



SPO Newsletter

In This Issue

• TSP Participant Statements	2
• Confinement / Appellate Leave	
• Statement of Intent	4
• Exception Numbers	
• TRICARE Reserve Select	5
• Managing Reports	6
• Join the YNs Microsite	7
• TPAX Audit Reports	8
• IRR Transfers and RELADs	9
• DA System Changes	
• DD-214s	
• Retirement Certificates	
• BAH for RC Members W/O Dependents	11
• Retirement Points	
• PSC Customer Advisory Council Conference Q&A and Exit Survey Results	12
• Procedures for ADSW Orders for 140 to 180	
• FY07 Clothing Allowance Maintenance Rates	13
• PSC Workshop Schedule	
• About the SPO Newsletter	14
• Contacting PSC	

Special Offline Payments

While everyone in the field and at PSC strives to ensure all our members receive their pay in the most efficient, accurate manner possible, mistakes do happen. We don't want our members to experience financial hardship, and special offline payments exist for this very situation. Occasionally a member needs some advance funds such as BAH in order to fulfill housing obligations. Special offline payments can be made in this instance as well.

When submitting requests for offline payments, please keep in mind the following criteria, established in Section 6-B-4 of the Personnel and Pay Procedures Manual (PSCINST M1000.2a), which must be met in order for an offline payment to be approved:

(Continued on page 3)

New Software for Accessing JUMPS Coming Soon

PSC (ISS) is testing and configuring new software for accessing the IBM mainframe computer that hosts TOPTS (**T**opeka **T**imeshare—*A front-end program allowing access to the IBM mainframe computer.*) and the JUMPS database.

BlueZone™ Terminal Emulation Software is a robust Web-to-host and desktop terminal emulator for IBM (*and other*) mainframes. BlueZone is the most widely-used replacement for older desktop-based terminal emulators on the market. It's a tremendous improvement over the PuTTY application that is currently used on the Coast Guard Standard Workstation for access to TOPTS/JUMPS. It's also an improvement over Hummingbird HostExplorer®, which is used at PSC and by some SPOs in the field, in that it doesn't require installation on the user's computer, BlueZone is Web-based. It will provide access to TOPTS/JUMPS from any computer on the Coast Guard Data Network (CGDN) without the installation of any software. A few configuration files are downloaded to the user's "U Drive" (The **My Documents** folder), when the program is first launched and a Bluezone directory is created for users to store their personal configuration files in. The program also encrypts all communications between the user's session and the mainframe, unlike our current versions of PuTTY and HostExplorer .

(Continued on page 10)



Ready Today



Preparing For Tomorrow

United States Coast Guard

TSP Participant Statements Available Online

When you become a new participant, TSP mails you a Personal Identification Number (PIN) after the first contribution is posted to your account. This PIN and your Social Security number (SSN) together comprise your secure identification for accessing your account information on the TSP Web site (<http://tsp.gov>) and the *ThriftLine*.

The TSP Web site: The best source of information about your TSP account is the Account Access section of the TSP Web site (<http://tsp.gov/account/index.html>).

You will need your SSN and your PIN to access your account. Once you access your account, you can find out your daily account balance, check on your loan, see the status of a loan or withdrawal request, see what your current contribution allocation is, etc. You can also use the TSP Web site to perform a number of transactions, such as making interfund transfers or contribution allocations, requesting a new computer-generated or custom PIN, **requesting that quarterly participant statements be mailed to you**, or initiating a loan or withdrawal.

The TSP Web site is your only source for quarterly participant statements, unless you elected to receive your statements in the mail. New statements are posted on the TSP Web site after the end of each calendar quarter (i.e., March 31, June 30, September 30, and December 31). The statement shows your account balance and a detailed summary of the activity in your account during the previous reporting period. If you have a loan, your quarterly loan information will also be included on your participant statement.

Confinement / Appellate Leave

Do you or someone you know have a member being placed in confinement?

I am YN1 Angelica Bartsch (PSC SPO), and I just took over the confinement / appellate leave records. Did you know that since July there have been four members, placed in various briggs throughout the country? There were seven already in confinement, and 41 personnel on appellate leave.

Anyone who is placed in confinement for 90 days or more and/or is being processed for a bad conduct discharge will be administratively assigned to the Personnel Service Center (SPO).

There are a few steps that the member's SPO has to take prior to sending us the record.

- Complete the Disciplinary Action transaction in Direct Access using the data from the CG-4910 or DD 458 form.

- Stop entitlements on the day the member enters pretrial confinement or confinement. BAH for members with dependents continues while the member is in confinement.

I've realized that there's not a lot of direction out there for the SPOs on how to process the members prior to forwarding the record to PSC. We are working on creating a step-by-step processing guide that will be included in the next change to the Personnel and Pay Procedures Manual.

If anyone has any experience that they'd like to share, I would appreciate the information.



YN1 Angelica Bartsch (PSC SPO)
angelica.l.bartsch@uscg.mil
(785) 339-3607

(Continued from page 1)

- The member is underpaid \$100.00 or more in his/her regular semimonthly payment; **and**
- The pay shortage amounts to 10% or more of the member's total pay entitlements; **and**
- The member is not scheduled to receive reimbursement of the pay shortage in their next scheduled payday; **and**
- The pay shortage is causing the member to experience a financial hardship; **and**
- The SPO has submitted documentation certifying the member's entitlement to the additional pay due.

Requests for offline payments should always include some basic information in order to help the person preparing the payment. An important item to include is the reason for the request. Is the member in a compute error? Were documents or transactions not completed in time for pay cut? All pertinent information on entitlements is helpful as well. The zip code for BAH and COLA purposes is usually a good item to include.

Calculations as to what the requesting office is expecting for pay are another requirement in special offline payment requests. If the

amount requested is projected pay, then that should be stated. If the entitlements need to be calculated out, that needs to be done and included in the request.

