

# 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](#).

**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.

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

"Payslips" for the 1 December 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 November pay date is 1 December 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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### [Direct Access Outage Scheduled for 20 December to 03 January](#)

R 210827 NOV 16  
FM COMDT COGARD WASHINGTON DC//CG-1//  
TO ALCOAST  
UNCLAS //N05298//  
ALCOAST 411/16  
COMDTNOTE 5298  
SUBJ: ADVANCE PREPARATIONS FOR UPCOMING LIMITED AVAILABILITY TO  
DIRECT ACCESS

1. This ALCOAST announces necessary preparations in advance of the scheduled period of limited availability to Direct Access required to support 2017 pay rate and other regulatory changes of the Coast Guard's Human Capital Management system, Direct Access.
2. At 0001 EST, Friday, 20 Dec 2016, availability to Direct Access will be limited to only those users who will be performing tasks associated with 2017 payroll and regulatory changes, and will be reactivated at 0001 EST, Tuesday, 3 January 2017. This limited availability is necessary to avoid the submission of self service and SPO transactions that potentially conflict with the legislative pay and regulatory changes.

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3. This limited availability to Direct Access potentially impacts all Active Duty, Reserve members, and civilian supervisors of military members. During this time-frame, access to self-service in Direct Access for all users will be unavailable. **This means no login access, including no ability to submit absence requests, processing of pay or separation transactions, and no processing of orders to include Reserve IDT, ADT, etc.**
4. Separate guidance for commands and SPOs will be provided in upcoming ALCGPSC message. Additionally, guidance pertaining to A and C school orders will be provided in an upcoming TQC training advisory. Commanders, Commanding Officers, Officers-in-Charge, and Command CPOs should proactively advise all potentially impacted members of the need to **complete any critical paperwork prior to 0001 EST, Friday, 20 Dec 2016.**
5. RDML W. G. Kelly, Assistant Commandant for Human Resources, sends.
6. Internet release is authorized.

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## [Annual Verifications Help Ensure Your Family Receives the Right Benefits](#)

Written by Karen Emmot, Pay and Personnel Center

Hello from Coast Guard Pay and Personnel Center (PPC), "the best hometown in the Coast Guard". Our nation's heartland location in Topeka, the capitol of Kansas, is known for its history, beauty and great family atmosphere making it the perfect location to dedicate services to all Coast Guard members and their families. PPC's mission is to provide caring and responsive personnel and compensation services for all Coast Guard military members, retirees, annuitants and other customers in support of the Department of Homeland Security missions. Our vision aligns us to be the premier military pay and personnel resource, providing unsurpassed service to our nation's guardians.

In keeping with our mission and vision, every October through November we require all members to self-validate through the annual verification process. With assistance from local Administrative and Servicing Personnel Offices (SPO), all documentation for entitlements and dependency statuses are reviewed to ensure accuracy.

There are also many transactions that can be performed by members using the Direct Access system anytime for changes and updates to member records and payroll information. User guidance, tools and resources can be found on the [PPC Procedures and Development website](#) or the [PPC Portal page](#) by selecting the E-learning Training Library button.



Regardless of your rate and rank, there are resources available to answer any question including those needed for

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Self-service, Command Users, ADMIN Personnel, SPO Personnel, Reservists, Retirees, and Auxiliarists.

For quick procedural guidance, a user guide will be perfect; for a more detailed definition, try searching our Knowledge Base. Have a question and don't know where to look, or need some personal training and not sure what is available, please contact us via email at [PPC-PF-PD@uscg.mil](mailto:PPC-PF-PD@uscg.mil) and we will be happy to assist you!

Other resources that can be found through the PPC sites include the following departments:

- [Advancements, Evaluations, and Service Validation \(ADV\)](#)
- [Customer Care Branch \(CCB\)](#)
- [Military Account Services \(MAS\)](#)
- [Procedures & Development \(P&D\)](#)
- [Retiree Annuitant Services \(RAS\)](#)
- [Separations Branch \(SEP\)](#)
- [Travel Branch \(TVL\)](#)

PPC is passionately committed to providing the very best in customer service. We know what we do every day has a direct impact on so many lives and we take that seriously. As we celebrate the upcoming holidays and focus on family, please know our family is taking of yours

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### [Direct Access Member Information Report Now Runs for Separated Members](#)

The Member Info Report provides the user with the following information about a member. The report can be run for both current *and, as of 28 November 2016, former members.*

1. Identification - Member name and employee ID number.
2. Current Employment Information - Current position data, rate/rank and assignment officer code.
3. Addresses - Home and mailing addresses.
4. Phone Numbers - Telephone numbers entered by the member.
5. E-Mail Addresses. E-Mail addresses entered by the member.
6. Employee Information - Birth location, birth date, gender, marital status, and if married to another member, the collocation status.
7. Ethnicity - The member's self-reporting of race and ethnic data.
8. Security Clearance - The member's security clearance data.
9. Career Summary - A chronological listing of job data changes resulting from changes in position (PCS and reorganization) or Job Code (advancements, promotions, rate changes, etc.)

