### Regular IDT

- 1 drill (Single) – 4 to 8 hours per day, 1 retirement point each.
- 2 drills (Multiple) 8 to 24 hours per day, 2 retirement points.

#### Readiness Management Periods (RMP).

- Must meet requirements for RMP authorizations.
- Minimum 3 hours.

Funeral Duty - Minimum 2 hours.

---

### IDT Meals

Single Drill – No meals entitlement.

Multiple Drills – Usually Lunch only. May be authorized other meals during a multiple drill. See [ALCOAST 337/03](#) for IDT subsistence policy.

---

### IDT Berthing

A Reservist may be authorized berthing at duty location when:

- Traveling more than 50 miles to perform drills/RMP's on consecutive days.
  - Traveling prior to 0545 to report for duty.
  - Arriving home from duty after 2100 hours.
- 

### IDT Pay Entitlements

#### Single Drill

- One day of Active Duty Pay

#### Multiple Drill

- Two days of Active Duty Pay
- COMRATS Prorated
- Reserve CMA

#### Funeral Duty

- \$50.00
- 

### Requests for IDT Orders

To request IDT Orders using Direct Access Self-Service, click on the following link for appropriate guidance:

[Direct Access On-Line Guide - Scheduling IDT's](#)

[Direct Access Tutorial – Reserve Schedule Drill](#)

---

*Continued on next page*

## Requesting Reserve Orders, Continued

---

### Types of Active Duty for Training (ADT)

- **IADT** – Initial Active Duty for Training.
  - **ADT-AT** – Active Duty for Training – Annual Training.
  - **ADT-OTD** – Active Duty for Training – Other Training Duty.
- 

### Types of Active Duty Other than for Training (ADOT)

- **ADOS-RC** – Active Duty for Operational Support – Reserve Component.
  - **ADOS-AC** – Active Duty for Operational Support – Active Component.
  - **Title 10 USC 12302** – National Emergency – (Iraqi Freedom)
    - Recall for up to 24 months.
  - **Title 10 USC 12304** – Presidential Call Up – (Haiti Earthquake)
    - Recall for up to 365 days.
  - **Title 14 USC 712** – Domestic Emergencies –(Deepwater Horizon Response)
    - Secretary of Homeland Security.
    - 60 days in a four-month period.
    - 120 days in a two-year period.
  - **EAD** – Extended Active Duty.
- 

### Short Term vs. Long Term

#### Short Term Active Duty Orders:

- ADT – 139 day or less
- ADOT – 180 days or less

#### Long Term Active Duty Orders:

- ADT – 140 days or more
  - ADOT – 181 days or more
- 

### Pay Entitlements

- Basic Pay – one day Basic Pay for each day of Active Duty.
  - Basic Allowance for Housing (BAH)
    - Orders for 30 days or Less:
      - Non-Contingency Operation – BAH-RC (if extended, BAH entitlement may change).
      - Contingency Operation – BAH with or without dependents.
    - Orders for 31 days or greater:
      - Short Term Orders – BAH - Home
      - Long Term Orders – PCS Authorized - BAH - Duty Station.
- 

*Continued on next page*

## Requesting Reserve Orders, Continued

---

### Pay Entitlements (continued)

- Subsistence Allowance (BAS) – Enlisted Members
    - Orders with Pay and Allowances, BAS authorized one day BAS for each day of Active Duty.
    - Orders without Pay and Allowances, no BAS authorized.
- 

### Per Diem

- Outside the Reasonable Commuting Distance (RCD), may be authorized Per-Diem (Lodging + M&IE) and Travel time.
  - Within RCD, no Per-Diem authorized, entitled to mileage for one round trip between home and duty station.
  - Per-Diem authorized but NOT utilized, entitled to mileage rate for one round trip between home and duty station.
- 

### Requests for AD Orders

To request Active Duty Orders using Direct Access Self-Service, click on the following link for appropriate guidance:

[Direct Access On-Line Guide - Requesting AD Orders \(Self-Service\)](#)

[Direct Access Tutorial – Reserve AD Orders](#)

**Note:** Non-consecutive ADT is authorized, however non-consecutive orders are no longer supported in Direct Access. Submit a new request for orders for each non-consecutive duty period.

---

### AD Orders/ SELRES Billet

When going on long-term AD orders away from your permanent SELRES unit, keep the line of communication open with your drilling unit to ensure the availability of your billet for when you are released from active duty.

---

### Service Obligation

Prior to approval of any request for active duty orders, you will be required to either voluntarily extend or reenlist as necessary to ensure sufficient obligated service.

---

### Point Statement Updates

You should maintain a record of any reserve duty you perform during each AY. The [Reserve Retirement Point Statement](#) section previously outlined the crediting your retirement points. When you receive your annual point statement, you should verify that any reserve duty performed during the AY was accurately recorded.

---

*Continued on next page*

## Requesting Reserve Orders, Continued

### Amendments to Active Duty Orders

When Active Duty Orders are amended, it may be necessary to either change the ending date of the current orders, or end current orders and NEW orders must be issued.

Whenever orders are amended your BAH entitlement may also change. The following chart is provided concerning BAH entitlement.

| If original order was for   | and amendment is for  | and new total duration of order is                     | then  |
|---|---|--|---|
| any duration  | the begin date  | any  | Cancel the order and reissue. Both the Estimated Begin Date and the Actual Begin date must match.   |
| 30 or less days   | any number of days and, as of the date of the amendment, the prospective remaining duty period is less than 31 days | less than 140 days (ADT) or less than 181 days (ADOT)  | Change the order end date. Member will continue entitlement to BAH-RC. The prospective remaining duty period must be more than 30 days for the member to become entitled to BAH.  |
|   |   | more than 139 days (ADT or more than 180 days (ADOT)   | End current order on date of amendment and issue a new Short Term order. The system will not allow you to extend a short term ADT order beyond 139 days or a short term ADOT order beyond 180 days.   |
|   | any number of days and, as of the date of the amendment, the prospective remaining duty period is 31 or more days   | less than 140 days (ADT) or less than 181 days (ADOT). | End current order on date of amendment and issue a new Short Term order with BAH-RC code "W". The member is now entitled to BAH because the new period of active duty, from the date of the amendment, is more than 30 days   |
| 31 or more days but less than 140 days (ADT) or less than 181 days (ADOT) | any number of days  | less than 140 days (ADT) or less than 181 days (ADOT)  | Change the order end date and the stop date of the member's BAH or OHA.   |
|   |   | more than 139 days (ADT) or more than 180 days (ADOT)  | End current order on date of amendment and issue a new Short Term order for more than 30 days. The system will not allow you to extend a Short Term order beyond 139 ADT days or 180 ADOT days. The new order must be issued for more than 30 days for the member to remain entitled to BAH or OHA. |
| 140 or more days (ADT) or 181 or more days (ADOT)                         | any number of days  | N/A  | Change the order end date.  |

*Continued on next page*

## Requesting Reserve Orders, Continued

### Summary of Orders Types

#### Introduction

This table lists the reserve orders types and shows how the duration of each type of duty relates to the funding, PCS/TDY entitlements, BAH entitlement, INCONUS COLA (ICC)/OUTCONUS COLA (OCC) entitlement and the type of transaction sent to JUMPS.

Note: ADOS is active duty for operational support it was formerly active duty for special work (ADSW),

| Duty     | Cat. | Contingency? | Duration    | Fund   | Is Considered...                       | JUMPS |
|----------|------|--------------|-------------|--------|--|-------|
| ADOS-AC  | ADOT | No           | 0-30 Days   | AFC 30 | Short Term/TDY                         | R990  |
| ADOS-AC  | ADOT | No           | 31-180 Days | AFC 30 | Short Term/TDY                         | R990  |
| ADOS-AC  | ADOT | No           | 181 Days +  | AFC 01 | Long Term/PCS/HHG                      | 8C    |
| ADOS-AC  | ADOT | Yes          | Any         | AFC 01 | Contingency/TDY                        | 8C    |
| ADOS-RC  | ADOT | No           | 0-30 Days   | AFC 90 | Short Term/TDY                         | R990  |
| ADOS-RC  | ADOT | No           | 31-180 Days | AFC 90 | Short Term/TDY                         | R990  |
| ADOS-RC  | ADOT | No           | 181 Days +  | AFC 01 | Long Term/PCS/HHG                      | 8C    |
| ADHC     | ADOT | No           | 31-180 Days | AFC 01 | Short Term/TDY                         | R990  |
| ADHC     | ADOT | No           | 181 Days +  | AFC 01 | Long Term/PCS/HHG                      | 8C    |
| ADT-AT   | ADT  | No           | 0-30 Days   | AFC 90 | Short Term/TDY                         | R990  |
| ADT-AT   | ADT  | No           | 31-139 Days | AFC 90 | Short Term/TDY                         | R990  |
| ADT-AT   | ADT  | No           | 140 Days +  | AFC 01 | Long Term/PCS/HHG                      | 8C    |
| ADT-OTD  | ADT  | No           | 0-30 Days   | AFC 90 | Short Term/TDY                         | R990  |
| ADT-OTD  | ADT  | No           | 31-139 Days | AFC 90 | Short Term/TDY                         | R990  |
| ADT-OTD  | ADT  | No           | 140 Days +  | AFC 01 | Long Term/PCS/HHG                      | 8C    |
| EAD      | ADOT | No           | 1 years +   | AFC 01 | Long Term/PCS/HHG                      | 8C    |
| IADT     | ADT  | No           | 0-30 Days   | AFC 01 | Short Term/TDY                         | R990  |
| IADT     | ADT  | No           | 31-139 Days | AFC 01 | Short Term/ TDY                        | R990  |
| IADT     | ADT  | No           | 140 Days+   | AFC 01 | Long Term/PCS/HHG<br><b>Authorized</b> | 8C    |
| Title 10 | ADOT | Yes          | Any         | AFC 01 | Contingency/TDY                        | 8C    |
| Title 14 | ADOT | No           | 0-30        | AFC 01 | Short Term/TDY                         | R990  |
| Title 14 | ADOT | No           | 31-60       | AFC 01 | Short Term/TDY                         | R990  |

Note 1: IAW JFTR U9154C, member authorized OUTCONUS COLA if called/ordered to active duty for less than 31 days from an OCONUS location **if there is no per diem authority.**

Note 2: If PCS HHGs transportation is authorized BAH & COLA location is the new PDS. If PCS HHGs is not authorized BAH & COLA is at the rate prescribed for the principal place of residence at time member was called/ordered to AD.

Note 3: Yes if 140 or more days. No if 139 or less days. Reservists on orders for 140 or more days are entitled to CONUS COLA. See JFTR, para **U8038.**

*Continued on next page*

## Requesting Reserve Orders, Continued

---

**Mobilization/  
Demobilization** Coast Guard Manpower Mobilization and Support Plan COMDTINST M3061.1, directs Reservists to receive training or be briefed on mobilization issues on a regular basis.

ALCOAST 542/09 announces a new On-Line electronic training course designed specifically for Reservists and replaces previous training for mobilization and Demobilization.

Course objectives include:

- Identifying and understanding various mobilization types
- Five components of personal readiness
- Key processing steps for mobilization/demobilization
- Most importantly, a self-evaluation of personal and mobilization readiness.

The course is available online under **Reserve Courses** in the Course Catalog at: <https://learning.uscg.mil>

Chapter 11 of the Personnel Pay and Procedures Manual (PPPM), COMDTINST M1000.2(series) contains important information concerning Mobilization/De-Mobilization.

A copy of the Mobilization Check-List is located at the end of this section.

