

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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January End-Month Payroll Processing Complete

"Payslips" for 01 February pay day will be available in Direct Access on 30 January 2016. Report any discrepancies through the P&A Office (Admin) to the SPO. If SPOs cannot address or need assistance, the SPO will submit trouble ticket. Payslips can be accessed via the [Self-Service "View" menu](#). Refer to [this guide](#) for an overview of the new payslip. The official payday for end-month January is **Monday, 01 February 2016**.

[New User Guide - Deleting Incorrect Career Sea Pay Neutral Time Rows](#)

Published Date: Thu, 28 Jan 2016 11:00:01 CST

Overlapping Career Sea Pay Neutral Time Rows: Prior to restarting Career Sea Pay (CSP)/Career Sea Pay Premium (CSPP) after a neutral time period, the SPO must review the CSP rows to ensure there are no overlapping dates within the rows. Overlapping dates will prohibit new rows being added/started. If overlapping dates exist, [please follow this guidance to remove the incorrect row\(s\)](#) . Then follow the [Restarting Career Sea Pay following TDY guide](#) .

[January Manic Monday Information](#)

Published Date: Wed, 27 Jan 2016 14:00:01 CST

Happy Wednesday to Everyone!

I want to share my sincere thanks and appreciation to all of you who joined our first ever Manic Monday Mayhem session this week! The entire Procedures and Development staff hopes we were able to address and answer all of your questions and concerns expressed during the session! [Here is the link to the January power point, the 2016 year-long schedule, and of course the questions and answers from the session.](#)

Now, my apologies! As promised repeatedly during the session for a recording of the event, I have to share it was truly a Manic Monday for the staff as technical difficulties have prevented us from sharing the session. Please rest assured that the issues have been resolved and beginning with the February session all recordings will be posted.

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Thank you so much for your continued interest and support of our products and services! Please feel free to contact us anytime or to request individual virtual training for you group. The request procedures can be found on the [PPC Procedures page under the News tab](#).

Best Wishes for a successful and prosperous year!

Very Respectfully,

Karen S. Emmot
Supervisor Training Specialist
Procedures & Development
Pay & Personnel Center
785-339-2225

[Required Order Notes \(Remarks\) for Overseas Transfers](#)

Published Date: Wed, 27 Jan 2016 14:00:01 CST

These order notes (links below) are required to be added to every member who has PCS orders to an overseas location.

- [PCS Overseas Order Notes](#) 
- [PCS Overseas Order Notes](#) 

Background:

One issue the Overseas Screening Work Group needed to address was the mis-counseling of entitlements for members PCSing to an overseas location. The team coordinated with all overseas SPOs to consolidate the current ad hoc notes and create a organized format to be used on all PCS orders to an overseas unit. This standardizes the basic information required for any overseas order yet still allows for unit/region-specific information to be included. The linked document has been concurred by all receiving OCONUS SPOs.

Action:

Ideally these notes would be added within DA so PSC-opm-2/epm-2 assignment officers would just click to add them; unfortunately, that will not occur in the next few years. PSC-opm-2/epm-2 will attempt to manually include these notes on anyone receiving overseas orders, however they will not have the specifics for each location. Therefore, the receiving OCONUS SPOs (Kodiak, Ketchikan, Honolulu, Portsmouth, and Miami Beach) shall send these notes (with requisite data/information) to the departing SPO to ensure inclusion on the orders. This action opens the

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line of communication for discussion at orders counseling time to clarify items if the departing unit Admin YN and/or member have questions.

SPOs shall begin using these notes for all AY16 overseas PCS orders.

Thank you,

CDR Daryl Schaffer
Personnel Service Center
Business Operations - Capabilities Branch Chief PSC-BOPS-c

February Enlisted Advancements

Published Date: Tue, 25 Jan 2016 14:00:01 CST

[ALCGENL message 008/16](#) lists enlisted advancements authorized on 1 February. In addition to the message, a spreadsheet is available which also shows the member's unit:

[EPAA0216.xls](#) (CGPortal Link)

[ALCGRSV message 001/16](#) lists enlisted reserve advancements authorized on 1 February 2016. In addition to the message, a spreadsheet is available which also shows the member's unit:

[ERAA0216.xls](#) (CGPortal Link)

Direct Access Competency Dictionary Update

The [Direct Access Competency Dictionary](#)  (a spreadsheet which shows all authorized competency codes and descriptions) has been updated by Comdt (CG-1B-1).

