



# SPO Newsletter

## In This Issue

• Completing the Direct Access OHA Transaction	2
• SPO Monthly Validation of the Leave and Earnings Statement	4
• Thrift Savings Plan	
• Short Distance HHG Moves	5
• Coast Guard Contractor CAC Issuance, Records	6
• Tuition Assistance Debts	7
• Why You Can't Un-create Travel Entitlements	8
• Quick Chart for Reserve Orders	9
• Retirement Processing Point	10
• Free Credit Reports	
• DA User Access Changes Upon PCS or Separation	
• New Fax Number for User Access Forms	11
• Changes Coming for BAS and CSP Changes Due to TDY	
• RELAD Corrections	12
• FSGLI Procedures	
• In Case You Missed It	13
• Reminders for PCS Orders	14
• Mailing/Faxing the Housing Allowance Protection Worksheet to COMDT (CG-1222)	15
• PCS Workshops on Hold	



## Command Access/SPO to Online Personnel Data Extract

Doug Rose PSC (ADV)

Members with command level access (CGSSCMD) or SPO/human resource access (CGHRS) in Direct Access (DA) may now view individual SWE PDEs of enlisted members. This feature does not include Warrant PDEs. Keep in mind that PDEs are not always available to view because DA allows only the current cycle PDE to be displayed up to creation of the eligibility list. When a SWE cycle eligibility list is published, the PDEs for that cycle are shut off pending creation of new PDEs for the upcoming SWE cycle. The PDEs for the next cycle are created shortly after the eligibility date, which leaves a month or so gap where no PDE will be visible.

This new access is being provided so that admin staff working on PDE data corrections for their members may verify those corrections on the online PDE. Until now, only the member could view their own PDE in DA Self Service. This tool is provided to admin staff to help them provide better customer service to the members at their command. It is not to be used for personal reasons, such as comparing different members PDEs trying to determine who has more points for advancement. YNs are reminded that access to personnel/personal files is a professional privilege to help them serve their customers. The DA menu path is:

**Home > Self Service > Self Service For Commands > Use > SWE PDE.**

## Dates Announced for the Next Annual PSC Customer Advisory Council Meeting!

YNC Mike Dudinyak, PSC (CCB)

The 2007 PSC Customer Advisory Council Meeting will be held 21 to 23 August 2007, in Topeka, KS. The downtown Topeka Ramada Inn Hotel and Conference Center will be the location again this year. We will 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).

We've setup a web page, where we will post registration details, travel information and an agenda. The address of the page is:

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

If you have any questions or concerns, please don't hesitate to contact me via email at [Michael.l.dudinyak@uscg.mil](mailto:Michael.l.dudinyak@uscg.mil) or talk to someone who attended last year.

## Completing the Direct Access OHA Transaction

Greetings from the Pay Team. I'm YNC Davies, the Pay Chief at PSC. I'll be the first to admit the Direct Access OHA transaction can be confusing. The majority of OHA problems we see in MAS (besides late submissions) are due to currency type and MIHA confusion when completing the OHA transaction.

Let's take a look at the OHA transaction.

The screenshot shows a web form titled "Supporting Data" for an OHA transaction. The form includes the following fields and options:

- Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements
- Supporting Data
- OH1 02/07/2007 OHAWD
- Locality Code: GQ001 (with a search icon)
- JFTR Util Ind: All Utilities included in r (dropdown menu)
- Monthly Rent: 3000.00
- Currency: USD (dropdown menu)
- Nbr of Sharers: (empty text box)
- MIHA Rent: (empty text box)
- Dep Status: With Deps (dropdown menu)
- MIHA Misc: 416
- Homeowner Indicator: (checkbox, unchecked)
- MIHA Security: (empty text box)
- Buttons: OK, Cancel

**Locality Code:** Locality codes can be obtained from <http://www.perdiem.osd.mil/appendix-k/>. JUMPS will base OHA payments according to the locality code.

**JFTR Util Ind:** Your choices from this dropdown list will tell the system how the member pays for the utilities. It's pretty self explanatory.

**Monthly Rent:** This field will always be in U.S. Dollars -- never foreign currency. Enter the amount of rent the member pays. This amount may also contain utility costs if they are included in the rent. If the member is paying rent in foreign currency you must first convert the foreign currency to U. S. dollars. Conversion rates can be located at <http://www.perdiem.osd.mil/appendix-k/>.

**Currency:** If the member was paying his rent in cash what form of currency would he hand to his landlord, U.S. Dollars or the local foreign currency? Unless you live in a U.S. Territory you would probably pay in foreign currency.

**If you pay in USD** the amount of OHA you receive each month will remain static, e.g. you'll receive the same amount every month. This will create a P609 with Element Code 14.

**If you pay in Foreign currency** the OHA rate will fluctuate in relation to the exchange rate so that you don't lose monies if the exchange rate falls. This will create P609 with Element Code 13.

Now that we've explained the difference in USD and Foreign Currency, here is the real deal with the Currency field. *It doesn't matter which choice you select in the Currency dropdown because JUMPS is going to automatically pay USD or Foreign based on the member's Location Code.*

**Nbr of Sharers:** This only includes personnel (besides the member) who are receiving an OHA entitlement, e.g. military room mate or military spouse. Leave blank if there are no sharers.