There are also some items that need to be present in a member's record before an offline payment can be made. Most importantly, the entitlements need to be running and approved. If you are unable to get the entitlements running, an explanation needs to accompany the request. If the request is for an advance with a liquidation of more than 12 months, the command endorsement for the liquidation needs to be included. Orders are extremely important, especially in requests for reserve members.

Keep in mind that offline payments exist to alleviate financial hardship, and are not necessarily an exact science. For instance, at PSC we tax at a flat rate, which may differ from local and state tax methods. Special offline payments are not there for the purpose of correcting a member's pay situation. The amount paid may occasionally differ from the amount requested. The member will be reimbursed for any shortages in special payments when their record is corrected.

It is also important to know that all special payments are deducted from the next available pay check. The concept behind this is that the member's pay account will be corrected, and the differences will

balance out. Drills are generally not paid via offline payment. See PPSM 6-B-5 for criteria.

Requests for offline payments should be sent, via e-mail, to PSC-PF-MAS (*This will be changing to PSC Customer Care in the future. Continue to send requests directly to (MAS) until directed. Do not send requests to both MAS and Customer Care*).

After a request arrives, a technician calculates it and submits it to a Chief or supervisor for review. When the payment is authorized and signed, it is entered into the treasury system, and the member sees the funds in 24 to 48 hours. A confirmation is sent to the requestor following the entry into the treasury system. We try to get payments out the within 24 hours of receiving the request, however, please keep in mind that 72 hours is the official window.

Special offline payments can help a member out of a financial bind that most often is no fault of their own. Provided we all work together and requests are timely and accurate, this important function can alleviate a lot of pressure for the member and their SPO.



Chad Rein, PSC (MAS)

Update Your Addresses



Be sure to update your addresses (mailing, savings bond delivery, and business e-mail) in Direct Access after a PCS move.

Your mailing address is used for mailing important documents, such as IRS form W-2 and Thrift Savings Plan documentation.

You must have the correct business e-mail address in Direct Access in order to take advantage of the Self-Service password reset feature, to receive notification of

orders, or to have reports delivered via e-mail.

Many processes use notification e-mails generated to the business e-mail address you have entered in Direct Access. Members with an incorrect or missing business e-mail address lose this important functionality.

You can update your addresses in Direct Access through Self-Service.

Paul Hamilton (MAS)

Statement of Intent (SOI)

It's not always necessary!

DO NOT Submit the SOI transaction in the following cases/situations:

mal Expiration of Enlistment (P176), Extension transaction (P154), or Re-extension transaction (P159) has been approved and transmitted.

1. Extensions/re-extensions of enlistment, **where there is no SRB entitlement**, and where the **member's separation date has already been** set by an Extension transaction (P154), Re-extension transaction (P159), or Amend Active Duty Termination Date for a Reservist (P191) transaction submission.

Note: This includes reenlistments for members whose separation date was set by an Extension transaction (P154) or Re-extension transaction (P159) and who have decided to cancel the extension/re-extension and reenlist for a greater period of time.

2. After the reenlistment contract, Retained Beyond Nor-

Source: DA Online Manual—SOI Topic

Exception Numbers are Growing

Hello all, I am YNC Sean Hayes. In July, I moved over from SES to the Exception Review Team (ERT) in MAS. I've previously worked in this section, when it was known as the PMIS team, as a team leader from 1999 to 2001. It's great to be back on the team. We have an excellent crew on ERT. We all work very hard reviewing exceptions every week and sending out feedback to SPOs for timely corrective action.

One issue that has been brought to my attention is the amount of recurring exceptions due to non-action. These are exceptions that have remained on the exception reports for 2 weeks (2 update cycles or more) with no SPO action. I've even had a few errors brought to my attention that have been on exception reports eight to ten weeks with no SPO action! While there may be some mitigating circumstances that can explain why a few of these exceptions are taking so long to be reconciled, a vast majority of these exceptions are simply because no one at the SPO is taking the time to evaluate the feedback being provided and taking the necessary action to correct the issue/exception.

PSC is not currently keeping statistics on SPO performance, but this approach is being reevaluated as a possible tool once again. The number of recurring errors will be a key factor in determining the performance level of each SPO.

At PSC, Customer Service is by far our most important goal and objective. To that end, our success is a direct reflection of how we (PSC) interact with you (our customer) and provide the necessary service to your customer (the member).

If you attended the Customer Advisory Council Conference last April, the Exception Review Team proc-

ess was explained in great detail. If you were not able to attend, please review ALSPO F/05 (Subj: SPO Exception Report). When your exception report feedback is ready, SPOs must take action prior to the next update cycle. Update cycles run approximately once every week. ALSPO Q/05 (Subj: Payroll Processing Schedule) lists all of the update/compute cycles and cutoff dates for calendar year 2006.

If you would like to talk with me about your exception report, please give me a call or send me an email. I am eager to work with all of you to help reconcile exceptions and any ERT issues you may have.



YNC Sean Hayes (MAS-ERT) 785-339-3530

Help Prevent Duplicate Transaction Errors

When working in the multiple entitlement component (e.g. BAS, FSA, etc.), if after filling in your data and pressing the save button, your session terminates, please check the individual entitlements rows of a few members to see if their entitlement processed as opposed to re-entering the data and saving again. Recently, over 600 duplicate transactions were generated due to users redoing transactions in the multiple entitlements component because the system disconnected during the save process. In these cases the work was successfully saved, but a simultaneous network problem occurred and returned the users to the logon screen.

Award Code for National Police of Haiti Medal

You may now add the National Police of Haiti Medal in Direct Access. The Award Code is "CGNPHM".