Changes made since last update (11 December 2015) are hi-lighted in blue text on the spreadsheet. Nine new competencies were added:

Competency	Title
VTSDIR	VTS Director
VTSOPS	VTS OPS
VTSTC	VTS Training Coordinator
NSAM	Nat Sec Adjudicator Master
NSAJ	Nat Sec Adjudicator Journeyman

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Competency	Title
NSAA	Nat Sec Adjudicator Apprentice
SAM	Suitability Adjudicator Master
SAJ	Suitability Adjudicator Jrnymn
SAA	Suitability Adjudicator Appren

[New SPO DA User Guide - Amending a PCS Order](#)

Published Date: Fri, 22 Jan 2016 15:00:01 CST

The [Amending a PCS Order](#)  provides the procedures for the CG Servicing Personnel Office (SPO) to Amend a PCS Order that is in a Finished status. If a PCS Order is NOT in a Finished status, changes can be made without being in Amend mode.

[New SPO DA User Guide - Viewing a Member's Leave Balance](#)

Published Date: Thu, 21 Jan 2016 13:00:01 CST

[This guide](#)  provides the procedures for SPOs for viewing a member's leave balance in Direct Access.

[2015 W-2, 1099R, and 1095 Forms Update](#)

Published Date: Thu, 28 Jan 2016 13:00:01 CST

IRS forms W-2 and 1095 forms are now available in Direct Access. [How to View and Print Your Year-End Tax Forms](#) (PDF User Guide). Please refer to the [Frequently Asked Questions below or on the milConnect site](#) if you have any questions about the 1095 form.

The Coast Guard Pay and Personnel Center (PPC) is in the process of printing and mailing calendar year 2015 IRS tax forms 1099R and W-2. IRS Forms 1099R and W-2 will be mailed by January 31, 2016.

In accordance with the Affordable Care Act, PPC will also be mailing Form 1095, Health Care Coverage. On 28 December 2015, the IRS extended the deadline for agencies to mail IRS Form

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1095 (<https://www.irs.gov/pub/irs-drop/n-16-04.pdf>) to 31 March 2016. IRS Form 1095 will be mailed out in accordance with IRS regulations prior to this deadline.

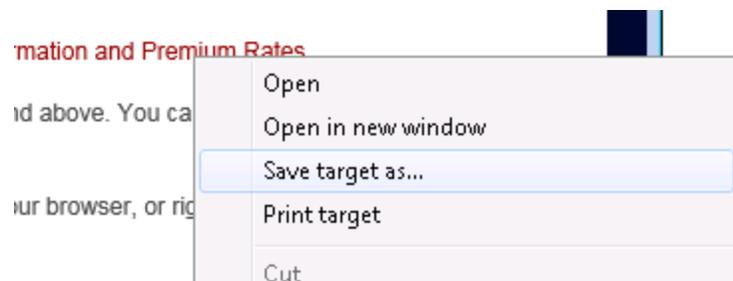
[Known Issue with CG Workstation and Links to "PDF" Files on Non-CG Sites](#)

Published Date: Wed, 20 Jan 2016 11:00:01 CST

There is a configuration issue with Internet Explorer on Coast Guard Standard Workstations. When you click on a link to a form or other file that is Adobe Acrobat (PDF) file format which is not hosted on a Coast Guard site, the window will just show an "X":



If this happens to you, just right-click on the original link to the file and select "Save target as..". This will download a copy of the form or file to your user directory.



[MAY 2016 SWE Eligibility Requirements and SWE Announcement Message](#)

Published Date: Tue, 19 Jan 2016 14:00:01 CST

The PPC (ADV) SWE Eligibility Requirements and SWE Announcement Message for the May 2016 SWE are posted below. The rating specific requirements shown in the blue boxes on the

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form are what our SWE program will be looking for in each members records when we create the online PDEs.

