

Servicing Personnel Office News

United States Coast Guard Pay & Personnel Center

2010 Wage and Tax Statement (IRS Form W-2) Procedures



On 20 January 2011 we will begin loading IRS Form W-2 information into Direct-Access Self-Service for Coast Guard military personnel (active duty and reserve only). The W-2 data is not an "electronic" W-2 that you can print and mail with your tax return. However, the W-2 data reflects the information on the paper W-2 that is mailed annually at the end of January. If you are an electronic filer, you can use the information on the Direct Access Self Service W-2 data page to prepare and file your 2010 return. Earnings and withholding information from our pay system is transmitted to the IRS, but we do not exchange W-2 data with any commercial software or tax preparation firms.

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W-2 data will be available in Direct Access Self-Service for most active duty and reserve personnel by 21 January 2011. The W-2 data is loaded in two "batches". The first batch, scheduled for 20/21

Box	Description	W-2 Amount
01	Wages,tips,other compensation	46112.40
02	Federal income tax withheld	3929.34
03	Social Security wages	46112.40
04	Social Security tax withheld	3527.60
05	Medicare wages and tips	46112.40
06	Medicare tax withheld	668.53

State	Locality	TaxGrs YTD	Tax YTD
MS		46112.40	1566.00

January, will include data for the majority of our active and reserve members, possible exceptions include:

- Members whose accounts were newly established in late 2010

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2010 Wage and Tax Statement (IRS Form W-2) Procedures

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- Members who separated or retired in 2010
- Members who received special, "off-line", payments in December 2010.

If your W-2 data isn't available on 21 January, please check back on or after 03 February after the second batch is loaded.

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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RECENT EXCEPTIONS AND TAX SEASON REMINDER

By YNC William Dodd and Mr. Chris Gambers PPC (MAS-Exceptions Review Team)

In our continued effort to ensure our CG members are paid accurately every month, we continue to track document accuracy and timeliness and look for opportunities to improve procedures and awareness.

Here are our latest examples of what can happen to members when SPOs may not know the rules, may not do proper research, or may lose their attention to detail:

ENLISTED BAS VICE DISCOUNTED MEAL RATE (DMR)

When a member reported PCS to the CGC XXXXX in July 2008 their SPO incorrectly started Enlisted BAS instead of the correct DMR entitlement. This mistake was not realized until approximately 29 months later in December 2010 due to an out-of-range deletion to the Enlisted BAS transaction (P607) and a new out-of-range transaction (P607) starting DMR instead. The approximate amount of this overpayment to the member will be approximately \$9,000.

In a second instance, when a member reported PCS to the CGC XXXXX in October 2008 their SPO incorrectly started Enlisted BAS instead of the correct DMR entitlement. The good news is the SPO also forgot to start level I Sea Pay for this member in October 2008, so the underpayment of Sea Pay will help offset the overpayment of Enlisted BAS somewhat, leaving the member in debt to the Coast Guard for approximately \$6,000. Isn't he lucky?! NOT.

And yet again, another member reported PCS to CGC XXXXX in January 2009, their SPO incorrectly started Enlisted BAS instead of the correct DMR entitlement. This mistake was not realized until approximately 23 months later in December 2010 (again due to an out-of-range deletion to the Enlisted BAS transaction (P607) and a new out-of-range transaction (P607) starting DMR). The approximate amount of this overpayment will be \$7,000.

******Obviously, these amounts of debt can have extremely detrimental effects on members!******

We ask that YNs of all levels be mindful of these errors (and their causes) when processing pay and entitlements for their customers and work toward 100% accuracy and timeliness with us.

TAX SEASON REMINDER

This is a reminder for all SPO's to try and approve (as much as possible) any pending status change transactions (Retirements, Discharges, RELADS) that involve selling leave. Sold leave affects year-to-date (YTD) income on W-2 forms and if a member sells leave in 2010 and the transaction isn't approved in a timely manner it will not reflect on the W-2 forms being sent out next month...which then means that corrected W-2 forms need to go out later at both extra work and extra cost.

