

ALSPO NEWSLETTER

ISSUE 1/04

JANUARY THROUGH MARCH 2004

TIMELY PCS REPORTING

By YNC Don Chappell

The PCS Reporting event is time critical and depends on timely submission to avoid over or underpaying a member. When a member reports for duty from a high cost to a low cost area, the member continues to be paid BAH for the rate at the old duty station, or previous authorized location. If there is a delay in processing the reporting event, the member can experience a large overpayment of BAH.

Conversely, a member transferred from a low cost area to a high cost area is underpaid upon reporting.

Members transferred from a shore unit to a Career Sea Pay eligible unit can incur both an overpayment of subsistence and an underpayment of Career Sea Pay with delays in submission of the reporting event.

Here are entitlement changes in conjunction with PCS transfer.

BAH – Basic Allowance For Housing With or Without Dependents and Child (BAH Diff)

ENL BAS – Enlisted Basic Allowance For Subsistence Regular, Enlisted BAS, Discount Meal Rate

INCONUS COLA - With or Without Dependents

Career Sea Pay & Premium Diving Duty Pay

SDAP – Special Duty Assignment Pay

HDP- Hardship Duty Pay

Responsibility Pay

Aviation Crew / Non-Crew Pay

IDP – Imminent Danger Pay

Combat Tax Exclusion

FSA – Family Separation Allowance

T(TDY), **S** (ship), **R** (restricted)

OHA – Overseas Housing Allowances

OUTCONUS COLA With or Without Dependents

ACIP – Aviation Career Incentive Pay

Chapter 2 of the Personnel and Pay Procedures Manual contains check-lists for PCS transfers. SPOs are encouraged to establish an expedited check-in process with their units. There are many sources available to assist with PCS reporting notification that are often not used.

An SPO can assist an operational unit by using tools to monitor incoming personnel. The Airport Terminal in Direct Access can be used to initially flag the SPO to open a case file for a PCS reporting member. The SDAI Pending Incoming PCS Transfer Report will list all members with a Departing 8C on the system enroute to your SPO and the new unit. The report also lists the projected date of reporting based on authorized delay in the system.

Familiarization with these tools, establishing a sound check-in process and communicating with your units will keep you on top of PCS reporting requirements.

SPECIAL PAYMENTS

An SPO may request a special payment due to non-receipt of regular pay or due to a significant pay shortage. All criteria below must be met prior to the issuance of a special payment for significant pay shortage:

(1) The member is underpaid \$150.00 or more in his/her regular semi-monthly payment.

(2) The pay shortage amounts to 10% or more of the member's total pay entitlements.

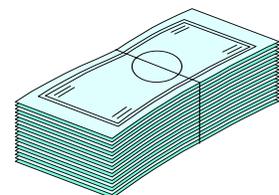
(3) The member is NOT scheduled to receive the reimbursement of the pay shortage in the next scheduled payday.

(4) The pay shortage is causing the member to experience a financial hardship.

(5) The SPO has submitted documentation certifying the member's entitlement to the additional pay due.

Special payment requests are submitted by the member's SPO via E-mail to (PSC) HRSIC-MAS. An authorized Payment Approving Official (PAO) at the SPO must approve all requests. Payments will be made by PSC (MAS) within 3 working days after receipt of a request from the SPO. Upon completion of the special payment, PSC (MAS) sends an E-mail to the SPO providing the amount, date and financial institution to which payment has been sent. The member should confirm payment with the financial institution prior to drawing funds from their account.

Guidelines regarding special payment, and E-mail format for requesting them, can be found in Chapter 6 of the Personnel and Pay Procedures Manual.



STATEMENT OF INTENT

by YNC Forrest

The Statement of Intent (SOI) is a critical transaction in the separation process. It is the transaction that starts the separation process and conveys the member's intentions to the JUMPS system and PSC (SES).

SOI's are REQUIRED to be submitted via Direct Access at least 45 days prior to the member's date of departure. If a member's intentions change after the initial SOI is submitted, a new SOI is required. It is imperative that SOI's be submitted with accurate information to ensure proper separation processing.

If Information on the SOI changes within 20 days of the date of separation, an email SOI is *also* required. For members who are separating, the proper format to use for an email SOI is contained in Exhibit 3-B-1 of the Personnel and Pay Procedures Manual.

If the member is going to be continuing on active duty (for any reason), the email SOI needs to include the type of continuation, the current date of separation/expiration of active duty (before the continuation), the period of time for the continuation on active duty, what transactions have been/will be submitted and the effective dates of the transactions.

We have noticed several discrepancies in SOI submissions over the last several months and we would like to share some of the most common problems.