- [ALCGENL 007/16; May 2016 Servicewide Examination \(SWE\) Competition](#)
- [Eligibility Criteria for the May 2016 SWE PDF Format \(PDF\)](#)

The Rating Competency Code is required for all ratings (except DV) to be entered into TMT after RPQs are completed and will auto-upload to DA to indicate that RPQs are complete. The RPQs and the Rating Competency Code "Effective Date" MUST be dated on or prior to 1FEB2016 to count for the May 2016 SWE. Because several ratings will be required to have the Rating Competency Code for the first time on this SWE, we're expecting inquiries on the subject when members review the online PDE and see the competency is missing. Any assistance you can provide to help the field understand this requirement is greatly appreciated. PDEs will be created and released in early February.

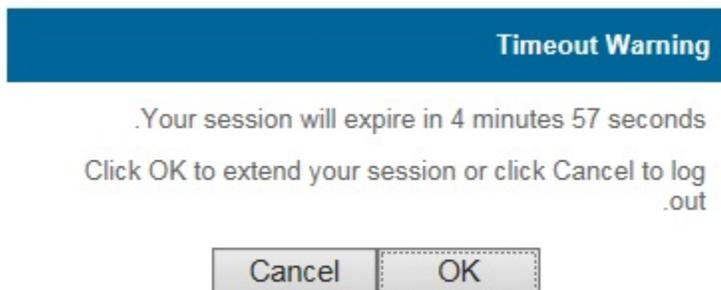
[CGportal Known Issues: Timeout Warning Issue on Internet Explorer 11](#)

Published Date: Fri, 15 Jan 2016 11:00:01 CST

The Coast Guard is updating its workstations to Internet Explorer version 11. There is a known issue with this update and accessing the CGPortal (<https://cg.portal.uscg.mil>). Follow these instructions if you get a "timeout warning" upon logging on to the CGPortal.

Description:

CG Portal has identified an issue regarding the timeout warning on Internet Explorer (IE) 11. The timeout warning will appear as soon as the user hits CG Portal and will continue to pop up after OK is clicked. This is due to the compatibility view settings. Please complete the workaround below to resolve this issue.

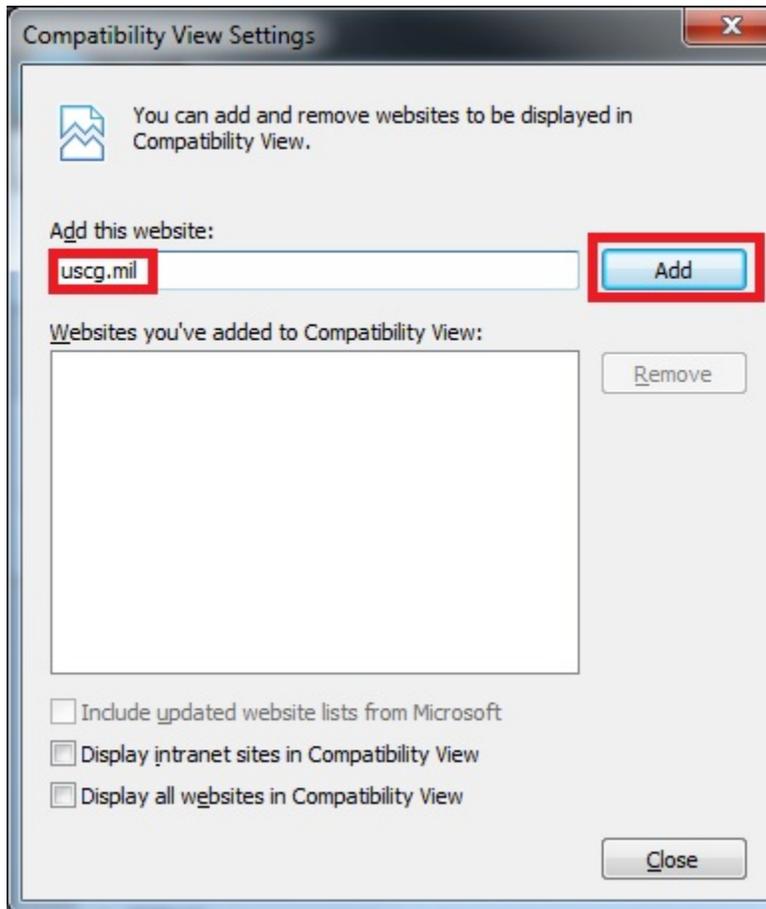


Workaround:

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1. Open IE 11
2. On the top ribbon, go to Tools > Compatibility View Settings
3. Add uscg.mil



4. Unselect "Display all websites in Compatibility View" and "Display Intranet sites in Compatibility View"

NOTE: If these are already unselected, please disregard Step 4.

