

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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[New User Guide Added - Identifying SGLI, FSGLI AND TSGLI Arrears](#)

The [Identifying SGLI, FSGLI AND TSGLI Arrears user guide](#) provides procedures to correctly identify whether a member is in arrears for SGLI, FSGLI, TSGLI and the amount of the arrears. A member is in arrears with life insurance when they fail to drill regularly or fail to prepay for life insurance while not drilling.

[Leadership Development Requirements for Enlisted Advancements](#)

[ALCOAST 122/16](#) announces changes to the Enlisted Accessions, Evaluations, and Advancements Manual, COMDTINST M1000.2 (series), and promulgates the enlisted leadership development continuum courses required at specific points in an enlisted member's career in order to advance to the next higher pay grade.

The information provided in the ALCOAST applies only to the active duty workforce. Reserve requirements will be addressed in future communications.

[March End-Month Payroll Processing Complete](#)

"Payslips" for 01 April pay day are available in Direct Access. 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 End-Month March pay date is 01 April 2016. 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. Members should not set up automated payments or assume funds will be available prior to published paydays. Members should verify with their financial institutions as to the actual time funds are available to their account. See [When is Payday?](#) for more information.

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[Requesting Reserve Early Retirement](#)

[ALCGRSV message 006/16](#) provides updated policy and procedures for requesting Reserve Early Retirement. Members who believe they qualify for a Reserve Early Retirement must follow the processes listed in the message to collect retired pay before age 60.

[Personally Procured Movements \(PPM\) of Household Goods \(HHG\)](#)

During the HHG peak season it may be difficult to secure a Government contracted transportation service provider (TSP) that meets everyone's desired packing, pick-up, and delivery dates. If a TSP cannot be contracted, or if a member prefers, they may perform a full or partial PPM and receive an incentive payment of 95 percent of what it would have cost to transport the member's HHG, not to exceed the member's authorized permanent change of station (PCS) weight allowances in one lot. Refer to [ALCOAST 119/16; Personally Procured Movements \(PPM\) of Household Goods \(HHG\)](#) for more information.

[Defense Travel Management Office Allowances and Regulations Update](#)

The Defense Travel Management Office has updated the following information for 01 April 2016:

[OCONUS Non-Foreign and Foreign Per Diem Rates](#)
[Overseas Housing Allowances \(OHA\)](#)
[Overseas Cost of Living Allowances \(COLA\)](#)
[Joint Travel Regulations \(JTR\) and Appendices](#)

To access this information, visit the [DTMO Website](#).

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Transfer Season 2016 Household Goods (HHG) Shipping Information

The 2016 HHG transportation season will be upon us soon, and whether a member is performing a long distance permanent change of station (PCS) move or a funded local move, HHG counseling is mandatory. To ensure members are aware of their HHG transportation entitlements, commands should ensure that all members departing on PCS orders, or separating from the Coast Guard receive a printed copy of [ALCOAST 117/16; Transfer Season 2016 Household Goods \(HHG\) Shipping Information and Mandatory Customer Satisfaction Survey](#).

Correction to Mailing Address for Sector Jacksonville Servicing Personnel Office (SPO)

The SPO at Sector Jacksonville moved to a new location.

The new address is:

Commander (SPO)
U. S. Coast Guard Sector Jacksonville
10426 Alta Drive Jacksonville, FL 32226-2370

This change is only for the SPO.

Note: Street address corrected from 10416 to 10426.

Critical Housing Area (CHA) Update

Per [ALCGPSC 041/16](#), Freeport Texas (Zip Code 77541) is designated a Critical Housing Area. This change was effective on 09 March 2016.

Members with dependents with a Permanent Change of Station (PCS) reporting date on and after 9 Mar 2016 to a Coast Guard unit located in Zip Code 77541, who have no intention of relocating their dependents to that unit, may submit a Housing Allowance Protection Worksheet (CG Form 2025A) to PSC-PSD-fs requesting housing allowances be based on a location other than their new Permanent Duty Station (PDS). Members who are authorized a housing allowance based on the payment of child support are not eligible to submit a CG- 2025A under the CHA policy. Refer to [ALCGPSC 001/16; 2016 Annual Review of Critical Housing Areas](#), for other CHAs.

