

SPO NEWSLETTER

ISSUE 3/04

OCTOBER THROUGH DECEMBER 2004

RELEASE 11 SPO SHOP TALK

There seems to be some confusion in Direct Access with regards to Entitlements. Since Release 11, PSC would like to bring the items below to the attention of SPOs. Release 11 specific issues are addressed on the PSC Website, and can be found in the "Known Issues" section, and in the transaction guides.

When a member who is subsisted-in-kind is PCS transferred, the member is entitled to receive Enlisted/Regular BAS w/o a Discount Meal Rate charge from the date of departure PCS through the date of reporting PCS. In JUMPS, the departing L68C automatically stops segment 27 but keeps segment 24 running. In Direct Access, the departing L68C stops the BASDMR row -- but it doesn't open up a REGBAS or ENLBAS row. SPOs sometimes think the member isn't being paid Enlisted/Regular BAS while enroute, and they try to insert a row for REGBAS / ENLBAS in DA Entitlements.

When a member reports PCS, the member is entitled to either Regular or Enlisted BAS for the day of reporting, then the next day the member is entitled to whatever subsistence applies to the new unit. In JUMPS, the reporting L68C automatically stops segment 24. In Direct Access, if there is a REGBAS or ENLBAS row open, the reporting L68C shuts the row down. **The only thing SPOs are supposed to do with respect to Subsistence is submit a new Subsistence row effective the day after reporting PCS.** Several SPOs are submitting the new Subsistence row/start effective the date of reporting PCS instead.

In order for the automatic entitlement stop effects of PCS reporting endorsements to work, SPOs are supposed to totally approve the reporting L68C endorsement before starting any pay entitlements for the new unit. Many SPOs are instead starting pay entitlements for the new unit prior to approving the reporting L68C, thereby causing Entitlement start/stop problems.

When an officer goes TDY, the only time SPOs are supposed to use TDY Entitlements (and generate a P620) is if the officer is assigned to a shore unit & goes TDY to sea.

When doing a stop and a start for entitlement such as SDAP, you must complete the stop process. After you input the stop date, save the information at this point. Now you are ready to add a row to input the start entitlement information. This allows the system to create two distinct transactions and allow the start to work properly through JUMPS.

E-Mail Addresses

The importance of maintaining an updated E-mail address is vital in the Direct Access, and UTS.

Did you know that PSC sends travel information (summary vouchers, requests for audits, etc.) to the address in UTS first, then looks to Direct Access only if no e-mail address is in UTS. This means that if someone updates their information in Direct Access, but doesn't update it in UTS, they won't be able to receive communications from PSC (Travel) regarding their travel claims.

Units and SPOs should counsel all newly arriving personnel to update their e-mail address in UTS and Direct Access. Local check-in sheets or processes should be modified to include this as a checklist item.

SELRES MEMBERS AUTHORIZED 60 IDT DRILLS (PAID) FOR FY05

Contingent upon fiscal year funding levels and per Reserve Policy Manual, COMDTINST M1001.28 (series), 2.B.4 , SELRES members are typically authorized 48 paid IDT drills per fiscal year. Some units require additional training time to maintain readiness. Enclosure (1) lists units authorized 60 paid IDT drills for FY05 (e.g. PSU's, MSST's, HDC's, etc.).

Units authorized 60 paid IDT drills are coded within the pay system. All personnel permanently assigned to eligible units will be paid a maximum of 60 IDT drills through the normal Reserve Inactive Duty for Training (IDT) scheduling and approval process in Direct Access. Additional IDT drills performed above the authorized 48 or 60 paid drills may result in retirement points for the member. IDT points are capped at 90 per anniversary year. Therefore, all IDT drills performed above the authorized level should be submitted in Direct Access. If a member transfers from a 60-drill unit to a 48-drill unit during the FY, the member may request authorization to complete 60 paid drills via his/her chain-of-command to COMDT (G-WTR-3) in the year of the transfer. If authorized, COMDT (G-WTR-3) will coordinate pay system coding for the member directly with PSC (Customer Care). COMDT (G-WTR-3) is responsible for communicating changes to the list of eligible units to PSC who will ensure currency of the pay system

