



U.S. COAST GUARD



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DELAY IN COMMON ACCESS CARDS AND TRAVEL CLAIM SUBMISSIONS FOR NEW CIVILIAN HIRES

While we are undergoing final conversion of our civilian payroll and personnel system to the National Finance Center (NFC), there will be a short period of time while data is being converted and loaded at the NFC that we will not be able to transmit civilian data to the Defense Manpower Data Center (DMDC) for new civilian hires. The transmission of this data and its subsequent loading into the DEERS/RAPIDS system, allows us to issue CAC Cards. The delay will begin on 21 August and is expected to span up to 4 or 5 weeks after that date.

Likewise, this delay will also affect the ability of new civilian hires to electronically file a travel claim. Those employees who are affected by this data transfer delay and are required to travel are to submit paper travel claims (DD 1351-2) to PSC Travel. Detailed information on how to file a claim is available at <http://www.uscg.mil/hq/psc/tvl.htm>.

Again, the temporary delay associated with the issuance of CAC cards and electronic travel claim submissions will only affect new civilian hires who enter on duty (EOD) starting with the pay period commencing 21 August. Upon completion of the system conversion, any employee affected by this delay will then be able to be issued a CAC Card. Military members are not affected and civilians hired prior to 21 August are not affected.

I fully realize that some new civilian employees will need a CAC Card to perform job related duties requiring access to secure DoD web sites. Supervisors of these employees should contact Mr. Charles S. Varhol at (202) 267-0993 or e-mail cvarhol@uscg.mil to request special issuance of a CAC card during the delay period. I will be sending out an ALCOAST shortly with additional information in this regard. Individuals who only need a CAC card for identification purposes will have to wait until the data conversion process is complete.

I'll let you know when the data conversion is complete, and we're able to run a full-service operation for everyone.

Regards,

RADM Kenneth T. Venuto
Ken Venuto

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