Jim Ventucci, (SDM)

TRICARE Reserve Select for the Servicing Personnel Office

Overview

TRICARE Reserve Select (TRS) is a premium-based TRICARE health plan with three tiers that are available to members of the Select Reserve. Each tier has separate qualification requirements and premium rates. All TRS tiers require the member to commit to service in the Select Reserve for the period of TRS coverage.

The SPO Role

The SPO is a critical player for TRS implementation. They:

- A. Provide resources
- B. Verify TRS eligibility
- C. Collect documentation
- D. Pass information to the Verifying Officials

Resources

There are several resources to provide the member so they can receive accurate information. The SPO is responsible for being able to provide a list of resources to the member to receive proper counseling.

1. The TRS Website: <http://www.tricare.osd.mil/reserve/reserveselect/>

- The TRS website contains all information regarding eligibility, enrollment, purchasing, benefits, qualifying life events, premiums, etc.

2. The Coast Guard toll free TRICARE information line 1-800-9-HBA-HBA (1-800-942-2422) Health Benefit Advisors are available to answer TRICARE benefit entitlement questions.

Resources

- ALCOAST 425/06
- The TRICARE Verifying Officials (VO) are located at each ISC. A list of Verifying Officials are located at:

http://www.uscg.mil/reserve/pay_benefits/tricare_verifying_officers.htm
- Office of Reserve Programs (CG-1312) are responsible for TRICARE eligibility policy and implementation.

Email: TRS@uscg.mil
Phone: 202.267.1330

TRS Eligibility

In order to be eligible for TRS, the member must be an active member of the SELRES. This data must be recorded accurately in DA. One of the most common errors occurs when a member may have Tier 1 qualifying orders on paper (contingency); however, in Direct Access

the orders only show EAD or ADSW without the contingency field completed. Members on EAD are not eligible for TRS. There are specific qualification requirements for all tiers described below.

Documentation

The SPO is required to keep the following documentation in the member's PDR for 3 years. This requirement will be updated into the next PDR manual revision.

- The DD-2895(Jun06) Agreement to Serve in the Select Reserve For TRICARE Reserve Select. Completion of this form is mandatory for members completing a contingency demobilization and will be added to the next revision of the demobilization checklist.
- If qualifying for Tier 2, one of the following annual documents showing proof of eligibility:

Statement of benefit, verification letter of eligibility from the State office.

A letter from their civilian employer that certifies that the employer does not offer health care insurance or the member is not eligible.

Self employment verification (IRS Form 1040 and Schedule SE).

Documentation filed with federal state, or local government officials to establish the business and the taxpayer identification number

- Verifying Officials (VOs) are responsible for creating or executing the member's enrollment form on the Guard-Reserve Portal (<https://www.dmdc.osd.mil/appj/tsa/>). The SPO must pass the required documentation to their local VO to execute or create the enrollment form. Once the enrollment form is created/executed the member will log on the Guard-Reserve Portal, obtain the completed form and mail it, along with payment, to the TRICARE Regional Center at the address that appears on the form.

Summary

The SPO is a critical element in implementing the new TRICARE Reserve Select Program. More information will be released on this program via an ALCOAST, Flag Voice, and Reservist article. If you have questions, please contact your local verifying official or view the TRICARE Reserve Select website. Thank you for increasing the overall readiness of Coast Guard Reserve Forces with implementation of the new TRICARE Reserve Select program.

LT Melissa Cohen
CG-1312 Reserve Programs Division

Managing Daily/Weekly/Monthly Reports

Now that you are more familiar with Direct Access and its ability to create reports, are you preparing and reviewing all of the reports carefully? Do you know which ones to run?

In the past, this has been left up to upper leadership, but as the times change and our new junior members take on more responsibility they will need a guide to follow. That is why we would like for you to have these instructions below.

Most of you query the unit roster from time to time to receive the Expected Loss Date of current Enlistments/Oath of Office on members and officers, last evaluation dates, and Annual Screening Questionnaire dates of reservists, etc. This report is definitely the first one that should be thought of at your unit to manage personnel and their records:

[Home](#) > [Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Report](#) > **Unit Roster**

Note: The CSV format is the only working file format. Recent changes to the report included the addition of several columns of occupational data. The PDF and HTM file formats cannot accommodate the additional data.

Have you ever thought of those who are starting an extension or re-extension soon? This is an entirely different report located at: [Home](#) > [People Tools](#) > [Query Manager](#) > [Use](#) > **Query Manager**

A search page will appear. Search by Name, select "contains" and enter "EXT" in the third block. Click the Search button. The query name is "CG EXT REX WITHIN 30DAYS QRY".

How about the CG Good Conduct roster/report and updates to the Personal Data Extract for each SWE eligibility?

The Good Conduct Award Query identifies personnel, by department, who have a Good Conduct Award (CGSD award code) issued within a specified range of dates. The department and date ranges are entered by the user at the time the query is run. This query can be used to identify personnel who are due their second or subsequent Good Conduct Award. Personnel who have not yet received their first award will not be listed. Units should manually track the first Good Conduct Award due dates for these members.

You can access this by following:

[Home](#) > [PeopleTools](#) > [Query Manager](#) > [Use](#) > **Query Manager.**

The Query search list will display.

Enter all or part of the query name -- *CG_Good_Conduct_QRY* (Note the use of underscores (__) in places of spaces), in the field between "begins with" and "User" in the *Search By* line and click the Search button.

