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Servicing Personnel Office News

United States Coast Guard Pay & Personnel Center

Personnel Manual Replaced with New Manuals & Instructions

The Coast Guard Personnel Manual is canceled and is replaced by 12 new Manuals or Instructions, loosely aligned with the existing chapters in the Personnel Manual. This change improves download speeds, reduces bandwidth usage, and more importantly, allows the Office of Military Policy to promulgate updates in a more timely fashion.

Rear Adm. Ronald T. Hewitt congratulates Lt. Kelly Merchen after signing the 12 new manuals and instructions that replace the former Coast Guard Personnel Manual. Rear Adm. David Callahan, CAPT Gregory Prestidge, and Lt. Gabriel Vigil are in the background.

USCG photo by Lt. J. Dion Couch

There are numerous minor changes throughout the manuals and instructions including updates to commands and Headquarters offices to reflect the current Coast Guard organizational structure. There are changes to policy as a result of ALCOAST messages that had not yet been incorporated into the legacy Personnel Manual as well as decision memos and legislatively mandated changes. Numerous meetings were held with stakeholders that also resulted in updates to various policies and procedures throughout to reflect current and relative guidance. A Summary of Changes for each new manual/instruction is included in the links below.

There are 9 new manuals and 3 new instructions titled as follows:

1. Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2
   - Summary of Changes
2. Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3
   - Summary of Changes
3. Military Separations, COMDTINST M1000.4
   - Summary of Changes
4. Military Assignments and Authorized Absences, COMDTINST M1000.8
   - Summary of Changes
5. Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10
   - Summary of Changes
6. Discipline and Conduct, COMDTINST M1600.2
   - Summary of Changes

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7. Military Civil and Dependent Affairs, COMDTINST M1700.1
    - Summary of Changes
8. Military Casualties and Decedent Affairs, COMDTINST M1770.9
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9. Military Bonus Programs, COMDTINST M7220.2
    - Summary of Changes
10. Pregnancy in the Coast Guard, COMDTINST 1000.9
    - Summary of Changes
11. Public Health Service Officers Detailed to the Coast Guard, COMDTINST 1000.11
    - Summary of Changes
12. Correcting Military Records, COMDTINST 1070.1
    - Summary of Changes

More information:

Please e-mail any questions or comments to Policies & Standards: HQS-PolicyandStandards@uscg.mil

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Contacting PPC Customer Care

How to contact us:

1. Online Trouble-Ticket: http://uscg.mil/ppc/ccb/ or http://cgweb.psc.uscg.mil/ccb/ (Use this link if you have attachments to send with your inquiry)
2. Email: PPC-DG-CustomerCare@uscg.mil
3. Telephone: (866) 772-8724 (toll free) or (785) 339-2200 (0700 to 1600 weekdays). The call center will be staffed on the following weekends in FY12:

    Oct N/A*
    Nov 19-20
    Dec 10-11
    Jan 21-22
    Feb 11-12
    Mar 10-11
    Apr N/A*
    May 19-20
    |Jun 09-10
    Jul 14-15
    Aug 18-19
    Sep 15-16

Hours of coverage (on the above weekends):

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

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

*April and October are PPC reserve training/admin weekends. Phones will not be monitored.

About the SPO Newsletter

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

How to submit an article

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

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Personnel Manual Replaced with New Manuals & Instructions (cont'd)

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Personnel Manual Break-up CG-122
Frequently Asked Questions

Why is the Personnel Manual being split up?

The Personnel Manual (hereafter legacy Personnel Manual), in its current state, is over 1500 pages and includes policy and procedure covering a wide span of topics. This is problematic when making changes, especially during the concurrent clearance phase in which these changes are routed through numerous entities for approval. By streamlining the subject matter in the manuals, concurrent clearance will also be streamlined and changes can be made in a more efficient manner.

Additionally, in its current state, the size of the Personnel Manual is problematic for units with limited bandwidth capabilities as well as servers for all other units due to numerous people downloading and saving the file on their hard drives.

Why are the SSIC numbers for the new manuals and instructions not in numerical order?

This answer is two-fold. The SSIC numbers are aligned with the single standard system of number and/or letter symbols per the Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5210.5 (series). Using this guidance, the SSIC numbers were assigned by Commandant (CG-612) using numbers that are not currently in use and have not been previously used by other manuals or instructions. Duplication of SSIC numbers, past or present, is not authorized. These two reasons prevented the SSIC numbers for all the new directives from being sequential.

