

Servicing Personnel Office News

United States Coast Guard Personnel Service Center



PSC's Information Division Seeks Customer Participation in Software Testing

Mr. Alan Russ, PSC (ID-PS/R)

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When software changes are made to Direct Access, we want to make sure they will be understood by our users and that they work right BEFORE we go live with them. The changes need to go through a comprehensive testing program. One of our challenges is that PSC's software developers and testers are not experienced or familiar with SPO operations and how Yeomen actually get their jobs done in the field using Direct Access. That brought up the goal of involving Yeomen currently assigned to a SPO in the testing.

During the 2007 PSC Customer Advisory Council Meeting we sought volunteers from the SPOs to help with software testing—and twenty-five Yeomen signed up! Now, when PSC-ID has a Direct Access change which requires the "field perspective," we go to our list of volunteers. The project may be a simple one where only one SPO tester is need. On the other hand, it may be much larger and require a larger number of testers. So far, SPO testers have been involved on two change projects.

Our first volunteer was YN1 Deanna Wallace, Sector North Carolina, Atlantic Beach, North Carolina. She tested a change affecting reenlistments for members with over ten years

of service. She identified minor problems which PSC was able to correct before the program was put into production.

In January 2008, YN1 Kathryn Martinez, Sector San Diego, San Diego, California, and YN1 John Cleverdon, Sector Baltimore, Baltimore, Maryland, helped test changes which eliminated the TDY Entitlements section of Direct Access and the P620 JUMPS transaction. This change affected multiple areas of Direct Access, including Career Sea Pay, BAS Entitlements, and PCS orders. Their SPO knowledge allowed them to quickly and efficiently test the transactions to ensure expected results were obtained and erroneous conditions were prevented.

PSC's Information Division extends a hearty "THANK YOU" to each of these Yeomen for helping us deliver a quality product for the entire personnel community to use. As other testing opportunities arise, we will be calling on others who offered to volunteer to assist. If you are interested and don't know if you're on our list of volunteers, please contact one of our testing leads: Mrs. Marguerite Kennedy, (785) 339-3657, or Mr. Alan Russ, (785) 339-3620.

JUMPS Access

On March 12th, PSC implemented a few changes to the JUMPS system. These changes are necessary to comply with USCG system security policies.

The session inactivity timeouts changed from 40 minutes to 20 minutes. If you do nothing in JUMPS for 20 minutes, the system will automatically log you out.

Accounts will be revoked if they have not been accessed in 45 days. Previously, this was set to allow 90 days of inactivity before an account was revoked. After an account has set idle for 180 days it will be deleted entirely. Please be conscious of this change, and attempt to sign in once a month if you still need access to the system.

JUMPS passwords must be changed every 90 days rather than every 30 days, as previously set.



PEOPLE

SERVING

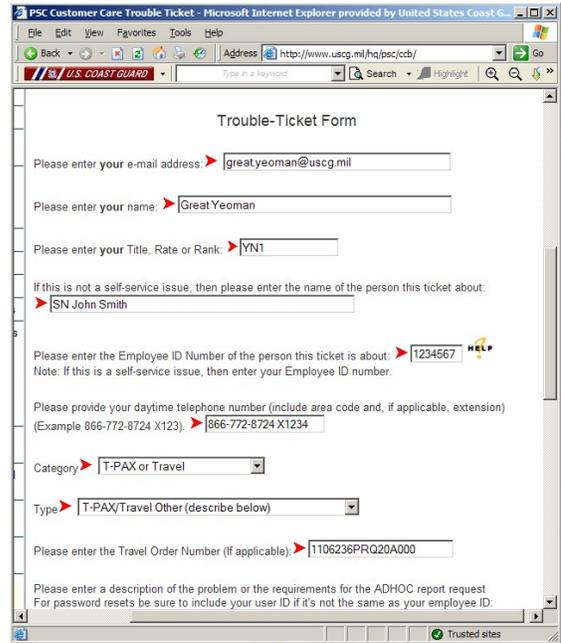
CUSTOMERS

Contacting PSC Customer Care

How to contact us:

1. Online Trouble-Ticket: <http://www.uscg.mil/hq/psc/ccb/>
2. Email: PSC-CustomerCare@uscg.mil
3. Telephone: (866) 772-8724 (toll free) or (785) 339-2200 (0700 to 1600 weekdays and 0730 to 1600 on scheduled weekends).
The call center will be staffed on the following weekends in FY08:

- May 10-11/17-18
- June 14-15/21-22
- July 12-13/19-20
- August 9-10/16-17
- September 13-14/20-21



Source: JUMPS Analysis Manual, PSCINST M5230.3, Chapter 1-E—Compute and Update Processes

What is “Compute”?

