



SPO Newsletter

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Upcoming Workshops

PSC (P&D) will conduct several workshops in Topeka, KS next year. We offer workshops for Direct-Access, JUMPS and T-PAX users and for unit training personnel.

Workshop Descriptions:

Basic Human Resource Systems: An entry-level record technician workshop designed for personnel entering the HR field. This workshop covers basic knowledge requirements and routine functions, as they apply to Direct Access and JUMPS. The topics and scenarios are generic in nature and cover situations encountered by technicians who normally do not require supervisor guidance. This workshop has been revised to emphasize practical application. Attendees should be familiar with OnDemand tutorials prior to attending.

Advanced Human Resource Systems: A workshop designed for experienced record technicians, supervisors, and field unit HR personnel. It combines open discussion forum with exercises which show how data entry in Direct Access affects a member's pay and how to validate proper posting in JUMPS and on the LES.

DA/Travel Systems (TS) for Instructors: A workshop designed to allow all USCG training personnel the opportunity to learn and create training materials and presentations as it relates to instruction for DA/TS systems. Conducted at PSC, students will construct lessons plans, presentations, and job aids that will assist in facilitating unit level training on the functionality of the USCG HR applications. Upon completion of the workshop, students will be able to demonstrate skills by instructing a portion of the workshop.

(Continued on page 9)

2007 Base Pay Changes

Increase in Basic Pay- Effective on January 1, 2007, the rates of monthly basic pay for members of the uniformed services are increased by 2.2 percent.

Reform of Basic Pay Rates- The National Defense Authorization Act for Fiscal Year 2007 authorizes targeted pay raises for warrant officers and enlisted members serving in the E-5 to E-7 grades that would be effective on April 1, 2007; and extension of the basic pay table to 40 years, providing longevity step increases for the highest officer, warrant officer, and enlisted grades.

See: <http://www.dod.mil/dfas/more/legislativeaffairs/fy07legislation/FY07SA601.pdf>



Are You Competent Enough to Enter Competencies?

Commandant (CG-1B1) is responsible for collecting and managing data for the competency management system. They have identified the following recurring problems with the recording of member competencies in Direct Access.

1. Update. Don't duplicate:

Competencies should only be assigned to members once. If a member already has a competency, you should update the year last used field but leave the original effective date. Members and units should review competency assignments prior to issuing a competency. Run the Personnel Data Information File (PDIF) report to see a list of the member's assigned competencies. The instructions for running the PDIF report are in the DA Online Help at:

http://www.uscg.mil/hq/psc/ps/member_competencies/personnel_data_information_file_report.htm

2. Let the Training Management Tool (TMT) do its job:

The TMT automatically assigns almost 200 different competencies that are tracked in TMT and transferred to Direct Access each night.

These competencies shall not be entered manually into Direct Access, this just results in duplication of data causing problems with CGBI (Coast Guard Business Intelligence) metrics. Units should review the member's competency assignments in TMT, prior to entering a competency in Direct-Access. The TMT to Direct Access list can be found in the Competency Dictionary or in CG Central by searching for "TMT to Direct Access" ([Resources](#) > [Applications](#) > [AOPS-TMT](#) > [TMT Competencies, Tasks, Mapping](#) > [TMT-to-Direct Access Mapping](#)).

Competency Dictionary:

<http://www.uscg.mil/hq/psc/da/CompetencyDictionary.xls>

3. No need to assign inactive competencies:

When a competency is deemed no longer needed by the Coast Guard or is changed significantly, it is inactivated. Competencies shall not be assigned to members after the

inactivation date. Inactive competencies are moved to the Inactive Type in Direct Access and maintained on the INACTIVE tab in the Competency Dictionary. If you search for competencies by using the Category filter in Direct Access, or assign competencies using "Assign Competency Multiple" an inactive competency will appear in the list with no indication that it is inactive. Please make sure the member and/or command has validated that competencies are active before you enter them in Direct Access.

4. Follow the directions:

Users are failing to enter "How Verified" when they enter competencies. The How Verified is set on the Competency Verification tab when assigning competencies to a member. How Verified should be assigned according to table 2-2 in the Competency Management System manual COMDTINST M5300.2

(http://www.uscg.mil/CCS/CIT/CIM/DIRECTIVES/CIM_5300_2.pdf) and in the Direct Access Online Help (http://www.uscg.mil/hq/psc/ps/member_competencies/competenciesindividual.htm).

