

SPO NEWSLETTER

ISSUE 1/05

JANUARY THROUGH MARCH 2005

Family SGLI Coverage

When a member marries, and has SGLI coverage in the amount of \$100,000 or more, the SPO shall notify the member that the member's spouse is required to be insured under Family SGLI, at the maximum \$100,000 level, unless the member elects to decline or reduce Family SGLI coverage. The member should be required to complete Form SGLV-8286A to make a Family SGLI election. Then, the member's election needs to be input into Direct Access by the SPO using the Direct Access path: **Home > Compensate Employees > Administer Base Benefits > Life and AD/D Benefits.**

If a member enlists or is appointed in the Coast Guard, and the member has a spouse, the SPO shall likewise notify the member that the member's spouse is required to be insured under Family SGLI, at the maximum \$100,000 level, unless the member declines Family SGLI coverage on Form SGLV-8286A. The member's Family SGLI election shall then be recorded in Direct Access.

When a member is married to another member, each member must execute Form SGLV-8286A showing whether each member desires Family SGLI coverage for his/her military spouse. The members' elections shall be recorded in Direct Access.

If a member has Family SGLI coverage, and the member divorces his/her spouse, Family SGLI coverage needs to be stopped by the SPO in Direct Access.

Children are automatically covered with \$10,000 of Family SGLI coverage, at no cost to the member, as long as the member has Member SGLI coverage. It is important that children be recorded in Direct Access as dependents for this purpose.

The references on Family SGLI are:

- Section 6-B, Coast Guard Pay Manual
- Section 5-A, Personnel and Pay Procedures Manual
- 38 USC 1967

Bonus Maintenance and Height/Weight Measurement

When a member is receiving a bonus (SRB, ENL BONUS, etc) and is determined to be overweight per Commandant's weight standards, the SPO submits a Height and Weight Measurement (333) transaction in Direct Access.



Administer Workforce > Administer Workforce (GBL) > Use > Personal Data

When the 333 transaction processes in JUMPS, the member's Bonus installments are automatically suspended.

When the member subsequently is in compliance with weight standards, the SPO submits another Height and Weight Measurement (333) transaction indicating the member is no longer overweight (pounds over weight equals zero).

In addition to the new weight transaction (333) indicating the member is no longer overweight, there is an additional transaction that needs to be submitted at the same time to lift the Bonus suspension in JUMPS. This transaction is called SRB or EB, Suspend, Remove Suspension or Stop (P602) transaction. **Compensate Employees > Maintain Entitlements > Use > Bonus Maintenance**

Many SPOs are submitting the new 333 indicating the member has met the weight standards, but are neglecting to submit the P602 transaction to remove the Bonus suspension at the same time.

Whenever you are submitting Height and Weight Measurement (333) transactions on members, consider if the member is receiving a Bonus of some type.

Remember, for members receiving Bonuses, when you submit the 333 indicating the member has finally met the weight standards, you must also submit a P602 at the same time to lift the suspended Bonus in JUMPS. The effective date of the new 333 and the P602 should be the same.

Chris Gambers
Military Pay Technician, PSC (MAS)

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Advancement and Discharge Certificates

With the Termination of Jet Form Filler scheduled for 30 April 2005 (**see ALCOAST 076/05**), Advancement and Discharge Certificates will no longer be available in Jet Form Filler. Discharge certificates, Petty Officer and Non-rate advancement certificates will be available in ADOBE (Reminder CPO, SCPO & MCPO certificates are issued by PSC). However, they are considered limited access forms; therefore, a request must be sent from the unit to YNCM L McNaught, (202) 267-1636, Commandant (G-WPM-1) via email (lmcnaught@comdt.uscg.mil) to gain access to these forms. Please get with your ESD/ISS folks and commands to address the distribution of this form so that your command admin may have access to these forms.

Coming Soon — CG-3307 Templates

Tired of having to constantly type page 7s, hoping you put in the correct reference or that the Entry Type is numbered correctly? Well, your problems are over, change 11 to the Personnel and Pay Procedures Manual (**coming to you mid April 2005**) includes a significant change in Enclosure 6. Each example of the CG-3307s have been reviewed and updated for accuracy and features a link to a Microsoft Word document version of an actual CG-3307. Click on the link and Word will open and all you have to do is fill in the "grayed" areas and print it out. If the CG-3307 is one that you routinely use, you can save it to the hard disk for future access. Hopefully this will make your job easier and allow you to get on with that much-deserved liberty.