As SPO yeomen, we often hear the word compute in our daily activities. But truly how many of us actually know what this word means? Is it “the system” whirring away, taking our data and making something out of it? Yes, in a sense, that is what it is. The official definition of compute is as follows:

Compute is the set of programs, which, twice a month, read the data on file, calculate pay, and update selected fields. Once a month, Compute generates a Leave and Earnings Statement (LES) for each member.

With that definition in mind, let’s break down the Compute into its two sub-categories; Mid-month compute and End of month compute.

Mid-month COMPUTE calculates pay for the first 15 days of the month, updates the Payment Segment (segment 72), and posts a mid-month LES to the inquiry file. The actual amount paid is posted to segment 72, and the projected amounts are updated, if necessary.

End of Month (EOM) COMPUTE calculates pay for the entire month, then deducts the mid-month payment and pays the balance, updates the file as needed, and generates the LES. The actual amount is posted to segment 72, and the segment is closed. A new segment 72 is then opened with the projected amounts for the next month.

Non Compute:

Occasionally an account may not meet conditions necessary to compute pay. When this occurs the system will usually pay the member projected pay until the problem is corrected.

Compute will update the actual amount in segment 72 and generate an LES message indicating the member was paid projected pay. Page 1 and other segments will not be updated at this time.

When the account is correct, pay is calculated for each month of non-compute and the resulting overpayment or underpayment is carried forward.

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

Bob Tyler
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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<http://cgweb.psc.uscg.mil/sponenewsletter.aspx>

TDY Periods in Excess of 180 Consecutive Days

Mr. Chris Gammers, PSC (MAS)

Temporary duty and temporary additional duty assignments at any one location for officers and enlisted members shall not exceed six months (180 consecutive days) without approval by “appropriate authority,” COMDT (CG-1222).

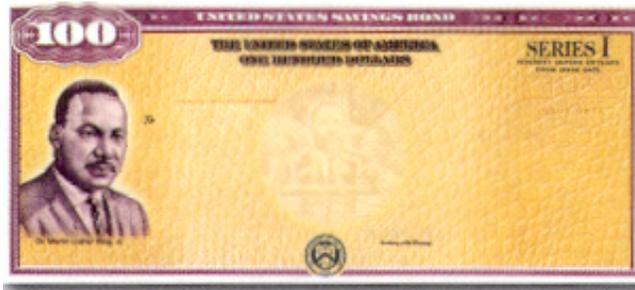
SPOs shall ensure appropriate approval authority has been

received, prior to submitting Direct Access TDY transactions that will exceed 180 days. Requests for approval should be sent by the member’s parent command via email to the attention of YNCM David Maly (CG-1222). Your references for this requirement are the Coast Guard Personnel Manual, 4.G.3.b and the Joint Federal Travel Regulations (JFTR) U2145-B.

Savings Bonds need to PCS with you

Ms. Sandra Fisher, PSC (MAS)

With another PCS season near, this is a friendly reminder regarding the importance of changing a Bond address when a member moves. The SPO, although not directly responsible for this D/A event, should recommend to the member to take this action. SPO’s may find all the bond information using JUMPS segments 66 and 78 and through Direct Access, (Allotments and Bonds Overview).



Please be aware that the U.S. Treasury is now sending information with the paper bonds for members to choose to have their bonds deposited into their accounts through Direct Deposit. A member may open a Treasury Direct account to buy U.S. Treasury bills, bonds, TIPS*(Treasury Inflation-Protected Securities), and savings bonds from their web browser. This means no paper bonds and no paper statements. To access this website go to www.treasurydirect.gov

Why Do We Start Cost of Living Allowance Entitlements Even When the Member’s PDS Doesn’t Currently Receive COLA?

Mr. Chris Gammers, PSC (MAS)

SPO Yeoman Question: The monthly COLA/CONUS COLA amount for an eligible active duty member’s permanent duty station is \$00.00. Since there is no monthly monetary entitlement to COLA/CONUS COLA, should I submit the entitlement row transaction to start COLA/CONUS COLA?

Answer: Yes, you must submit the COLA entitlement row transaction. Depending on the location of their permanent duty station, every eligible member in the Coast Guard must have a current/open COLA segment 29 or CONUS COLA segment 31 (Even if the monthly monetary amount equals \$00.00).

