



SPO Newsletter

Issue 3/05

July — Sept. 2005

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October 1st Deadline for November SWE PDE Corrections

[ALCGENL message 092/05](#) (as amended by ALCGENL 093/05) announces the November 2005 SWE competition. All personnel intending to participate need to be aware of the requirements to take the exam and their responsibility to confirm they are met. SPOs, units, ESOs, SWE Board Officers, and affected members need to familiarize themselves with the contents of ALCGENL 092/05 and 093/05.

SPOs are the admin support for most PDE corrections. Care should be taken to ensure the PDE correction requests from members are completed and visible in DA prior to the PDE correction deadline date of **1 October 2005**.



UTS Upgrade Planned

UTS will be upgraded to a new system called T-PAX in about 3 months. T-PAX will only support TDY orders. Once users sign into T-PAX, they will navigate through tabbed pages. T-PAX includes all the previous functions of UTS plus these added features. Major enhancements are:

- Password Retrieval. Enforces profile & authentication information to be completed so all users will be able to retrieve passwords, alleviating the majority of password resets.
- Recall Button to Retrieve Claims. Users will be able to recall claims sent to an Approving Official prior to AO approval. This will come in handy when sent to the wrong person or when it is found the Approving Official is away from work.
- DTOD Access for North American Region. Users will no longer enter mileage. The system will automatically calculate it. The mileage to and from a

site may differ based on road distances and detours. The U. S. Coast Guard must use the mileage provided by DTOD. PSC can only correct mileage when discrepancies are found between the DTOD database and T-PAX.

- Enhanced Status Page. Additional information will show on the status page including the dates forwarded to: the AO, PSC, & FINCEN for payment. It will also show cost estimates (pre-liquidation), and will give the ability to print a travel voucher summary.
- Constructed Cost Calculations. Users will be able to use the system to construct travel that is "not advantageous to the government" such as driving a vehicle when flying is cheaper. It will automatically do a cost comparison and determine the proper amount to claim.
- Calculations Tab. Users will be able to

See "UTS Upgrade" on page 11

Pay Entitlement Auto-Stops for Separations

Pay entitlements for a member who is being discharged, released from active duty (RELAD), or retired, will automatically be stopped by JUMPS on the effective date of separation.

Unlike auto-stops of entitlements in connection with PCS orders, the member's DA entitlements page **will not show the entitlement stop dates** upon saving and approving the separation transaction. The stop dates will be

inserted after the separation transaction processes through JUMPS and after the DA/JUMPS Data Resynchronization Process runs (a few days after each JUMPS update cycle). SPOs do not need to manually stop pay entitlements for a member who is separating, unless the entitlement is to stop on a day other than the date of separation or the member will immediately be performing long-term active duty following RELAD or discharge (e. g. A Reserve member who

is released from active duty from an EAD order and begins duty on another type of long-term orders the next day).

In May 2005, more than 2000 Stop Pay Entitlement (P625) transactions were rejected by JUMPS. The transactions were not necessary because the entitlement auto-stop program had already closed the pay segments.

Three-Year Rule for Use of Carried Over Leave

Members have three fiscal-years to use leave that was carried over.

To avoid losing FY02 carry over leave, members must take (within this FY) 30 days plus the number of days leave they carried over, or have left to carry over, in FY02. All of this leave must be used not later than 30 September 2005.

Example:

Member has 10 days authorized carry over from 2002.

To avoid losing those 10 days the member must take 40 days leave in FY05 (30 days to cover the current fiscal year plus 10 days carry over).

Remember, in all carry over cases, 30 days leave must be taken within the current FY *before* any carry over leave is reduced. Once 30 days is used, any additional days of leave taken will reduce the carry over leave balance.

Calculating the number of days leave a member must take to avoid losing a carry over balance is easy. Add 30 to the number of days the member was authorized to carry over. This total is the number of days leave the member must take to avoid losing any carry over balance.

Members with a 2002 carry over leave balance had the following remark on their August 2005 LES:

“YOUR FY2002 CARRYOVER LEAVE BALANCE OF 10.0 (balance will vary) DAYS WILL BE LOST ON 1 OCT 2005 IF NOT USED DURING FY2005.”