PSC (MAS) and (SES) E-Mail Addresses



The E-Mail addresses for PSC's Military Accounts Support (MAS) and Separations Entitlements and Debts & Service Validation (SES) branches changed from HRSIC-MAS and HRSIC-SES to PSC-MAS and PSC-SES, respectively. Please discontinue using the old "HRSIC" prefixes. E-Mail sent to HRSIC-MAS or HRSIC-SES will be returned as undeliverable.

SPO's should only send e-mail directly to the (MAS) or (SES) branches when a policy or procedure directs them to. All other requests should be addressed to the PSC Customer Care Branch (CCB) by calling the customer care line at 1 (866) PSC-USCG(772-8724) or 1 (785) 339-2200 or by completing an online trouble ticket at: <http://www.uscg.mil/hq/psc/customerservice.htm> You can also contact (CCB) by sending e-mail to: PSCCustomercare@hrsic.uscg.mil. However, submitting an issue using the online trouble ticket form ensures we receive all the information necessary to begin working the problem. Here are a few examples where procedures require SPOs to correspond directly with PSC (MAS) or (SES):

- Providing (SES) with data on a priority separation per page 3-B-7 of the Personnel and Pay Procedures Manual (PPPM), PSCINST M1000.2(series).
- Requesting a Net Pay Advice Message (NPAM) from PSC (MAS) in accordance with page 6-A-5 of the PPPM.
- Reporting the non-receipt of an allotment or bond as directed on page 8-A-5 of the PPPM.

Separation Program Designator Code (SPD) for Demobilized Reservists:

Per recent clarification from Commandant (G-WPM-1), a Reservist who is routinely separated at the scheduled end of the mobilization period (e. g. Recalled for two years and completes the full two years) should receive the MBK separation code. Any Reservist separated early as part of a draw down would receive the LBK separation code. Additional details and procedures for completing a Release from Active Duty (RELAD)/Reserve Demobilization can be found in the Reserve RELAD/Demobilization Procedural Guide, which can be found in the Separations section of the Direct-Access Online Manual.



DD-214 Updates

A system change has been completed that will convert all text on the DD-214 to uppercase letters for printing. Per Chapter 1.E of COMDTINST M1900.4d, DD-214s are to be prepared in all uppercase letters.

We are sure many of you have had your retiree's and/or discharged member's DD-214s returned undeliverable when sending them to the Department of Labor or to their respective State VA offices. Currently, G-WPM is working on a change to the DD-214 instruction and one of the changes will be an updated listing of addresses for copies 5 and 6. The new addresses are listed beginning on page 9 of this newsletter.

COLA/CONUS COLA (Mr. Chris Gammers (MAS))

SPO Yeoman Question: The monthly COLA/CONUS COLA amount for a member's permanent duty station is \$00.00. Since there is no monthly monetary entitlement to COLA/CONUS COLA, should I submit the entitlement row transaction to start COLA/CONUS COLA?

Answer: Yes, you must submit the COLA entitlement row transaction. Depending on the location of their permanent duty station, every member in the Coast Guard must have a current/open COLA segment 29 or CONUS COLA segment 31. Even if the monthly monetary amount equals \$00.00.

Here are some reasons why:

- Today a member's monthly amount for COLA/CCOLA may be \$00.00. However, next week, next month or 3 months from now the rate could change, for example the entitlement changes from \$00.00 to \$25.00 per month for CONUS COLA (segment 31) or \$3.00 per day from \$00.00 for COLA (segment 29). When the automatic update is done in JUMPS here at PSC, members without a valid segment 29 or 31 will not be updated. Thus, they will not start receiving the new monthly entitlement and be underpaid COLA or CONUS COLA.
- Segments 29 or 31 must be open regardless if the monthly rate is \$00.00 per month. JUMPS accounts go into error when changes of BAH or reporting endorsement (L68C's) transmits and there are no segment 31 or 29 open as required. With the new 2005 BAH increase, many accounts error for missing COLA or CONUS COLA segments.