Here are some reasons why:

Let’s say today a member’s monthly amount for COLA or CONUS COLA is \$00.00. However, next week, next month or 3 months from now the rate could change. For example the entitlement changes from \$00.00 to \$25.00 per month for CONUS COLA (segment 31) or from \$00.00 per day to \$3.00

per day for COLA (segment 29). When the automatic update is done in JUMPS here at PSC, members without a valid segment 29 or 31 will not be updated. Thus, they will not start receiving the new monthly entitlement and will be underpaid COLA or CONUS COLA.

JUMPS Segments 29 or 31 must be open for eligible members on active duty regardless if the monthly rate is \$00.00 per month. JUMPS accounts go into error when changes of BAH or reporting endorsements (L68C’s) process and no segment 31 or 29 is open. Segment 31 is also required to calculate BAH PCS period entitlements when the reporting transaction processes on single members who vacated single type quarters at their last PDS

With the new 2008 BAH rate increase, many JUMPS accounts went into error status due to missing COLA or CONUS COLA segments.

(Continued on page 4)

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Here are a few other requirements:

When an eligible member reports PCS to a new unit (that is eligible for COLA or CCOLA) submit the entitlement row transaction for COLA or CONUS COLA, in addition to all the other PCS entitlement submissions.

Submit a new COLA transaction when an eligible member has a change in dependency (goes from with dependents to without dependents or vice versa) along with the BAH entitlement transaction.

Understanding who is eligible for COLA or CONUS COLA can be found in the JFTR.

Acronym Definitions:

- COLA - Cost of living allowance outside the continental United States
- CONUS COLA - Cost of living allowance within the lower 48 United States
- PCS - Permanent Change of Station
- BAH - Basic Allowance for Housing
- JUMPS – Joint Uniform Military Pay System
- SPO – Servicing Personnel Office
- PSC – Personnel Service Center
- MAS – Military Accounts Support
- JFTR – Joint Federal Travel Regulations

Personnel Data Extracts (PDEs) for May 2008 Servicewide Exam are Online

YNCM Terrilee Brown, PSC (ADV)

The PDEs for the May 2008 SWE have now been made available in DA through "self service > Employee > View > SWE PDE". In addition the paper copies of the PDEs have been mailed.

The units may also print the PDEs for their command by using the following bread crumbs in DA: "Self service > Self service for Commands > Reports > PDE by dept report".

Note: For our OS2 candidates who have taken the new E-SAR course; because the course has not been uploaded in DA your PDE may show "not eligible". Once the E-SAR course becomes available in DA please notify us, PSC ADV, immediately to review your eligibility.

Just a reminder the PDE correction deadline for the May 2008 SWE is 1 April 2008 IAW **ALCGENL 014/08**

(www.uscg.mil/hq/psc/adv/alcgen014-08.asp) . This includes notifying PSC-ADV via message or email of all personnel whose PDE says "eligible" but is not eligible to test because of not having completed EPQs. This will prevent a SWE from being mailed unnecessarily.

Commanding Officers must ensure members receive admin support for PDE corrections prior to the PDE correction deadline. Command failure to provide admin support is not justification for PDE correction deadline waivers regardless if "no fault of the member". PDE correction deadline waivers will only be considered for documented instances of operational or personal emergencies preventing compliance with established deadlines.

As always, if you have any questions or concerns, please let us know.

May 2008 SWE Waivers

Source: *ALCGENL 014/08—MAY 2008 SERVICEWIDE EXAMINATION (SWE) COMPETITION*

The May 2008 SWE is waived for the following rates. See ALCOAST 016/08 for procedures for adding qualified members to the Supplemental Advancement list:

- BM2
- DC2
- ET2
- FS2,
- GM1
- PA1 and PA2

Rating End of Course Tests (EOCTs) are waived for the May 2008 SWE as follows:

- AET1 and AET2
- AMT1 and AMT2
- AST2
- FS1
- IS1 and IS2,
- IT1 and IT2
- MST2



Patrol Forces Southwest Asia SPO

Patrol Forces Southwest Asia (PATFOR SWA) assumed SPO responsibilities from ISC Portsmouth on 24 January 2008. Please send PDRs for personnel transferring to PATFOR SWA and the units listed below to the new SPO at the address listed below. This change supersedes the guidance appearing on page 2-F-13 of the Personnel and Pay Procedures Manual, PSCINST M1000.2A.