- SOI is created but never Approved. When an SOI is approved and saved, an Approval Date appears on the lower part of the first page of the SOI in Direct Access. Note that the Approval Date becomes the effective date when the transaction is sent to JUMPS.

- No leave periods are reported on the SOI. This results in the separation staff having no information whatsoever regarding leave that the member is taking prior to separation. If the SOI indicates that the member wants to sell their remaining 35.5 days of leave, but they actually took terminal leave, the member will be overpaid because of the Lump Sum Leave sale at separation. If the leave to be taken is filled in on the SOI, then the separations staff at PSC will include this information in their calculations and ensure that the member is not paid for more leave than they will actually have upon separation.

- Retirement (regular & disability) SOI's with the wrong date of separation. Regular service retirements occur on the first day of the calendar month and therefore their Date of Separation is the *last* calendar day of the preceding month. If the SOI is submitted with the effective date of retirement (ie. 1 March) entered in the date of separation field, JUMPS will calculate the member's pay through that date, deducting an entire month's worth of allotments from that one day of pay, and reduce the end-month payment to cover the cost of the allotments in the following month – resulting in extremely upset members when they get little or no paycheck on their last active duty payday.

- No SOI submitted for separations authorized by CGPC(epm/opm) via Direct Access. Separation orders are usually created in Direct Access a minimum of 30 days in advance of the required separation date (regular retirements are issued up to 12 months in advance). It is imperative that PERSRUs/SPOs check the Airport Terminal on a daily basis to ensure that these orders are not overlooked.

- SOI indicates sale of leave to members who are prohibited from selling leave. Any member who is on continuous active duty for a period less than 30 days cannot sell leave (regardless of what their LES indicates as a leave balance). In general, if the member is receiving an Honorable or General discharge, leave can be sold unless the separation is for fraudulent enlistment. Retirements can always sell leave if

they have not exceeded the 60 day career maximum for leave sale. Note - special rules apply for reservists on active duty under Title 10 or on other active duty orders for greater than 30 days but less than 365 days.

- Incorrect/erroneous leave periods are reported on the SOI. This often results in the member being charged for excess leave erroneously upon separation. This in turn short-changes and frustrates the member, creates more work for the PERSRU/SPO and creates an excessive quantity of re-work for the separations staff at PSC.

THRIFT SAVINGS PLAN

By YN1 Jose Collazo and Ms. Katheline Nieves

Members enrolled in the Thrift Savings Plan (TSP) may contribute bonuses into their TSP account at any time without having to wait for the TSP enrollment season to begin. The member or member's SPO need to notify PSC-MAS Bonus Team by most rapid means to hold bonus payment. Immediately after, the member must complete a change request in their TSP account by using form TSP-U-1, or by E-Mail. Once PSC-MAS TSP Team receives the change request, it will be processed with an effective date of the 1st of the following month. For example;

Member is getting a Bonus on June 15th payday...on 1 June member or member's SPO notifies PSC-MAS to hold bonus payment, and member submits TSP-U-1 with changes during the month of June. The bonus will be processed for payment after the TSP change takes effect on 1 July. This cannot be performed if the member has already received a Bonus payment.

Separation Document Timeliness by Mr. Glenn Hess

When a member separates from the Coast Guard a lot of things need to happen in order for that member to have a smooth transition from their military to civilian life. There can be a great deal of stress for the member at this time and it is imperative that we do the best job possible to limit this stress. In the Personnel and Pay Procedures Manual, Chapter 3, there are step-by-step instructions that need to be followed for each member separating. It is very beneficial to the member, unit, PERSRU/SPO, and PSC when this timetable is correctly followed. Like links in a chain, each step needs to be completed otherwise the chain is weakened and could possibly break, resulting in an uncomfortable transition for the member. Not only is it important that each step is completed, but also completed in a timely manner.

One of the steps in every separation process is the sub-

mission of the separation document. It is imperative that the separation document is submitted in a timely matter. Relad and Retirement documents should be submitted either on the day the member departs on terminal leave or the last day the member is on active duty, whichever comes first. Discharge documents should be submitted on the last day member is on active duty. Currently, SES expends a large amount of time requesting the status of the separation documents. If the guidelines within the 3PM Manual are followed, SES will no longer have to request information to determine where the separation document is and devote further resources in processing separation casework. Timely submission of the separation document will guarantee delivery of the member's final separation payment and result in a smooth career transition for the member.

ALLOTMENTS & TSP PAYMENTS

Some payroll customers ask, "Why is it that allotments are only paid out at the end of the month, even though allotment deductions are taken from both my mid-month and end-month pay -- it would be financially beneficial to me if PSC would deposit my savings deposit allotment twice per month? Why is it that TSP contributions only get deposited into my TSP account at the National Finance Center at the end of the month, even though TSP deductions are taken from both my mid-month and end-month pay -- it would/could be financially beneficial to me if PSC would deposit my TSP contributions twice per month?"