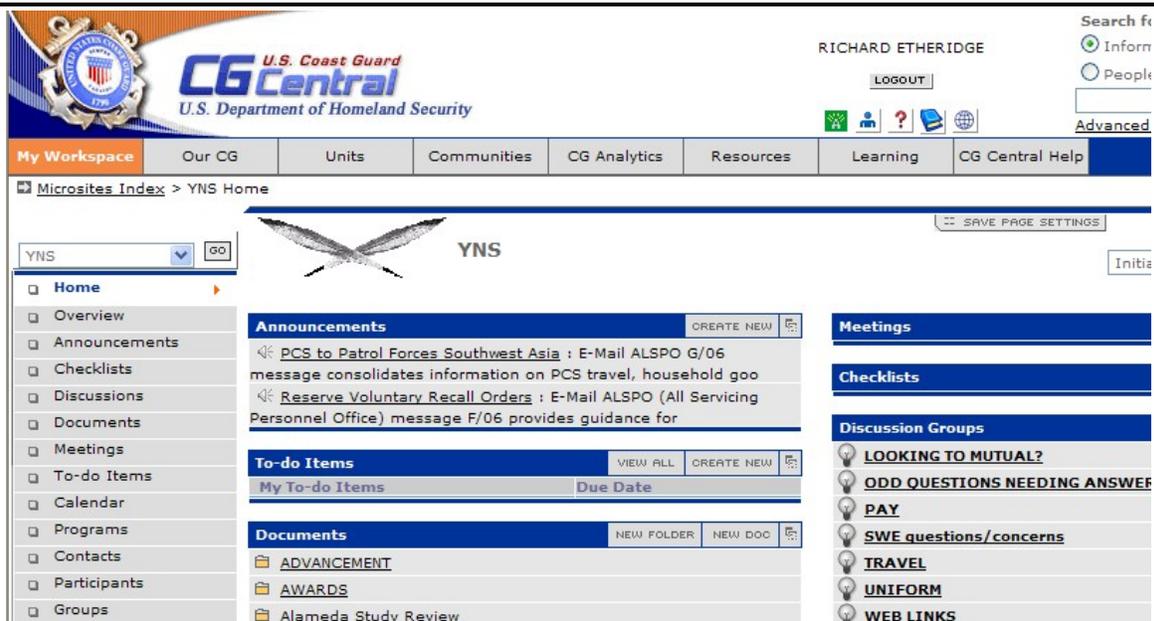
You can decide the "To" and "From" date fields and sort in the downloaded Excel file for your unit. On those currently entering the CG and stationed at your unit, do yourself a favor and take an Excel class and learn how to make this program work for you so that you can create a formula to calculate the 3 year point from the entry date, if no discipline has occurred to change the award. Excel is a very adaptable program and for each report that you create in Direct Access (.CSV file) it allows you to sort and select all by columns and rows, keeping all related information together concerning each member (i.e. EOE's, Anniversary dates, etc) to conform the report you would like to see.

Along with these reports, the unit should be viewing their airport terminal daily for TDY and PCS orders on their members.

There are a few different ways to access this information:

(Continued on page 13)

YNs Microsite in CG Central – Are You a Member?



The YNs Microsite is a great place to get information, YN contacts, and SWE study material. The site is an information area for Yeoman. It’s a great place for updates and changes to manuals, pay changes, etc.

The goal of the site is to educate the YN rating by passing useful information to all YNs (and their civilian counterparts) and to create an environment where Yeoman can network with one another.

Here are a few of the features:

Documents -- Contains folders that have information for SWE study, general messages, TPAX, etc. Check this area for updates.

Discussions – You can post questions, comments. You can also subscribe to each “thread” and you will receive an email whenever someone posts to a thread.

Programs -- Has a link to the YN page in CG Central. This will give you updated YN info from our Force Manager.

Participants -- A list of everyone who has been added to the YN Microsite. Clicking on their name opens an email to them.

Contacts -- The Owners can create, edit and delete items on the Microsite. They can also add and delete participants. Contacts are people you can call if you need help right away.

CG Talk -- Kind of like Instant Messenger, but this is CG approved! You can log into CG Talk and chat with other people who are logged in. Once you are logged into CG Talk, you can log out of CG Central and still chat.

If you’d like to join the YNs Microsite, please contact one of the members listed below:

Name	E-Mail	Unit	Phone
YN1 Amy Bartholomew	amy.b.bartholomew@uscg.mil	PAC INTELLIGENCE (PI)	510-437-2911
Rich Etheridge	richard.a.etheridge@uscg.mil	PSC-PRO& DEV BR	785-339-2214
Christy Hoyt	christy.l.hoyt@uscg.mil	D14 LEGAL STAFF (DL)	808-541-2017
YN1 Takila McCown	takila.s.mccown@uscg.mil	CG RUITOFF COLUMBUS	510-437-3130
Sue Reed	susan.j.reed@uscg.mil	MLCPAC LOGISTICS (MDL)	510-437-3828
YNC Shawna Ward	sward@rush.uscg.mil	CGC RUSH	510-437-5826

TPAX TDY Travel Claim Audit Requests and Reports

To assist travelers and commands in tracking the status of audit requests, PSC and FINCEN have reports on the web (see below). PSC audits all travel claims exceeding \$2500 and a random sample of claims below \$2500. Recently, PSC sent out approximately 10,000 TPAX audit requests for claims with settlement dates of 16 December 2005 to 30 June 2006, so travelers may receive several requests for audit in a short period.

The most recent audit request reports can be accessed the first week of each month via the PSC Travel web page at <http://cgweb.PSC.uscg.mil/travel/audits/> (Unit Travel Claim Audit Reports). Enter the unit 7-digit OPFAC in the search box to find the link to your unit page, which contains 5 reports: 1st requests; 2nd requests; 3rd requests; suspended requests; and requests being recouped. Another report listing audit requests that have been returned to the traveler for further information will be available soon, and units will have the ability to print these reports and view historical reports.

Travelers can view claim status/travel voucher summaries by going to the FINCEN website: https://www.FINCEN.uscg.mil/tvs_aux/.