---

# Mobilization Unit Checklist

**Introduction** This checklist provides a listing of tasks to be completed by the member's unit or units (both the regularly assigned unit and the unit the member is reporting to) required when a Reservist is mobilized on active duty.

| Step | Action   | Date |
|------|--|------|
| 1    | Send letter to member's employer concerning mobilization status (see sample on page 11-26).  |      |
| 2    | Counsel member to ensure legal documents are up to date (will, power of attorney, and legal support documents). See previous page.   |      |
| 3    | Ensure member has enough obligated service.  |      |
| 4    | Ensure member's dependents have a telephone number for reaching the member during mobilization, as well as the process for contacting the Red Cross in an emergency situation.   |      |
| 5    | Ensure member and his/her dependent/s are issued active duty ID card/s. If the member's mailing address is changing, update address in DEERS through local DEERS site or by calling the DEERS support office (Phone: 1-800-538-9552 except in CA, HI, and AK; for CA 1-800-334-4162; for HI and AK 1-800-527-5602).  |      |
| 6    | Advise member to update mailing/e-mail address and direct deposit information in Direct Access if they are changing. If member does not have access to the CG intranet, supply address and direct deposit information to SPO for data entry into Direct Access.  |      |
| 7    | Advise member that changes in marital or dependency status while in a mobilization status need to be immediately reported to the SPO to avoid potential overpayments/underpayments.  |      |
| 8    | Upon reporting to the mobilization site, ensure member's orders are endorsed to show date member reported, the mobilization unit's subsistence status, the quarters the member will occupy during mobilization, and the member's current dependent status. Ensure endorsed orders are forwarded to SPO.  |      |
| 9    | If the member is assigned outside his/her state of legal residence, and that state does not tax military pay while assigned outside the state (i.e., applies to residents of AZ, CA, CT, ID, MN, MO, MT, NJ, NY, OH, OR, PA, VT, PR), advise the member that he/she may submit a state tax withholding form to claim exemption from state tax withholding. |      |
| 10   | Ensure member completes travel claim. Administratively review & approve the travel claim and forward to PSC (tv1).   |      |
| 11   | Conduct appropriate security briefing. (i.e. Vehicle/Access Passes and Information/Clearances)   |      |
| 12   | Ensure member has physical exam if he/she has not had a physical within the past 5 years (within past 12 months if over age 50).   |      |

*Continued on next page*

## Mobilization Unit Checklist, Continued

| Step | Action  | Date |
|------|---|------|
| 13   | Ensure member verifies dependency information on the Direct Access generated BAH/Dependency Data form. Members can update this information by submitting a <u>Dependency Worksheet (CG-2020)</u> to their SPO.  |      |
| 14   | Ensure member verifies beneficiaries on the <u>Designation of Beneficiaries form (CG-2020D)</u> . Submit a new form to the SPO if updates are needed.   |      |
| 15   | Ensure member verifies their Emergency Data in Direct Access. SPOs and/or the member can make changes to the emergency data as needed via Direct Access.  |      |
| 16   | Counsel member concerning SGLI benefits during mobilization (as detailed on page 11-14). If member has spouse, have member complete Form <u>SGLV-8286A</u> (Spouse SGLI Election). Ensure member reviews Form <u>SGLV-8286</u> (Member SGLI Election) to verify that beneficiaries are correct; have member complete new SGLV-8286 if maximum member SGLI coverage is not desired. Forward updated/new Forms to SPO.  |      |
| 17   | Counsel member concerning available Work Life Resources (Employee Assistance Program, Relocation Assistance Program, Transition Assistance Program, Special Needs Program).   |      |
| 18   | Counsel member concerning financial responsibilities. Advise member that if he/she has child support garnishments being deducted from his/her civilian pay, the member needs to make arrangements for payment of such obligations while in a mobilization status; delinquent child support payments will be subject to involuntary collection from the member's military pay under the Treasury Offset Program.   |      |
| 19   | Member affirms that he/she is not in receipt of a claim for disability compensation, pension or retired pay from the DVA. If so, the member is responsible for waiving the amount of compensation he/she has received on days in which they received military pay.  |      |
| 20   | Counsel member on availability of the Tricare Reserve Select Program ( <u>ALCOAST 189/05</u> ).   |      |
| 21   | Counsel member on Educational Assistance (if served on active duty in support of a contingency operation for 90 consecutive days or more).  |      |
| 22   | Counsel member on the Reserve Income Replacement Program. Member must complete 18 continuous months of service; or complete 24 months of active duty during the previous 60 months; or is involuntarily mobilized for service on active duty for a period of 180 days or more within 6 months or less following the member's separation from a previous period of involuntary active duty for a period of 180 days or more. Eligible members must complete <u>DD Form 2919</u> and forward it to PSC (MAS) via their command and SPO. See <a href="http://www.defenselink.mil/ra/">http://www.defenselink.mil/ra/</a> for more information. |      |



# Leave and Earnings Statements (LES)/W-2's

**Introduction** The LES contains a monthly accounting of your leave and earnings. This information originates from pay and personnel documents submitted by you, your unit administrative staff, your SPO, and from automatic system updates.

---

**Objective** The objective is to provide you with basic information and understanding of your Leave and Earnings Statement (LES), and how to submit corrections.

---

**References**

- (a) [Personnel Pay and Procedures Manual, PPCINST M1000.2A](#)
- (b) [Reserve Policy Manual COMDTINST M1001.28A](#)
- (c) [Pay Manual, COMDTINST M7220.29](#)
- (d) [Military Assignments and Authorized Absences, COMDTINST M1000.8](#)

---

**Where is my LES?** A monthly LES is created and viewable in DA when:



- You perform any CG duty when pay and/or allowances are paid.
- Any changes/updates are made to the LES information.
- You have monthly deductions for participation in SGLI/FSGLI.
- Any system updates are completed by PPC.

Your current and previous 12 LES's can also be viewed in Direct Access at the following path:

[Home>Self-Service>Employee>View>View Paycheck.](#)

**Remember, you are responsible for reviewing your LES to ensure the accuracy of the information and to advise your command of any discrepancies.**

---

*Continued on next page*

## Leave and Earnings Statements (LES)/W-2's/W-2, Continued

---

**Reading the LES** A complete itemized description of your LES can be found in Appendix F of the Pay Personnel and Procedures Manual titled, You and Your LES at:

[Personnel Pay and Procedures Manual \(3PM\)](#)

**It is very important for you to review and validate your monthly LES. As a Reservist, your LES serves two important purposes. It:**

- Documents all pay and allowances credited for Reserve duties performed; and
- Documents any Reserve Retirement Points earned.

---

### **Verification of your LES**

There are a few entries in specific sections of the LES that will be discussed in this section.



- Leave
- Entitlements
- Deductions
- Remarks

---

*Continued on next page*

# Leave and Earnings Statements (LES)/W-2's/W-2, Continued

**View Paycheck**  
 Flintstone, Fred  
 Active Coast Guard Employees  
 For a prior pay period, click [Paycheck Selection](#) [Comments](#)

|  |   |   |
|--|---|---|
| Flintstone, Fred<br>444 SE QUINCY ST<br>TOPEKA KS 66683<br><br>Job Title: Chief Yeoman | Employee ID: 1234567<br>Department: 000450<br>Location Code: CG PPC<br>Pay Period End 09/30/2011<br>Date:<br>Check Date: 10/01/2011 | TAX DATA: Federal KS State<br>Marital Status: Married<br>Allowances:<br><br>50.00 |
|--|---|---|

| Leave |        |      |         |         |             |          |
|-------|--------|------|---------|---------|-------------|----------|
| Begin | Earned | Used | Balance | Sold CP | Lost Prv FY | Sold CTD |
| 0.0   | 0.0    | 0.0  | 0.0     | 0.0     | 0.0         | 4.0      |

| Current                 | Total Earnings Current Taxable Gross | Total Taxes         | Total Deductions | Net Py |        |
|-------------------------|--------------------------------------|---------------------|------------------|--------|--------|
|                         | 666.28                               | 632.00              | 190.32           | 64.00  | 411.96 |
| <b>Total Gross YTD:</b> | <b>Total Taxes YTD:</b>              | <b>Net Pay YTD:</b> |                  |        |        |

| Earnings      |       |      |        | Taxes           |        |            |
|---------------|-------|------|--------|-----------------|--------|------------|
| Description   | Hours | Rate | Amount | Description     | Amount | YTD Amount |
| IDT PAY       |       |      | 632.00 | Fed Withholding | 100.00 | 1,038.59   |
| RSERVE CMA    |       |      | 25.64  | Fed MED/EE      | 35.70  | 392.78     |
| IDT COMRTS    |       |      | 8.64   | KS Withholding  | 54.62  | 509.76     |
| <b>Total:</b> |       |      | 666.28 | <b>Total:</b>   |        | 190.32     |

| Before-Tax Deductions |        | After-Tax Deductions |               | Employer Paid Benefits |               |            |
|-----------------------|--------|----------------------|---------------|------------------------|---------------|------------|
| Description           | Amount | Description          | Amount        | Description            | Amount        | YTD Amount |
|                       |        | SGLI ADVC            |               |                        |               |            |
|                       |        | Fam SGLI             | 64.00         |                        |               |            |
| <b>Total:</b>         |        |                      | <b>Total:</b> | 64.00                  | <b>Total:</b> |            |

| Net Pay Distribution |                 |              |                |               |
|----------------------|-----------------|--------------|----------------|---------------|
| Payment Type         | Paycheck Number | Account Type | Account Number | Amount        |
| Direct Deposit       |                 | Checking     |                |               |
| Direct Deposit       |                 | Checking     |                | 411.96        |
| <b>Total:</b>        |                 |              |                | <b>411.96</b> |

Continued on next page

## Leave and Earnings Statements (LES)/W-2's/W-2, Continued

| Comments  |
|---|
| * VERIFYING THE ACCURACY OF YOUR PAY AND INFORMATION ON YOUR E-LES IS YOUR RESPONSIBILITY. YOU MUST REPORT SUSPECTED ERRORS TO YOUR SPO.  |
| * DID YOU KNOW? UPON SEPARATION, THE REMAINDER OF YOUR MILITARY SERVICE OBLIGATION (MSO) IS SERVED IN THE RESERVE COMPONENT. FOR MORE INFORMATION, CONTACT YOUR SERVICING PERSONNEL OFFICE (SPO).   |
| * THIS LES REFLECTS TRANSACTIONS PROCESSED AS OF 21SEP11.   |
| * 00.0 DAYS LEAVE EARNED AND 00.0 DAYS LEAVE USED TO DATE IN FY11.  |
| * MULTIPLE DRILL PAY FOR 17SEP11.   |
| * MULTIPLE DRILL PAY FOR 18SEP11.   |
| * IDT COMRATS STARTED 17SEP11.  |
| * IDT COMRATS STOPPED 17SEP11.  |
| * IDT COMRATS STARTED 18SEP11.  |
| * IDT COMRATS STOPPED 18SEP11.  |
| * YOUR COVERAGE UNDER SGLI/TSGLI/FSGLI IS AS FOLLOWS:<br>(1) SGLI COVERAGE ON YOU: \$400,000 PAYABLE; \$26.00 MONTHLY PREMIUM<br>(2) TSGLI COVERAGE ON YOU: \$25,000 TO \$100,000 PAYABLE; \$1.00 MONTHLY<br>(3) FSGLI COVERAGE ON CHILDREN: \$10,000 PAYABLE: AT NO CHARGE TO YOU<br>(4) FSGLI COVERAGE ON SPOUSE: \$100,000 PAYABLE; \$37.00 MONTHLY PREMIUM<br>(BASED ON SPOUSE DATE OF BIRTH OF 09FEB56). |
| * 044 IDT PAID DRILLS COMPLETED TO DATE IN FY11.  |
| * 000 IDT NON PAID DRILLS COMPLETED TO DATE IN FY11.  |
| * TOTAL CURRENT ANNIVERSARY YR POINTS 71 IDT 44<br>REG AD 0 RSV AD 12 FHD 0<br>RMP 0 MBR 15 CORR 0  |
| * PLEASE SEE CH 8 SEC C OF THE RESERVE POLICY MANUAL M1001.28A.   |

*Continued on next page*

## Leave and Earnings Statements (LES)/W-2's/W-2, Continued

---

### Net Pay Distribution

The Net Pay Distribution represents the amount processed for payment (your actual deposit amount) for your mid-month and end month paychecks.

---

### Leave

When you perform any period of active duty of 30 or more consecutive days, you earn leave at the rate of 2.5 days per month. A breakdown of leave earned for portions of a month is found in Chapter 2.A of Reference (d).

At the completion of your active duty you can elect to:

- Use earned leave
- Sell earned leave
- Carryover leave

Under the Special Leave Accrual (SLA) program, you may elect to carryover leave from one active duty period to another, subject to the limitations outlined in [ALCOAST 519/11](#).

If you do not elect to use or sell your leave, the balance at the end of your active duty period will be carried over on your leave record until used or sold. Leave may also be carried forward when performing back-to-back AD with no break in service. Complete details for carrying forward leave are found in the Reserve Policy Manual.

You cannot sell more than 60 days in your military career with the following exceptions:

- Leave earned on active duty served in support of a national defense contingency operation (Title 10 recall).
- Leave earned on consecutive active duty periods (other than in support of a national defense contingency operation), the total of which is not in excess of 365/366 days combined.

Any leave you choose to sell at the end of your active duty period will be reflected on your final LES.

---

*Continued on next page*

## Leave and Earnings Statements (LES)/W-2's/W-2, Continued

---

### Entitlements

The entitlements section identifies all pay and allowances paid during the period. All IDT paid during the current period will be combined for one entry. You should also see any other entitlements due for the drills performed.

---

### Deductions

The deductions section identifies all tax withheld as well as any deductions for SGLI/FSGLI, overpayments, service debts, etc.

**SGLI/FSGLI** – If you have elected SGLI/FSGLI and you do not perform any reserve duty for premiums to be deducted, a debt to the government will be initiated for a maximum of 5 months before it will be cancelled. Once cancelled, you will still be liable for the 5 months of premiums and will be required to reelect coverage.

**Combat SGLI** – If you are currently serving in a combat zone, your premiums are paid for you. If you are not currently enrolled in SGLI, your SGLI enrollment will automatically begin at the maximum rate once you report to the combat zone.

---

### Comments/ Remarks

**The comments are viewable for the current month plus one year.** Any reserve service performed during the month will be identified with specific inclusive dates. Any **new** entry on the LES will generate a remark.

---

### Corrections



In accordance with Appendix F of Reference (b), you are responsible for the accuracy of payments made on the LES. As such, any discrepancies should immediately be brought to the attention of your command and/or SPO for correction.

---

*Continued on next page*

## Leave and Earnings Statements (LES)/W-2's, Continued

---

**Wage and Earnings W-2's** In this section we will discuss the process of forwarding your annual Wage and Tax Statement (IRS W-2) by PPC.