Basic Allowance for Subsistence (BAS) Rates for 2011

The 2011 BAS rates for officers and enlisted personnel are:

Officers: \$223.84 (Increase of \$0.80 from 2009/2010)
Enlisted: \$325.04 (Increase of \$1.17 from 2009/2010)

The Enlisted Daily Discount Meal Rate (BAS-DMR) deduction is \$9.25. The BAS-DMR rate has not changed since 2009.

Basic Allowance for Housing (BAH) Rates for 2011

The 2011 BAH rates have been posted on the Defense Travel Management Office's BAH Calculator.

<http://www.defensetravel.dod.mil/site/bahCalc.cfm>

Just enter the zip code for your duty station, your pay grade, and hit the calculator button. A new window will open to display the with and without dependents rates.

If you would like to know what happens to your pay when the BAH rate for your area is reduced from the previous year or how BAH rates are determined, or have any other questions about BAH, checkout the BAH FAQ:

<http://www.defensetravel.dod.mil/site/faqbah.cfm>

FICA Tax Decrease for 2011

The Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010 provides a two percentage point payroll tax cut for employees, reducing their Social Security tax withholding rate from 6.2 percent to 4.2 percent of wages paid. This change is for the calendar year 2011 only at this time. The Coast Guard's portion of Social Security tax remains at 6.2%. The effective date of change is January 1, 2011.

November 2010 Servicewide Exam Advancement Eligibility List

The November 2010 Servicewide Exam Advancement Eligibility List is available now on PPC's CGWEB site (<http://cgweb.ppc.uscg.mil/adv>) and the CG Portal (<https://cgportal.uscg.mil/delivery/Satellite/PPC/ADVANCEMENTS>). Advancement cutoffs are published separately, via message (ALCGENL).

DA eLES to Include Comments Going Back One Year

Beginning with the January 2011 payroll production cycle, LES comments/remarks for the current and previous 13 months will be accessible online. At this time only the comments/remarks for the current month are viewable.

SPO users can access member LESSs using the Enterprise Menu, Compensate Employees, Maintain Payroll Data (US), Inquire, View Members Paycheck menu item.

Release from Active Duty and Transfer to the IRR

Hello SPO's,

This is just a friendly reminder from the IRR SPO here at the Personnel Service Center. [The standard separation letter in enclosure \(4\)](#)  of the 3PM has been updated and is required for a member who is RELAD from Active Duty and assigned to the IRR to complete their eight year military obligation. My SPO would really appreciate if you could complete this memo for all members who transfer to the IRR. We get a lot of inquiries from members who think that once they are in the IRR, they are no longer affiliated with the Coast Guard. This is simply not true. We are hoping that the more we get the word out on IRR requirements, the better we can manage over 1400 members that we are currently attempting to track.

Also, on page 11 of enclosure (4), is order note R35. We would appreciate if you could insert that order note on all RELAD to IRR orders.

Thanks everyone and keep up the good work.

PPC (p&d) has incorporated the updated standard separation letter and the order note requirement in the online version of the Personnel & Pay Procedures Manual.

[Encl \(04\), Standard Separation Letters:](#)
<http://www.uscg.mil/ppc/pppm/encl04.doc>

r/

Senior

YNCS B. L. Bartsch
Assistant Branch Chief/SPO Supervisor
CG PSC(rpm-3)

New SGLI and FSGLI Forms and New Procedures

The Office of Servicemembers' Group Life Insurance (OSGLI) has developed new forms that consolidate the Servicemembers' Group Life Insurance forms SGVL 8285(series) & 8286(series). The new combined form eliminates section II of the 8285. Subsequently, one of the benefits, from a procedural perspective, is the new form will NOT require Commanding Officer's (CO) signature as is now required on the 8285 - up until recently, the CO had to certify that:

- The member's statements are true
- The member is physically qualified to perform all duties of his or her position
- The member signed the form
- The member is eligible to apply for the additional insurance

The VA has eliminated, effective immediately, the requirement for form SGVL 8285 to be completed and signed by the member's commanding officer. Members' requests for reinstatement or increased SGLI or FSGLI coverage are now submitted on forms SGVL-8286 (for SGLI) and SGVL-8286a (for FSGLI). **The health-related questions on the new forms are only required to be completed when the member has previously declined coverage or elected coverage for a reduced amount.** In these cases, when the member is applying to

reinstate or increase coverage, the health-related questions must be answered. If the answers to all the health-related questions are "No", the unit may accept the form and coverage begins. If the answers to any of the health-related questions are "Yes", the form must be forwarded to the OSGLI for approval. Approval must be received from the OSGLI, before coverage can begin.

Elections and designations made on previous editions of forms SGVL-8286 and SGVL-8286A remain valid. Command/OSGLI approvals recorded on the SGVL-8285, which is no longer used, are also valid. A member, currently participating in SGLI or FSGLI is not required to submit a new form at this time. However, all personnel should plan on completing the new forms in conjunction with the 2011 Annual Validation of BAH/Dependency & Emergency Data process, which begins on 1 October 2011 and ends on 30 November 2011. New forms are also required for newly eligible members (e.g. Accession into the service or upon marriage or divorce). A member, currently participating in SGLI or FSGLI, must use the new forms if they desire to change their election or beneficiaries.

The December 2010 versions of forms SGVL-8286 and SGVL-8286A are available at <http://www.insurance.va.gov/sgliSite/forms/forms.htm>.

Distribute DD-214s and Other Separation Documents Promptly

Per chapter 1-F of [Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4D](#), SPOs will effect the distribution of all copies of the DD Form 214 **without delay**. This form is vital in assisting the individual to obtain Veterans Administration benefits, reemployment rights, and unemployment compensation as a result of service.

The mailing address for the Department of Labor and several of the addresses for State Directors of Veterans' Affairs have changed since COMDTINST M1900.4D was released.

Distribute copies 5 and 6 of the DD-214 as follows:

- **Department of Labor (Copy #5):**
- Personnel Released from Active Duty, Discharged, or Retired. Forward copy number 5 **immediately** to: Lockheed Martin Information Technology U.S. Department of Labor Federal Claims Control Center P.O. Box 785070 Orlando, FL 32878-5070

- **State director of Veterans Affairs (Copy #6):**
- Visit <http://www.va.gov/statedva.htm> for a listing mailing addresses for State Directors of Veterans Affairs.

SPOs must forward copies #2 and #8 of the DD-214, along with other separation documents, to Commander, PSC (PSD-MR) within 5 working days. Use the Separation Documents Checklist, enclosure (6) to [Military Personnel Data Records \(PDR\) System, COMDTINST 1080.10H](#), to ensure all required documents are forwarded to PSC.

Note: When completing the Separation Documents Checklist, do not overlook the guidance paragraph 10.H.2 and 10.H.3 for proper disposition of the PDRs for members who affiliate with the SELRES or IRR upon discharge or release from active duty.

Common Payroll Processing Exceptions from October 2010

In our goal to ensure 100% of our members are paid accurately and timely every month, we track document accuracy and timeliness and look for opportunities to improve our procedures here at PPC. Additionally, we look for areas where SPOs may need a little extra awareness or training on and try to offer recommendations and/or implement guidance where needed.

The following are a couple of the most common exceptions seen in the month of October by the PPC, Military Accounts Support, Exceptions Review Team (MAS-ERT) as well as their causes.

Transaction Type:

CAREER SEA PAY PREMIUM STARTS:

- These errors are most often subsistence related, with a member going TDY off of a ship and the CSEAPAY starts and stops not matching with the Reimbursement of Missed Meals (DMRRMM). This in turn has a large bearing on whether the CSEAPAY Premium start date is correct or not.
- Tip: Use the [Career Sea Pay Premium Start Date Calculator](#) to compute the start date.

- **RESERVISTS SELLING LEAVE:**

- Another error that we have seen a lot of the past few months is on R975's for reservists selling leave after they come off of orders. SPO's need to ensure that they are properly calculating the members' leave to be sold IAW PERSMAN 7.A.19.b.
- Note: There are some 'known issues' with corrections to these transactions not processing, we are looking into causes for these errors. The errors we are describing above pertain to the actual number of days leave sold. Use the charts in the Personnel Manual (7.A.19.b) to accurately calculate the number of days leave earned by the member, based on the days of the months the member enters and leaves active duty.

We ask that YNs of all levels be mindful of these common errors (and their causes) when processing pay and entitlements for their customers and work toward 100% accuracy and timeliness with us.

New Direct Access Government Travel Charge Card User Guides

The Government Travel Charge card data views and reports are the first set of applications to be upgraded to the new version of PeopleSoft (V.9). With the new [MyPortalDirect](#) in place, developers can upgrade individual pages and applications to the current version of PeopleSoft with having to wait for work on other applications to be completed.

[Travel Charge Card Command Area Coordinators User Guide:](#)
<http://www.uscg.mil/ppc/da/TCCUserGuideCommand.pdf>

[Travel Charge Card Self Service User Guide:](#)
<http://www.uscg.mil/ppc/da/TCCUserGuideSelfService.pdf>

[How to Schedule A Query User Guide:](#)
<http://www.uscg.mil/ppc/da/UserGuideScheduleAQuery.pdf>

[Find An Employee User Guide:](#)
<http://www.uscg.mil/ppc/da/UserGuideFindAnEmployee.pdf>

DLA for Reserve Members Coming on Long-Term Active Duty

During the short period of time that I have been assigned to Commandant (CG-1222) as the CG Travel Specialist there have been many cases where reserve members coming on long-term (greater than 180 days) Active Duty (AD) (e.g. ADOS-AC, ADOS-RC, ADT, EAD) have been authorized and advanced DLA without when they either have no dependents or their dependents did not relocate in connection with their PCS. Per JFTR, par. U5630-C1, DLA is NOT authorized from home or from Place Which Called/Ordered to AD (PLEAD) to the first PDS unless the dependents actually move from the member's residence to the PDS or designated place in connection with the PCS (if the dependents do not relocate to the new PDS, or the member has no dependents, DLA is NOT authorized from home or PLEAD to the first PDS). This regulation not only applies to new reserve members, but also to reserve members with multiple years in service (both reserve and AD time) ordered PCS on a long-term AD order.

Definition of PLEAD: The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of an Reserve Component (RC) member when enlisted, commissioned or appointed for immediate AD. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate AD, the place to which an order to AD is addressed (this would include members with multiple years of service who are not required to reenlist to PCS on a long-term AD order).

For example: A reserve YN1 with three dependents is ordered PCS on a long-term AD order, his current drilling PDS is CGD Seven (Miami, FL) and the new PDS where he will be on long-term AD is CG HQ

By: YNCM Michael Snyder, COMDT (CG 1222)

(Washington, DC) (No Gov't Quarters), he has a PCS entitlement and elects not to relocate his dependents to Washington, DC, there would NOT be an entitlement to DLA without because this would be considered his first PDS during this period of AD. However, if he elected to move his dependents to Washington, DC in connection with the PCS, there would be entitlement to DLA with. In either case, per JFTR, par. U5630-C2, there would NOT be an entitlement to DLA with or without when he (with or without dependents) receives a PCS order back to his home or PLEAD upon completion of the long-term AD.

If in the above example the member did not relocate his dependents to Washington, DC (meaning there was no DLA entitlement) and received another long-term AD order (back-to-back with no break in AD Service) from CG HQ to CG Airsta Clearwater, FL (No Gov't Quarters), he would have a PCS entitlement to include DLA without from Washington, DC to Clearwater, FL and would be entitled to DLA with if his dependents relocated from Miami, FL to Clearwater, FL. He would be entitled to DLA without even if he did not move his dependents because CG Airsta Clearwater, FL would be considered his second PDS during this AD period without a break in AD Service.

Don't forget to always look in the manuals for the most up-to-date policies and procedures and if you don't understand something "Ask Someone That Does".

Deepwater Horizon Awards & AFRM for Reservists

The District Eight Deepwater Horizon Awards team has created a collaboration place on the CGPortal to provide procedures, information and answers to frequently asked questions on awards for personnel involved in the response. Past and present UAC Chiefs of Staff or ICP Incident Commanders, Deepwater Horizon (DWH) Supervisors, or the Parent Command of members deployed may nominate members, units, or teams for awards.

<https://cgportal.uscg.mil/lotus/myquickr/deepwater-horizon-awards/>

See ALCOAST 515/10 for more information.

Note the reminder, in paragraph 9, for Reservists called up on Title 14 orders to be issued the Armed Forces Reserve Medal (AFRM) with "M" Device.

Travel Approving Official e-News

Approving Officials Permissions

After a careful review of Approving Official (AO) pay grades in conjunction with the AO certification course currently in development, the paygrade to be an AO will remain at the E5/GS7 and above level. Permissions in TPAX are renewed annually. When the AO certification course has been implemented, any new or renewal of AO permissions will require the certificate of completion of the AO course. The Personnel and Pay Procedures Manual (3PM) will reflect this change once the AO course is finalized and comes online. Please pass this information to your command.

TPAX

When assisting members in completing an audit package, please have them follow the instructions in the audit request e-mail, providing a complete audit package for each individual audit. If the traveler is audited on multiple claims, a complete individual audit package is required for each claim requested for audit. Multiple audit packages may be sent in the same envelope to PPC Travel-Audit however each claim package must be separated by paper clip/staple distinguishing each individual audit package. Incomplete/improperly prepared packages will be returned to the member to be separated into the individual audit packages. Additionally, Please send only copies of the required documents.

It was recently discovered that Web TPAX was not saving changes when deducting meals in the exceptions tab. When the traveler deducts meals, hits the SAVE CHANGES button, then the second SAVE CHANGES button and goes to verify the calculations, they will notice that the changes were not saved. Travelers need to do the same action twice, go back in and deduct the meals, SAVE CHANGES, SAVE CHANGES, any second and consecutive save changes the work will save. When reviewing a claim that has deductible meals, be sure to double check the calculations and verify the days/meals that deductible meals should take place. The next update to Web TPAX will have the issue corrected. This only affects Web TPAX.

Web TPAX has a new address, the new link is <https://ppcms-tpax2003/>.

If changes have been made to a TPAX claim after the accounting string has been entered, the accounting string needs to be updated by using the modify account button. We had a couple of claims that have gone straight through the system and kicked out at FINCEN because the amounts did not match, this delays the payment to the member.

TIPS/KNOWLEDGE

As a reminder, it is MANDATORY to use CTOs/TMCs (SATO) for all official transportation requirements, this also means that it is MANDATORY to obtain a rental vehicle through SATO (except for an aircraft or a bus).

Advantages to using SATO for airfare is no advance purchase required, no minimum or maximum length of stay required, fully refundable tickets and no charge for cancellations or changes, no blackout dates, significant discounts over regular walk-up airfares, and airfares are priced on one-way routes simplifying multiple destinations.

Baggage Handling Tips for MILITARY:
Reimbursement is authorized for customary tips for handling any baggage (personal or GOV'T) at a transportation terminal. Reimbursement is authorized only for transportation-related tips for handling GOV'T property at lodging establishments.

Baggage Handling Tips for CIVILIANS: Baggage handling tips at transportation terminals or lodging establishment are covered by the IE (incidentals) portion of per diem and are not items for separate reimbursement except for a civilian traveler with a disability/special need or the handling of GOV'T property, remarks will need to be added to the claim for reimbursement.

Transportation-related tips for taxis, limousines, and courtesy transportation are authorized. The JFTR no longer states how much the traveler should tip, however all travelers should follow U2010, prudence in travel. The national average for tipping a taxi is 15-20%. If tips looks excessive the PPC examiner may reduce the amount to a more reasonable reimbursement or return the claim back to the AO/member for clarification. If tips or other reimbursables look excessive we may select

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that claim for a full audit.

Lodging tax in the U.S. and its territories and possessions is a separate reimbursable expense item when the traveler submits their travel voucher. If the traveler stays in U.S. lodgings that has a higher cost than the locality per diem lodging ceiling, they will be responsible for the excess lodging cost and the tax on that excess cost. If the traveler is authorized Actual Expense Allowance (AEA) using the guidance in JFTR, Chapter 4, Part C (uniformed personnel) or FTR (civilian employee), then the tax on the amount of lodging cost covered by the AEA is reimbursable.

Lodging Tax in foreign countries is included as part of the room cost for foreign locations and is NOT a separate reimbursable item.