Where will the new manuals and instructions be located?

As with all Coast Guard directives, the manuals and instructions replacing the Personnel Manual will be maintained on the following Commandant (CG- 612)'s websites: Intranet: http://cgweb.comdt.uscg.mil/CGDirectives/Welcome.htm, Internet: http://www.uscg.mil/directives/, and CGPortal: https://cgportal.uscg.mil/delivery/Satellite/CG612.

Are there policy changes in the updated manuals/instruction?

There are numerous minor changes throughout the manuals and instructions including updates to commands and Headquarters offices to reflect the current Coast Guard organizational structure. There are changes to policy as a result of ALCOAST messages that had not yet been incorporated into the legacy Personnel Manual as well as decision memos and legislatively mandated changes. Numerous meetings were held with stakeholders that also resulted in updates to various policies and procedures throughout to reflect current and relative guidance.

How are the changes captured?

There are a series of pdf files on our website titled "Summary of Changes" that capture the changes from all manuals and instructions. A search can be conducted from this document of key words to locate changes to a specific topic. Here is the link to the summary of changes listing: http://www.uscg.mil/hq/cg1/cg122/PolicyStandards/PersManBreakUp/PERSMANSUM.asp

Is the format of the new manuals and instructions the same as the legacy Personnel Manual?

A format waiver was authorized for all the new manuals which allowed us to continue using the format found in the legacy Personnel Manual, enabling us to maintain a level of familiarity in the new manuals. For instance, Article 12.C. of the Personnel Manual contains policy on retirement from active duty. Chapter 12 is now its own manual, Military Separations, and retirement policy is found in Article 1.C. of that manual. Taking that a step further, Article 12.C.1. of the legacy Personnel Manual is now Article 1.C.1. of the new Military Separations Manual.

How will the field know when the manuals are released?

ALCOAST 454/11 was released on 30 September 2011 announcing the promulgation of the new manuals and instructions.

Are there aids available to help ease the transition to the new manuals and instructions?

Yes. CG-1221's (Office of Policy and Standards) website has a "Crosswalk" (http://www.uscg.mil/hq/cg1/cg122/PolicyStandards/PersManBreakUp/Crosswalk.pdf) to help familiarize yourself with the new directives along with links to the actual manuals and instructions.

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Personnel Manual Replaced with New Manuals & Instructions (cont'd)

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Will there be follow-on changes made to the new manuals and instructions?

Yes. The release of the new manuals and instruction marks the end of Phase 1 of the Personnel Manual project. Follow-on phases will include more in- depth changes to specific policies as a result of working groups. We will also review CG-122 instructions for potential inclusion in one of the new manuals or instructions, thereby combining like policies and reducing the number of directives. We will also identify and extract pieces of execution from the policy and delegate authority to the execution entities (e.g., PSC, PPC, CGRC, CGA) that will allow them to make/change execution policies without referring to COMDT (CG-122). Allowing the execution entities ownership of execution allows them to provide procedural guidance to the field in a timely manner that is also reflective of current Service needs and workforce trends.
Personnel Manual articles and where to find them in the new manuals and instructions)

Remaining Military Pay Days-2011

Pay Period	Mid-Month Payday	EOM Payday
October	October 14	November 1
November	November 15	December 1
December	December 15	December 30

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

Availability of Funds

Source: Treasury's "Green Book"

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

Note: The "settlement date" is the military payday as listed above. Paydays are the 1st (end of month (EOM)) and the 15th (mid-month) of each month, or the business day preceding the 1st or the 15th if either should fall on a federal holiday, Saturday or Sunday.

FY 2012 Enlisted Clothing Maintenance Allowances

RULE	A	B	C
	When an enlisted member is entitled to a:	**and is in pay grade E-1 to E-9 and a**	**the rate payable is**
1	Active Duty Basic Maintenance Allowance (BMA)	Male member	$29.08 per month
2		Female member	$28.85 per month
3	Active Duty Standard Maintenance Allowance (SMA)	Male member	$41.54 per month
4		Female member	$41.21 per month
5	Reserve Basic Maintenance Allowance (RBMA) (**NOTE 1**)	Male member	$4.96 per paid drill
6		Female member	$5.09 per paid drill
7	Reserve Standard Maintenance Allowance (RSMA) (**NOTE 1**)	Male member	$7.08 per paid drill
8		Female member	$7.27 per paid drill

NOTE: RBMA and RSMA only is payable to member in the Selected Reserves (SELRES) in training pay category "A" or "B". The maximum number of drills for which a SELRES member may be paid RBMA and RSMA is 48 drills per year.