---

**References** (a) [PPC \(SES\)](#) web link

---

**W-2 Process** The Wage and Tax Statement – IRS W-2 is prepared and mailed after the December end-month pay system compute cycle of each year, and forwarded to your mailing address identified on your LES.

To ensure you receive your W-2 at your mailing address, you should ensure that the address on your LES is correct and if necessary submit a correction to your mailing address outlined in **Home/Mailing Address** section of this course, prior to the December mid-month pay system compute cycle.

---

**Requesting Duplicate W-2** If you do not receive your W-2 after the initial mailing process, you may request a duplicate by completing and faxing a [W-2 request form](#) located on PPC(SES) web page. Completely fill in the pertaining areas, and fax it to the U.S. Coast Guard Pay & Personnel Center (PPC) SES in Topeka at 785 339-3784.

---

**New W-2** In mid-January of each year, PPC loads IRS Form W-2 information into DA Self-Service for CG military personnel. The W-2 data is not an "*electronic*" W-2 that you can print and mail with your tax return. However, the W-2 data reflects the information on the paper W-2 that is mailed annually at the end of January. If you are an electronic filer, you can use the information on the DA Self Service W-2 data page to prepare and file your return. Earnings and withholding information from our pay system is transmitted to the IRS, but **we do not exchange W-2 data with any commercial software or tax preparation firms.**

---



# Selected Reserve (SELRES) Enlisted Bonus Programs

---

**Introduction** SELRES Enlisted Bonus Programs (SEBP) are incentives to encourage the recruitment, proficiency and retention of individuals in designated ratings or units in the SELRES. The Office of Commandant (CG-131) is the authority for eligibility and payments of any CG SELRES Bonuses.

---

**Objective** The objective is to provide you with the basic knowledge and understanding of SELRES Bonuses currently available to reservists.

---

**References** (a) [Military Bonus Programs, COMDTINST M7220.2](#)  
(b) [Title 37, U.S. Code](#)  
(c) [Personnel and Pay Procedures Manual PPCINST M1000.2](#)

---

**Affiliation Bonus** Section 308e of Reference (b) authorizes a bonus for eligible personnel leaving active duty who affiliate with the Selective Reserve (SELRES) and meet specific eligibility requirements contained in Article 3.E.5 of Reference (a).

To be eligible to receive a bonus for SELRES affiliation a person:

- Must be released from active duty (RELAD) under honorable conditions;
- Must be eligible for reenlistment or extension of his or her active duty;
- Must not have previously received an SELRES affiliation bonus;
- Must have satisfactorily completed term of enlistment or period of obligated AD service, or have 180 days or less remaining AD obligation;
- Must affiliate with the SELRES within six months of RELAD, for a minimum of three years in rating or unit which the bonus was authorized unless authorized to change to another bonus eligible rating or unit;
- Must not already have a mandatory SELRES obligation at the time of RELAD; and,
- Must execute a written agreement (see Enclosure (6) of reference (d), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).

---

*Continued on next page*

## Selected Reserve (SELRES) Enlisted Bonus Programs,

Continued

---

### **Enlistment Bonus**

**Section 308c** of Reference (b) authorizes a bonus to eligible personnel who enlist in the SELRES in ratings or units designated most critical (Level I) or critical (Level II), and meet specific eligibility requirements contained in Article 4.B.2 of Reference (a).

To be eligible to receive a SELRES enlistment bonus a person must enlist in the Coast Guard Reserve via the RX, RA, RP or RK accession program and:

- Must be a graduate of a secondary school;
- Must have never previously served in an armed force;
- Must be assigned to a bonus eligible rating or unit at the time of enlistment, and agree to serve in SELRES for not less than six years in rating or at unit which the bonus was authorized, unless authorized to change to another bonus eligible rating or unit; and,
- Must execute an Administrative Remarks, Form CG-3307, entry. Consult reference (d), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series), for detailed content and formatting requirements.

---

*Continued on next page*

## Selected Reserve (SELRES) Enlisted Bonus Programs,

Continued

---

### **Prior Service Enlistment**

**Section 308i** of Reference (b) authorizes a bonus for eligible prior service personnel who enlist in the SELRES in ratings or units designated most critical (Level I) or critical (Level II), and meet specific eligibility requirements contained in Article 4.B.3 of Reference (a).

To be eligible to receive a SELRES prior service enlistment bonus a person must enlist in the Coast Guard Reserve via the RQ accession program, and:

- Must enlist for three-five years in the SELRES to qualify for three-year bonus, six-eight years in the SELRES to qualify for six-year bonus;
- Must have less than 14 years total prior service on date of enlistment, and must have honorable discharge at or after conclusion of the eight-year military service obligation (MSO) (total prior service is the total active and inactive service, regardless of branch, computed from Pay Base Date; inactive service covers all periods of inactive duty served under a qualifying enlistment);
- Must not have previously received a six-year bonus or more than one three-year bonus for enlistment, reenlistment, or extension in any Reserve component (a member who received a bonus for a previous three-year period is ineligible for a six-year bonus);
- Must hold a bonus-eligible rating or be assigned to a bonus-eligible unit at the time of enlistment, and agree to serve in the SELRES in same rating or unit which the bonus was authorized unless authorized to change to another bonus-eligible rating or unit; and
- Must execute an Administrative Remarks, Form CG-3307, entry. Consult reference (d), for detailed content and formatting requirements.

---

*Continued on next page*

## Selected Reserve (SELRES) Enlisted Bonus Programs,

Continued

---

### Reenlistment/ Extension

**Section 308b** of Reference (b) authorizes a bonus for eligible personnel who reenlist or extend in the SELRES in ratings or units designated most critical (Level I) and critical (Level II), and meet specific eligibility requirements contained in Article 4.B.4 of Reference (a). To be eligible to receive a bonus for SELRES reenlistment or extension, a person:

- Must be in pay grades E-4 through E-9 (members authorized to pursue a lateral change in rating and assigned a training rating indicator are ineligible for SEBP incentives until the lateral change is complete, the time authorized for change expires, or the authorization to prepare for a change in rating is withdrawn);
- Must reenlist or extend for three-five years in SELRES to qualify for the three-year bonus or six-eight years in SELRES to qualify for six-year bonus;
- Must have less than 14 years total active and inactive service, regardless of branch, computed from Pay Base Date;
- Must not have previously received a six-year bonus or more than one three-year bonus for enlistment, reenlistment, or extension in any Reserve component (a member who received a bonus for a previous three-year period is ineligible for a six-year bonus; to receive a second three-year bonus a member must enter into the subsequent reenlistment or extension for three years, not later than the date on which the enlistment or extension for which the first bonus was paid would expire, and the designated rating or unit must still be bonus-eligible);
- Must hold a bonus-eligible rating or assigned to bonus-eligible unit at time of reenlistment or extension, and must agree to serve in SELRES in same rating or unit which the bonus was authorized unless authorized to change to another bonus-eligible rating or unit;
- Must execute a Administrative Remarks, Form CG-3307, entry. Consult reference (d) for detailed content and formatting requirements;
- Members who have not completed the eight-year MSO may enlist up to 90 days prior to their normal expiration of enlistment (EOE). In cases of early reenlistment, the term of the new contract will begin on the date of reenlistment or extension.

---

*Continued on next page*

# Selected Reserve (SELRES) Enlisted Bonus Programs,

Continued

---

**Initial Payment of Bonus** Bonuses are paid by PPC (MAS) and will not be paid until:

- Verification of eligibility.
- Signed written agreement.
- Documentation faxed/mailed to PPC.

---

**Subsequent Bonus Payments** Subsequent bonus payments will not be made until:

- Request is made in writing.
- Documentation faxed/mailed to PPC.

Sample request for subsequent bonus payment.

From: Your name, Employee ID  
To: PPC(mas)  
Thru: (1) Your Commanding Officer  
(2) Your Servicing District (dxr/dog)  
Subj: Request for SRBP Payment  
Ref: (a) Military Bonus Programs, COMDTINST 7220.2(series)

1. In accordance with reference (a), I request the second installment of my (insert bonus type) bonus. I am satisfactorily participating in the SELRES and am not otherwise disqualified for this bonus payment.

---

**Recoupment** When entitlement to an incentive is terminated, members shall receive no further bonus payments, except for service performed before the termination date. Unless otherwise noted, the effective date of termination is the date the disqualifying event or action occurs. Once terminated, any unearned bonus will be recouped. For more details, see chapter 4.C.3 of reference (a).

---



# Reserve Advancements

---

## Introduction

This section provides you an overview of the Reserve Advancement process. The following topics will be discussed:



- Reserve Service-wide Examination (RSWE) Announcement
- Eligibility Requirements/Deadlines
- Personnel Data Extract (PDE)
- RSWE
- Eligibility List/Profile letters
- Advancement of prior Active Duty members
- Supplemental Advancements

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

---

## Objective

The objective is to provide you with an understanding of the Reserve Advancement process.

---

## Reference

- (a) [Reserve Policy Manual COMDTINST M1001.28A](#)
  - (b) [Enlisted Accessions, Evaluations and Advancements, COMDTINST M1000.2](#)
- 

## RSWE Announcement

Each year an ALCGRSV will announce the RSWE cycle. This very important message identifies the requirements and responsibilities to participate in the October RSWE. This is the only announcement for the RSWE cycle and any changes or new requirements are announced in this ALCGRSV.

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

All eligibility requirements to compete in the RSWE must be met by 1 July preceding the October exam. Some examples of eligibility requirement changes that are outlined in the ALCGRSV are:

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

## RSWE

Chapter 7-C of reference (a) identifies the RSWE shall be held each year on the third Saturday in October.

---

*Continued on next page*

## Reserve Advancements, Continued

---

### Eligibility Requirements

Eligibility requirements are contained in Chapter 7-C of references (a), Chapter 3.A of reference (b), and the ALCGRSV. A link to the OCT11 RSWE announcement message ([ALCGRSV 024/11](#)), is provided as an example for review.

[Reserve Policy Manual COMDTINST M1001.28\(series\)](#)

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

[October 2011 PPC\(ADV\) SWE Eligibility Criteria](#)

---

### PDE's

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

The PDE extracts data from your DA record and determines eligibility for the RSWE. All the eligibility criteria and deadlines for the RSWE are outlined in the annual ALCGRSV. You should review your PDE immediately upon receipt and bring any discrepancies to the attention of your command. You can view your PDE in DA using Self-Service for Member at:

[Direct Access On-line Guide - View My SWE PDE](#)



[Direct Access Tutorial – View My Information](#)

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

---

*Continued on next page*

# Reserve Advancements, Continued

PDE's  
(continued)

Sample PDE – NOT Eligible:

## PERSONAL DATA EXTRACT FOR YN1 OCT 2011

|                                  |                            |                            |                      |
|----------------------------------|----------------------------|----------------------------|----------------------|
| Rate, Name:                      | YN2 Sailor, Popeye T       | EmpID:                     | 1234567              |
| Perm Unit:                       | 000450 CG PPC - TOPEKA ,KS | OPFAC:                     | 79 47400             |
| Exam Board:                      | 000450 CG PPC - TOPEKA ,KS | OPFAC:                     | 79 47400             |
| <b>Cand Status: Not Eligible</b> |                            |                            |                      |
| Points Start Date (PSD):         | 07/02/2009                 | Award Points up to SED:    | 2                    |
| SWE Eligibility Date (SED):      | 07/01/2011                 | EER Points up to SED:      | 43.7000              |
| Terminal Eligibility Date (TED): | 01/01/2012                 | Time in Service up to TED: | 08 Mo: 09 Da: 08 Yr: |
| Pay Base Date (PBD):             | 03/24/2003                 | Time in Rating up to TED:  | 02 Mo: 00 Da: 00 Yr: |
| Date of Rank in Rating (DOR):    | 01/01/2010                 |                            |                      |

| Evaluations    |                 |              |        | Creditable Awards    |              |            |
|----------------|-----------------|--------------|--------|----------------------|--------------|------------|
| Effective Date | Competency Type | Total Points | Rating | Description          | Award Points | Issue Date |
| 04/30/2011     | CON             |              | S      | CG Achievement Medal | 2            | 01/31/2011 |
| 04/30/2011     | MIL             | 12           |        |                      |              |            |
| 04/30/2011     | LEAD            | 38           |        |                      |              |            |
| 04/30/2011     | PROF            | 48           |        |                      |              |            |
| 04/30/2011     | PERF            | 47           |        |                      |              |            |
| 04/30/2010     | CON             |              | S      |                      |              |            |
| 04/30/2010     | MIL             | 12           |        |                      |              |            |
| 04/30/2010     | LEAD            | 38           |        |                      |              |            |
| 04/30/2010     | PERF            | 49           |        |                      |              |            |
| 04/30/2010     | PROF            | 46           |        |                      |              |            |

As of 09/02/2011 you are not qualified for advancement due to the following reason(s):

- COURSES2-Missing either EPME or LAMS

**PDE Verification**

The member must verify all data on this PDE. If errors are found, note them on a printed copy of this form and inform your admin personnel. It is the member's responsibility to ensure that incorrect or missing data is updated in Direct Access prior to the PDE verification deadline date for each SWE.

