PPC SPO Manual

Part II, Pay Entitlements

Overview

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PPC SPO Manual

Part II, Pay Entitlements

Chapter 1, Allotments

Overview

Introduction

The allotment system is a convenience provided to active duty members (or reservists on active duty with 140 days or more ADT or 181 days or more ADOT remaining) for deductions from their monthly pay. These deductions can be used for savings, loans, insurance, U.S. Savings Bonds and other securities via savings allotments to Treasury Direct, charities, support of dependents, education, CG associated dues, and any other legal purpose. There are times when you need to stop, start, or change an allotment or a bond and this job aid explains the process.

Reminder: Allotments are deducted from the mid-month and end-month paydays (50% each payday) and the funds are transferred/deposited on the 1st of the following month.

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Cutoff Dates

Schedule

Changes, starts and stops to Allotment are processed according to the schedule posted in the Direct Access online help at

http://www.uscg.mil/ppc/ps/allotments_and_bonds/allotments_and_bonds_overview.htm

Breakdown

Funds will be deducted from mid-month pay if the transaction to stop the allotment is not input on or prior to the date shown in the *Last Date to Start Allotment* column. However, the system will refund the amount withheld from the mid-month pay on the end-month payday. The Year/Month is the **last deduction month**. This means the allotment **will** be deducted and paid **that month** and will not be deducted or paid the following month.

Examples

1. If you choose **2010/04** for the last deduction, the allotment will be deducted from your (or the member's if not using self-service) pay on 15 April (*mid month payday)* and 30 April *(end month payday)* and the funds will be transferred on 1 May.
2. If you do not want the allotment to be paid on **1 Sept 2010** you must enter **2010/07 (July)** in the Stop Year/Mo field. The allotment will be paid on 1 Aug (using funds deducted from your (or the member's - for SPO users) mid-month and end-month July paydays. If the transaction is input after 4 August 2010 but on or before 18 August 2009, 50% of the allotment will be deducted from the mid-month August payday. This amount will be refunded in the end-month August pay day (01 September 2010).

Allotment Rules

Introduction

This section provides a summary of policies for administration of the allotment system.

References

Refer to the following directives for additional information:
(a) Coast Guard Pay Manual, COMDTINST 7220.29 (Series), Chap 7.
(b) Personnel and Pay Procedures Manual, PPCINST M1000.2 (Series), Chap 8-A.

Max Allotment Amount

A member may not allot more than the amount of pay he or she is entitled to. The system does not edit allotments against the member's available pay, it is up the user to determine if there is sufficient net pay available to start or change an allotment amount. Available pay is determined by the pay system (JUMPS), not Direct Access. You may be able to start or increase an allotment which exceeds your available pay in the system, but the allotment transaction will not process through the pay system.

EFT Requirement

All allotment payments must be made by electronic funds transfer (EFT).

Allotment Types

A member is only permitted to have one current allotment of the following types:

- Combined Federal Campaign Fund
- One education allotment (either Veteran's Education Assistance or Montgomery GI Bill) (Note: These are input only by accession points)
- MGIB Additional Amount (Note: These are input only by the SPO)
- Loan Repay-CG Mutual Assistance
- Navy Mutual Aid Insurance

Except for loans, only one allotment of any type to the same payee is authorized. Multiple loan allotments to **same payee must have unique account numbers**.

Summary of Rules

A summary of allotment rules is shown in the tables below. Refer to Coast Guard Pay Manual, COMDTINST M7220.29(series)., Chap 7, for more information about allotments.

Continued on next page

Allotment Rules, Continued

Self-Service Allotment Rules

Self-Service Allotments (can be entered by SPO/PPC also)

Purpose and type code of Allotment	Allotment Limitation	Required Period?	Carry into Retirement?	Notes
Support of Dependents D (Discretionary)	None	No	Yes	
Savings Bond Series-I G (Nondiscretionary) Note: Bond allotments discontinued in Sept. 2010	None	No	Yes	$5,000 limit per year. Note: Member must submit stop allotment request when/if they reach the annual purchase limit.
Home Loan Repayment, Set-A-Side Housing Program, mortgage or rent H (Discretionary)	None	No	Yes No	
Commercial Insurance I (Discretionary)	None	No	Yes	For payment of life insurance premiums for member and/or family
Credit Union/Bank Loan L (Nondiscretionary)	None	No	No	
Navy Mutual Aid Insurance M (Discretionary)	One	No	Yes	Member and family only
Other O (Discretionary)	None	No	No	Payment to any individual, vendor, or financial institution for any legal purpose not covered by other codes

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Allotment Rules, Continued

Summary of Rules

A summary of allotment rules is shown in the tables below. Refer to Coast Guard Pay Manual, COMDTINST M7220.29(series), Chap 7, for more information about allotments.

Purpose and type code of Allotment	Allotment Limitation	Required Period?	Carry into Retirement?	Notes
Savings/Checking Accounts S (Discretionary)	None	No	Yes	Not payable to finance companies. Electronic Funds Transfers only
Treasury Direct Savings	None	No	Yes	Replaced bond allotments, which were discontinued in September 2010
CG Association X (Discretionary)	None	No	Yes	Blanket payee's only

Self-Service Allotment Changes

The member will be able to start, change, and stop the following allotments in self-service:

- CG Association Dues
- Support of Dependents
- Insurance Premiums, including Navy Mutual Aid Insurance
- Loan repayment to financial institution (other than, CG Mutual Assistance, American Red Cross, Armed Forces Relief, and government debts)
- Personal savings/checking accounts

Continued on next page

Allotment Rules, Continued

Non Self-Service Allotments

Non Self-Service Allotments (SPO or PPC only)

Purpose and Type Code of Allotment	Allotment Limitation	Required Period?	Carry into Retirement?	Notes
CFC C (Nondiscretionary)	One	Yes	No	It will stop every December. Allotments for CFC donations are entered by the member's SPO. A CFC pledge card may be submitted to start allotments for contributions to CFC.
VEAP Education E (Nondiscretionary)	One	Yes	No	Refer to Section 7.C., CG PAYMAN. If not entered in Allotment system contact PPC for assistance.
MGIB Education F (Nondiscretionary)	One	Yes	No	Refer to Section 7.C, CG PAYMAN. If not entered in the Allotment system at time of accession, contact PPC for assistance.
Additional MGIB K (Nondiscretionary)	One	Yes	No	Increments of $20. Total contribution not to exceed $600 Must provide a stop date. Forward Allotment Worksheet to SPO to start allotments.
Mutual Assist/Morale American Red Cross Armed Forces Relief L (Nondiscretionary)	None None None	Yes Yes Yes	Yes No No	Mutual Assistance Loan repayment allotments are only entered by CGMA Officials using the CGMA computer system.
CGMA Contribution	One	No	Yes	Allotments for CGMA contributions are entered by the member's Serving Personnel Office. A CGMA pledge card may be submitted to start allotments for contributions to CGMA.
Indebtedness T (Nondiscretionary)	None	Yes	Yes	Example: Defaulted VA loans. Contact PPC (lgl) for assistance.

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Allotment Rules, Continued

Non Self Service Changes

The member will not be able to start, change, or stop the following allotments in self service. These allotments will have to be done by authorizing officials.

- **Thrift Savings Plan (TSP) -** TSP base pay contributions may be adjusted by the member using the Thrift Savings Plan self-service page. Starts or other changes must be submitted to PPC (mas) using the appropriate TSP form.
- **CG Mutual Assistance Loans and contributions**. Allotments for CGMA contributions are entered by the member's Serving Personnel Office. A CGMA pledge card may be submitted to start allotments for contributions to CGMA. .The unit CGMA officer enters allotments for loan repayment in the CGMA computer system.
- **American Red Cross Loans**. Allotments for repayment of Red Cross loans are entered by the member's Serving Personnel Office. Complete an Allotment Worksheet (CG-2040) from enclosure (1) to the Personnel and Pay Procedures Manual and forward it to the SPO to start, stop or change.
- **Armed Forces Relief Loans**. Allotments for repayment of AFRS loans are entered by the member's Serving Personnel Office. Complete an Allotment Worksheet (CG-2040) from enclosure (1) to the Personnel and Pay Procedures Manual and forward it to the SPO to start, stop or change
- **Voluntary Payment of Government Debt**. Allotments for government debt are entered by PPC (mas).
- **Combined Federal Campaign (CFC) donations**. Allotments for CFC donations are entered by the member's Serving Personnel Office. A CFC pledge card may be submitted to start allotments for contributions to CFC.
- **Montgomery GI Bill (MGIB)**. MGIB pay reductions are started upon the member's election to participate in the MGIB and stop automatically when the maximum amount has been deducted. PPC (mas) should be contacted if changes are necessary.
- **MGIB Additional Amount**. Allotments for MGIB "Kicker" are entered by the member's Serving Personnel Office.
- **Veterans Educational Assistance Program (VEAP)**. PPC (mas-dc) starts and stops VEAP contributions for eligible members.
- **Tricare Dental Program (TDP) premiums** (Not displayed or updated in PeopleSoft, contact the contractor to start/stop/change TDP deductions. Contac information is available at http://www.tricare.mil/contacts/).

Continued on next page

Allotment Rules, Continued

Types of Allotments

Members are authorized to have the following type of allotments:

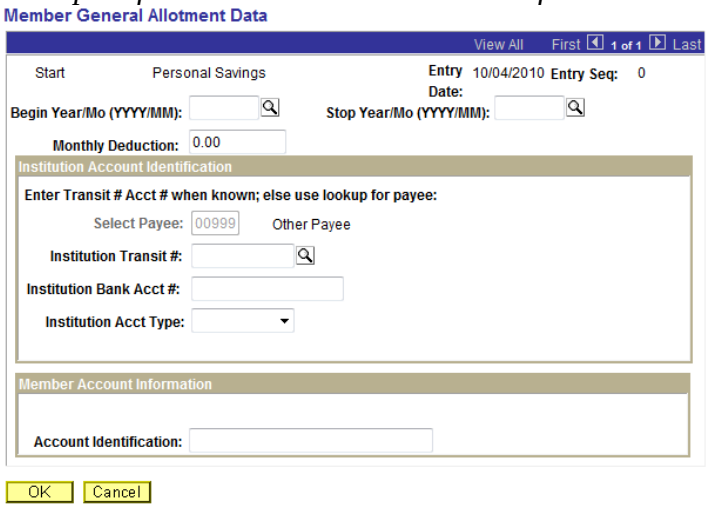
- Voluntary payment to a dependent and relatives.
- Payment of home loan, mortgage or rent.
- Payment of premium for commercial insurance such as life, dental, health, vehicle, etc.
- Repayment to a financial institution for car loan, home improvement loan, etc.
- Navy Mutual Aid Insurance.
- United States Government Life Insurance.
- Deposits to a financial institution, mutual fund company, or investment firm, for the personal or joint account of the member.
- Payment of dues to a Coast Guard association.
- Contributions to CG Mutual Assistance or Combined Federal Campaign programs.

Starting a New Allotment

Introduction

This section provides procedures for starting a new allotment. Self-Service and SPO procedures are similar; both are covered in this topic.

Example of the General Allotment screen for a new savings allotment.



Before you begin

Only one allotment or bond transaction can be submitted per day. This applies to all starts, stops or changes.

Procedure

Start Internet Explorer, sign into the system and follow these steps to start a new allotment.

Step	Action
1	Select menu items in the following order: ➡ **Self-Service:** Home > Self-Service > Employee > Tasks > **Allotments** ➡ **Non Self-Service (SPO)** Home > Compensate Employees > Maintain Payroll Data (US) > Use > **Allotments** Non self-service users complete the Employee lookup page, enter the member's employee ID and click Search. ***Note:*** **When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.**

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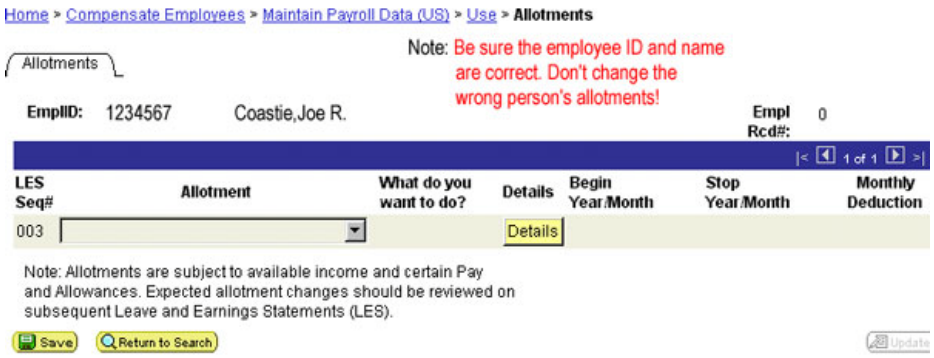
Starting a New Allotment, Continued

Step	Action
2	The allotment page will open. A new blank row will be displayed if there are no active allotments.  If there are any other allotments in effect, they will be displayed. Click the Start New Allotment button to insert a new row.
3	Choose the allotment type to start from the drop down ( ) menu in the allotment column of the new row. ***Note:*** Some allotment types can only be started by the SPO or PPC. If you are using self-service and attempt to start or update one of these types of allotments an error message will display. See the Self-Service Allotment Rules Table for more information.
4	Click the Details button.

Self-Service & SPO/PPC	Non Self-Service
CG Association Dues	Combined Federal Campaign Fund
Insurance Premium	Loan Repay-American Red Cross
Loan Repay Other	Loan Repay-Armed Forces Relief
Navy Mutual Aid Insurance	Loan Repay-CG Mutual Assist.
Payment-Home Loan, Mtg, Rent (Including Public/Private Venture (PPV) Housing)	Montgomery GI Bill (MGIB) Additional Amount
Personal Savings/Treasury Direct Savings	Montgomery GI Bill (MGIB)
Support of Dependents	Savings Deposit Plan
	Veteran's Education Assistance (PPC)
	Voluntary Pmt of Gov Debt.

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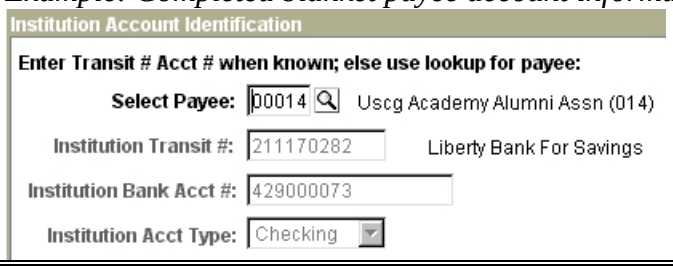
Starting a New Allotment, Continued

Step	Action
5	The Member General Allotment Data page will display. Complete the fields as described below.

Field	Description/Instructions
Begin Year/Mo (YYYY/MM):	Enter the year and month the deduction from pay will start. Example, March 2008 would be entered as 2008/03. Click the icon to lookup valid dates. See cutoff dates at the beginning of this chapter for more information. ***Reminder***: Allotments are paid after they are deducted from the member's pay. For example, using a Begin Year/Mo entry of 2008/**11** would result in the allotment being paid on 1 **Dec** 2008.
Monthly Deduction	Enter the amount of the allotment.
Select Payee	If this is not a blanket allotment you will have to enter **00888** or you may already be defaulted to **00999** depending on the specific allotment type. If this allotment is to a blanket payee, click the icon to lookup a list of blanket payees. ***Note:*** If payee has provided you with the Institution (Routing) Transit Number, Account Number and account type, you do not need to lookup a blanket payee code. Simply enter the information as provided by the payee. *Example: Completed blanket payee account information:* 

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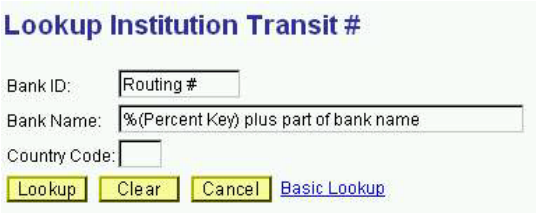
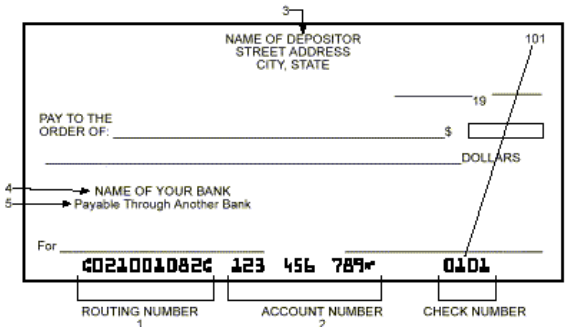
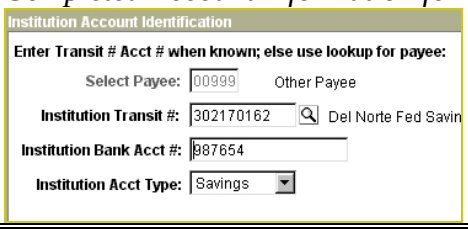
Starting a New Allotment, Continued

Procedure (continued)

Step	Action
5 (cont.)	

Field	Description/Instructions
Institution Transit #:	If "**00888**" or "**00999**" are in the Select Payee field you will need to complete this field. Click the to lookup a list of bank routing numbers. Enter the routing number in the Bank ID field or all or part of the institution's name in the Bank Name field and click the Lookup button. *Use of % character to search for bank ID:*  You can also refer to a check or deposit slip for the transit number and account information. 
Institution Bank Acct#:	Enter the account number. Do not use any spaces.
Institution Acct Type	Click the and choose the account type. *Completed Account information for a non blanket payee:* 

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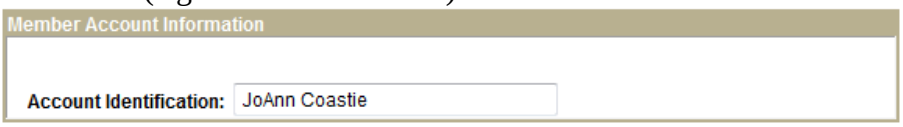
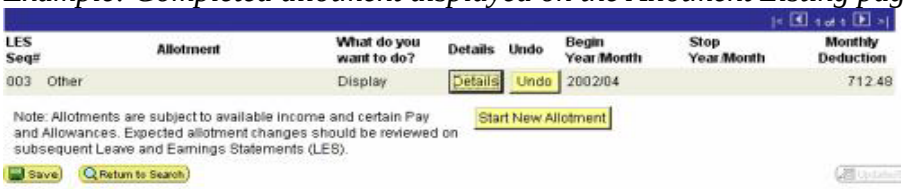
Starting a New Allotment, Continued

Step	Action
6	Complete the Member Account Information. This field is not required for some allotments (e.g. CFC contributions) and has a maximum of 35 characters.  **Account Identification**: Enter the name of the account holder and any additional account or policy number not previously identified.
7	Click the OK button at the bottom of the page. If all fields were completed correctly you will be returned to the Allotment Listing page and the new allotment will be displayed. If a required field was left blank or not completed correctly you will be prompted to correct the data. ***Note:*** Clicking OK does not register the allotment, you must click save on the Allotment page to save the allotment entry. Carefully review the changes you have made before proceeding to the next step. Be absolutely sure that all the data is correct and that you have not made any typographical errors (e.g. Amount is $1000.00 when you meant $100.00). Also, if you are entering this change on behalf of a member (non Self-Service); be sure you entered the correct employee ID number when you began this transaction. If you have any questions or concerns, cancel the transaction and ask for help.
8	Click Save on the Allotment Listing page to register the allotment. *Example: Completed allotment displayed on the Allotment Listing page:* 

Undoing a New Allotment before it Takes Affect

Introduction

You can delete an allotment before it goes into effect. To undo an allotment, return to the member's Allotment listing page (using the menu instructions in Step 1 in the previous section for Starting an Allotment).

Procedure

You will see that a new column has been added with the Undo button:

Step	Action
1	Click the Undo button to cancel the allotment.
2	You will be prompted to confirm this action. Click **Yes** to cancel the allotment. Click **No** to keep it.
3	Click Save on the Allotment Listing page. This will finalize the cancelation and remove the entry from the allotment page.