5. Click Close
 6. Close All IE windows
 7. Re-open IE and navigate to CG Portal
-

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Payroll Processing Terms

Published Date: Fri, 15 Jan 2016 11:00:01 CST

Here are the terms and their meanings used on the [Payroll Processing Schedule](#).

Term	Definition
Pay Period	Each month is divided into two pay periods. The first period, called "mid-month" covers the 1st through 15th day of the month. The second period, called "end-month", covers the 16th through the last day of the month. In Direct Access, each pay period has a corresponding "Payroll Calendar".
Period Begin Date	The begin date for the pay period.
Period End Date	The end date for the pay period.
Payment Date	<p>The official military payday. This is the "<i>settlement date</i>" for the Automated Clearing House (ACH), an electronic funds-transfer system run the by the National Automated Clearing House Association (NACHA). This payment system deals with payroll, direct deposit, tax refunds, consumer bills, tax payments and many more payment services.</p> <p>The official military paydays are the 1st (end-month) 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.</p> <p>Some financial institutions make funds available prior to the official military payday. However, payments are not to be reported as non-received until the official military payday. Members should not set up automated payments or assume funds will be available prior to published paydays.</p>
SPO Data Approval Cutoff	<p>Last day for SPO Payment Approving Officials (PAOs) to approve transactions for the next payday. The SPO Data Approval Cutoff is imperative to allow PPC to identify and correct critical errors prior to the Finalized date. During the period between SPO Data Approval Cutoff and the Payroll Finalized date only the following transactions may be approved:</p> <ul style="list-style-type: none">• Short-Term Orders: If the ADT-AT orders or Short-Term ADOS orders have a begin or end date on/or after the SPO Data Entry/Approval date and BEFORE the Payroll Finalized Date, SPOs are authorized to approve the orders (put in "En route" or "Finished" status) and associated pay entitlements (e.g. BAH). DO NOT approve orders or entitlements on Payroll Finalize Date

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Term	Definition
	<p>(it will cause payroll finalize to error out). ONLY orders with a begin data that falls within these specifics date ranges are authorized to be put in an "En route" or "Finished" status.</p> <ul style="list-style-type: none">• Drills: Inactive Duty for Training (IDT) Drills, Funeral Honors Duty (FHD), Readiness Management Periods (RMP), and Additional Training Periods (ATP) and any pay entitlements associated with the drills may be approved between the blackout dates. If the IDT, FHD, RMP, or ATP drills have a completed date on/or after the SPO Data Entry/Approval date and BEFORE the Pay roll Finalized Date, SPOs are authorized to approve the drills (put in "Completed - Yes" status (approved for payment)) and any associated pay entitlements (e.g. meals). Do not approve drills or pay entitlements on the Payroll Finalized Date - it will cause payroll finalize to error out. Only drills and associated pay entitlements with a completion date that falls within these specific date ranges are authorized to be put in a "Completed - Yes" status (approved for payment). <p>Note: SPOs will continue to enter pay transaction requests after the cut, but PAOs must not approve any transactions (other than Drills and short-term orders as discussed above), as these approved transactions change the pay data PPC (MAS) is trying to validate. However, SPOs must enter and approve transactions when contacted by PPC (MAS) or (SEP) during the blackout period to correct an error condition.</p>
Finalized Date	Date PPC (MAS) completes processing for the pay period, readies files for transmission to Treasury and, if an end-month pay period, transmission to the Coast Guard General Ledger. Following completion of these processes, PPC (MAS) opens the payroll calendar for the next pay period and SPOs will resume data entry and approvals.
Payroll Sent to Treasury	The <i>estimated</i> date PPC will transfer files to Treasury for processing. In accordance with NACHA Operating Rules , payments must be made available for withdrawal no later than the opening of business on the settlement date (provided the entries are made available to the Receiving Depository Financial Institution (RDFI) by its ACH operator no later than 5:00 p.m. on the business day prior to the settlement date). Some RDFIs make deposits available upon receipt from Treasury while others hold the funds until the settlement date.