Certification: I have reviewed my PDE for accuracy. If any data is missing or incorrect, I have so noted it on this form and will ensure correction is made prior to the PDE correction deadline date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

After signing, give this form to your unit admin personnel. 10/17/2011

Continued on next page

# Reserve Advancements, Continued

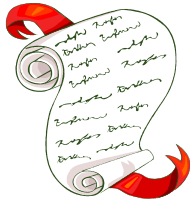
PDE's  
(continued)

Sample PDE - **Eligible:**

| PERSONAL DATA EXTRACT FOR YN1 OCT 2011   |                 |                            |                   |                               |              |            |
|--|-----------------|----------------------------|-------------------|-------------------------------|--------------|------------|
| Rate Name:   | YN2             | Mouse, Mickey T.           | EmpID: 1234567    |                               |              |            |
| Perm Unit:   | 000450          | CG-PPC - TOPEKA, KS        | OPFAC: 79 47400   |                               |              |            |
| Exam Board:  | 000450          | CG-PPC - TOPEKA, KS        | OPFAC: 79 47400   |                               |              |            |
| Cand Status:   | Eligible        |                            |                   |                               |              |            |
| Points Start Date (PSD):   | 12/17/2003      | Award Points up to SED:    | 1                 |                               |              |            |
| SWE Eligibility Date (SED):  | 07/01/2011      | EER Points up to SED:      | 38.8700           |                               |              |            |
| Terminal Eligibility Date (TED):   | 01/01/2012      | Time in Service up to TED: | 08                | Mo:                           | 00           | Da: 15     |
| Pay Base Date (PDD):   | 12/17/2003      | Time in Rating up to TED:  | 08                | Mo:                           | 05           | Da: 00     |
| Date of Rank in Rating (DOR):  | 08/01/2005      | Yr:                        |                   |                               |              |            |
| Evaluations  |                 |                            | Creditable Awards |                               |              |            |
| Effective Date   | Competency Type | Total Points               | Rating            | Description                   | Award Points | Issue Date |
| 04/30/2011   | CON             |                            | S                 | CG Reserve Good Conduct Medal | 1            | 12/16/2008 |
| 04/30/2011   | MIL             | 10                         |                   |                               |              |            |
| 04/30/2011   | LEAD            | 34                         |                   |                               |              |            |
| 04/30/2011   | PROF            | 40                         |                   |                               |              |            |
| 04/30/2011   | PERF            | 40                         |                   |                               |              |            |
| 04/30/2010   | CON             |                            | S                 |                               |              |            |
| 04/30/2010   | MIL             | 10                         |                   |                               |              |            |
| 04/30/2010   | LEAD            | 31                         |                   |                               |              |            |
| 04/30/2010   | PERF            | 41                         |                   |                               |              |            |
| 04/30/2010   | PROF            | 38                         |                   |                               |              |            |
| YOUR YN1 SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 010118 - PGGU HONOLULU LOCATED AT: 400 SAND ISL PARKWAY , HONOLULU, HI.  |                 |                            |                   |                               |              |            |
| IF YOU WILL NOT BE AT THE EXAM UNIT LISTED ABOVE ON THE SCHEDULED SWE  |                 |                            |                   |                               |              |            |
| <b>PDE Verification</b>  |                 |                            |                   |                               |              |            |
| The member must verify all data on this PDE. If errors are found, note them on a printed copy of this form and inform your admin personnel. It is the member's responsibility to ensure that incorrect or missing data is updated in Direct Access prior to the PDE verification deadline date for each SWE. |                 |                            |                   |                               |              |            |
| Certification: I have reviewed my PDF for accuracy. If any data is missing or incorrect, I have so noted it on this form and will ensure correction is made prior to the PDE correction deadline date.   |                 |                            |                   |                               |              |            |
| Signature: _____   |                 |                            |                   | Date: _____                   |              |            |
| After signing, give this form to your unit admin personnel.  |                 |                            |                   | 11/22/2011                    |              |            |

## Reserve Advancements, Continued

### Profile Letter/ Eligibility List



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

For further information concerning calculation of final multiple, refer to Article 3.A of Reference (b).

You can view your Profile Letter using DA Self-Service at:

[Direct Access On-Line Guide - View SWE Profile Letter](#)

[Direct Access Tutorial – View My Information](#)

| PROFILE LETTER FOR THE RESERVE YN1 OCT 2011 SWE  |                                   |                        |                 |
|--|-----------------------------------|------------------------|-----------------|
| YN2  | Mouse, Mickey T.                  | 1234567                | , USCG          |
| Perm Unit:   | 000450                            | PPC TOPEKA             | OPFAC: 79 47400 |
| The profile below lists the section references, which show the exam section titles or the qualification sections for your rating in the COMDTINST M1414 (series). The profile also gives your percentage of answers correct and your rank order among other candidates who took the same form of the YN1 exam. The total test percentage is not an average of the individual section percentages since the sections are unequal in length. |                                   |                        |                 |
|  | SECTION TITLES OR QUAL REFERENCES | % ANSWERS CORRECT      |                 |
|  | 1 TRAVEL & TRANSPORTATION         | 42.00                  |                 |
|  | 2 RESERVE                         | 66.67                  |                 |
|  | 3 PAY AND PERSONNEL               | 51.43                  |                 |
|  | 4 ADMINISTRATION                  | 44.00                  |                 |
|  | 5 EPME - E6                       | 32.00                  |                 |
|  | TOTAL TEST                        | 45.33 %                | RANK 4 OF 18    |
| The Final Multiple Points which will determine your placement on the eligibility list are:   |                                   |                        |                 |
| SERVICEWIDE EXAM:  | 59.94                             | TIR PRESENT PAYGRADE:  | 10.00           |
| PERFORMANCE FACTOR (MARKS):  | 38.8700                           | MEDALS/AWARDS:         | 1.00            |
| TIME IN SERVICE:   | 8.0000                            | CREDITABLE SEA POINTS: | 0.00            |
|  |                                   | SURF DUTY POINTS:      | 0.000           |
| TOTAL FINAL MULTIPLE:  | 117.8100                          |                        |                 |

### Maximum Final Multiple Points

SWE – 80      Evals – 50      TIS – 20      TIG – 10      AWD – 10

Total Possible Final Multiple Points: 170.

*Continued on next page*

## Reserve Advancements, Continued

*Continued on next page*

---

### Advancement of Prior Active Duty Members

If you were previously placed on an Active Duty SWE Advancement Eligibility List to E-5 or E-6 within one year of separation, but were not advanced for any reason other than disciplinary, you may be advanced to E-5 or E-6 without competing in the Reserve SWE if you meet the requirements of Section 7-C of Reference (a).

---

### Supplemental Advancements

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

All eligibility requirements for advancement via the RSA process are the same as for the RSWE with the following exceptions:

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

### Advancement of "A" School Graduates

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

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





# Release from Active Duty (RELAD)

---

## Introduction

In this section we will discuss a few key issues when you are Released from Active Duty (RELAD).



When you are RELAD, you are being released back to your reserve status prior to active duty, usually back to the Selected Reserve (SELRES). Specific policies when a reservist would be RELAD are contained in Reference (a).

RELAD procedures are outlined in Reference (c) and the DA On-Line guide.

To ensure your transition from active duty, you will need to report your intentions by submitting a [CG-2045](#) a minimum of 45 days prior to your expected RELAD date.

This section will discuss some key areas that affect Reservists upon RELAD, including:

- Leave
- Final Pay, and
- DD-214

---

## Objective

The objective is to provide you with information in specific areas affecting reservists upon RELAD.

---

## References

- [Reserve Policy Manual, COMDTINST M1000.28A](#)
- [Military Assignments and Authorized Absences Manual, COMDTINST M1000.8](#)
- [Personnel Pay and Procedures Manual PPCINST M1000.2A](#)

---

## Leave

Section 2.A.11 of Reference (b) provides that while performing any Active Duty for 30 consecutive days or more, you earn leave at the rate of 2.5 days per month. At the completion of active duty when you accumulate earned leave, disposition of the leave must be reported to your SPO at least 45 days prior to the end of your orders.

**All earned leave must be used, sold or carried forward at the completion of your active duty period.**

**After 1OCT01, leave sold when mobilized under 10 U.S.C. 12302 or served on AD for more than 30 days but less than 365/366 days is not subject to the 60 day career maximum.**

---

*Continued on next page*

## Release from Active Duty (RELAD), Continued

---

**Final Pay** To ensure you receive timely and accurate final pay, it is very important to report any changes in your orders. Any changes are to be submitted to your command and forwarded to your SPO at least 45 days prior to the end of your orders.

---

**DD-214** The DD-214 is one of the most important documents you receive as a military member. A DD-214 will be issued when:

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

**Note:** Any Reservist separated for cause or for physical disability, will be issued a DD214 regardless of the length of time served on AD.

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

---

**DD-214 Corrections** If your DD 214 contains incorrect data, you should bring it to the attention of your command and submit documentation to Personnel Services Command, Personnel Service Division Military Records (PSC (psd-mr)).

If approved, PSC will issue a DD-215.

---





# Retirement/RC-SBP

---

**Introduction** In this section we will discuss how and when you are eligible for Reserve Retirement.

We will discuss the following topics:

- 20 Years of Satisfactory Service letter
  - Retirement Options
  - Benefits
  - Retired Pay Calculator
  - RC-SBP
- 

**Objective** The objective of this section is to provide information and procedures to earn Reserve Retirement [eligibility](#).

---

**References**

- (a) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
- (b) [PPC Topeka Retirement and Annuitant Services \(ras\)](#) web-site

---

**Satisfactory Service** To be eligible for Reserve Retirement and receive a 20 year Reserve Satisfactory Service letter, you must have completed 20 years of satisfactory federal service and it must be documented on your Reserve Retirement Point Statement.

A qualifying year of satisfactory service for non-regular retired pay is a full anniversary year, during which you are credited with a minimum of 50 retirement points.

An accumulation of 20 years of creditable service is required to qualify for non-regular retired pay.

---

**20 Year Letter** Upon receipt of your 20 years of Reserve Satisfactory Service letter, you may either:

- Continue to serve in the SELRES
- Submit a retirement request in writing using Form CG-2055A for either RET-1 or RET-2 status.

**Note: Federal Law requires that you MUST declare RCSBP election via Form CG-11221 upon reaching retirement eligibility. Failure to submit required documentation will default to maximum coverage election.**

---

*Continued on next page*

## Retirement/RC-SBP, Continued

---

### Retirement Options/Benefits

#### **RET-2** - Retirement Awaiting Pay at age 60.

Reservists who have satisfied all requirements for RET-1 except having reached age 60 may request transfer to the administrative status RET-2.

These are some of the benefits:

- Receive Retired Military ID Card DD Form 2 RESRET
- Commissary/Exchange Benefits
- TRICARE Retired Reserve
- TRICARE Retired Dental Plan
- Eligible to convert SGLI to VGLI

#### **RET-1** - Retirement with Pay.

When you have completed 20 years of satisfactory federal service **and have reached age 60**, you are eligible for transfer to RET-1 status.

These are some of the benefits:

- Receive Retired Military ID Card DD Form 2 CG
  - Commissary/Exchange Benefits
  - TRICARE for Life Medical Plan
  - TRICARE Retired Dental Plan
  - Eligible to convert SGLI to VGLI
- 

### Early Retirement Eligibility

If you served on qualifying Active Duty as authorized by the National Defense Authorization Act for FY 2008, the eligibility age for receipt of retired pay may be reduced below 60 years of age.

The eligibility age for retired pay will be reduced by 3 months for each qualifying aggregate period of 90 days on which you performed active duty in any one fiscal year.

A request for eligibility and computation of time must be submitted in writing to PSC-rpm via a CG-2055A.

Complete eligibility requirements are contained in:

- [ALCOAST 399-09](#)
  - [ALCGRSV 051/09](#)
- 

*Continued on next page*

## Retirement/RC-SBP, Continued

---

### Retired Pay Calculator

Monthly retired pay will not be computed until eligible for Retired Pay (60 years of age unless authorized early retirement with pay).

The following examples are using the CURRENT Basic Pay rates.

**Total credited Retirement Points  $\div$  360 x 2.5% = Retired Pay Multiplier**

**EXAMPLE 1:**  $7,109 \div 360 = 19.747$  or **19.75**

$19.75 \times 2.5\% (.025) = .49368$ , or **.4937**

**RETIRED PAY MULTIPLIER = 49.37%**

**\$4740.00 (Base Pay E-7 over 26) X 49.37% = \$2340.14**

---

**EXAMPLE 2:** **75 Points per year X 27 years**

$2025 \div 360 = 5.625$  or **5.62**

$5.62 \times 2.5\% (.025) = .1406$

**RETIRED PAY MULTIPLIER = 14.06%**

**\$4740.00 (Base Pay E-7 over 26) X 14.06 = \$666.44**

---

### RC-SBP

Reserve Component Survivor Benefit Plan – Effective 1 January 2001 upon completion of 20 years of Satisfactory service, you are required to either elect or decline enrollment in the RC-SBP program.