For comparison, the FY 2011 rates can be found on our web site (http://www.uscg.mil/ppc/mas/cma.asp#fy11).

When to Complete New SGLI Forms

We have received clarification from the Office of Servicemembers' Group Life Insurance (OSGLI) that completion of the latest versions of forms SGLV-8286, Servicemembers' Group Life Insurance Election and Certificate (Rev. 06/2011), and SGLV-8286A, Family Coverage Election (Rev. 12/2011) IS NOT REQUIRED for members currently participating in SGLI or FSGLI. Completion of the new forms IS REQUIRED for all new participants and current participants who desire to change beneficiaries or coverage amounts.

The health-related questions (SGLV-8286, Item 4, About Your Health or SGLV-8286A, Part III - Spouse Information) on the forms are only required to be completed when the member has previously declined coverage or elected coverage for a reduced amount and now wants to reinstate or increase coverage. Please refer to this Quick Reference Guide (http://www.uscg.mil/ppc/alspo/QuickRefSGLIforms.pdf) and Chapter 5, Section A, of the Personnel and Pay Procedures Manual, for additional information on completing forms SGLV-8286 and SGLV-8286A.

Cancellation of Indefinite Reenlistments

R 211659Z OCT 11

ALCGENL 225/11
SUBJ: CANCELLATION OF INDEFINITE REENLISTMENTS
A. COMDT COGARD WASHINGTON DC 301602Z SEP 11/ALCOAST 454/11
B. ENLISTED ACCESSIONS, EVALUATIONS AND ADVANCEMENTS, COMDTINST M1000.2 (SERIES)
C. MILITARY SEPARATIONS, COMDTINST M1000.4 (SERIES)

1. IN ACCORDANCE WITH REF (A), COMMANDS AND ENLISTED PERSONNEL SHOULD BE FULLY AWARE OF ARTICLE 1.A.6.A OF REF (B), REMOVAL OF INDEFINITE REENLISTMENTS, EFFECTIVE 01 DECEMBER 2011. FURTHERMORE, ARTICLE 1.A.6.B, COVERS THOSE MEMBERS ALREADY SERVING ON AN INDEFINITE REENLISTMENT CONTRACT UNDER A "GRANDFATHERED" PROVISION.

2. THE INTENT OF THIS POLICY IS CENTRAL TO THE CONTINUED GOAL OF MAINTAINING A VIBRANT WORKFORCE. THE IMPLEMENTATION OF THIS POLICY REQUIRES COMMANDS TO ASTUTELY FOLLOW ARTICLE 1.B.5 OF REF (C).

3. EPM-1 POC IS LCDR E. P. SORIANO, (202) 493-1240.

4. INTERNET RELEASE AUTHORIZED.

PPC Training Workshops Schedule for 2012

The Pay & Personnel Center, Procedures & Development branch proudly announce the 2012 schedule for the Human Resource Systems and the Reserve Component Member Workshops.

The 2012 schedule for PPC's Human Resource System (HRS) and Reserve Component (RC) Member (RES) workshops is available below. Workshops fill up fast, so reserve your seat today!.

Human Resource Systems:

This redesigned workshop is focused on the Coast Guard Servicing Personnel Office Manual. The format of this workshop is open discussion forum with exercises that allow data entry in a Direct Access test environment. There are case scenarios and student accounts for both Direct Access and JUMPS so attendees can work through a situation in class and see the end result in JUMPS, creating a positive learning environment. Topic selection was based on a combination of previous student survey input, issues provided by PPC Customer Care, and identified problem areas from PPC (MAS) and (SES) branches.

Workshop	Dates	Status
HRS 201	March 19-23, 2012	Available
HRS 202	April 23-27, 2012	Available
HRS 203	May 21-25, 2012	Available
HRS 204	June 25-29, 2012	Available
HRS 205	July 23-27, 2012	Available
HRS 206	August 20-24, 2012	Available

Reserve Component (RC) Member Workshop

This workshop is designed specifically for Reserve members. The topics covered are based on inquiries and requests for information from Reservists.