Travelers can also view audit request status by going to the FINCEN website: http://cgweb.FINCEN.uscg.mil/tvs_aux2/. This shows the following information on a requested audit: claim number, TONO, travel dates, dates of requests, date received at PSC, date suspended, suspension end date, date cancelled, date returned to the traveler for further documentation, and date when the audit was completed.

When submitting audit packages to PSC, travelers should attach a copy of the audit request sheet to the top of their audit package. If unable to attach a copy of the original audit request, travelers may attach a copy of the

unit report with their request highlighted or a copy of the audit request status with the correct request highlighted.

Travelers must have a valid/current email address in TPAX and DA so they can receive timely notification of audit requests. The current transfer season as well as email migrations throughout the Coast Guard have resulted in many email address changes. All personnel are strongly encouraged to update/validate their email addresses. To learn how to view and change your email address in DA go to: http://www.uscg.mil/hq/psc/ps/self_service/members/e_mail_address.htm. To learn how to view and change your email address in TPAX go to: http://www.uscg.mil/hq/psc/travel/t-pax/webhelp/Update_Profile.htm#SetPasswords.

Claim/Audit Status Presentations:

Learn how to use T-PAX, the Coast Guard Finance Center's and PSC's web sites to check the status of your travel claim or audit request and retrieve a copy of your Travel Voucher Summary (TVS).

PowerPoint format
<http://www.uscg.mil/hq/psc/travel/TVSandAUDITStatus.pps>

Printable (PDF) format—
<http://www.uscg.mil/hq/psc/travel/TVSandAUDITStatus.pdf>

Also see pages 2-B-16 through 2-B-20 of the Personnel & Pay Procedures Manual, PSCINST M1000.2A, for records maintenance instructions and audit policies and procedures.

<http://www.uscg.mil/hq/psc/Manuals-Pubs-Newsletters/PPPM/PPPM-PDF-BYCHAP/PagesfromChap02B.pdf>

Source: PSC (TVL) AIG 11939 Msg 271442Z Jul 06

Unit Audit Reports on the Web
<http://cgweb.PSC.uscg.mil/travel/audits/>

This is an internal PSC control number.

This identifies the member

This identifies the date PSC has taken action (i.e. completed the audit or requested more information).

Member Name	EMPLID/SSN	Order Number	Begin Date	End Date	Request Date	PSC Action Date	Claim Number
SMITH	0001	1106246ABC123000	2/28/2006	3/1/2006	7/1/2006		1096602866
JONES	0002	1106246ABC124000	2/19/2006	3/7/2006	6/30/2006		1096608915
HUBER	0003	1106246ABC125000	11/13/2005	12/16/2005	6/30/2006		1096562568
ANDREWS	0004	1106246ABC126000	4/3/2006	4/14/2006	7/1/2006		1096632813
WILSON	0005	1106246ABC127000	11/8/2005	1/29/2006	6/30/2006		1096583366

This identifies the specific set of orders to be audited.

This identifies the dates of travel associated with the travel orders to be audited.

This identifies the date the audit report was processed.

Assignments and Transfers to the Individual Ready Reserve (IRR)

Approximately 150 personnel are released from active duty (RELAD) or transferred to the IRR each month. The following errors frequently occur with these assignments and transfers:

For more information please visit our website at: <http://www.uscg.mil/hq/cgpc/rpm/rpmhome.htm>, where you'll find FAQs, forms (like the Transfer Request shown below), and more!

Incorrect Unit/Department ID:

There are many situations where REALADing members agree to drill and then change their minds before they depart active duty. PCS orders have already been issued to the drill unit and must be corrected in Direct Access. Please enter the correct department ID of (002817). See RELAD Corrections and Deletions section of the DA Online Guide for more information.

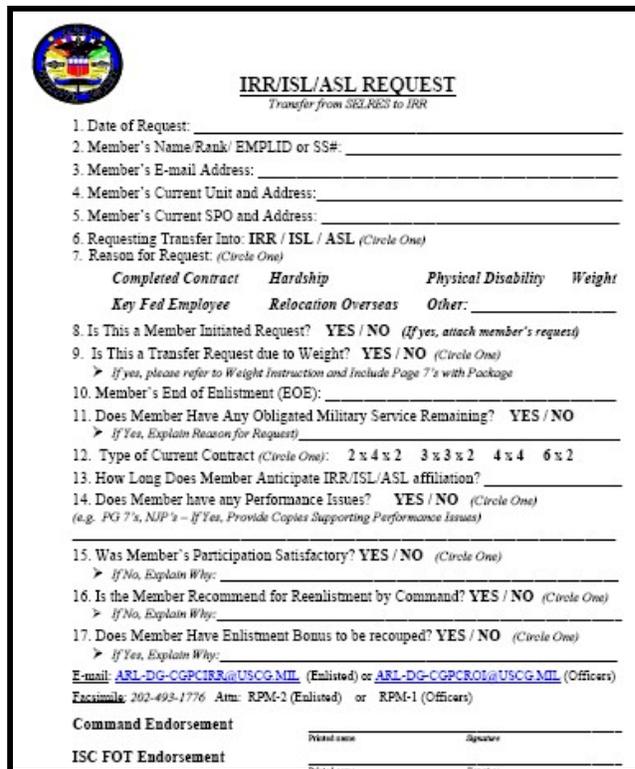
No Orders:

A Reserve Member Status Change (R-910) alone does not put a person in the IRR, they must be transferred. Please ensure that you use department ID 002817 when completing the Reserve PCS transaction. This will transfer the member to the correct unit - Coast Guard Personnel Command (rpm).

No Authority for Assignment to the IRR:

Many units are now reconciling their Reserve Personnel allowance lists (RPAL's). Members who have not participated should be researched and processed per 4.B.1 of the Reserve Policy Manual. Transfer to the IRR is not an option for non-performers and non participants.