You will be automatically enrolled at the maximum level coverage unless you:

- Decline Coverage or
- Elect Reduced Coverage

**Both elections require spousal concurrence.**

Complete policy concerning RC-SBP can be found in Chapter 2.D.12 of the [Military Civil and Dependent Affairs Manual, COMDTINST M1700.1](#)

---

*Continued on next page*

## Retirement/RC-SBP, Continued

---

### RC-SBC Election Options

#### **A: Defer election until age 60**

- Automatic maximum coverage unless decline or elect reduced coverage
- No benefit of death occurs prior to age 60
- Opportunity to elect at age 60

#### **B: Elect RC-SBP**

- Elect annuity based on full or reduced amount
- Benefit when you **would have** reached age 60

#### **C: Elect RC-SBP**

- Elect annuity based on full or reduced amount
  - Benefit if death occurs **prior** to age 60
- 

### RC-SBP Election Variables

There are many variables in eligibility and payment to beneficiaries under RC-SBP. You should refer to the [Military Civil and Dependent Affairs Manual, COMDTINST M1700.1](#). Some examples are:

No Spouse, Children or Insurable Interest at the 20 year point.

- If you have no spouse, children or insurable interest at your 20 year service point then you are enrolled under option A. However, if you acquire a spouse and/or children at a later date, then you may elect to enroll **WITHIN ONE YEAR** from that date.
- If you do not elect an option within one year, you will remain under option A.

If you incur a change in dependency after initial election of Option B or C, you may:

- Suspend RC-SBP
- Voluntarily elect to cover former spouse

If you remarry after losing (divorce/death) your RC-SBP spouse, you may within one year of remarriage:

- Provide same coverage as previously elected
  - Terminate spouse coverage
  - Increase Base amount up to full
-





## Web Based T-Pax

---

|                              |  |
|------------------------------|--|
| <b>Introduction</b>          | Web-based T-Pax is an upgrade to the current windows-based system. This upgraded system is the primary means of processing TDY travel claims. It is fast, efficient, easy to learn, and vastly superior to the paper claims sent via regular mail. Web-based T-Pax offers key upgrades to functionality that will greatly benefit members, units, and the Coast Guard as a whole.  |
| <b>Objective</b>             | Upon completion of this section, students will know how to successfully navigate and utilize Web-based T-PAX, including requesting travel orders, request for settlement, as well as other functions available.  |
| <b>Tutorials</b>             | All of the PPC T-Pax tutorials can be found at the following links:<br><br><a href="http://www.uscg.mil/ppc/multimedia.asp#T-PAX">http://www.uscg.mil/ppc/multimedia.asp#T-PAX</a><br><br><a href="http://www.uscg.mil/ppc/webtpax/index.htm">http://www.uscg.mil/ppc/webtpax/index.htm</a>  |
| <b>Settlements</b>           | When you travel TDY, or are issued orders where travel is performed with authorized government funding, you are required to submit a travel claim within three working days. T-Pax enables you to enter orders and complete a travel claim electronically.   |
| <b>Important information</b> | <b>If you are entering an initial Authorization or an initial settlement, you SHOULD enter the “Order Duration” to include the entire period of the orders.</b><br><br>While your orders may have been issued hard copy on paper or via Direct Access, it is strongly recommended that you enter the orders into Web-Based T-Pax. Entering the orders in T-Pax will store electronically signed original orders should you be required to submit an Audit package. You are required to keep all orders, travel claims, and receipts for a period of <b>6 years, 3 months</b> . |

---

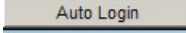
*Continued on next page*

## Web Based T-Pax, Continued

---

### Initial LogOn

One of the new features with Web-based T-Pax is the CAC enabled log-on. Here are the steps for your initial log-in into Web-based T-Pax.

| Step | Action   |
|------|--|
| 1    | Open Internet Explorer.  |
| 2    | Type the URL into the web address line: <a href="https://ppcms-webtpax">https://ppcms-webtpax</a>  |
| 3    | Click Enter.   |
| 4    | Enter USER ID – this will typically be the EMPLID.   |
| 5    | Input your current T-Pax Logon Password, click Login to Web T-pax  |
| 6    | The <i>Choose a digital certificate</i> dialog will display. Select the newest <b>non-email DOD-CA</b> certificate. You may have to click the “ <i>View Certificate</i> ” button to determine the date if multiple <b>DOD CA</b> certificates are present. Examine the “ <i>Valid from</i> ” dates on the Certificate detail panel to find the newest certificate.   |
| 7    | This step now has associated your CAC with your USER ID. <b>Log out of the system again going back to the logon page.</b> You will now see your ID is grayed out and cannot be changed, the logon password is no longer required and your LOGIN to Webtpax button has changed to “AUTO LOGIN”.   |
| 8    | Your CAC card is now permanently assigned to your USER ID in WebT-PAX. If somehow you have associated the incorrect USER ID to your CAC card, YOU MUST contact PPC Customer Care for assistance.   |
| 9    | For future logons, just go to the web page, and click the  button. The <i>Choose a digital certificate</i> dialog will display. Select the newest <b>non-email DOD-CA</b> certificate. You may have to click the “ <i>View Certificate</i> ” button to determine the date if multiple <b>DOD CA</b> certificates are present. Examine the “ <i>Valid from</i> ” dates on the Certificate detail panel to find the newest certificate. |

*Continued on next page*

## Web Based T-Pax, Continued

---

### Completing a New Set of Orders

You may enter orders as a request and have them approved through an Approving Official (AO). Once the orders have been approved, you may print and sign them as the traveler, and have the AO sign them as well. Traveling with signed orders may be beneficial when dealing with those not familiar with electronic signatures.

**Be sure to identify the actual beginning and ending dates to include the entire duration of the orders. This is very important if you are on long term orders and anticipate completing multiple settlements over the period of the orders.**

Step-by-step instructions are provided through PPC's tutorials.

There are several key issues to be addressed:

- Order Number (TONO) and Type of Order must match.
  - 11 TONOs are:
    - Normal (One trip 12 hours or greater – ADT).
  - 13 TONOs are:
    - Blanket (Repeat travel under same TONO, and orders where you will be submitting multiple travel claims through the duration of the orders).
- Leave enroute may now be reported and processed properly.
- T-Pax is connected to the Defense Table of Official Distances (DTOD) and the Per Diem, Travel and Transportation Committee (PDTTC) websites. When requesting orders, maximum lodging rates and mileage are automatically filled when you “tab” through these fields.
- When entering “City” information, use the zip code for more accurate per diem rates and distance.
- When finished entering each “Reimbursable,” click “Accept Expense” and click “Add Expense” to add additional reimbursable expenses. Once they all have been entered, click on the “Accept Changes” button.

---

### Requesting a Travel Advance

You can request advanced funds based on estimated expenses for travel.

Step-by-step instructions are provided through PPC's tutorials.

The “Continue to view computation” button provides the calculation information in determining those items eligible for an advance, and the maximum amount you may request.

---

*Continued on next page*

## Web Based T-Pax, Continued

---

### Completing a New Travel Settlement

Travel claims allow reimbursement for Coast Guard ordered travel.

**PCS Travel Claims must still be mailed to PPC Topeka.**

Step-by-step instructions are provided through PPC's tutorials.

When completing a new travel settlement, information input during the "Completing an Authorization" process is carried over. Make the necessary changes, such as itinerary, expenses, reimbursements, etc. and forward to the AO for approval.

The "Continue to view computation" button will show the total amount obligated, reduce that amount by **all** previous payments (advances) and show the estimated amount due the member.

Note: Cash advances on the Government Travel Credit Card are not considered an "advance" in T-Pax.

---

### Completing a Supplemental Travel Settlement

When an error has been found on a previously processed travel claim, a supplemental claim may be filed.

Step-by-step instructions are provided through PPC's tutorials.

**When submitting a Supplemental Travel Settlement, only change, add, or delete the necessary portion!**

The entire claim will be recalculated, reduced by any previous payments, and issued either a payment or a notice of overpayment, as appropriate.

**DO NOT remove entitlements simply because they have been "paid".**

---

*Continued on next page*

## Web Based T-Pax, Continued

---

### Retrieve Orders and Claims

T-Pax enables a traveler to regain access to and control a request for travel orders or a travel claim settlement. One example of this situation would be when a member has forwarded a request for travel orders to an AO, and subsequently discovered the AO was on three weeks vacation.

This process is also used when PPC (TVL) returns a settlement to a member for corrections. Members must “retrieve” the claim in order to make the appropriate adjustments.

Step-by-step instructions are provided through PPC’s tutorials.

---

### Printing the Travel Voucher Summary (TVS)

T-Pax enables members to print their own TVS. The TVS contains all of the calculations used to liquidate the travel claim. By printing the TVS, a traveler can verify each entitlement and the total amount paid.

**Since members are responsible for each claim, the TVS should be kept with the orders, required receipts, and the claim for 6 years, 3 months.**

---

### Processing Settlements

In this section we will review the process for filing two types of travel claims.

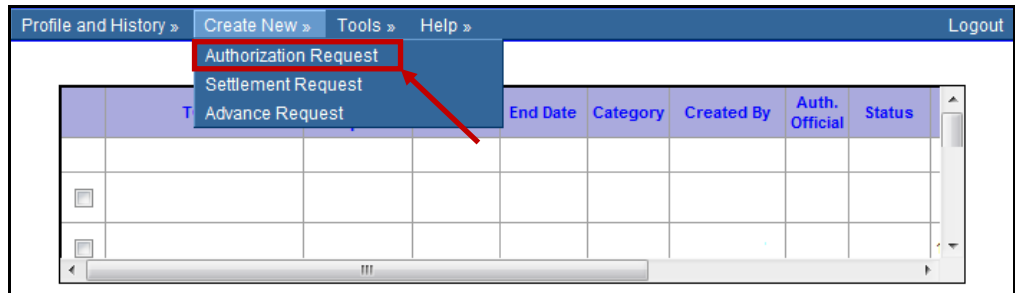
- Single Travel Claim – **11 type** tono, where you only need to submit one claim covering the duration of the orders.
  - Multiple Travel Claim Submission – **13 type** tono, when it is necessary to submit multiple claims over the period of the orders.
- 

*Continued on next page*

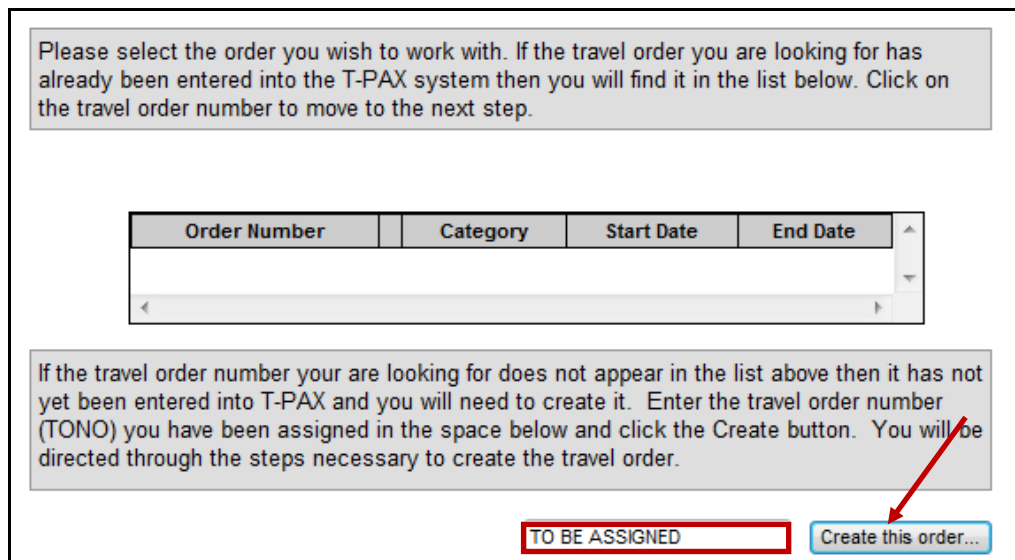
## Web Based T-Pax, Continued

### Processing Settlements (continued)

If you had not previously entered the authorization into T-Pax, you will select **Create New, Authorization Request.**”



You will enter the TONO issued and click **Create this order** button.



Complete step-by-step instructions for Authorizations and Settlements are available on PPC's web-site located at:

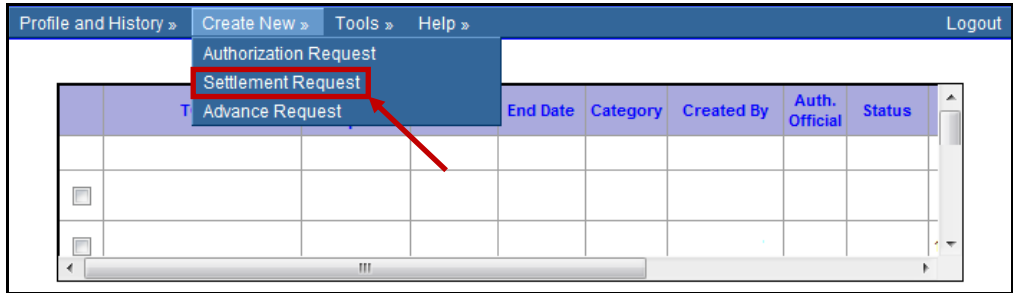
<http://www.uscg.mil/ppc/multimedia.asp#T-PAX>

*Continued on next page*

## Web Based T-Pax, Continued

### Processing Settlements (continued)

If you had previously entered an “Authorization” into T-Pax, you will select **Create New, Settlement Request**.