The answer to both questions is that allotment and TSP deposits are only made at the end of the month. The amount military members receive the middle of the month is actually an advance of a member's monthly pay (ref: 37 U.S.C 1014).

Since the pay period for military members is a monthly one, the allotment (including Savings Bonds) system is designed to "pay out" at the end of each calendar month.

TSP regulations (ref: 5 CFR 1604) prescribe for TSP deposits to be made at the end of the pay period. Since the military pay period is monthly, the military services send TSP deposits to the National Finance Center at the end of the month. An additional reason TSP accounts are processed on a monthly basis is because TSP contributions are tax deferrable, and taxes for military members are based on a monthly schedule.

The Coast Guard and DOD both deposit allotments and TSP contributions the end of each month, rather than make one deposit at mid-month and a second deposit at end-month.

Reserve Retirement Point Statement by Linda Wallace-Wood

When requesting a change or correction to a CG Reserve Retirement Point Statement, make the change/correction on a copy of the member's current Reserve Retirement Point Statement. In this example, the change is located under "Drill Duty" in parenthesis (48).

CG RESERVE	CORRESP COURSES	DRILL DUTY	ACDU ACDUTRA
09/25/97 – 09/24/98	0	42 (48)	78

Include documentation for change i.e. Orders w/effective dates, DD 214, Points Statement from prior service {Navy, Army, etc.}, award letter for correspondence course completion and points awarded. Our goal is to correct Point Statements as quickly as possible and the above information would simplify this process for us.

DIRECT ACCESS NAVIGATION

Intranet Access:

<https://cg.direct-access.us>

Internet Access:

<https://hr.direct-access.us>

Online Help: <http://cgweb.uscg.mil/g-w/psc/Direct-Access/index.htm>

Self Service Tutorials:

www.uscg.mil/hq/psc/training/

Help Desk Phone number: 785-339-2200

Member Functions

Allotments

Home> Self-Service> Employee> Tasks> Allotments.

Annual Screening Questionnaire

Home> Self-Service> Employee> Tasks> Annual Screening questionnaire

Contact Info

Home> Self-Service> Employee> Tasks> Email Address

Direct Deposit

Home> Self-Service> Employee> Tasks> Direct Deposit

E-Interview (Endorsement Process)

Home> Self Service> Employee> View> View My work list

Email Addresses

Home> Self-Service> Employee> Tasks> Email Addresses

Emergency Contacts

Home> Self-Service> Employee> Tasks> Emergency Contact

Employee Reviews (member views their own evaluations)

Home> Self-Service> Employee> View> My Employee Reviews

Employee Review Summary (just like a 3306, member views self)

Home> Self-Service> Employee> View> Employee Review Summary

E-Resume (Creating)

Home> Self-Service> Employee> Tasks> Create e-Resume

E-Resume (Reviewing)

Home> Self-Service> Employee> Tasks> Review My Resume

E-Resume (Viewing Command Endorsements)

Home> Self-Service> Employee> View> Member Information

Home and Mailing Address

Home> Self-Service> Employee> Tasks> Home and Mailing Address

Languages

Home> Self-Service> Employee> Tasks> Languages

Memberships

Home> Self-Service> Employee> Tasks> Memberships

Orders

Home> Self-Service> Employee> Tasks> Orders

OR

Home> Self-Service> Employee> View> My Direct Access Orders

SWE Profile Letter

Home> Self-Service> Employee> View> SWE Profile Letter

SWE Personal Data Extract (PDE)

Home> Self-Service> Employee> View> SWE Profile Letter

Password Change

Home> People Tools> Maintain Security> Use> My Profile

Paycheck, View

Self Service> Employee> View> View Paycheck

Personal Information

Home> Self-Service> Employee> View> Personal Information

Phone Numbers

Home> Self-Service> Employee> Tasks> Phone Number

Profile (CGHRMS Security)

Home> People Tools> Maintain Security> Use> My Profile

Schedule Drills

Home> Self-Service> Employee> Tasks> Schedule Drills

State Tax Information

Home> Self-Service> Employee> Tasks> State Tax Information

Thrift Savings Plan

Home> Self-Service> Employee> Tasks> Thrift Savings Plan

W-4 Tax Information

Home> Self-Service> Employee> Tasks> W-4 Tax Information

NOTE:

Self-Service users can view the following information about themselves:

Address History; Career History;

Competencies; Contact Info;

Dependent/Benef Info; Education;

E-resume; Promotion History;

Security Clearance; Training History;

Navigate to:

Home> Self Service> Employee> View> Member Information

Unit And Command User Functions

Airport Terminal

Home> Develop Workforce> Plan Careers> Inquire> Arrivals and Departures

Approving Drills

Home> Self-Service> Manager> Tasks> Schedule Drills

Awards (Viewing)