Changing an Allotment

Introduction

This section provides procedures for changing an allotment. Self-Service and SPO procedures are similar; both are covered in this topic.

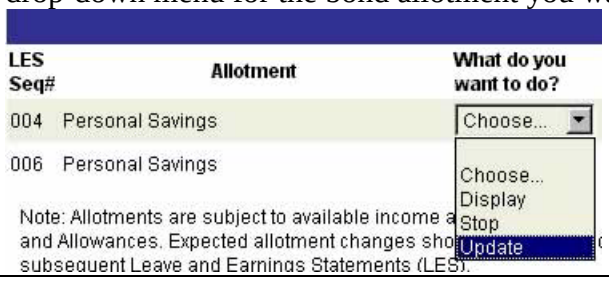
Before you begin

Only one allotment or bond transaction can be submitted per day. This applies to all starts, stops or changes.

If a field on the allotment page is inaccessible (e. g. *Grayed-Out*), you must stop and then restart the allotment. Most fields can be changed. However, key data items, such as the blanket payee code cannot be changed.

Procedure

Start Internet Explorer, sign into the system and follow these steps to change a bond allotment.

Step	Action
1	Select menu items in the following order: ➡ **Self-Service:** Home > Self-Service > Employee > Tasks > **Allotments** ➡ **Non Self-Service (SPO)** Home > Compensate Employees > Maintain Payroll Data (US) > Use > **Allotments** Non self-service users complete the Employee lookup page, enter the member's employee ID and click Search. ***Note:*** **When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.**
2	The Allotment page will display. Select **Update** from the "***What do you want to do***" drop-down menu for the bond allotment you want to change. 

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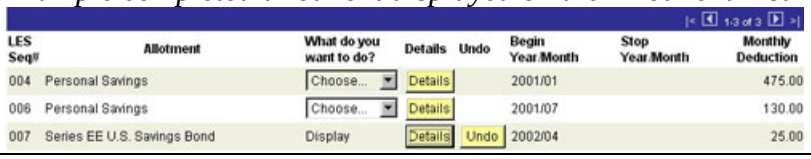
Changing an Allotment, Continued

Step	Action
3	Click the Details button. The **Member General Allotment Data** page will display. Complete the fields as described in the Start a New Allotment topic. ***Note:*** Refer to the Allotments & Bonds processing schedule to determine dates.
4	Click the OK button at the bottom of the page. If all fields were completed correctly you will be returned to the Allotment Listing page and the allotment will be displayed. If a required field was left blank or not completed correctly you will be prompted to correct the data. ***Note:*** Clicking OK does not register the allotment, you must click save on the Allotment page to save the allotment entry.
5	After verifying that all information is correct, click Save on the Allotment Listing page to register the allotment. *Example completed allotment displayed on the Allotment Listing page:* 

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LES Seq#	Allotment	What do you want to do?	Details	Undo	Begin Year/Month	Stop Year/Month	Monthly Deduction
004	Personal Savings	Choose...	Details		2001/01		475.00
006	Personal Savings	Choose...	Details		2001/07		130.00
007	Series EE U.S. Savings Bond	Display	Details	Undo	2002/04		25.00

Starting a Treasury Direct Allotment

Introduction

This section provides procedures for starting a new Treasury Direct allotment. Self-Service and SPO procedures are similar; both are covered in this topic.

Before you begin

Only one allotment transaction can be submitted per day. This applies to all starts, stops or changes.

About Treasury Direct Allotments

The U.S. Department of the Treasury announced it will stop issuing paper savings bonds through federal payroll savings plans effective 30 September 2010. This change will reduce the costs associated with the U.S. Savings Bond Program and supports the Treasury's long-term plan to issue all securities electronically.

While paper payroll savings bonds will no longer be available by payroll deduction, members will still have the opportunity to invest in savings bonds and other Treasury securities through TreasuryDirect. This convenient and secure web-based system allows the user to purchase, manage, and redeem electronic (paperless) savings bonds online.

After a member establishes a TreasuryDirect account at www.treasurydirect.gov, they can establish an allotment to fund the account.

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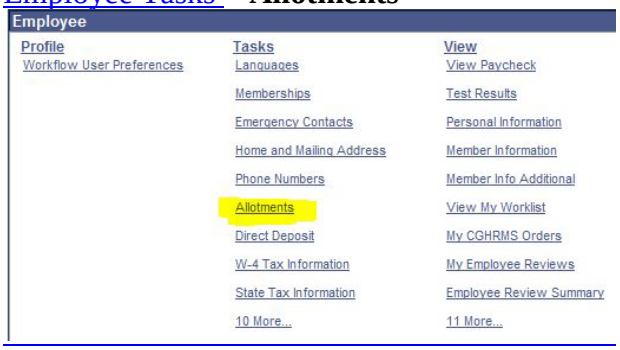
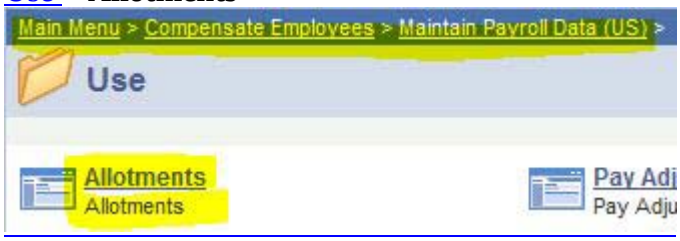
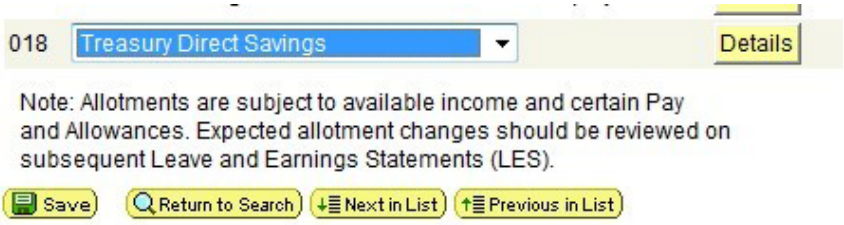
Starting a Treasury Direct Allotment, Continued

Procedure Start Internet Explorer, sign into the system and follow these steps to start a new bond allotment.

Step	Action
1	Select menu items in the following order: ➡ **Self-Service:** Employee Tasks > **Allotments**  ➡ **Non Self-Service (SPO)** Enterprise Menu > Compensate Employees > Maintain Payroll Data (US) > Use > **Allotments**  Non self-service users complete the Employee lookup page, enter the member's employee ID and click Search.
2	The allotment page will open. A new blank row will be displayed if there are no active allotments. If there are any other allotments in effect they will be displayed. Click the Start New Allotment to insert a new row.
3	Choose the *Treasury Direct Savings* type from the drop down (▼) menu in the allotment column of the new row. 

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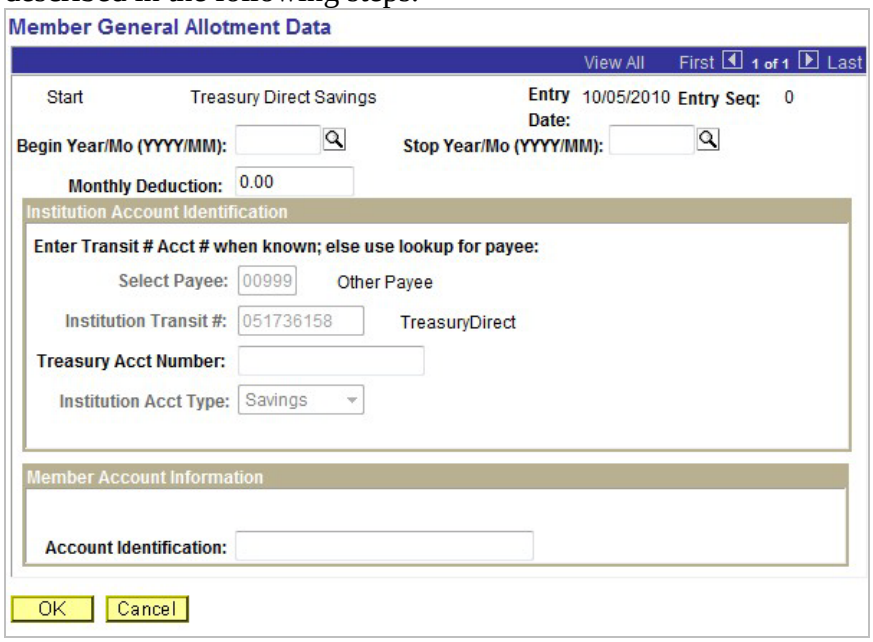
Starting a Treasury Direct Allotment, Continued

Procedure (continued)

Step	Action
4	Click the Details button. The Allotment Data page will display. Complete the fields as described in the following steps. 
5	**Begin Year/Mo (YYYY/MM):** Enter the year and month the deduction from pay will start. Example, March 2010 would be entered as 2010/03. Click the icon to lookup valid dates. See cutoff dates above for more information.
6	**Monthly Deduction**: Enter the amount of the monthly deduction.
7	**Institution Transit #:** This field will be pre-filled with "051736158" this is the routing transit number/bank ID for "Treasury Direct" (Note: This number appears as "Bureau Of The Public Debt " in JUMPS) **Institution Transit #:** 051736158 Treasury Direct
8	**Treasury Account Number:** Enter the account number for the account assigned by Treasury Direct. **Do not include any hyphens or spaces**. **Institution Bank Acct #:** 123123123 **Note**: Do not include any hyphens or spaces. **Example**: Account Number **A-715-686-268** must be entered as **A715686268**.

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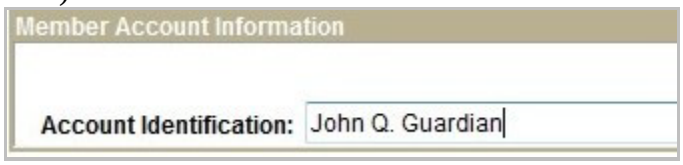
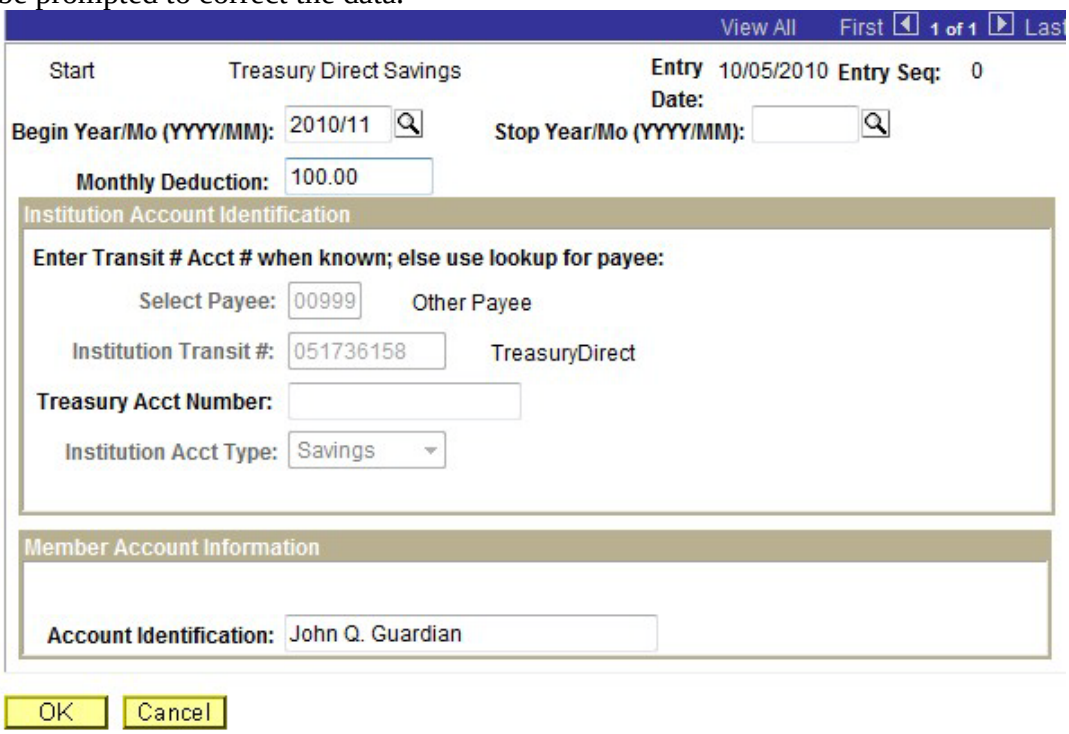
Starting a Treasury Direct Allotment, Continued

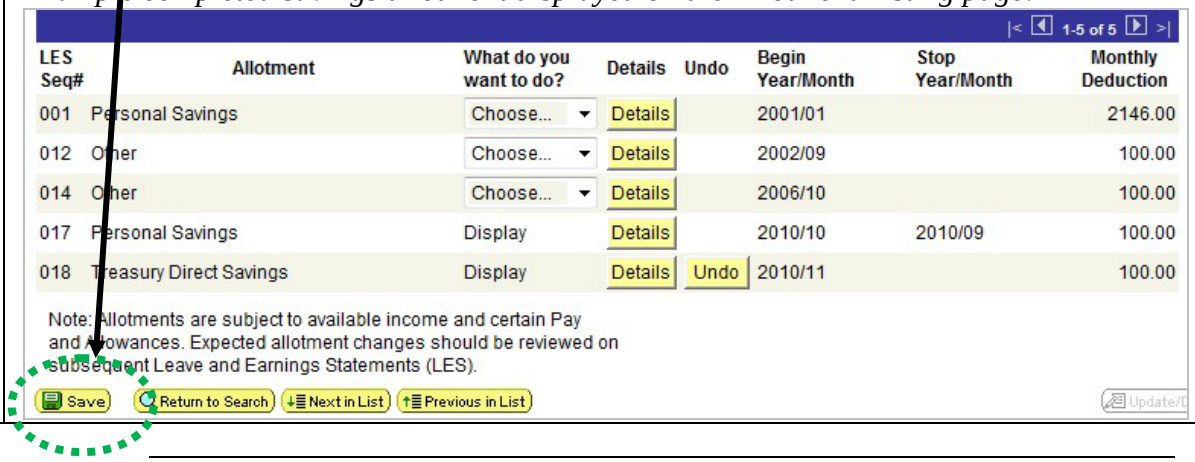
Procedure (continued)

Step	Action
9	Institution Acct Type: This field will be pre-filled with "Savings" for the account type.
10	Account Identification: Enter the Treasury Direct account holder's name (First MI. Last) 
11	Click the OK button at the bottom of the page. If all fields were completed correctly you will be returned to the Allotment Listing page and the new allotment will be displayed. If a required field was left blank or not completed correctly you will be prompted to correct the data.  ***Note:*** Clicking OK does not register the bond allotment, you must click save on the Allotment page to save the bond allotment entry.

Continued on next page

Starting a Treasury Direct Allotment, Continued

Procedure (continued)

Step	Action
12	Carefully review the changes you have made before proceeding to the next step. Be absolutely sure that all the data is correct and that you have not made any typographical errors (e.g. Amount is $1000.00 when you meant $100.00). Also, if you are entering this change on behalf of a member (non Self-Service); be sure you entered the correct employee ID number when you began this transaction. If you have any questions or concerns, cancel the transaction and ask for help. Click Save on the Allotment Listing page to register the allotment. *Example completed savings allotment displayed on the Allotment Listing page:*  1-5 of 5 LES Seq# | Allotment | What do you want to do? | Details | Undo | Begin Year/Month | Stop Year/Month | Monthly Deduction 001 Personal Savings | Choose... | Details | 2001/01 | 2146.00 012 Other | Choose... | Details | 2002/09 | 100.00 014 Other | Choose... | Details | 2006/10 | 100.00 017 Personal Savings | Display | Details | 2010/10 | 2010/09 | 100.00 018 Treasury Direct Savings | Display | Details | Undo | 2010/11 | 100.00 Note: Allotments are subject to available income and certain Pay and Allowances. Expected allotment changes should be reviewed on subsequent Leave and Earnings Statements (LES). Save | Return to Search | Next in List | Previous in List

Stopping an Allotment

Introduction

This section provides procedures for stopping an allotment. Self-Service and SPO procedures are similar; both are covered in this topic.

Guidelines

You cannot undo or change an allotment stop. Once the transaction is saved, no changes are possible.

Only one allotment transaction can be submitted per day. This applies to all starts, stops or changes.

If you want to change the allotment amount, account ID or address, follow the procedures in the Change an Allotment topic, you do not need to stop the allotment to make these changes.

Stop Date

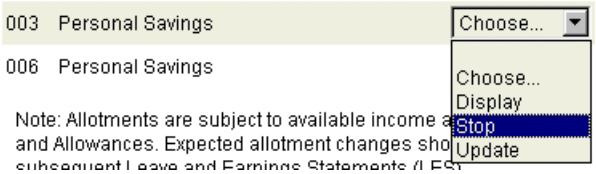
The Stop/Year is the **last deduction month**. This means the allotment/bond **will** be deducted and paid **that month** and will not be deducted or paid the following month.

- **Example 1:** You choose 2010/04 for the last deduction, the allotment/bond will be deducted from your (or the member's if not using self-service) pay on 15 April (*mid month payday)* and 1 May *(end month payday)* and the funds will be transferred on 1 May.
- **Example 2**: You do not want the allotment to be paid on **1 Sept 2010**, you must enter **2010/07 (July)** in the Stop Year/Mo field. The allotment will be paid on 1 Aug (using funds deducted from your (or the member's -- for SPO users) mid-month and end-month July paydays.

Continued on next page

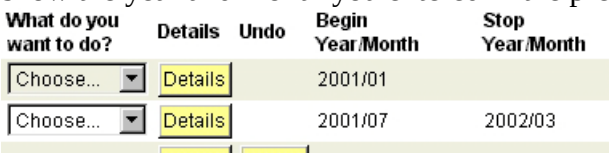
Stopping an Allotment, Continued

Procedure Start Internet Explorer, sign into the system and follow these steps to stop an allotment.

Step	Action
1	Select menu items in the following order: ➡ **Self-Service:** Home > Self-Service > Employee > Tasks > **Allotments** ➡ **Non Self-Service (SPO)** Home > Compensate Employees > Maintain Payroll Data (US) > Use > **Allotments** Non self-service users complete the Employee lookup page, enter the member's employee ID and click Search.
2	The Allotment page will display. Select **Stop** from the "***What do you want to do***" drop-down menu for the allotment or bond you want to stop.  ***Note:*** Some allotment types can only be changed/stopped by the SPO or PPC. If you are using self-service and attempt to modify one of these types of allotments an error message will display. See Allotment Rules for more information.
3	Click the Details button.

Continued on next page

Stopping an Allotment, Continued

Step	Action
4	The Member General Allotment Data page will display. The cursor will be positioned in the **Stop Year/Mo (YYYY/MM)** field. Enter the year and month for the **last deduction** (The last deduction month means the allotment/bond will be deducted and paid that month and will not be deducted or paid the following month. If, for example, you choose 2011/04 for the last deduction, the allotment/bond will be deducted from your (or the member's if not using self-service) pay on 15 April and 1 May and the funds will be transferred on 1 May.) or click the icon to look up a date to enter. See cutoff dates for more information. *Funds will be deducted from mid-month pay if the transaction to stop the allotment is not input on or prior to the date shown in the *Last Date to Stop Allotment Without Deduction from mid-month pay* column (of the Allotments Overview topic in the Direct Access online help). However, the system will refund the amount withheld from the mid-month pay on the end-month payday. The Year/Month is the **last deduction month**. This means the allotment/bond **will** be deducted and paid **that month** and will not be deducted or paid the following month.
5	Click the OK button at the bottom of the page. If all fields were completed correctly you will be returned to the Allotment Listing page, the **Stop Year/Month** column will show the year and month you entered in the previous step.  **Note**: Clicking OK does not register the allotment stop, **you must click save** on the Allotment page to save the allotment entry.

Continued on next page

Stopping an Allotment, Continued

Procedure (continued)

Step	Action
6	Click Save on the Allotment Listing page to save the allotment stop. **Note**: You cannot undo or change an allotment or bond stop. Once the transaction is saved, no changes are possible. You may click the Details button to review your stop transaction to be sure you have selected the correct **last deduction** date.

