



SPO Newsletter

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We would like to invite you to attend the:

PSC Customer Advisory Council Conference 2007 Personnel Service Center

Topeka, Kansas

21 to 23 August 2007

*This conference has been designed to improve communication
and performance for PSC and SPOs/FOTs*

In the January 2007 SPO Newsletter we announced the upcoming PSC Customer Advisory Council Conference scheduled August 21 to August 23. As a reminder with the fiscal environment being what it is, attendance will be at the unit's expense.

New Business:

In May a survey was sent to the field to ascertain areas needing improvement in PSC's services to you. This survey closed on June 4 and we are analyzing the results to determine what you would like to see us cover during this conference.

We have created a web page for the conference, which will contain all information regarding the conference. As the conference gets closer and the agenda is developed we will be updating this page more regularly. Lastly, when the conference is over, we will share your questions/ concerns, our feedback, and any future PSC Customer Advisory Council Conference information through this page. The page can be found at: <http://www.uscg.mil/hq/psc/advisorycouncil.asp>.

As we mentioned in January, our target audience is the E5-E7; however we understand that life out in the field is tough so you have the latitude to send anyone you would like. In the interim until the agenda has been finalized anyone can register to attend the conference by sending an email directly to me. **The deadline for registration is July 27.**

My email address is: Michael.L.Dudinyak@uscg.mil

For hotel reservations please contact the Ramada Inn at 785.234.5400. When making reservations make sure to let their front desk know that you are part of the Coast Guard event taking place from August 21 to August 23. This will ensure that you are blocked together with other Coast Guard participants since there are a couple of other local events taking place during the same timeframe.



Selective Reenlistment Bonuses

By YN1 Mario Valenzuela, PSC (mas)

Hello from the bonus auditor at PSC. I have received several requests regarding members not receiving a SRB installment. After reviewing each case, I determined the reason for the non-receipt was an old weight transaction placing member in an overweight status had suspended the current open bonus segment.

This is easy to determine by looking at Segment 42 in JUMPS. Near the top right corner of the segment you will see "ACTION." If the second line below that annotates "333," you know the segment is suspended due to a prior weight transaction. Approximately 99.9% of the time this is an easy fix.

Just entering a new weight transaction (333) **will not** lift the bonus suspension. To get the member their bonus installment (after they are back in compliance with Coast Guard weight standards) you need to do two things:

1. Enter a new weight transaction putting the member back in compliance with Coast Guard weight standards. If the member is over his/her maximum allowable weight but within body fat standards, please **DO NOT** enter anything in the "weight over" block (The member is not considered overweight if he/she meets the body fat percentage).

2. You need to remove the suspension under bonus maintenance:

COMPENSATE EMPLOYEES > MAINTAIN ENTITLEMENTS > USE > BONUS MAINTENANCE

Use the date you are entering the transaction as the effective date regardless of when the member made weight. This will alleviate any out of range dates and keep the transaction from kicking out during a PSC update.

Once that is done and everything has updated and posted to JUMPS, the system will automatically pay out any installments that are past due to the member in the next pay period.

[ALCOAST 304/07 announces new SRB multiples that go into effect on 16 July 2007.](#)

The message also implements the lump sum payment program for members who are currently receiving SRB payments in installments and for members who reenlist or extend on or after 16 July 2007.

Members, who reenlist or extend on or after 16 July 2007, and elect to receive a lump sum payment of their SRB will receive only 85% of the installment payment plan amount. These members must sign a CG-3307, *Administrative Remarks*, entry acknowledging they understand they will receive 85 percent of the installment payment program amount. New CG-3307, templates for the SRB-1 and SRB-2 entries are available from our web site at:

<http://www.uscg.mil/hq/psc/3307s.asp>.

And CG Central:

<http://cgcentralweb.uscg.mil/cLink/00000290>

SPOs will need to fax the signed CG-3307s, for members electing lump sum SRB payments to PSC (MAS) at (785) 339-3760 until Statement of Intent application in Direct-Access is modified to record the member's election.

SRB Counseling Notes *By: YNC L. J. Ramthun, Sector Sault Ste Marie*

Please be aware of the following SRB entitlements:

Per CG Personnel Manual, 3.C.5.1, (Special Conditions), If a member previously received a zone "A" SRB or no zone "A" bonus is designated, they may be entitled to a zone "B" bonus if one is in effect. SNBM's and BM3's who are currently not entitled to any zone "A" SRB multiples, are entitled, per ALCOAST 283/06, to the competency code bonus two (2) for surfman or, through 15 July 2007, one-half (0.5) for coxswain.

U. S. Coast Guard Personnel Service Center

CAPT Vince Weber
Commanding Officer

Michael P. Sullivan
Executive Director

CDR Stuart Lebruska
Chief, Customer Service Division

CWO3 Marie Hallford
Chief, Procedures and Development Branch

Rich Etheridge
Editor, SPO Newsletter

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

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

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

Revised Waiver and Remission Forms

By: CWO Sean Fennell, COMDT (CG-1222)

New waiver and remission forms (CG-5489 series) are available. These new forms eliminate the SPO endorsement. Here is a summary of the changes:

- Added marital status (including member to member)
- Added years of sea service and sea time
- Reformatted section on enclosures to clarify which are mandatory
- Added "SPO Information" block on second page to provide a contact
- Eliminated Home Phone & Address blocks

The new forms eliminate the need for endorsement by SPO.

Form CG-5489A, SPO's Endorsement is cancelled.

The new forms can be obtained from the PSC website <http://www.uscg.mil/hq/psc/forms/>

- [CG-5489-1](#), Remission Application
- [CG-5489-2](#), Waiver Application

The SPO endorsement step will be removed from the waiver/remission application procedures in the next change to Chapter 9-B of the Personnel and Pay Procedures Manual.

PCS Reporting Entitlements

By: Chris Gambers, PSC (mas/ert)

Always submit and approve the PCS Reporting Endorsement first!

After the PCS Reporting Endorsement is approved by the SPO Supervisor/Auditor (CGHRSUP Role User), then it's time to review the member's current pay entitlements. Start by clicking the Employee Entitlements link.

Submit transactions as necessary to start Pay and Allowances applicable for the member's new duty station and/or duty status.

When the PCS pay entitlements are approved prior to approving the PCS Reporting Endorsement, pay delays and/or pay problems result for our members. The PCS

Reporting Endorsement is designed to "stop" certain pay entitlements in JUMPS. When approved out of sequence, the PCS Reporting Endorsement shuts down allowances the member is entitled to.

For example, the PCS reporting endorsement will shut down any BAH (Basic Allowance for Housing) when it processes. So if the SPO incorrectly approves the member's new BAH row transaction (applicable to the new duty station), prior to approving the PCS Reporting Endorsement, BAH will shut down in JUMPS creating an "underpayment" situation for the member. The BAH segment is opened in JUMPS, but gets shut down/closed immediately when the PCS reporting Endorsement is approved out of sequence.

(Continued from page 1) Customer Advisory Council:

The deadline for hotel reservations is July 30.

Here is the web link to their site:

http://www.ramada.com/Ramada/control/Booking/property_info?propertyId=01040&brandInfo=RA

When preparing to make your flight, review the website below. The Kansas City International Airport web page can help you with finding the best flight, driving directions from the Airport to Topeka, and rental car information. Here is the web link to their site: <http://www.flykci.com/>

If anyone has any other questions/concerns other than what is addressed above, please feel free to contact me.

Thank you in advance for the support and interest.

Chief Mike "Yak" Dudinyak. PSC (ccb)

BAH for a Home That Doesn't Exist

By: CWO Sean Fennell, COMDT (CG-1222)

In the never ending battle to combat BAH overpayments, we have a new example today. This case has led to a very tidy sum being erroneously paid to a member. This unfortunate circumstance could have easily been avoided if the command had informed the SPO of an Early Return of Dependents (ERD) in a timely manner.

A member was stationed in Hawaii with his spouse and two children. They were receiving, correctly, BAH for the duty location. For personal reasons, the spouse and children departed Hawaii and moved to a new residence on the East Coast, at government expense (ERD). The unit admin staff failed to promptly inform the SPO that the member's family had departed the islands, and set up residency at another location. The member continued to receive his PDS BAH rate even though the member moved onboard the vessel to which assigned. Additionally, the member continued to receive COLA for de-

pendents who were no longer residing in a COLA eligible area. The member should have been receiving BAH for the dependent's actual location INCONUS and COLA WITHOUT. Once the error was discovered and the allowances corrected, the member was found to be over \$13,000.00 in debt to the United States government.

The best way to avoid this would have been for the command to promptly notify the SPO of the member's intentions and actions. The best way for a SPO to ensure that this occurs, is for you to maintain good communications with your units admin personnel, and to remind them that they need to let you know about ANY movements of personnel AND their dependents. And just so you know, the day the dependents moved into their new residence was the day that the BAH should have been adjusted to the dependent's location.

Reenlistment/Extension Contracts

By: Charlie Bartocci, PSC (ccb)

There have been numerous cases where SPO's have been approving contracts in Direct Access without having SIGNED documentation from members.

Several contracts have been approved by SPO's prior to their effective date. Subsequently, the SPOs were advised by units that signed documentation is not accurately reflected in Direct Access. The result of this has engaged many hours of intervention by CGPC, and PSC to cancel or delete contracts, many of which had already been executed and in affect. SPO's are reminded that contracts should not be

approved prior to receiving signed documentation from the member.

CGPC has advised PSC that requests for cancellation or deletion of any reenlistment, extension or reextension contracts that have been approved in Direct Access must be reviewed and approved by CGPC. Requests for cancellation/deletion of contracts must be submitted by SPO Supervisors to CGPC(epm-1) to include narrative reason for prior approval, request cancellation and provide copy of contracts involved.

BAH Entitlements due to Custody of Child

By: Mr. Peter Bekken & CWO Sean Fennell, COMDT (CG-1222)

Seldom does an entitlement come down to a single word. However, in the issue of entitlement to BAH due to temporary custody of a child it does. The magic word is CONSECUTIVE. Per article 3-F-5-d of the Pay Manual, entitlement to BAH WITH DEP accrues only when the dependent child resides with a member for a continuous period of more than 90 consecutive days.

A member who acquires physical custody of a child for 91 or more consecutive days is entitled to BAH WITH DEP for the entire period of custody. However, the entitlement may not be paid until after the first 90 days. Additionally, if the child normally resides with another member who is receiving BAH WITH DEP on the basis of that dependent, their entitlement ceases on the first day of separation.

Example. *Divorced Member "A"* has primary physical custody of *Child "A"*. *Divorced Member "A"* is receiving BAH WITH DEP. *Divorced Member "B"* has secondary

physical custody of the Child "A". There are no other dependents between them. On 1 June, Child "A" moves into the residence of Divorced Member "B" for the summer. On 30 August, Divorced Member "B" is entitled to BAH WITH DEP backdated to 1 June. Divorced Member "A", shall be reduced to BAH WITHOUT DEP backdated to 1 June.

Note 1. For members receiving BAH WITH DEP solely on the basis of child support, this issue has been rendered moot. Their entitlement does not fluctuate with custody or lack of custody of the child. This is an issue only for members who are not receiving BAH or housing on the behalf of a dependent(s).

Note 2. If the primary custodian is receiving BAH WITH DEP on behalf of the child, the secondary custodian is not entitled to BAH WITH DEP solely on the basis of child support regardless of how much child support they are paying. Only one member may receive BAH or housing on the basis of the same dependent.

Foreign Language Proficiency (FLP) Pay

Per [ALCOAST 136/07](#), the [foreign language test certifications](#) lapse dates for members who are currently receiving FLP pay and whose certification will expire on or before September 30, 2007 have been changed to 30 September 2007.

- An extension to the certification lapse date does not automatically extend the member's FLP pay entitlement.
- FLP pay will automatically stop based on the original lapse date (normally one year from the date the Defense Language Proficiency Test (DLPT) was administered).

Commands must follow the procedures in [ALCOASTS 585/05 \(Interpreters\)](#) and [275/06 \(Linguists\)](#) to designate members authorized to receive FLP pay and inform the responsible SPOs.

SPO procedures for starting/restarting FLP pay can be found in the [Foreign Language Proficiency Pay](#) topic of the

Direct Access Online Help (<http://www.usc.mil/hq/psc/ps>).

Any previous FLP pay entitlement row must have a stop date entered before you can start a new transaction. FLP pay automatically stops when the member's certification expires (shown as the Expiration date in the member's Licenses & Certifications for the language skill). However, the auto-stop is not reflected on the DA Employee Entitlement Detail page. You must use JUMPS to determine if the member's FLP pay has stopped and obtain the date it stopped. This information is in Segment 14.

If the entitlement has stopped, the effective date will be listed in the EFFDTE column of the stop row. If the entitlement was auto-stopped based on the member's certification lapse date, the stop date will be the same as the LAPSE DT, which is also shown in the segment, and "AUP" (Automatic Update Process) will be displayed in the "PAT" column

Segment 14 Auto Stop Example:

SEG	HIST	COMPUTE	OBJECT	AMOUNT							
14	200705	4	11902	\$150.00							
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20060518	9999	20060707	0	PPS	20060629	08	00	67		P607
STOP	20070518	9999	20070420	0	AUP	20070420				X	
	LAPSE DT	LANGUAGE	FLP-RATE								
	20070518	SP	3F								

Changing the Reserve Member Status for Members Completing IADT (Initial Active Duty For Training)

By: Chris Gambers, PSC (mas/ert)

While an Enlisted member is performing their IADT at Cape May or other training centers, they have a Reserve Training Pay/Code of "F". This is the correct code while performing IADT and is the only time Training Pay/Code of "F" is used. However, immediately upon completion of the IADT period, the Training Pay/Code must be changed. Subsequent to the IADT period, the vast majority of these Reserve members will be in the SELRES (Select Reserve) performing IDT (Inactive Duty for Training) drills. The Training Pay/Code must be changed to "A" immediately following the last day of IADT.