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April Enlisted Advancements

[ALCGENL message 039/16](#) lists enlisted advancements authorized on 1 April 2016. In addition to the message, a spreadsheet is available which also shows the member's unit:

[EPAA0416.xls](#) (CGPortal Link)

[ALCGRSV message 005/16](#) lists enlisted reserve advancements authorized on 1 April 2016. In addition to the message, a spreadsheet is available which also shows the member's unit:

[ERAA0316.xls](#) (CGPortal Link))

Aviation Career Incentive Pay (ACIP) Change Request Procedure

Requests for adjustments to Aviation Service Date, Officer Service Date, DIFOPS, DIFDEN, DIFPRO, and/or OPFLY TIME require the following steps before PPC (MAS) can make any adjustments:

Step	Action
1	Aviator requests status changes for any of the above mentioned through their Senior Flight Officer
2	Senior Flight Officer verifies the requested changes to dates/times are valid and authorized IAW policy, and provides supporting documentation to SPO for review.
3	SPO YN1 or above will review all documents for accuracy, fill in the Aviation Calculation Worksheet and provide all documentation to the Commanding Officer.
4	Via a CG Memo, Commanding Officer identifies which dates/times are incorrect and what the corrected dates/times should be; enclose all documentation that supports the requested adjustments. *Note: Commanding Officer cannot delegate this authority. Here is a sample memo showing the required information and recommended format.
5	SPO will submit all documents to PPC via a PPC Customer Service Ticket. SPO should provide a brief description on the Customer Service Ticket regarding the type of changes requested. Examples of documents to be attached to the Customer Service Ticket: <ul style="list-style-type: none"> • DD-214(s) • SPO EXCEL Spreadsheet Computations for ASD, OSD, types of flying statuses

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Step	Action
	<p>DIFOPS, DIFDEN and DIFPRO, OPFLY TIME.</p> <ul style="list-style-type: none">Any Prior Service Documentation showing inclusive dates.
6	PPC Customer Service verifies that memo and enclosure(s) are attached and forwards ticket to PPC (MAS) for action; if not, Customer Service will return to the SPO requesting the required documentation be submitted.
7	PPC (MAS) may require additional information before a case is worked; if so, PPC will contact the Customer Service Ticket POC (SPO YN1 or above).
8	PPC (MAS) will make any required corrections and document the corrections in the Customer Service Ticket and in the Direct Access notes.

See the [ACIP topic in the Direct Access Knowledge Base](#) for more information and definitions of ACIP terms.

[Payroll Processing Schedule Change for End-Month March](#)

The Payroll Finalization Processing date for the end-month March 2016 payday has changed to 24 March (from 23 March). SPOs are reminded that they are not to enter or approve any transactions in Direct Access on the Payroll Finalization Processing date. The approval cutoff date of 20 March 2016 has not changed. SPOs may resume normal operations on the day following the Payroll Finalization Processing date once the pay calendar for the next pay period (mid-month April in this case) is opened.

Refer to the [2016 U. S. Coast Guard Payroll Processing Schedule \(Calendar View\)](#) for other dates and definitions of payroll processing terms.

[Creditable Servicewide Exam \(SWE\) Sea Time Points for WMSL Crew Members](#)

[ALCOAST 099/16; Creditable Servicewide Exam \(SWE\) Sea Time Points for WMSL Crew Members](#), announces a change in how Creditable SWE Sea Time points are earned by members serving aboard National Security Cutters (WMSLs).