Here are a few other requirements:

- When a member reports PCS to a new unit submit the entitlement row transaction for COLA or CONUS COLA, in addition to all the other PCS entitlement submissions.
- When a member has a change in dependency (goes from with to without dependents or vice versa). In addition to the new BAH entitlement row transaction, also submit the appropriate COLA or CONUS COLA entitlement row transaction.

Acronym Definitions:

COLA - Cost of living allowance outside the continental United States
CONUS COLA - Cost of living allowance within the lower 48 United States
PCS - Permanent Change of Station
BAH - Basic Allowance for Housing
JUMPS - Joint Uniform Military Pay System
SPO - Servicing Personnel Office
PSC - Personnel Service Center
MAS - Military Accounts Support

Statement of Creditable Service

Statement of Creditable Service (SOCS) information can be viewed in Direct-Access.

The **SOCS Date** can be used to verify if a SOCS has been completed by PSC (SES). If the field is blank a SOCS has not been completed. See the Statement of Creditable Service topic in the Direct-Access Online Manual for a complete explanation of the information appearing on the SOCS page.

2005 BAH Rates

Basic Allowance for Housing (BAH) rates for 2005 are now available through the **DoD, Per Diem, Travel and Transportation Allowance Committee web site.**

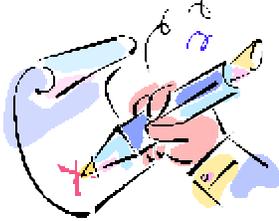
<https://secureapp2.hqda.pentagon.mil/perdiem/bah.html>



Reenlistments:

When completing the Oath Administrator Information section of a reenlistment contract be sure to use the member's original city and state of acceptance into the Coast Guard.

The original city and state of acceptance can be determined from the original enlistment contract from section 1 of the member's PDR. See the Reenlistment Contract topic in the Direct-Access Online Manual for more information.



Accessions/Rehires in Direct-Access:

A new field -- *Job Family Entry Date* -- has been added to the Contract Data page.

Field	Value	Field	Value
Contract Clause		Service Information	
Contract Status	Employee	Active D	A
Pay Entry Base Date:	01/07/2005	Arriver	
Effective Date	01/07/2005		
Pay Allowance:			
Job Family Entry Date:	01/07/2005		

The Job Family Entry Date field is used to record the member's effective date of rate. Certain members with prior Coast Guard service can be given retroactive TIR credit as prescribed in Article 5-C-14.b.4., CG Personnel Manual. For rehires, with no break in service (e.g. Discharge to Immediate Enlistment), you must set the Job Family Entry Date to the effective date of advancement to present pay grade for the rating in which presently serving. This can be determined by accessing the member's job data (**Administer Workforce > Administer Workforce (GBL) > Use > Job Data**) in "Include History" mode and locating the effective date of the most recent row with the Action / Reason of **"Promotion / NCP - Normal Career Progression"**.

Please refer to the Discharge to Immediate Enlistment and Rehire a Former Member topics in the Accessions section of the Direct-Access Online Manual for more information.

New Reserve Active Duty Orders Procedural Guide Available:

Procedures for requesting, issuing, and endorsing Reserve active duty orders have been updated. The new guide consolidates the Reserve Orders guides for active duty and mobilization issued when Release 11 was implemented. Previously, these topics were covered in four separate guides (*Reserve Active Duty Orders 139 Days or Less*, *Reserve Active Duty Greater Than 139 Days*, *Title 10 Reserve Mobilization Orders*, and *Title 14 Reserve Mobilization Orders*). These guides have been replaced with the new **Reserve Orders guide**.

RELAD or Transfer to the IRR:

As of 15 March 2004 CGPC-rpm assumed responsibility for maintenance of all IRR and all ISL personnel data records in accordance with ALCOAST 162/02. The PERSRU PDR for a member released from active duty and transferred to the IRR shall be mailed to:

Commander (CGPC-rpm-2)
4200 Wilson Blvd, Suite 1100
Arlington, VA 22203-1804

Transfer to the IRR:

- When transferring a member to the IRR use position #00062025 at department # 002817.
- Use the Reserve Member Status page to change the member's Employee Classification to **"IRR ASP"** and Reserve Training/Pay Code to **"H"** when departing the member to the IRR.
- See the Reserve PCS/Change of Drilling Unit Assignment topic in the Direct-Access Online Manual for more information on PCS transfers for Reservists.