Montgomery GI Bill Allotments (Accession Points and PPC)

Introduction

This section describes the process for Montgomery GI Bill (MGIB) enrollment or decline enrollment allotments.

Discussion

MGIB enrollment allotments are reductions of basic pay, not allotments. However, the Coast Guard has implemented the use of allotment-like processes to record enrollments, basic pay reductions, and non-enrollments in the program. The DA allotment panels are also used to record a member's eligibility for the ***GI Bill Kicker* -- also known as the Coast Guard Active Duty College Fund** – it is offered by the Coast Guard in order to attract qualified personnel to critical ratings. The College Fund is an additional amount of money that increases an individual's basic monthly benefit and is included in his or her monthly GI Bill payment from the VA. Please refer to COMDTINST 1760.10(series) for Coast Guard policy. GI Bill Kicker eligibility is recorded in DA by PPC (mas-dc). Accession point SPOs shall forward a copy of the enlistment contract and Statement of Understanding, U. S. Coast Guard Active Duty College Fund to PPC (mas-dc) for all eligible members.

Allotments (Type "K") **are used** for members who want to participate in the Montgomery GI BILL Increased Benefit Contribution Program. Do not confuse these allotments with the MGIB-Kicker. Members may elect to contribute an additional $600, beyond their initial $1200 pay reduction, to MGIB in order to receive additional benefits. MGIB-Additional Amount allotments are input by the member's SPO. Follow the procedures in the Start a New Allotment section of this chapter to input MGIB-Additional Amount allotments.

"Automatic" Enrollment

A member, who does not elect not to receive education benefits within the first two weeks of active duty, will have their basic pay reduced by $100 per month for 12 consecutive months. Accession point SPOs will enter MGIB enrolment, by following the procedures in this section, for any eligible member who does not decline MGIB education benefits within the first two weeks of active duty.

Continued on next page

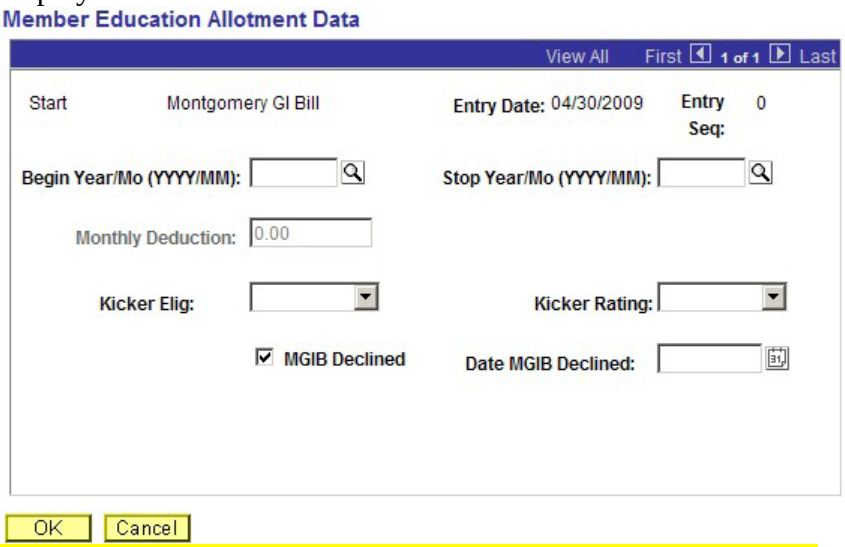
Montgomery GI Bill Allotments (Accession Points and PPC), Continued

Members' election not to enroll

The source document for a member's election to decline MGIB education benefits is DD Form 2366, MONTGOMERY GI BILL ACT OF 1984 (MGIB). Section 5 must be completed by the member to decline automatic enrollment. Accession point SPOs will enter a member's election not to enroll in the MGIB by following the procedures in this section.

Procedure

Follow these steps to enter a member's enrollment or non-enrollment in the MGIB

Step	Action
1	Follow the procedures in the Start a New Allotment section of this chapter to navigate to the Allotment page for the member.
2	Click the "Start a New Allotment" button.
3	Select "Montgomery GI Bill" from the allotment-type dropdown list.
4	Click the "Details" button. The MGIB Allotment details panel will display:  Note: The "Kicker Elig" and "Kicker Rating" fields can only be modified by PPC.
5	Refer to the "Record Election" or "Record Decline" procedures on the following page to complete this transaction.

Continued on next page

Montgomery GI Bill Allotments (Accession Points and PPC), Continued

Record Election Procedure

1. Enter the month and year of first deduction in the ***Begin Year/Mo (YYYY/MM)*** field.
2. Click the OK button (this will return you to the allotment summary page)
3. Click the Save button.
4. If the member is also entitled to the MGIB-Kicker/Coast Guard Active Duty College Fund Program, forward a copy of the enlistment contract and statement of understanding to PPC (mas-dc). PPC will complete the “Kicker Elig” and “Kicker Rating” fields.

Record Decline Procedure

1. Verify that the checkbox for “***MGIB Declined***” remains checked. Mark it if it is not checked.
2. Enter the signature date from section 5 of the member’s DD form 2366 in the **Date MGIB Declined** field.
3. Click the OK button (this will return you to the allotment summary page)
4. Click the Save button.

PPC SPO Manual

Part II, Pay Entitlements

Chapter 2, Payment Option Election (Non Self-Service)

Payment Option Election

Introduction

This section provides procedures for entering Payment Option Election (POE) information into PeopleSoft. Members, who already have a direct deposit POE in the system, my change their account information using the Self-Service Direct Deposit menu item.

- SPO and PPC users can create a member's first POE or add a new one when a member wants to change accounts or have their pay accrued at PPC.
- CG Academy and PPC users can use the Cadet Fund option when a cadet has submitted a new POE and subsequently does not graduate.

Visit the Coast Guard Finance Center's web site at https://www.fincen.uscg.mil/secure/enrollment_form.htm if you want to change the account used for deposit of travel claim payments.

Accessions

Be sure to submit this transaction when a person becomes a member of the Coast Guard, Coast Guard Reserve, NOAA Commissioned Officer Corps or is accepted as a cadet at the Coast Guard Academy. If submitting this transaction as part of an accession, ensure the effective date is the same as the accession date and the transactions, including an **Employee Tax Data Information** transaction, are all submitted in the same JUMPS update cycle.

Effective Date

Use the processing schedule (published annually via E-Mail ALSPO Message) to determine the payday the new POE change will be effective.

Note: Future dating is allowed to "target" a payday. Any future date may be utilized (up to six months in the future). Using the 1st of the next month for targeting a mid-month payday or the 16th of the month for targeting and end-of-month payday is recommended.

Continued on next page

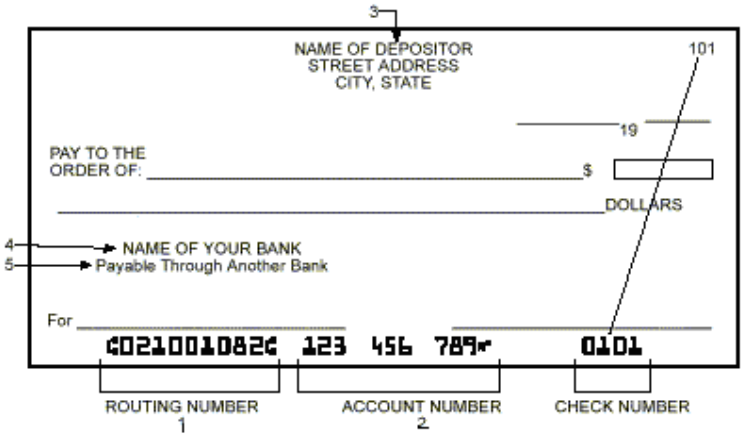
Payment Option Election, Continued

Effective Date (Example)

Example: The member wants the direct deposit account to be changed beginning with the 15 November payday. Date the change **after** the cutoff of the 01 November payday (22 Oct) but **before** the cutoff for the 15 November payday (06 Nov).

Account and Bank Routing/Bank ID Numbers

You can obtain the Account and Bank ID numbers from a voided check (as shown below) or from information provided on the Payment Option Election Worksheet (CG-2015).

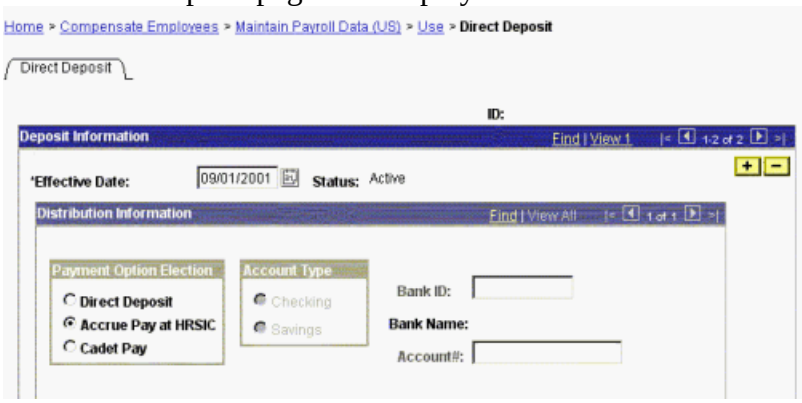


1. **ROUTING TRANSIT/BANK ID** Number. Entered in PeopleSoft as "021001082"
2. **ACCOUNT NUMBER**. Entered in PeopleSoft as "123456789". No spaces are allowed. If dashes are indicated, they may be entered.
3. **ACCOUNT TITLE**. Must include employee name.
4. **FINANCIAL INSTITUTION NAME**.
5. If your check or sharedraft includes "payable through" under the bank name, contact the financial institution to help obtain the correct Bank ID number for Direct Deposit processing.

Continued on next page

Payment Option Election, Continued

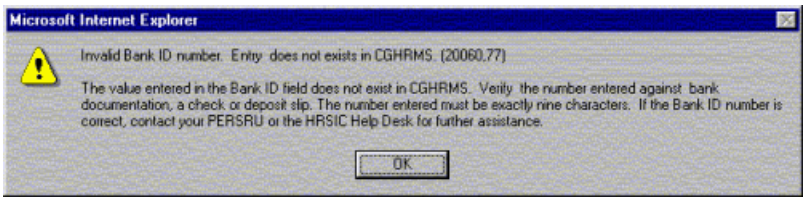
Procedure Start Direct-Access, sign-in, and follow these steps to change or set up a member's POE.

Step	Action
1	Select menu items in the following order: Enterprise Menu > Compensate Employees > Maintain Payroll Data (US) > Use > **Direct Deposit**
2	A search page will appear. Enter the member's employee ID number or other search criteria and click the Search button to select the member you wish to display. ***Note:*** **When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or SSN before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Classification.**
3	The Direct Deposit page will display. 
4	Click the + button to create a new Direct Deposit. A new row will be inserted.
5	The effective date field will show the current date, you may change it if necessary, by directly entering the date or choosing one by clicking on the icon. Refer to the Effective Date discussion above for more information.

Continued on next page

Payment Option Election, Continued

Procedure (continued)

Step	Action
6	Select the Payment Option Election by clicking the radio button for the option desired. If you choose Direct Deposit, the Account Type, Bank ID and Account # fields will also need to be completed. If you choose either of the other options, these fields will be grayed out. If you selected Accrue Pay at PPC or Cadet Pay, click the Save button. If you selected Direct Deposit complete the remaining fields.
7	Enter the 9-digit bank routing number in the **Bank ID** field. • This entry will be validated when you exit out of the field. The Bank Name field will display the name of the bank corresponding to the ID number you entered. • Only valid entries are allowed. • If for some reason the Bank ID is not in the system, please contact PPC Customer Care, at (866) 772-8724 (toll free) or (785) 339-2200, for assistance.  Invalid Bank ID error message.
8	Enter the account number in the **Account #** field. • This field is limited to 17 alphanumeric characters. • Dashes (-) are allowed. • No spaces are allowed.
9	Carefully review the data you have entered before saving this transaction. Be absolutely sure that all the data is correct and that you have not made any typographical errors. Be sure you entered the correct employee ID when you began this transaction. If you have any questions or concerns, cancel the transaction and ask for help. Click the Save button. Click the Return to Search button if you have more POE transactions to complete or use the menu links to exit the application.

Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 3, Employee Entitlement Navigation and Data Entry

Overview

Introduction

This chapter provides the procedure for navigating the individual **Employee Entitlements** component in Direct Access.

In this chapter

This chapter covers the following topics.

Topic	See Page
Accessing Employee Entitlements	II-3-3
Working with Effective Dates	II-3-7
Automatic Stopping of Entitlements (PCS or Separation)	II-3-11
Starting an Entitlement	II-3-17
Reviewing and Approving an Entitlement Start	II-3-23
Stopping an Entitlement	II-3-27
Correcting an Entitlement	II-3-30
Deleting an Entitlement	II-3-33

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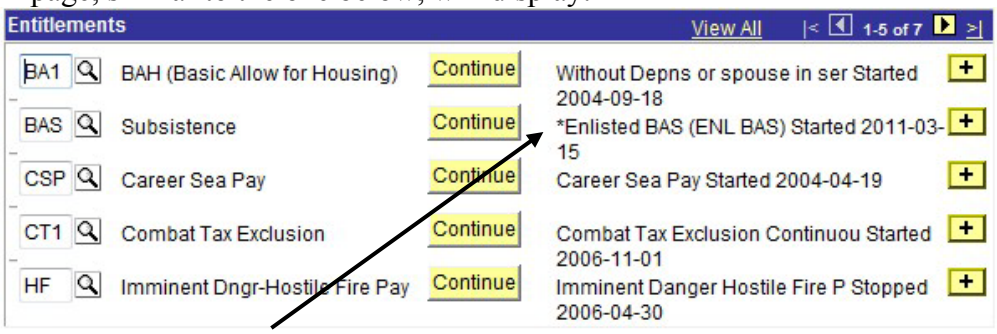
Accessing Employee Entitlements

Introduction

This section provides the procedure for accessing and viewing Employee Entitlements.

Procedure

Logon to MyPortalDirect and follow these steps to access Employee Entitlements.

Step	Action
1	From the Enterprise Menu, select the following: Compensate Employees > Maintain Entitlements > Use > **Employee Entitlements**
2	A search page will appear. Enter the member's **Employee ID** number or other search criteria and click the Search button to select the member you wish to display. **Note:** When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or SSN before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.
3	Either the **Summary Page** or **Detail Page** will appear depending on which option was used when you last exited the component. Select the **Employee Entitlement Summary** Panel from the icons located at the bottom left-hand corner of the screen. Employee Entitlement Summary | Employee Entitlement Detail The current selection will have no underline.
4	A page, similar to the one below, will display:  Note: If an asterisk (*) appears in the description, the entitlement entry has not been approved.
5	Select View All in the title bar.

Continued on next page

Accessing Employee Entitlements, Continued

Step	Action
6	Follow the instructions in the table.

If an entitlement in the Summary page for the type of entitlement you are working with ….	Then….
exists	click the Continue button adjacent to that entitlement. The **Employee Entitlement Detail** page will appear (see exhibit below).
does *NOT* exist	• click a + button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected. • type the **Entitlement Code** in the look-up box or use the magnifying glass to search for and select the entitlement earning code. click the Continue button adjacent to the new row to bring it up in the **Employee Entitlement Detail** screen.

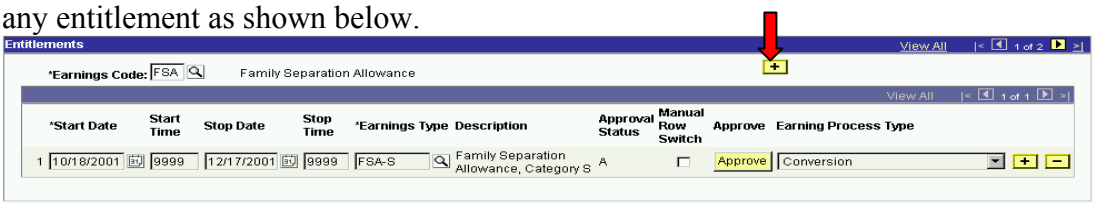
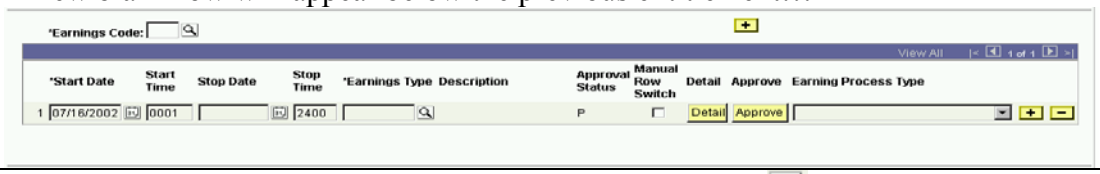
Exhibit: An Employee Entitlement Detail Screen:

Continued on next page

Accessing Employee Entitlements, Continued

Alternate Procedure

If you are already working in the **Employee Entitlement Detail** page and need to start, stop, correct or delete another type of entitlement, you can do so WITHOUT returning to the **Employee Entitlement Summary** page.

Step	Action
1	Select View All from the displayed title bar to list all entitlements.
2	Scroll to find the row with the **Earnings Code** you want to change. If a row with the Earnings Code you want isn't listed (after clicking View All), click the + button from any entitlement as shown below.  A new blank row will appear below the previous entitlement… 
3	Enter the **Earnings Code** field or use the magnifying glass to search and select Earnings Code.

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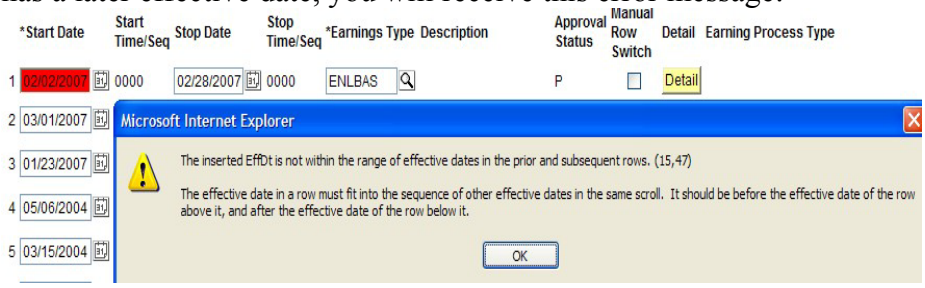
Working with Effective Dates

Introduction

This section provides information on inserting entitlement rows in the proper sequence.

About effective dates

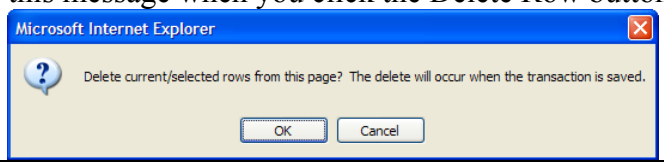
The Employee Entitlements component stores entitlement entries by the start date of the entitlement. The start date is the effective date of the row. If you try to insert a new entitlement row **above** an existing entitlement row, which has a later effective date, you will receive this error message:



Notice the Start Date of the new row we inserted at row #1 is earlier than the Start Date in row #2.

Proper sequence

Be sure to insert new rows in the correct position. The Effective Date error can be avoided by entering new rows in the proper sequence.

Step	Action
1	Click "OK" to dismiss the error. Delete the new row you've just entered by clicking the Delete Row button (−). You will receive this message when you click the Delete Row button: 
2	Click "OK" to proceed. The Entitlement Detail screen will return to its previous state, as shown below.