Please review the guidance found in the Reserve Policy Manual (RPM) (COMDTIST M1001.28A) chapters 1.C and 5.B regarding the criteria for members who request to be placed in the IRR.



IRR/ISL/ASL REQUEST
Transfer from RELAD to IRR

1. Date of Request: _____

2. Member's Name/Rank/EMPLID or SS#: _____

3. Member's E-mail Address: _____

4. Member's Current Unit and Address: _____

5. Member's Current SPO and Address: _____

6. Requesting Transfer Into: **IRR / ISL / ASL** (Circle One)

7. Reason for Request: (Circle One)

<i>Completed Contract</i>	<i>Hardship</i>	<i>Physical Disability</i>	<i>Weight</i>
<i>Key Fed Employee</i>	<i>Relocation Overseas</i>	<i>Other:</i>	_____

8. Is This a Member Initiated Request? **YES / NO** (If yes, attach member's request)

9. Is This a Transfer Request due to Weight? **YES / NO** (Circle One)
➤ If yes, please refer to Weight Instruction and Include Page 7's with Package

10. Member's End of Enlistment (EOE): _____

11. Does Member Have Any Obligated Military Service Remaining? **YES / NO**
➤ If Yes, Explain Reason for Request: _____

12. Type of Current Contract (Circle One): 2 x 4 x 2 3 x 3 x 2 4 x 4 6 x 2

13. How Long Does Member Anticipate IRR/ISL/ASL affiliation? _____

14. Does Member have any Performance Issues? **YES / NO** (Circle One)
(e.g. PG 7's, NIP's - If Yes, Provide Copies Supporting Performance Issues)

15. Was Member's Participation Satisfactory? **YES / NO** (Circle One)
➤ If No, Explain Why: _____

16. Is the Member Recommend for Reenlistment by Command? **YES / NO** (Circle One)
➤ If No, Explain Why: _____

17. Does Member Have Enlistment Bonus to be recouped? **YES / NO** (Circle One)
➤ If Yes, Explain Why: _____

E-mail: ARL-DG-CGPCIRR@USCG.MIL (Enlisted) or ARL-DG-CGPCROB@USCG.MIL (Officers)

Facsimile: 202-493-1776 Attn: RPM-2 (Enlisted) or RPM-1 (Officers)

Command Endorsement _____ Printed name _____ Signature _____

ISC FOT Endorsement _____

YN1 Darryl K. Mason
CG Personnel Command
Reserve Personnel Management
<http://www.uscg.mil/hq/cgpc/rpm/rpmhome.htm>
Ready/Standby Reserve Servicing Personnel Office
4200 Wilson Blvd
Arlington, VA 22203
866-735-3897 toll free
202-493-1776 fax

Recent Direct Access System Changes

Here are some improvements we've made to Direct Access recently. These are "behind the scenes" changes, that don't effect the user interface or procedures and are not part of the implementation of new entitlement, so no ALCOAST or E-Mail ALSPO messages are released when these types of changes are completed.

- Added edits to prevent users from entering overlapping periods of ADT and IDT.

- Corrected problem with improper pay checkage when members perform 30+ days of ADT without pay.
- Provided CG HQ ability to update banking and routing info on the DA vendor file. This enables them to pay vendors through EFT on a monthly basis by allotment, rather than collecting the debt in full and then paying them through a Treasury check.

- Fixed an issue with AD Term Dates being set incorrectly in DA when CGA Cadets are assessed.
- Changed the Sign-On message for locked accounts to include a link to PSC's Customer Service web page where users can request a new password.

Rick Peat (SDM)

(Continued from page 1)

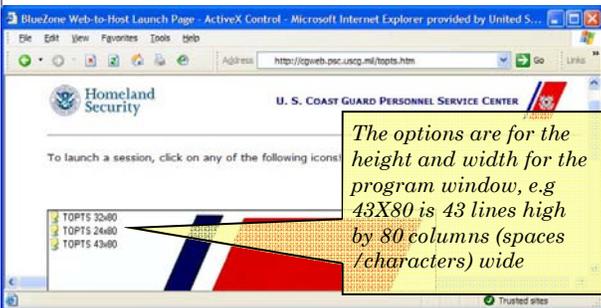
We will notify SPOs, via e-mail, when to begin using BlueZone to access TOPTS/JUMPS. Once installation and configuration is completed, you'll be able to access the program from PSC's intranet home page at <http://cgweb.psc.uscg.mil>.

A **BlueZone** button will be added to the contents section on the left side of the page, as shown below:

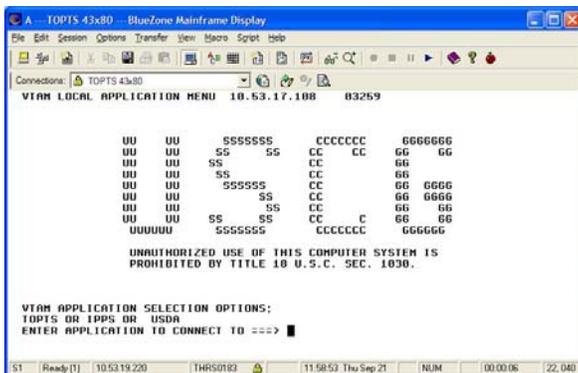


Clicking the BlueZone button will reveal the TOPTS Launch Pad link.

From the Launch Pad page you'll be able to select one of the screen settings by **double-clicking** on one of the TOPTS links.



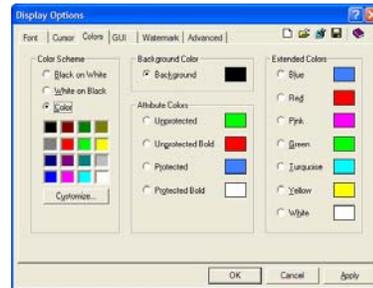
The first time you launch TOPTS, you'll need to acknowledge a security warning which will allow the program to create a BlueZone directory on your system and copy some configuration files. The program will then open in a new window.



