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Servicing Personnel Office News

United States Coast Guard Pay & Personnel Center

Captain's Corner — 2009 PPC SPO/ Admin Workshop Wrap-Up

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The week of 21-25 September PPC hosted our annual Customer Advisory Council/SPO conference for the Yeoman rate. This 4th annual conference had a theme of "*Customers..Suppliers..Partners*" and was very well attended with over 200 Yeoman coming from all over the Coast Guard. I consider this event critical for our responsibility in SPO Service Line Management, and I believe the conference was a great success overall.

Admiral Neptun, Commander, Personnel Service Center Arlington provided our keynote address and encouraged Yeoman to remain relevant during this time of Coast Guard Transition. PPC presented a wide variety of technical modules for business processes where we work with SPO's to serve our mutual customers. Topics included the many changes to Reserve Program Management, Direct Access Self Validation results, CFO Audit issues, SPO Measurements and CGBI cube reports, and other business processes that are critical to daily Yeoman duties.

We had the YN Assignment Officers, YN Course Writer, and Rating Force Manager here as well to provide the latest information on the Assignment Process, Manpower Rating Analysis (MRA) Study, and the stand-up of Personnel Service Support Units. We held a social event that was an excellent opportunity to network with YN attendees from around the Coast Guard and compare notes about work or just catch up with old friends and shipmates.

We solicited feedback electronically this year in addition to written surveys and got an unprecedented 63% response rate with comments on the conference and constructive ideas on how to make it better next year. We will be evaluating the venue, incorporating more variety of topics and providing some hands-on learning opportunities for smaller groups in the future. We are listening to your input and are pushing to progress into a true partnership with SPO's and grow our advocacy for the YN rate.

(Continued on page 2)

2009 SPO/Admin Workshop Presentations & Handouts

The following handouts and slide shows from the 2009 Workshop are available at: http://www.uscg.mil/ppc/advisorycouncil.asp

Title/Topic	Slide Show
Voice of the Customer	Customer
Questionable Dependents, PPC (Legal Office)	Legal
Internal Controls	Internal Controls.
SPO Metrics SPO Metrics Handout (PDF)	N/A
CGPSC Reserve Personnel Management	RPM
Travel/Web-TPAX/TPAX Audits Handouts: • Travel Claim Checklist (PDF) • Travel Reference Links (PDF) • Web-TPAX 1st time logon procedure (PDF)	Travel TPAX Audits
Military Accounts Support (MAS) (ERT/ Auditor)	MAS-ERT
Accessions	Accessions
Advancements/SWE and Evaluations (ADV)	ADV
CGPSC (epm-2), YN AOs	CGPSC
YN "A" School/Subject Matter Specialist	YN SMS

(Continued from page 1)

Thank you to each and every one of our volunteers who worked so hard to make the conference a success and Bravo Zulu to Chief Zandra Sneed for leading our conference planning team this year. Finally, **THANK YOU ALL** for attending, and for being our partners. We rely on you and your hard work to achieve success in serving our mutual customers!

J. D. PHILLIPS, P.E, CAPT, USCG
CO PPC Topeka

SPO Contact List

With the 2009 PCS season behind us and the establishment of the PSSUs, we really need you to take a look at the contact list and provide us with your contact information. The SPO Contact List is available on PPC's CGWEB site at http://cgweb.ppc.uscg.mil/spocontactlist.asp. Use the email link to provide updates.

We've also added the SPO/Unit Relationship report to the contact list CGWEB page. This report shows the units associated with SPOs (HRS - Human Resource Sites). The department relationship table is used in DA for the Airport Terminal and many reports or queries. It also facilitates error feedback reporting from JUMPS. Send any corrections for the SPO/Unit Relationship report to PPC Customer Care.

About the SPO Newsletter

An authorized publication, the SPO Newsletter is published under the direction of the U.S. Coast Guard Pay & Personnel Center. Views and opinions expressed are not necessarily those of the Department of Homeland Security or the U.S. Coast Guard. The SPO Newsletter shall not be considered an authority for any official action and is non-record material. The SPO Newsletter is published quarterly. Articles are solicited from all readers. Back issues are available at: http://uscg.mil/ppc/sponewsletter.asp.

How to submit an article

Articles for the SPO Newsletter may be submitted by e-mail to the Procedures & Development branch e-mail address "PPC-PF-PD". Articles may also be submitted via our web form at http://www.uscg.mil/ppc/newitemform.asp. **All items approved for publication will immediately be posted on our SPO news web page** (http://uscg.mil/ppc/alspo/).

Unit Address:

Commanding Officer
USCG PPC (P&D)
444 SE Quincy St.
Topeka, KS 66683
Fax: 785-339-3780

Contacting PPC Customer Care

How to contact us:

1. Online Trouble-Ticket: http://uscg.mil/ppc/ccb/ or http://cgweb.psc.uscg.mil/ccb/ (Use this link if you have attachments to send with your inquiry)
2. Email: PPC-DG-CustomerCare@uscg.mil
3. Telephone: (866) 772-8724 (toll free) or (785) 339-2200 (0700 to 1600 weekdays). The call center will be staffed on the following weekends in FY10:
   - 14-15 November
   - 12-13 December
   - 09-10 January
   - 20-21 February
   - 20-21 March
   - 15-16 May
   - 12-13 June
   - 17-18 July
   - 21-22 August
   - 18-19 September

Telephone hours of coverage, on the above weekends, will be 0600-1600 (Central Time) on Saturdays and 0600-1400 (Central Time) on Sundays

U. S. Coast Guard Pay & Personnel Center

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Executive Director

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Chief, Procedures and Development Branch

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Editor, SPO Newsletter

BAH for Single Recruit, OCS, or Academy Gradates In-Transit

PPC (mas) would like to remind you that single graduates from basic training, OCS and the Academy, with no prior service, are entitled to **BAH-Transit Rate** while in transit to their first permanent duty station (PDS). The Reporting SPO must input the BAH-Transit Rate start (effective date of PCS departure) and the BAH-Transit Rate stop (effective the day prior to PCS reporting) along with the reporting endorsement and transactions to record BAH entitlement at the member's or officer's first PDS. If the member or officer acquires a dependent or dependents while en route PCS, the reporting SPO shall:

1. Stop BAH-Transit Rate the day prior to the date the change in dependency is effective and
2. Start BAH-With/Dependents using the zip code for the location of the member's dependent(s) effective the day the dependency change was effective.

Submit the transaction to start BAH or OHA at the rate for new PDS and government quarters assignment status effective the date the member or officer reports to their first PDS.

See PAYMAN, 3.5.d & Fig 3-19 (Rule 7) and the PPC SPO Manual, Part II, Chapter 10-1, Basic Allowance for Housing, Page 7, BAH During PCS, for more information.

Savings Deposit Program

Pete Buel, PPC (fair)

The Savings Deposit Program, referenced in Chapter 6.F., CG Pay Manual, COMDTINST M7220.29B, is a program where people assigned to a qualifying combat zone area can deposit up to $10K, and earn a 10% per annum interest rate.

Many of the people so qualified participate. The problem we're having is that some of our personnel, all Reservists to this point, are showing up at sites where there are only DoD personnel assigned, and they're depositing their money with the local collection clerk. That money is then erroneously being transmitted to Defense Finance and Accounting Service (DFAS) Cleveland.

We'd like to pass the word that all personnel need to send their money to USCG PPC (MAS-DC), meaning Military Accounts Support-Debt Collection.

Competency Dictionary

The Competency Dictionary, a complete listing of Coast Guard competency codes is available for download. The link below will open a MS Excel spreadsheet, which you can save to your local directory. If you do choose to save the file, remember to check back periodically for updates.

The revision date is listed in the spreadsheet. There's also a link in the file to COMDT (CG-1B1) for questions.

Competency Dictionary link:

http://uscg.mil/ppc/da/CompetencyDictionary.xls

VA Warns Veterans of Telephone Prescription Scam

WASHINGTON (Sept. 17, 2009) - The Department of Veterans Affairs (VA) is warning Veterans not to give credit card numbers over the phone to callers claiming to update VA prescription information.

"America's Veterans have become targets in an inexcusable scam that dishonors their service and misrepresents the Department built for them," said Dr. Gerald Cross, VA's Under Secretary for Health. "VA simply does not call Veterans and ask them to disclose personal financial information over the phone."

Veteran Service Organizations have brought to VA's attention that callers are misrepresenting the VA to gain personal information over the phone. They say VA recently changed procedures for dispensing prescriptions and ask for the Veteran's credit card number.

"VA has not changed its processes for dispensing prescription medicines," Cross said. "Nor has VA changed its long-standing commitment to protect the personal information of this nation's Veterans."

Veterans with questions about VA services should contact the nearest VA medical center or call, toll-free, 1-877-222-8387.

RELAD or Transfer to the IRR

As of 15 March 2004 *(Yes. Over five years ago, yet….)* CGPSC (rpm-3), formerly CGPC, assumed responsibility for maintenance of all IRR and all ISL personnel data records in accordance with ALCOAST 162/02. **The SPO PDR for a member released from active duty and/or transferred to the IRR shall be mailed to:**

```
COMMANDER (PSC-RPM3)
PERSONNEL SERVICE CENTER
US COAST GUARD STOP 7200
4200 WILSON BLVD STE 1100
ARLINGTON VA 20598-7200
(202) 493-1774
```

Transfer to the IRR:

- When transferring a member to the IRR use position #00062025 at department # 002817.
- Use the Reserve Member Status page to change the member's Employee Classification to **"IRR"** and Reserve Training/Pay Code to **"H"** when departing the member to the IRR.

See the Reserve PCS/Change of Drilling Unit Assignment topic in the Direct-Access Online Manual for more information on PCS transfers for Reservists.

RELAD to the IRR:

- Use the Reserve Status tab to change the member's Employee Classification to **"IRR ASP"** and Reserve Training/Pay Code to **"H"** when RELADing the member to the IRR.
- When releasing a member from active duty to the IRR use department ID **#002817**. The department ID is entered on the member's RELAD travel order.

See the Release From Active Duty topic in the Direct-Access SPO Manual for more information.

Continuous period of FSA entitlement / Interim FSA

Edwina Wilcox, PPC (mas-ert)

As stated in section 3.H.3.b of the Coast Guard Pay Manual, Continuous FSA is payable to a member who performs the same type of FSA duty within 30 days (e.g., a member who qualifies for FSA-S, who within 30 days deploys for an other qualifying period of FSA-S, is entitled to continuous FSA). The interim period starts the day after the initial deployment and ends the day prior to redeployment.

JUMPS is programmed to recognize Interim Entitlement. Enter periods of continuous FSA entitlement as separate transactions with the actual deployment start and stop dates. If the start date of the second (or subsequent) transaction is within 30 days of the stop date of the first (or previous) transaction, JUMPS will automatically pay Interim FSA for the interim period.

New Rules for Direct Access Passwords Enhance Security

Direct Access passwords expire every 90 days. The system will alert you two days before the expiration date and it will prompt you to change your expired password when you login. System password requirements have been changed to enhance security and to comply with USCG and DHS information system regulations.

Keep these new minimum requirements in mind when you create your new password, it must:

- be at least nine (9) characters in length (You can use up to 32 characters)
- include at least one (1) number
- include at least one (1) non alphanumeric special character (e.g. $, %, &, #)

Direct Access passwords are case sensitive, so you can use a combination of uppercase and lowercase letters in your password. Please note that the password cannot contain spaces.

FY 2010 Continental United States (CONUS) Per Diem Rates

The Department of Defense, Per Diem, Travel and Transportation Allowance Committee (PDTATAC) has released the FY 2010 CONUS per diem rates.

The most notable change is the amount for meals and incidental expenses (M&IE) will increase by $7 for each of the six M&IE tiers, resulting in a $5 increase for meals and a $2 increase (from $3 to $5) for incidental expenses.

The new CONUS standard per diem rate is $70 maximum lodging and $46 (M&IE), for a total of $116. The new rates are effective 01 October 2009.

1. When the Location or DOD Installation does not appear in the first column, search the second column for the County. If the County is not listed, run query using the **STANDARD CONUS PER DIEM RATE**.
2. For other allowances that are based on per diem rates **(e.g., TLE, TLA, TQSE, TQSA)**, see the appropriate rules for those allowances regarding what per diem rate to use.
3. When **Government meals** are directed, the appropriate Government meal rate, as prescribed in Appendix A, is applicable.
4. Per Diem Rate = Max Lodging + Meals (Local Meals, Proportional, or Government) + Incidental rate

LOCATION (1)	County and/or Other Defined Location (2)	Seasons (Beg-End)	Max Lodging	Local Meals	Prop. Meals	Incidentals	Maximum Per Diem	Effective Date
ALL PLACES NOT LISTED	STANDARD CONUS RATE	01/01-12/31	70	41	26	5	116	10/1/2009

To access the updated information, go to http://www.defensetravel.dod.mil/perdiem/perdiemrates.html

Career Intentions Worksheet Enhanced for Members Who Want to Join the Reserve Component

The Career Intentions Worksheet, CG PPC-2045 (Rev. 08/2009) (http://www.uscg.mil/ppc/forms/ppc2045.pdf), includes additional fields and options for members to use to make a smooth transition from active duty to the reserve component. Members can use the new fields to state their intentions to affiliate with the Coast Guard Reserve upon completion of their active duty commitment or upon demobilization. Members can now specify their desired reserve affiliation (SELRES(Drilling) or IRR) and, if they have no remaining service obligation, they can provide the information necessary for a Reserve Enlistment Contract. Space has been added to record eligibility for Reserve Enlistment and Affiliation bonuses.

11a. Selective Reenlistment Bonus See ALCOAST 353/09

Zone (check one) ☐ "A" ☐ "B" ☐ **Not Eligible**

Multiple _____

Kicker Multiple _____ for _____ Competency Code

11b. SELRES Bonus: See ALCOAST 167/09

☐ **Affiliation** or ☐ **Prior Service Enlistment Bonus**

☐ Will lateral to _____ Rating (if applicable)

☐ Assignment to Critical Unit: _____ (if applicable)
(Unit Name)

☐ **Not Eligible**

GI Bill Video Overview

The Department of Veterans Affairs has produced a really good 8-minute video overview of the new GI Bill: http://www1.va.gov/opa/feature/amervet/video/amvet2009-7-1.asx.

Also be sure to visit the LANT & D5 ESO information site (http://esoinfo.blogspot.com/)for a great series of questions and answers about the new benefit and transferability.

Multiple Advances Against the Same TONO

Patty Hanser , PPC (tvl)

The travel software system is not set up to do supplemental advance requests against the same exact travel dates. Please follow the below guidance when submitting SF-1038 (request for advance) in paper format or through the T PAX system.

Submitting an advance request for a Blanket/Repeat Travel Order ("13 doc type TONO"):

Order dates are the dates in which the blanket TONO are issued for. For example, if for the first quarter of the FY the order dates would be from 10/1 12/31/YY (1 October - 31 December).

Advance travel dates would be specific to the dates of travel for that advance. Example would be the member will need three advances to cover each month.

1. The first advance would have the travel dates of 10/1-10/31/YY,
2. the second advance would have the travel dates of 11/1-11/30/YY, and
3. the third advance would have the travel dates of 12/1-12/31/YY.

- It is extremely important to remember when you submit requests for travel advances in this manner, that the member should also file travel claims at a minimum of every 30 days. This is due to the fact that FINCEN is set up to collect unliquidated advances within 30 days past the end travel date of each advance request by issuing a debt letter.

Note: If you submit the first advance with the travel dates covering the entire TONO period of 10/1-12/31/YY, no additional advances will be permitted against this same TONO.

Submitting an advance request for a one time TDY order ("11 doc type TONO"):

Order dates are the dates in which the normal/evac TONO are issued for. Typically only one advance is processed when an 11 doc type TONO is used no matter the duration of travel. However, if when deemed necessary by the command 11 doc types can be processed in two different ways.

1. If the 11 doc type TONO is short term (30 days or less) only one advance will be processed for this TONO.
2. If the 11 doc type TONO is for "long term" TDY (31 days or longer) then the advances need to be processed the same way as if the TONO was a 13 doc type. Example would be the member will need three advances to cover each month.
3. The first advance would have the travel dates of 10/1-10/31/YY,
4. the second advance would have the travel dates of 11/1-11/30/YY,
5. and the third advance would have the travel dates of 12/1-12/31/YY.

- It is extremely important to remember when you submit requests for travel advances in this manner, that the member should only file ONE (1) travel claim against this TONO at the end of the travel period. Once a claim is filed, no additional advance can be processed for payment.

Note: If you submit the first advance with the travel dates of 10/1-12/31/YY, no additional advances will be permitted against this same TONO.

Use the Current Version of the Travel Voucher Form (DD-1351/2)

Multiple versions of the DD-1351-2 are being used, even dating back 4 versions or more. Please note that the current version of the DD-1351-2 is March 2008 which requires both the AO's printed name and signature. All previous versions are considered to be obsolete and should not be used. The current form can be found in the list of Forms/Worksheets on PPC's web site (http://www.uscg.mil/ppc/forms) or at http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1351-2.pdf.

Dale Hosman, PPC (od)

Aviation Career Incentive Pay Service Dates for Recalled Retirees

We've had some issues with ACIP to officers who are recalled from retirement.

The amount of ACIP is based on an aviator's years of aviation service as an officer, i.e.:

YRS	MONTHLY RATE
< 2	$125.00
> 2	$156.00
> 3	$188.00
> 4	$206.00
> 6	$650.00
> 14	$840.00
> 22	$585.00
> 23	$495.00
> 24	$385.00
> 25	$250.00

In determining an aviator's longevity for ACIP, JUMPS uses the segment 60 fields OSD (**Officer Service Date**), ASED (**Aviation Service Entry Date**), and ASD (**Aviation Service Date**). These are set by the SPO with the ***P105 Establish officer as an aviator (***Earn Code ACI, Earn Type ESACIP***)*** transaction. Time spent in retired status is not used when determining an aviator's longevity for ACIP. The retiree is entitled to ACIP at the same rate in effect at the time of retirement. Therefore, the ASD, ASED, and OSD, must be reset when a retired aviator is recalled to active duty with a break in service. Construct the ASD, ASED, and OSD, by *adding* time spent in a retired status to the officer's original dates (as listed in JUMPS segment 60)

For example, if an aviator's ASD, ASED, and OSD was 15 Jul 1987 and s/he retired on 1 September 2008 and is recalled to active duty on 1 February 2009, then her/his new ASD, ASED, and ASD will become 15 December 1987 (old date of 15 July 1987 + 5 months in retirement status).

Web Watch

Our web site addresses (URLs) changed.
Update your Favorites/Bookmarks.

Internet Home:	http://www.uscg.mil/ppc
CGWEB Home:	http://cgweb.ppc.uscg.mil
Web-TPAX:	http://www.uscg.mil/ppc/webtpax/
TPAX Audits:	http://cgweb.ppc.uscg.mil/travel/audits
DA Help:	http://www.uscg.mil/ppc/ps/
Forms:	http://www.uscg.mil/ppc/forms/
SPO Manual:	http://www.uscg.mil/ppc/spoman/
SPO News :	http://www.uscg.mil/ppc/alspo/
Travel News:	http://www.uscg.mil/ppc/travel/
Blog:	http://uscgppc.blogspot.com

PPC Branch Pages

Advancements (ADV):
- http://cgweb.ppc.uscg.mil/adv/ (CGWEB page includes advancement lists, EPAAs & ERAAs)
- http://www.uscg.mil/adv.asp

Customer Care (CCB):
- http://cgweb.psc.uscg.mil/ccb
- http://www.uscg.mil/ccb

Military Pay Accts. Support (MAS)
- http://www.uscg.mil/ppc/mas.asp

Planning & Process Improvement (PPI)
- http://cgweb.ppc.uscg.mil/ppi.asp

Procedures & Development
- http://www.uscg.mil/ppc/pd.asp

Retiree & Annuitant Services (RAS)
- http://www.uscg.mil/ppc/ras

Separations Entitlements and Debts and Service Validation (SES)
- http://www.uscg.mil/ppc/ses

Travel
- http://www.uscg.mil/ppc/tvl.asp

TDY Orders — No One System Prescribed for Preparation

PPC Customer Care has received a wave of customer help requests regarding errors received when attempting to enter TDY orders in Direct Access. The issues pertained to FY-2010 Document IDs/Accounting Data and have been resolved. However, we thought we'd take this opportunity to remind you that it is more beneficial to enter TDY orders in TPAX, where the claim can also be entered when travel is complete. Direct Access is used solely for delivery of TDY authorizations from outside sources, i.e. TQC.

PPC "*Knowledge Factory*" Halts Production for Retooling

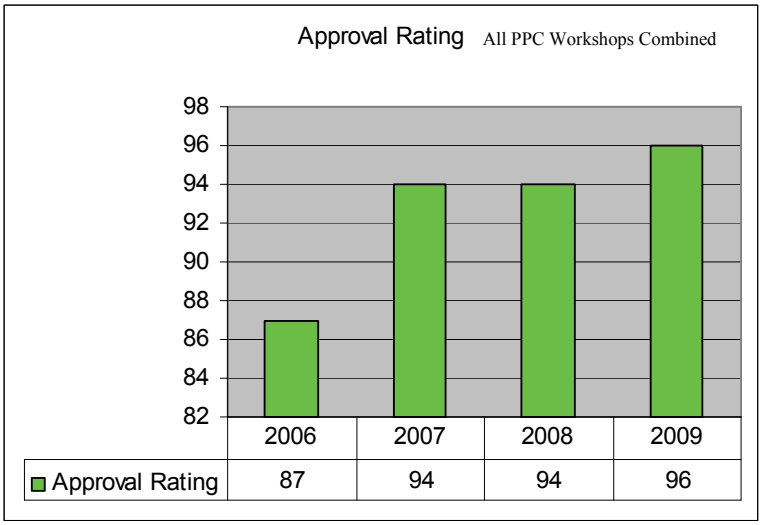
PPC's 2009 training season has come to end. We delivered 15 HR-Systems workshops in 2009, 169 students attended. The results of the student surveys were very favorable (a 96% overall approval rating), so we don't plan on changing the content of the workshop much for 2010. We do need to take some time off to update our materials and resources though. We've procured new software to aid in developing presentations and demos.

Be on the lookout for our 2010 workshop schedule. We'll e-mail it to the ALLSPO list and post it on our webpage (http://uscg.mil/ppc/pd.asp) this December. Our workshops are 100% exportable, so if you've got a sufficient number of willing trainees, a class room (with an overhead projector and a computer for each student), and travel funds available (to fund travel and per-diem for two instructors to travel to your location from Topeka, KS), fill out the ***Request for on-site visit form*** at http://uscg.mil/ppc/docs/onsiterequest.doc and send to us as soon as you can. We'd like to get any onsite visits for next year scheduled before setting our schedule for the workshops hosted at PPC.

We also delivered 12 "Reservist" workshops in 2009. While the content of this workshop is geared toward the individual Reservists, many active duty personnel attended and will use the information to train Reservists at their units.

2009 "Reservist "Workshop Survey Comment:

"As an AD member, dealing with reservists/reserve issues are a YN's weakest and often most complicated subject. Thank you for developing a course devoted entirely to this arena. While it focused primarily on empowering reserve members to complete their own tasks, it was most beneficial in helping me better understand the processes. I am better suited to help them now with the knowledge I gained."



2009 "HR-Systems" Workshop Survey Comments:

"This is an excellent resource for Yeomen to have available to them. In my opinion every YN should take this workshop at some point early in their career. The instructors were outstanding and extremely knowledgeable as they bring forth decades of first hand experience. Thank you."

"I learned a great deal of Yeoman knowledge in this workshop. I feel more confident in helping my shipmates with problems they may have with overpayment issues. I also learned a great deal on how to read and interpret JUMPS. I now understand "P" codes and Recents."

"I always thought that I was a very well rounded Yeoman. Coming to this workshop, I cannot believe how much I have missed along the way."

"I thought the workshop was great! From day one I was learning something. In fact, I learned at least two new things each day of the workshop. I will be going back to my unit with enough knowledge to even teach my shipmates."

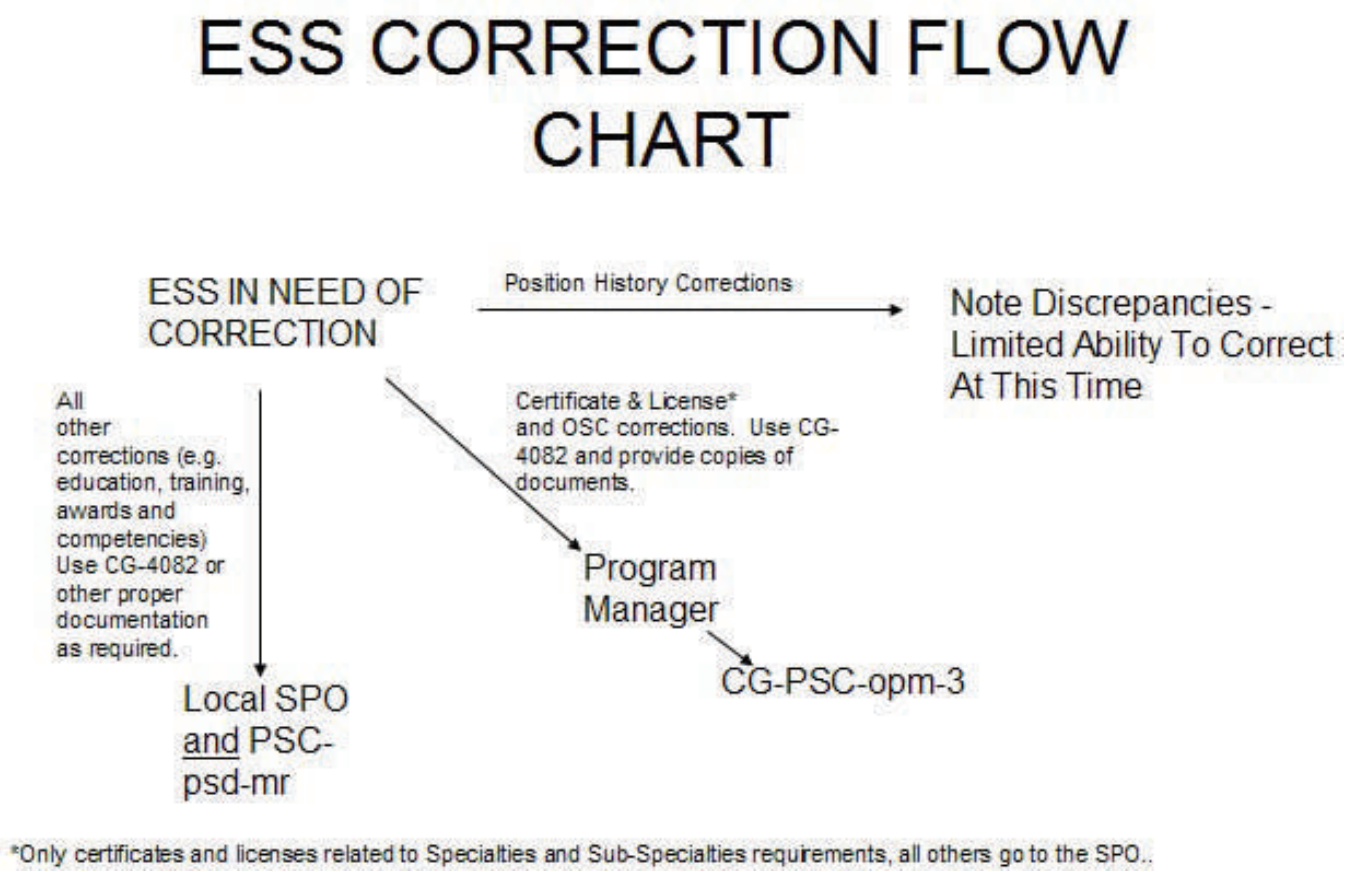
"As a new YN3 coming from school, I knew very little. Working in a busy SPO, I needed more tools to help dealing with issues. I feel now that I can honestly be a productive member in my position and provide my knowledge to others in my office."

SPO Notification of Possible Influx of Officers Seeking Corrections to Their Employee Summary Sheets

LCDR Sanders Moody, CG-1B1

SPO personnel may expect to encounter an influx of officers predominately at the O-3 to O-6 level requesting corrections to their Employee Summary Sheet (ESS) because of the notice given in ALCGOFF 176/09, that the ESS will be visible and available to boards and panels in PY10 and that PSC-opm-2 will start using the ESS in the AY10 assignment process on a limited time basis. All officers requesting a change in his or her ESS should be using and presenting to SPO personnel a CG-4082 (Record of Professional Development) along with supporting documentation to correct his or her ESS.

SPO personnel cannot correct, add or delete OBCs, OSCs, license or certificate information on an officer's ESS, only CG PSC-opm-3 in conjunction with Program Managers can modify these fields. The POC at CG PSC-opm-3 is Mr. Reidus Stokes. (Reidus.stokes@uscg.mil or 202-493-1658).



Officer Separation Authorizations Must be Entered by CGPSC (opm)

LT Sara DiLuna, Chief, Officer Separations Section, CG PSC (opm-1f)

Only CG PSC (opm) is authorized to approve separations for active duty officers and reserve officers on Extended Active Duty (EAD) contracts. Occasionally, a well-intentioned SPO in the field enters and authorizes the separation and CGPSC (opm) does not have visibility on it. Separating an officer without CG PSC (opm) in the process adversely affects assignments and numbers on promotion lists.

If a Servicing Personnel Office needs assistance with an active duty or EAD officer separation, they should email "ARL-PF-CGPSC-opm-1-Separations" (in the global address book) to let CGPSC (opm) know and they will work to resolve any issues.

Household Goods (HHGs) Transportation and/or Non-Temporary Storage (NTS) Extension Requests for Members Separating or Retiring from the Coast Guard

CWO3 Shirley "Tina" Tennyson
U. S. Coast Guard Household Goods Program Manager, CG-1222

COMDT (CG-1222) is the Secretarial Process for approving/ authorizing HHGs and NTS extensions for members who are separating or retiring from the Coast Guard. Often members are not counseled properly on their time limitations and their orders do not state guidance on time limitations and extensions for HHGs. This results in the member being denied for a potential extension of time limitation on HHGs transportation and/or NTS.

Additionally, members who perform Personally Procured Move (PPM) are not being counseled correctly and often they do not have their weight tickets or they are advanced more money than they are entitled too.

In order to assist the field with proper guidance on HHGs and NTS extension requests and PPM moves, CG-1222 has instituted the following:

1. Updated the PCS departing worksheet to include a third page on HHGs information. This page addresses PPM, certified weight tickets not obtained or lost/destroyed, and HHG's transportation and NTS upon separation from active duty.

2. Established additional remarks for routine discharges, RELADS and retirements that must be placed on orders. These remarks will be available as a selection in Direct Access.

Below are the required entries to place on separation or retirement orders:

Separation Orders – (DA Note ID: **0AS**/HHG -SEP - ROUTINE SEPARATIONS)

In accordance with the Joint Federal Travel Regulations (JFTR) U5360 (G) you have 180 days following your separation date to ship your HHG and/or store your HHG at government expense. In cases of extreme hardships cases (medical, legal issues), an extension of time limit may be authorized/approved by COMDT (CG-1222). Requests must be submitted before the 181st day following separation, otherwise entitlement expires on the 181st day. If you have HHG's in storage, you must agree to pay all costs for storage for any period in excess of the authorized storage period.

"In order to expedite the processing of Personally Procured Move (PPM) Claims for separating USCG personnel, please submit an Online EFT Application (https://www.fincen.uscg.mil/secure/enrollment_form.htm) after the effective date of your retirement or separation."

You must obtain counseling from the nearest Transportation Office if you are performing a Personal Procurement Move (PPM, formally DITY move).

Failing to comply with Service requirements may limit payment or result in complete denial of your claim.

Retirement Orders – (DA Note ID: **38R**/HHG- RET - REGULAR ORDERS)

Member is authorized a PCS move from (type in member's PDS) to HOS [Home of Selection].

In accordance with the Joint Federal Travel Regulations (JFTR) U5365 you have 1 year following your separation date from active duty to move your HHG and/or store your HHG at government expense. In cases of education, training or other deserving cases, an extension of time limit may be authorized/approved by COMDT (CG-1222). Requests must be submitted 30 days prior to one year anniversary of your retirement; otherwise no extension may be granted. If you have HHG's in storage, you must agree to pay all costs for storage for any period in excess of the authorized storage period.

"In order to expedite the processing of Personally Procured Move (PPM) Claims for retiring USCG personnel, please submit an Online EFT Application (https://www.fincen.uscg.mil/secure/enrollment_form.htm) after the effective date of your retirement or separation."

You must obtain counseling from the nearest Transportation Office if you are performing a Personal Procurement Move (PPM, formally DITY move).

Failing to comply with Service requirements may limit payment or result in complete denial of your claim.

TRACEN Yorktown Yeoman Wins Military Citizen of the Year Award

Source: "iFORCECOM" http://iforcecom.blogspot.com/

CAPT William J. Milne, CO of Training Center Yorktown, presents YN2 Dorina Goetz with the 2009 Military Citizen of the Year for the Greater Williamsburg, Virginia Chamber of Commerce.

YN2 Dorina Goetz is the U.S. Coast Guard recipient of the 2009 Military Citizen of the Year for the Greater Williamsburg, Virginia, Chamber of Commerce. In order to win the award candidates must be serving on active duty, have displayed exemplary military traits, and a strong commitment to the Greater Williamsburg Community during the year.

Petty Officer Goetz was recognized for her volunteer efforts in coaching two local youth volleyball teams; serving as a member of the Tidewater Volleyball Association Team; sponsoring children in China and Africa through Holt International and Compassion Ministries; serving as a member of the CGEA, MWR, and HRC at TRACEN Yorktown; and for being a youth outreach program member in CHOICES, which pursues opportunities for low income schools by teaching leadership skills.

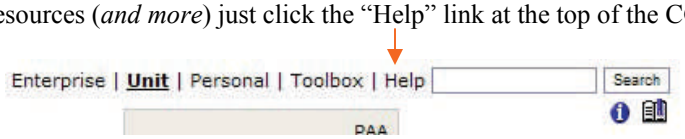
COAST GUARD BUSINESS INTELLIGENCE
Resources & Training Available

Need help drilling for data or spinning cubes? The Operations Systems Center (OSC) has plenty of CGBI resources available.

CGBI User Guide (Online Help):
http://cgbi.osc.uscg.mil/analyze/CGBIHelp/CGBI_Help.htm
CGBI *Printable* User Guide (Cubes & Reports):
http://cgweb.pnw.uscg.mil/esu/ops/SWIIITraining/pacareamanuals/CGBIv4WEB.pdf
CGBI Quick Reference Cards
http://cgcentralweb.uscg.mil/cLink/4032

Too much for you to learn on your own? Request CGBI virtual training, by completing the form at http://csd.osc.uscg.mil/fam/, and they will work directly with you via remote assistance software. They can schedule one on one training or even small group sessions. For large groups, they will even come to you and provide training in person (Contact CG-0931, Laura.O.Jackson@uscg.mil, 202-372-4587 to arrange local training). Units **do not** have to fund the training.

To access all these resources (*and more*) just click the "Help" link at the top of the CGBI home page.



USCG PPC (MAS-BONUS Team)

Donald Matthews - Team Lead/Auditor
Kevin McCord - TSP
Jay Nemnich - SELRES/EB/CSTB/CSB
Larry West - SRB

SRB's: Important Points for Better Service!

When entering/approving contracts in DA you should:

- Understand PERSMAN, Article 3.C.5.6 and ensure that if you are cancelling a previous agreement to extend/re-extend in order to execute a longer extension or reenlistment that the member is within 3 months of the original expiration of enlistment.
- Understand that Selective Reenlistment Bonus (SRB) payments are based on newly acquired obligated service. For example, a member cancels a 3-year extension to reenlist for 6 years; the member will only be paid for the additional 3 years of service. An exception to that rule is made if the previous agreement was 2 years or less and the reason was for transfer, training, advancement or tuition assistance. Additionally, you should also understand that a member's SRB will be reduced by any un-served service obligation when the agreement was at the Request of the Individual.
- Ensure that on DD Form 4/1, the Date of Enlistment/Reenlistment, item 5, and dates of signature in items 13c, 14f, 18b, and 18f are ALWAYS the same date.
- Know that JUMPS cannot process SRB's as tax free for members in combat zones. However, these members are identified on a report that is run after each end-of-month compute cycle following the processing of SRB; as these reports are received, the identified members are then researched. If determination is made the member was in a combat zone at time of reenlistment, monies withheld for federal and/or state taxes will be credited to member and tax wages will be adjusted accordingly.
- Understand that in order to be considered a reenlistment AND be eligible for SRB, Reservists integrating into active duty from extended active duty (EAD) must have previously served in the Regular Coast Guard for a period of at least 17 continuous months. If you they have not previously served on Regular active duty, they must have served on extended active duty (EAD) of 12 months or more to be considered a reenlistment under the definition of reenlistment, and must have also served for a period of at least 17 continuous months active duty (including EAD) to be eligible for an SRB.
- Understand that if a Reservist has obligated service remaining on his/her EAD, it is considered obligated service and is therefore deducted from the SRB.
- Know that Reservists integrating into active duty do not show up on a report to process SRB. If you have someone that meets the criteria for an SRB, please be sure to notify PPC Customer Care.
- Know that SRB payments are normally made in the first regular pay period following successful processing of the reenlistment, extension or re-extension transaction. If a member does not receive the SRB entitlement according to that timeline, the SPO should submit an inquiry to PPC Customer Care.

Reenlistment Contracts: Important Points for Fewer Errors & Happier Customers!

When approving reenlistment contracts in Direct Access you should:

- Follow the date sequence of events when approving transactions, particularly when processing cancellations (deletions) to agreements to extend/re-extend enlistment. Why? If you have already transmitted an approved reenlistment contract and then go back to delete an agreement to extend of a previous contract, the payroll system does not maintain the Expected AD Termination date from the latest reenlistment contract and reverts the Expected AD Termination Date to the original expiration of enlistment. Many times that date is already past, and the payroll system will NOT pay the member until that is corrected. The easiest way to ensure this doesn't happen is to follow these key points:
    1. Review previous contract data to ensure you have processed all Begin Extensions/Re-Extensions of Enlistment accordingly.
    2. If you find that an Agreement to Extend/Re-Extend Enlistment has not yet begun, and the reenlistment is for a greater period… then you should delete that Agreement to Extend/Re-Extend Enlistment prior to approving that reenlistment contract.
    3. Be aware that if a member is reenlisting due to being within 3 months of End of Enlistment, then"Expiration of Enlistment" should be entered into the Reason Block.

NOTE **Remember**, 3 months does not always equal 90 days! Please be aware that when you have a member who is reenlisting within 3 months of their original EOE, but that their actual number of days totals to more than 90 days… that our systems currently require you to use the "Convenience of the Government" reason. This is a known system problem that will be addressed and remedied at a later date.

- Ensure that on DD Form 4/1, the Date of Enlistment/ Reenlistment, item 5, and dates of signature in items 13c, 14f, 18b, and 18f are ALWAYS the same date.

PPC - SPO Metrics Project

CWO Cindy Luna, PPC (mas)

This project is focused on the analysis of SPO data input. The analysis covers timeliness and accuracy of SPO, Unit, & member input. The purpose of this project is to identify both positive and negative trends of SPO interaction with Direct Access and the SPO's responsibility for the Unit and CG Member. The SPO Metrics cube can be found in CGBI.

The purpose/importance of the project:

- PPC needs the ability to track timeliness & accuracy of documents submitted by SPO's. A large percentage of overpayments are caused by untimely and inaccurate document submission. Additionally, a great deal of manual intervention required by PPC is a result of documents not submitted correctly or timely.
- Improve SPO productivity by providing a tool to enable them to monitor their own timeliness and accuracy.
- Foster mutual understanding of expectations and commitment to goals for both PPC and SPO's.
- Accountability.

Benefits of doing project:

- PPC can use this tool to identify trends, develop training, or identify other possible approaches to assist SPO's with submitting transactions in a timely and accurate manner.
- In a non-threatening manner create opportunities for SPO's to self-manage/monitor their own performance.
- Show SPO's their strengths and weaknesses and give them a tool to use for management, training, & process improvement.
- Reduce negative impacts of late or inaccurate submissions on our USCG members.
- Reduce negative impacts of late or inaccurate submissions resulting in re-work and corrections, etc., within PPC.

Top 25 Documents Accuracy issues –September 2009

#	MEASURES as values	Document Cnt	Exception Cnt	Exception Cycles	Percent Accurate
1	Stop ACIP	2	1	1.0	50.0%
2	Start OHA w/o Dependents	8	2	1.0	75.0%
3	Start ACIP	5	1	1.0	80.0%
4	Stop OHA with Dependents	10	2	1.5	80.0%
5	Start Premium Sea Pay	290	44	1.6	84.8%
6	Start OHA with Dependents	20	2	1.5	90.0%
7	Stop FSA-R	11	1	2.0	90.9%
8	Stop Combat Tax Exclusion	36	3	1.0	91.7%
9	Stop Sea Pay/Prem	527	39	2.0	92.6%
10	Stop BAH	43	3	1.0	93.0%
11	Start Combat Tax Excl 1 mth	16	1	1.0	93.8%
12	Officer Uniform Allowance (ENT	36	2	1.5	94.4%
13	RELAD 8C - 556	208	10	1.1	95.2%
14	Advancement	580	26	1.0	95.5%
15	Start OCONUS Cola w/o deps	115	4	2.0	96.5%
16	Start OCONUS Cola with deps	187	6	1.7	96.8%
17	Stop Combat SGLI	32	1	1.0	96.9%
18	BAH/Quarters	3,256	75	1.6	97.7%
19	Start OCONUS COLA Partial	44	1	3.0	97.7%
20	Stop OCONUS COLA w/dep	140	3	1.3	97.9%
21	Stop CONUS COLA	482	10	1.8	97.9%
22	Stop SDAP	52	1	1.0	98.1%
23	Start Special Duty Assign Pay	106	2	1.0	98.1%
24	Start Career Sea Pay	754	14	1.3	98.1%
25	Chg Res Cat, Class, Pay Cat	292	5	1.4	98.3%

Continued on next page

SPO Metrics (continued from previous page)

Current SPO Metrics data

CG Wide - ALL SPO's by month

MEASURES as values		Document Cnt	Days Old	Exception Cnt	Exception Cycles	Percent Accurate
All SPO's	2009/SEP	69,541	24	576	1.5	99.2%
All SPO's	2009/AUG	69,011	23	620	1.5	99.1%
All SPO's	2009/JUL	86,466	21	563	1.6	99.3%
All SPO's	2009/JUN	79,695	18	383	1.3	99.5%
All SPO's	2009/MAY	66,777	17	470	1.4	99.3%
All SPO's	2009/APR	72,867	15	346	1.5	99.5%
All SPO's	2009/ MAR	63,036	17	491	1.4	99.2%
All SPO's	2009/FEB	58,177	21	427	1.6	99.30%
All SPO's	2009/JAN	71,010	24	444	1.6	99.40%
All SPO's	2008/DEC	67,238	16	355	1.1	99.50%

Top 25 Documents Timeliness issues – September 2009

#	MEASURES as values	Document Cnt	Days Old
1	Start Combat Tax Excl cont	22	464
2	Start Combat SGLI Continuous	17	310
3	Begin Svc Voluntary Ext	129	279
4	Stop Combat Tax Exclusion	36	256
5	Begin Svc Voluntary Reext	86	213
6	Start FSA-R	11	184
7	Start Responsibility Pay	15	178
8	Stop FSA-R	11	174
9	Stop Sea Pay/Prem	527	159
10	Stop Combat SGLI	32	140
11	Begin Unauthorized Absence	1	129
12	Mbr Returned from UA/Deserter	1	127
13	Start Career Sea Pay	754	127
14	Start Combat SGLI One Month	18	120
15	Start Premium Sea Pay	290	119
16	Start Hostile Fire Continuous	14	117
17	Establish Aviation Service	13	94
18	Integ of Res Comm Off into Reg	6	93
19	Start Special Duty Assign Pay	106	89
20	Stop ACIP	2	88
21	Stop Responsibility Pay	1	79
22	Stop CONUS COLA	482	75
23	Stop SDAP	52	73
24	Agree to Reextend	89	72
25	Direct Commission	18	70

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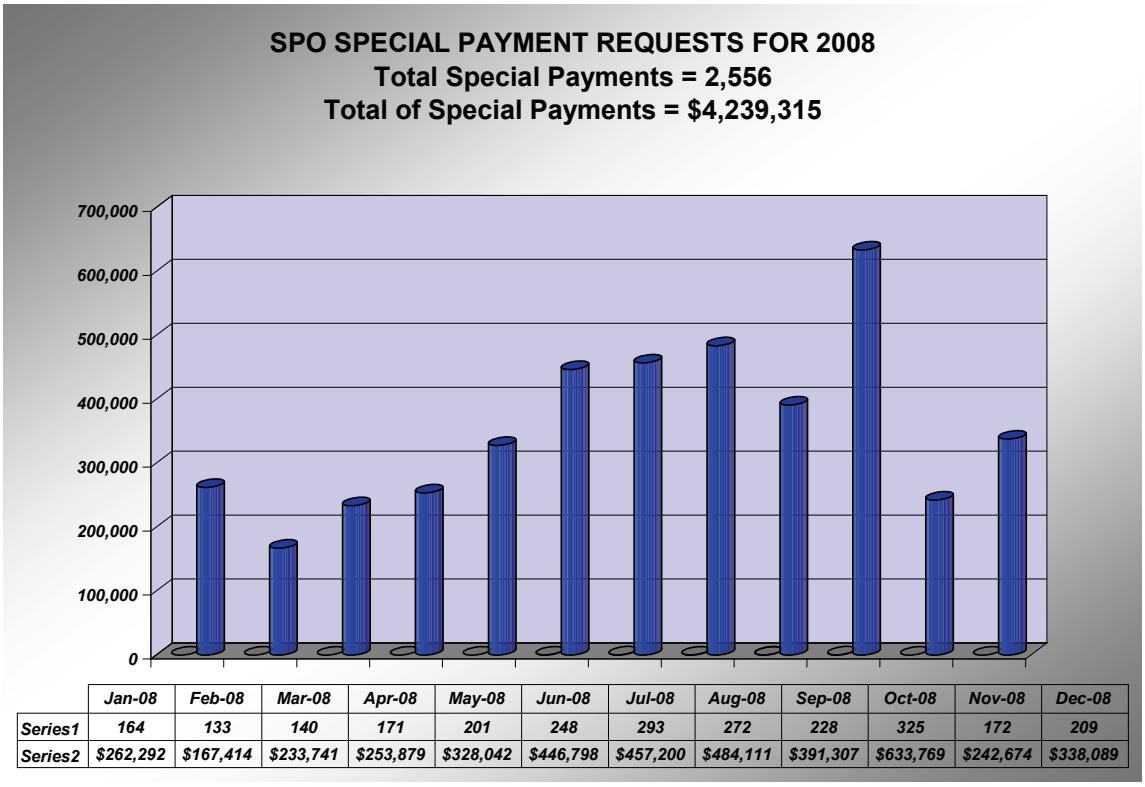
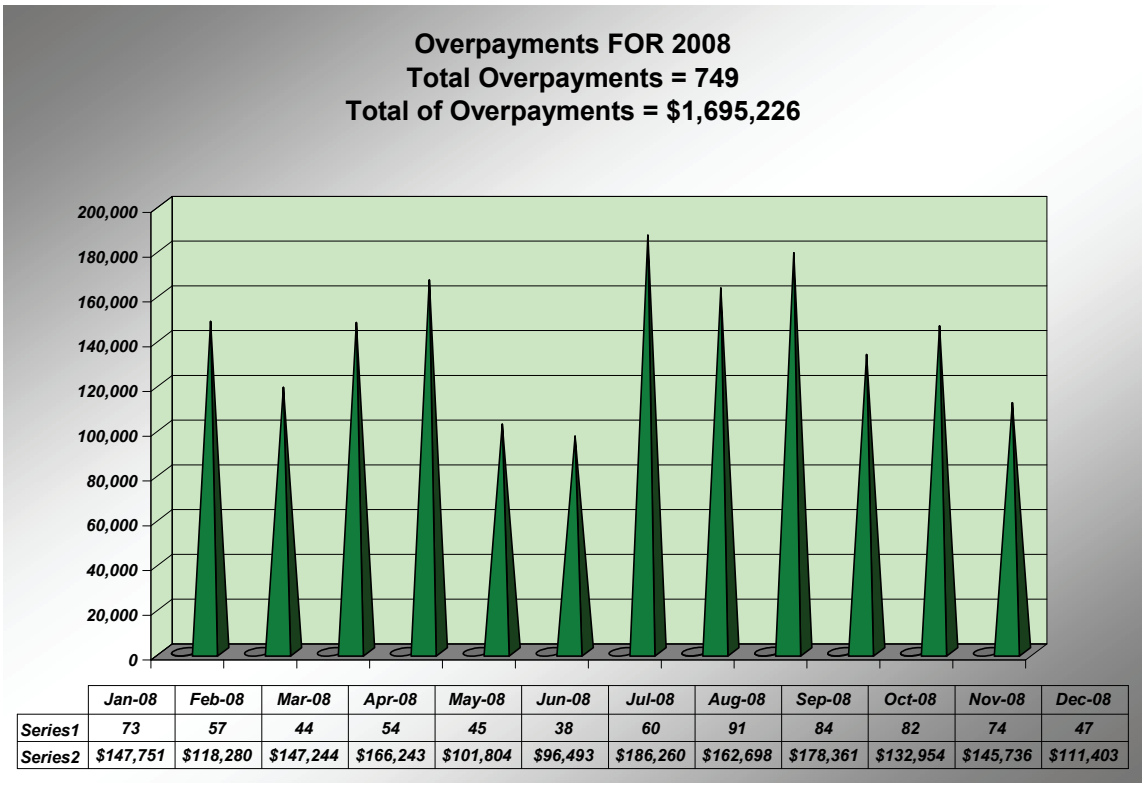
SPO Metrics (continued from previous page)



	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08
Series1	164	133	140	171	201	248	293	272	228	325	172	209
Series2	$262,292	$167,414	$233,741	$253,879	$328,042	$446,798	$457,200	$484,111	$391,307	$633,769	$242,674	$338,089



	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08
Series1	73	57	44	54	45	38	60	91	84	82	74	47
Series2	$147,751	$118,280	$147,244	$166,243	$101,804	$96,493	$186,260	$162,698	$178,361	$132,954	$145,736	$111,403

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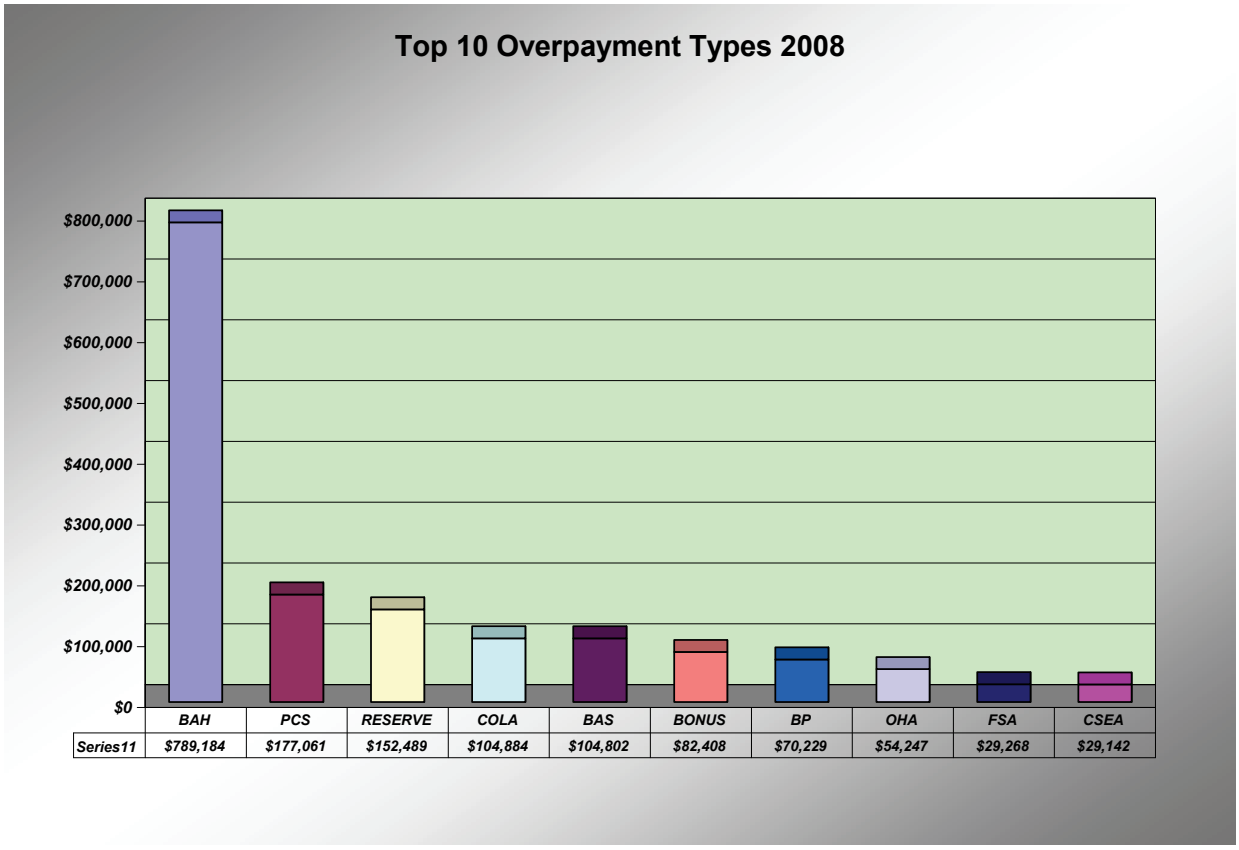
SPO Metrics (continued from previous page)



From the Yeoman Assignment Officers

CWO Leah Pepper, YN West Assignments

We recently returned from Topeka, KS where we had the pleasure of addressing over 250 Yeoman and had the opportunity to hold individual meetings with many members throughout the fleet. One of the main concerns we addressed during our presentation was the lack of action taken on SPO transactions.

One of our AO counterparts recently expressed his frustration that out of 157 sets of orders issued, 122 were unexecuted by units. I am personally still reaching out to units for status updates on incoming members and advising units to take action on reporting actions. It is essential that you take the time to complete orders transactions including fleet-ups and extensions. Failure to finalize all orders transactions creates Personnel Allowance List (PAL) discrepancies which impacts the jobs that are available to be shopped for the assignment season. It is not the Assignment Officer's responsibility to reach out to the units to remind them to process transactions, and doing so negatively impacts the timeliness of the assignment process.

Please take the time to re-familiarize yourselves with the following transactions so we can facilitate a successful and smooth assignment season. For those transactions that are still outstanding, please note that we are now in the Command Validation period of the Assignment Process. All transactions that have an impact on AY10 assignments must be submitted by 23 Oct 2009 in accordance with ALCGENL 151/09: EPM Assignment Year 2010 Sitrep 2.

Orders for Interoffice Transfers:

An Interoffice Transfer occurs when orders are issued by an Assignment Officer to transfer a member the same department, or within sub-departments of the same parent department. For "Fleet-Ups", the DA orders will list the action/reason code of "FLT". Fleet-Up orders can easily be located on the Unit's or SPO's Airport Terminal by setting the Advance Search Options. An example search for "Fleet-Ups" is shown below. Other interoffice transfers will have the same Reason Code as a PCS transfer, which is "DPT". If you normally set the Airport Terminal's Advance Search Options to only look for orders with the Reason Code of "DPT", you will not see Fleet-Up orders.

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YN Assignment Officers (continued from previous page)

Airport Terminal Search Options for Fleet-Ups:

When Interoffice Transfer or Fleet-Up orders are issued the SPO must:

1. Approve and save the orders.
2. Complete the Actual Depart date field Depart/Report Mbr tab.
3. Approve and save the Departing Endorsement (SPO Supervisor/CGHRSUP Role User).

The system will automatically fill the Actual Reporting Date, using the same date entered in the Actual Depart date field, as shown in the screen shot below:

Fleet Up Auto Stops of Entitlements: In cases like this, where the system does not allow you access to the Actual Report date field, and the Nature of Duty code is "Inter-Office Transfer", no changes to the member's entitlements are made by the system. There are other types of "Same-Day" transfers where the systems (DA and JUMPS) will shut down certain entitlements (See PCS Pay Entitlements Auto Stops in the Online Manual for a listing). The rule of thumb is -- If you have to complete the "Actual Report Date" field, then the PCS Entitlements Auto Stops rules apply and you will need to restart the members Entitlements.

The steps above are required to process the position change. The position change will also reset the member's user access roles in Direct-Access to self-service only. A new user access form will need to be submitted to restore access.

Orders for Extensions:
Assignment Officers issue orders when they approve extensions. The extension orders will appear on the Airport Terminal and can be located by using "Transfer" and "EXT" in the Advance Search Options (as shown below).

Unlike PCS orders or interoffice transfers and Fleet-Ups, SPOs do not need to complete the Depart/Report member tab if the order reason code is "EXT" (all the fields on this tab are "grayed out" when the order reason code is "EXT"). However, you do need to approve the orders and save them to update the Status to "Finished". Be sure to check the Orders Notes (aka "Remarks") to see if the AO specified any obligated service or other requirements for the extension before you approve the orders.

Airport Terminal Search Options for Extensions:

TIP The depart and report dates on extension orders do not reflect the extension begin and end dates, they are populated with default values because extensions use the PCS orders component. If the dates only span a day or a month, it doesn't mean that the extension is only for that period Go to Home > Develop Workforce > Plan Careers > Use > CG Member Info to view the member's new rotation date.

Process Changes for Separations from Coast Guard Active Duty

Kim Finley, PPC (ses)

As you may have noticed, PPC Separations has undergone a few process changes during the last couple of months. Due to stricter audit requirements from DHS, every Direct Access Separation event must accurately reflect proper leave disposition. 100% leave accountability must be recorded in DA with leave sold or leave taken to zero balance the account. Emails from SPOs are not sufficient to meet audit requirements.

Below is the process that must be completed by the SPO in order to accurately account for all leave for a separating member.

Direct Access SOI submission:

Enter and approve an SOI 45 days prior to separation date.

DA SOIs can be entered and changed (with a new SOI) up to the Payroll Processing Date (Compute) prior to the separation date.

Approved DA SOIs must account for all leave (leave sale or terminal leave with dates) a member has accrued through date of Separation.

If the JUMPS payroll system does not reflect leave sale at time of processing, the initial separation payment will contain only pay and allowances due member at date of separation. Any leave sold will be paid in the final (not initial) separation payment, approximately 30 days after separation.

The Separation SOI produces a "projected" amount to pay member in the initial separation payment. It does not actually compute and clear out the leave balance. Leave is actually "sold" and accounted for in the separation action.

SES cannot accept email SOIs for leave changes unless we are able to view those changes in Direct Access/JUMPS as well. Email SOIs should be sent only when requesting a change to the date of separation, member's intent to separate changes, or when a member's intent to use leave vice sell leave changes (this will prevent overpayment of leave sale).

Direct Access Separation Documents:

When completing Separation Documents, the separation action must also account for all leave (leave sale or terminal leave, with dates) a member has accrued through date of separation.

The Separation Action/ Order is the document that will produce an actual payment amount and charge terminal leave. It is imperative that separation documents contain correct leave disposition. SES now requires SPOs to delete/ correct these documents if they do not accurately reflect the disposition of all accrued leave through date of separation.

The SPO actually sells the leave in the separation event. PPC pays out the leave.

Separation Documents must be approved by the date the orders become effective, this means on the date the member begins terminal leave if taking terminal leave, not necessarily on the date of separation. By approving the separation action on the date member begins terminal leave; this allows the payroll system to stop various entitlements and prevent overpayments of Sea Pay, Cola, OHA, etc. and also allows entitlements to BAH, BAS, etc. to begin when authorized (such as leaving a ship or vacating government quarters.)

Payment for leave sale will not be made until the JUMPS system reflects the correct information.

Lump Sum Leave for Reserve Component Members

The 60-day career limitation on the sale of leave not does apply to Reservists and Retirees recalled to AD for a contingency operation or to Reservists on AD for 31-365 days. See paragraph 10.A.1.a. of the CG Pay Manual for details.

Directing Travel Claim Payment to an Account Other Than Regular Pay Account

T-Pax and Web T-Pax payment method defaults to electronic funds transfer (EFT). Travel claim payments due the member will be disbursed by the Coast Guard Finance Center (FINCEN) into the member's **pay** direct deposit account. If the member desires to change the designated account for their travel payments (separate from the pay account), they may submit an EFT/ ACH Member Payment Enrollment Form (FastStart) https://www.fincen.uscg.mil/secure/enrollment_form.htm to the Coast Guard Finance Center.

Guidance on PCS/TEMDUINS and POV Shipment Entitlements for Class "A" School Under 20 weeks for Married and Single Members Assigned INCONUS and OUTCONUS

CWO3 Shirley "Tina" Tennyson & YNCM David Maly, COMDT (CG-1222)

The purpose of this article is to clarify and assist yeomen with counseling members who are ordered to a Class "A" school less than 20 weeks on Permanent Change of Station with Temporary Duty Under Instruction en route (PCS/TEMDUINS) orders. This article will detail how to accurately counsel members on their pay entitlements, POV shipment (if member is currently assigned OCONUS), travel and household goods entitlement.

The first item of business when counseling a member is familiarity with the Joint Federal Travel Regulations (JFTR) U2146 which states the following: "Course of instruction at a school or installation with a scheduled duration of less than 140 days (20 weeks) is TDY." This article sets the stage for what the member is entitled to as far as allowances, travel and HHG entitlements go.

The Coast Guard Personnel Service Center (PSC-epm) issues PCS/TEMDUINS orders to single members and sometimes members with dependents to "A" Schools less than 20 weeks. PCS/TEMDUINS allows for a member to permanently depart from their permanent duty station (PDS), proceed to their "A" school, and then execute PCS orders to their next PDS. The "A" school assignment is considered TDY, not PCS.

Household Goods Shipment

A member ordered PCS/TEMDUINS to an "A" School less than 20 weeks is authorized to store their HHGs in accordance with JFTR U5345.C at their current PDS in non-temporary storage (NTS). Specifically it states the following: "allows for members not returning to their PDS following TDY orders due to pending further assignment to place their household goods in NTS at origin and to ship HHG after TDY en route completion." In accordance with JFTR U5317.5 members are not authorized to ship their HHG to their Class "A" school if the duration is less than 20 weeks. However, they may ship some HHGs within their TDY weight allowances.

When completing orders, the YN must annotate on the orders the following statement "authorized non-temporary storage of HHG in accordance with JFTR U5345.C. This applies to all members with or without dependents.

Privately Owned Vehicle (POV) Shipment for Members Assigned OCONUS

In accordance with JFTR U5405-A.1, POV transportation is authorized when a member is ordered to make a PCS to, from, or between OCONUS PDSs. Since "A" schools less than 20 weeks are considered TDY, we cannot legally ship a POV to the TDY unit; however there are provisions in the JFTR that can be utilized.

Below are the JFTR references that authorize POV shipment from an OCONUS unit when there is a **pending** PCS order. Keep in mind that a member going PCS/ TEMDUINS is expected to receive PCS orders while at school:

JFTR U5410.A.1- Transportation is permitted from old to new PDS - When POV transportation is authorized, one POV not to exceed 20 measurement tons may be transported from the POV port vehicle processing center (VPC) serving the old PDS or a POV port/VPC serving the passenger POD or any POV port VPC in between the old and new PDS

JFTR U5440.D - Transportation before an Authorization/ Order is Issued: POV transportation is permitted (see pars. U5710-A and U5420-B), before a PCS authorization/order is issued to an eligible member, provided the request is supported by a:

1. Statement from the PCS AO or the designated representative that the member was advised before the PCS authorization/order was issued that the PCS authorization/order would be issued and

2. Written agreement signed by the applicant (member in our case) to remit the entire cost of transportation if a PCS authorization/order to authorize transportation is not issued later and

(Continued on page 20)

(Continued from page 19)

3. Written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the authorization/order is different than that named in statement required in par. U5440-D.1.

CG-1222 developed a statement for PCS/TEMDUINS orders for members who are assigned OCONUS ordered to a Class "A" school less than 20 weeks. Members electing to transport their POV ICW PCS/TEMDUINS orders to A-School for less than 20 weeks must be counseled regarding the transportation of a POV IAW JFTR, par. U5440-D. Members must understand that under the provisions of U5540-D, transportation of their POV may be permitted and that they may incur excess transportation costs.

The following statement is automatically placed on the orders by PSC-epm-2:

Members assigned to an OCONUS unit who receive PCS/TEMDUINS orders to A-School for less than 20 weeks may elect to transport their privately owned vehicle (POV) under the provisions of JFTR, U5440-D. U5440-D states that POV transportation is permitted before a PCS authorization/order is issued (i.e., prior to issuance of PCS orders from A-School) provided you agree by signing these orders that: You will remit the entire cost of transportation if a PCS authorization/ order to authorize POV transportation is not issued later, or; and that you agree to pay any additional costs for POV transportation based upon the location of your new PDS.
Should you elect to transport your POV, your authorization is from the POV port/vehicle processing center (VPC) serving your OCONUS unit to the POV unloading port/VPC serving the PDS that will be identified at some time during your A-School assignment. If you receive orders back to your PDS or to another OCONUS PDS or to a PDS where transportation charges to the POV port/VPC exceeds transportation charges to the POV port/VPC where you shipped your POV ICW your A-School assignment, you are financially liable for excess POV transportation charges.

The following scenario will assist you in understanding how to counsel members:

SN Jones's PDS is Honolulu, HI and he receives PCS/ TEMDUINS orders to AST "A" School in Elizabeth City, NC. SN Jones has requested to place his HHGs in non-temporary storage and ship his POV to Elizabeth City. Since you as the YN do not know where his next PDS is going to be, you inform him he has the following options in regards to his POV:

1. Leave the POV in HI and execute a power of attorney to act on your behalf to ship the POV to your next PDS when orders are received.

2. Advise the SN that he can ship his POV; however if he receives PCS orders to a location where the VPC is closer than the VPC serving Elizabeth City, NC, that he is liable for excess cost.

   Example: SN Jones ships his POV to the VPC serving Elizabeth City, NC and receives orders while in school to Air Station San Francisco, CA, his POV entitlement will be from Honolulu, HI to San Francisco, CA. The member will be liable for excess cost from CA to NC.

   If SN Jones ships his POV to the VPC serving Elizabeth City, NC and later receives PCS orders elsewhere on the East coast, then excess cost may be minimal or none at all.

3. If time permits, advise the SN he/she may ship their POV to the nearest VPC in California and drive across country. This will minimize excess cost to the member; however if he/she receives PCS orders back to Honolulu or another OCONUS unit, he/she will be in excess cost.

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