

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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2017 Payroll Processing Schedule (Correction)

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 \(PDF/Print\)](#)

The Payroll Processing Schedule has been corrected to reflect that the "SPO Data Approval Cutoff" date for the January 2017 End-Month Pay Period (1 February payment date) is 18 January 2017 (was originally shown as 19 January).

The screenshot shows a calendar for January 2017 with various payroll processing events. The calendar is viewed in 'month' mode. The days of the week are Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are 1 through 31. The events are as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
DA unavailable due to CY 2017 update	New Year's Day			Approval Cut	Approval Freeze	
8	9	10	11	12	13	14
Approval Freeze		Finalization Proces	Next PayCal Open Payroll to Treasury		Payday	
15	16	17	18	19	20	21
	Birthday of Martin I		Approval Cut	Approval Freeze	Inauguration Day	
22	23	24	25	26	27	28
Approval Freeze	Finalization Proces	Next PayCal Open				
29	30	31	1	2	3	4
	Payroll to Treasury		Payday			

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2017 Basic Allowance for Housing (BAH) Rates Posted

The Defense Travel Management Office has updated the following information for 01 January 2017:

- [2017 Rates added to the BAH Calculator](#)
 - [BAH Reserve Component/Transit, BAH-Partial, and BAH-Differential \(Non-Locality Rates\)](#) 
-

Update to Reserve Policy Manual, COMDTINST M1001.28 (SERIES)

[ALCOAST 439/16](#) announces the promulgation of the new [Reserve Policy Manual, COMDTINST M1001.2C](#) . This is a major revision and should be reviewed in its entirety by members and commands. Major changes incorporated into this edition include:

- Updated Electronic Based Distributed Learning (EBDL) Policy. New policy authorizes addition of new courses to the approved EBDL list via form CG-1001A, and authorizes payment for command directed EBDL meeting specified criteria.

Note: See the [Entering/Removing EBDL Courses](#)  user guide for Direct Access procedures.

The guide covers the following topics:

- Entering Electronic Based Distributed Learning (EBDL) Courses
- Removing Electronic Based Distributed Learning (EBDL) Courses
- Verifying Payment of Electronic Based Distributed Learning Courses in DA
- Assignment policy has been revised to allow more flexibility to alleviate various Reasonable Commuting Distance (RCD) issues.
- Sexual Assault Response and Prevention Program (SAPR) policy now delegates limited Benefits Issuing Authority (BIA) to Office of Work-Life, Commandant (CG-111) for sexual assault restricted reports.
- Medical policy has been updated to provide clarity to the field, and added policy for Medical Support Allowance Billets (MSABs).
- Added Reserve High Year Tenure (HYT) policy.
- Added Individual Augmentation Duty (IAD) Assignment policy for Reserve Captains and Commanders.

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[2017 Food Service Meal Rates](#)

[ALCGFINANCE 048/16](#) announced that Food Service Meal Rates will not change with the new calendar year.

Effective 01 JAN 2017, units shall continue to use the established meal rates and patron categories as follows:

Meal	CG Standard Meal Rate	CG Full Meal Rate
Breakfast	2.55	4.10
Lunch	4.65	7.70
Dinner	4.65	7.70
Midnight rations/snacks	2.55	4.10

[November 2016 Servicewide Exam Advancement Eligibility List Released](#)

The Advancement Eligibility List from the November 2016 Servicewide Exam is available on the PPC (adv) [CG Portal Page](#).

The SWE Advancement Eligibility Lists do not include EMPLIDS, but please remind members not to publish the lists on internet or social media sites. The lists are not approved for Internet release. Dissemination in part or in whole is governed by The Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual, COMDTINST M5260.3.

[January 2017 Enlisted Personnel Advancement Announcement](#)

[ALCGENL message 199/16](#) lists enlisted advancements authorized on 1 January 2017. In addition to the message, a spreadsheet is available which also shows the member's unit:

-  [EPAA0117.xls](#)

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Final Manic Monday Mayhem of 2016 - December 19 at 1300 Central

Season's Greetings Everyone!

This has been an awesome year and we are quickly approaching the end of our Manic Monday Mayhem Series! Please join us this coming Monday, December 19 @ 1300 CST for our final virtual session of 2016. Remember, we are not ending our time with you, we are moving to Tuesdays beginning January 2017. [I have attached the entire years schedule for you to share!](#)

The agenda will cover our year end review, preparing you for the blackout and providing best practices for a successful new year! Do not miss this special edition!

