

SPO NEWSLETTER

Issue 2/04

April – June 2004

Online Raw Scores

Raw SWE scores are printed on the LES the month following the exam. These scores are now also available to the member in Direct Access by going to, Home/Self Service/View/Test Results. As the SWE answer sheets are scanned by PSC-ADV, the scores become available in self-service. Members who take substitute exams after the normal SWE date may see a delay in the score being posted in DA. Also, members whose answer sheets must be manually entered due to being rejected by the scanner for bad erasures, bubbles colored too lightly, or identification blocks at the top of the form not having bubbles colored correctly for SSN, Name, Test ID, may also see delays in Raw score postings.

Household Goods Shipment

A successful move is not a matter of chance, it is the result of planning and active involvement. To fully understand entitlements and responsibilities, Household Goods counseling is essential. Both the member and spouse are encouraged to attend. The pamphlet, *It's Your Move*, contains useful guidance about Household Goods shipments and should be read before the HHG counseling session. [ALCOAST 184/04](#) provides additional information and tips for making a smooth move. This Pamphlet is available on the Military Surface

Deployment and Distribution Command (SDDC) web site <http://www.sddc.army.mil> (type It's Your Move in the search block provided). It is also available at your local Transportation Office.



authorization may be used for members unable to travel to their servicing transportation office. The transportation officer must maintain a copy/record of all faxed authorizations provided. For more information on Household Goods shipment the guidance for required documentation can be found at <http://www.fincen.uscg.mil/> Hit the Dity link.

District OPFAC (DD OPFAC) For Retirement Orders

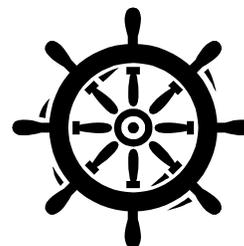
When completing Retirement Orders for an active duty USCG retirement, in SDA II (screen 1 of 2) enter **53** in the **Retirement District** field and **71237** in the **OPFAC** field. **53** is used for the district number so that all retirees appear under PSC Topeka in Direct-Access. Page 8-E-4 of the SDA II User Manual, PSCINST M5231.2, should be replaced with interim change 5(a). The change is available from PSC's web site:

<http://cgweb.uscg.mil/g-w/psc>
Click on the SDA II manual link.

Personally Procured Transportation Procedures

[ALCOAST 247/04](#) provides information for those considering using Personally Procured Transportation (PPT) for household goods shipments or non-temporary storage.

The Personal Property Transportation Officer will ensure the member is fully counseled on entitlements and reimbursement requirements. This includes both commercially procured and self-performed/do it yourself (DITY) moves. Telephone counseling and fax



Montgomery GI Bill Additional Contribution Program

The Veterans Benefits and Health Care Improvement Act of 2000 (Public Law 106-419) authorized Eligible MGIB Participants to increase the monthly benefits they will receive by making an additional contribution. The new law (Guidelines published in ALCOAST 176/01) authorized a maximum ADDITIONAL contribution of up to \$600.00. The entire guideline may be found under public law 106-419. Below are some important FAQ's.

1. When does the program expire?

The MGIB Additional program does not expire. It is a law and must be cancelled by law.

2. Who is entitled?

Members who elected MGIB upon entering active duty AFTER June 30, 1985 are eligible.

3. Do members who elected VEAP to MGIB conversion qualify?

No, members who converted from VEAP entered active duty prior to 1 July 1985.

4. What form is required to elect MGIB Additional?

The form DD 2366 can be used, but must be altered to include the statement contained in the ALCOAST 176/01, and care is needed, as the block numbering system does not correspond with the ALCOAST any longer. It is recommended that the DD 2366-1 be used as it was designed for the MGIB Additional and already has the required statement.

5. How does a member elect the MGIB Additional?

Complete form DD 2366 or DD 2366-1. Both can be found at the PSC website:

<http://www.uscg.mil/hq/psc/>

The DD 2366 -1 was specifically designed to be used for the MGIB Additional entitlement.

6. How is the allotment started?

Forward the DD 2366 or DD 2366 -1 to the SPO along with Form PSC-2040 (Allotment Worksheet).