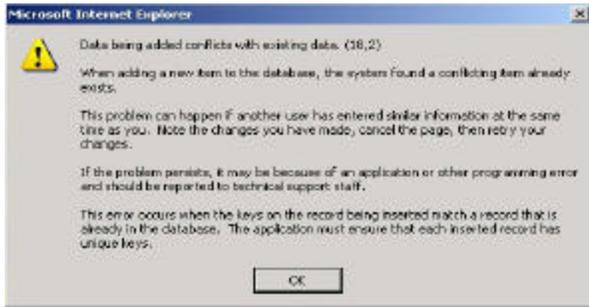
RELAD to the IRR:

- Use the Reserve Status tab to change the member's Employee Classification to **"IRR ASP"** and Reserve Training/Pay Code to **"H"** when RELADing the member to the IRR.
- When releasing a member from active duty to the IRR use department ID **#002817**. The department ID is entered on the member's RELAD travel order.

See the Release From Active Duty topic in the Direct-Access Online Manual for more information.

Discharge to Immediate Enlistment

A new topic has been added to the Direct-Access Online Manual, which provides the procedure for separating a member from one service component (Reserve or Regular) and enlisting them in the other with no break in service. Following the steps in this new procedure will help you avoid the following error message when saving the accession:



The title of the topic is **Discharge to Immediate Enlistment**. It can be found in the *Accessions* book in the table of contents.

FY05 Travel and Transportation Changes

ALCOAST 456/04 announces several changes to per diem and travel entitlements effective 1 October 2004. There are new rules for travel by privately owned conveyance and computation of Temporary Lodging Expense (TLE) and Temporary Lodging Allowance (TLA) have been simplified.

Making Minor Changes to Adobe Acrobat (PDF) Files.

Did you know that you can make changes to PDF files?

The Acrobat toolbar (shown on the left) includes two important tools for making changes.

1. The Text Touchup Tool.
2. The Form Tool.

You can perform last-minute corrections to PDF documents using the text touchup tool.

The Acrobat form tool allows you to create interactive form fields. You create a form field by defining the area of the field on the PDF document page, naming the field, and specifying its type. For each field type, you can set a variety of options through the Field Properties dialog box that allow you to customize the field for your form.

You need to have the file open in the full version of Adobe Acrobat in order to access these tools. The Acrobat Reader program, which opens PDF files accessed through web sites, does not include the tools.

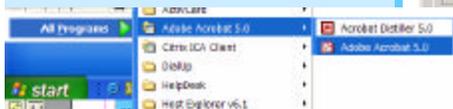
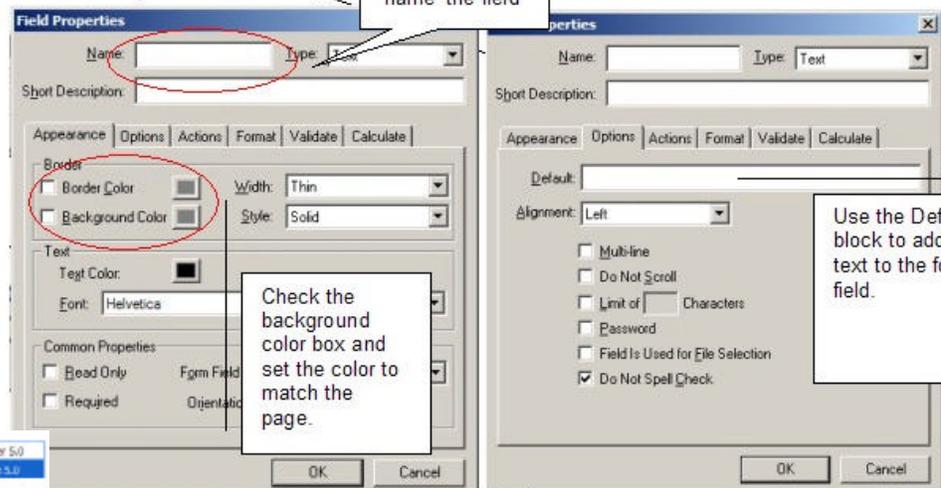
To open a file in the full version, save it to your local system, then open it with Adobe Acrobat. The program can be found on your Start menu in the Adobe Acrobat 5.0 folder.