This workshop does not provide Servicing Personnel Office data entry procedures. However, for active duty personnel, it is an excellent introduction to the Reserve program. All who attend will come away with a better understanding of how our pay and personnel systems function to provide accurate and timely compensation to members of the Reserve component

Workshop	Dates	Status
RES 201	March 7-8, 2012	Available
RES 202	April 11-12, 2012	Available
RES 203	May 9-10, 2012	Available
RES 204	June 13-14, 2012	Available
RES 205	July 11-12, 2012	Available
RES 206	August 8-9, 2012	Available

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PPC Training Workshops Schedule for 2012 *(cont'd)*

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PPC hosted workshops are held in Topeka, KS. Each convening has 15 seats. There is no cost to attend PPC hosted workshops. Travel and per diem cost is born by the benefiting unit. Government quarters and messing are not available.

Use the quota request at http://www.uscg.mil/ppc/docs/classroomrequest.pdf, to register to attend one of the PPC hosted workshops (e-mail the completed form to PPC-PF-PD@uscg.mil or fax it to (785) 339-3780).

Reserve component members should ensure funding for orders and travel is approved before submitting requests. Chapter 3-c of the Reserve Policy Manual, COMDTINST M1001.28(series) provides guidance for requesting ADT or ADT-OTD orders for resident training for Reserve component members.

Foreign Language Proficiency Pay (FLPP)

Effective 01 October 2011, the monthly rates for Foreign Language Proficiency Pay (FLPP) increased and the Defense Language Proficiency Test (DLPT) score levels for which FLPP is paid expanded. The new rates and FLPP levels are as follows:

SKILL	LEVEL	DLPT SCORE	FLPP MONTHLY
INTERPRETER	1	1+/1+	$100
INTERPRETER	2	1+/2 OR 2/1 +	$125
INTERPRETER	3	2/2 OR 2+/2 OR	$150
INTERPRETER	4	3/2 OR 2/3 OR 2	$200
LINGUIST	1	3/2+ OR 2+/3	$250
LINGUIST	2	3/3 OR HIGHER	$300

Please see ALCOAST 456/11 and E-Mail ALSPO F/11 for more information.

Enlisted Supplementary Clothing Allowance - Conditions for Entitlement

In addition to any other clothing allowance authorized, an enlisted member may become entitled to an Enlisted Supplementary Clothing Allowance. This allowance may be authorized only for an enlisted member assigned to duty in a special organization or detail where the nature of the duty necessitates that he or she have, as a military requirement, additional quantities or special items of individual uniform clothing normally not required for most enlisted members in the same Service. The allowance is payable only once during an assignment to such duty. The allowance is not payable upon reassignment to the same type of duty during a period of continuous active duty, unless three years or more have elapsed between such assignments. Supplementary Clothing Allowances are payable when an enlisted member is assigned to:

1. The Coast Guard Academy Band.
2. The Coast Guard Ceremonial Honor Guard at CG TISCOM Alexandria, VA.
3. Duty as a Coast Guard Recruiter or duty at a U.S. Military Entrance Processing Command (USMEPCOM).
4. Ship Training Detachment, Area Training Team, Section or District Training Team, Subsistence Advisory Team, Regional Inspector.
5. Duty as Recruit Company Commander, Assistant Company Commander or Recruit Drill Instructor and meets eligibility requirements.
    - Authorized upon completion of recruit company commander qualification training.
    - Additional payments are not authorized because of a change in the designation of company commander, assistant company commander or recruit drill instructor.
6. Duty at a Coast Guard command police department where enlisted members are required to alter their CG uniform (sew on command patches, badges, etc.)
7. Duty aboard a Coast Guard Buoy Tender.
    - This is authorized only when the commanding officer or officer in charge determines specific members of the crew require two pair of safety shoes because their duties involve additional exposure to the elements. This allowance is not payable when safety shoes can be ordered through normal supply system channels using unit's operating funds.
    - Coast Guard buoy tenders for this purpose are defined as: WLB, WLM, WLI, WLIC, WLR, and WTGBs with the 120' ATON barge.
8. Active Duty and; effective 23 Dec 99, Selected Reserve Members (SELRES), requiring the wearing of the maternity uniform.
    - Subsequent payments will not be authorized for more than one pregnancy within three years of the date of approval of earlier payments. ALCOAST 230/99, dated 23 Dec 99, revised guidance to COMDTNOTE 1900.9 regarding pregnant Selected Reserve Members (SELRES).
9. Duty as a Commandant - Designated Command Master Chief (CMC).