**Dep Status:** Self explanatory.

**Homeowner Indicator:** Self explanatory.

**MIHA:** The MIHA class of allowances are generally one time monies which may be payable upon initially moving into an OHA eligible domicile. MIHA does not pay for security deposits, monies that will be refunded or move out costs.

**MIHA Rent:** Offers reimbursement for one time charges members may have to pay before/upon occupying a dwelling. Examples - real estate agents' fees, one-time lease taxes. This is not for advance payments, security deposits or recurring costs.

**MIHA Misc:** All members who receive OHA are authorized MIHA Miscellaneous. This is a fixed amount based on location and can be retrieved from <http://www.perdiem.osd.mil/appendix-k/>

**MIHA Security:** This MIHA is used to cover security related expenses for those assigned to an area in which dwellings must be modified to minimize terrorist and/or criminal threat. This is not for security deposits. *(Continued on page 3)*

## Completing the Direct Access OHA Transaction *(Continued from page 2)*

**APPENDIX K - OVERSEAS HOUSING ALLOWANCE**

\*GUAM HOUSING ALLOWANCES EFFECTIVE 16 MARCH 2005  
(UNLESS OTHERWISE INDICATED)

CLIMATE CODE: 3  
 UTILITY/RECURRING MAINTENANCE ALLOWANCE: \$520  
 MOVE-IN HOUSING ALLOWANCE (MIHA)/MISCELLANEOUS: \$416  
 RATE OF EXCHANGE: \$1.00

**MEMBERS WITH DEPENDENTS - RENTAL ALLOWANCES**  
(DOLLARS/MONTHLY)  
(MEMBERS WITHOUT DEPENDENTS, MULTIPLY ALLOWANCE BY 90%)

<u>LOCALITY</u>	<u>LOCALITY CODE</u>	<u>O6</u>	<u>W5/ O5</u>	<u>O3E/ W3/W4/ O4</u>	<u>O2E/O1E/ W2/ O3</u>	<u>W1/ O2</u>	<u>2350</u>
GUAM	GQ 001	2600	2600	2450	2450	2450	2350

<u>LOCALITY</u>	<u>LOCALITY CODE</u>	<u>E9</u>	<u>E8</u>	<u>E7</u>	<u>E6</u>	<u>E5</u>	<u>E4</u>	<u>E2/E1 E3</u>

Sample from Appendix K, JFTR

One shot entitlement. Enter the Local Currency amount in the MIHA Misc: field on the initial OHA transaction only.

Exchange Rate

Monthly reimbursement for utilities if they are not included in the rent.

Maximum rental reimbursement available for the location.

**Question:** In the example above a LT pays \$3,000.00 in rent, and his utilities are included in the rent. How much OHA money would the member receive?

**Answer:** The first month he will receive \$3,286.00; \$2,350.00 for the maximum rental reimbursement, \$520.00 for the monthly Utility Maintenance Allowance and \$416.00 for the one time MIHA Misc move in allowance. In the following months he will receive \$2,870.00 which is the above amount minus the one time move in MIHA Misc.

Detailed OHA information can be viewed in the Joint Federal Travel Regulations, Chap10 — <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>

## SPO Monthly Validation of the Leave and Earnings Statement

*Chris Gambers, PSC (MAS)*

Overpayments for Coast Guard members can be minimized by practicing good LES Review and Audit procedures at your SPO. PSC recommends SPOs conduct periodic “refresher” training on how to handle the SPO PDR copy of the LES when received each month.

**Q**uestion: *I am a SPO Yeoman responsible for 150 member PDRs and pay accounts. The correct SPO procedure when I receive the SPO copy of the LES for my 150 members is:*

- a. Drop file the LES in their PDR with no further action.
- b. Review and Audit the LES (each month) to ensure the member is receiving the correct pay entitlements, using Appendix F of the Personnel and Pay Procedures manual as my guide. If all pay entitlements are correct, then I annotate “Audit of LES completed, date completed, initial it, then file in the PDR.
- c. None of the above.

If your answer is **b**, then you are correct. Congratulations!

The unfortunate experience of large overpayments causes unnecessary financial hardship for our members (and their families if applicable). Overpayments also cause many hours of extra work for SPOs, PSC and COMDT (CG-1222). Many of these overpayments can be significantly

reduced or avoided with a good monthly SPO audit process. In 2006, PSC processed 917 overpayment letters in the amount of \$751.00 or more, totaling \$2,520,534.00 for the year. In addition to that number, there were additional overpayments in amounts \$750.00 or less that appear on a members LES (no debt letter is issued).

To help facilitate and get LES training started at your SPO, a reference from the Personnel and Pay Procedures Manual (Appendix F, [Page F-10](#)) is provided below. PSC also plans on adding more emphasis with respect to “LES training” in our onsite Workshops.

### Review and Validation

#### Purpose

The Review and Validation of the Leave and Earnings Statement is conducted as a cross check to determine if information submitted via the SPO is correct with respect to the related entries on the LES.