Department ID: 007006
ATU/OPFAC: 20-47804
Mailing address: COMMANDER (SPO)
USCG PATFOR SWA
UNIT 3950
FPO AE 09501-3950

Email: D05-DG-PFSWA-YN-SPO@uscg.mil

The PATFOR SWA SPO supports the following units:

| | |
|----------------------|--------------------------------|
| USCGC Adak - | OPFAC: 01-13433 DEPTID: 000378 |
| USCGC Aquidneck - | OPFAC: 05-13409 DEPTID: 000338 |
| USCGC Baranof - | OPFAC: 07-13418 DEPTID: 000555 |
| USCGC Maui - | OPFAC: 07-13404 DEPTID: 000302 |
| USCGC Monomoy - | OPFAC: 01-13426 DEPTID: 000377 |
| USCGC Wrangell - | OPFAC: 01-13432 DEPTID: 000478 |
| NAVY LO (NL1) | |
| COMUSNAVCENT (N52CG) | |
| BAHRAIN - | OPFAC: 20-02705 DEPTID: 004429 |
| COGARD PATFOR SWA - | OPFAC: 20-47804 DEPTID: 007006 |

DETACHED DUTY PATROL
FORCES SOUTHWEST ASIA
KUWAIT NAVAL
BASE (KNB) - OPFAC: 20-05648 DEPTID: 008490



NORTH ARABIAN GULF—The Coast Guard Cutter Monomoy sits in their security sector in the North Arabian Gulf. The Monomoy is one of the cutters deployed in the area and working with coalition forces in support of Operation Iraqi Freedom. USCG photo by PA2 Nathan Henise.

Subsistence Policy for Inactive Duty For Training (IDT) on Career Sea Pay- Eligible Vessels With Appropriated Fund (APF) Dining Facilities

Mr. Pete Buel, PSC (FAIR)

PSC has identified 179 personnel with 5772 occurrences who were erroneously paid IDT COMRATS while performing IDT aboard a sea-pay eligible vessel. Per Coast Guard Reserve Policy Manual, COMDTINST M1001.28 (series), Para 2.b.7.a.(1), enlisted reservists performing IDT with pay on career sea pay-eligible vessels with Appropriated Fund (APF) dining facilities aboard shall receive subsistence-in-kind (SIK). When completing the "Meal Elig" field on the schedule drills detail page for members performing IDT aboard a sea-pay eligible vessel, always select the "Mess Avail" option.

Reserve IDT Meal Code for Unexcused Absences

YNC Sean Hayes PSC (MAS)

When changing a scheduled drill to "Unexcused", be sure to change the meal eligibility field to "None". Direct Access will normally prevent users from saving Unexcused IDT drills with meals authorized. However, a few transactions have been submitted and were able to process through JUMPS. PSC (ID) is working on the edit to ensure it prevents erroneous meal entitlements in the future.

PSC Procedures and Development (P&D) Workshops

PSC (P&D) offers two workshops.

1. *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 which normally do not require supervisor guidance. This workshop has been revised to emphasize practical application. Attendees should be familiar with available OnDemand tutorials prior to attending.

Topics include:

- Contracts (Accessions, Additional Obligations, & Separations)
- Entitlements (Entry and JUMPS/LES verification)
- PCS (Orders, Departing/Reporting Endorsements, DA, & JUMPS)
- Reserve Issues (From IDT drill entry to Title 14 Mobilization/Demobilization)
- T-Pax (Traveler, AO, & Proxy)

2. *Advanced Human Resource Systems:*

This workshop is designed for experienced record technicians, supervisors, and field unit HR personnel. It combines open discussion forum with exercises that show how data entry in Direct Access effects a member's pay, as well as how to validate proper posting in JUMPS and on the LES.

Topics include:

- Military Pay Communications (DA, JUMPS & LES)
- Accessions (More in depth than Basic HR)
- Bonuses (Enlistment, SRB, CSB, & SELRES)
- Debt Liquidation (How, when, & why)
- Advances, Special Payments, & Cash Deposits
- Saved Pay (Entitlement, JUMPS & LES)
- T-Pax (Traveler, AO, & Proxy)*

**If attending both Basic and Advanced, students do not need to attend the last day of the Advanced HR Systems Workshop.*

Schedule for remainder of 2008

Basic Human Resource Systems:

- April 7-11, 2008
- May 5-9, 2008
- June 9-14, 2008

Advanced Human Resource Systems:

- April 14-18, 2008
- May 12-16, 2008
- June 16-20, 2008

Visit our web page at <http://www.uscg.mil/hq/psc/pd.asp> for the quota request form. Travel and per diem is funded by the member's unit.

No workshops are scheduled for July through December 2008. We will be using this time to update and revamp the curriculum. We expect to offer the workshops again beginning in January 2009.

Begin Extension/Re-Extension Report

YNC Sean Hayes PSC (MAS)

There are now two versions of the Begin Extension/Re-Extension report. One will show extensions/reextensions with effective (begin) dates coming up within the next 30 days (from the current date). The other will allow you to select a date range so you can identify unexecuted extensions/reextensions for any range of dates.

Follow these steps to run the queries and generate the Begin Extension/Re-Extension reports

1. Select menu items in the following order:

[Home](#) > [People Tools](#) > [Query Manager](#) > [Use](#) . Select **Query Manager**.

2. A search page will appear. Enter the search criteria as described below

Search by Name, select “**begins with**” and enter “**CG_EXT**” in the third block. Click the Search button. The *Search Results* should include “CG_EXT_REX_NOT_EXEC_QRY and “CG EXT REX WITHIN 30DAYS QRY”.

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

Query Manager

Find an Existing Query

Search by:

Search Results

| Query | | View All | Fi |
|------------------------------|-------------------------------|----------|---------------------|
| CG_EXT_REX_NOT_EXEC_QRY | Extensions Not Executed | Public | Run |
| CG_EXT_REX_WITHIN_30DAYS_QRY | Extensions 30 days from Begin | Public | Run |

3. Click the RUN link for the report you want to run.

Select:

- CG_EXT_REX_NOT_EXEC_QRY -- If you would like to specify the date range.
- CG EXT REX WITHIN 30DAYS QRY - If you would only want to see unexecuted extensions/reextensions with begin dates in the next 30 days (from the current date)

The Query input page will open in a new window.

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The SPO Newsletter

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4. Enter "AUSCG" in the "Enter SetID of 'AUSCG'" block.
5. Enter the DeptID or click on the search icon for a valid list of departments.
6. Select "Human Resource Site" for the Rel Type for all units served by the SPO (provided that a valid SPO department ID was entered in the Dept ID field or select "Own Unit Only" to see results for only one unit.

CG_EXT_REX_WITHIN_30DAYS_QRY - Extensions 30 days from Begin

Enter SetID of 'AUSCG':

DeptID: 

Rel Type: 

7. If you selected CG_EXT_REX_NOT_EXEC_QRY, enter the Effective Dates (From and To):

CG_EXT_REX_NOT_EXEC_QRY - Extensions Not

Enter SetID of 'AUSCG':

DeptID: 

Rel Type: 

Effective Date From: 

Effective Date To: 

8. Click the View Results button to run the report. You can download the results in MS Excel format by clicking the link above the query results.

View All File 1 - 4 of 4 List

| ID | Name | Job Title | Contract # | Eff Date | Type | DeptID | Dept |
|----|------|-----------|------------|------------|------|--------|--------------|
| 1 | | ET2 | 0001 | 06/05/2004 | EXT | 000001 | CGC GALLATIN |
| 2 | | FS2 | 0001 | 05/18/2004 | EXT | 000001 | CGC GALLATIN |
| 3 | | ET2 | 0001 | 07/18/2004 | EXT | 000001 | CGC GALLATIN |
| 4 | | GM3 | 0001 | 06/08/2004 | EXT | 000001 | CGC GALLATIN |

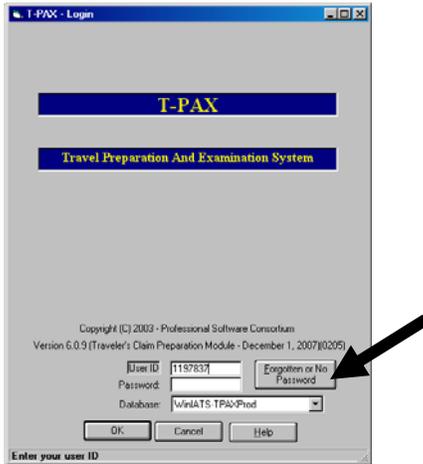
| Field | Description |
|------------|---|
| ID | Employee ID |
| Name | Name in Last,First,MI format |
| Job Title | Rating |
| Contract # | Number of contract member (001 = first extension, 002= second extension, etc.) |
| Eff Date | The date the extension will begin |
| Type | Extension (in this case submit a Begin Extension of Enlistment (P198) transaction on the member)/Re-Extension (in this case submit a Begin Re-extension of Enlistment (P199) transaction on the member) |
| DeptID | Member's currently assigned department ID number |
| Dept | Name of unit |

Using the TPAX Forgotten Password Reset Feature

Ms. Patty Hanser, PSC (TVL)

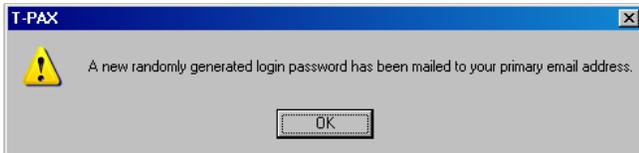
Follow these steps to obtain a new password for TPAX:

1. At the TPAX logon screen, type in your user ID and click the "Forgotten or No Password" button.



TPAX will generate a random password and send it to the primary email address listed in the user's profile.

2. Message boxes will appear. Click OK.



3 If you do not have an email address listed in the profile or if the address listed in your profile is not correct, you must contact PSC Customer Care to have the password reset. Submit a trouble ticket at <http://www.uscg.mil/hq/psc/ccb>. Passwords are not provided over the telephone.

4. Once you have received the email, highlight the password and copy it. Then, return to the TPAX logon screen.

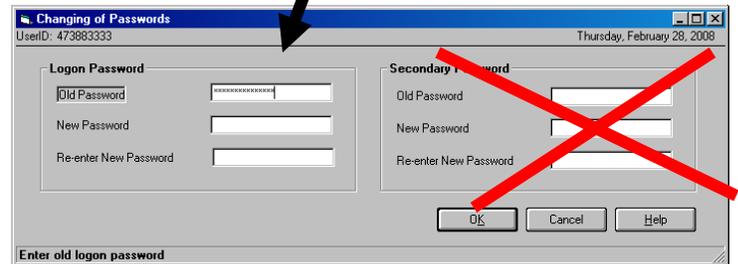


5. Paste the password into the password field and click OK.

6. This will bring up a screen that states you must change your password, click OK



7. Paste the system generated password into the Logon Password Old Password field



8. Now input the "New Password" with the format of 9 characters containing at least one upper case, one lower case, and one number (no special characters are to be used).

9. Re-enter the New password in the New password field.

10. **Disregard** the secondary Password column (this form will not change that field, see the note below)

11. Click the OK button and you will be returned to your TPAX Traveler View.

Your password has now been reset.

Note: If you want to reset your **Secondary Password**, click on the profile icon at the top left of your screen and follow the instructions in the TPAX online help at: www.uscg.mil/hq/psc/travel/t-pax/webhelp/Update_Profile.htm.

TLE – The Basics

(Disclaimer: This does not cover all rules of TLE. For a complete description, see Chapter 5 H of the JFTR.)



What is TLE? TLE (Temporary Lodging Expense) is intended to partially pay for lodging/meal expenses when a member/dependent(s) occupy temporary quarters in CONUS (Continental United States) due to a PCS (Permanent Change of Station).

1. **Here or there:** TLE is for use in the vicinity of the old PDS (Permanent Duty Station) or new PDS, within a reasonable commuting distance. You do not have to be checked in or out of your government quarters or house/apartment.
2. **How many days?**
 - a. 10 days for a PCS to a CONUS PDS. The days may be split between old CONUS PDS and new CONUS PDS; or
 - b. 5 days for a PCS to an OCONUS PDS. The days should be used at the old CONUS PDS. TLA (Temporary Lodging Allowance) is also authorized at the OCONUS PDS; or
 - c. 10 days for a member reporting to the first CONUS PDS from the HOR (Home of Record) or initial technical school. The days may be split between CONUS HOR, initial technical school, CONUS designated place and CONUS PDS; or
 - d. 5 days for a member reporting to the first OCONUS PDS from the HOR or initial technical school. The days may be split between CONUS HOR, initial technical school, and CONUS designated place; or
 - e. 20 days for a PCS to a CONUS PDS for which the Secretaries Concerned have collectively prescribed a temporary increase due to (Effective for TLE incurred 30 May 2006 through and including 31 December 2009):
 1. A major disaster (PDS must be located in a Presidentially-declared disaster area), or
 2. the PDS is experiencing a sudden increase in number of members assigned.
3. Temporary quarters for the member/dependent(s) must be a temporary residence, must be in the vicinity of the old and/or new PDS, and may be allowed if assigned family-type Government quarters are not occupied because: HHG have not been shipped from the old PDS; or HHG have not been received at the new PDS; or Government quarters are undergoing repair/renovation; or HHG have been packed, picked up and/or shipped from the losing PDS; or for similar reasons.