Note: Never use "**External Interface**" for a competency verification, this entry is for TMT transferred competencies.

5. Use the correct date:

Users continue to list the date the competency is entered into Direct Access vice the date the Competency is earned as the effective date in Direct Access. Competencies shall be entered using the date earned as the effective date. This will be the date the competency request was approved or the date on the (last) required training certificate.

Richard C. Kramer
Future Force
Commandant (CG-1B1)
Tel: (202) 475-5025
Fax: (202) 475-5923
<http://www.uscg.mil/ff21/index.htm>

Many TMT "Certifications"...



...are automatically transferred to Direct Access "Competencies".



Allotments for Credit Card Payments Not Recommended

Credit cards play a major role in today's economy and our personal finances. Almost every major store and banking institution has some form of credit, whether it be bank card, loan or in the case of the service exchanges (AAFES, CGES, MCES or NAVEX) the Military Star Card. The Star Card has become a convenient tool for many Coast Guardsmen, whether active, reserve or retired. This card may be used to purchase any and all items in our service exchanges to include uniform items. However, when entering into a signed agreement with the service exchanges, do you really understand all the fine print and responsibilities to which you are agreeing? Some do. Others seem so eager to have the Star card, or any other form of credit that they don't take the time to read "all those pages" of relatively small font, loaded with legal words and varying numbers. Most of us (and don't think for a moment the credit institutions don't know this) don't bother to read everything. We see the 0% APR until January of 2008 and decide this is the card we need, right now. How many of us really understand credit and how all of those cards and/or loans work. For the purposes of this article, we will focus on the Military Star Card and the type of credit they have provided to you.

First and foremost, the Military STAR card is "revolving credit". Revolving credit is a type of credit that does not have a fixed number of payments. That is to say, you are not obligated to pay XX amount of dollars for XX amount of time, such as when purchasing a house or a car. This is known as installment credit.

Typical characteristics of revolving credit are:

- The borrower may use funds up to a pre-approved credit limit (this is true in the case of the STAR card)
- The amount of available credit increases as funds are used for purchases and then repaid.
- The credit may be used repeatedly
- The borrower makes payments based only on the amount they've actually used, plus (and this is very important) INTEREST.
- The borrower may repay over time (subject to any minimum payment requirement), or in full at any time.

Now let's take a look at a typical STAR card account:

SN Jones has been authorized by AAFES to receive a STAR card with a \$500.00 credit limit. Immediately upon receipt of the card, SN Jones runs down to the local

BX/PX/NAVEX/CGES and purchases \$250.00 worth of goods. At the end of the month, after SN Jones has listened to that new CD for the 100th time, in that new stereo, a bill from AAFES finds its way to him. The "monthly statement" shows SN Jones that he must pay \$53.25 toward the purchase of the goods obtained earlier in the month.

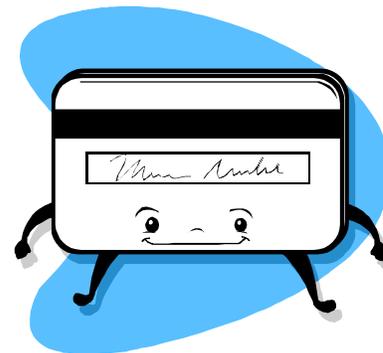
SN Jones makes his way to the nearest computer and logs on to the Coast Guard Direct Access system and sets up his allotment to AAFES at \$55.00 per month. The next month AAFES is paid, SN Jones is happily listening to the stereo and all is well. SN Jones, knowing that his bill will automatically come out of his pay, thus not really having to "worry" about it any longer, again makes his way to the BX. He purchases another \$250.00

worth of merchandise and happily sets off back to his apartment to try on the new shirts, pants and shoes he just bought. Again, SN Jones "knows" the bill will be taken care of, he made sure of that. However, the one small problem is, now that his purchase amounts and debt amounts have changed, so too has his repayment amount.