#### Monthly Validation

The SPO shall verify correct posting of documents input to JUMPS by reviewing each member’s monthly Leave and Earnings Statement (LES). The review shall consist of matching each document submitted (between the last end-month compute cycle cut-off and the current end-month compute cycle cutoff) with related Entitlement, Deduction, and remarks entries on the LES

## TSP and Other Deductions

Currently members may contribute up to 100% of their basic pay into the Thrift Savings Plan (TSP). Members who elect to contribute from basic pay may also elect to contribute up to 100% of incentive pay, special pay, and bonuses. However, if a member has a debt(s), FICA tax deductions, or other voluntary deductions such as SGLI, and the member has elected a percentage that inhibits paying the debt(s) from current earned pay and allowances, then this will generate an error on PSC’s TSP end of month report. The member will then receive a 30 day suspense letter from the TSP Team notifying the member of adjustments needed to the current TSP election(s) or the following action will take place:

The member’s pay will be suspended and all TSP contributions will be stopped until all debts have been settled. Once the debt(s) are settled, the member will have to resubmit TSP-U-1 to restart all TSP elected contributions.

**Here are a couple of examples:**

1. A Reservist has elected to contribute 50% of Base pay to TSP. The member drills and earns \$500.00 Gross pay. The member also has a travel debt of \$300.00.

50% of pay to TSP = \$250.00, leaving \$250.00 for Travel debt.

Result, the member’s pay record is moved to non-compute status, because the member’s debt exceeds the available amount of pay due to the elected TSP contribution.

2. A Reservist misses a drill and a debt is created for SGLI and the member’s TSP election is 100%, obviously there’s no income left to pay the SGLI debt. Therefore, the member is transferred to non-compute status and the member’s pay is suspended and the member’s TSP election is stopped until debt(s) are paid in full.

**\*\*Please note:** Prior to allocating your whole paycheck to TSP, consider any deductions such as FICA (7.5% is mandated for FICA TAX), SGLI, etc. that could potentially affect your pay, creating a financial hardship for you and your family.

# Short Distance HHG Moves When PDSs are Within Proximity to Each Other

YNC Michael Snyder (CG-1222)

## How do you determine if a member is entitled to a HHG move?

Just because a member receives a PCS order with a travel order number (TONO) does not necessarily mean the member has an entitlement to a HHG shipment. In accordance with JFTR, par. U5355, the only time a member is authorized a PCS (not to include retirement or separation orders) short distance HHG move between two PDS in proximity to each other is when it is determined through the Secretarial Process (COMDT (CG-1222)) that the HHG relocation is mission essential, in the Government's best interest, and not primarily for the member's convenience.

PDSs are within proximity to each if both are in an area serviced by the same local transportation system, or a member could safely commute daily from home to either PDS. A safe commuting distance is based on the time it would take a member to drive from their home to work roundtrip, that being a two hour roundtrip commute during the member's normal work hours. In addition, separate cities, towns, or installations would be within proximity to each other if the commuting public travels between each during normal business hours on a daily basis.

### Here are some examples:

A member receives a PCS order from CG HQ in Washington, DC to CG Yard in Baltimore, MD. The member's home is in Bowie, MD.

This member would not have an entitlement to a HHG move without approval through the Secretarial Process, because it has been determined that the member could safely commute from their home in Bowie, MD to their new PDS in Baltimore, MD.



A member receives a PCS order from CG HQ in Washington, DC to CG Yard in Baltimore, MD. The member's home is in Woodbridge, VA (south of DC). Since the member could not safely commute (2 hour roundtrip) from their home in

Woodbridge, VA to their new PDS in Baltimore, MD there would be an entitlement to ship HHG.

A member receives a PCS order from TRACEN Yorktown, VA to Norfolk, VA. The member's home is in Yorktown, VA. This member would not have an entitlement to a HHG move without approval through the Secretarial Process, because it has been determined that the member could safely commute from their home in Yorktown, VA to their new PDS in Norfolk, VA.



A member receives a PCS order from TRACEN Yorktown, VA to Norfolk, VA. The member's home is in Urbanna, VA (north of Yorktown). Since the member could not safely commute (2 hour roundtrip) from their home in Urbanna, VA to their new PDS in Norfolk, VA there would be an entitlement to ship HHG.

## Coast Guard Contractor Common Access Card Issuance

CWO2 Shirley "Tina" Tennyson, COMDT (CG-1222) DEERS/RAPIDS Project Officer

Do not manually enter Coast Guard contractors into RAPIDS nor reissue a CAC to a Coast Guard contractor whose DEERS record has not been verified via the Contractor Verification System (CVS). In other words, we are no longer accepting the DD 1172-2 or DD 577 for CG contractors.

How to determine a verified record vs. an unverified record:

### RAPIDS 6.5

Step	Action
1	Click on member's service record.
2	Click on Sponsor Confirmation Tab.
3	Look at the Confirmation Status column.  <i>Note:</i> The only item that will be unverified is the UIC.
<b>If all items in the Confirmation Status column indicates ...</b>	<b>Then the contractor's record ...</b>
Unverified	has NOT been loaded by CVS. Refer the contractor to the below guidance from G-APO.
Verified but the UIC	has been loaded and updated by CVS and a CAC may be issued.