NOTE: Lodging receipts are required. Itemized receipts with name and location need to be included for reimbursement.

When member/dependent(s) stay with friends/relatives, lodging cost is not authorized but the TLE meal portion is payable. Name and address of family or friends needs to be included on the claim.

4. Reimbursement:

Member-married-to-member: When both spouses are members, each may be reimbursed up to \$180 per day. Both members may not claim the same dependent(s) for TLE on the same days, and one member may not claim the other member for TLE payment.

Per diem rate used: The **locality** per diem rate based on the PDS location is used for TLE reimbursement. This is important to know because it is used to determine the maximum daily amount for reimbursement.

Maximum TLE reimbursement:

- a. A member may be reimbursed a maximum of \$180 per day for TLE expenses when the member and dependent(s) occupy temporary quarters on the same or different days. *Note: Members should use available government quarters. When government quarters are available and other lodgings are used, lodging reimbursement is limited to the government quarters' cost.*
- b. A member may choose the days TLE is claimed when occupying temporary quarters on different days than the dependent(s).
- c. Dependent(s) may occupy temporary quarters on different days, but TLE is determined as if lodgings were occupied on the same day.

5. Reimbursement Example:

A member occupies temporary quarters at the new PDS for 12 days (1-12 April). The member's dependents also occupy temporary quarters for 12 days (18-29 April). The member selects 1-10 April (member) and 18-27 April (dependents) for TLE.

(Continued on page 12)

(Continued from page 11)

Reimbursement for the daily **combined** total expenses of the member and dependents must not exceed \$180 per day.

Note: TLE and per diem (for travel days) cannot be reimbursed on the same days.

6. Reimbursement computation:

Step 1: Determine daily M&IE and ceiling for lodging. Multiply the percentage in the following table by the applicable M&IE and lodging locality per diem rates.

| No. of Eligible Persons Occupying Temporary Quarters | Percentage Applicable |
|---|-----------------------|
| Member or 1 dependent: | 65% |
| Member and 1 dependent, or 2 dependents only: | 100% |
| For each additional dependent age 12 and over, add: | 35% |
| For each additional dependent under age 12, add: | 25% |

NOTES: The above percentage factors are used for both lodging and M&IE unless:

1. For member-married-to-member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent as shown in Examples 3 and 4.

2. For a member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate as shown in examples 2, 4 and 5. A member with two dependents, one over 12 and one under 12 is 125% (member and dependent over 12 is 100%, dependent under 12 is 25%).

Step 2: Determine lodging. Compare the actual daily lodging cost (including lodging taxes) to the lodging cost ceiling found in Step 1. Use the lesser.

Step 3: Determine gross daily equivalency. Add the result in Step 2 to the daily M&IE rate obtained in Step 1.

Step 4: Determine applicable daily rate.

Compare \$180.00 with the amount found in Step 3. Pay the lesser of these two amounts for that day.

7. How can you avoid being underpaid? First, pay attention to the per diem at the old or new PDS. Second, figure out what percentage will be used based on your dependent(s) or lack thereof. For example, if the per diem at your new PDS of Alameda, CA is \$99.00 (lodging) and \$59 (M&IE), you are a single member with no dependents, and you paid \$129.79 per night for your lodging, you will only be reimbursed \$102.70 per night. Many people make the mistake of spending up to \$180 per night, expecting to be fully reimbursed, and find out the hard way that it doesn't work that way.

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PCS and TDY Mileage Rates

PCS Mileage (MALT) Rate Change

Effective **1 January 2008**, the MALT (monetary allowance in lieu of transportation) rate per authorized POC (privately owned conveyance) is \$.19 per mile. This rate is effective for all PCS travel that commences on or after 1 January 2008 (i.e., the initial travel is started).

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EXAMPLE 1 -- TLE ALLOWANCE for member without dependents.