For example, if an Enlisted member performed IADT at Cape May from 3/29/2007 to 5/23/2007, on 5/24/2007 the SPO must change the Training/ Pay Code to "A". The TRA-PAY-CAT effective date in Direct Access will be 5/24/2007.

Approved IDT drills will not process and pay the member until the Training/Pay Code is changed. The IDT drills will kick out on the PSC Exception Report waiting for the Reserve Member Status change to "A".

[Home](#) > [Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Use](#) > [Reserve Member Status](#)

Unit Weight Compliance Data Available in CG Central

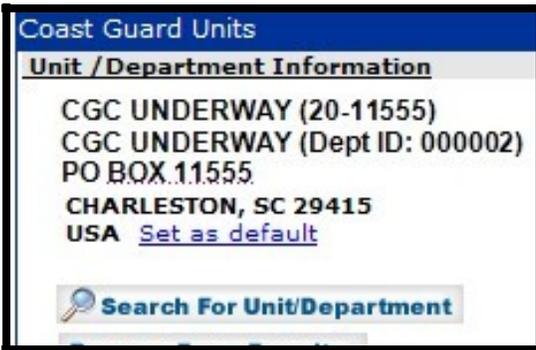
You can obtain a detailed unit weight compliance report from the CGBI (*Coast Guard Business Intelligence*) component in CG Central. The CG Central report lists data discrepancies, such as incorrect frame size codes (*Recorded frame size is invalid for the member's gender*).

To access the report go to <http://cgcentral.uscg.mil> and follow these steps:

1. Click the "Units" Tab



2. The section titled "Unit/Department Information" should default to your unit, if not, click "Search for Unit/Department" and search for your unit



3. Scroll down the page to the Unit Measures section.



4. Select the "People" tab if it is not already selected, and click the "Details" hyperlink next to the "Weigh In" measure, you will see details associated with personnel at your unit.



5. The report will open in a new window. An example is shown below.

Unit	Employee	Weigh-In	Weigh-In Date
CGC UNDERWAY (000002)	SN FRED FLINTSTONE	◆	04/19/07
CGC UNDERWAY (000002)	SN RICKY RICARDO	◆	04/19/07
CGC UNDERWAY (000002)	SN BARNEY RUBBLE	◆	04/19/07
CGC UNDERWAY (000002)	SN FRED MERTZ	◆ Invalid maximum allowable weight (MAW)	04/19/07
CGC UNDERWAY (000002)	SN JOHN SMITH	◆	04/19/07

New Presentations Available Online!

By: John James, PSC (p&d)

PSC (P&D) has a new training tool called *Articulate®*. This new e-Learning tool utilizes MS PowerPoint® and adds voice for presentation. *Articulate®* enables us to make the content subject as large as possible and highlight the features discussed during the presentation. For those of you who have been through either the Basic or Advance Human Resource Systems Workshops, those presentations will be incorporated into *Articulate®* next, starting with the JUMPS tutorials. Several of those presentations have also been completed and are already posted on the PSC website. To view these presentations visit the P&D branch page (<http://www.uscg.mil/hq/psc/pd.asp>), click the "Presentations" tab at the top or select the "Multimedia" link on the left of the PSC home page. If there is a specific topic you feel is important and would like to see developed, please contact us by e-mail to: PSC-PF-PD@uscg.mil.

BAH for Members In-Transit

BAH Transit Rate replaced BAH Type II. Programming changes are underway for both Direct-Access and JUMPS to create new BAH codes to reflect BAH-TR. Continue to use BAH-II codes to start and stop BAH-TR. BAH-TR rates can be found on the DOD Per Diem, Travel and Transportation Allowance Committee web site at <https://secureapp2.hqda.pentagon.mil/perdiem/bah.html> (look for the “*Non-Locality Rates*” link in the left-hand column). Guidance for determining BAH entitlements for members in-transit can be found in the JFTR, U10416 (Chapter 10). Table U10E-12 (reprinted below and continued on the next page) provides a quick reference. Pay particular attention to the rules for ‘New Accessions’, these members are often paid incorrectly.