He now must pay back a monthly amount of \$82.85, but SN Jones doesn't bother looking at the new monthly statement, because he already knows that he set that allotment up, so in his mind all is well. What he did not realize, is that the monthly repayment is "fluid" with each purchase and repayment made (remember revolving credit). SN Jones had not paid off the first set of purchases, he'd only paid the first installment of \$53.25 (\$55.00 is the allotment he'd set up), but now, because of a new set of purchases and an interest rate that fluctuates with the prime his payment is more. Had he just read that new billing statement, he'd have realized he needed to pay a new amount.

Fast forward three months: SN Jones, new clothes, stereo and CD's in tow, gets underway on the cutter Neverdock for a three month adventure into the Pacific. He knows he has set up "all" his monthly bills to be taken electronically from his bank account or his military pay. He is a responsible young seaman, ensuring all bills are paid on time. SN Jones pulls line three from the

(Continued on page 4)



(Continued from page 3)

bollard and is happy with himself knowing that all will be well with his finances when he returns home, three months from now. Three longs and a short later, the Neverdock is underway. The notification letter that AAFES sent him about his account being in arrears is lying on the coffee table at home, unopened.

Two months into his patrol, SN Jones is given time to log on to the ship's e-mail system. He reads two letters from home, one from his SPO about a personnel issue and two from a fellow Coastie stationed on his sister ship. Then, there is an e-mail from the Coast Guard Personnel Service Center in Topeka, KS. SN Jones looks at the Subject line and blinks;

Subj: Recoupment of Debt

Curious, SN Jones opens the e-mail and reads carefully

"This is to inform you that the Coast Guard Personnel Service Center, Topeka, Kansas, Debt Collection Branch is in receipt of a DD139 (Pay Adjustment Authorization) from the Army & Air Force Exchange System (AAFES) to collect monies from your pay for the Delayed Payment Program..."



How is this possible? SN Jones asks himself. The simple answer is that SN Jones' payments did not keep up with SN Jones' spending and repayment. SN Jones must now pay a regular monthly payment, plus have a debt for the arrearage taken from his pay. SN Jones is not happy, either with himself or STAR or the PSC for taking money from his pay.

Don't let this happen to you! Please read the fine print when applying for the STAR card (or any type of credit or loan). Know the difference between revolving credit and installment credit and always check your monthly credit billing statements. Who knows? You might find something in there to your advantage. Credit card companies make mistakes sometimes too and you should ensure your billing is accurate. Stay ahead of the game and be credit savvy.

Mr. Robert Tyler, PSC (MAS-DC)

Annual PSC Advisory Council Meeting Update

I am YNC Mike "Yak" Dudinyak of the Customer Care Branch and am the Project Manager for the upcoming **PSC Advisory Council Conference** (aka SPO Conference) slated for the end of August 2007. I have been hard at work reviewing pertinent information and feedback from the last conference to better meet your expectations for this conference. Note the timing of the conference has changed to August; originally we had told you it would be held in November, so please plan accordingly.

Members of PSC's Customer Relations Council are tasked with being advocates for the customer, so the success of this conference is very important to us.

Unfortunately, with the fiscal environment being what is, we are unable to fund the travel and per diem for your attendance at the conference. As was done last year, attendees will be required to pay for their trip using unit funds. As important as the Council is to us, our budget will not enable us to pay for your transportation and per diem.

Our target audience this year will be mid-level managers/workers (E5 – E7). There will be more information to follow in the next few months, including exact dates, a tentative agenda, etc. We will also release a survey in May to help gauge if there are new training issues that need to be addressed (this survey will be identical to the one you participated in prior to last year's conference). In the meantime, we are working on setting up a microsite to quickly disseminate information and keep all interested members up to date.

There is much planning to be done and I am actively engaged in making this conference a valuable and worthwhile event. If you have any questions or concerns, please don't hesitate to contact me via email at Michael.l.dudinyak@uscg.mil or talk to someone who attended last year.

YNC Mike Dudinyak, PSC (CCB)

*PSC Customer Advisory Council
Conference August 2007
Topeka, Kansas*

Benefits for Reservists on AD for Contingency Operations

Coast Guard Reserve Forces have been a critical element for the current named contingency operations (*Operation Iraqi Freedom* (OIF) and *Operation Enduring Freedom* (OEF)). Congress has implemented benefits for these contingencies (and future named contingencies) such as the Early Identification Program (E-ID), Transitional Assistance Management Program (TAMP), TRICARE Reserve Select Tier 1 (TRS-1) and Reserve Educations Assistance Program (REAP).

