

Servicing Personnel Office News

United States Coast Guard Pay & Personnel Center



SPO Alignment FLAG VOICE 347

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As the technical authority for the support of the Coast Guard's most important asset, its people, I would like to inform you of some changes that will be deployed over the next few years to provide you better support and at the same time enable us to correct deficiencies with Chief Financial Officer (CFO) Audit.

Historically, the Servicing Personnel Officer (SPO) provided a wide range of services - from acting as financial managers for over \$3B in payroll disbursements along with other personnel management functions to unit administration activities. Currently there are 106 SPOs throughout the Coast Guard, including several locations where multiple SPOs are located on the same property. Inconsistencies in business processes and blurred roles and responsibilities have resulted in errors, jeopardizing audit compliance, while creating frustration because of non-standardized support between units. To correct these problems, the latest CFO Audit called for tighter controls of pay transactions, with fewer touch points in an attempt to mitigate errors.

We are developing clearer roles and responsibilities for our pay and personnel processes to provide stronger internal controls/audit functionality at the Base level for military pay. Yeoman at the unit level will continue to serve at the unit in a front line, customer service role handling the myriad of non-pay related personnel and unit administrative requirements at that unit. This separation allows the Bases to focus on the critical roles of supporting our Yeoman in the field as well as auditing and approving pay documents in a manner that will support an unqualified audit opinion in the future.

This reallocating of duties requires a realignment of the YN workforce. The immediate changes will occur at the 13 Bases and Base Detachment St Louis where there are currently multiple co-located SPOs. We are developing Billet maps and these will be ready for review and comment from the impacted units within the next two months. The initial realignment will be implemented over the next year; however, further consolidation is limited at this time taking into account organizational change, the austere budget climate, transfer season, and the complete EI-PDR implementation.

I appreciate your patience as we move to a streamlined, standardized military human resources environment. These changes are essential to CFO Audit Compliance and once deployed we will improve our support to the Coast Guard's most important resource, YOU!

As information on this initiative is finalized, additional details will be posted on CGPortal. My point of contact for questions is [YNCM Emily Jennings](#).

Rear Admiral Ronald T. Hewitt

RONALD T. HEWITT
Rear Admiral, U. S. Coast Guard
Assistant Commandant for Human Resources

Issue date: 3/28/12

New Submission Procedure for Class "A"-School Applications

Per [ALCGENL 047/12](#), PSC (epm-2) has established a standardized form, which is now available in Microsoft Outlook. The form allows members and commands to auto fill required information. All commands are requested to utilize this form when submitting "A"-School applications to PSC (epm-2).

PPC (p&d) has developed a [video tutorial](http://www.uscg.mil/ppc/training/AschoolApp/AschoolApp.htm) (<http://www.uscg.mil/ppc/training/AschoolApp/AschoolApp.htm>) that shows how to access and complete the form.

SOI Transaction Tips

By: Mr. Sean Hayes, PPC (mas)

Like a lot of tools, the Statement of Intent (SOI) is a good tool to use, when used properly! The [Servicing Personnel Office Manual \(SPOMAN\), Part VI, Chapter 2](#), provides guiding principles that should be adhered to provide an accurate depiction of the member's intent, whether it is a reenlistment, RELAD, retirement, or deactivation from active duty for reservists.

Timely submission (such as 45 days prior to a RELAD or 60 days for a Retirement event) will help a SPO prioritize work better as dates arrive as long as routine reports are generated for upcoming separations and obligations (reenlistment/extensions, especially if bonuses are involved).

Using proper codes are important as well. If a reservist is on Long-Term/Contingency orders, it is

important that when a period of active duty is coming to an end that "Deactivation" is used, this will change the member's Expected Loss Date. If "RELAD" is used, a Compute error will be generated and this could cause the member's pay to shutdown.

If a retention SOI is submitted for someone reenlisting, the positive impact of a timely SOI is that it will continue a member's bi-monthly pay, even if submission of the reenlistment/extension transaction is delayed.

I urge all SPOs to conduct at least quarterly (in-house) training sessions over such items as the Statement of Intent to raise awareness of its usage, its requirements, and its impact. New Yeoman, fresh out of "A" school would benefit greatly for these types of training sessions!

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

U. S. Coast Guard Pay & Personnel Center

J.D. Phillips, P. E. CAPT, USCG
Commanding Officer

CDR Matthew McDonald
Chief, Customer Service Division

Terrilee Brown, YNCM, USCG
Command Master Chief

Michael P. Sullivan
Executive Director

Richard Etheridge
Editor, SPO Newsletter

PDR Source Document Final Push

SPO YNs,

Thanks to your efforts, the collection of our member source documents is over 90% complete CG-wide. Some of you are at or near 100% compliance now, while others unfortunately are still in the 70 percent range. I know this has been a significant additional workload for you and has been largely thankless work. Your continued efforts are needed to help us achieve a clean financial audit this year.

To help in this effort, PSC has begun validating member Social Security numbers through an alternate method [See <http://www.uscg.mil/ppc/pdrreview.asp#ssnvs> or http://www.uscg.mil/announcements/alcgpsc/022-12_alcgpssc.txt]. To date, approximately 75% of the remaining members needing to submit their SSN cards have received their SSN validation CG-3307 via email. Members have been directed to sign the Page 7s and forward to you for filing. We expect to have the remaining member SSN validations completed OOA March 16th.

In addition to this e-mail sent to you, PSC has engaged with LANT, PAC, DCO, and DCMS leadership separately to push the message down to their Districts, Directorate and commands with individual names that remain to comply which should help in your efforts. If you are receiving resistance from particular members please report it to your leadership so that they can engage the member's command.

For members missing Birth or Marriage Certificates, replacement documents must be obtained from the state in which they were issued. Each state website has information on how to accomplish this task. Most states perform this service remotely for a nominal fee and can be done fully online or by mailing a notarized documents obtained online to the state. This task typically does not require the knowledge or cooperation of the member's spouse or other parent which is often used as an excuse as to why they can't comply. Here are a couple of websites that may help your members to obtain copies of their vital documents. <http://www.cdc.gov/nchs/w2w.htm> (provides info on how to get vital records from states, territories and foreign resources) <http://www.vitalchek.com> (provides vital records services)

Again thanks for your efforts to date. I appreciate your assistance to get this final push done to obtain 100% compliance Coast Guard wide.

R/
CAPT Robert K. Thompson
Division Chief
PSC-Business Operations Division
Arlington, VA

New Reserve Medical Guide Available

The [Reserve Medical Guide](#)  is the result of a collaborative effort between PSC-rpm, CG-131 and CG-11 to provide a "one-stop shopping" resource for reserve medical and incapacitation issues. The guide brings together the most important and most frequently encountered reserve medical and incapacitation issues into one place, and contains references for obtaining further guidance on each topic.

The guide is designed for use by reserve members, their commands, Reserve Forces Readiness System (RFRS) staff, SPOs, and medical personnel.

The [Reserve Medical Guide](#)  is available for download at the PSC-rpm web site at www.uscg.mil/rpm/rpm3/medical.

Coast Guard Reserve Medical Guide



U. S. Coast Guard
Personnel Service Center - Reserve Personnel Management Division
4200 Wilson Blvd., Suite 1100, Stop 7200
Arlington, VA 20598-7200

February 2012

Alternate SSN Verification Method



[ALCGPSC 022/12](#) announced the Social Security Administration's Social Security Number Verification Service (SSNVS) as an approved alternative method to verify member social security numbers.

PSC-BOPS-C will use the data that you already submitted or will submit for the SPO-PDR Review data call due to DCMS-81 by COB 07FEB12. There is no need to send an additional request to BOPS to initiate SSN verifications.

BOPS will run the member's name, SSN and DOB through the SSNVS.

If the member's SSN is valid and matches both name and DOB, BOPS will send the member a digitally signed CG-3307 via email. The member's SPO Supervisor will also receive a copy of the CG-3307 for informational purposes. The member will need to digitally or manually sign the CG-3307 and return it to his/her SPO YN.

If the member's SSN is invalid and does not match both name and DOB, the member and their SPO Supervisor will be notified by email. Once the situation is resolved, the SPO should contact BOPS to have the member's information run again.

SPO YNs file the CG-3307 as if it were a copy of the members SSN by placing it in Section 1 of the SPO-PDR (not in Section 4 as the message indicates or in Section 2 where normal CG-3307's are filed). SPO YNs should also forward a scanned signed copy of the CG-3307 to PSD-MR at ARL-PF-CGPSC-PSD-MR_DOCS@uscg.mil.

If you have any questions, please email ARL-DG-M-CGPSC-BOPS-C@uscg.mil or contact YN1 Juan Calderon or LCDR Christine Fern.

PPC Advancements and Evaluations Branch Newsletter

The Winter 2012 edition of the Pay & Personnel Center Advancements and Evaluations Branch Newsletter is now available at <http://www.uscg.mil/ppc/adv/advnews0112.pdf>.

This edition includes articles on:

- Unsatisfactory Conduct and Not Recommended Evaluations
- Enlisted Rating Advancement Training System
- EER Tracking "In Process" Query
- How Breaks in Service May Effect SWE TIS & TIR Points
- Audit Separation Events
- Position Numbers and Department ID's
- How Long Does It Take Marks To Go Final?
- Verification of Advancement Documents in Direct Access and JUMPS
- The Use of Locally Generated EER Tracking Programs
- Completing EERs for AIRMAN Program Personnel
- Enlisted Evaluation Errors
- NOV 11 SWE Statistics

Imminent Danger -- Hostile Fire Pay Procedural Update

Per [ALCOAST 098/12](#), effective 1 January 2012 Imminent Danger - Hostile Fire Pay changed from a monthly entitlement to a prorated day-for-day entitlement. Members who performed qualifying service in designated areas prior to this change are entitled to the full monthly amount, \$225, for service during any part of a month (i.e. 1 day in a designated area = \$225). Members who perform qualifying service for less than a full month, on after 1 January 2012, will receive a daily prorated amount (i.e. 1 day in a designated area = \$7.50).

Extensive system changes are necessary to fully implement the new Imminent Danger/Hostile Fire Pay entitlement policy in JUMPS. The following procedure will be used to help minimize overpayments while reprogramming effort is underway:

The Employee Entitlements component in Direct Access has been changed to allow for the entry of actual start and stop dates on Imminent Danger/Hostile Fire Pay transactions. Previously, the system would set the start date to the first of the month and the stop date to the last day of the month.

The "Imminent Danger -- Hostile Fire Pay - This Month Only" Earnings Type Code cannot be selected if the start date is 1

January 2012 or later.

Until it is reprogrammed, JUMPS will continue to process Imminent Danger/Hostile Fire Pay transactions as monthly entitlements. PPC (mas) will query JUMPS following each update cycle to identify new Imminent Danger/Hostile Fire Pay starts or stops (dated on or after 01 Jan 2012) and, using the actual start/stop dates entered by the SPO on the transaction in DA, submit transactions to debit and balance the member's account. The member's LES will reflect the full monthly Imminent Danger/Hostile Fire Pay entitlement and the offsetting debits. For example, the LES for a member who served 10 days in a designated area in January 2012 will show an entitlement in the amount of \$225 Imminent Danger/Hostile Fire Pay and a deduction in the amount of \$150 for Imminent Danger/Hostile Fire Pay.

Revised DA procedures for Imminent Danger/Hostile Fire Pay transactions are available in the Coast Guard Servicing Personnel Office (SPO) Manual, PPCINST M5231.3, see [Part II, Pay Entitlements, Chapter 11, Special and Incentive Pays, Section L, Imminent Danger - Hostile Fire Pay](#).

The screenshot shows the 'Entitlements' screen with the following data:

	Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description
1	01/20/2012	2620	01/28/2012	2621	HFCONT	Imminent Danger Hostile Fire Pay - Continuous until further orders
2	11/01/2011	2618	11/30/2011	2619	HI	Imminent Danger Hostile Fire Pay - This Month Only
3	01/01/2011	2586	01/31/2011	2587	HI	Imminent Danger Hostile Fire Pay - This Month Only

Callout 1 (2012 and later): 2012 and later Imminent Danger/Hostile Fire Pay Transactions use actual start and stop dates. Arrows point to the Start Date and Stop Date fields of row 1.

Callout 2 (2011 and earlier): 2011 and earlier Imminent Danger/Hostile Fire Pay Transactions use the 1st day of the month as the start date and the last day of the month as the stop date. Arrows point to the Start Date and Stop Date fields of rows 2 and 3.

Buttons at the bottom: Save, Return to Search, JAG Audit, JAG Archive.

Government Travel Charge Card (GTCC) Program Policies and Procedures

FLAG VOICE 344

I would like to update you all on the state of GTCC program and a summary of the major changes from the previous policies. Recently [COMDTINST 4600.14C](#) was approved and promulgated along with the Government Travel Charge Card (GTCC) Program Policies and Procedures, [COMDTINST M4600.18](#) on [ALCOAST 067/12](#). [Editor's Note: ALCGPSC 045/12 announced [Change 1 to this manual](#)] These instructions replace the Government Travel Charge Card (GTCC) Program, COMDTINST 4600.14B and the Coast Guard



Travel Debit Card Program, COMDTINST 7210.2. COMDTINST 4600.14C includes a punitive, lawful general order, establishes the Coast Guard policy for the issuance and use of the individually billed GTCC accounts by Coast Guard military and civilian personnel (including NAF employees), the use of Centrally Billed Accounts (CBA) for the purchase of common carrier transportation tickets, and the issuance of travel debit cards as a means of providing emergency advance travel funds. While this first instruction provides the high level policy for the organization, COMDTINST M4600.18 provides policy and procedural information required to successfully manage the program with a more easily amended touch point.

The summary of the major changes reflected in these

updated policies includes:

- a. Post modernization organization updates and relocation of the GTCC Program from CG-102 to PSC.
- b. Update of GTCC hierarchy to align with the Coast Guard's Administrative Target Unit (ATU) organization structure.
- c. Shifts from GTCC coordinators to travel managers.
- d. Merged the Debit Card Program, COMDTINST 7210.2 into COMDTINST M4600.18.
- e. Shifts forms and process guides from within the instruction to the newly deployed GTCC website located at: <http://www.uscg.mil/psc/bops/govtrvl/>.
- f. Incorporates changes promulgated in previous ALCOAST and ALCGPSC messages.
- g. Updated DHS policy and procedural guidance and CG specific programmatic lessons-learned.
- h. Reorganized, defined, and clarified roles and responsibilities for cardholders, commands, and travel managers.

I encourage you to review these two instructions to ensure unit level guidance is aligned with these policies which are available at <http://cgweb.comdt.uscg.mil/CGDirectives/> (from CG workstation only) or on the [GTCC website](#). Commands with bargaining unit employees covered by a collective bargaining or master labor agreement are reminded that where conflicts between these policies and agreements exist, the labor relations agreements govern.

Rear Admiral Ronald T. Hewitt

RONALD T. HEWITT
Rear Admiral, U. S. Coast Guard
Assistant Commandant for Human Resources

Issue date: 2/14/12

TRICARE Dental Program Contract Awarded

TRICARE Management Activity is awarding the TRICARE Dental Program (TDP) T-3 contract to Metropolitan Life Insurance Company, Inc. The contract provides for worldwide, comprehensive dental care coverage to enrollees including family members of Uniformed Service active duty personnel and to members of the Selected Reserve and Individual Ready Reserve and their eligible family members. Approximately 1.9 million beneficiaries are currently enrolled in the premium-based TDP worldwide.

Dental care under the new contract begins May 1, 2012, following a 12-month transition period.

How Will the New TRICARE DENTAL PROGRAM Contract Affect Me?

The TRICARE Management Activity (TMA) procurement team has selected Metropolitan Life Insurance Company of Bridgewater, New Jersey, for the TRICARE Dental Program (TDP) contract. A 12-month transition will lead up to the start of dental care delivery worldwide, currently scheduled for May 1, 2012.

Q. How does this news directly affect me?

A: In partnership with the contractor, the TMA dental team will develop a comprehensive transition plan. Our top priority is to ensure a smooth and effective transition on behalf of the 1.9 million enrollees in the TRICARE Dental Program.

Q: Will there be premium and benefit changes?

A: The new contract features new benefits and enhancements including:

- An increase in the annual maximum from \$1,200 to \$1,300
- An increase in the lifetime orthodontic maximum from \$1,500 to \$1,750
- Coverage of posterior resin (white) fillings
- Additional \$1,200 maximum per year for services related to accidents/injuries
- No cost shares for some periodontal services for diabetics

- Coverage of an additional cleaning for women during pregnancy
- First-year premiums at or below current rates

Q: Who do I call with benefit questions now?

A: During the 12-month transition enrollees can access customer service at the same toll-free phone numbers they have been using. That contact information can be found at <http://www.tricare.mil/contactus>. Well before May 1, 2012, enrollees will receive a welcome packet and new enrollment cards.

Q. Why did you change contractors?

A: TMA actively engages the Services in developing requirements for competitively procured contracts to ensure the highest quality dental health care plan for our beneficiaries. TMA followed the procedures established by the Federal Acquisition Regulation (FAR) for competitive negotiated acquisitions. The process fosters an impartial and comprehensive evaluation of competitive proposals, leading to a selection which represents the best value to the Government.

Q: Will I have to change doctors?

A: Metropolitan Life has a robust network of dentists. Many providers will accept the new contractor, but in some cases you may have to change dentists if you want to receive the benefits of seeing a network dentist. Enrollees may seek care from any dentist; however out-of-pocket costs can be higher when care is delivered by a non-network dentist.

Q: Where do I send my claims?

A: Claims will continue to be processed as they are now. Any change in the claims processing address will not happen until transition occurs May 1, 2012.

Q: What if I live overseas?

A: The TDP offers worldwide coverage and beneficiaries living in overseas locations will benefit from all the new enhancements. There is no dental network in overseas locations, but

(Continued on page 8)

Looking for more Pay and Personnel news? Check out the PPC News Feed at <http://www.uscg.mil/ppc/alspo/>.

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there will continue to be a list of participating host nation providers.

Q: Does this affect pharmacy or health care benefits?

A: Those benefits are managed under separate contracts and are not affected by the TDP contract.

Q: Where can I get more information about the new contract?

A: Additional information on the new contract is available at www.tricare.mil/TDPcontract. Benefit updates are available at www.tricare.mil or by e-mail alerts. Sign up at www.tricare.mil/subscriptions.

Utah Residents - New Employer ID Number for Coast Guard

2011 IRS Form W-2, Box 15, shows the state claimed by a member for state tax purposes. Box 15 contains an employer's state ID number. 2011 W-2 forms issued by the Coast Guard to Utah residents show an employer state ID number of W83421.

The State of Utah has changed the Coast Guard's state ID number from W83421 to 12485340002WTH. The state will still accept the old number; however, if you file your state taxes through certain software (such as TurboTax), you will be asked to enter the employer's state ID number. You will need to enter 12485340002WTH instead of W83421.

All other information on your W-2 is correct.

Designation of Persons Authorized to Direct Disposition of Remains

Per the National Defense Authorization Act 2012 signed by the President on 31 Dec, the "Designation of Persons Authorized to Direct Disposition of Remains of Members of the Armed Services" (PADD) is now a "member-designated" benefit. As outlined in ALCOAST 427/08 only spouse, adult child, parent or adult sibling were allowed to be designated. If none were known or alive then any relative may have been designated, or finally, a close friend. The new law allows members to designate any person of choice.

No one is required to change any PADD designation as a result of the change in law or to update their form CG-2020D at this time. Existing PADD designations for someone other than a relative--which actually should not have been accepted at the time--will now be acceptable, no update needed. The change supports every Coast Guard member who has reason to designate a PADD other than a relative.

The Personnel Service Center (PSC) is in the process of updating the designation form and will be

Update to OCONUS PCS Entry Approval Points

CG Base Honolulu was established on 11 January 2012. CG Base Honolulu replaces "PSSU Honolulu" as the Entry Approval Point for "All other Hawaii Units / American Samoa" as listed in [Exhibit I.H.3. of Military Assignments and Authorized Absences, COMDTINST M1000.8\(series\)](#). Please use the PLAD "COGARD BASE HONOLULU HI" for entry approval messages.



U.S. Coast Guard SPAR veteran Genni Anderson, center, visits Coast Guard Base Support Unit Honolulu March 29, during National Women's History Month, to talk with Coast Guardsmen about her time as a woman in the Coast Guard during World War II. Anderson served as a Coast Guard SPAR from 1942 to 1944, during which she worked at the recruiting command in Kansas City, Mo

Importance of Timely and Accurately Processing of Disciplinary Transactions

Recently, we have come across a couple of large overpayments that involved the untimely submission of disciplinary actions. It is important to remember that leave accrual ceases while a member is in confinement or HADA status. Also, if a member is sentenced to confinement for more than 6 months, or sentenced to a punitive discharge along with confinement of any duration, the member is subject to automatic forfeiture of pay and allowances. It is extremely important that disciplinary and confinement transactions are entered in a timely and accurate manner. This will help ensure that members' accounts are adjusted correctly and avoid large overpayments on behalf of the government.

In one case, as a result of a Special Courts-Martial, the member was reduced to pay grade E-1 and confinement. Although a disciplinary transaction was completed IAW Part III Chap 5 of the SPO Procedures Manual, no confinement transaction was input per Part III Chap 6. The member was confined for a period of 61 days and due to the confinement not being recorded, the member's EOE was not properly adjusted. Also, the member continued to receive full pay and allowances and accrued leave while confined. The disciplinary transaction was corrected, after PPC notified the SPO, which created a debt of over \$14,396.90 for previously paid pay and allowances and excess leave that the member never earned.

In another case, as a result of a General Courts-Martial, the member was sentenced to a fine and dismissal. The SPO contacted PPC 2 months after the General Courts-Martial to inquire why the member was still receiving pay and allowances even though the member was in HADA status. After reviewing the member's record, it was found that PPC was never notified of the member going into HADA status and therefore the transaction was not completed. PPC also found that the disciplinary transaction had not yet been entered by the SPO. Because of the untimely submission,

the member received two months pay & allowances that was not earned creating \$18,549.60 debt to the government.

In both instances debts to the government were established that could and should have been avoided with a little more diligence and attention to detail. The Coast Guard is also required to report these types of overpayments to DHS as high dollar overpayments. These reports are published on the web for the public as part of "Executive Order 13520: Reducing Improper Payments and Eliminating Waste in Federal Programs" to eliminate payment error and waste in federal programs and increase the transparency and public scrutiny of significant improper payments.

Fortunately for the Coast Guard, these types of disciplinary issues are few. When you do have these situations come up, contact PPC immediately for assistance if you are unsure of what actions you should take.

CWO2 Horace R. Byrd
USCG Pay & Personnel Center

Do you want the latest pay, personnel and travel news delivered directly to your mailbox?

Join our email news list at <http://cgls.uscg.mil/mailman/listinfo/cgperspaytravel-news>

Subscribers to this list will receive notices and information on Coast Guard military pay and personnel policy and procedures. Subscribers will also be notified of both scheduled and unscheduled outages affecting the Direct Access personnel system or the TPAX travel claim liquidation system. Additionally, subscribers will be updated when important information is posted to the Pay & Personnel Center's internet news pages at <http://www.uscg.mil/ppc/alspo/> and <http://www.uscg.mil/ppc/travel>.

BAH for Personnel in Paygrades E-3 and Below Assigned to Career Sea Pay Eligible Vessels

By CWO Daniel Shearin, Commandant (CG-1222) - Military Compensation Division

There have been an increasing number of waiver and remission cases involving erroneous BAH payments to members stationed aboard a cutter. Below are some errors that are being made by Servicing Personnel Offices (SPO):

1. An E-3 or below reports to a cutter, is divorced, is paying child support, and does not have actual physical custody of his/her child(ren). The SPO erroneously authorizes BAH w/dep based upon the payment of child support. The correct entitlement would be BAH DIFF. If the member's ex-spouse is on active duty, has custody of the child(ren), and is either in receipt of BAH-with dependents or assigned to adequate government family quarters, only BAH-PARTIAL is authorized, not BAH-DIFF or BAH-with. Same goes for situation where ex-spouse has custody of child(ren), is re-married to an active duty member that is in receipt of BAH-with dependents or assigned to adequate family quarters - BAH-PARTIAL only.
2. A married E-3 or below reports to a cutter and his/her spouse is an active duty member (any Uniformed Service) that is stationed ashore. The member-married-to-member (M-2-M) couple does not have children or dependent adult parents. The SPO erroneously authorizes BAH without/dep for the member assigned afloat. The correct entitlement would be BAH PARTIAL. In the foregoing case, the BAH entitlement outcome would be the same if the afloat non-rated member acquired shore-based active duty spouse after reporting to cutter.
3. An E-3 or below reports to a cutter, is married to an active duty member, and they have children. The spouse is stationed ashore and has the children listed under him/her as dependents. The SPO erroneously authorizes BAH w/dep or BAH without/dep. The correct entitlement would be BAH PARTIAL. In the foregoing case, it would be more advantageous for the cutter-based spouse to claim the children as dependents and the shore-based spouse to be the without-dependent member for BAH purposes. M-2-M couples can make this election any time, but the election cannot be retroactive. M-2-M couples cannot each claim different children in the same household so that both become eligible for BAH-with dependents (in almost all such cases, one member receives BAH-with dependents, the other BAH-w/out dependents).
4. A single E-4 or above is stationed onboard a cutter and in receipt of BAH w/out dependents to pay for his/her commercial quarters ashore. The member is awarded NJP and is reduced in grade to E-3 or below. The SPO erroneously takes no action on the BAH entitlement. The correct action would be to change the BAH w/out entitlement to BAH PARTIAL (or BAH-DIFF if the member is paying child support as described in 1. above), effective the date of reduction in rank. In these cases, the unit must order the member into either shipboard quarters, UPH, or UPLH and fund storage of HHGs in NTS at the unit's expense.
5. A single E-4 reports aboard a cutter and is paying child support. At his previous shore unit the member received BAH with dependents based on paying child support. The BAH/Housing Worksheet (CG-2025A) the member submits indicates paying for private sector quarters, but the current housing address the member places on the CG-2025A is not in the vicinity of the cutter's home port. The address is actually near their previous duty station. The SPO starts BAH with dependents based on the payment of child support but the member actually resides in his shipboard quarters when not required by overnight duty or underway. The member's BAH authorization will be the BAH Differential (BAH DIFF) amount for their pay grade because the member is considered assigned to government (shipboard) quarters.

I recommend all SPO and unit YNs read sections 3.E.4.b.(1 thru 4), 3.G.1.d.(4), 3.G.1.e, and 3-G-1.a of the Coast Guard Pay Manual, COMDTINST M7220.29B. To avoid an erroneous BAH payment, if there is ever a doubt about a BAH entitlement please contact CG-1222, Mr. Pete Bekken or CWO Daniel Shearin, for a BAH entitlement determination.

Transfer Season 2012 Household Goods (HHG) Shipping Information and Mandatory Customer Satisfaction Survey

[ALCOAST 070/12](#)

COMDTNOTE 4050

1. Transfer season will be upon us soon and whether a member is performing a long distance permanent change of station (PCS) or funded local move, HHG counseling is necessary. To ensure members fully understand their HHG shipping and storage entitlements they should schedule HHG counseling as soon as possible upon receipt of orders. IAW the Joint Federal Travel Regulations (JFTR) U5355.b.2.a, requests for short distance HHG moves must be forwarded to COMDT (CG-1222) for consideration.

2. It is the member's responsibility to review their orders and to be aware of and understand the requirements contained in [ALCOAST 070/12](#). To prevent delayed HHG shipments or denial of personally procured move (PPM) claims, commands are to ensure that all members departing PCS receive a printed copy of [ALCOAST 070/12](#). Members are responsible for strictly following the requirements in [ALCOAST 070/12](#). Of particular note are the past changes that require both unloaded and loaded weight tickets for PPMs to be obtained at origin.

3. Members should submit their requests for a HHG move as soon as possible. The earlier a HHG shipment request is submitted the more likely the requested packing, pick-up, and delivery dates can be met. Please remind members that requested dates are not guaranteed. Members should not cancel or enter into a rental agreement, lease, or buy or sell a home until they have verified with their transportation office and the Transportation Service Provider (TSP) that their requested HHG packing, pick-up, and delivery dates are confirmed.

4. Most HHG shipments require the use of the Defense Personal Property System (DPS). With the exception of accession and RELAD/retirement moves DPS allows members and spouses to self counsel, request HHG packing, pick-up, and delivery dates, and file any necessary damage claims directly with the TSP. Please direct members to <http://www.move.mil> to register for DPS. After registration it will take up to 72 hours for members to receive a DPS user name and password to schedule their move. DPS is not available underway. If members assigned afloat cannot schedule their HHG movements while in port they may see their legal assistance office or transportation office to grant another person a special power of attorney with limited authority to schedule their HHG movements. Also, members may use any available

transportation office during port calls away from homeport to arrange their HHG movements.

5. The time period between 15 June and 31 July is the peak of the HHG moving season. If at all possible, members should avoid moving their HHG during this period. In past years HHG moves scheduled during this time frame which have been confirmed by both the transportation office and the TSP are routinely canceled or rescheduled on short or no notice due to lack of TSP personnel or equipment to actually conduct the move. These changes often put members in an untenable situation with other activities scheduled around their HHG movement. Because of these unpredictable changes, it is highly recommended members avoid requesting their HHG shipment between 15 June and 31 July.

6. Exceeding HHG weight limits is the number one reason members pay excess costs for HHG shipments. To avoid paying excess costs members must be aware of their authorized HHG weight allowances found in the JFTR, U5310.b.2, and are encouraged to dispose of any unwanted items. To help estimate HHG weights, a weight estimating tool is available at <http://www.move.mil>. In addition, the TSP will estimate the weight of member's HHG during the pre move survey. If members are near their maximum allowable weight (MAW) or feel the TSP has overestimated their HHG weight they should request a witnessed reweigh at the time of their pre move survey. After their HHG have been picked up, they can contact the origin transportation office for their actual certified HHG weight. Reweighs must occur before HHGs are delivered; HHGs cannot be reweighed after delivery.

7. Professional books, papers, and equipment, also known as pro gear does not count towards a member's HHG weight allowance. See JFTR U5310.c and JFTR Appendix A, for a definition of pro gear. All pro gear must be identified at origin and the estimated weight must be entered on the Application for Shipment and or Storage, DD Form 1299. Members are responsible to ensure pro gear is separated from HHG during packing and pick-up and that pro gear is properly separated and identified as either the members pro gear or the spouses pro gear on the TSP inventory sheet. Members pro gear cannot be combined with spousal pro gear, it must be identified separately. These requirements cannot be overemphasized because pro gear weight may not be claimed after the fact.

8. Counseling is mandatory for members wishing to conduct a

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PPM of their HHG. The Application for Do It Yourself Move and Counseling Checklist, DD Form 2278 must be completed and signed by the local TO before departure. If a member conducts a PPM without counseling from their local Transportation Office, they will only be reimbursed any authorized actual cost. The counselor will calculate incentive estimates based on the member's estimated HHG weight and inform them of reimbursement requirements.

9. PPM claims must include unloaded and loaded weight tickets from the place of origin. Vehicle registrations are not acceptable as unloaded weight tickets. Members must plan ahead to ensure that certified scales are available at the time and date they plan to begin their move. Without unloaded and loaded weight tickets from origin, members will not be paid the incentive portion for their PPM moves. Reimbursement will only be paid for authorized actual costs that are directly related to the PPM. POVs including recreational vehicles and camper trailers are not considered HHG and may not be transported as such for either a PPM or a government funded HHG move. Costs to rent an auto transport are not reimbursable for actual cost PPM claims, or for operating expenses advancements. Fuel and toll reimbursement is not authorized for members solely using their POV to conduct a PPM.

10. Advanced operating allowances are authorized but only to pay for rental trucks, packing materials, and other misc operating expenses directly related to the PPM. Copies of rental truck agreements or estimates received from rental truck companies along with written operating expense estimates must be presented to the Transportation Office. Advanced operating allowances may not exceed 60 percent of the estimated incentive payment. Members should be conservative when estimating their HHG weight for advances and should use the weight estimating tool available at <http://www.move.mil>. Overestimations of HHG weights have resulted in overpayments which were recouped by Payment Adjustment Authorization (PAA). Advances will not be authorized for members solely using their POV to conduct a PPM.

11. As a precaution, members are responsible for keeping copies of their weight tickets should their original claim be lost in the mail. Do not request a constructed weight authorization from COMDT (CG-1222) for claims denied by FINCEN due to missing weight tickets. A complete PPM checklist can be found at <http://www.fincen.uscg.mil/pdf/PPMchecklist092310.pdf>.

12. When loading your rental truck you should load the heaviest items first in front and on the floor. Load lightest items last on the top and to the rear. Pack all items closely and firmly. Secure partial loads as close to the front of the cargo area as possible. Never load cargo on the outside of the truck

or overload the truck. Lastly be sure the cargo door is closed and latched securely.

13. In accordance with JFTR, par. U5417 members with dependents who own more than one POV may be authorized shipment of their second POV within CONUS. However, the member and their dependents must travel together in one POV and commercial travel at government expense is not authorized for the member or any dependents. It is imperative the member's orders reflect this entitlement to include the maximum reimbursement computation. The governments transportation cost for the second POV will be limited to the remainder of the Monetary Allowance in Lieu of Transportation (MALT) plus per diem a member or dependent would have been entitled to for non-concurrent travel by two POVs to the new PDS. Any excess costs incurred to ship a second POV will be borne by the member. The entitlement to ship a POV within CONUS when the member is physically unable to drive or there is insufficient time in accordance with JFTR, par. U5415 may only be authorized by COMDT (CG-1222).

14. Another important feature of DPS is the ability to grade TSPs by submitting a Customer Satisfaction Survey (CSS). The CSS process is simple and is used to document positive and negative performances that will affect the best value scores (BVS) of the company that moved a member's HHG. CSS have a significant impact on the TSP and is used to determine whether the TSP will receive future military HHG shipments. During outbound counseling, members must provide their work email address and a reliable phone number to the counselor. The member will receive an email with information on how to access the CSS, and a computer generated password. A member's EMPLID number will be their CSS login ID number. If a dependable email address cannot be provided during outbound counseling, members can provide an email address to the destination to for access to the CSS. With a member's log on ID and password, the CSS can be accessed through the Coast Guard Finance Center's (FINCEN) web site <http://www.fincen.uscg.mil/HHG.htm>. Because the CSS can only be completed after delivery of HHG members should make note of anything positive or negative they would like to include in their CSS. Members' participation in the CSS helps ensure only quality moving companies are used to move military members and their families.

15. Damage claim submission is the responsibility of the member. If a TSP offers to submit a claim on a member's behalf the member should respectfully refuse the TSP offer and request all documentation associated with their move to submit the claim themselves. Completion and submission of the Joint Statement of Loss or Damage at Delivery, DD Form 1840 and Notice of Loss or Damage, DD Form 1840r does

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not constitute filing a claim. These forms are only used for proper notification of loss and damage to a shipment. A claim is separate and distinct from these forms and still must be filed. See <http://www.move.mil> and the Coast Guard Finance Center's web site <http://www.fincen.uscg.mil/HHG.htm> for guidance on claim submissions.

16. Full Replacement Value (FRV) protection now applies to all HHG shipments. It is important however, that service members understand the term Full Replacement Value. This does not necessarily mean that a member would receive the full replacement cost for every item destroyed, damaged or lost. The limitations for personal property lost, damaged, or destroyed while in the care of the TSP are at least \$5,000 per shipment or \$4.00 times the net weight of the shipment, whichever is greater, up to a maximum of \$50,000. If additional coverage is necessary, it is highly recommended that the member purchase it from a private insurance company. Additional information on full replacement value can be found on the CG Finance Center web site <http://www.fincen.uscg.mil/HHG.htm> or at SDDC web site <http://www.sddc.army.mil/pp/default.aspx>.

17. The pamphlet "It's Your Move" contains guidance about shipping HHG. This pamphlet and other useful HHG information is available at <http://www.fincen.uscg.mil/HHG.htm>. Additional HHG transportation information can also be found at the Army Surface Deployment and Distribution Command (SDDC) web site <http://www.sddc.army.mil/pp/default.aspx>.

18. Commands are to ensure all members departing PCS receive a printed copy of [ALCOAST 070/12](#), and that all arriving members complete the CSS. Please place these requirements on the units check in/out sheet. No waivers to any of these requirements will be given.

19. COMDT (CG-1222) POC is CWO James Jeffery at 202-475-5393, james.r.jeffery@uscg.mil or Mr. Tony Pearson at 202-475-5368, anthony.h.pearson@uscg.mil.

20. RDML David R. Callahan, Director Reserve and Military Personnel sends.

21. Internet release authorized.

Source: [ALCOAST 070/12](#)

Travel AO News

Approving Officials,

Over the past several weeks the PPC travel audit team has noticed an increase with travelers claiming reimbursement for tuition and course fees with the Conference/Registration field in Web TPAX. Tuition and Course fees to attend regularly scheduled courses of instruction conducted at a Government or commercial training facility are not reimbursable travel expenses, these expenses are paid by other methods (e.g. Purchase Request, SF-182, etc.), not through the travel claim process. [ALCGPSC 069/11](#) message provided guidance for conferences, seminar, and registration fees. Registration fees to attend a conference which is determined to be a training activity under 5 CFR 410.404 are reimbursable travel expenses. Any claimed reimbursement for tuition/course fees with the Conference/Registration field will be removed from the travelers claim when audited by PPC travel. As an AO, do not approve/submit the travel claim when these fees are being claimed.

As an AO you have a broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission and IAW the JFTR/FTR. The Coast Guard received audit finding addressing our inability to appropriately record and report TDY obligations. Some inappropriate travel obligation practices caused misstatements on official financial reports. Some of the most common were: travel claims paid without a corresponding obligation, one set of travel orders for multiple travelers, one dollar estimated orders, and blanket orders issued for infrequent travel. These practices must stop immediately, see [ALCOAST 029/12](#). A future release of Web TPAX will include a check-box for the AO to click stating they have verified the travel has been obligated in FPD. For PCS and orders issued from TQC/other agencies, it will be their responsibility to obligate prior to issuing the tonos.

We have placed in the 3PM two guides to help with questions involving Invitational Travel Orders and Dependent Evacuations (<http://www.uscg.mil/ppc/pppm/CHAP02.pdf>). These types of orders are complex and if not done correctly may delay payment or having the traveler placed in debt. For Invitational travelers who need an airline ticket, the AO shall annotate the orders that CBA use is authorized and that SATO is used to make those arrangements. Anyone who is issued a set of Coast Guard orders and not in the Coast Guard should be directed to the Finance Centers website to sign up for Electronic Funds Transfer (https://www.fincen.uscg.mil/secure/enrollment_form.htm); otherwise a check will be issued further delaying the payment.

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Members and employees who wish to claim expenses incurred while performing official business away from the permanent duty station but in the local area must use the Standard Form-1164 (Local Travel Claim) through Web TPAX or manually for reimbursement. The DD-1351-2 (Travel Voucher) should not be used. To regulate obligations, a 13 type TONO is NOT authorized for local travel claimed on an SF-1164 and an 11 type TONO will be issued for each period of local travel performed or by combining recurring trips on one claim, supplementals are not allowed to add additional expenses. As long as no per diem has been authorized, the SF-1164 should be prepared for official business travel in the local area. Travel orders are not required with the SF-1164. AOs shall verify that the travel has been obligated in FPD prior to approving the local travel claim.

When approving travel claims for members who attended Class "A" school, check to ensure members have selected deductible meals in the drop down menu in Web TPAX. This will pay the member the CONUS incidental portion of per diem, \$5 per day (no meals). A future release of Web TPAX will include Essential Unit Messing (EUM) as a drop down selection.

PPC travel has seen an influx of travelers claiming reimbursement for expenses incurred by other travelers. IAW the Government Travel Charge Card Program, use of the GTCC for expenses for individuals other than the actual cardholder is prohibited and constitutes misuse. Most prevalent is the payment of the entire room rate by one traveler when lodging with other official travelers. IAW JFTR U4129, when official travelers share a room, each traveler is allocated the appropri-

ate percentage of the room rate charged (e.g. 2 official travelers are each allocated 50% of the room cost; 3 official travelers are each allocated 33%). Each traveler must request that the lodging costs be split into the appropriate percentage; payment must be made by each traveler and documented on separate itemized lodging receipts. Other cases in which travelers claimed reimbursement for expenses incurred by other travelers include multiple rental vehicles, multiple parking spaces/ valet parking and common carrier transportation tickets.

Official travelers within a group may use a single rental vehicle claimed by a single traveler as "authorized drivers" IAW The U.S. Government Rental Car Agreement.

Please note IAW JFTR App G, mission related expenses are not reimbursable as travel expenses including equipment, materials, pet care and hotel concierge.

For members receiving their PCS travel orders and requesting advances, advances will be paid no more than thirty (30) days before the member detaches from their PDS.

The Global Business Travel Association's National Travel Forum 2012 will take place in Phoenix, Arizona from June 5-7. The Coast Guard will not be hosting a separate tac-on session.

CWO3 JAY BENBOW
TRAVEL BRANCH CHIEF
COAST GUARD PAY & PERSONNEL CENTER

Financial Management for Temporary Duty (TDY) Travel Order

In the first 100 days of fiscal year 2012, more than 2,200 travel order settlements were paid to travelers where no obligation existed in the Finance and Procurement Desktop (FPD), resulting in a direct expenditure in the Core Accounting System.

[ALCOAST 045/12, FINANCIAL MANAGEMENT FOR TEMPORARY DUTY \(TDY\) TRAVEL ORDER - ACTION ORDER ONE](#), provides procedures that travel Approving Officials (AOs) must follow to prevent unauthorized transactions in the Core Accounting System.

Updated - FY 2012 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.

The following Ninth Coast Guard District, Operation Summer Stock, localities are now listed in the [Coast Guard Reduced Per Diem Rates and Procedures guide](http://www.uscg.mil/ppc/travel/CoastGuardReducedPerDiemRatesandProcedures.pdf) (<http://www.uscg.mil/ppc/travel/CoastGuardReducedPerDiemRatesandProcedures.pdf>).

CG LOCATION	CITY	STATE	M&IE RED RATE	EFFECTIVE DATE
AUXOP STA Sodus Point	Sodus Point	NY	\$15.00	01MAY12
AUXOP STA Sackets Harbor	Sackets Harbor	NY	\$15.00	01MAY12
AUXOP STA Alpena	Alpena	MI	\$15.00	01MAY12
AUXOP STA Green Bay	Green Bay	WI	\$15.00	01MAY12
OIC Selfridge	Mt. Clemens	MI	\$15.00	01MAY12
STA Michigan City	Michigan City	IN	\$15.00	01MAY12
STA Sheboygan	Sheboygan	WI	\$15.00	01MAY12
CG STA Rochester	Rochester	NY	\$15.00	01MAY12
CG STA St. Clair Shores	St. Clair Shores	MI	\$15.00	01MAY12
CG STA Marquette	Marquette	MI	\$15.00	01MAY12
CG STA St. Ignace	St. Ignace	MI	\$15.00	01MAY12
CG STA Alexandria Bay	Wellesley Island	NE	\$15.00	01MAY12
CG STA Marblehead	Marblehead	OH	\$15.00	01MAY12
CG STA Bell Isle	Bell Isle	MI	\$15.00	01MAY12
CG STA Sturgeon Bay	Sturgeon Bay	WI	\$15.00	01MAY12
CG STA Duluth	Duluth	MN	\$15.00	01MAY12
CG Air Facility Muskegon	Muskegon	MI	\$32.00	01MAY12



2012 PPC Annual YN Symposium

"Expanding Horizons: Where Tradition and Transformation Converge"

Date: Sept. 18-20, 2012 (0800 - 1630 all 3 days)

Place: Capitol Plaza Hotel

Address: 1717 SW Topeka Blvd., Topeka, KS

We are pleased to announce the dates for the annual 2012 Pay & Personnel Center Yeoman Symposium. This year's event, our 7th annual gathering of Yeoman, will be held 18 through 20 September 2012 in Topeka, KS. The 2011 workshop exceeded our expectations, with Yeoman attending from Coast Guard units all over the country. This event is critical for our responsibility in SPO Service Line Management and this year's event is shaping up to be the best one yet.

The theme for the YN symposium this year is *"Expanding Horizons: Where Tradition and Transformation Converge"*. The U.S. Coast Guard known for a storied tradition and quick adaptability during times of transformation is again entering into a new phase of operation with respect to human capital management. As the effects of modernization take hold and the responsibilities change across the service, it will be the Yeoman we look to for answers. This year's theme exposes the reality of the Yeoman world of work and how the goals People, Purpose, and Passion are required to successfully accomplish and sustain the U.S. Coast Guard missions.

This year's agenda is dedicated to relevant topics for SPOs and Admin Yeoman based upon your feedback from last year's sessions, the survey responses received earlier this year, and the many changes currently taking place within the Coast Guard. It is important to note that this Yeoman symposium is considered "mission critical" for field personnel working in the personnel services arena. We will have many guest speakers who are subject-matter experts in their respective fields as well as our own PPC experts. The tentative agenda will be available online soon.

We strongly encourage SPO staff members and unit admin personnel to attend this important symposium if at all possible. Put in your request for travel funds with your command now and come out to learn the latest in your world of work so that you can take the information and improved skills back to your unit!

We look forward to seeing you this September!

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

Do Not Duplicate Leave Entries!

During our first week of the new leave reporting procedures that began on 26 March, PPC has detected users submitting overlapping or duplicating leave dates via in DA II (Absence Request) that have already been reported and processed in DA I (Vacation Request).

All users are reminded to not submit leave in DA II (Absence Request) that has already been submitted and processed via DA I (Vacation Request). A thorough review and audit of a member's leave in DA I (Vacation Request) is required, prior to any proxy leave submissions by users in DA II (Absence Request).

Please Refer to [E-Mail ALSPO A/12: SPO Procedures for Leave Transactions \(Absence Requests\)](#) for guidance on the proper procedure on how to correct or delete leave that was

originally submitted via DA I (Vacation Request).

SPOs do not need to delete transactions they've already entered in the DA Vacation Request, even if they are dated after 26 March 2012. These transactions will process through JUMPS. However, leave transactions entered in the DA Vacation Request will not appear in the new Absence Request. Members may have an expectation that future-dated leave requests they have submitted will appear in the new Self Service Absence Request and they may attempt to reenter them if they are not present. Duplicate entries will require manual intervention by PPC and the SPO. Therefore, SPOs should acknowledge receipt of any recent leave requests they've already processed through the Vacation Request or Absence Request.