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Known Issue: Personal Data, Birth Country and City

Published Date: Fri, 15 Jan 2016 11:00:01 CST

The recent update in Direct Access defaulted everyone's birth country to USA and blanked out the birth city. While waiting for this issue to be resolved, SPOs will need to correct the data for their members when it is needed for Reenlistments, separations (DD-214), member needing it for security clearance, etc.

Known Issue: Unit Roster

Published Date: Wed, 13 Jan 2016 12:00:01 CST

The DA Unit Roster is not working due to a coding problem when importing data from the PCS orders component. This is being worked on. There is no need to report Unit Roster issues to PPC until this issue is resolved.

CGHR: On the Radar Screen, 12 January

Published Date: Wed, 13 Jan 2016 09:00:01 CST

Welcome to the latest issue of CGHR: On the Radar Screen. You can access the newsletter when (and how) it's convenient for you - from work, from home, your smartphone, or your tablet. CGHR is your calendar for upcoming training and professional development events, as well as time-sensitive news.

You can read CGHR in its entirety by going to
<http://www.uscg.mil/hq/cg1/cghr/2016/1.12.16.asp>.

If you have trouble accessing any of the newsletter links from your Coast Guard workstation, forward this email so you can read CGHR at home (or share with your family).

In this issue, you will find:

- On the Horizon
- Articles and Resources
- Tips and Tricks
- Coast Guard All Hands and Compass Blogs

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- Recent Messages
- CG SUPRT
- Infographic

Earlier issues of CGHR can be accessed at <http://www.uscg.mil/hq/cg1/cghr/default.asp>.

[SPO Contact List Updated](#)

Published Date: Tue, 12 Jan 2016 11:00:01 CST

The SPO Contact list has been updated to reflect the following changes:

1. SPO at SFO Eastern Shore (007649) has been dis-established and all assigned departments have been moved to the Base Portsmouth SPO (042030).
2. SPO (007651) at SFO SW Harbor has been dis-established and all records transferred to Base Cape Cod SPO (045431).
3. The Department ID for TRACEN Yorktown SPO changed from 005777 to 046734.

[SPO Contact List Download Link \(Excel Spreadsheet Format\)](#)  (CGPortal Link)

[Policy and Procedure Change for Processing FSGLI Forms \(SGLV-8286A\)](#)

Published Date: Tue, 12 Jan 2016 09:00:01 CST

Per E-Mail ALSPO B/16, the SGLV-8286A form is only to be completed when a member is reducing coverage, declining coverage, increasing coverage, restoring coverage, or applying for coverage when member-married-to-member. This form is not required when a member, who is subject to automatic coverage, accepts the automatic coverage.

The form is not intended for use during annual validation or PCS reporting in where the purpose is to "continue" or "validate" previously existing coverage. Completing the form unnecessarily during these circumstances creates confusion and frequently causes OSGLI to mistakenly deny coverage under the assumption that the member is applying for previously declined or reduced spouse coverage.

[E-Mail ALSPO B/16; Policy and Procedure Change for Processing FSGLI Spouse Coverage Election and Certificate \(SGLV-8286A\)](#) 

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Cutoffs for November 2015 Servicewide Exam

Published Date: Mon, 11 Jan 2016 15:00:01 CST

[ALCGENL message 004/16 \(CGPortal link\)](#) establishes the cutoffs for advancements for participants of the November 2015 servicewide exam.

2016 Reserve Supplemental Advancement Lists Established

Published Date: Mon, 11 Jan 2016 15:00:01 CST, updated Fri, 29 Jan 2016 09:00:01 CST

[ALCOAST 012/16; Reserve Supplemental Advancement](#), establishes 2016 supplemental advancements for the following rates: BM1, BM2, DC2, FS1, FS2, HS2, IS1, IV2, ME1, ME2, and OS1.

[ALCOAST 030/16; Reserve Supplemental Advancement – Update 1](#), added the following rates: GM1, IS2, MK1, MK2, MST1, OS2, PA2, and SK2.

See our [Reserve Supplemental Lists Information guide](#) for list placement procedure.

Supplemental and Striker Advancement Eligibility Lists Updated

Published Date: Mon, 11 Jan 2016 13:00:01 CST

The advancement eligibility lists for [active duty striker and supplemental advancements](#) have been updated to reflect requests processed prior to 11 January 2016.