For all these benefits the member must have been recalled under 10 USC 12302 for their first mobilization not to exceed 24 months and not less than 90 days. 10 USC 12302 is commonly called Involuntary Contingency Orders.

SPOs and ISCs should ensure the Contingency data tab is correct in Direct Access (DA) prior to approving orders to avoid any future benefit issues. Also, ensure the member's hard copy orders have the named contingency operation they are mobilized under and the standard contingency remarks (per PPPM Chap 11).

A named contingency operation is an Executive Order that has been issued by the President. The only current contingency operations are OIF and OEF with cost centers 79902, 70880 and 79150. There are several other operations members are mobilized under that do not qualify for contingency benefits. For example, disaster relief for hurricane mobilizations do not qualify or any Title 14 orders.

It is also important to note that members on Extended Active Duty (EAD) orders are entitled to Active Duty benefits. These orders are not considered in support of a contingency since they fill existing active duty positions.

E-ID is a benefit where the member is issued delayed-effective-date active duty orders for more than 30 days in support of a contingency operation and therefore eligible for "early" TRICARE medical and dental benefits beginning on the later of either: (a) the date their orders were issued or (b) 90 days before they report to active duty. A delayed-effective-date active duty order for the Coast Guard is any official notification of an upcoming deployment for named contingency operations. The most common users for this program are the High Priority Units. This benefit is manually entered by the High Priority Unit Yeoman or by the verifying officials listed in the link section of this article. [ALCOAST 251/06](#) has more detail for E-ID.

TAMP is a benefit which provide the member under 10 USC 12302 or 12301(d) TRICARE Prime medical benefits for 180 days immediately after their contingency demobilization. 12301(d) orders are

commonly called voluntary ADSW contingency orders. This benefit will run concurrently with additional orders and can not be saved. This benefit was authorized under [10 USC 1145](#).

The fact sheet is available at the following link:

<http://www.tricare.osd.mil/factsheets/viewfactsheet.cfm?id=317>

TRS-1 is a healthcare benefit a premium based healthcare plan available for purchase by members demobilizing under 10 USC 12302 or 12301(d). The Individual and Family program is TRICARE Standard. Qualifying for TRS-1 is a one time opportunity; the member must elect or decline coverage no later than 90 days after their contingency demobilization. [ALCOAST 452/06](#) has more detail on TRS-1.

The site to elect or decline coverage is:

<https://www.dmdc.osd.mil/appi/tsa/index.jsp>

REAP is the Reserve Educational Assistance Program available for members who have completed an initial mobilization under 10 USC 12302 and who may subsequent 12301(d) mobilizations. The amount if financial assistance is based upon your time served for contingency operations. [Flag Voice 282](#), [ALCOAST 045/06](#) and [258/06](#) include more detail on REAP.

More information on REAP is found on the Department of Veterans Affairs website at:

http://www.gibill.va.gov/GI_Bill_Info/benefits.htm

If the member wants to take advantage of these benefits the first step is to ensure the orders show them as eligible in Direct Access. The contingency tab must show with a current named contingency operation and correct dates. The second step is to ensure the member and their dependents are entered correctly in DEERS. Members and dependent information are often dropped from DEERS with each activation and demobilization.

If the member has any questions about TRS or E-ID, tell them to please contact their local ISC Verifying Official or the program manager listed in the ALCOASTS. If they have questions about REAP, please tell them to contact their local ESO or program manager listed in the ALCOAST.

LT Melissa Cohen
CG-1312 Reserve Programs Division
Phone: 202.475.5444 // Fax: 202.475.5912

W2's And You

Guess what time of year is just around the corner? It's tax season. To help PSC (SES) with the upcoming W-2 mail-outs we need your help!

Please ensure each member verifies the address on his or her LES for accuracy and submit any changes via Direct Access. The address on the December 2006 LES is where the original W-2 will be sent. Last year, there were over 4000 requests for duplicate W-2s. Incorrect or no "Mailing Addresses" are the biggest reasons members do not get their W-2 on time. (Note that "Home Address" changes will not update the mailing address, the mailing address option must be selected). Remember that apartment numbers need to be input on the same line as the street address. Also remember that DR, AVE, BLVD, ST, LN, CIR, etc are an important part of the correct mailing address.