Example of a Segment 62 for a member with leave carried over from FY02:

SSN	EMPLID	K188G01		07/28/2005	08:25	ONLINE PAY MASTER		
SEG	HIST	COMPUTE	OBJECT	LV ADJ	BASE DT	SEP DT		
62	200507	4		99999999	99999999	99999999		
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST RU	
START	20050701	9999	20050720	0	COM	20050720		
STOP	20050731	9999	20050720	0	COM	20050720		
FORM	ENT	ACTION						
BF FY	LOST	PRV FY	SAVED	SAVED	SOLD	SOLD CUMM	NON-ACC CTO	
77.5	12.0		0.0	0.0		0.0	0.0	
EARN	USED	EXCESS	SOLD CP	END-LV	NON-ACC	BALANCE	EARN-CUM	
2.5	0.0	0.0	0.0	0.0	0.0	65.5	25.0	
							37.0	
ADJUSTMENT	START						ADJUSTMENT	STOP
ACC LV	GT 60	BWF0:		RESERVE LEAVE BAL		0.0		
YEAR 2005		0.0		RESERVE LEAVE SOLD		0.0		
YEAR 2004		0.0						
YEAR 2003		6.0						
YEAR 2002		11.5						

These fields do not update until the end of the fiscal year

The carry over balance in this statement will not change even though a member may have reduced the number by taking more than 30 days leave this FY.

The carry over leave balance is not updated until the end of the FY. The carry over balance in the statement is taken from a static field in JUMPS segment 62 that only updates at the end of the FY. (See the indicated area in the segment 62 example on the left).

Enhancements to the DA Unit Roster



The development staff at Commandant (CG-102) has added several new data fields to the DA Unit Roster. The addition of these new data fields (identified in the table below by an (*) asterisk), combined with the ability to sort and manipulate the roster in Microsoft Excel, make the Unit Roster a valuable tool for ISCs, SPOs and unit administrators. For example:

- Sort the roster by the "Exp AD Term Dt" field to obtain a list of members' expiration of enlistment dates.
- Set the Employee Class to "SELRES" and sort the roster by the "Anniv Date" field for a listing of Reservists by anniversary date.

Instructions for running the Unit Roster and downloading it to MS Excel are available in the [DA Online Manual](#). You'll find the instructions in the Unit Roster topic in the *Self-Service for Commands* and the *SPO Transactions* books.

The addition of these new columns of data make the Unit Roster too wide to produce in PDF (Adobe Acrobat) file format. When running the Unit Roster report you must select the CSV (comma delimited) file format. CSV files can be imported into a spreadsheet or local database application.

Field	Description
Emplid	Employee ID Number
Rank	Rank/Rate
Grade	Paygrade
Member Name	Name (Last,First, MI)
Employee Class	Member Type (Regular/Reserve)
Deptid	Department ID Number
Dept Name	Name of Department
ATU	Administrative Target Unit (District/Area)
OPFAC	Operational Facility Code
Exp Loss Dt	Date a member is expected to be discharged/retired
Exp AD Term Dt	Expected Active Duty Termination date
Rotate Dt	Rotation date
*Birthdate	Date of birth
*AD Base Dt	Active Duty Base Date
*Date of Rank	Effective date of paygrade
*Report Date	Date reported to current department ID
*Trning Rate	Reserve Training Rating
*Anniv Date	Reserve Anniversary Date
*Cost Center	Cost Center (for contingency operations)
*Sea Pay Prem Dt	Date Career Sea Pay Premium started
*BAH	Basic Allowance for Housing entitlement (<i>Note: We have requested this field be changed to display the Earnings Description code (BAH-A, BAH-G, etc.)</i>)
*RES Screen Dt	Date of last Reserve Annual Screening Questionnaire
*CUM Sea Time	Cumulative Sea Time (<i>Note: Data in this field is not displaying correctly. A solution to this problem is being researched.</i>)
*Mar Stat	Marital Status
*Ethnic Group	Ethnic Group
*Last Good Con Dt	Date of last Good Conduct Award
*Position Nbr	Position number (BCN)
*Posn Entry Dt	Date entered current position
*Gender	Male/Female

http://cgweb.psc.uscg.mil/Direct-Access/self_service/commands/unit_roster_report.htm

Reserve Paid IDT Drill Count Information

PSC has changed the way paid IDT drill information is presented in DA. The DA/JUMPS Data Resynchronization process will no longer update the IDT drill counts. Instead, paid drill information will be taken from the drill data as it is entered in DA. The drills completed counter has also changed to include unexcused drills. Per Para. 2-B-3 of the Reserve Policy Manual, COMDTINST M1001.2(series), an unexcused absence may not be rescheduled and reduces the number of paid drills that can be completed.

This is how the member's Schedule Drills page now appears:

Home > Develop Workforce > Administer Training (GBL) > Use > Schedule Drills [New Window](#)

EmpID: 1234567 Name: Last, First, Mi

PAID DRILL INFORMATION:

<p>IDT Authorized: 48</p> <p>Number of IDT drills with pay authorized, based on type of unit for the current fiscal year.</p>	<p>Completed/Unexcused: 31</p> <p>Number of IDT drills with pay with the status of "completed" plus any IDT drills with the status of "unexcused".</p>	<p>Scheduled: 4</p> <p>Number of IDT drills with pay with the status of "Mbr Rqst" or "Pending".</p>	<p>Remaining: 13</p> <p>Number of IDT drills with pay remaining for the current fiscal year.</p>
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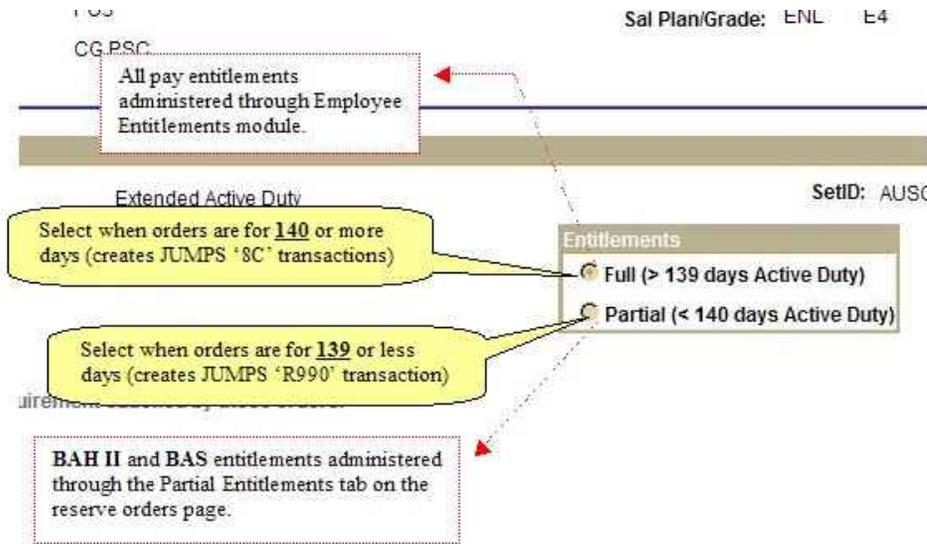
Here is a summary of the changes (how the page appeared before this change):

PAID DRILL INFORMATION:

<p>IDT Authorized: 48</p> <p>Number of IDT drills with pay authorized, based on type of unit for the current fiscal year.</p> <p>No change.</p>	<p>Completed in JUMPS: 24</p> <p>Number of IDT drills with pay that had processed through JUMPS as of the date of the last update cycle.</p> <p>Changed title, added unexcused drills to count and changed counter to read from DA instead of waiting for a refresh from JUMPS</p>	<p>Scheduled in CGHRMS:</p> <p>Number of IDT drills with pay with the status of "Mbr Rqst" or "Pending".</p> <p>Changed title.</p>	<p>Remaining: 24</p> <p>Number of IDT drills with pay remaining (in JUMPS) for the current fiscal year.</p> <p>Field did not update to reflect completed or scheduled drills when entered. Field will now reflect number of drills that can be entered in system.</p>
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Full/Partial Entitlements on Reserve Orders

The labels for the Entitlements Radio Buttons on the Reserve Specific Info page in the Reserve Orders component have been changed. The "Full" entitlements button now includes the description of "(>139 Days Active Duty)" and the "Partial" button includes the description of "(<140 Days Active Duty)". When issuing mobilization orders under Title 10 U.S.C, always select the "Full" entitlements button, even if the expected duration is less than 140 days. See Chapter 11 of the Personnel and Pay Procedures Manual, PSCINST M1000.2(series), for more information on pay entitlements for mobilized Reservists.



BAH II and BAS entitlements for reservists on active duty for 139 or less days are started using the Partial Entitlements tab on the reserve orders page.

BAH II Entitlement Code:	<input type="checkbox"/>	Valid BAH II Entitlement Codes are: D (Without depns; CG owned single quarters) G (Without depns and mbr not assigned govt quarters) H (Spouse in service; no other depns; Mbr not assigned govt qtrs) L (With depns; Mbr & depns not assigned govt qtrs) W (None)
Travel BAS Entitlement:	<input type="checkbox"/>	Valid Travel Period BAS Entitlement Codes: O (Officer BAS) E (Enlisted BAS) – Galley Avail R (Regular BAS) – No Galley Avail N (No Entitlements)
Duty BAS Entitlement:	<input type="checkbox"/>	Valid Duty Period BAS Entitlement Codes: O (Officer BAS) E (Enlisted BAS) – Galley Avail R (Regular BAS) – No Galley Avail M (Enl BAS minus Discount Meal Rate) – Must use Galley N (No Entitlements)

BAH II and BAS will automatically start and stop based on the duty dates. Other entitlements, such as, O'seas COLA, Career Sea Pay, and Special Duty Assignment Pay, must be started and stopped using the Employee Entitlements module (Home > Compensate Employees > Use > Maintain Entitlements). Do not record BAH II or BAS in the Employee Entitlements module for reservists on active duty for 139 or less days. The system will insert the BAH II and BAS entries AFTER the pay segments are started in JUMPS.

Do not submit Release From Active Duty Transactions (RELADs) for reservists completing short-term (139 days or less) active duty orders. A RELAD transaction is only necessary when the member's orders were originally issued for 140 or more days.

Overseas Transfers

ALCOAST 365/05 lists several areas of concern that commands, SPOs, and members should pay careful attention to when an overseas assignment is made. CG-122 has commenced a review of the overseas transfer process. During the next 6 months, various units will be involved in a comprehensive examination of the entire system, including the screening process, PCS entitlements, reporting in procedures, and the sponsor program. The goal of the review is to update procedures and provide guidance for use by the transferring commands, the receiving commands and the member. The intent is to reduce problems encountered by both commands and members related to overseas assignments.

SPOs have a key role in the transfer process and have an obligation to ensure that the PCS data is processed promptly and to follow-up. SPOs have a continuing obligation to ensure that the PCS data that was entered impacts the pay system as intended.

Government Travel Card and High Cost Overseas PCS Travel:

Members are often counseled to pay for PCS OCONUS travel using their Government Individually Billed Commercial Travel Charge Card (CTCC) in spite of guidance contained in ALCOAST 264/04 to the contrary. This often results in a member being highlighted as overdue in paying off the travel card bill.

Per ALCOAST 264/04, members are not required to use their CTCC for PCS travel if the duration of the PCS travel (including leave, TEMDU, travel and proceed time) is going to be more than 15 days or if the total cost of the tickets (including tickets for dependents) is more than \$1000. Individuals not required to use the CTCC under this policy should use the Centrally Billed Government Travel Account (GTA) for obtaining common carrier transportation tickets (air, rail, bus, or ship). By using a GTA the member avoids potential out of pocket funding if their CTCC billing cycle and reimbursement are out of sync.

Reserve Orders Activity Guide

The Activity Guide simplifies navigation by grouping separate tasks into one area.

The menu item for accessing Reserve Orders has changed. The new menu item will now launch the *Reserve Orders Activity Guide* (shown on the right). The Activity Guide has links to other areas of the system you'll need to view before approving a Request for Reserve Orders. The menu path for SPO & ISC users hasn't changed. It is:

Administer Workforce > Track Global Assignments (GBL) > Use > **Reserve Orders**

There is a new menu item for users with the Reserve Orders Manager or Command User role:

Self-Service > Manager > Tasks > **Reserve Orders**

The screenshot shows the 'Reserve Orders' section of a web application. The breadcrumb trail is: Home > Self Service > Manager > Tasks > Reserve Orders. The main heading is 'Reserve Orders'. Below it are four links, each with a callout box:

- View Annual Screening Questionnaire (ASQ)**: Ensure an ASQ is completed. To create or update the ASQ, use new window link and choose ASQ. Callout: This link will open the member's most recent screening questionnaire for review.
- View Personal Information**: Check total active duty time and status. Authorization is required. Physicals n... Callout: Use this link to review the member's personal information (such as phone numbers, address and e-mail address) before starting a new set of orders.
- View Drill and Duty**: Verify all duty/drills performed within the past fiscal year. Callout: Use this link to see a listing of completed and scheduled drills and active duty. You'll want to be sure any new orders don't conflict with duty the member already has scheduled.
- View/Complete Order Info**: Request view/print/mod/ Approve an order. Callout: Click this link to view or request orders.

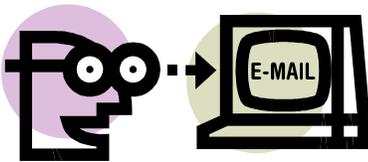
TOPTS Recent Transaction File (RECENTS) Inquiry Changes

The RECENTS inquiry, which is accessed by typing "REC" from the Pay Master/Main Inquiry, now lists all available data. Previously, the inquiry only returned the first 160 pages of data on a member.

PSC (P&D) has launched a new series of *OnDemand* tutorials for the JUMPS Pay Master File. The JUMPS tutorials are now available, along with the DA and UTS tutorials, at our Online Learning Center:

<http://cgweb.psc.uscg.mil/ondemand.html>

Separation E-Mails



Hello! I am YNC Sean Hayes. I am the Chief in Separations (SES). In SES, we have been in a state of transition these last few months. I took over for YNC Steve Hoss. He did a superb job while Chief of S1 and I thank him for doing so. It has made for an easy transition.

I have two issues I'd like to bring to everyone's attention. First, please read the Separation e-mail that is sent out by my auditor, YNC Pat Butler. The e-mail has important information that needs attention. One item in the e-mail that is often overlooked is at the bottom of the e-mail and that is the statement that asks that everyone contact [PSC-SES](mailto:PSC-SES@hrsic.uscg.mil) (by e-mail to "PSC-SES@hrsic.uscg.mil") vice replying to the e-mail. The reason that statement is there is because I monitor the [PSC-SES](#) board and direct the traffic in that board. Generally, once that Separation e-mail is sent out, S1 is no longer working that case and S2 has taken over to monitor for FINAL separation payment. Therefore, any reply required by an SPO needs to be forwarded to the to the pay tech handling the case.

Finally, we are having difficulty getting good e-mail addresses. Since there are so many new SPOs and Sectors out

there, we have to search high and low for good addresses. At times, I've even sent e-mails to personnel I know in a particular office to ensure that the member receives the information. If you have updated information, please let us know. Our contact information is listed in the SPO Contact list (<http://cgweb.psc.uscg.mil/spocontactlist.htm>). We will gladly update our email information; just click the e-mail link on the [SPO Contact List web page](#) (<http://cgweb.psc.uscg.mil/spocontactlist.htm>) to e-mail the list manager. If you have to forward the separation e-mail to a different SPO, you can use JUMPS to determine which SPO is responsible (see the "[Determining Correct SPO When Mailing PDRs](#)" article in [Issue 2/04](#) of the SPO Newsletter for help on using TOPTS to determine the correct SPO). If a SECTOR is being set up prior to the date PSC has for the OFCO and records are moved, we will not be aware of the change.

If you have any questions or concerns that can be answered in this forum, such as an FAQ, please let us know, we will gladly answer them and have them posted.

Thank you.

[YNC Sean Hayes](#)
[PSC \(SES\)](#)

Note: If e-mailing PSC-MAS or PSC-SES from the new CGSWIII image (with Office 2003) include "@hrsic.uscg.mil".

PCS Endorsements — Corrections and Deletions

After a PCS Departing or Reporting endorsement is approved, only a user with the CGHRSUP role (SPO Supervisor) can make any changes to or delete a PCS Endorsement transaction. A User with the CGHRS Role and not the CGHRSUP Role will **not** have access to data fields that would cause a correction or deletion to be transmitted.

If a mistake is made or you are directed by PSC (MAS) to delete and resubmit a departing or reporting endorsement, make the changes to the appropriate field(s) (correct the Actual Report date for example), and save. The appropriate JUMPS actions will be generated.

"...only a user with the CGHRSUP role (SPO Supervisor) can make any changes to or delete a PCS Endorsement transaction..."

If you need to delete a departing endorsement, clear the Actual Depart date field, and save. The JUMPS "D" action will be generated.

Original Departure Information	
Est. Depart Date:	09/01/2004
Transfer Authority:	Coast Guard Person
Duty Type:	Active Duty
Departing Department:	003491 TRACEN
Actual Depart Date:	09/01/2004

If you need to delete a reporting endorsement, clear the Actual Report date field, and save. The JUMPS "D" action will be generated

Actual Report and Depart Dates	
Actual Report Date:	09/06/2004 Reporting Approval

Computing the Effective Date of Orders for Entitlement to Temporary Lodging Expense (TLE)

Members are not permitted to collect TLE on travel days, you will need to compute the days a member was in a travel status separate from the computation for the effective date of orders which is used to compute a member's travel and transportation allowances (i.e.: dependent's travel). To compute a member's entitlement for TLE please use the example given under U5705 of the JFTR which states:

Example: If a member has 8 days elapsed time (e.g., proceed, delay, travel, etc.) between PDSs and the allowable travel time is 7 days, the member may be paid TLE for one day if spent near the old or new PDS. The additional available 'TLE days' may be claimed for days spent near the old PDS before (or after) the member checked out of the activity at the old PDS, and/or at a designated place (see Appendix A) en route, and/or near the new PDS before (or after) the member checked into the new activity at the new PDS. If a member has 22 days elapsed time between PDSs and the allowable travel time is 7 days, the member may be paid the maximum allowable TLE allowance for days spent at/near the old/new PDS or a designated place en route as described in the 8-day example."

For TLE payment purposes, the member must be in the vicinity of either the old or new PDS and have enough total elapsed time minus Travel days to cover the claimed expense.

Effective Date of Orders is used to compute a member's travel and transportation allowances and can be found in Chapter 4.G of the PERSMAN:

Effective Date of Orders - In the case of separating or retiring members, the effective date to determine entitlement to Travel and Transportation Allowances (authorized weight of household goods, eligibility for dependents' travel, etc.) is the last day of active duty. This does not apply to separating Reservists and recalled retired members who continue in an

active duty status during the time allowed for return travel home. For those members, and all others, it is the date a member is required to begin travel from his or her old permanent duty station, home or place from which called to active duty, or last temporary duty station, whichever applies, to arrive at his or her new permanent duty station, home, or place from which called to active duty on the date authorized by the authorized and/or used transportation mode. When orders are modified, canceled, or revoked before the normally computed effective date, the orders are considered effective when the member receives them (see JFTR, U2140). In computing orders' effective date, subtract the travel time used from the reporting date and add one day (the departure day is a day of duty).

Example 1:

Member is authorized and uses maximum travel time of 7 days.

Authorized reporting date 10 June

Subtract travel time used, 7 days = 3 June

Add one day = **Effective date of orders 4 June**

Example 2:

Member is authorized 7 days travel time, but changes mode of travel and uses less time. (Authorized reporting date 10 June.)

Actual reporting date 9 June

Subtract travel time used, 1 day 8 June

Add one day = **Effective date of orders 9 June"**

If you require more information regarding the differences between Effective Date of Orders computation and the computation for TLE, please contact your local transportation office or PSC Customer Care.

Mileage Rates for TDY Travel Increased

The following rates for TDY travel by POV are effective 1 September 2005:

Car	Motorcycle	Airplane
\$0.485	\$0.305	\$1.07

Rates for travel prior to 1 September 2005 can be found at the Per Diem, Travel and Transportation Allowance Committee web site <https://secureapp2.hqda.pentagon.mil/perdiem/>

The rates for PCS/MALT (Mileage in lieu of transportation) have not changed. They are based on commercial fares and are a **payment** instead of providing the member or employee with Government procured transportation. The PCS/MALT mileage rates do not reflect the price of gasoline. TDY mileage rates on the other hand, are based on the costs to operate a vehicle (gasoline, insurance, etc.) and are intended to reimburse the expense of using a POC for the official government travel.

New Housing Assignment/BAH Stop Notification Process

The housing office assigns the member to government housing. On the date of assignment, (and not later than 24 hours after date of assignment) the housing office notifies the SPO of the assignment via e-mail. The e-mail provides the member's name, new address, date of assignment, and applicable BAH code description (e.g. BAH Code A, with dependents, member and/or dependents assigned CG-owned family quarters). The SPO acknowledges receipt of the assignment via return e-mail to the housing office within 24 hours. All e-mail correspondence will be filed in the housing unit file.

The member will be counseled by the housing office to notify the SPO of their assignment to quarters and be attentive to possible overpayment by verifying their next LES. Housing Officers shall ensure the Tenant Occupancy Agreement, signed by the member at the time of housing assignment, includes the following statement: "I hereby acknowledge, by my signature below, that it is my responsibility to notify the SPO, using CG PSC-2025, BAH/Housing Worksheet, immediately of my assignment to housing, including DoD housing. If any overpayment occurs, I understand I am responsible for repayment. I understand if I knowingly accept payment of BAH when not authorized, I am subject to administrative and disciplinary ac-

tion in accordance with the U.C.M.J." Housing Officers will ensure a copy of this statement is kept in the housing file.

The local and area housing offices are required to run the BAH Verification Report contained in Housing Management Information System (HMIS) every two weeks, following scheduled payroll compute dates to verify BAH codes and HMIS information. This report enables the housing office to identify discrepancies between HMIS assignment/termination data and BAH codes. The housing office shall review all discrepancies and correct HMIS data entry errors within 3-5 days of running the BAH Verification Report. Upon completion, the housing office shall notify the SPO via e-mail of any remaining discrepancies involving incorrect BAH codes.

The end result of this proposal will be a process of checks and balances designed for timely termination of BAH and minimal, if any, overpayments for Coast Guard members.

Deb Van Pelt
HMIS/Training Manager
U. S. Coast Guard Headquarters

Updates to PSC Tutorials and Training

The PSC Learning Center staff is pleased to offer you even more OnDemand tutorial guidance. We have recently added to our library of educational materials in OnDemand the following new tutorials:

UTS (T-Pax Upgrade) – The new upgrade to the Unit Travel System is now available in OnDemand tutorials on the PSC Learning Center home page with guidance on Traveler, Approving Official, and Proxy. You may also view the significant changes in a Power Point Presentation.

Pay Master File (JUMPS) – A new OnDemand tutorial has been created reviewing the procedures for K1B8 sign on for Hummingbird and PUTTY, Password Changes, Segment Analysis, and Proper Discharge. More JUMPS tutorials to come. (If you have a specific desire, let us know).

Direct-Access (DA) – To date the following are now part of the DA OnDemand tutorials:

- **Honors and Awards** – located in General Transactions and SPO Transactions
- **Aviation Crew/Non-Crew HDIP** - located in SPO Transaction – Entitlements
- **Career Sea Pay/Time** – located in SPO Transaction – Entitlements

- **Career Sea Pay Premium** - located in SPO Transaction – Entitlements
- **Contingency Orders** - located in SPO Transaction – Reserves
- **Diving Duty Pay** - located in SPO Transaction – Entitlements
- **Extended Active Duty EAD** - located in SPO Transaction – Reserves
- **Flight Deck HDIP** - located in SPO Transaction – Entitlements
- **Fractional OUTCONUS COLA** - located in SPO Transaction – Entitlements
- **FSA/FSH** - located in SPO Transaction – Entitlements
- **Hazardous Duty Incentive Pay** - located in SPO Transaction – Entitlements
- **SPO Exception Report** - located in Advanced SPO – Reports

Continued on page 12 ?

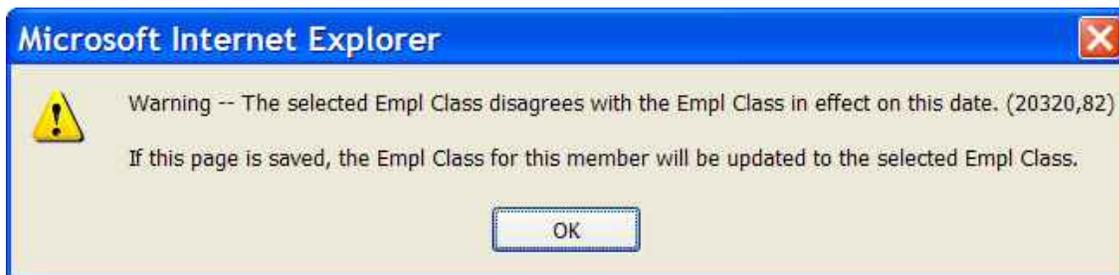
Processing Release From Active Duty Separations for Officers With Reserve Commissions

When a Reserve Commissioned Officer completes their initial active duty service obligation/Extended Active Duty (EAD) contract and does not desire to continue on active duty or is not selected for an extension or integration, they are released from active duty and transferred to the Reserve to complete their military service obligation.

When processing these separations (after the separation authority has been entered by CGPC(opm-1)), SPOs often encounter this error message:



The error is generated because DA expects a reserve status row to be present, **with a reserve Employee Classification** (SELRES, IRR, etc.) when the Officer you are separating is a Reservist. However, in most of these cases, the Officer has never been a member of the SELRES and no reserve status row exists. Exit the separation component, go to the Reserve Member Status page and insert new row. *The Reserve Tra/Pay Cat* effective date must be one day after the RELAD date. When you enter the date, you will receive this warning message informing you that the Employee Class is going to be changed when you save.



This is exactly what you are trying to accomplish. **Changing the Employee Class to a reserve classification will allow you to process the separation.** Click OK to dismiss the warning message.

When transferring the Officer to the IRR use

- “IRR” for the Employee Classification
- “H - No Drill Requirement” for the Reserve/Training Pay Code

“Inact Du Officer w/in 8 yr obl” (Inactive duty Officer within 8 year initial military obligation) for the Reserve Classification.

Reminder: Use department ID #002817 and position #00062025 when you complete the separation travel order.

See “Reserve Officer RELAD” on next page ?

Reserve Officer RELAD

(Continued from previous page)

If the Officer will be participating in the SELRES following RELAD use:

- “SELRES” for the Employee Classification
- “A – Drilling Pay Status” for the Reserve/Training Pay Code
- “Inact Du Officer w/in 8 yr obl” (Inactive duty Officer within 8 year initial military obligation) for the Reserve Classification.
- Use the department ID and position number provided by the ISC (fot/pf) assignment officer to complete the separation travel order.

The Direct-Access Online Manual can be accessed at:

<http://cgweb.psc.uscg.mil/Direct-Access/> (CGWEB)
<http://www.uscg.mil/hq/psc/ps> (Internet)

You can also access the manual by clicking  while in Direct-Access.

(Note: The online help isn't accessible from DA until you navigate to an area of the system where data entry is required. If you receive a “Help Not Found” error message, navigate to a screen (a “Use” link for example) where data entry is required.)

PCS Reporting With Temporary Duty En Route

Actual Report and Depart Dates

Actual Report Date:

[Reporting Approval](#)

Reporting for Unplanned Temporary Duty?

Mission Complete

New Destination
Department:

000508

CGC POLAR STAR

Nature of Duty:

Duty

When a member reports for Temporary duty (TEM DU), en route to their new PDS, the SPO must record the delay using the Reporting for Unplanned Temporary Duty option on the Depart/Report Member tab of the PCS orders. TEMDU en route to a new PDS is not "non-chargeable absence".

Procedures for completing a PCS with Temporary Duty can be found in the DA Online Help and in the OnDemand tutorials. Look for the *PCS Reporting With Unplanned Temporary Duty* topics in the PCS section.

(UTS Upgrade Continued from Page 1)

view the estimated and final calculations of travel expenses. It will show the amount due the member.

- Multiple Accounting Strings. This added functionality enables units to add a separate accounting line to authorize and pay for additional expenses not authorized by the issuing authority. For example, adding a rental car or splitting costs between units. Fund managers should be careful not to issue new TONO's to cover additional expenses even though the system appears to allow it.

Users can click on help while in a field to get specific guidance. There are also links within T-PAX to select per diem rates, view the JFTR, and to get detailed information about data located in history.

Visit the **PSC Learning Center** web site at <http://cgweb.psc.uscg.mil/OnDemand.html> to take a tutorial on the new UTS (T-PAX) upgrade or to view a presentation (PowerPoint) showing the new features of UTS (T-PAX).

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Updates to PSC Tutorials and Training

Coming Soon – New tutorials for SGLI, Bonuses, Debt Liquidation, Qualification Codes, Clothing, SDAP, Advancements, and School Training.

The PSC Learning Center takes pride in providing the most accurate and timely educational tools available. In the event there are questions, problems, comments, or more information needed about any of the OnDemand tutorials, please click on the link provided in each tutorial to the Customer Service Trouble Ticket and we will address your issues promptly.

Also, the creation of the Advanced SPO course is in full production and will be offered beginning November 2005. **Tentative** schedules for the remainder of the year are as follows:

Advanced SPO - November 16-17, 2005

Advanced SPO - December 7-8, 2005

Basic SPO being offered at PSC on September 13-14, 2005

DA/Travel System Instructor at PSC on October 31 – November 2, 2005.

If interested please call Mr. John James at 785-339-2265 or submit a request online at the PSC Learning Center website. <http://cgweb.psc.uscg.mil/ondemand.html>.

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

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EXECUTIVE DIRECTOR: Mr. Mike Sullivan
NEWSLETTER EDITOR: MR. Rich Etheridge (P&D)

Mission

PSC provides caring and responsive personnel and compensation services for all Coast Guard military members, retirees, annuitants and other customers in support of the Department of Homeland Security missions.

Vision

To be the:

- Employer of Choice
- Premier Provider of Military Compensation and Personnel Services in the U.S.
- Steward and Manager of Coast Guard HR Data
- Advocate for Compensation and Personnel Policy for our Customers
- Role Model in Cultivating Creativity and Valuing Innovation

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- Committed to Employees
- Stewardship and Integrity

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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

Note: If e-mailing PSC-MAS or PSC-SES from the new CGSWIII image (with Office 2003) include "@hrsic.uscg.mil".

Telephone Hours of Operation: 0700 – 1600 CST Monday thru Friday and the following weekends:
3rd weekend of each month (also the 2nd weekend starting in Nov. 05)

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

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