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FY 2016 Reserve IDT and ATP Drill Scheduling Update

R 26 FEB 16

FM COMDT COGARD WASHINGTON DC//CG-83//

TO ALCGFINANCE

UNCLAS//N07132//

ALCGFINANCE 010/16

SUBJ: RESERVE TRAINING (RT) APPROPRIATION FISCAL YEAR 2016 (FY16)

EXECUTION GUIDANCE UPDATE 1

A. COMDT COGARD WASHINGTON DC 131800Z OCT 15/ ALCGFINANCE 044/15

B. COMDT COGARD WASHINGTON DC 211102Z OCT 15/ ALCOAST 411/15

1. This message updates guidance in REF (A) with respect to the batching of Inactive Duty Training (IDT) drills and the allocation of Additional Training Periods (ATPs).
2. IDT Update: Normal IDT participation is defined as four IDT drills per month for a maximum of 48 IDT drills during the FY.
 - A. Paragraphs 4.B. and 4.C. of REF (A) restricted the batching of IDT drills. Those restrictions on the batching of IDT drills are hereby lifted. Members may perform up to their authorized number of IDT drills at any point through 4 September 2016 at command discretion.
 - B. Members serving on continuous active duty orders of 30 days or more are not authorized to perform in advance, or make up, IDT drills which would have been performed during the period of active duty had the IDT drill performance been conducted normally.
 - C. Guidance contained in REF (B) remains in effect with respect to the performance of IDT drills for pay during the month of September.
3. ATP Update: Paragraph 5.A. of REF (A) stated ATP allocations would be released via separate correspondence. For FY16, the Office of Reserve Affairs, Commandant (CG-131) has determined sufficient funding exists to fund 12 ATPs for each position at all Port Security Units and Coastal Riverine Squadrons and Groups.
 - A. Unit ATP Allocation
 - Port Security Unit 301 - 1,704
 - Port Security Unit 305 - 1,704
 - Port Security Unit 307 - 1,704
 - Port Security Unit 308 - 1,704
 - Port Security Unit 309 - 1,704
 - Port Security Unit 311 - 1,704
 - Port Security Unit 312 - 1,704
 - Port Security Unit 313 - 1,704
 - Coastal Riverine Group 1 - 60
 - Coastal Riverine Group 2 - 84
 - Coastal Riverine Squadron 1 - 120
 - Coastal Riverine Squadron 8 - 120

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Coastal Riverine Squadron 10 - 120

Coastal Riverine Squadron 11 - 96

- B. The IDT schedule including waiver timelines, contained in REF (A) and REF (B), also applies to ATPs.
4. Points of Contact: Mr. James Redd, Commandant (CG-1312) at (202)475-5435 or LCDR Andrew Younkle, Commandant (CG-1312) at (202)475-5449.
 5. CAPT J. A. Passarelli, Chief, Office of Resource Management, and CAPT P. K. Aboagye, Chief, Office of Reserve Affairs, send.
 6. Internet release is authorized.
-

November 2015 Advancement Eligibility Cutoffs Revised

[ALCGENL 035/16](#) (CG Portal Link) revises the cutoffs for advancements for participants of the November 2015 servicewide exam.

March Mid-Month Payroll Processing Complete

"Payslips" for 15 March pay day are available in Direct Access. 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.

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SPO Records Shift Sector Delaware Bay SPO to TRACEN Cape May SPO

The following units were serviced by Sector Delaware Bay SPO (DEPTID 007317), they are now serviced by Cape May SPO (DEPTID 006420). The [SPO to Unit Relationship Report on our CG Portal page](#) reflects the shift of PDRs for the following units:

Dept ID	Unit Name
005316	CGC FINBACK
006363	CGC IBIS
000781	CGC MAKO
000803	CGC WILLIAM TATE
000574	AST
010824	DDE-MOORESTOWN
010495	DDE-DLA TROOP SUPPORT PHIL
004060	UNIVERSITY OF PENNSYLVANIA
009348	PENNSYLVANIA STATE UNIVERSITY
004532	ESD ATLANTIC CITY - DD SEC DELBAY

Sector Delaware Bay is still a SPO. This change is only for the units listed above.