- Refer to Commandant Instruction 1306.1A, Subj: Command Master Chief Program.

10. Duty as LANTAREA CMC, PACAREA CMC, or Reserve Force CMC.
11. Duty as Master Chief Petty Officer of the Coast Guard.
    - A Coast Guard Area CMC selected as MCPO-CG is only authorized $251.90 to cover the cost of changing out rank insignia/rating badges.

The FY 2012 Enlisted Supplementary Clothing Allowance Rates are available at http://www.uscg.mil/ppc/mas/suppcma.asp#fy12.

Military Retiree Pay Dates to Change

Change in Pay Date - Impact on 2011 Taxable Income

Paydays for military retirees and those who receive portions of retired pay are changing for September and December, as the U. S. Coast Guard Pay & Personnel Center (PPC) changes its pay schedule to comply with the 2011 National Defense Authorization Act.

The 2011 NDAA requires military retiree pay to be processed on the first day of the month. When that day falls on a weekend or national holiday, the pay date is moved to the previous business day.

This year payments normally scheduled for Oct. 3, 2011 will be issued on Sept. 30, 2011 and payments normally scheduled for Jan. 3, 2012, will be issued on Dec. 30, 2011. For the calendar year 2011, this means military retirees will receive 13 rather than the normal 12 payments.

The 13th payday on December 30 falls within the 2011 tax year, which could affect the tax liability of some retirees and those who receive portions of their retired pay. Customers should speak with a tax advisor, the Internal Revenue Service or their state tax authority to determine if their tax withholding will satisfy federal and state income taxes when they file returns next year. PPC cannot provide tax advice.

For tax year 2012 and beyond, retirees will receive their normal 12 payments.

This change affects regular retired pay, Concurrent Retirement and Disability Pay and Combat Related Special Compensation. The new rule also applies to retiree allotments, garnishments and court-ordered former spouse and child support payments. It does not affect annuity payments.

If retirees need to make changes to their federal withholding, they should complete a new Form IRS W-4, Employee's Withholding Allowance Certificate (Adobe Acrobat Format) (Note: Use Form W-4P if annuitant or former spouse) and submit it to PPC (RAS). If they need to adjust their state tax withholding, they will need to submit a letter request to PPC (RAS). The letter must provide us with a monthly dollar amount to be withheld. The amount has to be in even dollar increments for $10.00 or more. Standard exemptions (e. g. Married & 2 or Single & 0) cannot be used for state income tax withholding. Please write us at the address below (or fax to (785) 339-3770) and include the State and the amount to be withheld monthly.

Commanding Officer (RAS)
U. S. Coast Guard
Pay & Personnel Center
444 SE Quincy St.
Topeka KS 66683-3591

Clarification of Documentation Requirements for SPO-PDR Review

E-Mail ALSPO Message D/11 announced a CG-wide SPO-PDR review. Additional guidance for completing the review was provided in a series of five Question and Answer documents (Q&As) jointly prepared by Commandant (DCMS-81 & CG-852). The purpose of this posting is to clarify supporting documentation requirements for completing the SPO-PDR review.

The three following concerns have been noted:

1. Dependent's birth certificates
2. Divorce decree
3. Social Security card

Each supporting documentation concern is discussed individually below.

Dependent's Birth Certificates: It was stated that a birth certificate was required for each dependent of a member. To clarify this matter, a spouse of a member does not need to obtain his or her birth certificate for the member's PDR. A marriage certificate from an issuing agency will suffice. However, the birth certificates for any children who are claimed as dependents are required.

Divorce Decree: In addition to determining the effective date of the marital status change, the purpose for obtaining the decree is to determine the custody arrangements for any children of the marriage. Many states now handle custody arrangements separate from divorce proceedings, a child custody agreement filed in the PDR along with the page(s) from the divorce decree showing the effective date of the divorce is sufficient documentation.

Members may be concerned with having to provide an entire decree, which may include lengthy, detailed property settlements, and other information of a private and confidential nature. **The entire decree is not required**. We only need those portions/pages of the decree applicable to BAH and dependency.

In situations where there are no minor children of the marriage, we only need the part of the decree showing the effective date of the divorce (usually only the first page).

Social Security Card: A social security card is necessary to validate the member's information. Although this information is extremely sensitive, this document is required for a 100% completed PDR.

Questions: Any future questions or concerns can be emailed to spopdrreviews@uscg.mil