### RAPIDS 7.1

Step	Action
1	Click on Personnel Record(s) under sponsor's name
2	Under current Personnel Status, look under the column "confirmed on" and you will see either "unverified" or "verified."
<b>If ...</b>	<b>Then the contractor's record ...</b>
Unverified	has NOT been loaded and updated by CVS. Refer the contractor to the below guidance from G-APO.
Verified	has been loaded and updated by CVS and a CAC may be issued.

The guidance below (from G-APO) should be given to contractors and contracting officer technical representatives for contractors requesting a CAC. Under no circumstances should a contractor who is not accessing CG or DoD systems be authorized a CAC (i.e. galley workers, janitors, maintenance workers etc.).

ALCOAST 511-06 "HSPD-12 Implementation Impact on Common Access Card Issuance" established DoD's Common Access Card (CAC) as the USCG's Homeland Security Presidential Directive – 12 (HSPD-12) compliant personal identity verification (PIV) credential.

ALCOAST 037-07 - "Implementation of Common Access Card Logon" stated that the CAC will be mandatory for log on to the USCG network. It is anticipated that mandatory CAC log on will be fully implemented by August 2007.

DoD's Contractor Verification System (CVS) is the only way that a contractor employee can obtain a CAC. Only contractors who have access to classified materials or access to Federal IT systems (with or without unescorted access to our facilities) will be inputted into CVS.

There are three key roles within the system: Service Point of Contact (SPOC) to serve as the Program Manager; the Trusted Agent Security Manager (TASM) to serve as the Site Administrators; and the Trusted Agent (TA) to serve as the end users.

G-APO has been selected as the SPOC. The TASMs will be nominated by the 11 units selected to serve as the USCG's CVS Sites. The units were selected based upon distribution of contractor employees within the global. The TAs will be the COTRs.

Additional information regarding the system, including the list of the USCG's CVS Sites, user guides, policy, training information, and POCs can be found on this webpage - <http://www.uscg.mil/hq/cg-85/ CVS/ CVS.htm>

# Tuition Assistance Debts By Robert Tyler PSC (P&D)

When you accept money from the Coast Guard Tuition Assistance program you must understand that you have certain rights and responsibilities that go along with acceptance of the funds. One of the responsibilities is ensuring that should you fail to complete the class or fail with a low grade point average you must re-pay the program for those classes. Also, you must ensure that if you do meet the requirements and pass all of your classes, you have the responsibility to relay the grades to NETPDTC or the Institute so that they may be applied to your account and you receive credit for those classes. To do this, the most common method is by fax.

To fax your grades to NETPDTC the number is (850) 452 1079. On your fax cover sheet you should make the fax attention to either Ms. Louann Brown or Mr. Gil Lasconia. Once you have faxed the necessary documents, keep the "Send Successful" page that succeeds your faxed documents. This shows confirmation that the grades were faxed and you may need to use it later if any questions arise.

To fax your grades to the Institute the number is (405) 954 7247. If you fax your grades to the Institute make them attention to Mr. Ruben Garcia and again follow the instructions listed above.

If a member fails in any of his/her responsibilities a letter of indebtedness is forwarded to member by NETPDTC per the following schedule:

Grades not posted within	NETPDTC
60 days	Sends letter of notification to member
90 days	Sends letter of notification to member's Commanding Officer
120 days	Initiates collection action in accordance with the USCG Pay & Personnel Manual, PSCINST 1000.2A Chapter 9-A

If after that 120 day period the member still has not complied with the rules of Tuition Assistance, a Pay Adjustment Authorization (DD 139) will be generated by NETPDTC and sent to PSC for collection against member's pay. Subject members will then receive a Blind Copy e-mail from PSC/MAS/DC (this is done en masse because of the volume of PAA e-mail sent and to ensure member's privacy and the privacy of other members).



After PSC/MAS/DC establishes the debt in Direct Access, the member has 30 days to take corrective action before the collection action begins. It is incumbent upon the member to take all the steps necessary, so that he/she will not be charged. Members should also realize that once collection action has been started, it cannot be arbitrarily stopped by PSC/MAS/DC.

Members should not call Debt Collection and ask the debt be stopped as this office is only authorized to do so through the Institute or NETPDTC. Members shall not fax their grades or any supporting documentation to PSC/MAS/DC (as is explained in the BCc e-mail). All faxes will be sent to either the Institute or NETPDTC.

Remembering the rules to your tuition assistance and applying them as quickly as possible will ensure you have no, or very limited, problems. Please familiarize yourself with these rules either by reading them on the Institute website or by contacting your unit ESO. Good luck in your educational endeavors.