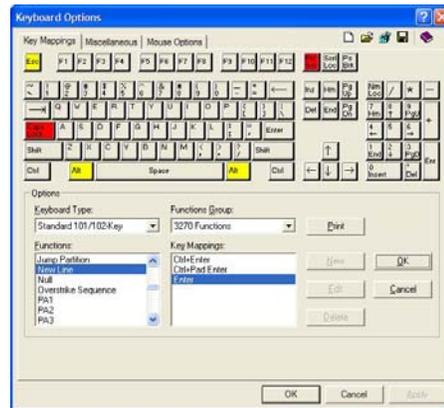
You can close or minimize Internet Explorer if desired, you don't need to have the browser running to use BlueZone.

The default color scheme is black & white. You can change the colors, fonts, keyboard mapping, printing and other program parameters.

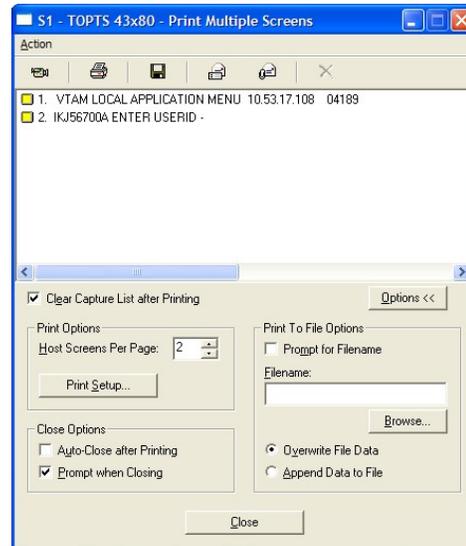
Display Options Dialog:



Keyboard Mapping Options Dialog:



Print Options Dialog:



These options will be explained in detail when we roll out the final version.

Dave Greer (ISS)

Leave and Earnings Statements to Include Reserve Points

Beginning with their Leave and Earnings Statements for October 2006, Reserve Component members will see annual Reserve Points Statements information in the remarks section.

IDT	Inactive Duty Training
RSV AD	Reserve Active Duty
RMP	Readiness Management Period
CORR	Correspondence Courses

The information will be provided from JUMPS Segment 81 (Reserve Points) and will include total current anniversary year points along with a breakdown of the various types of duty, described below:

REG AD	Regular Active Duty
FHD	Funeral Honors Duty
MBR	SELRES Membership

DD-214s for Reservists

Please pass this on to the yeomen who are separating reservists.

- Personnel released from ADT, full-time training duty, or ADSW: A DD-214 will be prepared for these personnel when the period of service was 90 days or more. A DD-214 will also be prepared for personnel who are separated for cause or for physical disability, regardless of the length of time served on active duty.
- Personnel released from active duty following call-up, partial mobilization, or full mobilization: Personnel ordered to active duty in time of national emergency declared by either the President or Congress, or in time of war declared by Congress, shall be issued a DD-214 upon release from active duty, regardless of the length of active service.

The Office of Military Personnel (CG-1221) is rewriting the DD-214 Manual, but it will not be released until late next year. In the meantime, this guidance will be included in Chapter 11 of the Personnel and Pay Procedures Manual and in the Direct-Access instructions for preparation of the DD-214.

YNCM Lori McNaught (CG-1221)

Retirement Certificates

PSC (RAS) automatically mails retirement certificates six months prior to a member's approved retirement date. RAS uses Direct Access to identify individuals who have approved retirement orders on file. All active duty members and drilling reserves (SELRES) will have their retirement certificates mailed to their current unit. All inactive ready reserve members (IRR) will have their retirement certificates mailed to their home. Reserve members who originally received their retirement certificates when transferred to Ret-2 status, will not receive another set of retirement certificates when they are transferred to a Ret-1 status at age 60, nor will members transferred to the temporary disability retirement list (TDRL). If at a later date, TDRL members are transferred to the permanent disability retirement list, their retirement certificates will be mailed to the home address on the retired pay system.

The retirement certificates prepared by PSC (RAS) are as follows:

- Certificate of Retirement for the retiring member
- Spouse Certificate of Appreciation (If applicable)
- Certificate of Appreciation from the President

PSC (RAS) also provides a retirement pin.

For information on processing certificates of appreciation for other family members, see ALCOAST 176/00 for details.

*Debbie Farley,
Chief, Retiree and
Annuitant Services Branch (RAS)*

BAH for Reserve Component Members Without Dependents

Single members on ADT periods of less than 140 days for other than initial accession training – IADT, (OCS, Basic Training or Class “A” School) or ADOT (ADSW) periods of 180 days or less are considered on temporary duty (TDY) for BAH/OHA purposes.

They are entitled to a housing allowance appropriate to their dependency status and principle place of residence even if

assigned to or occupying single-type government quarters at the site where they are performing active duty. They are entitled to BAH without dependents at Reserve Component (RC) rate for orders of 30 days or less or to BAH without dependents for orders of 31 or more days.

Source ALCOAST 229/06

PSC Customer Advisory Council Conference Q & A and Exit Survey Results

As we mentioned in the last issue of the *SPO Newsletter*, the 2006 PSC Advisory Council Conference was a big success. We learned so much from each and every one of you through your questions, concerns, breakout session discussions and critiques! Although it has taken us longer than we would have liked, we have compiled all of the notes and minutes into one document and placed it online.

Your feedback and our answers to questions raised during the breakout sessions are now available at:

<http://www.uscg.mil/hq/psc/CustomerConnection/2006ConferenceNotes.pdf>

Mark your calendar now for the next Advisory Council Conference in November, 2007!