7. How does a member make a lump sum payment?

Members can call (785) 339-3610 and charge to Visa/MasterCard, a copy of the DD-2366 or DD 2366-1 must be faxed to (785) 339-3767. Members

*may also send a check/money order (made payable to USCG) along with a copy of the DD 2366 or DD 2366-1 to: Attn: Collection Clerk
Commanding Officer (DC)
U. S. Coast Guard Personnel Service Center
444 SE Quincy St., Topeka, KS 66683*

8. What if the member changes his/her mind?

*Contributions to both MGIB and MGIB Additional are **NON-REFUNDABLE**.*

9. Do the MGIB Additional contributions reduce taxable wages?

No, where the basic MGIB contributions do reduce taxable wages, the MGIB Additional is considered after-tax contributions.

10. What if the member contributed \$1200 to basic MGIB while prior service?

JUMPS will not let an SPO start MGIB additional on a member who does not have a segment 63 showing the \$1200 contribution.

*Requests to start the allotment need to be sent to PSC (DC) either by mail or email to:
psc-dc@hrsic.uscg.mil.*

Servicemembers' Civil Relief Act (SCRA):

On December 19, 2003, President Bush signed into law the Service members Civil Relief Act (SCRA), a comprehensive revision of the Former Soldiers And Sailors Civil Relief Act (SSCRA). The SCRA introduces new civil protections and expands and clarifies others, including:

- Default Judgments
- Stay of Proceedings
- Cap on Interest Rates
- Protection from Eviction
- Mortgages
- Termination of Leases
- Life Insurance
- Tax Liability and Residency

ALCOAST 159/04 provides a brief summary. Members should contact their local legal assistance offices for additional details.

Online Training for Direct Access & UTS

Please visit the SPO training page (<http://cgweb.uscg.mil/g-w/psc/training.shtm>) to access newly developed Direct Access and UTS tutorials. The tutorials were created in OnDemand. OnDemand allows you to learn while you work in a simulated environment containing interactive documentation. You will be able to gain knowledge of software functionality and grasp key concepts while progressing through four modes of learning: Seeing, Trying, Knowing, and Doing. Learning occurs in both simulated and live environments. With the OnDemand's browser-based player, you can...

See It - experience an animated demonstration

Try It - interact in a simulated environment

Know It - test your knowledge and ability

Do It - learn interactively while working with live data.

We will post finished tutorials each Friday. Please pass the word and feel free to send comments or suggestions to YNCS Planitz, PSC Topeka, Procedures & Development Branch.

Reimbursement of Vehicle Transportation Within CONUS

R 241414Z MAR 04 ZUI ASN-
A00084000105 ZYB
FM COMDT COGARD WASHINGTON
DC//G-WP// TO ALCOAST
BT
UNCLAS //N04600//
ALCOAST 148/04
COMDTNOTE 4600
SUBJ: REIMBURSEMENT OF VEHICLE
TRANSPORTATION WITHIN CONUS

1. As of 16 March 2004, the Joint Federal Travel Regulations (JFTR) authorize limited reimbursement for the transportation of one privately owned vehicle (POV) on a permanent

change of station (PCS) within the continental united states (CONUS). Members with dependents may now be authorized to personally procure the commercial transportation of one POV and be reimbursed up to the difference in cost of the member and all dependents traveling together in one vehicle and what the cost would have been had they traveled in two vehicles at separate times.

2. This entitlement only applies to the second vehicle of members with dependents. A member is not entitled to reimbursement if they have no dependents, the dependents are not being relocated incident to the PCS, or when member or dependents use commercial transportation. In order to be eligible for reimbursement, the member and dependents must travel to the new PDS at the same time in one vehicle. Government procured transportation of the vehicle is not authorized and there is no authority to authorize a PCS travel advance for the transportation of the second POV.

3. The change to the JFTR with an example computation to determine the reimbursement limitation for POV transportation can be found on the Per Diem, Travel And Transportation Allowance Committee web site at: <http://141.116.74.201/regs/immediate/03-utd.pdf>.