In the event the member does not receive their W-2, please follow PPPM PSCINST M1000.2A Chapter 8-B-14. Have them verify that their "**Mailing Address**" is correct. Submit and update any corrections for their tax information in Direct Access.

PSC (SES) will start reissuing W-2s after February 15th 2007. If at this time, the member still has not received their W-2, or cannot locate it, then the member's unit or SPO can submit a request via e-mail, fax, letter, etc. to PSC (SES).

Please include the member's: **SSN**, **name** (first, MI, last), **status** (active, reservist, separated, retired), **address** (where W-2 needs to be sent. If at a large unit, please note what unit and/or department), **city**, **state**, **zip code**, **daytime phone #**, **year(s) requested**, **reason for the request** (lost, moved, incorrect address, forgot to file taxes, need for mortgage/buying house, loan, financial aid, dog ate it, victim of child's play, etc.), **POC name and phone #**, and **signature** is necessary on all written (faxed or mailed) requests per the FOIA instructions. An email with a list of names and SSN's can be sent and the W2's will be mailed in bulk to the SPO if address is provided. The uscg.mil email address for the SPO acts the signature for the FOIA requirements.

All reissued W-2s will be sent out via the USPS 1st class mail. The reissued W-2's will NOT be faxed. W-2 Request forms can be obtained from the web. The address is <http://www.uscg.mil/hq/psc/SES.htm>

This form can be faxed to: 785/339-3784. Any other questions, please call 785/339-3552.

PSC (SES)

Which Pay Table is used to Compute my Retirement?

"If I retire on 1 January or 1 April is my retired pay computed using the new active duty pay scale?" is a question we expect to hear many times because there will be two pay changes to base pay next year (see 2007 Base Pay Changes on page 1). The following information and references are provided to help you understand the law for retirement computation:



- All enlisted members and all regular officers who enter into retirement 1 January 2007 will have their retirement pay based on the pay scales in effect on 1 January 2007, and all enlisted members and all regular officers who enter into retirement on 1 April 2007 will have their retirement pay based on the pay scales in effect on 1 April 2007.
- All **warrant officers** who enter into retirement on 1 January 2007 will have their retirement pay based on the pay scales in effect on 31 December 2006, and all warrant officers who enter into retirement on 1 April 2007 will have their retirement pay based on the pay scales in effect on 31 May 2007.

The distinction between the two is:

- Coast Guard enlisted members and regular officers are retired under authority of Title 14, U.S. Code, and their retired pay is computed under Section 423 of Title 14 and Section 1406(f) of Title 10. Under these provisions, the basic pay rates in effect "at the time of retirement" are used for computing retired pay.
- Coast Guard warrant officers are retired under authority of Title 10, U.S. Code, and their retired pay is computed under Section 1406(b) of Title 10. Under these provisions, the basic pay rates in effect "on the day before retirement" are used for computing retired pay.

High-36 Computation for Temporary Officers With Permanent Warrant Appointments

Q: If I entered the service after 7 September 1980 and was promoted within the warrant officer ranks to W-4 while concurrently holding rank of LT, how is my retired pay calculated?

A: Because High-36 Month Average Basic Pay is calculated based on pay received by the member, the member's promotion within the warrant officer ranks, while concurrently serving as a LT, has no impact on calculation of retired pay.

PSC (RAS)

TRAVEL CHARGE CARD DO'S & DON'TS

Cardholder Responsibilities:

- **DO** use your government travel charge card to pay for official travel expenses.
- **DO** obtain travel advances for official travel through an ATM if authorized by your agency.
- **DO** track your expenses while on travel so you have accurate information for filing your travel claim.
- **DO** keep your receipts for all transactions made on your travel charge card.
- **DO** file your travel claim within three days after you complete your trip or every 20 days if you are on continuous travel.
- **DO** submit payment in full for each monthly bill.
- **DO** follow your bank's dispute process for charges which are incorrect.
- **DO** contact Citibank's customer service at 1-800-790-7206 if you have questions about your monthly bill.
- **DO** be aware that misuse of the travel charge card could result in disciplinary actions.
- **DO** be aware that failure to pay your bill in a timely manner can result in suspension or cancellation of your card possible disciplinary action.
- **DO** return your travel charge card to your Agency/Organization Program Coordinator (A/OPC) to be destroyed if you leave the Coast Guard or retire.
- **DO** immediately report your lost or stolen card to Citibank at 1-800-790-7206 and your card coordinator.
- **DO** destroy any lost or stolen cards that are recovered.