Continued on next page

Working with Effective Dates, Continued

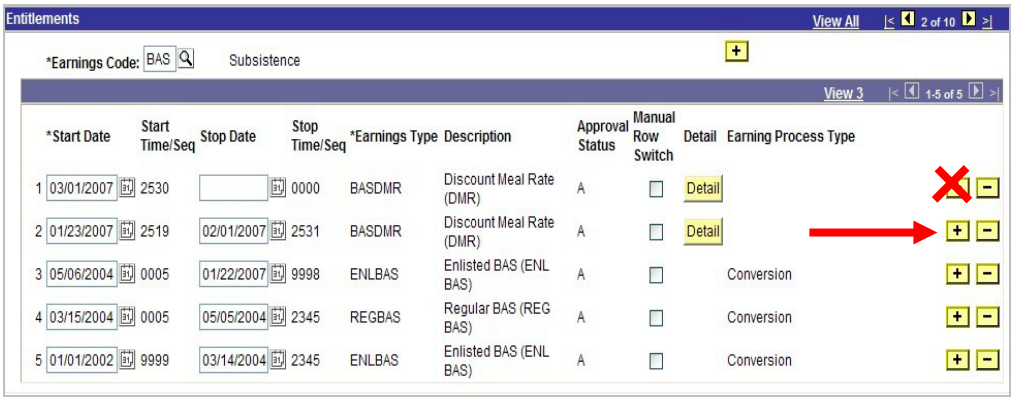
Proper sequence (cont.)

Step	Action
3	Click the Insert New Row button to the right of the existing row that has an effective date **earlier than the start date of the new entitlement** you are trying to enter.

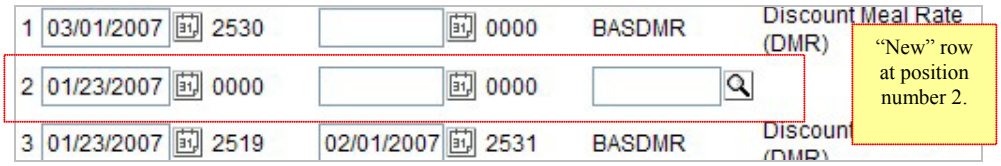
Example

In the example below, the user didn't enter the member's BAS entitlement for 02/02/2007 thru 02/28/2007 before he/she entered the 03/01/2007 row to restart BASDMR when the member returned from TDY.

To enter the TDY entitlement, click the Insert Row button in the #2 row, **not the #1 row**.



This will create a new row in the #2 position and renumber the existing rows accordingly.



You can now enter the dates, earnings type and details for the missing transaction.

Continued on next page

Working with Effective Dates, Continued

Manual Row Switch

If you need to enter an entitlement with an effective date earlier than the date on the oldest existing row, you will need to use the "Manual Row Switch" checkbox to override the system edits. Only SPO Supervisors (CGHRSUP Role Users) can enter and save transactions requiring the use of the "Manual Row Switch" checkbox. **DO NOT** attempt to delete an existing row (that has been approved and transmitted -- approval status "A") in order to enter a row with an earlier effective date. Cancel any changes you've made, exit the system, and ask your SPO Supervisor to enter the transaction.

Note: When a CGHRSUP Role User creates an entitlement row it must be approved by another CGHRSUP Role User. A transaction cannot be approved by the same person who created the transaction.

Example

Using the Manual Row Switch checkbox allowed the CGHRSUP Role User to save the transaction (as indicated by the Approval Status of "A") with a start date, in row #1, earlier than the start date in the oldest row (#4).

	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail
1	01/01/2005	2533	03/24/2005	2534	BASDMR	Discount Meal Rate (DMR)	A	☑	
2	12/16/2006	2524		0000	BASDMR	Discount Meal Rate (DMR)	A	☐	Detail
3	04/09/2005	2507	12/15/2006	9998	ENLBAS	Enlisted BAS	A	☐	
4	03/25/2005	2503	04/08/2005	9998	ENLBAS	Enlisted BAS	A	☐	

The rows will appear in the correct sequence the next time you visit the member's Entitlement Detail page.

	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail
1	12/16/2006	2524		0000	BASDMR	Discount Meal Rate (DMR)	A	☐	Detail
2	04/09/2005	2507	12/15/2006	9998	ENLBAS	Enlisted BAS	A	☐	
3	03/25/2005	2503	04/08/2005	9998	ENLBAS	Enlisted BAS	A	☐	
4	01/01/2005	2533	03/24/2005	2534	BASDMR	Discount Meal Rate (DMR)	A	☑	

Info from row #1 now appears in row #4

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Automatic Stopping of Entitlements

Introduction

This section describes the automatic stops of entitlements when a member departs or reports on PCS orders or is discharged, released from active duty or retired.

Auto Stop Issues

A program will update stop dates in the Entitlement rows for pay entitlements that are automatically stopped upon Permanent Change of Station.

Many times a SPO will approve a departing or reporting PCS endorsement, save it and then look at the member's entitlement rows and notice the stop dates have not been entered by the system. This sometimes causes the SPO to attempt to insert the dates manually. If the dates do not show up in entitlements, click **'Return to Search**' and then go back into the member's entitlements summary. The dates will be inserted.

When a SPO inserts the dates manually it causes several problems.

- When the auto stop function is allowed to work it does not create an audit record. Therefore no transaction is sent to JUMPS. If it is manually entered an audit record is created and will kick out on the exception report because the JUMPS auto stop program already closed the segments on the correct date.
- There have been numerous occasions where the SPO entered an incorrect date when manually entering the dates, most frequently, when entering **ENLBAS**.

It is important to remember that the JUMPS auto stop program shuts down the proper segments when the departing or reporting endorsement is transmitted to JUMPS.

- The Direct Access auto stop function inserts the dates to reflect what JUMPS is doing. No transaction is sent to JUMPS when these dates are inserted. Due to deferred processing there is a delay before the system-generated stop entries will appear in the entitlements section.

Continued on next page

Automatic Stopping of Entitlements, Continued

Change in Departure/ Report Date

The SPO does not need to manually adjust PCS Auto Stops of entitlements if the member's departure or report date is changed after the endorsement is approved and saved.

There are times when a departing and reporting endorsement have been approved and the SPO has to change the departure date later. For instance, after the member reports it is discovered that the member left at a later date, but the previous SPO was unaware of the change. When the departure date is changed, the entitlements rows do not always reflect the new date.

Sometimes the stop date will reopen but nothing is inserted to reflect the new date. The resync program will take care of inserting the date after the update cycle runs. If an SPO tries to manually adjust these dates, audit records are created, which is confusing when they hit the exception report.

Remember, when the departing or reporting endorsement processes, it causes the segments to adjust the member's PCS entitlements. The only time an SPO should change the stop date inserted by the Direct Access auto stop function is if the member's entitlement actually changed on a different date.

Pay Entitlements Auto Stopped upon Departure

The following pay entitlements will automatically be stopped in JUMPS upon successful processing of a PCS departing transaction. Direct-Access entitlement rows will be updated by the system after the PCS departing transaction is approved and saved.

Entitlement	Entitlement Stops
Aviation Career Incentive Pay (ACIP)	Auto stops effective the date of PCS departure if the Continue ACIP checkbox is not selected on the Departing Endorsement Transaction. Click the Departing Entitlements button to access the ACIP checkbox.
Aviation Crew / Non-Crew Pay (HDIP)	Auto stops effective the date of PCS departure.
BAH With Dependents (BAH)	DA will insert a stop date effective the day prior to PCS reporting. However, JUMPS will continue to pay BAH-With until a new transaction is submitted reflecting the member's BAH entitlement at the new unit.

Continued on next page

Automatic Stopping of Entitlements, Continued

Pay Entitlements Auto Stopped upon Departure (continued)

Entitlement	Entitlement Stops
BAH Without Dependents (BAH W/O)	Auto stops effective the date of PCS departure. However, members without dependents are entitled to BAH W/O while in transit and the pay system (JUMPS) will credit any BAH W/O due when the reporting endorsement on orders transaction processes. See the BAH During PCS topic in Part IV of this manual for more information.
Basic Allowance for Subsistence (BAS)	*See Discount Meal Rate (BASDMR) or Enlisted BAS (ENLBAS) below.*
Career Sea Pay (CSEAPAY) & Career Sea Pay Premium	Auto stops effective the date of PCS departure.
Combat SGLI Allowance	Auto stops on last day of the month of PCS departure.
Combat Tax Exclusion	Auto stops on last day of the month of PCS departure.
Discount Meal Rate (BASDMR)	Auto stops effective the day prior to PCS departure. When a member departs a BASDMR unit, the departing PCS transaction: (a) Stops the BASDMR row in Direct Access the day prior to departure PCS. (b) Shuts down segment 27 the day prior to departure PCS. (c) Inserts an ENLBAS row to start the day of departure PCS. (d) Keeps segment 24 open (because the member is entitled to ENLBAS while en route PCS).
Diving Duty Pay	Auto stops effective the date of PCS departure.
Enlisted BAS (ENLBAS)	Auto stops effective the date of PCS reporting.
Family Separation Allowance (FSA)	Auto stops on day prior to PCS reporting less leave, proceed time, and compensatory absence.
Family Separation Housing (FSH)	Auto stops on day prior to PCS departure
Flight Deck Hazardous Duty Incentive Pay	Auto stops effective the date of PCS Departure
Foreign Language Proficiency Pay (FLPP)	Auto stops on date of PCS Departure

Continued on next page

Automatic Stopping of Entitlements, Continued

Pay Entitlements Auto Stopped upon Departure (continued)

Entitlement	Entitlement Stops
Hardship Duty Pay Location (HDP-L)	Auto stops effective the date of PCS departure.
Hazardous Duty Incentive Pay for Visit, Board, Search & Seizure	Auto stops effective the date of PCS departure
Imminent Danger Pay/Hostile Fire Pay	Auto stops effective the last day of the month of PCS departure.
INCONUS COLA	Members receiving INCONUS COLA at the old duty station will continue to receive it enroute. The PCS Reporting will automatically shutdown CONUS COLA the day prior to reporting**,** and a*lso automatically* reduces INCONUS COLA for the number of days the member is in a travel status**.**
OUTCONUS Cola	Auto stops effective the day prior to PCS departure unless 'Continue COLA' is checked (this includes departure on "terminal leave" ICW separation). Click the Departing Entitlements button to access the Continue COLA checkbox.
Overseas Housing Allowance (OHA)	Auto stops effective the day prior to PCS departure unless 'Continue OHA' is checked (this includes departure on "terminal leave" ICW separation). Click the Departing Entitlements button to access the Continue OHA checkbox. See the BAH During PCS topic in Part IV of this manual for more information. When members PCS from OUT CONUS and OHA stops, the SPO needs to start BAH TR for the effective the day of PCS departure
Partial BAH	These members are entitled to BAH W/O while in transit and the system (JUMPS) will credit any BAH due when the reporting endorsement on orders transaction processes. See the BAH During PCS topic in Part IV of this manual for more information.
Responsibility Pay	Auto stops effective the day prior to PCS departure.

Continued on next page

Automatic Stopping of Entitlements, Continued

Pay Entitlements Auto Stopped upon Departure (continued)

Entitlement	Entitlement Stops
Special Duty Assignment Pay (SDAP)	Auto stops effective the day prior to PCS departure.
State Income Tax Withholding	State Income Tax Withholding (SITW) auto starts on date of PCS reporting if member assigned to state that taxes military pay while member is stationed with the state.

Auto-Stops of Pay Entitlements upon Separation

Pay entitlements for a member who is being discharged, released from active duty (RELAD), or retired, will automatically be stopped by JUMPS on the effective date of separation. The member's DA entitlements page will show the entitlement stop dates upon saving and approving the separation transaction. SPOs do not need to manually stop pay entitlements for a member who is separating, unless the entitlement is to stop on a day other than the date of separation.

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Starting an Entitlement

Introduction This section provides the procedure to start an entitlement

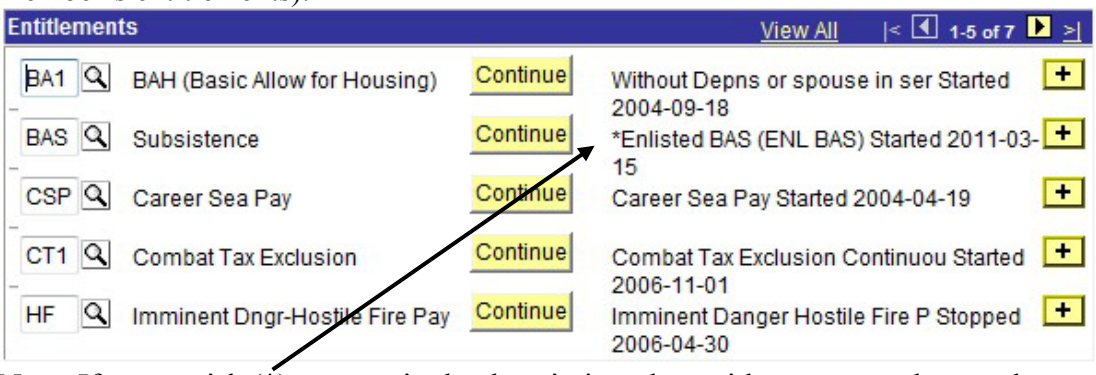
Procedure Follow these steps to start an entitlement

Step	Action
1	Select menu items in the following order: Enterprise Menu > Compensate Employees > Maintain Entitlements > Use > **Employee Entitlements**
2	The *Employee Entitlements Find an Existing Value* page will display. Enter the member's Employee ID number in the **EmplID** field or enter their Social Security Number (without any hyphens or spaces) in the **SSN #** field. ***Warning:*** Do not attempt to locate the member in the system by searching based on name, department, job code, etc. This practice is expressly prohibited. You must have the member's Employee ID or SSN to enter any transaction in the system. Selecting the wrong person from the search listing and entering erroneous transactions results in over/under payments for the members involved and exposes you to possible disciplinary action.
3	Mark the **Include History** checkbox (you may have to scroll the page down slightly to access the checkbox.
4	Click the Search button to continue.
5	The *Employee Entitlements* page will display. This page has two sections, which are accessed using the links at the bottom of the page. Employee Entitlement Summary Employee Entitlement Detail Select the Employee Entitlement Summary section if it is not already displayed (The current selection will have no underline). Employee Entitlement Summary | Employee Entitlement Detail

Continued on next page

Starting an Entitlement, Continued

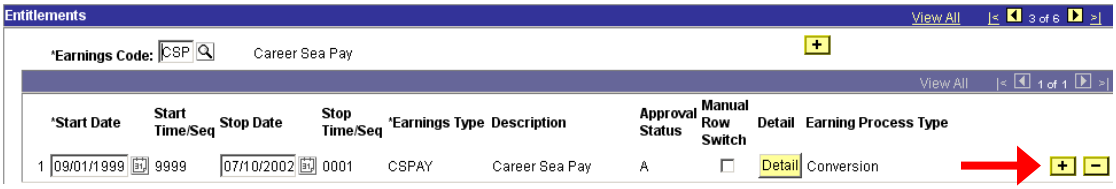
Procedure (cont'd)

Step	Action
6	The *Entitlements Summary* section will display. It lists all the entitlements the member is currently receiving and those, which have been stopped (use the View All link, which will be active if there are more than 5 entitlements, to display all of the member's entitlements).  Note: If an asterisk (*) appears in the description, the entitlement entry has not been approved. Scan the list of entitlements for an existing entitlement row of the same type you want to start. **If a row exists in the Summary Panel…** • **Click** the Continue button adjacent to it. The Employee Entitlement Detail screen will appear. Proceed to Step 7. **If a row doesn't exist in the Summary Panel…** 1. **Click** a + button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected. 2. Enter the entitlement code in the look-up box or use the magnifying glass to search for and select the code for the entitlement you want to start. Then **click** the Continue button adjacent to the row to bring it up in the Employee Entitlement Detail screen.

Continued on next page

Starting an Entitlement, Continued

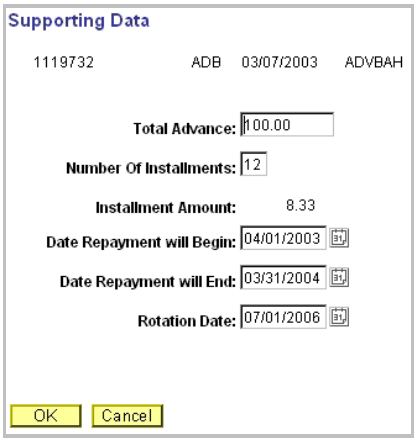
Procedure (cont'd)

Step	Action
7	If the member previously had an entitlement of this type the entitlements page will show the most recent row. Click the add row icon (+). Modifying an existing row equates to entering a correction to the original transaction. **Always add a new row if you do not intend to stop or correct an existing transaction.**  If this is the first entitlement of this type the page will open with a new blank row. In this case, you do not need to click the add row icon as there is already a new row to work with.
8	Enter the **Start Date** (MM/DD/YYYY) for the entitlement. The system will default to the current date.
9	If applicable, enter the **Stop Date** (MM/DD/YYYY). Most entitlements do not require a stop date. You would only enter a stop date, when starting an entitlement, if the entitlement were for a known period (e. g. Member was entitled to FSA-T for the month of May).
10	Enter the **Earnings Type** code. This code further defines the entitlement and is required on all transactions. Click the magnifying glass icon to display a list of codes applicable to the Earnings Code entered in Step 6.

Continued on next page

Starting an Entitlement, Continued

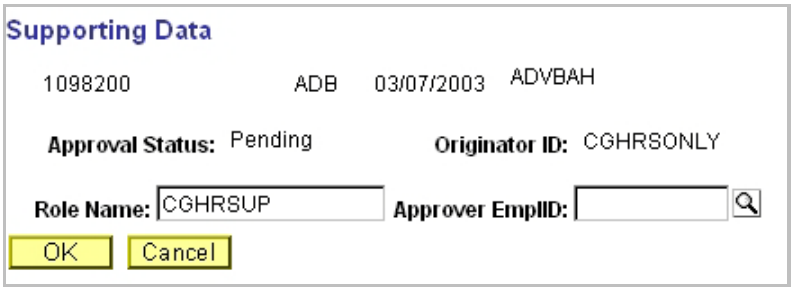
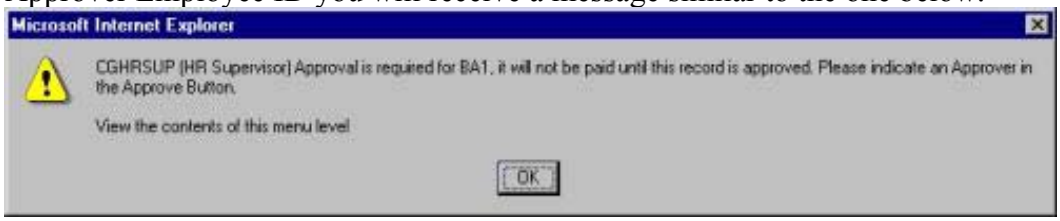
Procedure (cont'd)

Step	Action
11	If the Detail button is displayed (not applicable to all entitlements), click it to open the supporting data page. Fill in the supporting data and click the OK button to return to the entitlements page. Example supporting data page (advance BAH entitlement):  If you attempt to save a transaction without providing the supporting data, when required, you will receive a message similar to the below when attempting to save: Click OK to dismiss the message. Click the Detail button and fill in the required supporting data.

Continued on next page

Starting an Entitlement, Continued

Procedure (cont'd)

Step	Action
12	Click the Approve button. The Supporting Data page will open. Enter the Employee ID of the person who will be approving this transaction in the space provided. You can use the magnifying glass icon to search for the employee ID.  If you attempt to save a transaction, which requires approval, without entering an Approver Employee ID you will receive a message similar to the one below.  Click OK to dismiss the message. Click the Approve button and enter the Approver ID.
13	Click the Save button to save the transaction. If the transaction requires approval and you have entered the Approver's ID, per Step 12 above, you will receive the following *information* message: Click OK to dismiss the message; it is merely a reminder that the transaction is not final until it is approved.

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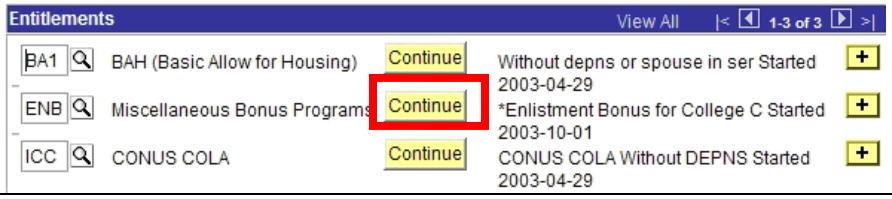
Reviewing and Approving an Individual Entitlement Start

Introduction

This section provides the navigation procedure for reviewing and approving an individual entitlement start.