*(Taken from CG Pay Manual Chapter 11-A-1)*

*Statutory authority to collect indebtedness to the United States from a member's pay exists under 37 USC 1007©, 5 USC 5514, and Public Law 97-276, section 124, Oct 1982. Other statutes authorize collection of specific classes of debts.*

## WHY YOU CAN'T UN-CREATE TRAVEL ENTITLEMENTS

CWO Sean P. Fennell & YNCM David J. Maly COMDT (CG-1222)

### Reference: Comptroller General 439 (1944)

There has been a recent increase in the attempts by SPOs to alter travel orders in order to create or erase travel entitlements. SPOs are encouraged to take notice that it is against regulations to cancel one set of orders and issue a different type of travel orders once the original orders have been executed.

#### Example 1:

**SN Jones is issued PCS orders for MST "A" School. She relocates, with her dependents, to Yorktown, VA. However, she should have been issued TDY orders for the school. The SPO changes her orders to TDY, and sets up a debt in the member's account to recoup the difference between PCS and TDY entitlements.**

Yes, the member should not have been authorized PCS entitlements – it is Coast Guard policy to send with-dependent members to Class "A" schools under TDY orders. However, once the member complied with the PCS orders, and relocated her dependents, she was entitled to ALL PCS entitlements. There is extensive case law that prohibits amendment or issuance of new orders after the fact to deny or create entitlements.

#### Example 2:

**FN Smith is issued TDY orders for MK "A" School. He relocates his dependents to Yorktown, VA. FN Smith had been counseled that he was entitled to bring his family to Yorktown with him. The SPO changes the orders to PCS so that he can claim the expenses that he actually had from the move.**

Yes, the member did expend the funds on the purpose for which PCS travel entitlements are

normally authorized, and he would not be enriched by this change. However, the member was issued TDY orders and had no reasonable expectation of the government reimbursing him for the expense of relocating his family. It is unlawful to amend or issue new orders after the fact to deny or create entitlements. In FN Smith's situation, case law does not allow the erroneous advice of government officials to bind the Government to obligations where no such entitlement exists (TDY orders are normally without authority to move dependents or household goods at Government expense).

Once a set of orders has been issued, and the member has, in good faith, complied with the orders, they are entitled to all the entitlements associated with those orders as outlined in the JFTR. Commands and SPOs are not authorized to alter or change the orders to create or deny entitlements to a member. They may not construct tailor-made orders after the fact to fit the circumstances or situation.

It is worth noting that this is different from granting non-existent entitlements. The difference is simple. Once an incorrect type of orders is issued, unless cancelled or changed in a timely fashion, the member is entitled to all of the entitlements associated with those orders and nothing more (or less). For example, if a member is issued TDY orders to an "A" School (correctly or erroneously), and the SPO authorizes DLA, the member may be held accountable for any funds received for DLA. This is because DLA is not authorized under TDY orders. In short, the member is entitled to everything authorized for TDY orders by the JFTR, but nothing else.

Personnel are encouraged to remember that travel orders cannot be amended, cancelled or changed solely to create or deny entitlements.

### Quick Reference Chart for Reserve Orders

This table lists the reserve orders types and shows how the duration of each type of duty relates to the funding, PCS/TDY entitlements, BAH entitlement, INCONUS COLA (ICC)/OUTCONUS COLA (OCC) entitlement and the type of transaction sent to JUMPS. To ensure correct entitlements are started at the time the RC member is called/ordered to active duty, the servicing personnel office will verify that the RC member's principal place of residence/zip code, dependency status, and BAH code, are correct.

DUTY	AKA	Contingency?	Duration	Fund (AFC)	Is Considered...	DOC	ENTITLEMENTS		
							BAH	ICC	OCC
ADSW-AC	ADOT	No	1-30 Days	30/TONO	Short Term/TDY	R990	BAH-RC	No	No
ADSW-AC	ADOT	No	31-180 Days	30/TONO	Short Term/TDY	R990	BAH Home*	No	Yes
ADSW-AC	ADOT	No	181 Days +	01	Long Term/PCS/HHG	8C	BAH PDS	Yes	Yes
ADSW-AC	ADOT	Yes	Any	01	Contingency/TDY	8C	BAH Home*	Yes	Yes
ADSW-RC	ADOT	No	1-30 Days	90	Short Term/TDY	R990	BAH-RC	No	No
ADSW-RC	ADOT	No	31-180 Days	90	Short Term/TDY	R990	BAH Home*	No	Yes
ADSW-RC	ADOT	No	181 Days +	01	Long Term/PCS/HHG	8C	BAH PDS	Yes	Yes
ADHC	ADOT	No	31-180 Days	01	Short Term/TDY	R990	BAH Home*	No	Yes
ADHC	ADOT	No	181 Days +	01	Long Term/PCS/HHG	8C	BAH PDS	Yes	Yes
ADT-AT	ADT	No	1-30 Days	90	Short Term/TDY	R990	BAH-RC	No	No
ADT-AT	ADT	No	31-139 Days	90	Short Term/TDY	R990	BAH Home*	No	Yes
ADT-AT	ADT	No	140 Days +	01	Long Term/PCS/HHG	8C	BAH PDS	Yes	Yes
ADT-OTD	ADT	No	1-30 Days	90	Short Term/TDY	R990	BAH-RC	No	No
ADT-OTD	ADT	No	31-139 Days	90	Short Term/TDY	R990	BAH Home*	No	Yes
ADT-OTD	ADT	No	140 Days +	01	Long Term/PCS/HHG	8C	BAH PDS	Yes	Yes
EAD	ADOT	No	1 years +	01	Long Term/PCS/HHG	8C	BAH PDS	Yes	Yes
IADT	ADT	No	1-30 Days	01	Short Term/TDY	R990	BAH-RC/BAH Partial	No	No
IADT	ADT	No	31-139 Days	01	Short Term/TDY	R990	See <a href="#">AL-COAST 575/06</a>	No	Yes
IADT	ADT	No	140 Days+	01	Long Term/PCS/HHG	8C	BAH PDS	Yes	Yes
Title 10	ADOT	Yes	Any	01	Contingency/TDY	8C	BAH Home*	Yes	Yes
Title 14	ADOT	No	1-30	01	Short Term/TDY	R990	BAH-RC	No	No
Title 14	ADOT	No	31-60	01	Short Term/TDY	R990	BAH Home*	No	Yes