Procedures for ADSW Orders for 140 to 180 Days

The definition for **Long-term/Full Entitlements** (Including PCS Transfer) Reserve orders for other than training (ADOT), which includes ADSW orders, has changed.

Per Chapter 3.B.4 of the Reserve Personnel Manual (Change 3), Long-term active duty is performed consecutively **for more than 139 days if the active duty is for training (ADT); more than 180 days if the active duty is for other than training (ADOT)**. Reservists ordered to long-term active duty are removed from their SELRES assignments for the duration of the duty, and with the exception of involuntarily recalled reservists and Reserve Program Administrators, count against Coast Guard active component end strengths. Long-term active duty is automatically deducted from the AFC-01 military payroll account and must be reimbursed by the order issuing authority through funds transfer.

At this time, the edits in Direct-Access and routines for financial reports and personnel accounting in JUMPS and other systems are not able to discern between ADT and ADOT orders; therefore, Direct Access is still limiting all Short-term/Partial Entitlements orders to **139 days**.

We anticipate completing the research needed to identify all the system changes in early October 2006.

From there, we'll have an estimate of the time required to complete and test the actual reprogramming of the systems and retooling of the reports involved.

Until the system changes are completed, **Reservists authorized to perform Short-term ADSW, greater than 139 days, must be issued two sets of orders.**

One set for the first 139 days and a second set for days 140 through the end of the authorized active duty period, not to exceed 180 days combined.

In these cases the member may carryover earned leave to the second active duty period (normally all leave must be disposed of at the end of a Short-term active duty period).

Direct Access and JUMPS treat these back-to-back Short-term ADSW orders as distinct, individual, periods of active duty, not as a continuation of the first active duty period. The SPO must remember to enter transactions to restart the member's BAH and other entitlements when endorsing the second set of orders.

We appreciate your patience and understanding during the time it takes to research and implement this policy change.

PSC (SDM)

(Continued from page 6)

Select menu items in the following order:

[Home](#) > [Self Service](#) > [Self Service](#) > [Self Service for Commands](#) > [Use](#) > **Command Information**

OR (for SPO and other non-Command Users):

[Home](#) > [Develop Workforce](#) > [Administer Training \(GBL\)](#) > [Inquire](#) > **Airport Panel**

The Recall Roster report should also be run weekly for the most updated information and quick accessibility.

[Home](#) > [PeopleTools](#) > [Query Manager](#) > [Use](#) > **Query Manager**

The Find an Existing Query page will display. Click in the blank field to the right of "begins with" and enter "CG_RECALL", then click the search button. Click the [Run](#) link in the search results section for the CG_RECALL_CONTACT_INFO_OWNUNIT query.

The Recall Roster lists civilian, active duty and reserve members' home addresses, phone numbers and email addresses for units within an Integrated Support Command's or Servicing Personnel Office's area of responsibility.

These are the main reports units need to prepare daily, weekly, and monthly that pertain to their local unit personnel and their career. If you are interested in other reports available, please search for and view all under the Query Manager link above.

John Schwartz (CCB)

Reports Scheduler

When a user has permissions to schedule the running of reports for themselves in Direct Access, they should ensure they cancel the schedule prior to departing to another unit. Leaving the schedule enabled if you are not going to be using the scheduled report is taxing on the system and a waste of system resources.

James Ventucci (SDM)

FY07 Clothing Allowance Maintenance Rates

These are the amounts for the FY07 Clothing Maintenance Allowance (CMA).

- | | |
|---|--|
| 1. Active duty enlisted maintenance allowance rates | 2. Reserve enlisted maintenance allowance rates |
| a. Active Duty Basic Maintenance Allowance (BMA)
Male \$24.05
Female \$26.29 | a. Reserve Basic Maintenance Allowance (RBMA) per paid drill up to 48 drills per fiscal year.
Male \$2.79
Female \$3.02 |
| b. Active Duty Standard Maintenance Allowance (SMA)
Male \$34.35
Female \$37.56 | b. Reserve Standard Maintenance Allowance (RSMA) per paid drill up to 48 drills per fiscal year.
Male \$3.99
Female \$4.32 |

CWO2 Tarvin Greene (CG-1221)

PSC Procedures & Development Workshop Schedule



Fiscal Year 2006 courses are completed.

The 2007 schedule is projected to be released in mid-December.

Please continue to check the workshop schedule periodically:

<http://cgweb.psc.uscg.mil/pd.aspx#schedule>

or contact us by email at PSC-PF-PD@uscg.mil.

Karen S. Emmot, Chief, Development Section

Articles for the next 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: PSC-PD@USCG.MIL

The deadline for the December 2006 issue is 15 November 2006.

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.

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

COMMANDING OFFICER: CAPT Vince Weber, USCGR
EXECUTIVE DIRECTOR: Mr. Mike Sullivan
PROCEDURES & DEVELOPMENT BRANCH CHIEF: CWO3 A.M.Way,USCG
NEWSLETTER EDITORS: Mrs. Suzanne Gray/Rich Etheridge PSC (P&D)

Visit PSC at:
<http://cgweb.psc.uscg.mil> or
<http://www.uscg.mil/hq/psc>

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

Organizational Values

- Customer First
- Committed to Employees
- Stewardship and Integrity

Contacting Customer Care

How to contact Customer Care:

Online Trouble-Ticket: <http://www.uscg.mil/hq/psc/customerservice.shtm>

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

Email: PSC-CustomerCare@uscg.mil

Telephone Hours of Operation: 0700 to 1600 weekdays and 0730 to 1600 on scheduled weekends. FY07 weekend staffing schedule is available at <http://www.uscg.mil/hq/psc/customerservice.shtm>.

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



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