

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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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](#).

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New Coast Guard Weight and Body Fat Program Standards TTP

R 281247 OCT 16

FM COMCOGARD FORCECOM NORFOLK VA//FC-Cd//

TO ALCOAST

UNCLAS //N01020//

ACN 391/16

SUBJ: PROMULGATION OF COAST GUARD WEIGHT AND BODY FAT PROGRAM STANDARDS TACTICS, TECHNIQUES AND PROCEDURES (TTP), CGTTP 1-16.6

- A. [Coast Guard Weight and Body Fat Program Standards Tactics, Techniques and Procedures \(TTP\), CGTTP 1-16.6](#)
1. Effective immediately, REF (A) provides TTP for all United States Coast Guard command-designated personnel administering the Coast Guard Weight and Body Fat Standards Program, including the procedures for the proper completion of the weigh-in, body fat measurement, and appropriate entries into Direct Access.
 2. COMDT (CG-1331) identified that Coast Guard TTP were needed to incorporate new and changing procedures related to the weigh-in program processes and standards. Details were discussed to combine best practices with new policy-driven standards into one single document. This publication describes those standards and will be used to administer the program.
 3. Submit recommendations for TTP improvements or corrections through the TTP Request form by navigating to CGPortal, selecting References, and then TTP Request. Info COMCOGARD FORCECOM NORFOLK VA//FC-P// on message traffic containing lessons learned applicable to this TTP. Changes to REF (A) will be promulgated via administrative message. The electronic version of REF (A) is the most current version of the TTP and is maintained by FORCECOM in the CGTTP library. The CGTTP library can be accessed by navigating to CGPortal, selecting References, and then selecting Tactics, Techniques and Procedures Library.
 4. Bravo Zulu to members of the Integrated Process Team (IPT) for their time, professionalism, and diligence. IPT departments and partners who supported this team effort include COMDTs (CG-1), (CG-1331), PSC, SMTC, PPC, TRACEN Petaluma, District 14, Base Cape Cod, and the CG Yard.
 5. FORCECOM (FC-P) POC: D05-SG-M-FORCECOM-PI@uscg.mil or 757-628-4881.
 6. Dr. G. Brignoni, Deputy, Force Readiness Command, sends.
 7. Internet release is authorized.

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State/Federal Income Tax Withholding for Residents of Puerto Rico or Northern Mariana Islands

There are special income tax withholding requirements for certain federal agencies that have employees who work in the Commonwealth of the Northern Mariana Islands (CNMI) or Puerto Rico. The U.S. Treasury Department has entered into agreements under 5 U.S.C. Section 5517 ("5517 Agreements") with the CNMI and with Puerto Rico that require certain federal employers to withhold U.S. territorial income taxes (rather than U.S. federal income taxes) on certain employees. The 5517 Agreements apply to all executive agencies, military departments, and the Postal Service.

Effective 1 January 2017, Direct Access will systematically change all members with Puerto Rico and Northern Mariana Islands as their state of legal residence to the following tax withholdings:

- Federal: Special Tax Withholding set to "Do Not Maintain Taxable Gross and Do Not Withhold Tax"
- State: Special tax Withholding set to "None".

No other special tax withholdings will be permitted.

October End-Month Payroll Processing Complete

"Payslips" for the 1 November 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.

Note: Please see this [Frequently Asked Question \(FAQ\) entry](#) if you have any difficulty opening your payslip or other files in Adobe Acrobat (PDF) file format from within Direct Access.

The End-Month October pay date is 1 November 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.

Payslips more than one year old to January 2015 can be accessed by following [this guide](#). Payslips/LESs issued prior to January 2015 are not available. It is strongly recommended that you download/print your payslips every payday.

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New User Guide - Correcting BAH

This guide provides the procedures for Correcting BAH transactions in Direct Access. This includes changes to the effective date, BAH Change, BAH Qtr Status or Zip Code. This does not apply to the status (active/inactive).

<https://www.uscg.mil/ppc/guides/gp/spo/earnings/Correcting%20BAH.pdf>

Deductions for SGLI, TSGLI, and FSGLI terminate upon Release from Active Duty

A Direct Access system change was implemented to terminate SGLI, FSGLI and TSGLI effective the 1st day of the month following separation for all separation types. Prior to this change, deductions for insurance premiums would continue after the RELAD date. This was causing out-of-service debts for members who RELAD into the IRR because SPOs were not manually terminating coverage per the procedures in the SPO SGLI and RELAD-AD to SELRES or IRR user Guides.

This action populates [the Life and AD/D Benefits page] once the separation has processed through "Orders Integration" and "Finalization".

If you have a member being RELAD into SELRES and the member wishes to continue SGLI/FSGLI coverage, the receiving SPO will need to restart SGLI and FSGLI upon reporting (following "Finalization").

For Reserve members [who had SGLI/FSGLI coverage prior to recall to active duty] RELADing off of long-term orders, the SPO must delete the termination row(s) [from the Life and AD/D Benefits page]. The row(s) must be deleted after "Finalization" but before the next "SPO Data Entry Cutoff Date". If this deadline is missed, the SPO must restart the deductions in the following pay cycle.

Example: A reserve component being RELAD on 10/28. Orders integration ran on 10/20 successfully. Finalization ran on 10/21. DA created a transaction to terminate my SGLI and FSGLI effective 11/1. If the member wants SGLI/FSGLI to continue, I must delete the 11/1 transactions after Finalization (that date the transaction was created, in this case 10/21), but before the next SPO Data Approval Date of 11/6.

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Coast Guard Announces New Career Sea Pay Rates for 2017

Starting in January 2017, Coast Guard members attached to afloat units will begin to see something a little different when it comes to career sea pay rates. The Coast Guard recently revised the three-table sea pay system in an effort to increase compensation for career afloat personnel. The new [five-table system](#) takes into consideration desirability of different cutter platforms, personnel tempo, deployment lengths and programmed operational hours. - See more at: [Coast Guard All Hands: Changes to Coast Guard Career Sea Pay](#).

More Information on 2017 Career Sea Pay (CSP) Tables

ALCOAST 474/15
COMDTNOTE 7220

SUBJ: CHANGE TO CAREER SEA PAY (CSP) TABLES

- A. TITLE 37 U.S. CODE SEC. 305a
- B. COAST GUARD PAY MANUAL, COMDTINST M7220.29 (SERIES)
- C. PERSONNEL AND PAY PROCEDURES MANUAL, PPCINST M1000.2 (SERIES)

1. This ALCOAST announces new five-level Career Sea Pay (CSP) tables that will be effective on 01 January 2017.

2. Background. CSP is a special pay authorized by law. While CSP is a statutory entitlement, the statute also gives each Service authority to set CSP rates and establish policy and regulations to administer the Service's CSP program. The current CSP rate tables took effect 01 Oct 2001. The Coast Guard will implement restructured CSP rates effective 01 Jan 2017. The five-level system was developed to better group all ranks and rates serving aboard diverse types of cutters into groups that share common characteristics.

3. Policy. Effective 01 Jan 2017, REF B policy concerning Monthly Career Sea Duty Pay Rates will be amended as follows:

A. The Monthly Career Sea Duty Pay Rates according to a three-level CSP rate table, is replaced by a five-level CSP rate table.

B. New CSP Rates are effective 01 Jan 2017.

C. No "grandfathering" or rate protection is authorized. For example, a member who is receiving CSP under the current three-level CSP tables while assigned to a CSP-eligible vessel in December 2016, will receive the CSP IAW the new five-level tables, regardless if it is higher or lower than the previous rate, effective 01 Jan 2017.

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D. New Monthly Career Sea Pay Tables may be found at the following CG website:
<https://cg.portal.uscg.mil/units/cg751/Sea%20Pay%20Tables%20CY%202017/Forms/AllItems.aspx>

4. COMDT (CG-1) designates Coast Guard mobile units. Over the next 12 months, COMDT (CG-133) will coordinate a comprehensive review of the requirements to be designated a "mobile unit" to validate current mobile units status and determine eligibility of future units.

5. The new CSP policy and procedures will be reflected in forthcoming changes to REFs B and C, which will be released within the next year.

6. Questions or concerns regarding the Career Sea Pay Tables should be directed to: LCDR D. F. Flusche, COMDT (CG-7514) Office of Cutter Forces Patrol Boat Policy & Capabilities Division, email: Donald.F.Flusche@uscg.mil

7. Released by RADM Kurt B Hinrichs, Director Reserve and Military Personnel, and RDML John P Nadeau, Assistant Commandant for Capability.

8. Internet release authorized.

[FY 2017 \(1 Oct 16 to 30 Sep 17\) Special Duty Assignment Pay](#)

Reference: [COMDT COGARD Washington DC 301613Z SEP 16, ALCOAST 362, COMDTNOTE 1430](#)

Related Topics: [Global Payroll Knowledge Base - SDAP](#) | [COMDTINST 1430.1P](#)

The monthly SDAP payments are:

Level	Amount
SD-1	\$ 75
SD-2	\$150
SD-3	\$225
SD-4	\$300
SD-5	\$375

Effective 01 October 2016, the following billets are authorized SDAP for FY17 at the levels indicated on the following page(s).