BAH Home\* - The BAH entitlement based on the RC member's principal place of residence zip code at the time called/ordered to active duty. RC members who change their principal place of residence for any reason other than official PCS orders following acceptance of ADT or ADOT orders will continue to receive the locality-based BAH rate initially authorized.

## Letters to the editor:



### Requests for Retirement Processing Point

Did you know that a memo to CGPC-EPM-1 or OPM-1 requesting Retirement Processing Point is no longer required? These requests can now be authorized by the member's Commanding Officer.

I was not aware of this change until I was informed by a retiring MCPO that we were wrong for telling him he needed to route a memo to EPM, even though the PERSMAN and Block 26 on the Career Intentions Worksheet have not been changed.

The Separation Summary of the member's Retirement Orders in Direct-Access have the following entry:

*"CGPC-EPM-1 authorizes your Commanding Officer to grant you permission for a retirement processing point (RPP) when your last PDS is INCONUS or AK or HI. A separate request, as noted in 12.C.1 of the PERSMAN, is not required in this case. CGPC EPM-1 does not authorize a vessel as a RPP. However, except for submitting a separate request to EPM-1, you must comply with all other provisions described in article 12.C.1., CG PERSMAN."*

*YN1 Michelle M. Honc, PAO ISC San Pedro (SPO-3320)*

## Free Credit Report Jennifer Chasser PSC (MAS)

### Did you know that you are entitled to a free credit report every year?

The federal Fair Credit Reporting Act (FCRA) requires that U.S. consumers be entitled to a free credit report each year. The reason for this Act is to make sure that consumers (you) stay informed, fight identity theft, and get fair treatment.

In the past, not everybody was entitled to a free credit report. Instead, consumers had to pay or qualify based on certain activity within the credit report. Some states required that residents periodically be entitled to a free credit report, but it is now nationwide.

**How can you get your free credit report?** Credit reporting agencies came together and made a website that you should use [www.annualcreditreport.com](http://www.annualcreditreport.com) or call **1-877-322-8228**. They have contact numbers on the site if you would prefer to call each agency separately, but because you are not using the site or the phone number above, the agency might charge you a fee. **This is the only site that gives you access to all 3 major reporting agencies through the FCRA. So don't be fooled by other advertisements or sites, most of them want a membership, or fee.**

When you get onto the site just follow the directions and pay close attention. Be prepared by having personal information like your name, address, Social Security number, and date of birth. Sometimes you also need to have any other addresses that you lived at in the past. The questions they asked me were as far back as 7 years. For security measures, you'll be asked to disclose something that only you know like the amount of a given payment/balance, account number or credit companies name (Ford, JC Penney or who you have a Home Loan with, for example).

As a former Credit Counselor, I can tell you from experience that getting a report once a year, checking, monitoring and disputing discrepancies will help you so much. Especially since we are now in a time where insurance companies, rental agencies and employers will look at your credit reports as part of your application process. What is really good is the site will walk you through all of these things. It takes you to each agency's site, which also has lots of consumer information. It will benefit you greatly. I will also tell you from experience that one reporting agency still had my address listed as my Boot Camp address, and my previous married name. It does take time to correct all of this and you have to be detailed. However, after we did our credit scores went up and we corrected a lot of misinformation, such as our son's credit history showing up on his dad's and vice versa.



## Termination of DA User Access Upon Separation or PCS/IOT

With the Permanent Change of Station season (PCS) upon us, the Customer Care Branch would like to remind our customers that their Direct Access Roles are terminated upon separation, retirement, reassignment of duties, change of organization or when determined by the Information Systems Security Officer to be in the best interest of the Government. Please note that users who have been reassigned

(PCS, Change of Department IDs) will retain Self Service.

This reminder is important from the perspective that our branch has been receiving periodic calls from the field stating something to the effect, "Yesterday I had all my access roles and today I have nothing. What changed from yesterday to today?"