Separate reimbursement is not permitted for lodging tax for

- (1) TLE and TLA for uniformed members,
- (2) safe haven/designated place per diem allowances for dependents of uniformed members,
- (3) TQSE allowances for civilian employees, or
- (4) safe haven allowances for civilian employees and their dependents. When computing those allowances,

lodging tax should be treated as part of the lodging cost.

Transportation terminal parking fees (while TDY), not to exceed the cost of taxi fares (including associated tips) for one round-trip to the terminal are authorized. For example, if the traveler used their POV for ten miles to the airport and ten miles to return, duration of TDY was a seven days and they claimed \$140 for parking, if the traveler had used a taxi the total round trip plus tip it would have cost \$40, the traveler is authorized \$40 for reimbursement for the parking, not \$140. If PPC examiners notices excessive parking charges and short distances to the airport, the examiner will reduce the parking to \$0 and provide remarks within TPAX. As the AO you can contact the locale taxi company for a round trip taxi fare.

Have a great holiday and safe travels throughout the year.

CWO3 JAY BENBOW, Coast Guard Pay & Personnel Center, Travel Branch Chief

Processing Personally Procured Move (PPM) Claims

The [Coast Guard Finance Center \(FINCEN\)](#) — process claims for Processing Personally Procured Moves. According to the FINCEN, approximately 24% of all initial PPM claims received must be returned to the member due to lack of required documentation. See [ALCOAST 494/10](#) (http://www.uscg.mil/announcements/alcoast/494-10_alcoast.txt) for tips to help expedite your PPM claim.

FINCEN also has the [Processing Personally Procured Move Checklist](#) (<http://www.fincen.uscg.mil/dity.htm#DITYChecklist>) available to help ensure you complete all the requirements that are necessary to process your claim.

FY 2011 Coast Guard Reduced Per Diem Rates

Per Joint Federal Travel Regulations, paragraph U4177, the service may authorize per diem rates in lesser amounts when the circumstances of the travel or duty to be performed so warrant.

As of 06 January, the following localities have been authorized reduced/zero per diem.

CG Location	City	State	M&IE Red Rate	Effective Date
Providenciales (OPBAT)		Turks & Caicos Islands	\$49.50	01OCT10
Turks (OPBAT)		Turks & Caicos Islands	\$49.50	01OCT10
Caicos (OPBAT)		Turks & Caicos Islands	\$49.50	01OCT10
SARDET Rouge River	Gold Beach	Oregon	\$18.00	01OCT10
SARDET Coquille River	Bandon	Oregon	\$10.00	01OCT10
Air Facility Newport	Newport	Oregon	\$13.40	01OCT10
Air Facility Charleston	Charleston	South Carolina	\$26.00	01OCT10

Fifth District Small Stations:

CG Location	City	State	M&IE RED RATE	Effective Date
STA (small) Roosevelt Inlet	Lewes	Delaware	\$0.00	10DEC10
STA (small) Stillpond	Worton	Maryland	\$0.00	10DEC10
STA (small) Shark River	Avon By The Sea	New Jersey	\$0.00	10DEC10
STA (small) Beach Haven	Beach Haven	New Jersey	\$0.00	10DEC10
STA (small) Fortesque	Fortesque	New Jersey	\$0.00	10DEC10
STA (small) Great Egg	Ocean City	New Jersey	\$0.00	10DEC10
STA (small) Salem River	Salem	New Jersey	\$0.00	10DEC10
STA (small) Townsend Inlet	Townsend Inlet	New Jersey	\$0.00	10DEC10
STA (small) Ocracoke	Ocracoke	North Carolina	\$0.00	10DEC10

We've prepared the [Coast Guard Reduced Per Diem Rates and Procedures guide](http://www.uscg.mil/ppc/travel/travel/FY2011CoastGuardReducedPerDiemRatesandProcedures.pdf), (<http://www.uscg.mil/ppc/travel/travel/FY2011CoastGuardReducedPerDiemRatesandProcedures.pdf>) it provides the FY 2011 reduced per diem localities, rates, and provides the procedure for correctly completing your travel itinerary in TPAX/Web-TPAX when reduced per diem is authorized.