<u>UNIT</u>	<u>DEPT ID</u>	<u>OPFAC</u>	<u>UNIT</u>	<u>DEPT ID</u>	<u>OPFAC</u>
PSU 305	000632	20-93306	SMTC	006828	44-62200
PSU 307	000771	20-93310	SOUTHCOM	004969	20-05137
PSU 308	000773	20-93309	TRANSCOM	000759	08-87149
PSU 309	000633	20-93307	JF COM	004017	20-66446
PSU 311	000631	21-93308	MSST 91101	006568	21-34260
PSU 313	000772	21-93311	MSST 91102	006585	20-34261
PSU 312	006978	21-93312	MSST 91103	006586	21-34262
PSU 301	006979	20-93313	MSST 91104	006587	20-34263
HDCU 201	000340	20-83201	MSST 91105	006983	21-34264
HDCU 205	000675	20-83205	MSST 91106	006820	20-34265
HDCU 206	000694	20-83206	MSST 91107	007037	21-34268
HDCU 207	000695	20-83207	MSST 91108	006842	20-34267
HDCU 208	000696	20-83208	MSST 91109	007038	21-34269
HDCU 110	000673	21-83110	MSST 91110	006968	20-34266
HDCU 111	000720	21-83111	MSST 91111	007039	21-34270
HDCU 113	000698	21-83113	MSST 91112	007048	20-34271
HDCU 114	006326	21-83114	MSST 91114	007049	20-34272
NCWG1	000700	21-83101	NORTHCOM	006569	98-03027
NCWG2	000699	20-83100			

Separation Processing

By YNC Hoss

Good day to my fellow Yeomen in the field. Thank you for putting up with all these challenges we are currently dealing with. I am YNC Hoss, branch chief of the Separations Division at PSC. I want a couple minutes of your time! I would appreciate those of you who currently are not following the instructions in the 3PM concerning EXPEDITED Separations, to start.

Some very good Yeoman and Civilians, like yourselves, have created this manual, trying to make your and mine job easier, so lets use it. If you have ideas to make the process book better, lets talk.

Some of you have been experiencing difficulties in preparing expedited separations. For example, CGPC (epm/opm) sends out an expedited separation authorization, unit requests the member be separated earlier than what authorization shows, SPO/PRU follows the instructions in the 3PM and sends a request to HRSIC-SES requesting a date change. If you started to create the separation documents in Direct Access before receiving confirmation from HRSIC-SES that the separation date has been amended, you must delete all that work, get out of the 'Separations' option and then start all over. That is the only option you have at this time. It would behoove you to converse with the unit to find out if they plan on separating mbr earlier than separation authorization shows.

Reservists coming off active duty and going back into a drilling status need a Deactivation SOI done. By doing this, you and me will not have to worry whether the mbr will get paid or not, the system does it automatically.



Customer Service

Help Us-Help You

By YNC Hayes

There are increasing incidents that personnel are skirting around PSC's Customer Service by calling individuals at the Center. By doing this, you are defeating the purpose of our Customer Service Division. It is imperative that all personnel contact Customer Service unless directed by an individual to return a call. Customer Service has a tracking system in place to check for recurring issues and trends. When personnel go around Customer Service, the numbers become skewed and are not an accurate representation of the issues we are encountering in Direct Access. For instance, several different personnel in the Center have been called concerning the Reserve Process. For PSC to determine if there is a procedural issue, Customer Service needs to know so that the on-line guide can be corrected. If it is a software issue it may be an isolated incidence and it can be repaired quickly. However, if there are numerous cases of the same issue, we may have to take a step back, look at the issue, and make a determination as to the best course of action.

Above all else, please use the on-line guides. They are very helpful and informative. You really can't get any better than step-by-step instructions.

TDY and the P620 By YN1 Conway

The TDY Entitlement component (P620) should be used to adjust member's pay entitlements when he/she goes TDY. Complete this transaction if a member is TDY and the messing status changes, or is entitled to career sea pay while TDY to a ship. The entitlement rows should not be used to adjust member's pay entitlement. The member doesn't need TDY orders in order to the TDY Entitlement, and should be done regardless of the TDY length. If the member is only away from the ship for a few days, then do the TDYENT once they report back to the ship to credit the Enlisted BAS. After the P620 processes, when you look at segment 27, you should see that a P620 closed it the day prior to departure, and opens it back up day after return to ship. Segment 24 will remain open the entire period, and member will be credited with the Enlisted BAS for that period. The TDY Entitlement credits level one sea pay no matter which ship member is TDY to. Members are only entitled to level one sea pay when TDY to a ship so starting and stopping this entitlement in the Entitlements component will most likely cause the member to be overpaid.

Now more than ever, it's important that persrus/spos use the right transaction because we are resynching two systems: Jumps and Direct Access. If there is a segment in jumps that is started with a P607 then I should have the same matching row in Direct Access. But if the member has a P620 building a segment then I don't worry about a matching row because I don't want an entitlements row to reflect his TDY entitlements.