- **DON'T** use your travel charge card for personal use.
- **DON'T** obtain travel advances through the ATM which exceed your expected out of pocket expenditures for a trip.
- **DON'T** obtain travel advances through the ATM unless you are on travel or will be on travel shortly.
- **DON'T** allow your monthly bill to become overdue because this could result in suspension or cancellation of your card.
- **DON'T** wait for receipt of your monthly billing statement to file your travel claim.
- **DON'T** forget that the card is issued in your name and liability for payment is your responsibility.
- **DON'T** write your personal identification number (PIN) on your card or carry your PIN in your wallet.

Paying Your Travel Charge Card Bill

Make payment for all undisputed charges on your travel charge card bill in full by the statement billing due date, which is 25 to 30 days after the closing date on the billing statement. The due date is printed on the bill.

Failure to pay your monthly bill in a timely manner will result in the loss of your charging privileges. If your card is suspended, you will be unable to use it until your bank receives payment. If your card is cancelled due to non-payment, your delinquency may be reported to credit bureaus, be referred to collection agencies, or lead to other collection actions and you may not be eligible to receive a new card account.

*Scott R. Arndt
COMDT (CG-102),
Travel Charge Card Program Manager
Phone: (202) 475-5102*

Visit the Travel Charge Card Program web page at <http://www.uscg.mil/hq/psc/govttravelcard/> for more information. The web page provides a convenient, one-stop-shop, for training, instructions, forms, points of contact, etc.

Resources	Forms and Instructions	Important Information
<div style="background-color: #0070c0; color: white; padding: 2px; margin-bottom: 2px;">Online Training</div> <div style="background-color: #0070c0; color: white; padding: 2px; margin-bottom: 2px;">References</div> <div style="background-color: #0070c0; color: white; padding: 2px;">Job Aids</div>	<div style="background-color: #0070c0; color: white; padding: 2px; margin-bottom: 2px;">Citibank Forms</div> <div style="background-color: #0070c0; color: white; padding: 2px;">Instructions</div>	<div style="background-color: #0070c0; color: white; padding: 2px; margin-bottom: 2px;">Messages</div> <div style="background-color: #0070c0; color: white; padding: 2px;">Contacts, Unit Coordinators and</div>

Enhancements to the DA Unit Roster

In response to requests from the field, leave balance and security clearance information fields have been added to the DA Unit Roster. The Unit Roster has also been modified to include civilian employees. The addition of these new data fields (identified in the table 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/Civilian)
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. (N/A for civilians)
Exp AD Term Dt	Expected Active Duty Termination date.
Rotate Dt	Rotation date. (N/A for civilians)
Birthdate	Date of birth (N/A for civilians)
AD Base Dt	Active Duty Base Date (N/A for civilians)
Date of Rank	Effective date of rank (N/A for civilians)
Report Date	Date reported to current department ID. (N/A for civilians)
Trning Rate	Reserve Training Rating (N/A for civilians) (Reserve Only)
Anniv Date	Reserve Anniversary Date (N/A for civilians) (Reserve Only)
Cost Center	Cost Center (for contingency operations)
Sea Pay Prem Dt	Date Career Sea Pay Premium started (N/A for civilians)
BAH	Basic Allowance for Housing entitlement (N/A for civilians)
RES Screen Dt	Date of last Reserve Annual Screening Questionnaire (N/A for civilians) (Reserve Only)
CUM Sea Time	Cumulative Sea Time (N/A for civilians)
Mar Stat	Marital Status (N/A for civilians)
Ethnic Group	Ethnic Group (N/A for civilians)
Last Good Con Dt	Date of last Good Conduct Award (N/A for civilians)
Position Nbr	Position number (BCN)
Posn Entry Dt	Date entered current position.
Gender	Male/Female
*POSNSN	Position Sensitivity. Examples: (N/A for civilians) Moderate Critical Non-Critic Moderate Low Risk
*POSNCLRNC	Position Security Clearance Requirement. Examples: (N/A for civilians) None Secret
*MBRCLRNC	Member Security Clearance (N/A for civilians)
*CITZN	Member Citizenship (N/A for civilians)
*Leave Balance	Leave Balance (as of the most recent JUMPS end-month compute, e. g. Doesn't reflect leave that has not yet processed through JUMPS). (N/A for civilians)