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

Hope to see everyone online and don't forget to bring your shipmates!

Many thanks for all you do!

Respectfully,

Karen S. Emmot
Supervisor Training Specialist
Procedures and Development
Pay and Personnel Center

Overseas Housing Allowance Utility / Recurring Maintenance Allowance

Utility / Recurring Maintenance Allowance

In calculating the amount of OHA, there is a utility / recurring maintenance allowance established for each OHA location. The utility / recurring maintenance allowance is established based on expenditures reported by members in an annual survey.

The Utility / Recurring Maintenance Allowance paid to members without dependents is calculated as 75% of the Utility / Recurring Maintenance Allowance paid to members with dependents.

The amount of the Utility / Recurring Maintenance Allowance paid as part of monthly OHA depends upon whether the member's monthly rent covers utility costs.

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If the monthly rent	Then	Notes/Examples												
Does not include utilities	Member will be entitled to the full Utility / Recurring Maintenance Allowance	<p>"NONE" is designated within "Utilities Included in Rent" OHA Housing Allowance Row.</p> <p>OHA with Dependents:</p> <ul style="list-style-type: none"> - Member's Utility/Recurring Maintenance Allowance is \$625.00 - Member's ceiling based on rank from Appendix K (JTR) is \$1908.00 - Member's rent is \$1850.00 - Member has no sharers <p>- No utilities are included in the rent</p> <p>Computation:</p> <ul style="list-style-type: none"> - Member receives full amount of Utilities:\$625.00 - Members Ceiling is \$1908.00 but rent is \$1850.00, the rental entitlement is limited to the lesser amount. <p>\$625.00 utilities + \$1850.00 rent = \$2475.00 total OHA entitlement.</p>												
Includes all utilities	Member will not be entitled to the full Utility / Recurring Maintenance Allowance, but the Utility / Recurring Maintenance Allowance will be added to the rental ceiling when calculating OHA.	<p>"ALL" is designated within "Utilities Included in Rent" OHA Housing Allowance Row.</p> <p>OHA with Dependents:</p> <ul style="list-style-type: none"> - Member's Utility/Recurring Maintenance Allowance is \$600.00 - Member's ceiling based on rank from Appendix K (JTR) is \$1850.00 - Member's rent is \$1950.00 - Member has no sharers <p>- All utilities are included in the rent</p> <p>Computation:</p> <ul style="list-style-type: none"> - Member's rent is \$1950.00 but members ceiling is \$1850.00. - Utilities are added to the rental ceiling when calculating OHA but the total cannot be more than the actual rent. - Member will receive Utility/Recurring Maintenance Allowance for \$100.00 for the difference between the actual rent of \$1950.00 and the rental ceiling \$1850.00. <p>- Member will receive up to the rental amount which in this example is \$1950.00.</p> <p>- If rent in this example was \$1850.00, member would receive the ceiling amount of \$1850.00.</p>												
Includes some utilities	Member will be entitled to a percentage of the Utility / Recurring Maintenance Allowance based on the location's climate (cold, moderate, or hot). The amount of Utility / Recurring Maintenance Allowance not authorized will be added to the rental ceiling when calculating OHA.	<p>INCLUDES SOME UTILITIES</p> <p>"SOME" is designated within "Utilities Included in Rent" OHA Housing Allowance Row. For foreign countries, the Housing Officer will decide the points and percentages based on the Lease or Mortgage agreement. Below is the scale used by the Housing Officer:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Utility/Recurring Maintenance</th> </tr> <tr> <th style="text-align: left;">Points</th> <th style="text-align: left;">Percentage</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> </tr> <tr> <td>1-2</td> <td>25</td> </tr> <tr> <td>3-4</td> <td>65</td> </tr> <tr> <td>5-9</td> <td>100</td> </tr> </tbody> </table> <p>OHA with Dependents</p> <ul style="list-style-type: none"> - Member's Utility/Recurring Maintenance Allowance is \$669.00 - Member's ceiling based on rank from Appendix K (JTR) is \$2,222.00 - Members rent is \$2200.00 - Member has no sharers <p>- Using the above scale, Climate Code 3 is 65% of Utility/Recurring Maintenance Allowance</p> <p>Computation:</p> <ul style="list-style-type: none"> - Members rent is \$2200.00, which is below the ceiling amount of \$2,222.00. - Member would receive the lesser amount for rent plus 65% of the Utility/Recurring Maintenance Allowance, \$669.00 x 65% = \$434.85. <p>\$2200.00 + \$434.85 = \$2634.85 total OHA entitlement.</p>	Utility/Recurring Maintenance		Points	Percentage	0	0	1-2	25	3-4	65	5-9	100
Utility/Recurring Maintenance														
Points	Percentage													
0	0													
1-2	25													
3-4	65													
5-9	100													

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Known Issue - Entitlement Stop Dates on Same Day PCS Transfers from Ship to Shore

Impacts CG Standard Meal Rate (CGSMR), Career Sea Pay, and Career Sea Pay Premium - Added a new Known Issue for members departing sea duty and reporting to shore duty on the same date (Same day PCS):

Scenario: Mbr PCS departed CGC DEPENDABLE (sea duty) effective 09/26/2016 and PCS reported to CG LANTAREA (shore duty) on the same effective date 09/26/2016. Direct Access erroneously debited CSEAPAY and CSPP for PCS departure date 09/26/2016; however, the MBR is entitled to CSEAPAY and CSPP on the day of PCS departure. Direct Access also failed to credit CGSMR for PCS departure date 09/26/2016; as CGSMR is supposed to stop the day prior to PCS departure.

Workaround

When a member executes PCS departure from a Career Sea Pay eligible unit and PCS reports to another unit on the same date, verify Pay Calculation Results to see if CSEAPAY / CSPP paid to include the PCS departure date; and if not paid, submit a PPC Customer Care ticket to request a One Time Positive Input (OTPI) be manually submitted for CSEAPAY / CSPP for PCS departure date.

When a member executes PCS departure while CGSMR is running and PCS reports to another unit on the same date, verify Pay Calculation Results to see if CGSMR is credited for the PCS departure date; and if not credited, submit for Refunding Missed Meals (RMM).

2017 Social Security Contribution Wage Base and Medicare Tax Rates

For 2017, the wage base for withholding social security (old age, survivors, and disability insurance) is \$127,200. There is no wage base limit for Medicare (hospital insurance). For social security, the tax rate is 6.2% each for employers and employees. For Medicare, the rate is 1.45% each for employers and employees. Also, as of January 2013, individuals with earned income of more than \$200,000 (\$250,000 for married couples filing jointly) pay an additional 0.9 percent in Medicare taxes.

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Basic Allowance for Subsistence (BAS) Type II payments

BAS-II is a monthly rate equal to twice the ENL BAS rate.

BAS-II is payable to enlisted members permanently assigned to single-type Government quarters (barracks or shipboard quarters) at a unit where messing is normally provided and:

1. The messing facility is closed for 14 or more days;
2. Contracted messing is unavailable;
3. In-room cooking facilities are unavailable; and
4. Commandant (CG-1332) authorizes payment.

BAS-II shall terminate when a member is:

1. In a non-pay status; or
2. In military confinement (pre-trial or post-trial).

BAS-II shall stop, and the member shall instead be paid ENL BAS, when the member is transferred on permanent change of station orders, on temporary duty, hospitalized, on leave or other authorized absence, or in a missing status.

Enlisted BAS Type II SPO Procedure:

1. To start BAS Type II, submit a PPC Customer Care ticket with the authorization from CG-1332 and include the member's name, EMPLID, and start date within the ticket description.
2. To stop BAS Type II, submit a PPC Customer Care ticket with the authorization from CG-1332 and include the member's name, EMPLID, and stop date within the ticket description.

Note: Other pay items (i.e. CGSMR) that may be prescribed on the authorization from CG-1332 should be submitted by the SPO via normal procedures.

Enlisted BAS Type II PPC Procedure:

1. PPC-MAS will review Leave and assignment (TDY) history for the authorized period. BAS Type II is not authorized for any days on Leave or TDY.
2. PPC-MAS will submit OTPI transactions for BAS (DELTA BAS if retro) and include comments in the Notepad for each separate pay calendar for the authorized period. This will create a concurrent BAS payment, which will equate to twice the ENL BAS rate.
3. PPC-MAS will stop submitting OTPI transactions effective the stop date shown on the CG-1332 authorization; or, when prompted by the SPO (whichever is sooner).