Approval process

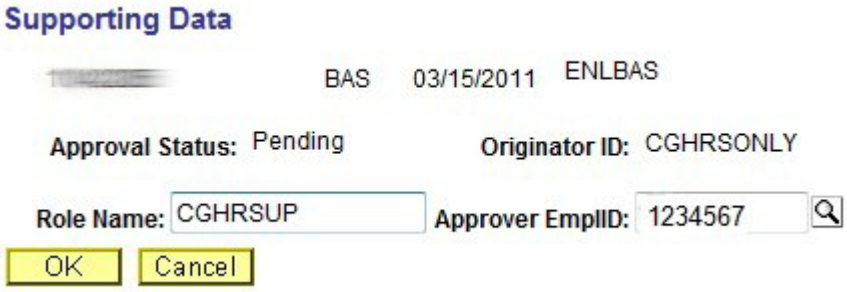
Follow these steps to approve an individual entitlement transaction.

Step	Action
1	Click on the Direct Access Worklist link in Common Links box on the MyPortalDirect home page. Note: You can also access the entitlement entry directly from the Compensate Employees > Maintain Entitlements > Use > **Employee Entitlements** as described on page 3 of this chapter. You must use the menu path if approving an entitlement entry that was originally routed to another user and does not appear on your worklist. If using the menu skip to step 3. If you approve an entry on behalf of another user the item will remain on the other user's worklist even after it is approved.
2	Click on the link showing the Employee ID number for the transaction you want to review.
3	The member's Entitlements Summary Page will display. In the example below the Enlistment Bonus transaction is marked with an asterisk (*) to indicate that it has not been approved. Click the ***Continue*** button in the entitlement row to access the entitlement. 

Continued on next page

Reviewing and Approving an Individual Entitlement Start,
Continued

Approval process (continued)

Step	Action
4	The transaction will display. Review the information (start date, stop date (if applicable), earnings type and the Supporting Data section (details button)). Note: The CGHRSUP role user can make changes to the stop date and to entries in the Supporting Data (details button) section. If the start date or earnings type code is incorrect the entitlement row must be deleted.
5	If all fields are correct, click the Approve button. **Warning**: Do not click the Approve button if you do not intend to approve the transaction. The transaction will default to approved status (upon saving) if any CGHRSUP role user, other than the user who created the transaction, accesses the supporting data page. If you do access this page and do not intend to approve the transaction you must exit the employee entitlements component without saving any changes. The Approval Supporting Data will display:  **Do not make any changes**. Click the **OK** button to continue. Note: If approving this entitlement entry on behalf of another user the system will automatically update the **Approver EmplID** field with your employee ID. This change will not be reflected until the transaction is saved.

Continued on next page

Reviewing and Approving an Individual Entitlement Start,
Continued

Approval process (continued)

Step	Action
6	Click on the Save button. The approval status will change from "P" (Pending) to "A" (Approved) the JUMPS transaction will be transmitted. If the status does not change to reflect approved, and no error messages are presented, repeat step 5.
7	Use the worklist navigation buttons to view the next or previous items on your worklist. Next in Worklist Previous in Worklist • Click the View Worklist button to return to your worklist. View Worklist. From the worklist, use the Mark Worked button to mark completed items as "worked" and remove them from the list.

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Stopping an Entitlement

Introduction The section provides the procedure for stopping an entitlement.

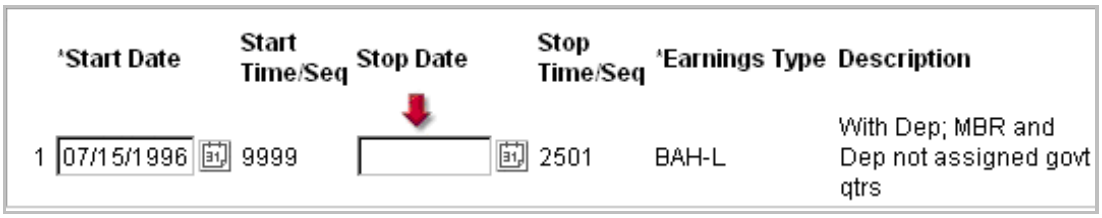
Procedure Follow these steps to stop an entitlement.

Step	Action
1	Select menu items in the following order: Enterprise Menu > Compensate Employees > Maintain Entitlements > Use > **Employee Entitlements**
2	The *Employee Entitlements Find an Existing Value* page will display. Enter the member's Employee ID number in the **EmplID** field or enter their Social Security Number (without any hyphens or spaces) in the **SSN #** field. ***Warning:*** Do not attempt to locate the member in the system by searching based on name, department, job code, etc. This practice is expressly prohibited. You must have the member's Employee ID or SSN to enter any transaction in the system. Selecting the wrong person from the search listing and entering erroneous transactions results in over/under payments for the members involved and exposes you to possible disciplinary action.
3	Mark the **Correct History** checkbox (you may have to scroll the page down slightly to access the checkbox.
4	Click the Search button to continue.
5	The *Employee Entitlements* page will display. This page has two sections, which are accessed using the links at the bottom of the page. Employee Entitlement Summary Employee Entitlement Detail Select the Employee Entitlement Summary section if it is not already displayed (The current selection will have no underline). Employee Entitlement Summary | Employee Entitlement Detail

Continued on next page

Stopping an Entitlement, Continued

Procedure (cont'd)

Step	Action
6	The *Entitlements Summary* section will display. It lists all the entitlements the member is currently receiving and those, which have been stopped (use the View All link, which will be active if there are more than 5 entitlements, to display all of the member's entitlements). Scan the list of entitlements for an existing entitlement row of the same type you want to stop. **Click** the Continue button adjacent to it. The Employee Entitlement Detail screen will appear.
7	The entitlements page will show the most recent row. Enter the **Stop Date** (MM/DD/YYYY) for the entitlement.  Completion of the Supporting Details and Approval are not required when stopping entitlements.
8	Click the Save button to save the transaction.

Correcting an Entitlement

Introduction

This section provides the procedure for making a correction to an existing entitlement transaction.

Before you begin

You cannot correct an entitlement's start date. You must delete the transaction (see Deleting an Entitlement) and resubmit it using the correct start date.

Procedure

Follow these steps to correct an entitlement.

Step	Action
1	Select menu items in the following order: Enterprise Menu > Compensate Employees > Maintain Entitlements > Use > **Employee Entitlements**
2	The *Employee Entitlements Find an Existing Value* page will display. Enter the member's Employee ID number in the **EmplID** field or enter their Social Security Number (without any hyphens or spaces) in the **SSN #** field. ***Warning:*** Do not attempt to locate the member in the system by searching based on name, department, job code, etc. This practice is expressly prohibited. You must have the member's Employee ID or SSN to enter any transaction in the system. Selecting the wrong person from the search listing and entering erroneous transactions results in over/under payments for the members involved and exposes you to possible disciplinary action.
3	Mark the **Correct History** checkbox (you may have to scroll the page down slightly to access the checkbox.
4	Click the Search button to continue.
5	The *Employee Entitlements* page will display. This page has two sections, which are accessed using the links at the bottom of the page. Employee Entitlement Summary Employee Entitlement Detail Select the Employee Entitlement Summary section if it is not already displayed (The current selection will have no underline). Employee Entitlement Summary | Employee Entitlement Detail

Continued on next page

Correcting an Entitlement, Continued

Procedure (cont'd)

Step	Action
6	The *Entitlements Summary* section will display. It lists all the entitlements the member is currently receiving and those, which have been stopped (use the View All link, which will be active if there are more than 5 entitlements, to display all of the member's entitlements). Scan the list of entitlements for an existing entitlement row of the same type you want to correct. **Click** the Continue button adjacent to it. The Employee Entitlement Detail screen will appear.
7	The entitlements page will show the most recent row. Correct the stop date, earnings type code or supporting details as necessary. **Reminder**: An entitlement's start date cannot be corrected. You must delete the original transaction and reenter it using the correct start date, or you'll receive this error message.
8	Click Save the button to save the transaction.

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Deleting an Entitlement

Introduction This section provides the procedure for deleting an entitlement transaction.

Procedure Follow these steps to delete an entitlement.

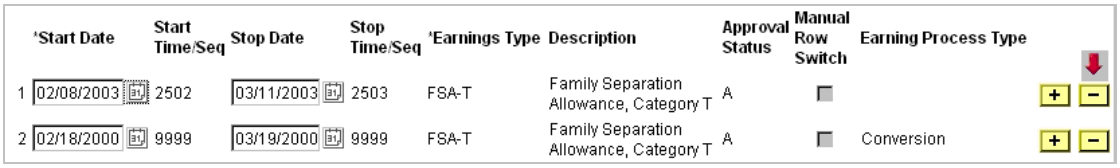
Step	Action
1	Select menu items in the following order: Enterprise Menu > Compensate Employees > Maintain Entitlements > Use > **Employee Entitlements**
2	The *Employee Entitlements Find an Existing Value* page will display. Enter the member's Employee ID number in the **EmplID** field or enter their Social Security Number (without any hyphens or spaces) in the **SSN #** field.
3	Mark the **Correct History** checkbox (you may have to scroll the page down slightly to access the checkbox.
4	Click the Search button to continue.
5	The *Employee Entitlements* page will display. This page has two sections, which are accessed using the links at the bottom of the page. Employee Entitlement Summary Employee Entitlement Detail Select the Employee Entitlement Summary section if it is not already displayed (The current selection will have no underline). Employee Entitlement Summary | Employee Entitlement Detail
6	The *Entitlements Summary* section will display. It lists all the entitlements the member is currently receiving and those, which have been stopped (use the View All link, which will be active if there are more than 5 entitlements, to display all of the member's entitlements). Scan the list of entitlements for an existing entitlement row of the same type you want to delete. **Click** the Continue button adjacent to it. The Employee Ent Detail screen will appear.

Continued on next page

Deleting an Entitlement, Continued

Procedure (cont'd)

Step	Action
7	The entitlements page will show the most recent row. **Click** on the button located in the row to be deleted.
8	Click the Save button to save the transaction.



	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Earning Process Type
1	02/08/2003	2502	03/11/2003	2503	FSA-T	Family Separation Allowance, Category T	A		
2	02/18/2000	9999	03/19/2000	9999	FSA-T	Family Separation Allowance, Category T	A		Conversion

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PPC SPO Manual

Part II, Pay Entitlements

Chapter 4, Advances

Section A, Advance Pay

Overview

Introduction

This section provides the ***procedures*** for **Advance Pay**. This entitlement is paid to enlisted members entitled to basic pay and performing duties designated as requiring special skills.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-4-A-3
Starting Advance Pay	II-4-A-5

Guiding Principles

Introduction

This section provides the ***guiding principles*** for **Advance Pay**.

Reference

The following references provide additional information about Advance Pay.

- U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Chap 9 (Advance Payments)
- Pay, Personnel, Procedures Manual, PSC M1000.2A, Chap. 6

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: Employee Entitlements, Basic Navigation Guide.

Advance Pay entries must be approved by a supervisor/auditor with CGHRSUP approval authority. Guidance for approving officials is incorporated in the applicable steps of this guide.

Be alert to how the start date corresponds to polling cut off dates and paydays. For example, if a member is expecting the advance pay in their 15th of the month payday, this transaction must process prior to the mid month compute cutoff date. If the member is expecting the advance pay in their 1st of the month payday, this transaction must process prior to the end month compute cutoff date.

SPOs may enter earnings type ADP.

Corrections and Deletions are not allowed. Changes to the repayment scheduled can be made using the Compensate Employees > Maintain Entitlements > Use > Advance Liquidation menu item.

Note: The original advance pay transaction must process through JUMPS before a change to the liquidation schedule can be submitted.

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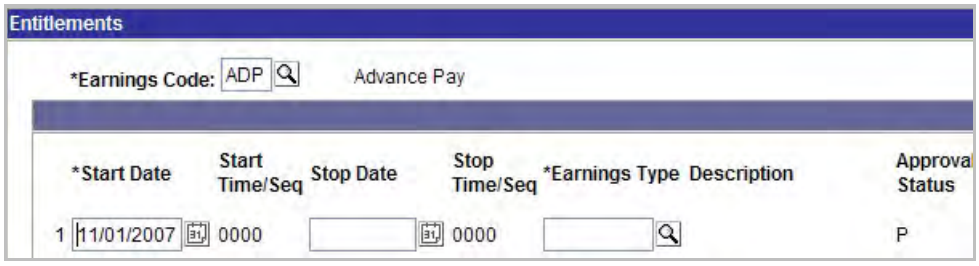
Starting Advance Pay

Introduction This section provides the procedure for ***starting*** **Advance Pay**.

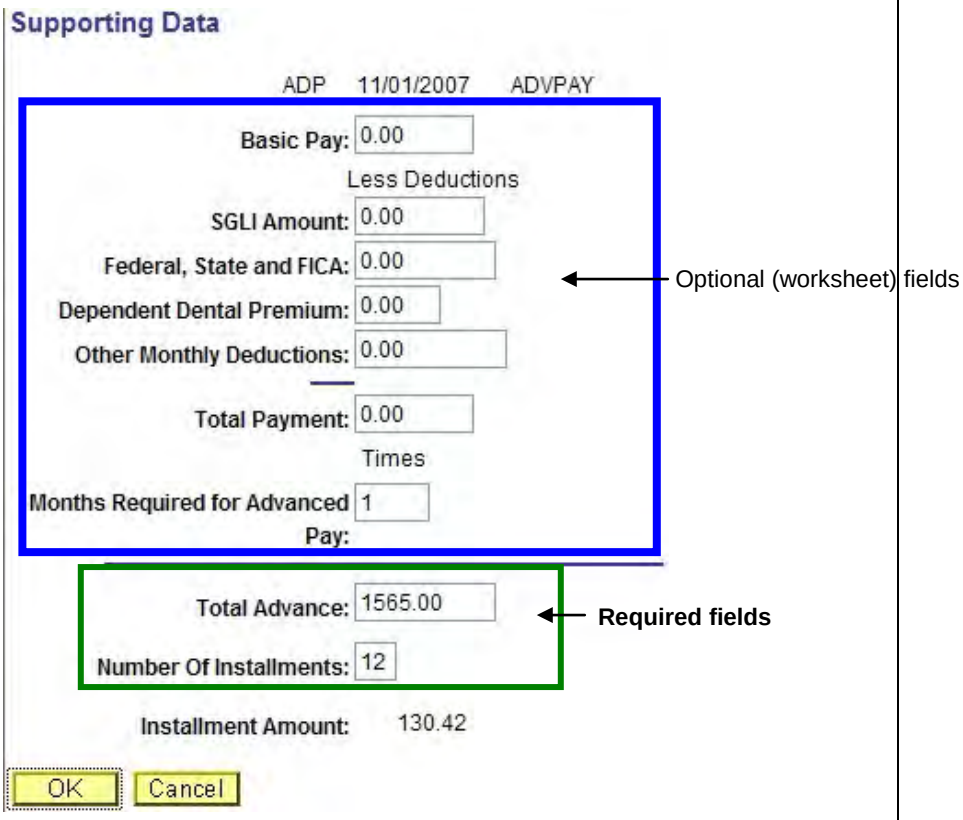
Procedure Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a new Advance Pay entitlement.

Step	Action
1	Review the member's Employee Entitlement Summary. **If an Earnings Code "ADP" (Advance Pay) row is** — **Then** Present — 1. Click the Continue button in the **ADP** row. 2. The Employee Entitlement Detail page will open and the previous advance pay transaction(s) for this member will be displayed. Click the + button to the right of the most recent (top) row. Not present — 1. Click the + button in any row. 2. Enter ADP in the Earnings Code field. 3. Click the Continue button in the ADP row. 4. The Employee Entitlement Detail page will open a new.
2	You should now have a new ADP entitlement row to work with. The **Start Date** field will display the current date. You can change the Start Date to a date in the future if you want to delay processing of this transaction (Advance Pay may not be paid more than 30 days prior to a member's PCS departure). Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format. 

Continued on next page

Starting Advance Pay, Continued

Procedure **(continued)**

Step	Action
3	The **Stop Date** may be left blank. This field will automatically update with the same date as the start date.
4	Enter the **Earnings Type** code of "ADVPAY" for advance pay or use the to search and select from a listing of available earning types. *Earnings Type Description ADVPAY Advance Pay
5	Click the Detail button to bring up the ***Supporting Data*** screen below:  ***Note:*** The ONLY required fields on the detail page are **Total Advance** and **Number of Installments**. If a member requests a specific amount you may enter it in the Total Advance field. The fields above the blue line are designed as a worksheet to assist in calculating the advance payment amount.

Continued on next page

Starting Advance Pay, Continued

Procedure **(continued)**

Step	Action
6	Enter the **Total Advance** and **Number of Installments.** If you are using the worksheet to aid in computing the amount of the advance complete the following fields: • **Basic Pay** - Enter the member's monthly basic pay amount. • **SGLI Amount** - Enter the monthly SGLI amount. If the member has not elected SGLI coverage, then leave blank. • **Federal, State and FICA** - Enter the total monthly Federal, State, and FICA amount. • **Dependent Dental Premium** - Enter the monthly amount. If the member has not elected Dental coverage, then leave blank. • **Other Monthly Deductions** - Enter any other valid monthly deductions other than allotments. Examples of other deductions are (overpayments, garnishments, previously approved advance pay, etc.). • **Months Required for Advance Pay** - Enter how many months advance pay the member is requesting, **not to exceed 3 months**. ***Note:*** The **Total Payment** will update based on the amounts entered above. Click the OK button when finished.

Continued on next page

Starting Advance Pay, Continued

Procedure **(continued)**

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7</td><td>Route/Approve the transaction.
<table>
<tr><th>If…</th><th>Then…</th></tr>
<tr><td>you are a CGHRSUP Role User (SPO Supervisor/Auditor)</td><td>click the Save button to complete the transaction.</td></tr>
<tr><td>you are a SPO Data Entry Technician, you must route this transaction to a Supervisor for approval.</td><td>a) Click the Approve button and enter the approving official’s employee ID number in the Approver EmplID field of the Supporting Data section.

b) Click the OK button to return to the Entitlement Detail view.
c) Click the Save button. The transaction will be routed, via the worklist, to the approving official.</td></tr>
</table>

Approving Official (CGHRSUP Role User/SPO Supervisor/Auditor)
Follow these steps to approve a transaction:

a) Click the link on your worklist to access the pending transaction.
b) Make any corrections that may be necessary to the start date or detail-supporting data.
c) Click the Approve button.
d) Click the OK button to return to the Entitlement Detail view.
e) Click the Save button.</td></tr>
</table>

PPC SPO Manual

Part II, Pay Entitlements

Chapter 4, Advances

Section B, Advance Basic Allowance for Housing

Overview

Introduction

This section provides the ***procedures*** for **Advance Basic Allowance for Housing (Advance BAH)**.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-4-B-3
Starting Advance BAH	II-4-B-5

Guiding Principles

Introduction

This section provides the ***guiding principles*** for **Advance Basic Allowance for Housing**.

Reference

The following references provide additional information about Advance BAH.

- Personnel and Pay Procedures Manual Pay, Personnel, Procedures Manual, HRSIC M1000.2A, Chap. 6 and Encl. 1
- http://www.uscg.mil/directives/cim/7000-7999/CIM_7220_29A.pdf U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Chap 9 (Advance BAH)

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: Employee Entitlements, Basic Navigation Guide

Advance BAH entries must be routed to a supervisor/auditor with CGHRSUP approval authority. Guidance for approving officials is incorporated in the applicable steps of this guide.

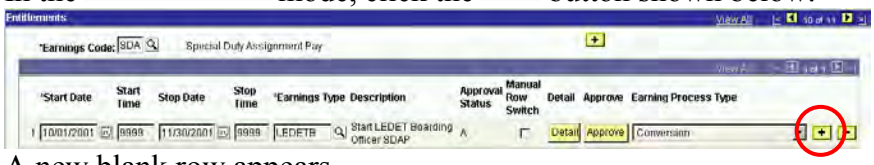
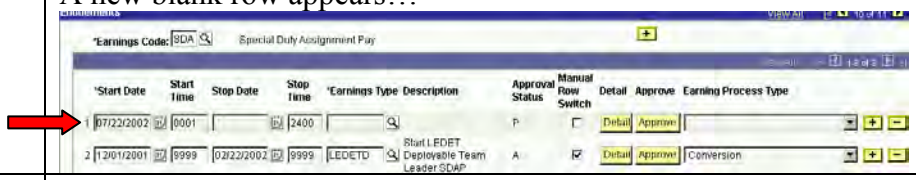
Be alert to how the start date corresponds to polling cut off dates and paydays. For example, if a member is expecting the advance pay in their 15th of the month payday, this transaction must process prior to the mid month compute cutoff date. If the member is expecting the advance pay in their 1st of the month payday, this transaction must process prior to the end month compute cutoff date.

Corrections and Deletions are not allowed. Changes to the repayment scheduled can be made using the Compensate Employees > Maintain Entitlements > Use > Advance Liquidation menu item AFTER the initial advance transaction has processed through JUMPS.

Starting Advance BAH

Introduction This section provides the procedure for ***starting*** **Advance Basic Allowance for Housing**.

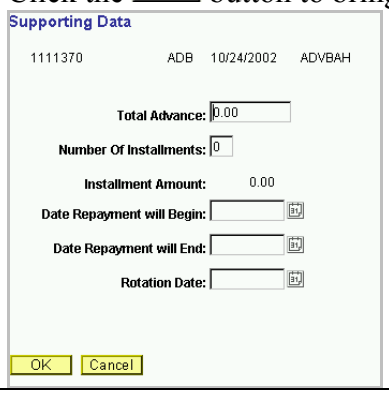
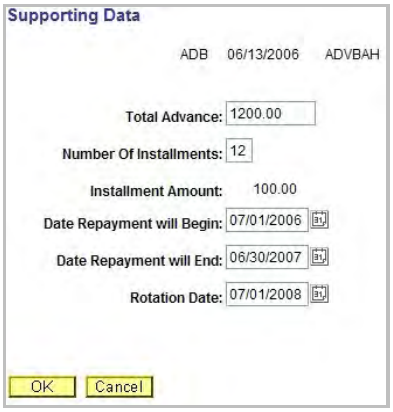
Procedure Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a new Advance BAH entitlement.

Step	Action
1	In the Include History mode, click the button shown below.  A new blank row appears… 
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format.
3	The **Stop Date** may be left blank. This field will automatically update with the same date as the start date.
4	Enter the **Earnings Type** code "ADVBAH" or use the to search and select from a listing of available earning types.
5	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving by a user with the CGHRSUP role
6	**Manual Row Switch** (CGHRSUP role users only). Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.

Continued on next page

Starting Advance BAH, Continued

Procedure (continued)

Step	Action
7	Click the Detail button to bring up the **Supporting Data** screen below: 
8	**Total Advance** - Enter the total amount of advance BAH the member is requesting.
9	**Number of Installments** - Enter the number of months the member elects to repay the advance BAH. 12 months is the maximum.
10	**Installment Amount** - PeopleSoft will automatically complete this field when the information is provided.
11	**Date Repayment Will Begin** is the first day of the next processing month. Normally the 1st day of the month following the month in which the advance was paid (e. g. 07/01/2006 for 1 July 2006), provided transaction is input in time to be included in the June processing month (e. g. prior to "June End-Month Compute").
12	**Date Repayment Will End** is the last day of month in which the final installment will be paid (e. g. 06/30/2007, for 30 June 2007, provided the start date was 1 July 2006 and the number of installments was 12.)
13	**Rotation Date** is the member's rotation date from current unit the field is pre-filled by the system.
14	Click the OK button when finished.  *Completed Supporting Data Screen*

Continued on next page

Starting Advance BAH, Continued

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>15</td><td>Route/Approve the transaction.
<table>
<tr><th>If…</th><th>Then…</th></tr>
<tr><td>you are a SPO Supervisor</td><td>click the Save button to complete the transaction. The transaction will automatically be approved.</td></tr>
<tr><td>you are a SPO Data Entry Technician, you must route this transaction to a Supervisor for approval.</td><td>a) Click the Approve button and enter the <u>Approving Official's Employee ID</u> number in the Approver EmplID field of the Supporting Data section.
b) Click the OK button to return to the Entitlement Detail view.
c) Click the Save button. The transaction will be routed, via the worklist, to the approving official.</td></tr>
</table></td></tr>
<tr><td>16</td><td>Approving Official (CGHRSUP Role User/SPO Supervisor)
Follow these steps to approve a transaction:

a) Click the link on your worklist to access the pending transaction.
b) Make any corrections that may be necessary to the start date or detail-supporting data.
c) Click the Approve button.
d) Click the OK button to return to the Entitlement Detail view.
e) Click the Save button</td></tr>
</table>

PPC SPO Manual

Part II, Pay Entitlements

Chapter 4, Advances

Section C, Advance Overseas Housing Allowance

Overview

Introduction

This section provides the ***procedures*** for **Advance Overseas Housing Allowance (Advance OHA)**. Advance payment of OHA, interim housing allowance, and BAH is authorized for payment of advance rent, security deposits, and/or initial expenses incident to occupying other than Government housing.

Topics

The following topics are covered in this guide.

Topic	See Page
Guiding Principles	II-4-C-3
Entering Advance OHA	II-4-C-5
Routing and Approving Advance OHA	II-4-C-7

Guiding Principles

Introduction

This section provides the ***guiding principles*** for **Advance Overseas Housing Allowance**.

Reference

The following references provide additional information about Advance OHA.

(a) JFTR U10028 and Appendix K
(b) U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Chap 9
(c) Personnel and Pay Procedures Manual, PSCINST M1000.2(series), Chap 6-B

Before you begin

Advance OHA entries must be routed to a supervisor/auditor with CGHRSUP approval authority. Guidance for approving officials is incorporated in the applicable steps of this guide.
SPOs may enter earnings type ADO.

Corrections and Deletions are not allowed. Changes to the repayment scheduled can be made using the Compensate Employees > Maintain Entitlements > Use > Advance Liquidation menu item. Changes to the liquidation schedule cannot be entered until the initial advance transaction has processed through JUMPS.

Source Document

Per reference (b), a properly executed (signed by both the member and the member's Commanding Officer/OINC or his/her delegate) CG form PSC-2010 Advances Worksheet, is required for processing of Advance OHA payments. In addition, per U10028-B of reference (a), the member's housing expenses must be documented. The supporting documentation should be attached to the worksheet for review.

Timing

Be alert to how the start date corresponds to polling cut off dates and paydays. For example, if a member is expecting the advance pay in their 15th of the month payday, this transaction must process prior to the mid month compute cutoff date. If the member is expecting the advance pay in their 1st of the month payday, this transaction must process prior to the end month compute cutoff date.

Entering Advance OHA

Introduction

This section provides the procedure for ***entering*** **Advance Overseas Housing Allowance**.

Procedure

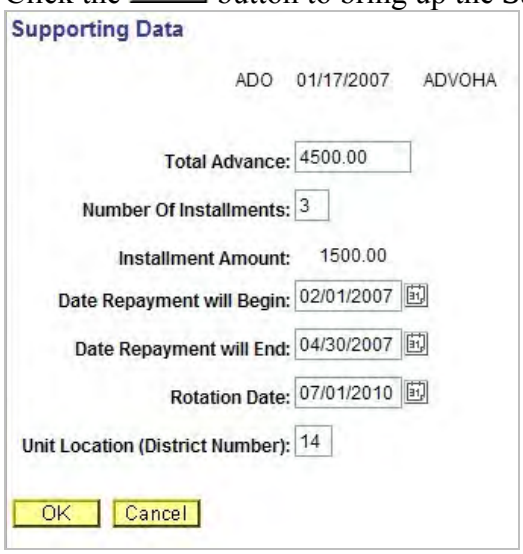
Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a new Advance OHA entitlement.

Step	Action
1	Begin with a new Advance OHA entitlement row:
2	Enter the **Start Date**. The current date is automatically displayed. Normally, there is no reason to change the start date. However, you may change to a later date if you wish to delay transmission of the entitlement entry. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format.
3	The **Stop Date** may be left blank. This field will automatically update with the same date as start date.
4	Enter the **Earnings Type** of "ADO" or use the to search and select from a listing of available earning types
5	**Description** is pre-filled. Ensure the proper entitlement is shown.
6	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving by a user with CGHRSUP access.
7	**Manual Row Switch** (CGHRSUP role users only). Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.

Continued on next page

Entering Advance OHA, Continued

Procedure (continued)

Step	Action
8	Click the Detail button to bring up the **Supporting Data** screen below: 
9	Enter the **Total Advance** with the total amount of Advance OHA that the member is requesting. **See reference (a), Par. U10028-B for limits on the amount of OHA than can be advanced. Amounts in excess of 3 months OHA can only be authorized for members assigned to countries listed in Appendix (K) of reference (a).**
10	Enter the **Number of Installments** with the number of months the member elects to repay the Advance OHA. **See reference (a), par U100028-C1 for limits on the number of installments.**
11	The **Installment Amount** will automatically complete this field when the information is provided.
12	Enter the **Date Repayment will Begin.** This entry should be the first day of the next processing month. Normally the 1st day of the month following the month in which the advance was paid. **See reference (a), par U100028-C2 for guidance on postponing repayment for up to three months.**
13	Enter the **Date Repayment will End** with the last day of month.
14	Enter the **Rotation Date** with the member's rotation date from current unit.
15	Enter the **Unit Location Code** with the unit location District number. Use a valid Unit Location Code (District Number) for Advance OHA. The qualified Unit Location Codes are: 01-Boston, 05-Portsmouth, 07-Miami, 14-Honolulu, 32-ISC Portsmouth & Miami, 85-NOAA, and 98-Washington.
16	Click the OK button. Follow the steps on the next page to route or approve the transaction.

Routing and Approving Advance OHA

Routing and Approval

Follow these steps to route and/or approve the transaction.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>
<table>
<tr><th>If…</th><th>Then…</th></tr>
<tr><td>you are a SPO Supervisor</td><td>click the Save button to complete the transaction.</td></tr>
<tr><td>you are a SPO Data Entry Technician, you must route this transaction to a Supervisor for approval.</td><td>a) Click the Approve button and enter the <u>Approving Official's Employee ID</u> number in the Approver EmplID field of the Supporting Data section.
b) Click the OK button to return to the Entitlement Detail view.
c) Click the Save button. The transaction will be routed, via the worklist, to the approving official.</td></tr>
</table>
</td></tr>
<tr><td>2</td><td>Approving Official (CGHRSUP Role User/SPO Supervisor)
Follow these steps to approve a transaction:

a) Click the link on your worklist to access the pending transaction.
b) Make any corrections that may be necessary to the start date or detail-supporting data.
c) Click the Approve button.
d) Click the OK button to return to the Entitlement Detail view.
e) Click the Save button.</td></tr>
</table>

PPC SPO Manual

Part II, Pay Entitlements

Chapter 4, Advances

Section D, Change Liquidation Schedule

Overview

Introduction This section provides the ***procedures*** for **Change Liquidation Schedule** for repayment of advance Pay, BAH or OHA for a member.

Topics The following topics are covered in this section

Topic	See Page
Guiding Principles	II-4-D-3
Change Liquidation Schedule - Navigation	II-4-D-5
Change Liquidation Schedule	II-4-D-7
Approve Change Liquidation Schedule	II-4-D-9
JUMPS Effect	II-4-D-11

Guiding Principles

Introduction

This section provides the ***guiding principles*** for **Change Liquidation Schedule**.

Reference

The following references provide additional information about Changing Liquidation Schedule.

- Coast Guard Pay Manual, COMDTINST M7220.29 (series)
- Personnel and Pay Procedures Manual, PSCINST M1000.2 (series), Chapter 6-B

Before you begin

This transaction can only be used for advance: Pay, BAH or OHA. The member must currently have an advance being liquidated in order to submit this transaction.

Corrections and deletions are not allowed after the transaction is approved and saved (transmitted). A new transaction must be generated to change the liquidation schedule again.

Change Liquidation Schedule - Navigation

Introduction This section provides the procedure for ***navigating*** the Employee Entitlements pages.

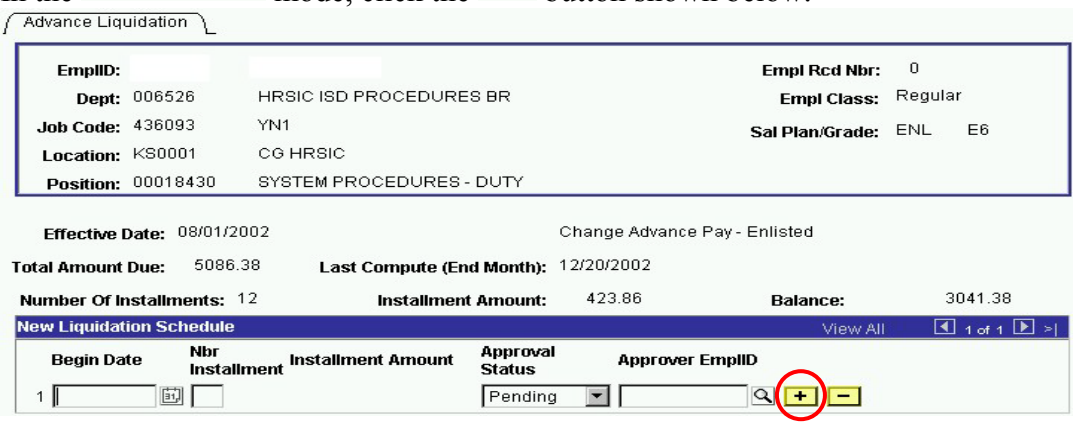
Procedure Start PeopleSoft, sign-in and follow these steps to access Employee Entitlements.

Step	Action
1	Select Menu items in the following order: Home > Compensate Employees > Maintain Entitlements > Use > **Advance Liquidation**
2	A search page will appear. Enter the member's Employee ID number or other search criteria and click the Search button to select the member you wish to display. Advanced Technique: You may select the input mode by checking one of the following boxes located at the bottom of the search screen. ☐ Include History ☐ Correct History. If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information. ***Note:*** When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.
3	The member's Advance Payment is retrieved. If there were more than one advance open on the member, you would be prompted to select the one you want to change.

Change Liquidation Schedule

Introduction This section provides the ***procedure*** for **Change Liquidation Schedule**.

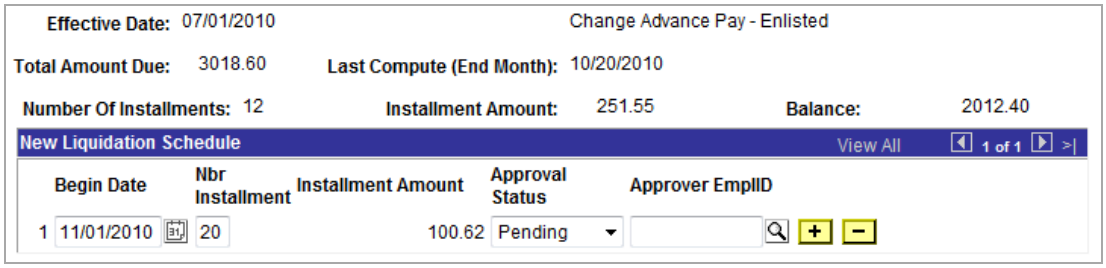
Procedure Follow the steps in the Change Liquidation Schedule-Navigation to access the member's entitlements detail page. Then, follow these steps to enter a new Change Liquidation Schedule entitlement.

Step	Action
1	In the Include History mode, click the + button shown below. 
2	Enter **Begin Date** to change liquidation. This should be the 1st day of the current month if prior to mid-month compute. If entering after mid-month compute, the begin date must be the 1st day of the next month.

Continued on next page

Change Liquidation Schedule, Continued

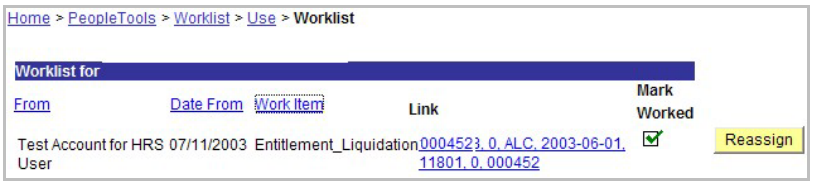
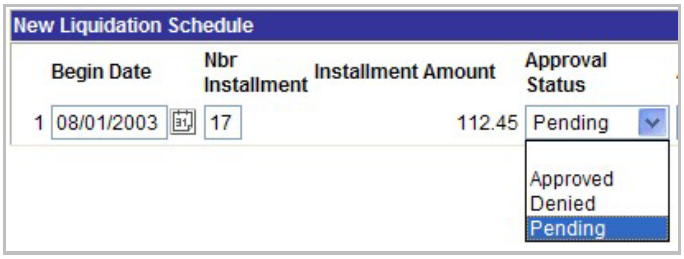
Procedure (continued)

Step	Action
3	Enter new **Number Of Installments** to be liquidated. The number of installments will be the new total number of **remaining** installments. For example: The original amount was $3018.60 effective 7/1/2010, with repayment at $251.55 per month for 12 months. On 11/1/2010, the CO authorized liquidation for 24 months. Since the member already paid 4 months (7/1/2010 – 10/30/2010, $251.55 X 4 = $1006.20), the new number of installments to be entered is **20 (**8 months remaining from the original 12-month schedule, plus the additional 12 months authorized). The new repayment will be $100.62 X 20 months to pay off the balance of $2012.40.  ***Note:*** The new Installment Amount will automatically compute when you tab past the **Nbr Installment** block.
4	Enter the **Approve EmplID** with the Employee ID of the person (CGHRSUP role user) who will approve this transaction. Click the magnifying glass icon to lookup the ID if necessary. ***Note:*** If you are the approving official, the Approval Status drop-down menu will be available to you. Set the Approval Status to "Approved".
5	Click **Save**. The transaction will transmit when you click Save, and will be routed to the Approver's worklist for review.

Approve Change Liquidation Schedule

Introduction This section provides the procedure for ***approving*** **Change Liquidation Schedule**.

Procedure Follow the steps for approval.

Step	Action
1	Click on the **Worklist** link at the top of any Direct-Access page.
2	Click on the link showing the **Employee ID** number for the transaction you want to review. 
3	Review the data and make any changes necessary.
4	Click on the **Approval Status** drop-down menu and select "Approved". 
5	To ***Cancel*** the transaction: a) Select "Denied" from the Approval Status drop-down menu. b) Click Save to update the status. c) Click the Delete Row Icon.
6	Click **Save**. The transaction is complete. If the status was set to "Approved" the JUMPS transaction will be transmitted.
7	Use the worklist navigation buttons to view the next or previous items on your worklist. Next in Worklist Previous in Worklist • Click the **View Worklist** button to return to your worklist. View Worklist. • From the worklist, use the **Check Mark** button to mark completed items as "worked" and remove them from the list.

JUMPS Effect

Introduction

This section describes the transactions created and segments modified in JUMPS when a **Change Liquidation Schedule** row is saved in Direct-Access.

Start SDAP

Creating and saving a Change in Liquidation Schedule generates a H605 transaction with the following variable data element:

JUMPS Effect

This transaction updates the following in JUMPS:

- Segment 40, Advance Pay.
- Segment 41, Advance BAH or OHA.

PPC SPO Manual

Part II, Pay Entitlements

Chapter 5, Subsistence Allowance

Overview

Introduction

This chapter provides the ***procedures*** for **Basic Allowance for Subsistence (BAS)** and **Refund of Discount Meal Rate for Missed Meals** for members unable to eat meals normally furnished at a government dining facility.

Note: Please refer to Chapter 12, Temporary Duty (TDY) Entitlements, if submitting this transaction in conjunction with a TDY assignment.