Select the corresponding TONO. All the information previously entered as an authorization will be carried forward onto the new settlement.

Please select the order you wish to work with. If the travel order you are looking for has already been entered into the T-PAX system then you will find it in the list below. Click on the travel order number to move to the next step.

Orders already entered into T-PAX

| Travel Order Number | Del | Category | Start Date | End Date  |
|---------------------|-----|----------|------------|-----------|
| 1306514QPPA40000    |     | Blanket  | 9/25/2011  | 9/30/2011 |
|                     |     |          |            |           |
|                     |     |          |            |           |
|                     |     |          |            |           |
|                     |     |          |            |           |

If the travel order number you are looking for does not appear in the list above then it has not yet been entered into T-PAX and you will need to create it. Enter the travel order number (TONO) you have been assigned in the space below and click the Create button. You will be directed through the steps necessary to create the travel order.

*Continued on next page*

## Web Based T-Pax, Continued

### Settlements for Long Term TDY

Either the “Authorization” or the “initial settlement” must be completed identifying the actual inclusive beginning and ending dates for the entire period of the orders. This member was issued long term ADOS-AC from 10/1/2011 – 9/30/2012, and is authorized POC as more advantageous to the government.

T-Pax allows you to complete a settlement at any time while on long term Reserve Orders. You can only submit multiple claims on orders with “13” type tonos.

Within T-Pax you will be completing settlements using “L.T.TDY.” There are three options in T-Pax using this function:

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

The differences between the three options are outlined below.

### L.T.TDY - Beginning Settlement

The following examples outline the correct T-Pax entries for completing a L.T.TDY-Beginning settlement.

From the Duration of Travel drop down, select **L.T.TDY-Beginning** option. These orders were entered into T-Pax for the entire period of the orders.

For the initial settlement request, select the **L.T.TDY-Beginning** option, then select the **Continue** button.

KOYOTE, WYLEE Temporary Duty Trip View: Traveler

TONO: 1312412412412000 Covered from: 10/1/2011  
Type of order: Blanket to: 9/30/2012

Please choose the duration of this trip. Your selection here will determine what options will be available to you as you enter your itinerary.

Duration of travel: L.T. TDY - Beginning  
No trip itinerary to be entered  
Greater than or equal to 24 hours  
Less than 24 hours with lodging  
Less than 24 hours no lodging  
Less than or equal to 12 hours  
L.T. TDY - Beginning  
L.T. TDY Contd - Middle  
L.T. TDY Contd - Ending

Back... Continue...

Continued on next page

# Web Based T-Pax, Continued

## L.T.TDY - Beginning Settlement

Note the **Covered from** and **to** dates identify the entire duration of orders. Click in the **Pay To** box and enter the ending date for the first period of the settlement. In this example we are submitting a settlement for the first 30 days for the period ending **10/30/2011**, then selecting the **Continue** button.

KOYOTE, WYLEE View: Traveler

### Temporary Duty Trip

|   |  |
|---|--|
| TONO: <input type="text" value="1312412412412000"/> | Covered from: <input type="text" value="10/1/2011"/> |
| Type of order: <input type="text" value="Blanket"/> | to: <input type="text" value="9/30/2012"/>           |

Please provide the information requested below about your trip. When you have completed this information you may continue to the screen where you can view and modify your actual itinerary.

Pay To

Status

Click the **Add/Edit Trip Itinerary** button.

|   |  |
|---|--|
| TONO: <input type="text" value="1312412412412000"/> | Covered from: <input type="text" value="10/1/2011"/> |
| Type of order: <input type="text" value="Blanket"/> | to: <input type="text" value="9/30/2012"/>           |

Your actual trip itinerary is listed below. If you have not yet added any legs to this trip then you should click on the Add button and enter the information for each leg of your trip. If your trip has already been entered and you are satisfied with the information you can simply click Continue to move to the next screen.

| Location | Trans Reason | Duty Day | IDL | Local? Method | Lodging | Meals | Lodging | Taxes | Mile |
|----------|--------------|----------|-----|---------------|---------|-------|---------|-------|------|
|          |              |          |     |               |         |       |         |       |      |

*Continued on next page*

# Web Based T-Pax, Continued

## L.T.TDY - Beginning Settlement

Since the original Authorization was for the entire 1 year period. The “itinerary” may not transfer to this section. In this case you will have to reenter the information. We will be entering the **Departure Date** and **Arrival date** to match the 30 day period for this settlement.

In this example we will enter the **Departure Date** of 10/01/2011 from Topeka, KS and the **Method of Transportation** of **Private Auto**.

Enter the **Arrival Date** of 10/1/2011 to St. Louis, MO, and change the **Reason for Stop** to Temporary Duty. Note T-Pax will automatically enter the total miles from the Defense Table of Official Distance. In this example we are authorized POC, however if you are driving to an airport and will fly, you need to ensure you check the **Is Local** check box to be reimbursed for mileage. Click the **Accept Leg** button.

| Date       | Location            | Trans Reason      | Duty Day                            | IDL | Local? Method                     | Lodging            | Meals                 | Lodging | Taxes | Miles |
|------------|---------------------|-------------------|-------------------------------------|-----|-----------------------------------|--------------------|-----------------------|---------|-------|-------|
| 10/01/2011 | Topeka, KS, Shawnee | PA - Private Auto | <input checked="" type="checkbox"/> |     | <input type="checkbox"/> Is Local | LDP - Lodging Plus | CM - Commercial Meals | 0.00    | 0.00  | 297   |

|  |   |   |  |
|--|---|---|--|
| Departure Date: 10/01/2011<br>Departure Location (click to edit): Topeka, KS, Shawnee<br>Method of Transportation: PA - Private Auto<br><input checked="" type="checkbox"/> Duty Day | Arrival Date: 10/01/2011<br>Arrival Location (click to edit): STL, MO, St Louis<br>Reason for Stop: TD - Temporary Duty<br><input checked="" type="checkbox"/> Duty Day | Method of Reimbursement: LDP - Lodging Plus<br>AE Percentage: 0<br>Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full<br>Meals Type: M&IE: 66.00<br>CM - Commercial Meals | Daily Ldg Cost: 101.00<br>Lodging Tax: 0.0<br>Miles: 297 |
|--|---|---|--|

You must now complete the period ending date. In this example a settlement is being submitted for the first 30 days of LT TDY and entered 10/30/2011.

The **Departure Location** and **Arrival Location** will remain St. Louis, MO. Due to system constraints, change the **Method of Transportation** to any Commercial option. This will prevent T-Pax from paying POC mileage. Change the **Reason for Stop** to Mission Complete. Click the **Accept Leg** button.

| Date      | Location            | Trans Reason | Duty Day                            | IDL | Local? Method                     | Lodging | Meals | Lodging | Taxes | Miles |
|-----------|---------------------|--------------|-------------------------------------|-----|-----------------------------------|---------|-------|---------|-------|-------|
| 10/1/2011 | Topeka, KS, Shawnee | PA           | <input checked="" type="checkbox"/> |     | <input type="checkbox"/> Is Local | LDP     | CM    | 0.00    | 0.00  | 297   |
| 10/1/2011 | STL, MO, St Louis   | TD           | <input checked="" type="checkbox"/> |     | <input type="checkbox"/> Is Local |         | CM    | 0.00    | 0.00  | 0     |

|   |  |   |   |
|---|--|---|---|
| Departure Date: 10/30/2011<br>Departure Location (click to edit): STL, MO, St Louis<br>Method of Transportation: CA - Commercial Auto<br><input checked="" type="checkbox"/> Duty Day | Arrival Date: 10/30/2011<br>Arrival Location (click to edit): STL, MO, St Louis<br>Reason for Stop: MC - Mission Complete<br><input type="checkbox"/> Duty Day | Method of Reimbursement:<br>AE Percentage: 0<br>Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full<br>Meals Type: CM - Commercial Meals | Daily Ldg Cost: 0<br>Lodging Tax: 0<br>Miles: 0 |
|---|--|---|---|

*Continued on next page*

# Web Based T-Pax, Continued

## L.T.TDY - Beginning Settlement

The Itinerary will display the 30 day period for the L.T.TDY-Beginning settlement. Click the **Accept Changes** button.

| Date       |     | Location            | Trans Reason | Duty Day                            | IDL | Local? Method                       | Lodging | Meals | Lodging | Taxes | Miles |        |     |
|------------|-----|---------------------|--------------|-------------------------------------|-----|-------------------------------------|---------|-------|---------|-------|-------|--------|-----|
| 10/1/2011  | DEP | Topeka, KS, Shawnee | PA           | <input checked="" type="checkbox"/> |     | <input type="checkbox"/>            | CQ      | CM    | 101.00  | 0.00  | 297   | Edit   | Del |
| 10/1/2011  | ARR | STL, MO, St Louis   | TD           | <input checked="" type="checkbox"/> |     | LDP                                 |         |       |         |       |       | Insert |     |
| 10/30/2011 | DEP | STL, MO, St Louis   | CA           | <input checked="" type="checkbox"/> |     | <input checked="" type="checkbox"/> | NLG     |       | 0.00    | 0.00  | 0     | Edit   | Del |
| 10/30/2011 | ARR | STL, MO, St Louis   | MC           | <input type="checkbox"/>            |     |                                     |         |       |         |       |       | Insert |     |

Add Leg

Select the **Continue** button.

TONO:  Covered from:

Type of order:  to:

The first step to creating a trip is to determine what has been authorized. This might include the number of cars allowed, any restrictions on transportation, and who is being paid while traveling. Please complete the information below, then continue to the next step. Note that if you drove your own car you should make sure that the Owner Operator of POV is checked. If you traveled as a passenger in that option should be unchecked.

Owner operator of POV

Transportation Restrictions:

Select the **Continue** button.

TONO:  Covered from:

Type of order:  to:

Please choose the duration of this trip. Your selection here will determine what options will be available to you as you enter your itinerary.

Duration of travel:

*Continued on next page*

# Web Based T-Pax, Continued

## L.T.TDY - Beginning Settlement

Note the **Pay To** date identifies 10/30/2011. Select the **Continue** button.

|                |   |               |  |
|----------------|---|---------------|--|
| TONO:          | <input type="text" value="1312412412412000"/> | Covered from: | <input type="text" value="10/1/2011"/> |
| Type of order: | <input type="text" value="Blanket"/>          | to:           | <input type="text" value="9/30/2012"/> |

Please provide the information requested below about your trip. When you have completed this information you may continue to the screen where you can view and modify your actual itinerary.

Pay To

Status

Select the **Continue** button.

|                |   |               |  |
|----------------|---|---------------|--|
| TONO:          | <input type="text" value="1312412412412000"/> | Covered from: | <input type="text" value="10/1/2011"/> |
| Type of order: | <input type="text" value="Blanket"/>          | to:           | <input type="text" value="9/30/2012"/> |

Your actual trip itinerary is listed below. If you have not yet added any legs to this trip then you should click on the Add button and enter the information for each leg of your trip. If your trip has already been entered and you are satisfied with the information you can simply click Continue to move to the next screen.

| Date       |      | Location       | Trans Reason | Duty Day                            | IDL | Local? Method                       | Lodging | Meals | Lodging                             | Taxes                             | Miles                            |
|------------|------|----------------|--------------|-------------------------------------|-----|-------------------------------------|---------|-------|-------------------------------------|-----------------------------------|----------------------------------|
| 10/1/2011  | DEP  | Topeka, KANSAS | PA           | <input checked="" type="checkbox"/> |     | <input type="checkbox"/> LDP        | CQ      | CM    | <input type="text" value="101.00"/> | <input type="text" value="0.00"/> | <input type="text" value="297"/> |
| 10/1/2011  | ARR  | STL, MISSOURI  | TD           | <input checked="" type="checkbox"/> |     |                                     |         |       |                                     |                                   |                                  |
| 10/30/2011 | RVRT | STL, MISSOURI  | CA           | <input checked="" type="checkbox"/> |     | <input checked="" type="checkbox"/> | NLG     |       | <input type="text" value="0.00"/>   | <input type="text" value="0.00"/> | <input type="text" value="0"/>   |
| 10/30/2011 | STAT | STL, MISSOURI  | MC           | <input type="checkbox"/>            |     |                                     |         |       |                                     |                                   |                                  |

*Continued on next page*

## Web Based T-Pax, Continued

---

### L.T.TDY - Beginning Settlement

If you had any authorized Trip Expenses, select the Add/Edit Trip expenses button, enter the information, and then click the **Continue** button.

|                |   |               |  |
|----------------|---|---------------|--|
| TONO:          | <input type="text" value="1312412412412000"/> | Covered from: | <input type="text" value="10/1/2011"/> |
| Type of order: | <input type="text" value="Blanket"/>          | to:           | <input type="text" value="9/30/2012"/> |

This screen shows a list of reimbursable travel expenses that have been entered for this trip. If this is a new trip and you have reimbursable expenses that need to be claimed simply click on the Add button below. When this list contains all the expenses you wish to claim you may click on the Continue button to move to the next screen.

| Date | Description | Claimed |
|------|-------------|---------|
|------|-------------|---------|

The L.T.TDY-Beginning settlement is now completed. Click the **Save this Trip** button.

|                |   |               |  |
|----------------|---|---------------|--|
| TONO:          | <input type="text" value="1312412412412000"/> | Covered from: | <input type="text" value="10/1/2011"/> |
| Type of order: | <input type="text" value="Blanket"/>          | to:           | <input type="text" value="9/30/2012"/> |

You have now completed entering all the information for this trip. You may now save this trip as part of your travel request and return to the main request screen.