Known Issue: Person Profile, Adding/Updating Courses and Training

Currently only courses that are managed by sessions (courses managed by TQC and "A" Schools) can be entered in DA. Courses like the Airman Leadership School, Pre-Separation Counseling, ICS Courses, etc., cannot be entered in DA 9.1. If not entering a course impacts SWE eligibility (e.g. Airman Leadership School), submit a trouble ticket requesting a waiver for the SWE. All others, please retain the paperwork. We are working with CG-1 and CG-631 to have this functionality built into DA. We will let everyone know when it is available in DA.

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[New Travel Management Center Contract Update](#)

[ALCGPSC 034/16, TRAVEL MANAGEMENT CENTER \(TMC\) CONTRACT AWARD - UPDATE #2](#), provides important information for Coast Guard traveler-s to use when making travel arrangements.

[New Foreign Travel, Passports, and Visas Instruction Issued](#)

[ALCOAST 088/16](#) promulgates a complete revision of the Foreign Travel, Passports, and Visas Instruction.

The new instruction, [Foreign Travel, Passports, and Visas, COMDTINST 5000.5G](#) (Note: CG Portal Link, login required) updates the procedures required for the approval and execution of foreign travel. It implements the requirement to consult and adhere to the Foreign Clearance Guide prior to travel. The new instruction also updates the passport and visa application process.

[Known Issue: Contracts Do Not Always Update Service Dates](#)

When completing contracts (Reenlistment and Extension), please ensure that you are following up to ensure the "Assigned Seniority Dates" in the "Job Labor" tab of Job Data is updated. We currently have over 180 reserve members with Expected Loss Dates that have passed (we will fix the ones we have identified). If the contract data does not update the Expected Loss Date, submit a trouble ticket to PPC.

[Known Issue: Reservists Not Appearing on Roster \(Resolved\)](#)

Short-Term Reserve Active Duty Orders - Last year we sent out guidance stating to leave the "Duty Department" field on short-term reserve orders to the member's permanent duty station DEPT ID. Effective today, enter the Department ID of where the member will be performing their duty.

This will allow any pay auto-start/stops to work and keep an accurate history for the member's active duty assignments in DA. When short-term reserve orders to another DEPT ID are

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approved, they will show up in the gaining unit's Airport Terminal. For the duration of the orders, the member will not show up on the permanent unit's roster, they will show up at the unit they are performing active duty.

The member will show up on their permanent unit's roster when the orders are completed and sequence 99 on the order returns the member to their permanent position and department.

[New Mailing and e-Mail Address for PSC \(RPM-3\) SPO](#)

Commander, Coast Guard Personnel Service Center, Reserve Personnel Management Division, Reserve Personnel Services Branch (RPM-3), is the Servicing Personnel Office (SPO) for Individual Ready Reserve (IRR), Active Status List (ASL), and Inactive Status List (ISL) members.

PSC (RPM-3) has relocated. The new mailing address is:

Commander (RPM-3) IRR SPO
PERSONNEL SERVICE CENTER
2703 Martin Luther King Jr Ave SE, Mail Stop 7200
Washington, DC 20593-7200

The new e-mail address is: ARL-PF-CGPSC-rpm-3-Query

[Payroll Processing Terms](#)

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	The official military payday. This is the " <i>settlement date</i> " for the Automated Clearing House (ACH), an electronic funds-transfer

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Term	Definition
	<p>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 (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.• 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

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Term	Definition
	<p>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> <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>
Payroll Finalization Processing 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 ON THE DAY FOLLOWING THE "PAYROLL FINALIZATION PROCESSING DATE". No data entry/approvals are permitted on the Payroll Finalization Date.
New PayCal Open	Date the Payroll Calendar for the next pay period opens for data entry and approvals. This is normally the date following the Payroll Finalization Processing Date. SPOs may resume data entry and approvals up until the day following the next SPO Data Approval Cutoff Date.
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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May 2015 Advancement Eligibility Cutoffs Revised

[ALCGENL message 033/16](#) revises the cutoffs for advancements for participants of the May 2015 servicewide exam.