Contents

This chapter contains the following topics:

Topic	See Page
Basic Allowance for Subsistence	5-A
Refund of Discount Meal Rate for Missed Meals	5-B

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Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 5, Subsistence Allowance

Section A, Basic Allowance for Subsistence

Overview

Introduction

This section provides the ***procedures*** for **Basic Allowance for Subsistence (BAS)** for enlisted personnel and commuted rations entitlement for cadets at the Coast Guard Academy.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-5-A-3
Starting BAS	II-5-A-5
Stopping BAS	II-5-A-9
Correcting BAS	II-5-A-11
Deleting BAS	II-5-A-13
BAS Multiple Entry	II-5-A-15

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Guiding Principles

Introduction

This section provides the ***guiding principles*** for **Basic Allowance for Subsistence**.

Reference

The following references provide additional information about BAS.

(a) Personnel and Pay Procedures Manual, PPCINST M1000.2(series), Chap 2
(b) U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Chap 3.A

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

Note: Please refer to Chapter 12, Temporary Duty (TDY) Entitlements, if submitting this transaction in conjunction with a TDY assignment.

Auto-stop upon PCS departure (discount meal rate deductions)

Enlisted BAS/minus discount meal rate stops automatically on ***the day prior*** to PCS departure. Do not enter a Stop Enlisted BAS transaction when a member departs PCS. The system will not reflect the BAS stop until the PCS departing transaction is approved. JUMPS will pay Enlisted BAS during the period the member en route PCS. See Chapter 4, Pay Entitlements Automatically Stopped Upon Departing, in Part IV, PCS Transfer, of this manual for more information.

Enlisted BAS-II

Transactions to start Enlisted BAS-II (see 3.A.3.c. of reference (b)) will be input by PPC (mas) upon receipt of authorization from Commandant (CG-1222).

Internal controls

BAS starts require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

Continued on next page

Guiding Principles, Continued

Supporting documentation

An enlisted member entitled to basic pay is also entitled to BAS except as indicated in paragraphs 3.A.3.a.(1) through 3.A.3.a.(7) of reference (a). No supporting documentation, beyond that which is required to support entitlement to basic pay (e.g. Enlistment Contract or Reserve Orders) is required.

- The PCS Departing Worksheet, CG-2000 is the supporting document for starting enlisted BAS upon graduation from basic military training.
- The PCS Reporting Worksheet, CG-2005 is the supporting document for determining entitlement to Enlisted BAS or Enlisted BAS/minus discount meal rate (BASDMR) in conjunction with PCS reporting.
- JUMPS will debit Enlisted BAS during periods of non-entitlement, as indicated in paragraphs 3.A.3.a.(3), 3.A.3.a.(4), and 3.A.3.a.(7), when the appropriate leave, disciplinary or general absence transaction is processed.

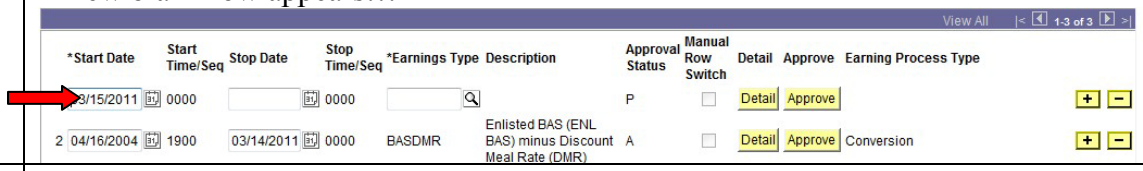
Starting BAS

Introduction

This section provides the procedure for ***starting*** **Basic Allowance for Subsistence**.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a new BAS entitlement.

Step	Action
1	Click the insert row - button shown below. A new blank row appears… 
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date and then type the start date in MM/DD/YYYY format. When submitting a Subsistence Start transaction in conjunction with a PCS Reporting, the Start Date must be the day after the member reports aboard.
3	Leave the **Stop Date** blank for active duty members and RC members on AD for 140 or more days ADT or more than 181 days ADOT. BASDMR will automatically stop upon PCS. If this is a temporary entitlement, you may enter the stop date.

Continued on next page

Starting BAS, Continued

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>Enter the <u>Earnings Type</u> code if known or use the to search and select from a listing of available earning types.
<table>
<tr><th>Earnings Type</th><th>Description</th><th>Use When</th></tr>
<tr><td>BASDMR</td><td>Discount Meal Rate (DMR)</td><td>See reference (a), Figure 3-2, Rules 1 through 4</td></tr>
<tr><td>CADETC</td><td>Cadet COMRATS</td><td>Cadet is authorized to mess separately (USCGA SPO Only)</td></tr>
<tr><td>ENLBAS</td><td>Enlisted BAS</td><td>See reference (a), Figure 3-2, Rules 4 through 6</td></tr>
</table></td></tr>
<tr><td>5</td><td><u>Description</u> is pre-filled. Ensure the proper entitlement is shown, repeat step 4 to select the correct type if necessary.</td></tr>
<tr><td>6</td><td><u>Approval Status</u> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.</td></tr>
<tr><td>7</td><td><u>Manual Row Switch</u>. (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits.
Caution: Overriding pay edits may result in errors and possible overpayment of entitlement.</td></tr>
</table>

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Starting BAS, Continued

Procedure (continued)

Step	Action
8	The Detail button is only displayed when the BASDMR earnings type is used. Please refer to Chapter 12, Temporary Duty (TDY) Entitlements, if submitting this transaction in conjunction with a TDY assignment.
9	Click the Approve button and enter the **<u>Approving Official's Employee ID</u>** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.
10	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
11	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

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Stopping BAS

Introduction

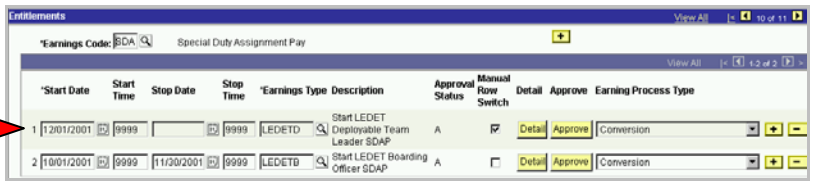
This section provides the procedure for ***stopping*** **Basic Allowance for Subsistence**.

Reminder, PCS auto-stop

BASDMR stops automatically on the day prior to PCS departure. Do not enter a PeopleSoft Stop BAS transaction when a member departs PCS. The system will not reflect the BAS stop until the PCS departing endorsement is approved and saved.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a stop BAS transaction.

Step	Action
1	In the Correct History mode, find the row to stop. The stop date will be blank as shown below: 
2	Enter the **Stop Date** for the entitlement by using the calendar button to select the desired date. You can also click & drag over the date field then Type the stop date in MM/DD/YYYY format. The stop date can be future dated.
3	**Stop Time** is pre-filled by the system and must not be changed.
4	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
5	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.
6	Detail Do Not Use. The detail is automatically set when the earnings type for BAS is selected and the entitlement is saved.
7	Approve Not Used. Stopping payment of BAS does not require audit and approval.
8	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.

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Correcting BAS

Introduction

This section provides the procedure for ***correcting*** **Basic Allowance for Subsistence**.

Discussion

Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete BAS) and then start a new BAS entitlement.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the Correct History mode, find the BAS row to correct. Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons to modify dates and the magnifying glass to change the earning type.
2	Click the Save button located at the bottom left of the screen.

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Deleting BAS

Introduction

This section provides the procedure for ***deleting*** **Basic Allowance for Subsistence**.

Discussion

The total Basic Allowance for Subsistence entitlement will be recouped when using this feature.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a BAS transaction.

Step	Action
1	In the Correct History mode, find the BAS row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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BAS (Multiple Entry)

Introduction

This section provides the procedure for **BAS (Multiple Entry)**. Refer to E-Mail ALSPO B/11 for access to this component.

Before you begin

The Mange Multiple Entitlements component can be used to create transactions to start an entitlement, stop an entitlement, or start AND stop an entitlement for multiple personnel.

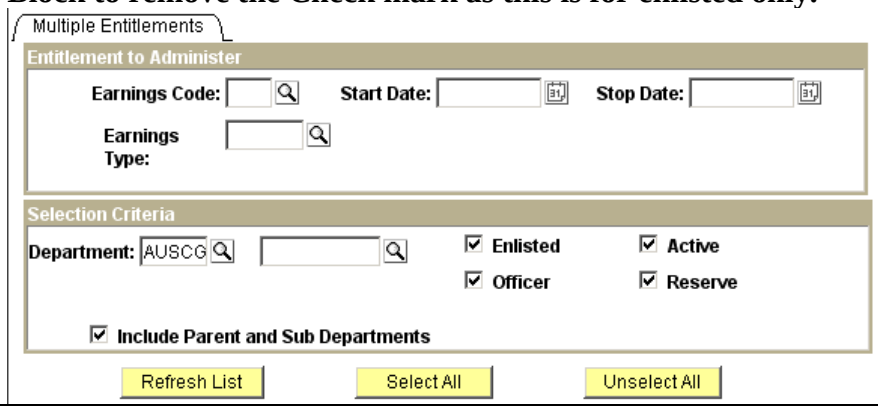
Note (1): Any corrections or deletions must be made using the individual employee entitlements transaction. You cannot correct or delete any entries using the multiple entitlements transactions.

Note (2): Do not click "save" more than once. If you are unsure about the status of the data entry, open a new window and path to the individual employee entitlements listing for one of the people on your multiple transaction list. If you have already saved the multiple transaction the entry will be reflected in the member's individual employee entitlements. You cannot make any changes to the multiple transaction data entry after it has been saved (See note (1) above).

Continued on next page

BAS (Multiple Entry), Continued

Procedure Follow these steps to enter a new BAS (Multiple Entry) entitlement.

Step	Action
1	Select Menu items in the following order. Enterprise Menu > Compensate Employees > Maintain Entitlements > Use > **Manage Multiple Entitlements** The Multiple Entitlement Panel appears as shown below. **You can click in the Officer Block to remove the Check mark as this is for enlisted only.** 
2	Type "BAS" in the **Earnings Code** field or use the magnifying glass to search and select the Basic Allowance for Subsistence Earnings Code. Enter the **Earnings Type** code (BASDMR or ENLBAS)
3	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format. Leave the **Start Date** blank if using the multiple entry component to stop BAS.
4	The **Stop Date** may be left blank to pay continuous BAS (Multiple Entry). If this is a temporary entitlement, you may enter the stop date. If you wish to stop the entitlement at a later date, recreated it per these instructions but leave the **Start Date** blank.

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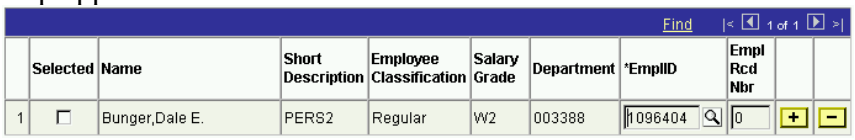
BAS (Multiple Entry), Continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5</td><td>Complete the “Selection Criteria” fields as outlined below.

<table>
<tr><th>Field</th><th>Description/Instructions</th></tr>
<tr><td>Department</td><td>There are 2 lookup boxes located next to Department…

Leave the first box set to AUSCG (Active Duty USCG) as shown below.

Type the Department Code in the 2nd block shown below or use the to search and select from a listing of available codes.
</td></tr>
<tr><td>Enlisted</td><td>A checkmark ☑ indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box ☐ indicates enlisted personnel have been removed from the selection criteria.</td></tr>
<tr><td>Active</td><td>Always leave this item checked.</td></tr>
<tr><td>Officer</td><td>A checkmark ☑ indicates officers will be included in the selection. Click on the box to remove officers. A blank box ☐ indicates officers have been removed from the selection criteria.</td></tr>
<tr><td>Reserve</td><td>A checkmark ☑ indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel, if desired. A blank box ☐ indicates reserve personnel have been removed from the selection criteria.</td></tr>
<tr><td>Include Parent and Sub Departments</td><td>A checkmark ☑ indicates sub departments will be included in the selection. Click on the box to remove sub departments, if desired. A blank box ☐ indicates sub departments been removed from the selection criteria.</td></tr>
</table>
</td></tr>
<tr><td>6</td><td>Click the Refresh List button. A listing of personnel meeting the criteria in the previous step appears in the table below.



Note: Clicking on this button in later steps will undo all changes.</td></tr>
</table>

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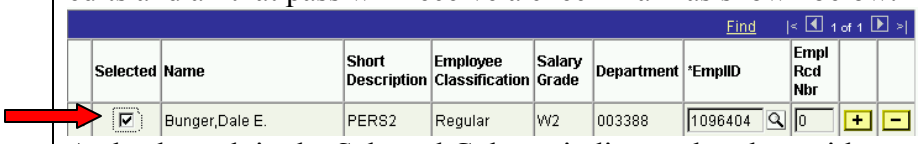
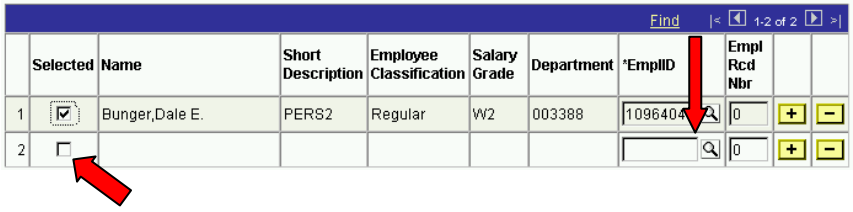
BAS (Multiple Entry), Continued

Step	Action
7	Select Entries to be Processed: Click the Select All button. Each row in the table will run through a series of internal edits and all that pass will receive a check mark as shown below.  A check mark in the Selected Column indicates that the entitlement will be generated and placed in the member's history file upon saving.
8	Removal of Entries From Being Processed: Review the list and click the ☑ box to remove appropriate entries. A blank box ☐ indicates that an entry will not be generated upon saving. The − button can be used to remove an entire row and gain the same effect. The Unselect All button can be used to remove all entries if desired.
9	Add Entries to Be Processed: Click the + button in any row to add a blank row. Type the member's employee identification number in the **EmplID** block shown below or use the magnifying glass 🔍 to search and select individuals from a list.  Click on the empty box located in the **Selected** column so an entry will be generated upon saving. ***Note:*** Carefully review your work one last time to ensure there are no mistakes before saving.
10	Click the Save button.

Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 5, Subsistence Allowance

Section B, Refund of Discount Meal Rate for Missed Meals

Overview

Introduction

This section provides the ***procedures*** for **Refund of Discount Meal Rate (DMR)** for missed meals. This entitlement is paid to enlisted members when assigned duties or dining facility exigencies prevent government furnished meals from being provided.

Note: Please refer to Chapter 12, Temporary Duty (TDY) Entitlements, if submitting this transaction in conjunction with a TDY assignment.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-5-B-3
Refund of DMR	II-5-B-7
Corrections	II-5-B-11
Deletions	II-5-B-13

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Guiding Principles

Introduction

This section provides the ***guiding principles*** for **Refund of DMR**.

Reference

The following references provide additional information about Refund of DMR.

(a) U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Chap 3.A.5.f, and Figure 3-4
(b) Personnel and Pay Procedures Manual, PPCINST M1000.2(series), Chap 7-B

Discussion

Per reference (a), if a member is assigned to an Essential Station Messing (ESM) or Essential Unit Messing (EUM) status, and assigned duties or dining facility exigencies prevent government furnished meals from being provided, discount meal rate charges will be credited back to the member for affected meals. Reference (b) provides the procedure for the unit to notify the SPO when a member is entitled to a refund of DMR.

Before you begin

Do not enter a Refund of DMR transaction with any dates that overlap PCS orders, regular leave, emergency leave, or sick leave dates or for any date the member does not have a BAS-DMR entitlement in effect.

Timing

The effective date for ALL Refund DMR for Missed Meals transactions is the last day of the month. The system will automatically enter the date in the transaction Start and Stop date fields when the “DMRRMM” Earnings Type code is selected. For this reason you cannot enter multiple DMRRMM Earnings Type transactions for the same month. We recommend that you only input this transaction monthly, at the end of the month. Alternatively, you could input the transaction upon receipt of the information from the unit and submit a correction type transaction if the member becomes entitled to another refund of DMR credit later in the same month.

Continued on next page

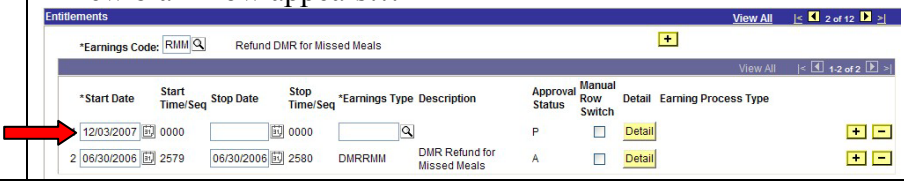
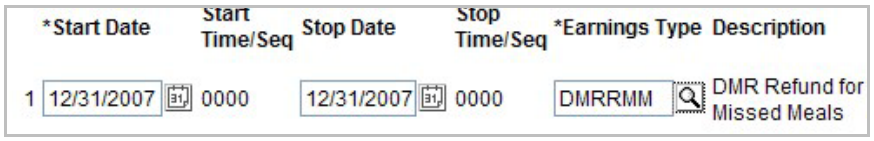
Guiding Principles, Continued

Internal controls	BAS starts require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.
Supporting documentation	Per reference (b), the member's unit shall forward a certification of missed meals memo to the SPO monthly. Retain the memo in section 3 of the SPO PDR for 3 years/

Refund of DMR

Introduction This section provides the procedure for ***entering a* Refund of DMR** for missed meals.

Procedure Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a new Refund of DMR entitlement.

Step	Action
1	Click the button shown below. A new blank row appears… 
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date.
3	The **Stop Date** may be left blank. This field will automatically update to equal the Start Date.
4	Enter the **Earnings Type** code "DMRRMM" or use the to search and select from a listing of available earning types. ***Note:*** Upon moving to the Earnings Type code, the Start Date and Stop Date will automatically change to reflect the last day of the month. 
5	**Description** is pre-filled. Ensure the proper entitlement is shown.
6	**Approval Status** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".

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Refund of DMR, Continued

Procedure (continued)

Step	Action
7	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.
8	Click the Detail button to bring up the Supporting Data screen below: **Leave** **Do not** include the number of meals missed or the dates when a member was on ***sick leave, regular leave paternity leave, maternity leave, or emergency leave***. The leave transaction (***Vacation Request***), will automatically credit missed meals for members who take leave. Submitting this transaction with dates overlapping a leave period will result in overpayment. Enter 3 digits (i.e. 003) for the **Number of Breakfast** meals missed during the month. Leave blank if none were missed. Enter 3 digits (i.e. 003) for the **Number of Dinners** missed during the month. Leave blank if none were missed. Enter 3 digits (i.e. 003) for the **Number of Suppers** missed during the month. Leave blank if none were missed. **Begin Date**: Enter the date of the first day for which Refund of DMR is being credited. **End Date**: Enter the date of the last day for which Refund of DMR is being credited. May be left blank if entering transaction for a member who is TDY for more than 30 days. However, you must enter the end date on the final Refund DMR transaction for the TDY period. **Note**: The **Begin** and **End** date fields are not part of the transaction (P603) that is passed to JUMPS for processing. Click the OK button when finished.

Continued on next page

Refund of DMR, Continued

Procedure (continued)

Step	Action
9	Click the Approve button and enter the **Approving Official's Employee ID** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.
10	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
11	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

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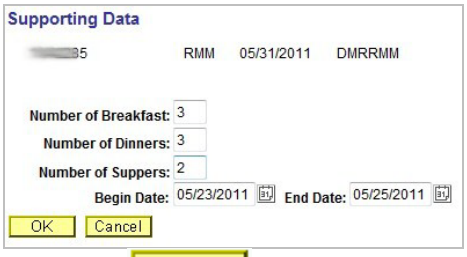
Corrections

Introduction This section provides the procedure for correcting a Refund of Discount Meal Rate transaction.

Discussion Only the **Detail** (number of missed meals by type, Begin date and End date) may be corrected.

Procedure Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a correction of a Refund of DMR transaction.

