

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

Contents

Defense Travel Management Office Allowances and Regulations Update	2
Fiscal Year 2017 (FY17) Standard CONUS Per Diem Rate Announced	2
Fiscal Year 2017 Clothing and Uniform Allowances	2
SPO Consolidation Update (Sector Ohio Valley)	3
SPO Consolidation Update - SPO at AIRSAT Detroit Not Closed	3
DA Programming Issue: 31ST Day of the Calendar Month (and 29TH OF FEB)	4
New DA SPO User Guide - Viewing Transactions by Member	5
CGHR: On the Radar Screen September 2016	5
Enlisted Ratings Advancement Training System Update	6
Certificate Information for Retirements After January 1, 2017	6
Direct Access Competency Dictionary Update	6
SPO Consolidation Update (Sector Buffalo and Sector New York)	7
Supplemental and Striker Advancement Eligibility Lists Updated	8
SPO Consolidation Update (Sector San Juan and Air Station Clearwater	8

About the PPC Customer Newsletter: An authorized publication, the PPC Customer 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 PPC Customer Newsletter shall not be considered an authority for any official action and is non-record material. The PPC Customer Newsletter is published quarterly. Articles are solicited from all readers.

How to submit an article: Articles for the PPC Customer Newsletter may be submitted by e-mail to [the Procedures & Development branch e-mail address "PPC-PF-PD"](#). All items approved for publication will immediately be posted on our [SPO news web page](#).

Publication schedule: The PPC Customer Newsletter is published monthly. Articles received prior to the last working day of the month will be included in the current issue.

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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

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

[FY17 CONUS Per Diem Rates](#)

[FY17 Spendable Income Table](#)

[OCONUS Non-Foreign and Foreign Per Diem Rates](#)

[Overseas Housing Allowances \(OHA\)](#)

[Overseas Cost of Living Allowances \(COLA\)](#)

[Joint Travel Regulations \(JTR\) and Appendices \(Available 30 Sep\)](#)

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

[Fiscal Year 2017 \(FY17\) Standard CONUS Per Diem Rate Announced](#)

The FY17 Standard CONUS per diem rate is \$142 (\$91/\$46) from \$140 (\$89/\$46) applicable for all official travel performed on or after 1 October 2016 to 30 September 2017.

LOCATION	Max Lodging	Local Meals	Prop. Meals	Incidentals	Per Diem	Effective Date
STANDARD CONUS RATE	91	46	<u>30</u>	5	142	10/01/2016

Other [FY 17 CONUS Per Diem Rates](#)

[Fiscal Year 2017 Clothing and Uniform Allowances](#)

Fiscal Year (FY) 2017 Clothing and Uniform Allowances rates for Coast Guard military personnel are available on the pages listed below:

- [Civilian Clothing Allowance Authorizations](#)
- [Clothing Maintenance Allowances \(CMA\)](#)
- [Enlisted Supplementary Clothing Allowances \(SUPP CMA\)](#)

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

The rate changes are effective on 1 October 2016.

[SPO Consolidation Update \(Sector Ohio Valley\)](#)

The SPO located at SEC OHIO VAL ADMIN/PERS DIV (007736) has been disestablished in DA. All records previously serviced by the SPO at SEC OHIO VAL ADMIN/PERS DIV have been moved to BASE DET STL SPO (PS)(042312).

Please refer to the SPO Contact List page at <https://cg.portal.uscg.mil/units/ppc/Pages/SPO%20Contact%20List.aspx> for SPO contact information and previously issued updates.

Ensure all communications regarding the shifting of SPO records are routed through PSC-BOPS-R. The POC is Emily Jennings.

[SPO Consolidation Update - SPO at AIRSAT Detroit Not Closed](#)

The SPO located at CG AIRSTA Detroit (000210) has been **reestablished** in DA. Records were not moved to Base Cleveland SPO. The SPO at AIRSTA Detroit will remain until 25 January 2017. The following department IDs are serviced by AIRSTA Detroit:

- 000210 Air Station
- 006252 Airfac Waukegon
- 010341 Air Station Medical
- 006539 AV Student Eng Detroit
- 008816 Baker College

Please refer to the SPO Contact List page at <https://cg.portal.uscg.mil/units/ppc/Pages/SPO%20Contact%20List.aspx> for SPO contact information and previously issued updates.

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Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

DA Programming Issue: 31ST Day of the Calendar Month (and 29TH OF FEB)

Published Date: Tue, 13 Sep 2016 15:30:01 CDT

*****Note: We reported, as of 29 July, that this issue had been resolved. However it has returned. Developers are researching the issue. Until they find a permanent fix, please adhere to the following guidance when inputting transactions with effective dates described below. Thank you!*****

When entering ANYTHING that affects pay, and the effective date is the 31st calendar day of the month (or 29th of Feb), SPOs are directed as follows (failure to follow these steps will cause erroneous overpayments / debts):

1. Use the following day as the effective date (i.e. the 1st day of the following month); and,
2. Enter a detailed note in the Notepad to explain the true effective date; then,
3. Submit a ticket to PPC-DG-CustomerCare@uscg.mil to request manual credit / debit for the affected pay item, if necessary.

To be clear: DO NOT use the 31st calendar day of the month (or 29th of Feb) when entering ANYTHING that affects pay.

"ANYTHING" includes all deductions and all earnings - Forfeitures, reductions in pay-grade, CGSMR, BAH, BAS, promotions, etc.

***EXCEPTIONS:**

1. Leave is not affected by this programming issue. You can enter Leave on the 31st of the month (and 29th of Feb).
2. Reserve Drills are not affected by this programming issue. You can enter drills on the 31st of the month (and 29th of Feb).
3. Reserve Orders are not affected by this programming issue; however, the accompanying pay items (i.e. BAH, etc.) that are based on order dates may be affected.

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

[New DA SPO User Guide - Viewing Transactions by Member](#)

The [Viewing Transactions by Member](#) guide provides the procedures for viewing all transactions by member that require approval, whether they are pending, approved or denied. The CGHRS user role is required for this action. This does NOT display PCS, Reserve or Separation Orders.

This is a useful tool for locating transactions sent to an erroneous emplid or to see specific details for a transaction including when it was approved/denied and by whom.

[CGHR: On the Radar Screen September 2016](#)

Published Date: Tue, 13 Sep 2016 11:30:01 CDT

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 <https://www.uscg.mil/hq/cg1/cghr/2016/9.13.16.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
- Recent Messages
- CG SUPRT
- Infographic

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

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

[Enlisted Ratings Advancement Training System Update](#)

Published Date: Fri, 09 Sep 2016 14:30:01 CDT

[ALCOAST 323/16](#) updates advancement policy and procedures for the Enlisted Ratings Advancement Training System (ERATS).

[Certificate Information for Retirements After January 1, 2017](#)

Due to the election of a new President, certificate request for retirements after January 1, 2017 will only contain the Retirement and Spousal Appreciation certificates. In the package containing these two documents will be the instructions for requesting the Presidential certificate along with the wording so that a mock certificate may be produced by the unit for the ceremony. Once PPC RAS has secured the new signature and we have the proper information as requested from the packet we will process the Presidential certificate.

The date of retirement determines which Presidential signature will be used not the ceremony date. NO EXCEPTIONS

See our [Retirement Certificate ordering web page](#) for more information on obtaining certificates.

[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 (19 August 2016) are hi-lighted in blue text on the spreadsheet.

- 79 Competency created
 - 0 Competencies removed
 - 1 Competency modified
-

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

SPO Consolidation Update (Sector Buffalo and Sector New York)

The SPO located at SEC BUFFALO ADMIN/PERS DIV (007519) has been disestablished in DA. All records previously serviced by the SPO at SEC BUFFALO ADMIN/PERS DIV have been moved to BASE CLEV SPO (PS) (042191).

~~The SPO located at CG AIRSTA DETROIT (000210) has been disestablished in DA. All records previously serviced by the SPO at CG AIRSTA DETROIT have been moved to BASE CLEV SPO (PS) (042191).~~

The SPO located at CG AIRSTA Detroit (000210) has been reestablished in DA. Records were not moved to Base Cleveland SPO. The SPO at AIRSTA Detroit will remain until 25 January 2017.

The SPO located at SEC NEW YORK ADMIN/PERS DIV (007283) has been disestablished in DA. All records previously serviced by the SPO at SEC NEW YORK ADMIN/PERS DIV have been moved to BASE CAPE COD SPO (045431).

Please refer to the SPO Contact List page at <https://cg.portal.uscg.mil/units/ppc/Pages/SPO%20Contact%20List.aspx> for SPO contact information and previously issued updates.

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Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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

Published Date: Fri, 02 Sep 2016 10:30:01 CDT

The advancement eligibility lists for [active duty striker and supplemental advancements](#) have been updated to reflect requests processed prior to 1 September 2016.

The advancement eligibility lists for [reserve supplemental advancements](#) have been updated to reflect requests processed prior to 1 September 2016.

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

[SPO Consolidation Update](#) (Sector San Juan and Air Station Clearwater)

The **Sector San Juan SPO (007382)** has been disestablished in DA. All records previously serviced by the Coast Guard Sector San Juan SPO have been moved to **Base Miami Beach SPO (041675)**.

The **Air Station Clearwater SPO (000657)** has been disestablished in DA. All records previously serviced by the Coast Guard Air Station Clearwater SPO have been moved to Base Miami Beach SPO (041675).

Note that the mailing address for the Base Miami Beach SPO is NOT the same as the rest of the base, it is:

Commanding Officer (SPO)
U. S. Coast Guard
Base Miami Beach
15610 SW 117Th Avenue
Miami, FL 33177

Please refer to the SPO Contact List page at <https://cg.portal.uscg.mil/units/ppc/Pages/SPO%20Contact%20List.aspx> for SPO contact information and previously issued updates.

Ensure all communications regarding the shifting of SPO records are routed through PSC-BOPS-R. The POC is Emily Jennings.