---

*Continued on next page*

# Web Based T-Pax, Continued

## L.T.TDY - Beginning Settlement

The L.T.TDY-Beginning procedures have now been completed. Complete tutorials and procedures for finalizing and submitting your settlement are available on PPC Topeka web.

|                     |                                      |                |  |     |  |
|---------------------|--------------------------------------|----------------|--|-----|--|
| Type of order:      | <input type="text" value="Blanket"/> | Covered from:  | <input type="text" value="10/1/2011"/>     | to: | <input type="text" value="9/30/2012"/> |
| Type of Settlement: | <input type="text" value="Final"/>   | Original Order | <input type="text" value="Not a Partial"/> |     |  |

Below is a financial summary of your travel request and the amount you are due for your travel reimbursement.

Some travelers prefer to apply a portion of their reimbursement directly to their government credit card. If you would like to apply a portion of the reimbursement you are due then you can enter that amount in the last field labeled 'Split Payment'.

| Description             | Total   |
|-------------------------|---------|
| Memb/Emp TDY Per Diem   | 4,993.5 |
| Memb/Emp Transportation | 151.47  |

|                   |                                       |
|-------------------|---------------------------------------|
| Total Entitlement | <input type="text" value="5,144.97"/> |
| Deductions        | <input type="text" value="0.00"/>     |
| Partial Payments  | <input type="text" value="0.00"/>     |
| Amount Payable    | <input type="text" value="5,144.97"/> |
| Advances          | <input type="text" value="0.00"/>     |
| Due Employee      | <input type="text" value="5,144.97"/> |
| Split Payment     | <input type="text" value="0.00"/>     |
| Computed Split    | <input type="text" value="3030.00"/>  |

Method of Payment

Release Obligation

*Enter amount in Split Payment field to pay to GTCC*

*Continued on next page*

## Web Based T-Pax, Continued

### L.T. TDY – Middle Settlement

To complete **L.T. TDY – Middle** settlement, the process is the same as the Beginning settlement. Select **Create New – Settlement** and select the appropriate TONO.

**You must click the “Claim is Not a Supplemental” button.**

If this travel request is a supplemental to another request then click on the "Select" link next to that previous request (Column 'Click to Select') for which you wish to do a supplemental. Note: You cannot do a supplemental for a request marked 'Incomplete'.

If this request is not a supplemental then simply click on the "Claim is not Supplemental" button at the bottom of the screen.

| Click to Select | Request No. | From Date  | To Date    | Amount   |
|-----------------|-------------|------------|------------|----------|
|                 | 1098381302  | 10/01/2011 | 10/30/2011 | 5,144.97 |

**Claim is Not a Supplemental**

Continue the same process as the Beginning until you reach the **Duration of travel** drop-down option. Select the **L.T.TDY Contd – Middle** option, then click the **Continue** button.

TONO:  Covered from:   
Type of order:  to:

Please choose the duration of this trip. Your selection here will determine what options will be available to you as you enter your itinerary.

Duration of travel:

- No trip itinerary to be entered
- Greater than or equal to 24 hours
- Less than 24 hours with lodging
- Less than 24 hours no lodging
- Less than or equal to 12 hours
- L.T. TDY - Beginning
- L.T. TDY Contd - Middle**
- L.T. TDY Contd - Ending

*Continued on next page*

## Web Based T-Pax, Continued

### L.T. TDY – Middle Settlement (continued)

Note the **Covered from:** and **to:** dates remain for the entire period of the original orders.

You will change the **Pay From** date to the first day of the L.T.TDY Middle settlement, and the **Pay To** date to the ending date of the middle settlement. In this example we entered 11/01/2011 and 11/30/2011 to submit a middle settlement for the month of November 2011. Click the **Continue** button.

|   |   |  |  |
|---|---|--|--|
| TONO:   | <input type="text" value="1312412412412000"/> | Covered from:                                  | <input type="text" value="10/1/2011"/> |
| Type of order:  | <input type="text" value="Blanket"/>          | to:  | <input type="text" value="9/30/2012"/> |
| <p>Please provide the information requested below about your trip. When you have completed this information you may continue to the screen where you can view and modify your actual itinerary.</p> |   |  |  |
| <input type="text" value="Pay From 11/01/2011"/>  |   | <input type="text" value="Pay To 11/30/2011"/> |  |
| Status <input type="text" value="Enlisted"/>  |   |  |  |
| <input type="button" value="Back..."/>  |   | <input type="button" value="Continue..."/>     |  |

On the next screen click the **Add/Edit Trip Itinerary** button.

| Date   | Location | Trans Reason | Duty Day | IDL | Local? Method | Lodging | Meals | Lodging | Taxes | Miles |
|--|----------|--------------|----------|-----|---------------|---------|-------|---------|-------|-------|
| <input type="button" value="Back..."/> <input type="button" value="Continue..."/> <input type="button" value="Add / Edit Trip Itinerary"/> |          |              |          |     |               |         |       |         |       |       |

*Continued on next page*

## Web Based T-Pax, Continued

### L.T. TDY – Middle Settlement (continued)

The **Original Date** needs to remain the actual beginning date of the orders. Change the **Arrival Date** to the first day of the middle settlement. In this example the Original Date is **10/01/2011** and the Arrival Date is **11/01/2011**.

Ensure the Reason for Stop is **TD – Temporary Duty** and the lodging/meals/lodging costs are entered accurately.

When finished click the “Accept Leg” button.

| Date       | Location          | Trans Reason | Duty Day                            | IDL | Local? Method            | Lodging | Meals | Lodging | Taxes | Miles |
|------------|-------------------|--------------|-------------------------------------|-----|--------------------------|---------|-------|---------|-------|-------|
| 10/01/2011 | STL, MO, St Louis |              | <input checked="" type="checkbox"/> |     | <input type="checkbox"/> | LDP     | CQ    | 101.00  | 0.00  | 0     |
| 11/01/2011 |                   |              | <input checked="" type="checkbox"/> |     | <input type="checkbox"/> |         |       |         |       |       |

|   |                                   |   |  |
|---|-----------------------------------|---|--|
| <b>Original Date:</b> 10/01/2011<br><b>Original Location (click to edit):</b> STL, MO, St Louis<br><b>Method of Transportation:</b><br><input checked="" type="checkbox"/> Duty Day | <input type="checkbox"/> is Local | <b>Method of Reimbursement:</b> LDP - Lodging Plus<br>AE Percentage: 0<br><b>Lodging Type:</b> CQ - Comm'l Qtrs Incidental Expense Full<br><b>Meals Type:</b> CM - Commercial Meals | <b>Daily Ldg Cost:</b> 101.00<br><b>Lodging Tax:</b> 0.00<br><b>Miles:</b> 0 |
| <b>Arrival Date:</b> 11/01/2011<br><b>Continue Location (click to edit):</b><br><b>Reason for Stop:</b> TD - Temporary Duty<br><input checked="" type="checkbox"/> Duty Day         |                                   |   |  |

You will now enter the **Departure** and **Arrival** date as the last day of this middle settlement. In this example we are submitting a Middle Settlement for period 11/01/2011 – 11/30/2011.

You must change the **Method of Transportation** to any commercial option to prevent the system from paying POC mileage. The example shows **CA – Commercial Auto**.

Change the Reason for to **MC – Mission Complete**, then click the **Accept Leg** button.

| Date      | Location          | Trans Reason | Duty Day                            | IDL | Local? Method            | Lodging | Meals | Lodging | Taxes | Miles |
|-----------|-------------------|--------------|-------------------------------------|-----|--------------------------|---------|-------|---------|-------|-------|
| 10/1/2011 | STL, MO, St Louis | DEP          | <input checked="" type="checkbox"/> |     | <input type="checkbox"/> | LDP     | CQ    | 101.00  | 0.00  | 0     |
| 11/1/2011 | STL, MO, St Louis | ARR          | <input checked="" type="checkbox"/> |     | <input type="checkbox"/> |         |       |         |       |       |

|  |  |  |  |
|--|--|--|--|
| <b>Departure Date:</b> 11/30/2011<br><b>Departure Location (click to edit):</b> STL, MO, St Louis<br><b>Method of Transportation:</b> CA - Commercial Auto<br><input checked="" type="checkbox"/> Duty Day | <input checked="" type="checkbox"/> is Local | <b>Method of Reimbursement:</b><br>AE Percentage: 0<br><b>Lodging Type:</b> CQ - Comm'l Qtrs Incidental Expense Full<br><b>Meals Type:</b> CM - Commercial Meals | <b>Daily Ldg Cost:</b> 0<br><b>Lodging Tax:</b> 0<br><b>Miles:</b> 0 |
| <b>Arrival Date:</b> 11/30/2011<br><b>Arrival Location (click to edit):</b> STL, MO, St Louis<br><b>Reason for Stop:</b> MC - Mission Complete<br><input type="checkbox"/> Duty Day                        |  |  |  |

*Continued on next page*

# Web Based T-Pax, Continued

## L.T. TDY – Middle Settlement (continued)

Click the **Accept Changes** button.

| Date       |     | Location          | Trans Reason | Duty Day                            | IDL | Local? Method                       | Lodging | Meals | Lodging | Taxes | Miles |      |     |
|------------|-----|-------------------|--------------|-------------------------------------|-----|-------------------------------------|---------|-------|---------|-------|-------|------|-----|
| 10/1/2011  | DEP | STL, MO, St Louis | TD           | <input checked="" type="checkbox"/> |     | <input type="checkbox"/> LDP        | CQ      | CM    | 101.00  | 0.00  | 0     | Edit | Del |
| 11/1/2011  | ARR | STL, MO, St Louis |              | <input checked="" type="checkbox"/> |     |                                     |         |       |         |       |       |      |     |
| 11/30/2011 | DEP | STL, MO, St Louis | CA           | <input checked="" type="checkbox"/> |     | <input checked="" type="checkbox"/> | NLG     |       | 0.00    | 0.00  | 0     | Edit | Del |
| 11/30/2011 | ARR | STL, MO, St Louis | MC           | <input type="checkbox"/>            |     |                                     |         |       |         |       |       |      |     |

Add Leg

You have now completed the L.T.TDY – Middle Settlement. It is recommended you click on the **Calcs** link to view the daily calculations for this period.

Type of order:  Covered from:  to:

Type of Settlement:  Original Order:

You may now enter all the travel expenses that you incurred during your trip. Select new entitlements from the drop down list and click the button to add them. You will be lead through the appropriate screens to collect all the necessary information. After an entitlement has been entered you may edit or delete it by clicking on the appropriate links.

|                      | Entitlement Type    | Dates Encompassed    | Status         |                        |                       |
|----------------------|---------------------|----------------------|----------------|------------------------|-----------------------|
| <a href="#">Edit</a> | Temporary Duty Trip | 10/1/2011-11/30/2011 | Validated Data | <a href="#">Delete</a> | <a href="#">Calcs</a> |

When you are finished adding all your travel expenses you can click on the View button to see your estimated travel reimbursement.