Home> Develop Workforce> Manage Competencies (GBL)> Use > Honors and Awards

Competencies Individual (Viewing)

Home> Develop Workforce> Manage Competencies (GBL)> Use > Competencies

Department Run (runs roster on all members and date of last evaluation)

Home> Self Service> Self Service for Commands> Use> Command Information

Employee Review (create marks)

Home> Develop Workforce> Plan Careers> Use> Employee Review

SPO Functions

Allotments

Home> Compensate Employees> Maintain Payroll Data (US)> Use> Allotments

Airport Terminal

Home> Develop Workforce> Plan Careers> Inquire> Arrivals and Departures

Approving Drills

Home> Develop Workforce> Administer Training (GBL)> Use> Schedule Drills or Schedule Multiple Drills

Combat Tax Exclusion

Home> Compensate Employees> Maintain Entitlements> Use> Employee Entitlements

Direct Deposit

Home> Compensate Employees> Maintain Payroll Data (US)> Use> Direct Deposit

Disciplinary Actions

Home > Administer Workforce > Manage Labor Relations (GBL) > Use > Disciplinary Action

Employee Review (evaluations)

Home> Develop Workforce> Plan Careers> Use> Employee Review

INDIVIDUAL ENTITLEMENTS

[Home> Compensate Employees> Maintain Entitlements> Use> Employee Entitlements](#)

Responsibility Pay
FSA

Advances - (BAH/OHA/Pay
Chang Liquidation Schedule
Basic Allowance for Subsistence

Bonuses

Career Sea Pay

Clothing and Uniform

Cost Of Living Allowance (COLA)

Special and Incentive Pays

MULTIPLE ENTITLEMENTS

[Home> Compensate Employees> Maintain Entitlements> Use> Manage Multiple Entitlements](#)

Career Sea Pay

FSA

FSA/Hostile Fire Pay/ Combat Tax Exclusion for a unit

Imminent Danger (Hostile Fire) Pay

Supplemental Clothing Allowance

Special and Incentive Pays

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

Commanding Officer
 USCG PSC (P&D)
 444 SE Quincy St.
 Topeka, KS 66683

Fax: 785-339-3772
 Email: JSchwartz@HRSIC.USCG.MIL

An authorized publication, the ALSPO Newsletter is published under the direction of the U.S. Coast Guard Personnel Service Center. Views and opinions expressed are not necessarily those of the Department of Homeland Security or the U.S. Coast Guard. The ALSPO Newsletter shall not be considered an authority for any official action and is non-record material.

The SPO Newsletter is published quarterly. Articles are solicited from all readers.

COMMANDING OFFICER: R. A. ROOTH
 EXECUTIVE DIRECTOR: M. P. SULLIVAN
 NEWSLETTER EDITOR: J. A. SCHWARTZ

Mission Statement

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.



Visit PSC at:
<http://cgweb.uscg.mil/g-w/psc>

PEOPLESOFT USER ACCESS

Did you know there are different access levels in PeopleSoft? These levels are all are designated in writing, through PSC Customer Care and are only approved based on official needs. All levels, higher than Self Service, must be revoked when a member no longer has an official need to use the higher roles. When any member departs their unit on PCS orders, their PeopleSoft Access (other than Self Service), needs to be terminated by having the user sign and date Form CG PSC-7421/2 Revocation of Access Authority (page two) and faxed to the PSC Customer Care at (785) 339-3772.

If other than Self Service User Access is needed or required for the new unit, a new CG PeopleSoft User Access Authorization (CG PSC-7421/2 , page one) must be submitted to PSC Customer Care at (785) 339-3772. Termination should be part of your unit checkout process.

Revocation of Access Authority

Complete this section when the user is reassigned, separates from the service/terminates employment or the access needs to be terminated for any other reason. Fax it to (785) 339-3772.

11. User's Name (Last, First, MI.) (Please print)	12. Rank/Rate:	13. Employee ID # (Not SSN)
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14. Notice to User: You are hereby notified that the above access authorization has been revoked. The associated login name and password are still valid for access to self-service items. To access a United States Government computer without authorization is a violation of Federal law (18 U.S.C. 1030 et al). *Authorization to access another United States Government computer system does not imply reinstatement of the authorization being revoked.*

Unit Attached to: _____

Acknowledgment (user's signature): _____ (Date): _____

15. Authorizing Official (Signature, Typed or printed name, Rank, Title and Phone Number): _____ Name, Rank, Title (e. g. CO/OIC, XO/XPO, By direction), Phone Number	16 Date:
16. CG PeopleSoft Security Administrator Signature:	17. Date: