

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

Contents

- New Screening for Overseas Duty..... 2
- New Guide Added - Understanding the Payslip Leave Summary..... 2
- May 2017 Servicewide Exam Scheduled Updated..... 2
- January End-Month Payroll Processing Complete..... 2
- SPO Consolidation Updates 3
- The Retiree Newsletter Issue 01/17..... 3
- 15-Year Career Status Bonus (CSB) Termination..... 3
- Zip Codes for Detached Duty Units in Direct Access 4
- Documentation for Alaska Permanent Fund Dividend 4
- Resolve Common Direct Access Menu and Page Errors by the Clearing Browser Cache..... 4
- 2016 Tax Statements (IRS Forms W-2 and 1095)..... 4
- February 2017 Enlisted Personnel Advancement Announcement..... 5
- Direct Access Competency Dictionary Update..... 5
- December 2016 Government Travel Charge Card Newsletter 5
- CGHR: On the Radar Screen January 2017 5
- H&R Block Free Tax Filing Service offered through CG SUPRT!..... 6
- New CG-3307, Administrative Remarks, for Tattoo/Brand Location..... 6
- BAH/COLA Report Added to Direct Access for SPOs..... 7
- 2017 Pay (Basic and Drill) Tables Posted 7
- Reserve Supplemental Advancement Lists Updated..... 7
- Defense Travel Management Office Allowances and Regulations Update..... 7
- New User Guide - Lump Sum Leave Overview..... 7
- Incomplete Waiver/Remission Applications Cause Delays and Frustration for Customers 8
- Income Tax Withholding for Residents of Puerto Rico or Northern Mariana Islands..... 8
- Rehiring Regular Officers into the CG Reserve 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"](#).

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

New Screening for Overseas Duty

Links below are to CG Portal. CAC logon is required.

Over the past 18 months, a working group comprised of members from the Office of Military Personnel, Policy and Standards Division (CG-1331), the Personnel Service Center, Business Operations staff (PSC-BOPS), Health Safety and Work-Life (HSWL) staffs, and numerous operational and support field units integral in the overseas screening process analyzed existing policy and procedures governing overseas screening. Based on feedback, several aspects were determined in need of improvement and/or clarification.

Commands and members shall refer to [Screening for Overseas Duty, PSCINST 1300](#), for all procedures necessary to ensure a seamless, thorough, and accurate overseas screening.

Visit PSC's [Overseas Screening CG Portal site](#) for webinars, interview questions, overseas screening questions & answers, and additional information.

References/Resources:

- [ALCOAST Commandant Notice 009/17; DUTY TO PEOPLE - HUMAN CAPITAL STRATEGY INITIATIVE - OVERSEAS SCREENING](#)
- [ALCGPSC 009/17; PROMULGATION OF SCREENING FOR OVERSEAS DUTY, PSCINST 1300](#)
- [Overseas Screening CG Portal site](#)
- [Screening for Overseas Duty, PSCINST 1300](#)
- [CG-1300, Report of Suitability for Overseas Assignment](#)
- [CG-1300A, Debt to Income Ratio Calculator](#)
- [CG-1300B, Active Duty Dependents Overseas Screening](#)
- [Overseas Screening Questions & Answers](#)

New Guide Added - Understanding the Payslip Leave Summary

[Understanding the Payslip Leave Summary](#)  provides a *detailed* explanation of the fields and data appearing in the **Leave Summary** area of the Direct

Access Payslip. The guide also provides information on Reserve Leave and Special leave Accrual (SLA).

May 2017 Servicewide Exam Scheduled Updated

[ALCGENL 012/17; Update May 2017 Servicewide Exam Competition](#), announces the May 2017 SWE competition for all ratings, except MU, for advancement to pay grades E-5 through E-9.

- Also see - [Eligibility Criteria for the May 2017 SWE](#)
-

January End-Month Payroll Processing Complete

"Payslips" for the 1 February payday 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. Payslips more than one year old to January 2015 can be accessed by following [this guide](#). Payslips/LEs issued prior to January 2015 are not available.

The End-Month January pay date is 1 February 2017. 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.

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.

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

SPO Consolidation Updates

SPO at Air Station Detroit closed

The SPO located at CG AIRSTA Detroit (000210) has been **disestablished** in DA. Records were moved to Base Cleveland SPO. The following department IDs were serviced by AIRSTA Detroit:

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

SPO at Sector Key West closed:

Sector Key West SPO (007197) has been disestablished, all records/departments previously serviced by the Key West SPO have been moved to the 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.

The Retiree Newsletter Issue 01/17

The January 2017 issue of The Retiree Newsletter is now available on the PPC Retiree and Annuitant Services web page (www.uscg.mil/ppc/ras).

Here is a direct link to the newsletter:

<http://www.uscg.mil/ppc/retnews/2017/January17newsletter.pdf>

This issue includes the following items of interest:

- Fiscal Year 2017 Adjustments
 - Shopping at the Coast Guard Exchange
 - PHS Reserve Corps Model
 - Coast Guard Auxiliary
 - History of the Flying Santa
 - TRICARE after 65
 - Movie Review: *Hacksaw Ridge*
 - Book Review: *All the Gallant Men*
 - The Newsletter Gets Around
 - NOAA Annual Report
 - VA Benefit: Spouse Burial
 - Deputy commandant for Mission Support (DCMS) Watch
 - Retirements and Reunions
 - Taps
-

15-Year Career Status Bonus (CSB) Termination

[ALCOAST Commandant Change Notice 011/17](#) announces an amendment to Title 37 U. S. Code, Subsection 354, which removed the authority to pay any new CSBs after December 31, 2017 incident to the implementation of the Modernized Retirement System (Blended Retirement System). These changes will be reflected in a forthcoming change to Coast Guard Pay Manual, COMDTINST M7220.29 (series), which will be released within the next year. Service members who have completed 15 years of creditable active duty and have elected to receive the CSB prior to January 1, 2018 may continue to receive any elected payment installments so long as they remain eligible and have executed an agreement to remain continuously on active duty until they have completed 20 years of active duty service.

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

Zip Codes for Detached Duty Units in Direct Access

Commandant (CG-833) has discovered that BAH transactions have been started with the wrong zip codes for members at detached duty units. The member's unit zip code must be used on their BAH start transactions. If a member's unit zip code is incorrect, instruct the member/unit to work through their chain of command to get it corrected through CG-833. CG-833 will correct it in DA.

SPOs should be running the [BAH/COLA Report](#) to verify correct BAH zip codes have been used.

SPOs must run this report regularly to identify specific entitlement errors causing over/underpayments. Some of the possible errors that could be identified using this report are:

- BAH Zip Code is different than Unit Zip Code
- Spouse in Service column does not show Y for Yes for members that are married member-to-member (this includes non-CG branches)
- Member has a BAH Qtr Status of L (with dependents), but shows 0 in the Number of Dependents column
- Member has an incorrect CONUS COLA Zip Code
- Member has incorrect OHA Locality

Documentation for Alaska Permanent Fund Dividend

PPC has submitted the file of all Coast Guard members claiming Alaska residency to the State of Alaska for the 2016 Alaska Permanent Fund Dividend. Coast Guard members claiming the PFD are not required to provide a copy of their 2016 December LES as the State of Alaska already has your proof of residency.

Please refer to [State of Alaska PFD Military Eligibility guide](#).

Resolve Common Direct Access Menu and Page Errors by the Clearing Browser Cache

Clearing the Internet Explore cache may resolve these common Direct Access issues:

- If a menu item or PAGELET doesn't show up for you and you have been told it should.
- If you get one or more PAGELETS that are collapsed and/or the headings say *User Access is not Authorized*.
- You receive an error when you click a menu item - *Authorization Error -- Contact your Security Administrator*.
- If you get *Internet Explorer cannot display this page*.

Follow the steps in the [Clearing Cookies and SSL Slate in Direct Access Guide](#) to clear the Internet Explore cache. If the problem persists after clearing the cache and restarting Internet Explorer, contact PPC customer care.

2016 Tax Statements (IRS Forms W-2 and 1095)

The IRS Forms W2, 1099R, 1095B and 1095C are now available in Direct Access Self Service. The forms will be mailed, to those who haven't opted out of receiving hard copies, no later than 31 January 2017. The forms are now produced on standard 8 1/2 x 11 paper and mailed in a standard, privacy tinted window envelope. The envelope will have a PPC's return address and the form is printed with the text "Important Tax Information Enclosed" which shows through the window on the envelope.

The Personnel and Pay Procedures Manual, PPCINST M1000.2 (series), section 8.B.6.9, contains guidance for requesting a corrected IRS Form W-2. Report W-2 discrepancies to PPC (SEP) via your responsible Personnel and Administration (P&A) Office. The P&A Office must notify PPC (SEP) via Customer Care trouble ticket of the suspected error with applicable supporting documentation and calculations. Refer to the [State Tax Withholding Exceptions](#) prior to

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

submitting a request for W-2 correction as Direct Access collects Federal and State tax based on member election.

We found about 1300 W-2s with incorrect state data. There was/is no impact to taxes withheld. We are working to correct the issue. Each impacted member will be contacted individually when the corrected W-2 form is available. Corrections will be done before the end of this month. There is no need to submit trouble tickets for this issue.

Corrections to the IRS Form 1095 can only be made by the Defense Manpower Data Center (DMDC) through the Defense Enrollment Eligibility Reporting System (DEERS). Members must go to an ID card facility to have information updated in DEERS. PPC will produce corrected forms once received from DMDC and will deliver to the member according to the delivery method elected.

February 2017 Enlisted Personnel Advancement Announcement

[ALCGENL message 008/17](#) lists enlisted advancements authorized on 1 February 2017. In addition to the message, a spreadsheet is available which also shows the member's unit:

-  [EPAA0217.xls](#)

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 (7 November 2016) are hi-lighted in blue text on the spreadsheet.

- 53 Competency created
- 00 Competencies inactivated
- 73 Competency modified

December 2016 Government Travel Charge Card Newsletter

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

In this issue:

- Group Travel and Lodging
- Separated Cardholder Delinquencies
- TSA PreCheck Naming
- Fare Type Selections
- Open Market Fares
- Good to Know
- PCS and Lodging Requirements
- New ADTRAV URL Address
- In The Spotlight

CGHR: On the Radar Screen January 2017

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/2017/1.10.17.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

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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

H&R Block Free Tax Filing Service offered through CG SUPRT!

Starting January 16th, CG SUPRT offers the H&R Block Tax Software for your 2016 taxes. File your Federal and State taxes online for free!

To learn more about the H&R Block Tax Software, please visit www.cgsuprt.com. The free offer is only valid through the CG SUPRT site.

Reminders

- Be sure to access H&R Block Tax Software through the link provided on the CG SUPRT website.
- Remember to wait until you receive all of your W-2s and other tax documents (1098 etc.) before you file your return. Otherwise, you may have to amend your return.
- Make sure you have your Adjusted Gross Income and Electronic Filing Pin from your 2015 tax return before you start your return. You can reset your pin at <http://www.irs.gov/Individuals/Electronic-Filing-PIN-Request>.
- Remember that e-filing is subject to the IRS calendar. Though you may be able to complete your return, it will not be submitted to the IRS until the IRS begins accepting e-file returns on Jan 23th.
- If you are prompted for payment, please call CG SUPRT for assistance.
- H&R Block free-file allows for 1 Federal and up to 3 state returns per user.

Eligibility

The following individuals are eligible for the free tax filing service:

- All Active-duty and selected reserve service members of the U.S. Coast Guard.

- Spouses and dependent children of the services noted above, and who are authorized in DEERS.
- All civilian employees of the U.S. Coast Guard (non-contractors)
- Household members and dependents of U.S. Coast Guard civilian employees.

Questions?

If you have questions about this tax service or about your own tax returns, please call 1-855-CGSUPRT (247-8778) and ask to speak with a CG SUPRT tax consultant. Trained tax consultants are available by appointment Monday through Friday from 9 a.m. to 8 p.m., EST.

If you are experiencing financial difficulty or need advice on money matters, please contact CG SUPRT to work with a Personal Money Coach. Services are free and confidential, within the limits of the law.

New CG-3307, Administrative Remarks, for Tattoo/Brand Location

Per enclosure (1) to the new version of [Tattoo, Body Marking, Body Piercing, and Mutilation Policy, COMDTINST 1000.1 \(series\)](#) , we have added a CG-3307, Administrative Remarks, for Tattoo/Brand Location counseling.

The new entry, "[PD-36 Tattoo/Brand Location](#)" , is available on the [List of Authorized CG-3307 \(Administrative Remarks\) Entries web page](#).

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

BAH/COLA Report Added to Direct Access for SPOs

The [BAH/COLA Report SPO User Guide](#) provides the procedures for running the BAH/COLA Report in Direct Access.

SPOs must run this report regularly to identify specific entitlement errors causing over/underpayments. Some of the possible errors that could be identified using this report are:

- BAH Zip Code is different than Unit Zip Code
- Spouse in Service column does not show Y for Yes for members that are married member-to-member (this includes non-CG branches)
- Member has a BAH Qtr Status of L (with dependents), but shows 0 in the Number of Dependents column
- Member has an incorrect CONUS COLA Zip Code
- Member has incorrect OHA Locality

| BAH Qtr | BAH Eff Date | BAH Zip Code | Unit Zip Code | Spouse in Svc | # Dep | Conus |
|---------|--------------|--------------|---------------|---------------|-------|-------|
| L | 1/1/2016 | 99801 | 99801 | N | 1 | |
| L | 12/5/2016 | 99501 | 99505 | N | 1 | |
| G | 1/15/2016 | 99619 | 99619-0033 | | 0 | |
| G | 9/1/2016 | 99901 | 99901 | | 0 | Withc |
| L | 9/1/2016 | 99835 | 99835 | N | 2 | Withc |
| D | 11/25/2016 | 99615 | 99619-5000 | | 0 | |
| L | 7/1/2016 | 99801 | 99801 | N | 2 | |
| A | 1/1/2016 | 99574-0300 | 99574-0300 | N | 2 | |
| A | 1/1/2016 | 99619-0033 | 99619-0033 | N | 1 | |

Sample of a portion of the report.

2017 Pay (Basic and Drill) Tables Posted

The 2017 Military Pay Table is online! The updated pay rates are effective Jan. 1, 2017. Older pay tables are also available if needed.

- [2017 Active Duty Basic Pay Charts](#) 
- [2017 Reserve IDT Drill Pay](#) 
- [Previous Years Pay Charts](#)

Reserve Supplemental Advancement Lists Updated

The advancement eligibility lists for [reserve supplemental advancements on our CG Portal site](#) have been updated to reflect requests processed prior to 3 January 2017.

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

Defense Travel Management Office Allowances and Regulations Update

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

- [OCONUS Non-Foreign and Foreign Per Diem Rates](#)
- [Overseas Housing Allowances \(OHA\)](#)
- [Overseas Cost of Living Allowances \(COLA\)](#)
- [Basic Allowance for Housing \(BAH\)](#)
- [CONUS Cost of Living Allowance \(CONUS COLA\)](#)
- [Mileage Rates](#)
- [Government Meal Rates](#)
- [Dislocation Allowances \(DLA\)](#)
- [Compensation Tables](#)
- [Joint Travel Regulations \(JTR\) and Appendices](#)

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

New User Guide - Lump Sum Leave Overview

The [Lump Sum Leave \(LSL\) Overview Guide](#)  provides information on the Lump Sum Leave Sale process for:

- Separating Members
- Reenlisting Members
- Reserve Members Completing Long-Term or Short-Term Active Duty Orders

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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).

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.

Rehiring Regular Officers into the CG Reserve

Reserve Personnel Management division would like to remind administrative and servicing personnel offices that regular officers (either temporary or permanent) may NEVER be transferred into the Reserve (SELRES, IRR, ISL, ASL) without a commission authorization from DHS. Even though officers separating under the Temporary Separation (TEMPSEP) program are required to affiliate under the new policy, OPM/RPM must first get their commissions approved by the Secretary.

You will know that an officer's commission is approved because their name will be listed on an ALCGPSC message granting a Reserve commission (link is to the "PY17 OCTOBER REGULAR TO RESERVE PANEL RESULTS" ALCGPSC). The officer will also have an Oath of Office issued by RPM (listing the ALCGPSC message as the commission authorization), as well as a SPO rehire checklist (generated by RPM staff).

If TEMPSEP officers do not appear on a general message specifically stating that they are authorized a Reserve commission, do not have an Oath of Office, and do not have a SPO rehire checklist - they should not be rehired. Please send the officer to us for further instructions.

If you or anyone on your staff has any questions about any officer wishing to rehire into the Reserve from active duty, please feel free to contact us here in RPM and we will get you what you need.

PSC-RPM Point of Contact is Ms. Rose Lord, email: Rose.M.Lord@uscg.mil