PSC (P&D) WORKSHOP SCHEDULE

Winter/Spring 2007

"He who is afraid to ask is ashamed of learning." Danish Proverb

Date 2007	Workshop Title	Number
Jan 23—26	Basic Human Resource Systems Workshop	BHR-701
Jan 29—Feb 2	Advanced Human Resource Systems Workshop	AHR-701
Feb 6—8	Direct Access / Travel Systems for Instructors Workshop	DTI-701
Feb 20—23	Basic Human Resource Systems Workshop	BHR-702
Feb 26—Mar 2	Advanced Human Resource Systems Workshop	AHR-702
Mar 6—8	Direct Access / Travel Systems for Instructors Workshop	DTI-702
Mar 13—16	Basic Human Resource Systems Workshop	BHR-703
Mar 19—23	Advanced Human Resource Systems Workshop	AHR-703

Request to attend a workshop:

Please complete a [request form for workshop held at PSC](#) (available on the web page at <http://cgweb.psc.uscg.mil/pd.aspx> or <http://www.uscg.mil/hq/psc/prc.htm>) and e-mail it to PSC-PF-PD@uscg.mil, via your chain of command, if you would like to attend and your unit has travel/per-diem funds available (PSC cannot fund workshop attendance).



TRICARE Dental Program Rate Changes

The new member rates, which will go into effect in January 2007, are:

<i>Coverage</i>	<i>New</i>	<i>Old</i>
Single	\$11.05	\$10.51
Family	\$27.63	\$26.27

For more information about the program or to enroll or disenroll, members should go to the contractor's web site at www.Tricaredentalprogram.com or contact UCCI customer service at 1-800-866-8499 (toll-free).

Civilian Clothing Monetary Allowance Worksheet



A *Civilian Clothing Monetary Allowance Worksheet* ([CG PSC-5150](#)) is now available on the web at: <http://www.uscg.mil/hq/psc/forms/>

You may utilize this worksheet to request Special Initial Civilian Clothing Monetary Allowance (SICMA-CIV), Partial Initial Civilian Clothing Monetary Allowance (PART-SICMA-CIV), Special Continuing Civilian Clothing Monetary Allowance (SCCMA-CIV), or Special Temporary Duty Civilian Clothing Monetary Allowance (STADCMA-CIV).

Foreign Language Proficiency Pay — Selecting the Correct Proficiency Code

Linguists Assigned to Interpreter Positions:

Only members assigned to positions listed in ALCOAST 275/06 may be authorized FLPP at the **Linguist** level (currently \$150 per month).

Members, who meet the test score requirements needed for Linguist designation, cannot receive FLPP at the Linguist level unless they are serving in an authorized position.

These members may receive FLPP at the Interpreter level (currently \$100 per month) if assigned to an authorized interpreter position and designated in accordance with ALCOAST 585/05.



The SPO Newsletter is published quarterly. Articles are solicited from all readers. Articles for the next SPO Newsletter may be mailed, faxed or e-mailed to:

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444 SE Quincy St.
Topeka, KS 66683
Fax: 785-339-3772
Email: PSC-PF-PD@USCG.MIL

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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
- Aggressive Advocate for Compensation and Personnel Policy for our Customers
- Role Model in Initiating and Embracing Change, Innovation and Technology.

Organizational Values

- Customer First
- Committed to Employees
- Stewardship/Integrity and Community

Contacting Customer Care

How to contact Customer Care:

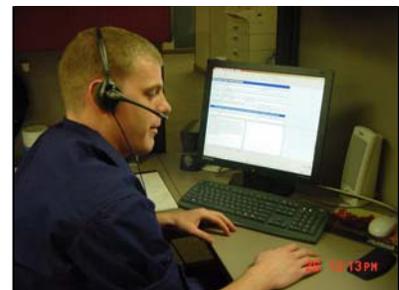
Online Trouble-Ticket: <http://www.uscg.mil/hq/psc/customerservice.shtm>

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.