*Continued on next page*

# Web Based T-Pax, Continued

L.T. TDY –  
Middle  
Settlement  
(continued)

**Calcs:** Ensure the lodging for 11/01 identifies full per diem for the beginning date. Then click the **Next** link to view the last day of the settlement.

| Remarks                       |          |          |           |    |    |    |        |       |       |        |        |              |             | Done |
|-------------------------------|----------|----------|-----------|----|----|----|--------|-------|-------|--------|--------|--------------|-------------|------|
| Date                          | Day Type | Ldg Rate | M&IE Rate | Br | Ln | Dn | Lodg   | Break | Lunch | Dinner | Incdtl | Total Amount | Lodging Tax |      |
| 11/01                         | LDP      | 104.00   | 66.00     | CM | CM | CM | 101.00 | 12.00 | 17.00 | 32.00  | 5.00   | 167.00       | 0.00        |      |
| 11/02                         | LDP      | 104.00   | 66.00     | CM | CM | CM | 101.00 | 12.00 | 17.00 | 32.00  | 5.00   | 167.00       | 0.00        |      |
| 11/03                         | LDP      | 104.00   | 66.00     | CM | CM | CM | 101.00 | 12.00 | 17.00 | 32.00  | 5.00   | 167.00       | 0.00        |      |
| 11/04                         | LDP      | 104.00   | 66.00     | CM | CM | CM | 101.00 | 12.00 | 17.00 | 32.00  | 5.00   | 167.00       | 0.00        |      |
| 11/05                         | LDP      | 104.00   | 66.00     | CM | CM | CM | 101.00 | 12.00 | 17.00 | 32.00  | 5.00   | 167.00       | 0.00        |      |
| 11/06                         | LDP      | 104.00   | 66.00     | CM | CM | CM | 101.00 | 12.00 | 17.00 | 32.00  | 5.00   | 167.00       | 0.00        |      |
| 11/07                         | LDP      | 104.00   | 66.00     | CM | CM | CM | 101.00 | 12.00 | 17.00 | 32.00  | 5.00   | 167.00       | 0.00        |      |
| 11/08                         | LDP      | 104.00   | 66.00     | CM | CM | CM | 101.00 | 12.00 | 17.00 | 32.00  | 5.00   | 167.00       | 0.00        |      |
| 11/09                         | LDP      | 104.00   | 66.00     | CM | CM | CM | 101.00 | 12.00 | 17.00 | 32.00  | 5.00   | 167.00       | 0.00        |      |
| 11/10                         | LDP      | 104.00   | 66.00     | CM | CM | CM | 101.00 | 12.00 | 17.00 | 32.00  | 5.00   | 167.00       | 0.00        |      |
| Previous <a href="#">Next</a> |          |          |           |    |    |    |        |       |       |        |        |              |             |      |

Ensure that full per diem was paid for the last day of this settlement.

| Remarks                       |          |          |           |    |    |    |        |       |       |        |        |              |             | Done |
|-------------------------------|----------|----------|-----------|----|----|----|--------|-------|-------|--------|--------|--------------|-------------|------|
| Date                          | Day Type | Ldg Rate | M&IE Rate | Br | Ln | Dn | Lodg   | Break | Lunch | Dinner | Incdtl | Total Amount | Lodging Tax |      |
| 11/21                         | LDP      | 104.00   | 66.00     | CM | CM | CM | 101.00 | 12.00 | 17.00 | 32.00  | 5.00   | 167.00       | 0.00        |      |
| 11/22                         | LDP      | 104.00   | 66.00     | CM | CM | CM | 101.00 | 12.00 | 17.00 | 32.00  | 5.00   | 167.00       | 0.00        |      |
| 11/23                         | LDP      | 104.00   | 66.00     | CM | CM | CM | 101.00 | 12.00 | 17.00 | 32.00  | 5.00   | 167.00       | 0.00        |      |
| 11/24                         | LDP      | 104.00   | 66.00     | CM | CM | CM | 101.00 | 12.00 | 17.00 | 32.00  | 5.00   | 167.00       | 0.00        |      |
| 11/25                         | LDP      | 104.00   | 66.00     | CM | CM | CM | 101.00 | 12.00 | 17.00 | 32.00  | 5.00   | 167.00       | 0.00        |      |
| 11/26                         | LDP      | 104.00   | 66.00     | CM | CM | CM | 101.00 | 12.00 | 17.00 | 32.00  | 5.00   | 167.00       | 0.00        |      |
| 11/27                         | LDP      | 104.00   | 66.00     | CM | CM | CM | 101.00 | 12.00 | 17.00 | 32.00  | 5.00   | 167.00       | 0.00        |      |
| 11/28                         | LDP      | 104.00   | 66.00     | CM | CM | CM | 101.00 | 12.00 | 17.00 | 32.00  | 5.00   | 167.00       | 0.00        |      |
| 11/29                         | LDP      | 104.00   | 66.00     | CM | CM | CM | 101.00 | 12.00 | 17.00 | 32.00  | 5.00   | 167.00       | 0.00        |      |
| 11/30                         | LDP      | 104.00   | 66.00     | CM | CM | CM | 101.00 | 12.00 | 17.00 | 32.00  | 5.00   | 167.00       | 0.00        |      |
| Previous <a href="#">Next</a> |          |          |           |    |    |    |        |       |       |        |        |              |             |      |

Continued on next page

# Web Based T-Pax, Continued

## L.T. TDY – Middle Settlement (continued)

You have completed the **L.T.TDY – Middle** settlement.

You will continue the L.T.TDY – Middle process for each settlement. You will only need to change the **Arrival** date for each of the first legs for any subsequent settlements to the first day for that period. You will change the Departure and Arrival date on the second leg to the last day for the settlement.

|                     |         |                |               |     |           |
|---------------------|---------|----------------|---------------|-----|-----------|
| Type of order:      | Blanket | Covered from:  | 10/1/2011     | to: | 9/30/2012 |
| Type of Settlement: | Final   | Original Order | Not a Partial |     |           |

Below is a financial summary of your travel request and the amount you are due for your travel reimbursement.

Some travelers prefer to apply a portion of their reimbursement directly to their government credit card. If you would like to apply a portion of the reimbursement you are due then you can enter that amount in the last field labeled 'Split Payment'.

| Description           | Total    |
|-----------------------|----------|
| Memb/Emp TDY Per Diem | 5,010.00 |

|                   |          |
|-------------------|----------|
| Total Entitlement | 5,010.00 |
| Deductions        | 0.00     |
| Partial Payments  | 0.00     |
| Amount Payable    | 5,010.00 |
| Advances          | 0.00     |
| Due Employee      | 5,010.00 |
| Split Payment     | 0.00     |
| Computed Split    | 3030.00  |

Method of Payment: Direct Deposit

Release Obligation

Enter amount in Split Payment field to pay to GTCC

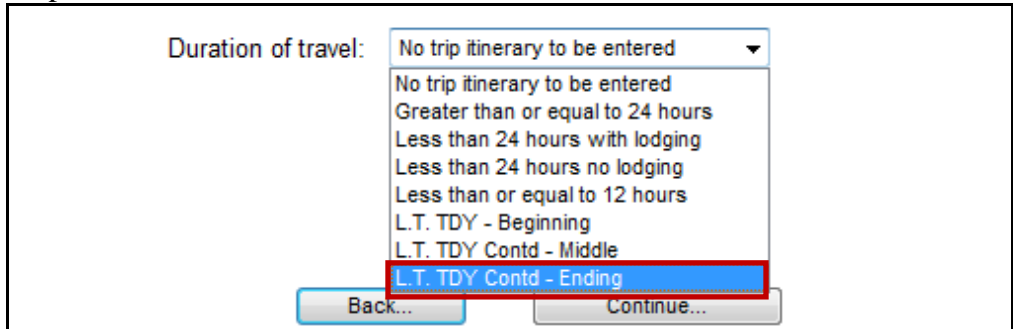
Go back... Continue...

*Continued on next page*

## Web Based T-Pax, Continued

### L.T. TDY – Ending Settlement

The process for the final settlement is the same as for all Middle settlements. You will select **L.T.TDY Contd – Ending** from the **Duration of Travel** drop-down.

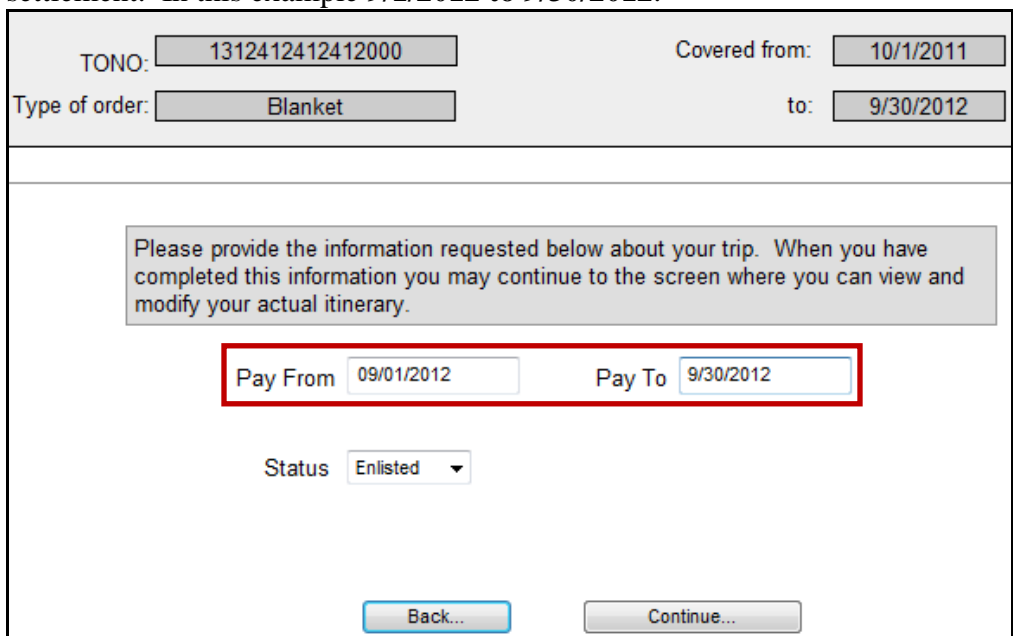


The screenshot shows a web form with a label "Duration of travel:" followed by a dropdown menu. The dropdown menu is open, displaying several options. The option "L.T. TDY Contd - Ending" is highlighted with a red rectangular box. Below the dropdown menu are two buttons: "Back..." and "Continue...".

|                     |                                   |
|---------------------|-----------------------------------|
| Duration of travel: | No trip itinerary to be entered   |
|                     | No trip itinerary to be entered   |
|                     | Greater than or equal to 24 hours |
|                     | Less than 24 hours with lodging   |
|                     | Less than 24 hours no lodging     |
|                     | Less than or equal to 12 hours    |
|                     | L.T. TDY - Beginning              |
|                     | L.T. TDY Contd - Middle           |
|                     | <b>L.T. TDY Contd - Ending</b>    |

Back... Continue...

The settlement process is the same as L.T.TDY Contd – Middle except you need to change the **Pay From** and **Pay To** dates to the last period of the settlement. In this example **9/1/2012 to 9/30/2012**.



The screenshot shows a web form with several input fields. The "TONO:" field contains "1312412412412000". The "Covered from:" field contains "10/1/2011". The "Type of order:" field contains "Blanket". The "to:" field contains "9/30/2012". Below these fields is a text box with instructions: "Please provide the information requested below about your trip. When you have completed this information you may continue to the screen where you can view and modify your actual itinerary." Below the text box are two date input fields: "Pay From" with the value "09/01/2012" and "Pay To" with the value "9/30/2012". Below these date fields is a "Status" dropdown menu with the value "Enlisted". At the bottom of the form are two buttons: "Back..." and "Continue...".

|                |                  |               |           |
|----------------|------------------|---------------|-----------|
| TONO:          | 1312412412412000 | Covered from: | 10/1/2011 |
| Type of order: | Blanket          | to:           | 9/30/2012 |

Please provide the information requested below about your trip. When you have completed this information you may continue to the screen where you can view and modify your actual itinerary.

|          |            |        |           |
|----------|------------|--------|-----------|
| Pay From | 09/01/2012 | Pay To | 9/30/2012 |
|----------|------------|--------|-----------|

Status: Enlisted

Back... Continue...



# Assistance

---

## Introduction

Our goal was to provide you with clear, specific and relative information in this course. Our hope is that the course was beneficial for you and will be a useful reference throughout your CG Reserve career.

We are always seeking information from you to make this your course for information and solicit your comments and suggestions for improvements.

---

## Recommendations

If you would like to submit recommendations to the material of this course, please send them to us with a brief description of the topic and any specifics you would like to see included. You may submit your recommendations to:

- Commanding Officer (P&D)  
Coast Guard Pay & Personnel Center  
444 SE Quincy Street  
Topeka, KS 66683-3591
  - Email: PPC-PF-PD
- 

## Quick Reference Links



The following is a listing of web links that were referenced in this course:

- DA On-Line Guides - <http://www.uscg.mil/ppc/ps/>
  - On-Demand Self Service Tutorials <http://www.uscg.mil/ppc/multimedia.asp>
  - PPC Topeka – <http://www.uscg.mil/ppc/>
  - Direct Access - <https://ep.direct-access.us/psp/UCGP1PP/?cmd=login&languageCd=ENG&>
  - CG Email (accessed from home with CAC card) – <https://cgwebmail.uscg.mil>
  - Coast Guard Reserves – <http://www.uscg.mil/reserve/>
  - CG PC(rpm) – <http://www.uscg.mil/hq/cgpc/rmp/rpmhome.htm>
  - CG Institute – <http://www.uscg.mil/hq/cgi/>
  - Thrift Savings Plan - [www.tsp.gov](http://www.tsp.gov), Start/Stop form - [Form TSP-U-1](#), Catch-Up Form - [Tsp-U-1-C](#), Designation of Beneficiary Form – [TSP-3](#)
  - National Military Records Center St. Louis - [www.archives.gov](http://www.archives.gov)
  - [National Guard - State Adjutant General Roster](#)
  - Request for Duplicate W-2 - [W-2 request form](#)
  - CG Correspondence Courses/Retirement Points - [http://uscg.mil/hq/cg1/cgi/reservist/reserve\\_points.pdf](http://uscg.mil/hq/cg1/cgi/reservist/reserve_points.pdf)
  - [Commandant Instructions - OLD CG Personnel Manual](#)
  - [CG Reserve Policy Manual COMDTINST M1001.28A](#)
  - [CG Personnel and Pay Procedures Manual PPCINST M1000.2A](#)
  - T-Pax – Tutorials - <http://www.uscg.mil/ppc/multimedia.asp#T-PAX>
-