4. To be authorized reimbursement for transportation of a vehicle within CONUS the member must receive approval for the shipment prior to detachment from their old permanent duty station (PDS). Requests to ship a vehicle will be made on the PCS Departing/Separation Worksheet (CG PSC FORM 2000 *(Rev. 3-04)*). The servicing personnel office (SPO) must determine if the member is eligible, do the computations, and counsel the member concerning the entitlement/reimbursement limitations. The PCS orders must be annotated to authorize transportation of the vehicle and indicate the reimbursement limitation. If transportation of a vehicle is authorized on the PCS orders, the member cannot be paid monetary allowance in lieu of transportation (MALT) for more than one POC or be reimbursed for any commercial transportation expenses on the PCS travel claim. If the member decides not to ship a vehicle after the authorization has been placed on the PCS orders, the orders must be amended to rescind the shipment authorization before MALT for a second POC can be paid.

Vehicle Reimbursement

(Cont. from pg. 3)

5. To claim reimbursement for vehicle shipment, the following documentation must be submitted to FINCEN (opb-1a): Travel Voucher (DD 1351-2), receipt for commercial vehicle shipment, copy of signed PCS travel orders annotated with the vehicle shipment authorization and reimbursement limitation, and a copy of the vehicle registration. Ensure member's name and EMPLID are on all documents. Member should keep a copy of all documents submitted to the FINCEN. Failure to submit the required documentation will void or delay reimbursement for POV shipment costs.

6. This new entitlement does not change the other POV shipment and/or storage entitlements cited in JFTR, Chapter 5, Part E. There still is no authority for a member to self procure a POV shipment when ordered PCS to, from, or between an OCONUS PDS, for a change of homeport or when shipment of a POV is authorized in CONUS because the member is physically unable to drive or there is insufficient time to drive and meet reporting requirements.

7. COMDT (G-WPM-2) POC is YNC Snyder, 202-267-1834. FINCEN POC is Karen Jones, 757-523-6919.

8. Internet release authorized.

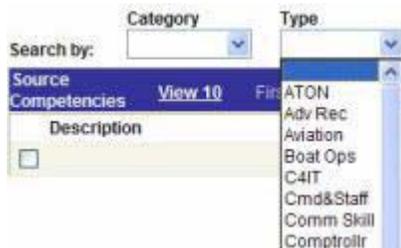
9. Mr. Thomas F. Fisher, Acting Director of Personnel Management, sends.

BT
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Direct Access Competency Codes

Competency Codes in Direct-Access are now divided by types (ATON, Boat Ops, etc.). This makes it much easier to locate the code you want to add. Thanks to the change, you no longer have to scroll through 1000+ code descriptions (300 at a time) to locate the competency you want to add in the Competencies Individual page.



The list of Competencies will be much shorter if you first

A **Competency Dictionary** is available at <http://www.uscg.mil/hq/psc/da/CompetencyDictionary.xls>. The Dictionary lists Competency Codes, types, descriptions and requirements. See, About Competency Codes in the Direct Access On Line Help. For more information E-mail COMDT (G-W-2) if you have questions about the Competency Dictionary.

Determining Correct Servicing Personnel Office When Mailing PDRs

It is important to determine the correct SPO before mailing a member's PDR. PDRs must be mailed to the responsible SPO within 5 days of the member's PCS departure date or when the member is assigned TDY/ADSW for more than 60 days.

Follow these steps to use the TOPTS inquiry program to verify the correct SPO before mailing a member's PDR:

Step	Action
1	<p>Select L4 = Unit File Inquiry from the main menu.</p> <div style="border: 1px solid black; background-color: #FFFF00; padding: 5px; margin: 5px 0;"> <pre> 01 = LOGOFF 02 = RETURN TO PREVIOUS MENU 99 = "A1" HELP . A0 = XREF INQUIRY - SSN/EMP/OPFAC/NAME KQ = EXCEPTION FILE INQUIRY A1 = MAIN INQUIRY - SSN/EMP K1 = EXCEPTION FILE UPDATE A2 = PRIOR UNIT INQUIRY K3 = ERROR FEEDBACK PRINT AR = RESERVE INQUIRY K8 = ERROR FEEDBACK INQUIRY CP1 = TRANSACTION TRACKING L4 = UNIT FILE INQUIRY D1 = PMIS INQUIRY P0 = BATCH PRINT INQUIRY MENU EV = EMPLOYMENT VERIFICATION PT = ONLINE POINTS STATEMENTS F2 = MEMBERS DRAWING OHA RQ = RETIRED MEMBER INQUIRY F4 = MEMBERS DRAWING COLA Y1 = PMIS MINI-MASTER INQUIRY I1 = BANK ROUTING INQUIRY ===>L4 </pre> </div> <p>Press Enter to continue. (Note: The main menu screen shown above is for a user at PSC. The screen for a user at an SPO may differ)</p>
2	<p>Select inquiry number 2 from the menu.</p> <div style="border: 1px solid black; background-color: #FFFF00; padding: 5px; margin: 5px 0;"> <pre> ***** * INQUIRE BY * * * * * 1. DIST-OPFAC-RU * UNIT ADDRESS IS DISPLAYED * * 2. DIST-OPFAC * * 3. DIST * * 4. OPFAC * * 5. PARTIAL UNIT NAME * * 7. PERSRU * UNITS ARE LISTED IN OPFAC ORDER * * 8. PERSRU * UNITS ARE LISTED IN NAME ORDER * * * * * 9. END INQUIRY * ***** ENTER INQUIRY NUMBER. 2 </pre> </div> <p>Press Enter to continue.</p>
3	<p>Enter the DD-OPFAC number of the unit.</p> <div style="border: 1px solid black; background-color: #FFFF00; padding: 5px; margin: 5px 0;"> <pre> ENTER DISTRICT AND OPFAC WITHOUT SPACES. FOR EXAMPLE 1471114 OR ENTER 'M' TO RETURN TO THE MENU 0713322 </pre> </div> <p>Press Enter to continue</p>
4	<p>The unit information screen will display.</p> <div style="border: 1px solid black; background-color: #FFFF00; padding: 5px; margin: 5px 0;"> <pre> PERM-UNIT PERSRU NAME AND PLAD COMMENTS ----- 07-13322-44 07-36237-44 CGC KINGFISHER USCGC KINGFISHER ENTER/GO KEY ==> CONTINUE M ==> MENU PAGE T ==> TERMINATE PROGRAM M </pre> </div> <p>Make note of the PERSRU DD-OPFAC-RU number and press M to return to the Unit File Inquiry Menu.</p>

Continued on next page→

Step	Action
5	<p>You will be returned to the Unit File Inquiry Menu. Select inquiry number 1 to obtain the SPO's mailing address.</p> <pre> ***** * INQUIRE BY * * * * * 1. DIST-OPFAC-RU UNIT ADDRESS IS DISPLAYED * * 2. DIST-OPFAC * * 3. DIST * * 4. OPFAC * * 5. PARTIAL UNIT NAME * * 7. PERSRU UNITS ARE LISTED IN OPFAC ORDER * * 8. PERSRU UNITS ARE LISTED IN NAME ORDER * * * * 9. END INQUIRY * ***** ENTER INQUIRY NUMBER. 1 </pre> <p>Press Enter to continue.</p>
6	<pre> ENTER DISTRICT OPFAC AND RU WITHOUT SPACES. FOR EXAMPLE 147111401 OR ENTER 'M' TO RETURN TO THE MENU 073623744 </pre> <p>Press Enter to continue.</p>
7	<p>The information screen will display.</p> <pre> PERM-UNIT PERSRU NAME OF PERMANENT UNIT COMMENTS ----- 07-36237-44 07-36237-44 CG GP MAYPORT COMMANDER COAST GUARD GROUP MAYPORT 4200 OCEAN ST ATLANTIC BEACH FL 32233-2416 BAH/CONUS-COLA ZIP-CODE ==> 32233 THIS UNIT IS NOT ELIGIBLE FOR SEA PAY. TO CORRECT ANY ERRORS PLEASE SEND E-MAIL TO 'HRSIC-MAS' ENTER/GO KEY ==> CONTINUE M ==> MENU PAGE T ==> TERMINATE PROGRAM </pre> <p>Press Enter to lookup another SPO, M to return to the Unit File Inquiry Menu or T to terminate the inquiry.</p> <p>Reminder: Always return to the main menu and enter "01" to logoff the system before closing the program.</p>

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

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 Topeka, KS 66683
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