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Code	BILLET	FY 17 LEVEL
OCSCHF	Academy Company Chief	SD-2
	Advanced Interdiction Coxswain	SD-3
	Note: New for FY 17. Code will be added to DA.	
APMARK	Advisor positions in Saudi Arabia	SD-2
	Note: New for FY 17. Code will be added to DA.	
APMARK	Aviation Precision Marksman	SD-2
	Note: Was SD-1 in FY 16	
CANINE	Canine Explosive Detection Teams DSF(CEDT)	SD-1
SPECAG	CGIS Special Agent	SD-3
	Note: Was SD-2 in FY 16	
CMC-MC	Command Senior Enlisted Leader (CSEL): MCPOCG	SD-5
CMCLV4	Command Senior Enlisted Leader (CSEL): CMC (Deputy, DCMS, DCO, PAC, LANT, MCPO-CGRF)	SD-4
CMCLV3	Command Senior Enlisted Leader (CSEL): CMC (Districts, FORCECOM, DOL, PSC, JIATF-S, USCGA)	SD-3
CMCLV2	Command Senior Enlisted Leader (CSEL): CMC/CSC (Sectors, Bases, CGRC, TRACEN Petaluma, TRACEN Yorktown, TRACEN Cape May, PATFORSWA, SFLC, C4IT, ALC, SMTC)	SD-2
CMCLV1	Command Senior Enlisted Leader (CSEL): CMC (MFPU, RFMC, PSU)	SD-1
CINTLA	Counterintelligence Agents	SD-1
CDESD	Cryptologic Direct Support Element Mission Supervisor	SD-1
D17	District 17 Aids to Navigations Team	SD-2
FCLDIV	First Class Diver (DV1) AIRDVSUP	SD-1
	Note: New for FY 17. Code was in system for FY 15	
FCLDIV	First Class Diver (DV1) HRT	SD-1
	Note: New for FY 17. Code was in system for FY 15	
HELORS	Helicopter Rescue Swimmers	SD-4
	Note: Was SD-3 in FY 16	
SMTCIN1	High Risk Training Instructors at SMTC	SD-1
HONOR	Honor Guard Petty Officer/Nonrates	SD-2
IDFSO1	Independent Duty (FSO) (140, 110 & 87 cutters FS-17 COMPETENCY CODE)	SD-3
DOGB2	MSRT (MSST San Diego) Tactical Operator	SD-2
MSRTTL	MSRT (MSST San Diego) Team Leaders	SD-3
	Note: Was SD-2 in FY 16	
DOGDTL	MSST Team Leaders	SD-1
ITDLDR	MTB Deployable Team Leaders	SD-2
ITDMBR	MTB Deployable Team Members	SD-1
NSF-RM	National Strike Force Response Member	SD-1
NSF-RS	National Strike Force Response Supervisor	SD-3
NSF-RT	National Strike Force Response Technician	SD-2
NCVPST	NCV Pursuit Coxswain (Ashore)	SD-2
COXCUT	NCV Pursuit Coxswain-AF	SD-2
NCVCUT	NCV Pursuit Crewmember-AF	SD-1
	NCV Pursuit Mission Commanders-AF	SD-2
	Note: New for FY 17. Code will be added to DA.	
OCSCC	Officer Candidate School Company Chief	SD-2
OICAFI	OIC Afloat	SD-4
OICASH	OIC Ashore	SD-4
RECBAT	Recruit Battalion Commander	SD-5
	Note: Was SD-3 in FY 16	
REC-CC	Recruit Company Commander	SD-5
	Note: Was SD-4 in FY 16	
REC-SEC	Recruit Section Commander	SD-5
RECPRO	Recruiters	SD-3
SPECAG	Special Intelligence Agents	SD-2
SURFCT	Surfman	SD-4
DOGBO	TACLET Tactical Operator	SD-2

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Code	BILLET	FY 17 LEVEL
DOGDTL1	Note: Was SD-1 in FY 16 TACLET Team Leaders	SD-3
COXHWC	Note: Was SD-2 in FY 16 Tactical Coxswain/Heavy Weather	SD-1
DETACH	USDAO Attaché Support Staff	SD-3
PREEOC	White House President EOC	SD-3
WHOCM4	White House Situation Room Team Member	SD-4

SDAP Terminations

The following billets are no longer authorized SDAP effective 30 September 2016:

Code	Billet	FY16 SD Level
NCVPST	NCV Pursuit Boat Crew Member (Ashore)	SD-1
OPMSFS	Office of Program Managers Facility Security Forces	SD-1

[Blue Ink Signatures on Travel Orders](#)

Blue ink is NOT required on any type of order when submitting travel claims. Approving Officials must have the original signed order prior to approving travel claims. All paper submitted travel claim packages must include the original signed order. Audit packages do not require original orders.

[Digital Signatures on Reserve Orders](#)

We are expanding the use of digital signatures to all reserve orders (except reserve PCS orders). If you use digital signatures on reserve orders, the order must remain on the CG network for the purpose of submitting travel claims. The digital signature must be able to be validated. If the order is printed, then scanned in and submitted with travel claim, it WILL be rejected.

[Combat Tax Exclusion - Retroactive Transactions](#)

When a SPO enters a Combat Tax Exclusion transaction for retroactive start and/or stop dates in an already finalized pay calendar, the SPO MUST follow up with a PPC Customer Care Ticket requesting manual adjustment to the members tax balances.

Example - SPO enters a Combat Tax Exclusion transaction with a begin date of 1AUG2016, but the SPO didn't approve the transaction until 17AUG2016. The mid-AUG pay calendar (1st - 15th) has already been finalized, so the SPO must submit a PPC Customer Care Ticket so that PPC can manually adjust the member's tax balances.

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Defense Travel Management Office Allowances and Regulations Update

The Defense Travel Management Office has updated the following information for 01 November 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 \(Available 01 November\)](#)

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