The form tool can be used to place a box over non-text areas. Click to activate then draw a box over the information you want to hide. When you release the mouse the form field properties page will display. Give the field a name (anything will do, the name field must be completed). Set the background color to white, no border. You can also add text by entering it in the default text area on the options tab.

The Text Touchup tool will allow you to make minor changes to text in a PDF file. Click to activate, and then click on the text you want to change. A box will appear around the text to edit.

You must 'name' the field



Why Do I Have To Issue ADT Orders When a Reservist Receives TDY Orders For Class "C" Training?

Training funds for reservists (AFC-90) are different from training funds used by active duty members (AFC-56). Direct-Access only issues funds from the AFC-56 account when issuing TDY orders. Consequently, when TDY orders to a "C"-School are issued for a SELRES member, they are issued at No-Cost. A request for ADT orders must be submitted via the servicing ISC. The ADT orders will provide the SELRES member their pay and allowances, and enable them to submit a travel claim to receive reimbursement for travel performed.

It is critical that the Unit Admin/SPO review the Airport Terminal and initiate the below procedure when the no-cost TDY orders post on the Airport Terminal.

Per Chapter 3.C.4 of the Reserve Policy Manual, COMDTINST M1001.28 (series), this is the process for requesting and issuing quotas and ADT orders for reservists to attend resident Class "C" school training:

Step	Action	Responsible Party
1	Unit requests a "C" School quota via an Electronic Training Request (ETR) in Direct-Access. The member's chain of command must be aware of the member's availability to attend training.	A member of the command with CGTRNOFF access.
2	TQC issues No Cost orders (No TONO and Accounting Data).	TQC
3	The orders post on the unit Airport Terminal, and e-mail copy will be sent to member (provided the member has entered a valid "business" e-mail address in Direct-Access).	
4	Print the orders from Direct-Access	Unit YN
5	Submit a Request for ADT Reserve Orders via Direct-Access to the servicing ISC	Unit YN
6	A TONO and Accounting Data is issued for the ADT Request, and is forwarded to the servicing SPO.	Servicing ISC
7	The ADT orders are approved in Direct-Access and an R990 is generated for transmittal to JUMPS	Servicing SPO
8	Upon completion of TDY, member notifies Unit YN, and submits travel claim.	Member

Additional Recourses:

Electronic Training Request (ETR):

TQC PowerPoint Presentation (<http://www.uscg.mil/hq/tqc/>)

Electronic Training Request Interactive Tutorial (<http://www.uscg.mil/hq/psc/training/>)

Direct-Access Online Manual (Enter an Electronic Training Request topic) (<http://cgweb.psc.uscg.mil/Direct-Access>)

Reserve Orders:

Reserve Orders Less 139 Days Or Less Procedural Guide (Commands, ISCs, and SPOs) (<http://cgweb.psc.uscg.mil/Direct-Access>)

Request for Reserve Orders (Self- Service) DA Online Manual topic (<http://cgweb.psc.uscg.mil/Direct-Access>)

Request for Reserve Orders Supervisor Approval Process DA Online Manual topic (<http://cgweb.psc.uscg.mil/Direct-Access>)

Self-Service Request for Reserve Orders Quick Reference Guide (<http://www.uscg.mil/hq/psc/quickrefguides.htm>)

OnDemand Reserve Orders ISC (FOT) and SPO Review and Approval tutorial (<http://cgweb.psc.uscg.mil/training/spotransactions>)

Information on Class "C" Schools can be found on TQC's home page -- <http://www.uscg.mil/hq/tqc/>

PSC Learning Center News

PSC Learning Web Page

Our new web page provides a central location for all your learning needs. It includes OnDemand tutorials for Direct Access and travel, reference guides, course enrollments, and onsite course request forms. We plan to post our self-service course materials and other handouts soon for quick download to help course graduates teach general users upon return to their unit. Please visit us at <http://cgweb.psc.uscg.mil/pd.aspx>



Expanded DA Topics

OnDemand was first introduced during Direct Access Release 11 Instruction for SPO's last year. Due to your positive feedback, and requests for additional topics, we will roll out new and improved topics in short order. Here is a list of the topics that have been recently updated or added:

Revised/New OnDemand Topics

Reserve Orders (All)
 Airport Terminal
 Contact Information (Email & Phone Numbers)
 Annual Screening Questionnaire
 Unit PAL
 Allotments
 Emergency Contacts

Topics Coming Soon

Disciplinary Actions
 Gov't Credit Card Info/Reports
 Initiate EER (Update)
 Queries & Reports



Course Offerings

We are offering four courses: Basic SPO, Advanced SPO, DA/Travel Self-Service User, and DA/Travel Self-Service Supervisor. An AIG message announcing the course dates and enrollment procedures was sent on 2 March 2005.

Here are descriptions of our upcoming courses:

Basic SPO: Designed for record technician, this course covers the basic knowledge requirements and routine functions of an SPO. This course is derived from and expounds on the Release 11 instruction previously offered. Items covered are generic scenarios encountered by technicians, which normally do not require supervisor guidance. (Note: an Advanced SPO course with non-routine issues is under development with anticipated availability early FY-06. See below.)

DA/Travel User: A Self-Service course designed for individual user input. This course covers various aspects of Direct Access and Travel such as password requirements and maintenance, direct deposit, address and contact information, allotments, employee evaluation review, completing and submitting a travel claim, and more.

DA/Travel Command-Supervisor: A Self-Service for Commands course designed for senior personnel/unit administrative personnel. This course covers tools available to commands such as unit rosters and the airport terminal, as well as supervisory functions such as employee evaluation review, travel claim audit/approval, and more.

Advanced SPO: Current development plans for this Direct Access course include added focus on non-routine and difficult scenarios encountered at an SPO, correction and deletion actions, JUMPS payroll, and more. Anticipated availability of this course is early FY-06.

Entering Reduced Mileage Rates in UTS

Effective 1 November 2004, new POC Mileage requirements were established. As outlined in **ALCOAST 456/04** if you are authorized standard mileage for use of your POC, you can choose "auto mileage" in the reimbursable items in UTS. Enter the total miles and it will calculate the amount for you. You will notice two other "reduced mileage" reimbursable items. These are listed to comply with the new requirements and must be selected if you are only authorized reduced mileage. For reimbursement you must choose the correct rate, calculate the actual miles you drove by the authorized rate (i.e. 126 miles x .105= 13.23) and place the MONETARY AMOUNT you are authorized in the total claimed (13.23 as shown by the example), not the total miles driven. For more information regarding limits and authorizations on mileage, please see **ALCOAST 456/04**.

Direct-Access Self-Service Password Reset Feature Update:

In the past, after five unsuccessful Direct-Access login attempts, you were locked out of the system and had to contact PSC Customer Care to reset your password, even if you had previously set up the "forgot your password" feature. Now, however, those who have already set this feature up in their profile will be able to use that option to receive a new password and Direct-Access will automatically unlock their account. This new function will only work providing you:

1. Previously set up the "forgot your password" feature in Direct-Access. To do so, login to Direct-Access and follow the path: **Home> Peopletools> Maintain Security> Use> My Profile**, then select the "Change or set up forgotten password help" link. Instructions can also be obtained from the PSC online tutorials located at: <http://www.uscg.mil/hq/psc/training/index.htm>.
2. Have a valid and current E-mail address in Direct-Access. To change or validate an E-mail address, login to Direct-Access and follow the path: **Home> Self-Service> Employee> Tasks> E-mail addresses** and ensure the "business" address is correct. Instructions can also be obtained from the PSC online tutorials located at: <http://www.uscg.mil/hq/psc/training/index.htm>.

Once a new temporary password is received, you are required to change it the first time you access Direct-Access. Direct-Access passwords must be at least 8 (up to 32) characters long, two of which (any two) must be numeric. If unable to logon with this new password, contact PSC Customer Care via our web form at <http://www.uscg.mil/hq/psc/customerservice.htm> or call 1-866-772-8724 (toll free) or 785-339-2200 for assistance. Always include your operator/employee ID number when contacting customer care.

Assignment Officer's Notes on PCS Transfer Orders:



This is a reminder to everyone involved in the creation of PCS transfer orders **not** to delete any notes appended by AOs to the orders. The AOs append notes that serve a purpose and it is very frustrating for them when those creating the orders delete them out to make room for their own required notes. Step 15 of the PCS Orders Procedural Guide in Direct Access states **"These notes should not be deleted without CGPC approval."**

The folks over at CGPC are starting to see a trend in regards to the deletion of their notes. There needs to be a halt put to this trend as it creates more work for people - follow the procedural guide. And remember that no one should transfer without meeting the required Obligated Service (OBLISERV).

YNCM L. Cale-Jones, Yeoman Force Master Chief, Commandant (G-WRI)

Contacting PSC's Customer Care Branch

How to contact Customer Care:

Online Trouble-Ticket: <http://www.uscg.mil/hq/psc/customerservice.htm>
Phone number: (866) 772-8724 (toll free) or (785) 339-2200
Email: PSCCustomerCare@hrsic.uscg.mil

On-Line Assistance: Checkout the PSC website at <http://cgweb.psc.usg.mil>
 There are several resources available -- Tutorials, On-line Guides, Quick Reference Guides and Frequently Asked Questions.



Telephone Hours of Operation: 0700 – 1600 CST Monday thru Friday and the 3rd weekend of each month.

DD-214 Distribution Address Changes

We are sure many of you have had your retiree's and/or discharged member's DD-214s returned undeliverable when sending them to the Department of Labor or to their respective State VA offices. Currently, G-WPM is working on a change to the DD-214 instruction and one of the changes will be an updated listing of addresses for copies 5 and 6. The new addresses are listed below. Please begin using them immediately:

Copy No. 5 - Department of Labor

Lockheed Martin Information Technology
U.S. Department of Labor
Federal Claims Control Center
P.O. Box 785070
Orlando, FL 32878-5070

Copy No. 6 - State Directors of Veterans Affairs

Alabama

Director
Department of Veterans Affairs
P.O. Box 1509
Montgomery, AL 36192-3701

Alaska

Director
Division of Veterans Affairs
Department of Military & Veterans Affairs
3601 C Street, Suite 620
Anchorage, AK 99503

American Samoa

Veterans Affairs Officer
Office of Veterans Affairs
American Samoa Government
P.O. Box 2586
Pago Pago, AS 96799

Arizona

Director of Veterans Affairs
Arizona Veterans Service Commission
3225 N. Central Avenue, Suite 910
Phoenix, AZ 85012

Arkansas

Director
1200 W. Third, Room 105
P.O. Box 1280
Little Rock, AR 72201

California

Department of Veterans Affairs
1227 O Street, Room 200-A
Sacramento, CA 95814

Colorado

Director
Division of Veterans Affairs
Department of Social Services
1575 Sherman Street, Room 122
Denver, CO 80203

Connecticut

Commandant
Veterans Home and Hospital
287 West Street
Rocky Hill, CT 06067

Delaware

Chairman
Commission of Veterans Affairs
P.O. Box 1401
Dover, DE 19901

District of Columbia

Chief
Office of Veterans Affairs
941 N. Capitol Street, N.E.
Room 1211-F
Washington, D.C. 20421

Florida

Director
Division of Veterans Affairs
P.O. Box 1437
St. Petersburg, FL 33731

Georgia

Commissioner
Department of Veterans Service
Floyd Veterans Memorial Building
Suite E-970
Atlanta, GA 30334



Continued on next page →

Copy No. 6 - State Directors of Veterans Affairs (cont'd)

<u>Guam</u> Office of Veterans Affairs P.O. Box 3279 Agana, Guam 96910	<u>Hawaii</u> Department of Social Services and Housing Veteran Affairs Section 3949 Diamond Head Road Honolulu, HI 96809-0339	<u>Idaho</u> Administrator Division of Veterans Service P.O. Box 7765 Boise, ID 83707
<u>Illinois</u> Director Department of Veterans Affairs 208 West Cook Street Springfield, IL 62705	<u>Indiana</u> Director Department of Veterans Affairs 707 State Office Building 100 N. Senate Avenue Indianapolis, IN 46204	<u>Iowa</u> Administrator Veterans Affairs Division 7700 N.W. Beaver Drive Camp Dodge Johnston, IA 50131-1902
<u>Kansas</u> Executive Director Kansas Veterans Commission Jayhawk Tower, Suite 701 700 S.W. Jackson Street Topeka, KS 66603-3150	<u>Kentucky</u> Director Kentucky Center for Veterans Affairs 600 Federal Place, Room 1365 Louisville, KY 40202	<u>Louisiana</u> Executive Director Department of Veterans Affairs P.O. Box 94095, Capitol Station Baton Rouge, LA 70804-4095
<u>Maine</u> Director Bureau of Veterans Services State Office Building, Station 117 Augusta, ME 04333	<u>Maryland</u> Executive Director Maryland Veterans Commission Federal Building, Room 110 31 Hopkins Plaza Baltimore, MD 21201	<u>Massachusetts</u> Commissioner Department of Veterans Services 100 Cambridge Street, Room 1002 Boston, MA 02202
<u>Michigan</u> Director Michigan Veterans Trust Fund P.O. Box 30026 Ottawa Building, N. Tower Third Floor Lansing, MI 48909	<u>Minnesota</u> Commissioner Department of Veterans Affairs Veterans Service Building Second Floor St. Paul, MN 55155	<u>Mississippi</u> President State Veterans Affairs Board 120 N. State Street War Memorial Building, Room B-100 Jackson, MS 39201
<u>Missouri</u> Director Division of Veterans Affairs P.O. Drawer 147 Jefferson City, MO 65101	<u>Montana</u> Administrator Veterans Affairs Division P.O. Box 5715 Helena, MT 59604	<u>Nebraska</u> Director Department of Veterans Affairs P.O. Box 95083 State Office Building Lincoln, NE 68509
<u>Nevada</u> Commissioner Commission for Veterans Affairs 1201 Terminal Way, Room 108 Reno, NV 89520	<u>New Hampshire</u> Director State Veterans Council 359 Lincoln Street Manchester, NH 03103	<u>New Jersey</u> Director Division of Veterans Programs and Special Services 143 E. State Street, Room 505 Trenton, NJ 08608

Continued on next page —>

Copy No. 6 - State Directors of Veterans Affairs (cont'd)

New Mexico

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P.O. Box 2324
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New York

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Division of Veterans Affairs
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North Carolina

Asst. Secretary for Veterans Affairs
Division of Veterans Affairs
227 E. Edenton Street
Raleigh, NC 27601

North Dakota

Commissioner
Department of Veterans Affairs
15 N. Broadway, Suite 613
Fargo, ND 58102

Ohio

Director
Division of Soldiers Claims and
Veterans Affairs
State House Annex, Room 11
Columbus, OH 43215

Oklahoma

Director
Department of Veterans Affairs
P.O. Box 53067
Oklahoma City, OK 73152

Oregon

Director
Department of Veterans Affairs
Oregon Veterans Building
700 Summer Street N.E., Suite 150
Salem, OR 97310-1270

Pennsylvania

Director
Department of Military Affairs
Bureau for Veterans Affairs
Fort Indiantown Gap, Building 5-0-47
Annville, PA 17003-5002

Puerto Rico

Director
Bureau of Veterans Affairs and
Human Resources
Department of Labor
505 Munoz Rivera Avenue
Hato Rey, PR 00918

Rhode Island

Chief
Veterans Affairs Office
Metacom Avenue
Bristol, RI 02809

South Carolina

Director
Department of Veterans Affairs
Brown State Office Building
1205 Pendleton Street
Columbia, SC 29201

South Dakota

Director
Division of Veterans Affairs
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State Capitol Building
Pierre, SD 57501-5083

Tennessee

Commissioner
Department of Veterans Affairs
215 Eighth Avenue N.
Nashville, TN 37203

Texas

Executive Director
Veterans Affairs Commission
Box 12277, Capitol Station
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Utah

None

Vermont

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210 Franklin Road S.W., Room 1002
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Virgin Islands

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Washington

Director
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Wisconsin

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Wyoming

None

<p>Articles for the SPO 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</p>	<p>An authorized publication, the SPO 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 SPO Newsletter shall not be considered an authority for any official action and is non-record material.</p> <p>The SPO Newsletter is published quarterly. Articles are solicited from all readers.</p> <p>COMMANDING OFFICER: R. A. ROOTH EXECUTIVE DIRECTOR: M. P. SULLIVAN NEWSLETTER EDITOR: J. A. SCHWARTZ</p>
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