SDA II to Direct Access Conversion Guide

Action Code	Purpose	Direct Access Transaction
P644	Absence, Begin Absence Due to Alcohol or Drugs	Home>Administer Workforce>Monitor Absence (GBL)>Use> General Absence
P105	ACIP, Establish Aviation Service Information and Start ACIP	Home>Compensate Employees>Maintain Entitlements>Use> Employee Entitlements
P112	Adjust or Verify Pay Base Date, Adjust Active Duty Base Date, Adjust Reserve Anniversary Date, Adjust Cumulative Sea Time, Record Prior	Home>Administer Workforce >Administer Workforce (GBL)>Use> Statement of Creditable Service or Home>Compensate Employees>Maintain payroll
P555	Advancement, Reduction, Change in Rating or Designator Assignment/Removal	Develop Workforce > Career Management > Use > Adv/Promote One Member
P800	Allotment, Change Allotment Address	Home>Compensate Employees>Maintain Payroll Data (US)>Use> Allotments
P191	Amend Expected Active Duty Termination Date	Home > Administer Workforce > Administer Workforce (GBL) > Use > Contract Data
P214	Appointment Terminated	Home>Administer Workforce>Administer Workforce (GBL)>Use> Separations
P995	Appointment Terminated (See Action Code P214)	Develop Workforce > Career Management > Use > Reverse Advancement/Promotion
R920	Assignment/Removal of Training Rating Codes	Home > Develop Workforce > Manage Competencies (GBL) > Use > Training
320	ASVAB Scores, Record Retest of	Home > Develop Workforce > Manage Competencies (GBL) > Use > Test Results
305	Award Code, Add or Delete	Home>Develop Workforce>Manage Competencies (GBL)>Use> Honors and Awards
P606	BAH, Change BAH	Home>Compensate Employees>Maintain Entitlements>Use> Employee Entitlements
P620	BAS, Change BAS/Career Sea Pay	Home>Compensate Employees>Maintain Entitlements>Use> TDY Entitlements
P102	Change Cost Center Code/Billet Control Number	HQ ONLY Home>Compensate Employees>Maintain Entitlements>Setup> CSP-Department Maintenance
P640	Confinement, Member Placed In Confinement	Home>Administer Workforce>Monitor Absence (GBL)>Use> General Absence
P612	Confinement, Returned from	Home>Administer Workforce>Monitor Absence (GBL)>Use> General Absence
R970	Correspondence Course Completions	Home>Develop Workforce>Manage Competencies (GBL)>Use> Training
P123	Deductible Time (No longer used)	N/A
P240	Deserter, Declared a Deserter	Home>Administer Workforce>Monitor Absence (GBL)>Use> General Absence
P425	Desertion, Remove Mark of	Home>Administer Workforce>Monitor Absence (GBL)>Use> General Absence
P266	Died	Home>/Administer Workforce>Administer Workforce (GBL)>Use> Death of Member
P203	Discharged	Home > Administer Workforce > Administer Workforce (GBL) > Use > Separations
P993	Discharged (See Action Code P203)	Home > Administer Workforce > Administer Workforce (GBL) > Use > Separations
P253	Enlistment Cancelled	Home > Administer Workforce > Administer Workforce (GBL) > Use > Separations
P176	Expiration of Enlistment, Retained Beyond Normal Expiration of Enlistment	Home > Administer Workforce > Administer Workforce (GBL) > Use > Contract Data
P198	Extension, Begin Service Under Voluntary Extension of Enlistment	Home>Administer Workforce>Administer Workforce (GBL)>Use> Contract Data
P199	Extension, Begin Service Under Voluntary Re-Extension of Enlistment	Home>Administer Workforce>Administer Workforce (GBL)>Use> Contract Data