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10. Service Dates - A listing of critical dates used for pay calculation, service computation, retirement, advancement or promotion, etc.
11. Reserve Unique data fields:
  - o Annual Screening Questionnaire Date - Date of last ASQ submission.
  - o AD Base Counter - The years, months and days of prior active service.
12. Competencies Summary - Listing of assigned competencies.
13. Officer Specialties Summary - Listing of assigned officer specialties.
14. Honors and Awards - Listing of awards.
15. Language Skills Summary - Listing of foreign language skills.
16. Licenses and Certifications Summary - Listing of any licenses and certifications submitted by the member. Note: Only Licenses and Certifications the Coast Guard has determined to be job-related will be recorded. Licenses and Certifications will not be used if a competency code or course code already exists which adequately describes the skill. Members will forward copies of licenses and certifications to the SPO for data entry. Specific licenses and certifications to be recorded have not been defined yet. Additional guidance will be promulgated via ALCOAST, ALCGOFF, ALCGENL or email ALSPO messages.
17. Membership Summary - Listing of any professional memberships reported by the member. Note: Prior to 2012, this component was used to record Memberships in organizations which directly relate with Coast Guard responsibilities. This component is now used by CG-1 and PSC (opm/rpm/opm) to record memberships on boards and panels. The ability to add Memberships, via self-service, was removed from the system in 2012.
18. Education Summary - Listing of educational accomplishments reported by the member.

Refer to this [DA Knowledge Base entry](#) for more information.

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### [Direct Access Department Run Report - How to Display Orders and Review Dates](#)

The Department Run report can be ran through either the "Command Information" or "Airport Terminal" links. When running the report, the "Order In/Out" and/or the "Last Review Dt" are to be checked AFTER you hit "Execute". Once you click the boxes, the report will automatically refresh. If you hit "Execute" after you checked either of those boxes, those columns will blank out. If you do click "Execute" after you had selected either of the two boxes, just reselect them and it will repopulate.

Refer to this [Direct Access Knowledge Base entry](#) for more information.

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### [More Information on Upcoming Direct Access Maintenance Period](#)

ALCGPSC 138/16

SUBJ: DIRECT ACCESS (DA) - LIMITED ACCESS

A. [ALCOAST 411/16](#)

1. As previously announced in reference (a), there will be no field access to DA from 20 Dec 2016 through 2 Jan 2017. Commands/SPOs will not have access to view data nor enter any pay and/or personnel actions during this period. System availability will be restored for all users on 3 Jan 2017.
2. Transactions with an effective, start, or end date between 20 Dec 2016 and 2 Jan 2017 for accessions, separations, PCS, and reserve orders should be avoided. If unavoidable, the transactions will need to be entered after system availability has been restored and a trouble ticket must be submitted to PPC to have data corrected in DA.
3. All E6 and E8 evaluations shall be entered and finalized by COB 19 Dec 2016.
4. All leave with a start or end date through 2 Jan 2017 shall be approved by COB 19 Dec 2016.
5. Promotions and advancements with effective date of 1 Jan 2017 will be processed as normal and members should expect their 15 Jan 2017 pay to reflect entitlements earned in their new pay grades.
6. Actions for a decedent affairs case shall be processed as normal. SPOs shall contact PPC Customer Care immediately to have the transaction entered in DA.
7. Direct inquiries to PPC Customer Care Branch (CCB) at 785-339-2200/toll free 1-866-772-8724, via e-mail to [ppc-dg-customer@uscg.mil](mailto:ppc-dg-customer@uscg.mil) or by completing a trouble ticket at [https://cg.portal.uscg.mil/units/ppc/SitePages/Contact Us.aspx](https://cg.portal.uscg.mil/units/ppc/SitePages/Contact%20Us.aspx).
8. Released by: RDML M. T. Bell, Jr., Commander, CG Personnel Service Center. The Service Center for our Most Important Resources - Our People.
9. Internet release authorized.

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### [2017 Payroll Processing Schedule](#)

The 2017 Coast Guard Active Duty and Reserve Payroll Processing Schedule is available in three different formats:

- [2017 Pay Transaction Cutoff Dates \(Calendar view\)](#)
  - [2017 Pay Transaction Cutoff Dates \(Tabular view\)](#)
  - [2017 Pay Transaction Cutoff Dates \(PDF/Print\)](#)
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### [Notify PPC When Making Out of Range Pay Corrections](#)

If a transaction is In Range, the entire affected period is within 24 pay periods or one year. For instance...if BAH was started for the wrong BAH Quarter Status (like it was started with the without dependents rate instead of the with dependents rate or vice versa) when the member checked in 2 months ago, that correction would be considered In Range. Follow the Correcting BAH guide to make the change and the system will automatically correct the appropriate calendars and either create a debt or credit the member.