Any one of the scenarios mentioned above can result in termi-

nation of access. The members' first step should be to engage their admin and let them know that they no longer have access. The members' unit can then re-search the situation and take the appropriate steps locally or call the PSC Customer Care Branch for additional help.

*YNC Michael Dudinyak  
PSC (CCB)*

### New Fax Number for DA and JUMPS User Access Forms

The CG PSC-7421/2, Direct-Access User Access Authorization and Payment Approving Official (PAO) Designation form and the CG PSC-7421/3, JUMPS User Access Authorization form fax number changed on 26 March 2007 to **785-339-2297**. The forms will be scanned directly into our new electronic imaging system. This will eliminate the

need for us to maintain paper copies and files of user access forms.



*Shelly Leever  
PSC (CCB)*

## Changes in the Pipeline to Procedures for Recording Career Sea Pay and BAS Changes due to TDY

In the very near future we will discontinue use of the TDY Entitlements (P620) transaction for recording changes to BAS and/or Career Sea Pay (CSP) entitlements for members performing TDY.

The TDY Entitlements transaction functionally will be merged into the Employee Entitlements transactions for BAS and CSP.

SPOs will record TDY CSP starts and stops and TDY BAS changes using the same path and transactions as they currently use for PCS starts of these entitlements.

A new Supporting Data (Detail) screen will be added to the BAS transaction. SPOs will use this Supporting Data screen to indicate if the BAS change is due to a member's TDY assignment.

The Supporting Data screen for the CSP transaction will also be changed to allow payment of CSP, at the correct level, for members performing TDY.

These changes are currently being tested. An E-Mail ALSPO message, with updated Direct Access online procedures, will be released in conjunction with the software change.

*Rich Etheridge, PSC (P&D)*

## RELAD Corrections

If you need to correct a separation transaction, be sure to re-route it to the auditor for approval. Any changes made, after the initial approval, will change the status back to "pending". The transaction needs to be approved again before the correction will be transmitted to JUMPS.

For example: If you have a member to RELAD to the SELRES and you entered a SELRES Reserve Status change and then entered a SELRES department on the orders and later realize the member has RELAD in to the IRR, you should

1. go back into the separation

2. do a new Reserve Status change
3. click the link to the orders
4. enter the correct IRR department ID (002817)
5. save the orders, and
6. re-route the separation for approval so your auditor can approve and submit the proper correction document.

Do not go into the stand alone Reserve Status page and change or add a new IRR reserve status row.

## SPO Procedures for Family SGLI Coverage

All married members (including members married to other service members) enrolled in SGLI are automatically covered by FSGLI. **Every married member shall have an SGLV-8286A in their PDR** and SPOs must enter the member's FSGLI election data in Direct Access.

When a member enlists or is appointed in the Coast Guard, and the member has a spouse, the SPO shall notify the member that the spouse is required to be insured at the maximum \$100,000 level unless the member desires to decline or reduce coverage. The SPO shall input a transaction into Direct Access to record the member's decision (maximum, reduced, or declined).

When a member marries, the SPO shall notify the member that the spouse is required to be insured at the maximum \$100,000 level unless the member desires to decline or reduce coverage. The SPO shall input a transaction into Direct Access to record the member's decision (maximum, reduced, or declined).

When a member divorces, if the member has FSGLI coverage for his/her spouse, the SPO shall

input a transaction into Direct Access to stop the member's FSGLI coverage for the spouse. FSGLI does not cover an ex-spouse. There is no provision in the law for FSGLI to cover an ex-spouse. FSGLI specifically applies to a current spouse, but not to an ex-spouse. A divorced member's LES absolutely should not show "SGLI/FAMILY." The member may be able to get a commercial life insurance policy to cover the ex-spouse but cannot use FSGLI for this purpose. FSGLI does not cover an ex-spouse. FSGLI coverage of \$10,000 is provided for each of the member's children at no additional cost, as long as the member has some SGLI coverage.

**Birth / Adoption of Child.** When a member acquires or loses a child dependent, the SPO shall update Direct Access to record the dependency change.

Procedures for recording SGLI election changes can be found in the [Elections and Beneficiaries](#) topic of the Direct Access [online help \(http://www.uscg.mil/hq/psc/ps/index.htm\)](http://www.uscg.mil/hq/psc/ps/index.htm). The [Employee Family Member and Beneficiary Information](#) topic provides procedures for adding and correcting family member information.

*LT T. Walsh, COMDT (CG-1222)*

# In Case You Missed It

Compiled by Rich Etheridge, PSC (P&D)

Recent messages, items from other newsletters and web page updates you may have missed

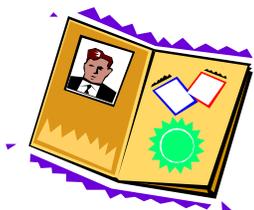
## 2007 Household Goods Shipping Season Tips & Information

A successful move is not a matter of chance, it requires planning and personal involvement. [ALCOAST 112/07 provides information for making a "smooth move" in 2007.](#)

 <http://www.uscg.mil/hq/psc/travel/2007hhgs.asp>



## Policies and Procedures for Passports



Official passports shall only be issued to Coast Guard personnel whose official duties are expected to result in international travel into or out of a country requiring that U.S. service personnel present an official passport to enter or exit that country. [See ALCOAST 113/07 for more information.](#)

 <http://www.uscg.mil/hq/psc/travel/passports.asp>

## New User IDs Required for Access to JUMPS (TOPTS)

Effective 1 March 2007, JUMPS shared accounts for SPOs and HQ's users were discontinued. Users authorized JUMPS access must be setup with individual accounts. [See E-Mail ALSPO B/07 for information on establishing individual JUMPS user accounts.](#)

 <http://www.uscg.mil/hq/psc/alspo/2007/b07/JUMPS-User-Accounts-ALSPO.pdf>

 Please note new fax number, effective 26 March: (785) 339-2297.