The advancement eligibility lists for [reserve supplemental advancements](#) have been updated to reflect requests processed prior to 11 January 2016.

The lists and other helpful information are available on the [Advancements branch CG Portal page](#).

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[2016 Supplemental Advancement Lists Established](#)

Published Date: Fri, 08 Jan 2016 10:00:01 CST

[ALCOAST 009/16; Active Duty Supplemental Advancement](#), establishes 2016 supplemental advancements for BM2 and FS2. Also see our [Active Duty Supplemental and Striker Lists Information guide](#) for list placement procedure.

[Processing Advance Pay Requests \(Pay, BAH, OHA\)](#)

Published Date: Thu, 07 Jan 2016 14:00:01 CST

Due to recent upgrades in Direct Access 9.1 there has been a process change in entering Advance Pay / BAH / OHA.

Previously the "Payment Date" and "Repayments Start" fields could be left blank.

This is no longer allowed.

It is now MANDATORY that a valid date be entered into those fields. Failure to do so will give you an error code and will not let you save the transaction.

The [Processing Advance Pay Requests \(Pay, BAH, OHA\)](#) user guide has been updated to reflect the change.

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Monthly Monday Learning Opportunity

Published Date: Wed, 06 Jan 2016 16:00:01 CST

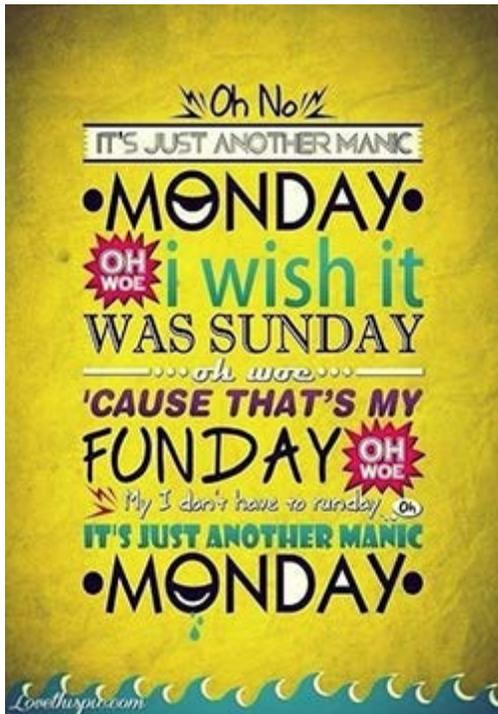
Manic Monday Mayhem

PPC Procedures & Development proudly presents a monthly virtual extravaganza bringing the latest known issues, review of newly released information, best practices for the coming month, and Q&A no holds barred!

NO REGISTRATION REQUIRED

1300 Central Standard Time
60 minute session

Link >>><https://dhsconnect.connectsolutions.com/manicmonday/><<< Link



January 25, 2016
February 29, 2016
March 28, 2016
April 25, 2016
May 23, 2016
June 27, 2016
July 25, 2016
August, 29, 2016
September 26, 2016
October 24, 2016
November 28, 2016
December 19, 2016

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January 2016 DA Known Issues

Published Date: Wed, 06 Jan 2016 15:00:01 CST

Couple of things to pass with the recent upgrade of DA 9.1.

First, all the old DA 8.0 paths that we are used to will lead you to blank pages. The more popular ones were Administer Workforce and Develop Workforce. You must navigate to the DA 9.1 pages to get to the information you need. Please use our tutorials on the P&D website to navigate to these pages. The major changes that were migrated are: Enlisted Evaluations, Electronic Training Requests, Training Administration System, Disciplinary Actions, and General Absences. Tutorials for these are also available on [P&D's website](#).

Nobody's roles have changed. But what we have found is that some roles currently don't have access to the pages/functionality that they need. We are working with CG-631 to get these resolved. For example, ESOs and Training Officers are not able to enter test scores. **Note: As of 29 Jan, this issue has been resolved. ESOs and Training Officers can now enter test results.**

Educational Degrees - Only the CG Institute can enter/change/delete any educational degrees. [See this post for the new procedure.](#)

TDY Orders - The functionality to edit orders issued by TQC has been locked down. Any amendments must be done via memo amendment. Ensure you coordinate with TQC if applicable.