SDA II to Direct Access Conversion Guide

Action Code	Purpose	Direct Access Transaction
P187	Extension, Cancellation of Voluntary Extension/Re-Extension of Enlistment Previously Reported on Personnel Action P154/P159	Home>Administer Workforce>Administer Workforce (GBL)>Use> Contract Data
P154	Extensions, Acceptance of Agreement To Voluntarily Extend Enlistment	Home>Administer Workforce>Administer Workforce (GBL)>Use> Contract Data
P159	Extensions, Acceptance of Agreement To Voluntarily Re-Extend Enlistment	Home>Administer Workforce>Administer Workforce (GBL)>Use> Contract Data
P671	Flight Pay/Terminate Aviator Status, Suspend	Home>Compensate Employees>Maintain Entitlements>Use> Employee Entitlements
333	Height and Weight Measurement	Administer Workforce > Administer Workforce (GBL) > Use > Personal Data
P609	Interim Housing Allowance, Start or Stop	Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements
R975	Leave, Process Lump Sum Leave Entitlement	Home > Administer Workforce > Monitor Absence (GBL) > Use > Vacation Request
P357	Member Became a U. S. Citizen	Administer Workforce > Administer Workforce (GBL) > Use > Identification Data
P231	Missing, Declared Missing	Home>Administer Workforce>Monitor Absence (GBL)>Use> General Absence
P232	Missing, Returned From	Home>Administer Workforce>Monitor Absence (GBL)>Use> General Absence
P400	Pay and Allowances, Member Begins Unauthorized Absence/Stop All	Home>Administer Workforce>Monitor Absence (GBL)>Use> General Absence
P607	Pay and Allowances, Start/Resume	Home>Compensate Employees>Maintain Entitlements>Use> Employee Entitlements
P625	Pay and Allowances, Stop	Home>Compensate Employees>Maintain Entitlements>Use> Employee Entitlements
P633	Pay and Allowances, Stop All Due to Fraudulent Enlistment	Home > Administer Workforce > Administer Workforce (GBL) > Use > Separations
P950	Physical Exam Findings, Report	Home>Monitor Workplace>Monitor Health/Safety>User> Physical Exam
P603	Pro-Rated BAS, Supplemental BAS, Fractional COLA, Supplemental Clothing Monetary Allowance, or Civilian Clothing Monetary Allowance	Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements
304	Qualification Code, Add or Delete	Home > Develop Workforce > Manage Competencies (GBL) > Use > Competencies
324	Record Education Degree/Training Program, Education Level, Or Change Foreign Language Skill	Home > Develop Workforce > Manage Competencies (GBL) > Use > Education
P230	Reserve MGIB Eligibility Status, Record	Home > Compensate Employees > Administer Base Benefits > Use > MGIB-SR Eligibility
R910	Reserve, Change Category, Class, Pay Status	Home>Administer Workforce>Administer Workforce (GBL)>Use> Reserve Member Status
R985	Reserve, IDT Drill Pay and Points	Home > Administer Workforce > Track Global Assignments (GBL) > Use > Schedule Drills
R900	Reserve, Miscellaneous	Now updated via various DA transactions
R960	Reserve, Officer Experience Indicator	Home>Develop Workforce>Manage Competencies (GBL)>Use>Competencies

SDA II to Direct Access Conversion Guide

Action Code	Purpose	Direct Access Transaction
R990	Reserve, Pay and Points for Reserve Active Duty Periods of Less Than 139 Days	Home>Develop Workforce>Administer Training (GBL)>Use>Reserve Orders
P192	Reserve, Report Additional Active Duty Authorized (No Break)	Home>Administer Workforce>Track Global Assignments (GBL)>Use> Reserve Orders
R991	Reserve, Stop Entitlements for Reserve Active Duty of 30-139 Days	Stop date on R990 creates a R991
P205	Resumption Of Enlisted Status Upon Resignation As Cadet	HQ Process Only
P216	Resumption of Enlisted Status Upon Termination of Appointment as a Temporary Officer	HQ Process Only
P193	Retirement With Immediate Recall to Active Duty	HQ ONLY Home>HQ Development>Plan Succession>Use> Succession
P411	Returned Having Been UA/Deserter/Resume Pay and Allowances	Home>Administer Workforce>Monitor Absence (GBL)>Use> General Absence
P341	School, Completed School	Home > Develop Workforce > Manage Competencies (GBL) > Use > Training
450	Security Clearance Data	Home>Administer Workforce>Administer Workforce (GBL)>Use> Security Check
325	Servicewide, CWO Specialty, or OAR Information	Home>Self-Service>Employee>View>WARRANT PDE or Home>Self-Service>Employee>View> SWE PDE
P809	SGLI, Elect/Decline SGLI	Home > Compensate Employees > Administer Base Benefits > Life and AD/D Benefits
P602	SRB or EB, Suspend, Remove Suspension or Stop	Compensate Employees>Maintain Entitlements>Use> Bonus Maintenance
P608	Start/Change/Verify VHA Offset (Not Used)	N/A
P616	Terminate Absence Due to Alcohol or Drugs	Home>Administer Workforce>Monitor Absence (GBL)>Use> General Absence
P820	Thrift Savings Plan	Home > Self Service > Employee > Tasks > Thrift Savings Plan
P810	TRICARE Family Member Dental Plan (Obsolete Dec 2000)	call 1800 number

Articles for the SPO Newsletter may be mailed, faxed or e-mailed to:

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We are committed to:

- Providing caring personnel compensation and services for all Coast Guard members, retirees, and annuitants.
- Maintaining human resource information for Coast Guard decision-makers so we can best manage the Coast Guard's most important asset, our people.



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Phone number: (866) 772-8724 (toll free) or (785) 339-2200

Email: PSCCustomerCare@hnsic.uscg.mil

On-Line Assistance: Checkout the PSC website at <http://www.uscg.mil/hq/psc>

There are several resources available -- OnDemand Tutorials, On-line Guides, Quick Reference Guides and Frequently Asked Questions.

Hours of Operation: 0700 – 1600 CST Monday thru Friday
Staffed by 1-3 reserves usually the 3rd weekend of each month