NOTE: *Locality per diem and the M&IE rate used in this example may not be the rates currently in effect and are for illustration purposes only.*

A member without dependents is PCS'd between two CONUS PDSs. Before and after reporting at the new PDS, the member occupies temporary quarters at the new PDS for 4 nights at \$47.50/night (\$42.75 plus \$4.75 tax). The new PDS locality per diem rate is \$113 (\$35 for M&IE and \$78 for lodging). The member certifies that Government quarters are not available. The member is authorized TLE, computed as follows:

| | |
|---|--|
| 1. Determine maximum rates (given percent x locality rate). M&IE Lodging | 65% x \$35 = \$22.75 65% x \$78 = \$50.70 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser. | \$47.50 vs. \$50.70 \$47.50 |
| 3. Add the Step 1 M&IE to the selected lodging in Step 2. | \$22.75 + \$47.50 = \$70.25 |
| 4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$70.25. | \$180.00 vs. \$70.25; \$70.25 x 4 days = \$281.00 |

EXAMPLE 2 -- TLE ALLOWANCE for member with dependents

NOTE: *Locality per diem and the M&IE rate used in this example may not be the rates currently in effect and are for illustration purposes only. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. U2025 for the current Standard CONUS per diem rate.*

A member (with a spouse (not entitled to basic pay) and two children (ages 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$109 (\$70/ \$39) applies to both PDSs. After reporting to the new PDS, the member and dependents occupy temporary quarters off-post for 8 nights at \$80/night (\$72 plus \$8 tax). The member certifies that Government quarters are not available. The member is authorized TLE, computed as follows:

| | |
|---|--|
| 1. Determine maximum rates (given percent x locality rate). M&IE Lodging | 160% x \$39 = \$62.40 160% x \$70 = \$112.00 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser. | \$80 vs. \$112 \$80 |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost. | \$62.40 + \$80.00 = \$142.40 |
| 4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$142.40. | \$180 vs. \$ 142.40; \$142.40/day x 8 days = \$1,139.20 |

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 ● **TDY Mileage Rate Change:**
 ●
 ● Effective **19 March 2008**, the TDY mileage rate changed from \$.485/mile to \$.505/mile. See JFTR/JTR Immediate Changes for
 ● more information at <http://www.perdiem.osd.mil/regchgs.htm>.
 ●
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EXAMPLE 3 -- TLE ALLOWANCE for member-married-to-member with dependents

NOTE: *Locality per diem and the M&IE rate used in this example may not be the rates currently in effect and are for illustration purposes only. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. U2025 for the current Standard CONUS per diem rate.*

A member-married-to-member couple with two dependents (ages 14 and 10) are PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$109 (\$70/ \$39) applies to both PDSs. Before and after reporting at the new PDS, the members and dependents occupy temporary quarters off-post for 6 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE up to \$180 per day. The \$100 lodging cost is halved between the two members. The members certify that Government quarters are not available. The members are authorized TLE, computed as follows:

| Member #1 (with 1 dependent) | |
|---|---|
| 1. Determine Maximum rates (Given percent x locality rate). M&IE Lodging | 100% x \$39 = \$39 100% x \$70 = \$70 |
| 2. Compare the actual daily lodging cost (including tax) to the Step 1 maximum lodging rate and use the lesser. | \$50 vs. \$70 \$50 |
| 3. Add the Step 1 M&IE to the Step 2 lodging cost. | \$39 + \$50 = \$ 89 |
| 4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$89. | \$180 vs. \$ 89; \$89/day x 6 days = \$534 |
| Member #2 (with 1 dependent) | |
| 1. Determine Maximum rates (Given percent x locality rate) M&IE Lodging | 100% x \$39 = \$39 100% x \$70 = \$70 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser. | \$50 vs. \$70 \$50 |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost. | \$39 + \$50 = \$ 89 |
| 4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$89. | \$180 vs. \$ 89; \$89/day x 6 days = \$534 |

The daily rate paid to each member is \$89. The combined daily amount paid to both members is \$178.00 (\$89 + \$89). The combined amount paid to both members for 6 days is \$1,068.00 (\$178 x 6) or \$534 + \$534.

There are other examples in the JFTR, these are the most common.

TLE Calculator

The TLE Calculator is a Microsoft Excel spreadsheet. It is a useful tool for *estimating* TLE. Access the TLE Calculator at <http://www.uscg.mil/hq/psc/travel/TLECalculator.xls>.

Coast Guard Cutter Bertholf Enlisted Person of the Year

COAST GUARD ISLAND, ALAMEDA, Calif. -- Vice Adm. Charles D. Wurster, Pacific Area Commander, and Master Chief Petty Officer Kevin Isherwood, Pacific Area Command Master Chief, present an award to the Coast Guard cutter Bertholf Enlisted Person of the Year, Petty Officer 1st Class James W. Eells, during a ceremony here, March 7, 2008.

(Editor's note: The crew at PSC congratulates YN1 Eells on his selection. YN1 Eells was assigned to PSC (TVL) prior to transferring to Bertholf in 2006.)



USCG photo by PA3 Erik Swanson