The following issues have been reported: Everyone's birth country is set to USA and birth city is blank (Note: While waiting for this issue to be resolved, SPOs will need to correct the data for their members when it is needed for Reenlistments, separations (DD-214), member needing it for security clearance, etc.) Unable to get to pre-DA 9.1 SEP Auths and TDY/PCS Orders.

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[New Policy and Procedure for Updating Educational Accomplishments](#)

Published Date: Wed, 06 Jan 2016 14:00:01 CST

Policy:

When a member completes a course of study (college degree, GED, etc.), the member shall forward the official education transcript showing degree completion to the CG Institute for validation and data entry.

Procedure:

Visit the CG Institute's website <http://www.uscg.mil/hq/cg1/cgi/> then click on the "Go to college" link, then click on the ["Adding a degree" link near the bottom of the page for specific procedures.](#)

These changes will be announced to the field via an ALCOAST message in the near future.

[No Need to Forward Certain Designation Letters to EI-PDR](#)

Published Date: Wed, 06 Jan 2016 11:30:01 CST

[ALCOAST 460/15](#), which announced the creation of competencies for Active Search Suspension (ACTUS) Authority and Search and Rescue Mission Coordinator (SMC), is causing some confusion in the field. The message directs all ACTSUS and SMC designees to forward their designation letters to their SPOs for inclusion in their "Electronic PDRs". What this means is for the SPO (or, if the member is at a unit served by a Pay & Administration (P&A) Office), is for the SPO or P&A to update the member's competencies in Direct Access. **Do not forward the designation letters for inclusion in the EI-PDR.** Per the PDR Manual, the "Electronic PDR" is a combination of the imaged documents in the EI-PDR and the data in Direct Access. Entering competency designations in both is redundant and not authorized.

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[2016 Payroll Processing Schedule](#)

Published Date: Wed, 06 Jan 2016 10:30:01 CST

The 2016 Coast Guard Active Duty and Reserve Payroll Processing Schedule is available in three different formats:

- [2016 Pay Transaction Cutoff Dates \(Calendar view\)](#)
 - [2016 Pay Transaction Cutoff Dates \(Tabular view\)](#)
 - [2016 Pay Transaction Cutoff Dates \(PDF/Print\)](#)
-

[Thinking about a tax refund anticipation loan?](#)

Published Date: Wed, 06 Jan 2016 10:00:01 CST

Most of us have heard the horror stories of payday loan offices and used car lots charging military members interest rates that are through the roof. Some service members find it difficult to get out of a cycle of debt that grows faster than they can repay.

DoD was tasked by law (National Defense Authorization Action for Fiscal Year 2007) to draft a [Predatory Lending regulation](#) which protects service members and their families from unscrupulous loan products. The regulation was written and enforcement began on October 1, 2007, and sets the max interest rate allowed is 36 percent.

Military members and families are often targeted by payday lenders. Payday loans are short-term cash loans based on the borrower's personal check held for future deposit or electronic access to the borrower's bank account. Borrowers write a personal check for the amount borrowed plus the finance charge and receive cash. In some cases, borrowers sign over electronic access to their bank accounts to receive and repay payday loans. Lenders hold the checks until the next payday when loans and the finance charge must be paid in one lump sum. To pay a loan, borrowers can redeem the check for cash, allow the check to be deposited at the bank, or just pay the finance charge to roll the loan over for another pay period.

Since October 2007, the [Federal regulation](#) has prohibited creditors from making payday loans, vehicle title loans and **tax refund anticipation loans** to active duty service members and their dependents with annual percentage rates over 36 percent. Knowing the rules can help military members understand their rights, and to report violators to their [Coast Guard Legal Assistance office](#).

To avoid debt, consider financial management courses and personalized support from financial management specialists offered through [CGSuprt](#).

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Coast Guard Personnel now have FREE access to a personal financial management program, My Secure Advantage (MSA).

CGSuprt is pleased to offer all eligible Coast Guard Personnel enhanced personal financial management services with our new Financial Wellness program, MY Secure Advantage. The program provides one on one Money Coaching, a personalized website with helpful tools and calculators, Financial Education classes and more!

A Money Coach provides live Financial Education webinars twice a month on a variety of financial topics, with a brief Q and A session at the conclusion of the presentation. Registration for the webinars is open to all eligible Coast Guard Personnel and their family members.