MEMBER IN TRANSIT			
RULE	If member	And	then (NOTES 1 and 2)
1	is en route PCS	from a PDS in the U.S.	Continue BAH based on the old PDS through the day before the day the member reports to the new PDS, to include TDY en route. BAH or OHA authorization at the new PDS rate begins on the day the member reports to the new PDS.
2		from a PDS outside the CONUS	Start the Transit rate beginning the day the member departs an OHA area through the day before the day the member reports to the new PDS, to include TDY en route. BAH or OHA authorization at the rate for the new PDS begins on the day the member reports to the new PDS.
3	is en route PCS but was not paid BAH or OHA at the old PDS because Government quarters were assigned	From a PDS in the U.S.	Start BAH based on the old PDS beginning the day the member terminates Government quarters and the new PDS the day the member reports to the new PDS.
4		from a PDS outside the U.S.	Start the In-transit rate the day the member departs the old PDS through the day before the member reports to the new PDS. Start BAH based on the new PDS rate beginning the day the member reports to the new PDS.
5	new accession – newly inducted, enlisted, reenlisted, or an officer candidate	the member has dependents located in the U.S.	Start BAH based on the rate for the dependents’ location beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first duty station other than for training. Start the PDS rate beginning the day the member reports to the first PDS.
6		the member has dependents located outside the U.S.	Start BAH based on the rate for the training site location beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first duty station other than for training. Start the PDS rate beginning the day the member reports to the first PDS.
7	new accession in the pipeline in a travel status, leave en route or proceed time while transferring from the initial training location, between training locations and to the first PDS	the member has no dependents	Start the Transit rate when the member is in a travel status between duty/training stations and the new PDS rate the day the member reports to the new PDS.
8		the member is with dependents	For dependents located in the U.S., continue BAH based on the dependents’ location through the day before the day the member reports to the new PDS. The first PDS rate begins the day the member reports to the first PDS. For dependents located outside the U.S., continue BAH based on the training site location through the day before the day the member reports to the new PDS. The first PDS rate begins the day the member reports to the first PDS.
9	is in leave status away from PDS awaiting final discharge from a PDS in the U.S.		Continue BAH based on the old PDS rate through the date of discharge.
10	is processing for separation or retirement	from a PDS in the U.S.	Continue BAH based on the old PDS through the date of separation or day before effective date of retirement.
11		from a PDS outside the U.S. with a processing location in the U.S.	Start BAH based on the retirement/separation processing location beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a BAH based on dependents location, continue that BAH rate through separation/retirement date.

Table U10E-12

(Continued on page 8)

(Continued from page 7)

MEMBER IN TRANSIT (continued)			
R U L E	If member	and	Then (NOTES 1 & 2)
12	is processing for separation or retirement	from a PDS outside the U.S. and returns to U.S. after processing OCONUS	Start BAH based on the leave address provided as part of the final out processing beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a BAH based on dependents location, continue that BAH rate through separation/retirement date.
13		from a PDS outside the U.S. and remains at PDS outside U.S.	Continue OHA based on the PDS outside the U.S. provided the member continues to occupy private sector leased/owned housing.
14		from a PDS outside the U.S. and member remains OCONUS but moves to a different country	Stop OHA based on the PDS when the member stops paying rent or when the member departs the PDS area. Start OHA based on the OCONUS location to which the member moves to establish a residence on the day the member obtains private sector housing there. Continue OHA through the date of separation or day before effective date of retirement. If the member is being paid an OHA based on dependents' location, continue that OHA rate through separation/retirement date provided the dependents remain at the OCONUS location.
15	is participating in the Educational Leave Program Relating to Continuing Public and Community Services		Start BAH/OHA based on the designated unit of assignment during scheduled school breaks or periods of leave (only when the member is authorized BAH/OHA).
16	in receipt of appropriate orders associated with a prolonged hospitalization determination	member was transferred from a PDS outside or inside the U.S. to a hospital in the U.S. for observation or treatment	Start BAH (for member authorized BAH) based on the hospital location to which the member has been transferred.

Table U10E-12

NOTES

1. Member is not authorized BAH/OHA if assigned Government quarters for member and dependents (if applicable). Start BAH/OHA effective the date of termination of quarters, if applicable.
2. If the member has a Secretarial waiver to pay BAH based on the previous PDS or the dependents' location, then continue that rate until member arrives at new PDS. If Secretarial waiver is for a OHA location, continue the OHA rate if the dependents remain at the OHA location.

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: Check out the PSC website at <http://www.uscg.mil/hq/psc/>

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