SPO Records Transition - Sector SE New England to Base Cape Cod

Sector SE New England SPO (008365) has been disestablished, all records for the serviced units have been moved in DA to the Base Cape Cod SPO (045431).

Known Issue: Enlisted Clothing Maintenance Allowances (Resolved)

We had a programming issue with CMA not starting correctly for newly enlisted members. This has been fixed and members should see CMA, and any back pay, on their March 15, 2016 pay date. A separate email will be going out directing members still having CMA issues to work with their ADMINS/SPO to get it corrected. If you get questions, please be sure to review policy before submitting trouble tickets (example, member must have completed six months of active duty to get CMA).

CGHR: On the Radar Screen March 8 2016

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/2016/3.8.16.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:

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- On the Horizon
- Articles and Resources
- Tips and Tricks
- Coast Guard All Hands and Compass Blogs
- Recent Messages
- CG SUPRT
- Infographic

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

New Form to Request Suspension of Coast Guard Standard Meal Rate (CGSMR) Deductions due to temporary Galley Closure

Federal law requires that when Uniformed Service personnel in receipt of a subsistence allowance or meal per diem and are furnished meals by government funded dining facilities (such as unit galleys, mess halls, or CGDFs), these members must pay for those meals. In cases where use of CG galleys is mandatory (sea duty aboard cutters with established CGDFs, at CG Class A Schools, or units where UPH residents are in designated ESM status), the Coast Guard has chosen to require payment for government-furnished meals through an automatic pay account deduction at the daily Coast Guard Standard Meal Rate (CGSMR). When members subject to automated pay account CGSMR deductions go on leave or TDY away from their units, pay account deductions for meals not provided are refunded to the member. In cases where the units galley is temporarily out-of-service and not able to provide meals, unit COs & OiCs may request that automated pay account CGSMR deductions be temporarily suspended for affected crewmembers until the unit galley is back in service and providing meals. To streamline the request process, the new Coast Guard Galley Temporary Closure/Suspend Collection of CG Standard Meal Rate (CGSMR) Deduction (CG-7220G) form has been introduced.

Prior to the date the unit galley goes out-of-service due to a temporary galley closure the command must request authority for temporary CGSMR deduction (former Discount Meal Rate (DMR) deductions) from Commandant (CG-1332). SPOs must not process requests from cutters or other commands to suspend automatic pay account deductions unless authority to do so has been granted by CG-1332 by memo or approved CG-7220G.

Commands shall submit requests to Commandant (CG-1332) using form CG-7220G (Coast Guard Galley Temporary Closure/Suspend Collection of CG Standard Meal Rate (CGSMR) Deduction) (http://www.uscg.mil/forms/cg/cg_7220g.pdf). Commandant (CG-1332) will review the request and, if approved, will process the CG-7220G and return it to the command, the command's SPO and PPC (MAS).

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[Supplemental and Striker Advancement Eligibility Lists Updated](#)

The advancement eligibility lists for [active duty striker and supplemental advancements](#) have been updated to reflect requests processed prior to 2 March 2016.

The advancement eligibility lists for [reserve supplemental advancements](#) have been updated to reflect requests processed prior to 2 March 2016.

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

[PPC Military Accounts Support \(MAS\), Calculators and Worksheets for Servicing Personnel Offices](#)

The following calculators and worksheets are provided by PPC (MAS) as job aides for SPOs.

NAME	SIZE	TYPE
ACIP Calculation Worksheet	23KB	XLSX File
PDRMANencl3	68KB	XLS File
Reserve Calculations	1MB	XLSM File
reservearlyretcalc	91KB	XLSM File
SPO CSPP PREMIUM	36KB	XLS File
SPO DMR 31 DAY WORKSHEET	112KB	XLSX File
SPO Monthly Entitlement Calc	85KB	XLS File
SPO My 30 DAY ENTITLEMENT ADJ SHEET 2 2016	58KB	XLS File
SPO OCOLA 31 DAY WORKSHEET	112KB	XLSX File