You may work with a Money Coach on topics such as Debt, Budgeting, Spending, Retirement, Taxes, Credit, Investing and much more. This program is packed with many more benefits and includes fun raffles and prizes for items such as gift cards, apple TV's and ipads! Call 855-CGSUPRT to get started and ask for the MSA Financial Wellness Benefit!

To activate your personal Money Coaching website, please [CLICK HERE](#).

Related Articles:

- [Free tax-filing service offered through CGSUPRT.](#)
 - [Direct Access - View Your W-2 Data.](#)
-

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[Free tax-filing service offered through CGSUPRT](#)

Published Date: Wed, 06 Jan 2016 10:00:16 CST

The Internal Revenue Service 2016 tax season begins 19 January. Starting January 12, CGSUPRT will offer free 2015 tax return filing services from H&R Block. This free offer is only valid if you access H&R Block through the link on the [CGSUPRT website](#).

Summary

You must start your return from the [CG SUPRT H&R Block Tax Software link](#) to access this free offer.

The IRS will begin processing efile returns on January 19, 2016. If you complete your returns with the H&R Block Tax Software service offered through CG SUPRT prior to the 19th of January, your files will be held in a pending status. Once efile opens, the system automatically submits the return to the IRS.

This is the same free tax preparation program you may have used in past years. So, if you created an H&R Block account last year, your login credentials for that account will still work and you will be able to access last year's personal tax information.

For technical assistance with the H&R Block Tax Software tool, please call 1-800-HRBLOCK (472-5625).

To learn more about the H&R Block Tax service, please see the [FAQs](#).

If you have questions about this tax service or about your own tax returns, please call 855-CG SUPRT (247-8778) and ask to schedule an appointment with a CG SUPRT tax consultant. Trained tax consultants are available 5 days a week (Monday - Friday) from 9 a.m. to 8 p.m., EST by appointment.

Best practices for filing your taxes

- Have all of your documents and information ready when preparing your taxes-Social Security number, TIN's, W-2's, 1099 forms, 1095 forms (See [Affordable Care Act \(ACA\) and Federal Income Tax Filing Requirements](#)) expense documents, bank account information in case of refund, etc.
- Be sure to disclose all of your income from the year-including wages, investments, etc.
- Determine the best way to file for yourself-prepare your taxes online, paper file, or take them to a preparer.
- File early-it's best to do it once you receive all of your documents, reducing the risk of misplacing them, reducing the wait time of receiving a refund, and/or avoiding penalties for late filing.

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

- Know the deadline for filing your taxes-it is not always the same date every year. This year it is Monday, April 18, 2015.

Eligibility

The following are eligible for the CG SUPRT tax service:

- All Active-duty and selected reserve members of the U.S. Coast Guard.
 - Spouses and dependent children of the services noted above, and who are authorized in DEERS.
 - All civilian employees (GS) of the U.S. Coast Guard
 - Household members and dependents of U.S. Coast Guard civilian employees.
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2016 Tax Season Opens Jan. 19 for Nation's Taxpayers

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Following a review of the tax extenders legislation signed into law last month, the Internal Revenue Service announced today that the nation's tax season will begin as scheduled on Tuesday, Jan. 19, 2016.

The IRS will begin accepting individual electronic returns that day. The IRS expects to receive more than 150 million individual returns in 2016, with more than four out of five being prepared using tax return preparation software and e-filed. The IRS will begin processing paper tax returns at the same time. There is no advantage to people filing tax returns on paper in early January instead of waiting for e-file to begin.

The filing deadline to submit 2015 tax returns is Monday, April 18, 2016, rather than the traditional April 15 date. Washington, D.C., will celebrate Emancipation Day on that Friday, which pushes the deadline to the following Monday for most of the nation. (Due to Patriots Day, the deadline will be Tuesday, April 19, in Maine and Massachusetts.)

The IRS urges all taxpayers to make sure they have all their year-end statements in hand before filing, including Forms W-2 from employers, Forms 1099 from banks and other payers, and Form 1095-A from the Marketplace for those claiming the premium tax credit.

Although the IRS begins accepting returns on Jan. 19, many tax software companies will begin accepting tax returns earlier in January and submitting them to the IRS when processing systems open.