## Fees for SATO Travel Services

Effective 1 March 2007 SATO transaction service fees are:

- Self service domestic or international with or without common carrier transportation (air, rail, bus, ship), \$12.00. This is the fee when reservations are made using the [SATO on-line booking engine Quality Agent](#).
- Non-self service domestic or international travel, \$28.65.
- Non-self service lodging and/or car rental only, \$8.00. This service is when no common carrier transportation is included with the reservation.
- On-site non-self service domestic or international travel, \$34.00.
- Delivery cost of a paper ticket using certified USPS, \$2.52 per envelope.
- Delivery cost of a paper ticket using overnight delivery service, \$12.00.
- Delivery cost of a paper ticket using a courier delivery service, \$37.00.

Official notification of these changes was published in [ALCOAST 108/07](#).

 <http://www.uscg.mil/hq/psc/travel/satofees.asp>



(Continued on page 14)

(Continued from page 13)

## In Case You Missed It



### April 2007 Base Pay Changes:

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 are 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.

🔗 [Basic Pay Table Effective 1 April 2007](http://www.uscg.mil/hq/psc/mas/April2007BasePay.pdf)—<http://www.uscg.mil/hq/psc/mas/April2007BasePay.pdf>

### New TDY Mileage Rate for Travel by POC

The Privately Owned Conveyance (POC) TDY mileage rate is increased to \$0.485 per GSA announcement in the Federal Register, Vol. 72, No 19 dated 30 January 2007. Privately owned airplane and motorcycle TDY mileage rates remain unchanged as do the PCS mileage (MALT) rates. This increase was effective on 1 February 2007.

## Reminders for PCS Orders

### *Common Access Cards Need to be up-to-date*



Remind members who are transferring to update their Common Access Card (CAC) and verify their PIN prior to departure. We have many Coast Guard units that are not conveniently located near a RAPIDS site and if the member reports in and can not use their CAC, then right away, he/she must visit a RAPIDS facility to have the card updated.

### *Overseas Assignment Advisory — Payment for PCS Ferry and Airline Tickets*

Per ALCOAST 514/05, ferry tickets for transfers to and from Alaska and airline tickets for travel to or from OUTCONUS shall be charged against a GTA account and **not** the member's individually billed government travel charge card. All other airline tickets for PCS travel may be charged against a GTA account or the member's individually billed account.

### *Checkout With IT Support Staff Required for Transfer of CGSWSIII Accounts*

Per ALCOAST 389/06, ensure the IT support staff (ESU/ESD/ESDD) is notified of a member's PCS so they can initiate an "Employee Transfer". The CGSWSIII/ Windows 2003 environment requires user accounts to be moved from one location to another within active directory by the staff at the CG Enterprise Management Facility (EMF) located at TISCOM. It is imperative that users properly check-out with their computer support staffs prior to PCS departure to ensure that required information is provided to process the account moves.





## Mailing/Faxing the Housing Allowance Protection Worksheet to COMDT (CG—1222)

Peter Bekken (CG-1222)

The Housing Allowance Protection Worksheet (CG PSC 2025A) can be either faxed or mailed to CG-1222. The fax number is on the worksheet and we frequently receive faxed worksheets from commands.

Periodically we receive the worksheet sent using DHL Express or FedEx. Although the SPO may assist a member in filling out the worksheet please pass to the commands that you service that using DHL Express or FedEx, or other delivery service companies, is NOT necessary.

Unless it is absolutely necessary to use this service, faxing or sending by regular mail is the intended cost-effective method.

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:

Commanding Officer  
USCG PSC (P&D)  
444 SE Quincy St.  
Topeka, KS 66683  
Fax: 785-339-3780  
Email: [PSC-PF-PD@USCG.MIL](mailto:PSC-PF-PD@USCG.MIL)

The deadline for the next issue is 15 May 2007.

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.

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## PSC Workshops on Hold

At this time all Workshops offered by PSC Procedures and Development have been suspended in order to meet the needs of the PSC Command.

We take great pride in serving CG Members and encourage the use of all products available through our web page at <http://www.uscg.mil/hq/psc/prc.htm>.

Any questions or comments may be sent, via e-mail to: [PSC-PF-PD@uscg.mil](mailto:PSC-PF-PD@uscg.mil).



The entire staff appreciates your patience and understanding during this time and we look forward to serving your workshop needs in the future.

## 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](mailto: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.