http://uscg.mil/ppc Issue 03/2010 July — September 2010

Servicing Personnel Office News

United States Coast Guard Pay & Personnel Center

Coast Guard Servicing Personnel Office (SPO) Manual PPCINST M5231.3

Phase one of the SPO manual project is complete. PPC's commanding officer signed the Letter of Promulgation on 24 September 2010. Due to the volume of information that needed to be reviewed, we divided the project into two phases. Phase one consisted of extracting all the SPO specific procedures from the Direct Access Online Help and organizing them into directive format. In addition to reformatting, the individual topics were each reviewed and changed to reflect recent Coast Guard organizational changes and terminology. In Phase II of the project, we will review E-Mail ALSPO (All Servicing Personnel Office) messages and incorporate the contents of any messages, which are still relevant, into the first change to the manual. We will also review, and possibly move, some sections of the Personnel & Pay Procedures Manual, PPCINST M1000.2a, into the new SPO manual. Phase two is expected to be completed by June 2011.

The Coast Guard, Servicing Personnel Office (SPO) Manual, PPCINST M5231.3, 23MB, 2249 pages covers all aspects pay and personnel data entry. It is divided into ten parts:

1. Overview (*Includes Cover, Letter of Promulgation, Table of Contents, etc.*)
2. Pay Entitlements
3. General Transactions
4. PCS Transfer
5. Reenlistments and Extensions
6. Separations
7. Reserve Unique Transactions
8. Accessions
9. Joint Uniform Military Pay System (JUMPS)
10. Reports and Queries

Visit http://www.uscg.mil/ppc/spoman to view the manual. No paper distribution will be made.

In this issue:

- FY 2011 Special Duty Assignment Pay (SDAP) Codes and Procedures
- About the SPO Newsletter 2
- Contacting PPC Customer Care
- Career Sea Pay Premium Start Date Calculator 3
- FY 2011 Civilian Clothing Allowance Authorizations 4
- Officer Specialty Codes are Maintained by CG PSC (opm-3) 5
- 2011 HRS & Reserve Member Workshop Schedule 6
- FY 2011 Continental United States (CONUS) Per Diem Rates 7

FY 2011 Special Duty Assignment Pay (SDAP) Codes and Procedures

E-Mail ALSPO message J/10 publishes codes and procedures for FY 2011 Special Duty Assignment Pay (SDAP).

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 FY11:

   Oct 16-17
   Nov 20-21
   Dec 11-12
   Jan 22-23
   Feb 12-13
   Mar 19-20
   Apr 16-17
   May 21-22
   Jun 11-12
   Jul 16-17
   Aug 20-21
   Sep 17-18

Hours of coverage (on the above weekends):

Saturdays:
- Phone Coverage 0800-1130 and 1230-1500
- Trouble tickets worked: 0600-1130 and 1230-1600

Sundays:
- Phone Coverage 0800-1130 and 1230-1400
- Trouble tickets worked: 0600-1130 and 1230-1400

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/).

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Career Sea Pay Premium Start Date Calculator

By, YNC Dodd, PPC (mas)

The Career Sea Pay Premium Start Date calculator is a MS Excel spreadsheet that has dates fields on the second tab that will help you determine the correct date to use when starting Career Sea Pay Premium.

Basic Rules from CG Pay Manual, Chapter 4, Section C:

1. Payable to members **E-4** through **O-6**.
2. Career Sea Pay Premium begins on **DAY 1** of the **37th MONTH** of Consecutive Sea Duty.
3. The rate of pay is $100 per month, based on a 30-day month. (Prorated for periods less than 30 days.)
4. The 31st day is not counted for "Pay" purposes. However, for determination of entitlement termination while "TDY", the 31st day is counted. (e.g. When determining the last day of entitlement, the 31st day of the month is counted.)
5. Career Sea Pay Premium is subject to Federal and State Income Tax - it NOT subject to FICA Tax.
6. Career **Sea Time** counts for Premium when:
7. Permanently assigned to a Career Sea Pay eligible vessel.
8. Temporarily or Permanently assigned to a mobile unit other than for administrative duties.
9. Temporarily or Permanently assigned to ship-based aviation unit or ship-based staff embarked on a Career Sea Pay eligible vessel
10. Temporarily or Permanently assigned to a mobile unit to perform administrative duties and is embarked on a Career Sea Pay eligible vessel.
11.
12. **Neutral Time** for Career Sea Pay Premium:
13. Permanently assigned to a ship-based staff and is not embarked on a Career Sea Pay eligible vessel.
14. Temporarily or Permanently assigned to a mobile unit and is not entitled to Career Sea Pay.
15. Normal delay en route on PCS transfer from on Career Sea Pay eligible vessel to another to include: Leave, Proceed Time, Travel Time, TDY. **This includes transfer to a pre-commissioning unit preparing a Career Sea Pay eligible vessel for placement in an active status and transfer to a decommissioning unit preparing a vessel for deactivation.
16. TDY away from a Career Sea Pay eligible vessel greater than 30 days and not otherwise entitled.
17. Temporarily assigned ashore due to: Limited Duty, HUMS, Hospitalization, or Sick Leave.
18. Incurs deductible time due to: UA, Confinement, Non-Performance of Duty (i.e. Civil Arrest) , or Absence due to Misconduct.
19. Is on one or more PCS school assignments with a total duration less than one year AND is between permanent assignments of two Career Sea Pay eligible vessels IF the training is necessary for the follow-on sea duty assignment. For example: A-School, C-School, and OCS. Personal profession development schools do not count. For example: Undergraduate and Post-graduate school, Staff or War College. A request for determination will be sent to CG-1222 when qualifying training / schooling exceeds one year.
20.

NOTE: When using February 29th in your sea pay premium calculations, it may be necessary to compute the correct sea pay premium start date by hand. The reference for computing sea time can be found in Appendix C of the 3PM.

Do **NOT** forget to check all **Segment 07's and 69's** for sea time and sea time adjustments!

Career Sea Pay Premium Start Date Calculator

FY 2011 Civilian Clothing Allowance Authorizations

(Effective 1 Oct 2010)

RULE	A When a member (Note 1)	B and the	C then the member is authorized a	D in the amount of
1	receives a PCS order to a permanent duty station(PDS) that requires the wearing of civilian clothing on duty (**CGIS members see note 2) (Officers see Note 3)**	length of tour assignment is over 30 months	Initial Civilian Clothing Allowance (ICCA) **(Note 4)**	$1,567.80
2		length of tour assignment is 18 to 30 months		$1,254.24
3		length of tour assignment is less than 18 months		$940.68
4	is ordered: a. to a consecutive tour (not an extension) at their current PDS and a ICCA was received at their current PDS, or b. to a new PDS and a ICCA or CCCA was received at their previous PDS	continued wearing of civilian clothing is required in the performance of their duty	Partial Civilian Clothing Allowance (PCCA)	$783.90
5	is at the end of their tour length and is issued an tour extension for 12 months or more, and a ICCA was received at their current PDS		Continuing Civilian Clothing Allowance (CCCA)	$313.56
6	is ordered TDY and required to wear civilian clothing on duty (**Notes 5 and 6**)	TDY period is at least 15 consecutive days, but less than 30 consecutive days	Temporary Duty Civilian Clothing Allowance (TDYCCA)	$313.56
7		TDY period is at least 30 or more consecutive days		$627.12

Notes:

1. If a civilian clothing allowance is authorized, members will submit the Civilian Clothing Allowance Worksheet (CG-5150) to Commandant (CG-1222), who will issue the member a memo and send a copy to their SPO.

2. Coast Guard Investigative Service (CGIS) members will submit the CG-5150 to the CGIS Program Manager for review and signature - Address: Director, Coast Guard Investigative Service, Stop 7140, 4200 Wilson Blvd. Suite 740, Arlington, VA 20598-7140. The CGIS Program Manager will then forward the CG-5150 to Commandant (CG-1222) for processing.

3. Officers are only eligible if their permanent duty station (PDS) is located outside of the United States. If the officer is ordered TDY, the TDY order must be outside the United States and the

Continued on next page

Continued from page 4

officer is required to wear civilian clothing at least 50% of the time in the performance of their official duties.

4. The ICCA is not payable to a member upon reassignment during a period of continuous active duty unless three or more years have elapsed between such assignments, or if the member has been out of a qualifying assignment for less than 12 months and subsequently assigned to a qualifying assignment.

5. A TDYCCA is not authored to a member who is already required to wear civilian clothing at their PDS for which an ICCA has been authorized. The TDYCCA is payable to members who do not wear civilian clothing at their PDS, are ordered TDY, and are required to wear civilian clothing at the TDY location.

6. A member who was not authorized the maximum TDYCCA amount due to the length of the first TDY, who later performs additional qualifying TDY, is authorized the lower amount. Over a three-year period, the total TDYCCA amount a member may be authorized will not exceed the amount in rule 7.

Officer Specialty Codes are Maintained by CG PSC (opm-3)

As clearly stated in the procedures and messages listed below, corrections/updates to Officer Specialty Codes (OSC), Certificates and Licenses (required for specialty) will be coordinated through program managers and Coast Guard Personnel Service Center (opm-3). Local **Servicing Personnel Offices are not authorized to assign Officer Specialty Codes** to officer records.

PSC (opm) requests all officers to refrain from engaging with SPO or Admin Staff to update legacy OBC or add new OSC to their individual records. Directing SPO/Admin personnel to modify OSC data in Direct Access is not appropriate. Only Officer Specialty Codes authorized by Commandant (CG-1) will be reflected at this time. Officer Specialty Management System related questions may be directed to Mr. Reidus A. Stokes Sr., CG PSC (opm-3) at 202-493-1658 or email reidus.stokes@uscg.mil. The Officer Specialty Management System web page also provides a wealth of information on the program.

References:

(a) Servicing Personnel Office (SPO) Manual, Part III General Transactions, Chapter 1, Manage Competencies
(b) ALCGOFF 176/09 Status of Officer Specialty Code and Implementation
(c) ALCOAST 317/09 Status of Officer Specialty Code Implementation
(d) ALCOAST 260/08 Assigning Officer Specialty Codes To Officer Position in DA

SPO and Admin staffs shall forward requests from officers for OSC assignments and corrections to CG PSC (opm-3) for evaluation. While Direct Access users in the field may have the *ability* to modify OSC data in the system, **they do not have the *authority* to do so**.

2011 HRS & Reserve Member Workshop Schedule

The Pay & Personnel Center, Procedures & Development branch proudly announce the 2011 schedule for the Human Resource Systems and the Reserve Component Member Workshops.

The 2011 schedule for PPC's Human Resource System (HRS) and Reserve Component (RC) Member (RES) workshops is available below. Workshops fill up fast, so reserve your seat today!

Human Resource Systems:

This redesigned workshop is focused on the new Direct Access Servicing Personnel Office User Manual. The format of this workshop is open discussion forum with exercises that allow data entry in a Direct Access test environment. There are case scenarios and student accounts for both Direct Access and JUMPS so attendees can work through a situation in class and see the end result in JUMPS, creating a positive learning environment. Topic selection was based on a combination of previous student survey input, issues provided by PPC Customer Care, and identified problem areas from PPC (MAS) and (SES) branches.

Workshop	Dates	Status
HRS 101	January 10-14, 2011	Available
HRS 102	February 7-11, 2011	Available
HRS 103	March 7-11, 2011	Available
HRS 104	April 11-15, 2011	Available
HRS 105	May 9-13, 2011	Available
HRS 106	June 6-10, 2011	Available
HRS 107	July 11-15, 2011	Available
HRS 108	August 8-12, 2011	Available
HRS 109	September 12-16, 2011	Tentative, dates may change if there is a conflict with annual SPO/Admin workshop

Reserve Component (RC) Member Workshop

This workshop is designed specifically for Reserve members. The topics covered are based on inquiries and requests for information from Reservists.

This workshop does not provide Servicing Personnel Office data entry procedures. However, for active duty personnel, it is an excellent introduction to the Reserve program. All who attend will come away with a better understanding of how our pay and personnel systems function to provide accurate and timely compensation to members of the Reserve component.

Continued on next page

Continued from page 6

Workshop	Dates	Status
RES 101	January 5-6, 2011	Available
RES 102	March 2-3, 2011	Available
RES 103	May 4-5, 2011	Available
RES 104	July 6-7, 2011	Available
RES 105	September 7-8, 2011	Tentative, dates may change if there is a conflict with annual SPO/Admin workshop

PPC hosted workshops are held in Topeka, KS. Each convening has 15 seats. There is no cost to attend PPC hosted workshops. Travel and per diem cost is born by the benefiting unit. Government quarters and messing are not available.

Use the quota request at http://www.uscg.mil/ppc/docs/classroomrequest.pdf, to register to attend one of the PPC hosted workshops (e-mail the completed form to PPC-PF-PD@uscg.mil or fax it to (785) 339-3780).

Reserve component members should ensure funding for orders and travel is approved before submitting requests. Chapter 3-c of the Reserve Policy Manual, COMDTINST M1001.28(series) provides guidance for requesting ADT or ADT-OTD orders for resident training for Reserve component members.

FY 2011 Continental United States (CONUS) Per Diem Rates

The Department of Defense, Per Diem, Travel and Transportation Allowance Committee (PDTATAC) released the FY 2011 CONUS per diem rates on 31 August. The most notable change is the amount for lodging, under the standard CONUS per diem rate, will increase by $7. The new CONUS standard per diem rate is $77 maximum lodging and $46 (M&IE), for a total of $123.

The new rates are effective 01 October 2010.

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