If a transaction is Out of Range, the affected period includes dates older than 24 pay periods or one year. **ALL Out of Range transactions require a PPC Customer Care ticket.**

For instance...if a member divorced over a year ago and had no other dependents and just told their SPO about it (that never happens, right?), that correction would be considered Out of Range. Follow the Correcting BAH guide to make the change and the system will correct the most recent 24 pay calendars but a PPC Customer Care ticket must be submitted so all earlier calendars can be manually adjusted by PPC-MAS. The guide specifically tells the user to take screen shots of what the member currently has before making any changes so they can be attached to the trouble ticket. This will assist the pay techs in MAS when they are making their manual adjustments. This is especially critical when you have to delete rows of any kind. Once those deletions are approved by a SPO auditor, they are gone forever. So please remember to include those screen shots with your tickets.

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### [Transition Assistance Program Forms](#)

The links on the [PPC forms webpage](#) have been updated to reflect that the DD-2648 and DD-2648-1 have been superseded by DD eForm 2648 (Rev. Nov 2016). See <https://www.dodtap.mil/forms.html> for more information.

The following form is used by TAP staff to document a Servicemember's separations counseling.

- [DD eForm 2648 - Service Member Pre-Separation / Transition Counseling and Career Readiness Standards eForm for Service Members Separating, Retiring, Released from Active Duty \(REFRAD\)](#)

The following forms have been superseded by the above DD eForm 2648, and are no longer utilized to document a Servicemember's separation.

- DD Form 2648 - Active Duty Pre-Separation Checklist
- DD Form 2648-1 - National Guard and Reserve Pre-Separation Checklist
- DD Form 2958 - Individual Transition Plan (ITP) Checklist

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### [DEERS and Your Income Tax Reporting](#)

When you do not have your family enrolled in the Defense Enrollment Eligibility Reporting System (DEERS), the Department of Defense (DoD) cannot accurately report your healthcare coverage to the Internal Revenue Service.

Starting last year, the DoD reported health care coverage of its service members and their dependents to the IRS. This report allows the IRS to determine which families had minimum essential coverage (MEC) as required by the Patient Protection and Affordable Care Act (ACA).

For tax purposes, individuals and family members are identified by their Social Security Numbers (SSN). If a sponsor receives a letter indicating that their SSN or a family member's SSN needs to be updated in DEERS please follow the instructions in the letter to ensure your information is correctly reported to the IRS. Those who have not met the MEC requirement will be required to pay a fee for the number of months each family member did not have coverage. If your family information is not reported accurately in DEERS, then your IRS information will be reported incorrectly.

Make sure you go to the right place if you have questions about any required forms you might need. Active duty members and active reservists of the U.S. Coast Guard, National Oceanic and Atmospheric Administration (NOAA) can call 1-866-772-8724 or visit their [Pay and Personnel Center page](#). Non-active duty Coast Guard, NOAA, Public Health Service (PHS) retirees, annuitants and former spouses can call 1-800-772-8724. Active Public Health Service members can call 240-276-8799, email the PHS pay center at [compensationbranch@psc.gov](mailto:compensationbranch@psc.gov) or fax to 240-276-8817.

For general ACA tax questions, please use the Yellow Pages to contact your local IRS Service Center or go to [www.irs.gov/aca](http://www.irs.gov/aca).

For more information on how TRICARE works with the ACA, go to the [TRICARE website](#).

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### [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 (8 September 2016) are hi-lighted in blue text on the spreadsheet.

- 9 Competency created
- 2 Competencies inactivated
- 5 Competency modified

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### [Fiscal Year 2017 Reserve Active Duty Scheduling](#)

[ALCOAST message 396/16 \(Commandant Notice 1570\)](#) announces key dates reservists and their commands must use when scheduling Active Duty for Training (ADT) in FY17. It also restates the ADT policy and management responsibilities.

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### [Fiscal Year 2017 Reserve Drill Scheduling](#)

[ALCOAST message 397/16 \(Commandant Notice 1570\)](#) announces key dates reservists and their commands must use when scheduling Inactive Duty Training (IDT) drills, Readiness Management Periods (RMPs), and Additional Training Periods (ATPs) in FY17. It also restates the IDT, RMP, and ATP policy and management responsibilities.

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

The Defense Travel Management Office has updated the following information for 01 December 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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**FEATURING THE PPC  
PROCEDURES &  
DEVELOPMENT  
STAFF**

**3<sup>rd</sup> Tuesday of Each Month @ 1300 Central Time**

**\*\*\* No Registration Required \*\*\***

PPC proudly continues the 1 hour monthly virtual session into 2017 bringing the latest known issues, review of newly released information, best practices, Q&A no holds barred and a **NEW DAY!!!**

January 17, 2017

February 21, 2017

March 21, 2017

April 18, 2017

May 16, 2017

June 20, 2017

July 18, 2017

August 15, 2017

September 19, 2017

October 17, 2017

November 21, 2017

December 19, 2017

**<https://dhsconnect.connectsolutions.com/top10tuesday/>**