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Selective Reenlistment Bonus Knowledge Guide and Checklist

The PPC Military Accounts Support Bonus Team (MAS-Bonus) has created a Knowledge Guide and a Checklist to assist in counseling members on Selective Reenlistment Bonuses (SRB) authorized in [ALCOAST 157/16](#). The following SRBs are in effect:

6 YR Zone A: \$36K (Prorated at \$500.00/MO): EM, ET, FS, GM, MK and OS

4 YR Zone A: \$20K (Prorated at \$416.6667/MO): EM, ET, FS, GM, MK and OS

6 YR Zone B*: \$20K (Prorated at \$277.7778/MO): EM, FS and OS.

*Must be an E-5 or above IAW 1.B.4.b(4) of the Bonus Manual [CIM 7220.2].

FSO Kicker (only for FS2 and above): \$10K (6 YR prorated at \$138.8889/MO and 4 YR prorated at \$208.3333/MO).

Refer to the [SRB Knowledge Guide \(December 2016\)](#)  for eligibility and computation guidance. Use the [SRB Eligibility Checklist \(December 2016\)](#)  to ensure all administrative requirements are met before submitting an SRB request to PPC.

You must include the [SRB Eligibility Checklist](#) in the bonus payment request package sent via a PPC Customer Care Ticket, the bonus will not be processed until all documentation(including the checklist) is complete and delivered.

November 2016 Government Travel Charge Card Newsletter

The latest issue of the [Government Travel Charge Card \(CTCC\) Newsletter](#)  is available.

In this issue:

- TMC/Lodging Exceptions
- Conference Lodging
- No GTCC and Lodging
- SmartPay III Timeline
- Group Travel
- Good to Know
- PaymentNet Alerts
- FAQs
- Tax Exempt
- In The Spotlight

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October 2016 Reserve Servicewide Exam Advancement Eligibility List Released

The Advancement Eligibility List from the October 2016 Reserve Servicewide Exam is available on the PPC (adv) [CG Portal Page](#).

Please note that if a rating does not appear on the list, it was either waived for this SWE cycle and now open for supplemental advancement message requests as per [ALCGRSV 016/16](#), or it's a rating that did not have any eligible candidates.

Member Profile Letters have been posted to member self service in DA.

CGHR: On the Radar Screen December 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 <https://www.uscg.mil/hq/cg1/cghr/2016/12.6.16.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>.

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2017 Thrift Savings Plan Limits and Rates

The Federal Retirement Thrift Investment Board updated the Thrift Savings Plan limits and rates for 2017.

- **Loan interest rate** for new loans is 2.375%.
- **Elective Deferral Limit (I.R.C. Section 402(g)):** The elective deferral limit for 2016 and 2017 is \$18,000. See the Fact Sheet [Annual Limit on Elective Deferrals](#)  document.
- **I.R.C. Section 415(c) Limit:** The limit was \$53,000 for 2016 and \$54,000 for 2017.
- **Catch-Up Contributions:** The limit on catch-up contributions for 2016 and 2017 is \$6,000. If you are at least age 50 (or will become age 50 during the calendar year) and if you have made or will make the maximum amount of employee contributions for the calendar year (e.g. \$18,000 for 2016 and 2017), you may also make catch-up contributions to your TSP account. See the Fact Sheet "[Catch-Up Contributions](#)  document."
- **Annuity interest rate index:** 1.625% for annuities purchased in December 2016, and 1.500% for annuities purchased in November 2016.

Self-Service Thrift Savings Plan Contribution Procedures

Coast Guard military personnel must use Direct Access (DA) Self-Service to start, stop, or change Thrift Savings Plan (TSP) contributions. When a participant has reached the annual TSP contribution limit, Direct Access will automatically stop contributions for the remainder of the calendar year. On 1 January of the following year, Direct Access will automatically restart contributions for the new calendar year.

TSP contributions are delivered to TSP on the first business day of the month. It can be up to five business days before your contribution posts into your TSP account.

Thrift Savings Plan Mailing Address: A new address type has been added to the system for TSP participants. All TSP participants must add a TSP mailing address to the system. The address must be added before you can enroll in the TSP, or if already participating, before you can change any contributions. The TSP mailing address may be the same as your home and/or mailing address. However, the address line (number and street for example) cannot exceed 25 characters. Select the Home and Mailing Address link under Tasks in the Employee Pagelet to add your TSP mailing address.

Per TSP regulations, all contribution elections, except for Catch-Up contributions, are entered as a percentage of the base pay, special pay, incentive pay or bonus. You cannot enter dollar amounts. Catch-Up contributions are entered in whole dollar amounts.

User guides for Direct Access are available via the [Pay and Personnel Center's Procedures and Development web page](#).

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[Direct Access User Guides Updates for December 2016](#)

The following Direct Access user guides were updated this month:

- Guide for [Electronic Based Distributed Learning \(EBDL\) Courses](#) updated to reference the new edition of the [Reserve Policy Manual, COMDTINST M1001.28C](#).
- Guide for [PCS Entitlements Auto Stops/Starts](#) updated to reflect the following system issues:

Career Sea Pay/Premium as well as CGSMR/RMM are failing to start/stop on the correct dates when a member reports to shore duty **on the same day** they are departing the eligible unit.

Example 1: When a member executes PCS departure from a Career Sea Pay eligible unit and PCS reports to another unit on the same date, verify Pay Calculation Results to see if CSEAPAY / CSPP paid to **include** the PCS departure date; and if not paid, submit a PPC Customer Care ticket to request a One Time Positive Input (OTPI) be manually submitted for CSEAPAY / CSPP for PCS departure date. (Also applies to Career Sea Time.)

Example 2: When a member executes PCS departure while CGSMR is running and PCS reports to another unit on the same date, verify Pay Calculation Results to see if CGSMR is credited for the PCS departure date; and if not credited, submit a ticket to PPC for Refunding Missed Meals (RMM).

- Guide for [Reserve Rehire](#) updated.
- [Starting Overseas Housing Allowance \(OHA\)](#)
- [Starting CONUS COLA](#)
- [Entering Officer Uniform Allowance](#)
- [Updating Dependent Data](#)
- [CG Dept Run](#)
- Guide for completing Direct Commission Officer accessions has been updated and split into two guides:
 1. [HIRE - Direct Commission Officer \(DCO\)](#)
 2. [REHIRE - Direct Commission Officer \(DCO\)](#)

Additional user guidance, tools and resources can be found on the [PPC Procedures and Development web site](#) or the [PPC Portal page](#) by selecting the E-learning Training Library button.



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[May 2016 Servicewide Exam Revised Cutoffs Announced](#)

[ALCENL message 194/16](#) announces new cutoffs for participants of the May 2016 Servicewide Exam.

The Advancement Eligibility List from the May 2016 Servicewide Exam is available on the PPC (adv) [CG Portal Page](#).

[Direct Access Award Codes Updated](#)

Codes for the following DHS awards have been added to Direct Access:

Code	Description
CGDHSVSA	Volunteer Service (DHS Award for Volunteer Service)
CGDHSUA	Unit Award (DHS Unit Award)
CGDHSVAL	DHS Award for Valor
CGDHSAES	DHS Award for Exemplary Service
CGDHSAEX	DHS Award for Excellence
CGDHSOAD	DHS Award for Outstanding Achievement in Diversity Management

[Updating Dependent Data Member-Married-to-Member](#)

When adding a dependent spouse that is a Coast Guard active or reserve member, under the "Dependent Data" page, ensure you enter the "Spouse's" EMPLID under the "If Branch CG/CGR - Spouse EMPLID" field. **IMPORTANT:** Enter the dependent spouse's EMPLID, not the member's. We have updated our [procedural guide](#) to include this step.

Why is this important? When the Assignment Officers (AO) are working on assignments, the spouse's EMPLID is linked to spouse's eResume data. If the field is left blank or the wrong EMPLID is entered, the AO has to go find the correct EMPLID.

[Incomplete Waiver/Remission Applications Cause Delays and Frustration for Customers](#)

PPC/CG-1332 cannot process incomplete or inaccurate waiver and remission application packages. All packages must be accurately filled out and signed, include all required documentation listed on the application, and be properly endorsed. Any inaccurate and incomplete application received will be returned without action. Members/commands needing assistance with the application process or obtaining documentation are encouraged to contact their assigned personnel administration staff or Servicing Personnel Office (SPO).

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**FEATURING THE PPC
PROCEDURES &
DEVELOPMENT
STAFF**

3rd 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/>