Step	Action
1	Click the Detail button to bring up the Supporting Data screen.
2	Enter 3 digits (i.e. 003) for the **Number of Breakfast** meals missed during the month. Leave blank if none were missed. Enter 3 digits (i.e. 003) for the **Number of Dinners** missed during the month. Leave blank if none were missed. Enter 3 digits (i.e. 003) for the **Number of Suppers** missed during the month. Leave blank if none were missed.  Click the OK button when finished. **Note**: Setting the number of meals to "0" will "undo" any erroneous credit. This is preferable to deleting a transaction. Deleting this type of transaction causes JUMPS to put the member in an overpaid status if any other BAS changes process during the same month.

Continued on next page

Corrections, Continued

Procedure (continued)

Step	Action
3	Click the button (located at the bottom left of the screen) to approve and transmit the correction.

Deletions

Introduction

This section provides the procedure for deleting a Refund of Discount Meal Rate transaction.

Before you begin

Setting the number of meals to "0" on the detail panel (see **corrections** on the previous page) will "undo" any erroneous credit.

This is preferable to deleting a transaction. Deleting this type of transaction causes JUMPS to put the member in an overpaid status if any other BAS changes process during the same month.

Discussion

The total Refund of DMR entitlement will be recouped when using this procedure. See the block above and consider simply correcting the original transaction instead of deleting it. Deletions submitted during the same month as any other BAS entitlement changes may result in the DMR being deducted from the member's account twice.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a Refund of DMR transaction.

Step	Action
1	Find the Refund of DMR row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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PPC DA SPO Manual
Part II, Pay Entitlements
Chapter 6, Bonuses

Overview

Introduction

This section provides general information concerning entry and maintenance of Coast Guard Bonus entitlements.

Bonuses are paid to enlisted members entitled to basic pay and performing duties designated as requiring special skills.
Note: *All Active Duty members (Officers and Enlisted) are eligible for CSB.*

Only TRACENS or PPC can enter an Enlistment Bonus. All other Bonuses are processed by PPC (MAS).

The following is a list of active duty bonuses:

- ***EBCC – Enlistment Bonus for College Credit***
- ***EBLE – Enlistment Bonus – Lateral Entry***
- ***EBNPS – Enlistment Bonus – Non Prior Service***
- ***EBPS – Enlistment Bonus – Prior Service***
- ***NREIP – Non-Rate Enlisted Incentive Program***
- ***CRITSK – Critical Skills Training Bonus***
- ***SRB – Selective Reenlistment Bonus***
- ***CSB – Career Status Bonus – All Active Duty CG Personnel (includes Officer and Enlisted personnel)***

The following is a list of reserve bonuses:

- ***Affiliation Bonus***
- ***EB – Enlistment Bonus***
- ***PSEB – Prior Service Enlistment Bonus***
- ***REN/EXT – Reenlistment/Extension Bonus***

Continued on next page

Overview, Continued

References

Complete eligibility requirements and procedures are contained in the

a. Coast Guard Personnel Manual, COMDTINST M1000.6(series), Chapter 3
b. U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Chapter 4
c. Coast Guard Personnel Pay and Procedures Manual, PPCINST M1000.2(SERIES), Chapter 7
d. Coast Guard Maximum Allowable Weight Standards, COMDTINST M1020.8G
e. PPC DA SPO Manual, Part IX, Joint Uniform Military Pay System (JUMPS)
f. Enlistment Bonus Program Changes ALPERSRU N/02
g. ALCOAST 352/09, Critical Skills Training Bonus (CSTB) Program

Responsibilities

All requirements for Bonus eligibility are contained in references (a) through (c). Commands are responsible for determination of members eligible for bonus entitlements. The following table outlines the responsibilities for processing Bonuses.

Who	Responsibilities
Unit	• Review member's eligibility. • Process/Verify correctness of Bonus agreement. • Forward documentation to unit SPO.
SPO	• Review Bonus agreement for accuracy. • Forward documentation to PPC (MAS) (Bonus agreement, CG-3307, contract).
PPC	• Verify members Bonus eligibility. • Process DA documentation for Bonus payment.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-6-3
Starting Bonuses	II-6-5
Approving Bonus Entries	II-6-9
Bonus Suspension/Termination	II-6-11
Bonus Maintenance	II-6-13
JUMPS Affect	II-6-17

Guiding Principles

Introduction

This section provides the ***procedures*** and ***guiding principles*** for Enlistment and Critical Skills Bonuses. This entitlement is paid to enlisted members entitled to basic pay and performing duties designated as requiring special skills.

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: Employee Entitlements, Basic Navigation Guide

Only TRACENS or PPC can enter an enlistment or critical skill training bonus. Other types of bonus are entered PPC (MAS).

Bonus entries must be routed to a supervisor/auditor with either CGHRSUP or CGHRSICSUP approval authority. Guidance for approving officials is in the Approving Bonus Entries section of this guide.

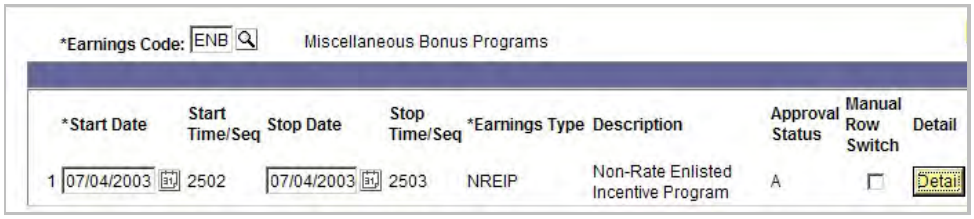
Use the bonus maintenance application (Home > Compensate Employees > Maintain Entitlements > Use > **Bonus Maintenance**) to Suspend Bonus Installments or to Stop Bonus Suspensions.

Corrections and Deletions are not allowed.

Starting Bonuses

Introduction This section provides the procedure for ***starting* Bonuses**.

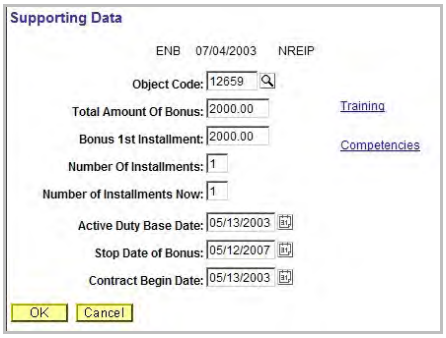
Procedure Follow the steps in the Employee Entitlements Basic Navigation Guide to access the member's entitlements detail page. Select the ***ENB*** – *Miscellaneous Bonus Programs* row, or add a new one if one does not already exist. Then, follow these steps to enter a new Bonus entitlement

Step	Action
1	Click the insert new row button button if a blank row doesn't already exist.
2	**Start Date** - This date is automatically displayed and should match the date you are entering the bonus.
3	The **Stop Date** doesn't actually "Stop" the bonus payment, it only closes the row. If the row is left open (or "running"), it won't be possible to enter another bonus entitlement as only one row of any particular pay entitlement can be open at a time. The date will auto-fill and match the start date.
4	Enter the **Earnings Type** code if known or use the to search and select from a listing of available earning types. The following is a list of active duty bonuses: • ***EBCC – Enlistment Bonus for College Credit*** • ***EBLE – Enlistment Bonus – Lateral Entry*** • ***EBNPS – Enlistment Bonus – Non Prior Service*** • ***EBPS – Enlistment Bonus – Prior Service*** • ***NREIP – Non-Rate Enlisted Incentive Program*** • ***CRITSK – Critical Skills Training Bonus***  *Earnings Code: ENB Miscellaneous Bonus Programs *Start Date | Start Time/Seq | Stop Date | Stop Time/Seq | *Earnings Type | Description | Approval Status | Manual Row Switch | Detail 1 07/04/2003 2502 07/04/2003 2503 NREIP Non-Rate Enlisted Incentive Program A Detail

Continued on next page

Starting Bonuses, Continued

Procedure (continued)

Step	Action
5	Click the Detail button to access the bonus supporting data page.
6	***Enlistment Bonus Only:*** Enter the **Rate Code** for the enlistment bonus, or click the lookup button to search for and select a code. • You can NOT enter two "ENB" codes. Enter one as **ENB/H600** and the other as **NAB/H601 (PPC Only)**. • You will need to report the Enlistment Bonus for College Credit separately under Earnings Code EBCC. If a member is authorized both an Enlistment Bonus and an EBCC, you'll need to prepare two transactions -- one for the Enlistment Bonus and one for the EBCC.
7	**Object Code** is pre-filled by system. (not for the H601)
8	**Total Amount of Bonus** is pre-filled by the system with the maximum amount authorized. Enter a different amount if the Annex to the member's Enlistment Contract so indicates. If the amount listed on the Annex to the Enlistment Contract is greater than the maximum amount authorized (as shown below), enter the transaction to pay the maximum amount per the table below. You will need to work with COMDT (CG-1222) and CG Recruiting Command to resolve the problem.
9	Enter the **Bonus 1st Installment Amount** if different from that shown.
10	Enter the **Number of Installments** if different from that shown.
11	Enter the **Number of Installments Now** if different from that shown.
12	**Active Duty Base Date** is pre-filled.
13	**Stop Date of Bonus** - Enter the member's expected active duty termination date if not already pre-filled.
14	**Contract Begin Date** - Enter the effective date of enlistment/agreement.
15	Click the OK button to return to the member's entitlement detail page.  Fields on the "Detail" screen will vary depending on the type of bonus "earnings type" selected

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Starting Bonuses, Continued

Procedure (continued)

Step	Action
16	Click the Approve button and the following screen appears. Supporting Data 1080807 ENB 10/18/2002 EBNPS Approval Status: Pending Originator ID: MAPL0807 Role Name: CGHRSICSUP Approver EmplID: OK Cancel
17	Enter the employee ID number of the person you wish to route this transaction to for approval. You may utilize the lookup function to search for the ID if necessary.
18	Click the save Save button. The transaction will be added to Approver's Worklist for review and approval.
19	Data entry for the bonus is complete. • Click the Employee Entitlement Summary link to return to this member's entitlements. Employee Entitlement Summary | Employee Entitlement Detail • Click the ***Return to Search*** button to open another member's entitlements. Click on a breadcrumb link in the menu to access another item or the Sign out button to exit the system.

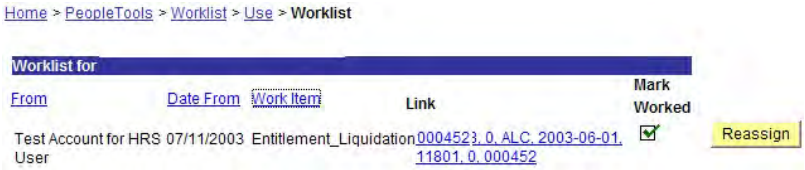
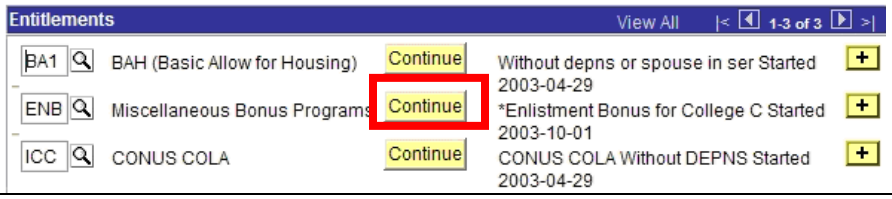
Approving Bonus Entries

Introduction

This section provides the procedure for ***approving*** **Bonus Entitlement Entries**.

Approval Process

Follow these steps to approve a Bonus Entitlement transaction.

Step	Action
1	Click on the Worklist link at the top of any Direct-Access page.
2	Click on the link showing the Employee ID number for the transaction you want to review. 
3	The member's Entitlements Summary Page will display. The Enlistment Bonus transaction will be marked with an asterisk (*) to indicate that it has not been approved. Click the ***Continue*** button in the ***Miscellaneous Bonus Programs*** row to access the entitlement. 
4	The transaction will display. Review the information in the Supporting Data section (details button) and make any changes that may be necessary
5	Click on the Save button. The approval status will change from "P" (Pending) to "A" (Approved) the JUMPS transaction will be transmitted.
6	Use the worklist navigation buttons to view the next or previous items on your worklist. Next in Worklist Previous in Worklist • Click the View Worklist button to return to your worklist. View Worklist. From the worklist, use the Check Mark button -- -- to mark completed items as "worked" and remove them from the list.

Bonus Suspension/Termination

Bonus Suspension/ Termination

A member may lose eligibility for continued bonus payment by:

- No longer meeting eligibility requirements for which a bonus was paid (change in rating, separation, change of component), the command shall notify PPC (MAS) the reason and effective date for loss of eligibility.
- Not being in compliance with Coast Guard Maximum Allowable Weight Standards, the command shall ensure timely submission of supporting documentation into Direct Access.

Upon notification, PPC (MAS) will review and process either a suspension or termination of bonus entitlement in all cases except for non-compliance with CG Maximum Allowable Weight Standards.

When a member fails to comply with the Maximum Allowable Weight Standards contained in Reference (d), submission of Direct Access documentation will automatically suspend future bonus payments as previously discussed in **JUMPS Affect** section above.

Remove Suspension

When a member's bonus was suspended due to non-compliance with the Maximum Allowable Weight Standards, and subsequently meets the requirements, the commands shall ensure updated documentation is processed in Direct Access, and notify the SPO to have the bonus suspension flag removed from the pay system.

These procedures can be found in the **Bonus Maintenance** section of this Chapter. Once the suspension flag is removed, the installment will process for payment on the next JUMPS compute cycle.

Bonus Maintenance

Introduction

This section provides procedures for using Direct Access to remove a suspension for Enlistment Bonuses (EB) or Selective Reenlistment Bonus (SRB) payments.

Discussion

Direct Access submissions placing a member over the maximum allowable weight standards, automatically suspends bonus payments. All bonuses must have a DA Remove Suspension (REMSUS) entry submitted before installments will resume.

References

- Allowable Weight Standards for Coast Guard Military Personnel, COMDTINST M1020.8 (series)
- Coast Guard Personnel Manual, COMDTINST M1000.6 (series), Chap 3

Procedures

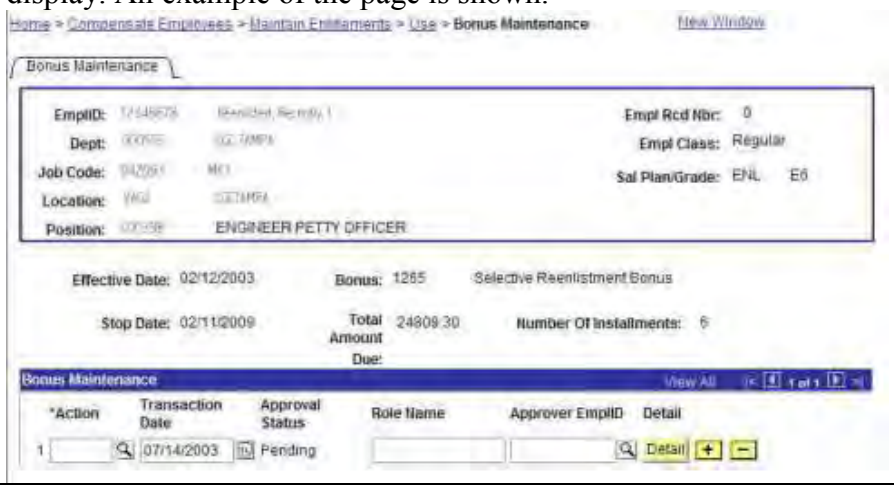
Use the following procedures for Bonus Maintenance

Step	Action
1	Select the following menu items to begin this transaction: Compensate Employees > Maintain Entitlements > Use > **Bonus Maintenance** 1. Enter the member's employee ID number in the Emplid field of the Find an Existing Value page. 2. Click the search button to continue. **When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.**

Continued on next page

Bonus Maintenance, Continued

Procedures (con't)

Step	Action
1 (con't)	If the member has more than one bonus to maintain you will be presented with a list to select from. If the member only has one bonus, the Bonus Maintenance page will display. An example of the page is shown. 
2	Complete the **Action Field**. Click on the magnifying glass icon to lookup and select the action type. There are several action types listed. However, only the ***REMSUS*** action type is used by SPOs. All other Bonus Maintenance action types are completed by Training Centers and PPC only.

Action	Description	Purpose
REMSUS	Remove suspension to Bonus	Remove suspension flag for EB/SRB Bonus

3	Complete the **Transaction Date** field by entering the ***current date***.
4	Complete the Role Name field. Enter **CGHRSUP** to route this transaction to a SPO supervisor for approval.
5	Complete the Approver ID field. Enter the supervisor's employee ID number or click the magnifying glass icon to search by name or department number.
6	Click the Detail button. The Required Detail fields will be pre-filled by the system.

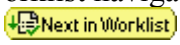
Action Type	Required Details
REMSUS	Segment Start Date -- Date the bonus was started

7	Click the Save button. The transaction will be routed to the supervisor's worklist for review and approval.

Continued on next page

Bonus Maintenance, Continued

Approval Process Follow these steps to approve a Bonus Maintenance Transaction.

Step	Action
1	Click on the Worklist link at the top of any PeopleSoft page.
2	Click on the link showing the Employee ID number for the transaction you want to review.
3	The transaction will display. Review the data and make any changes that may be necessary. Click on the Approval Status drop-down menu and select Approved. Note: To cancel the transaction: • Select Denied from the Approval Status drop-down menu. • Click Save to update the status. • Click the Delete Row Icon -- .
4	Click Save. The transaction is complete. If the status was set to Approved the JUMPS transaction will be transmitted.
5	Use the worklist navigation buttons to view the next or previous items on your worklist.  • Click the View Worklist button to return to your worklist. . • From the worklist, use the Check Mark button -- -- to mark completed items as worked and remove them from the list.

JUMPS Effect This transaction updates the following in JUMPS:

- Segment 30 (Enlistment and Critical Skills Training Bonus).
- Segment 42 (Selective Reenlistment Bonus, SELRES Bonus, and Career Status Bonus).

Continued on next page

Bonus Maintenance, Continued

Corrections and Deletions

Corrections and Deletions are allowed.

To correct an entry:

- Make changes to the row, resave and reroute.

To delete and entry:

- Click the delete row icon next to the transaction you want to delete.

JUMPS Affect

Introduction

This section describes the transaction created and segment modified in JUMPS when a bonus entitlement row is saved in Direct Access.

Start Bonus

Creating, approving and saving a new Bonus entitlement row generates an H600 transaction with the following variable data elements:

Code	Element	PeopleSoft Field Name/Description
01	Date (YYMMMDD)	Stop Date of Bonus (from Supporting Data page) This date is the expiration date of the reenlistment/extension or enlistment period for which the bonus is payable.
02	Date (YYMMMDD)	Active Duty Base Date (from Supporting Data page)
03	4 or 5 Characters (1234 or 12345 etc.)	Object Code (from Supporting Data page) Object code. See PMIS/JUMPS Analysis Manual for a listing of object codes.
06	Bonus Rate (FS, RD, etc.)	Rate Code (from Supporting Data page, Enlistment Bonuses only)
20	7 Digits (02500.00=$2500.00)	Bonus 1st Installment. (from Supporting Data page)
21	7 Digits (02500.00=$2500.00)	Total Amount of Bonus (from Supporting Data page)
22	1 or 2 Digits (1 or 01, 12 etc.)	Number of Installments (from Supporting Data page)
23	"1"	Number of Installments Now (from Supporting Data page)
98		Total of element codes 20 and 21 (not displayed in PeopleSoft)

Effective Date

The transaction effective date/time is derived from the Direct Access Start Date/Time fields.

Continued on next page

JUMPS Affect, Continued

Pay Segments

Segment 30 or 42 is created by the Bonus transaction. This segment contains information on a member's Bonus entitlements. See Reference (e) for a description of pay Segments.

In this example a member was entitled to payment of a SRB. Based on the Direct Access documentation entered by PPC, an H600 was transmitted to JUMPS and created a SEG 42.

The member was paid an initial installment of $16,356.60 effective 20030126. Subsequent installments 2-5 in the amount of $3271.32 were paid on each anniversary year from initial payment.

Direct Access documentation was submitted effective 20071021, identifying the member as not in compliance with the maximum allowable weight standards, suspending any further Bonus payments (JUMPS 333 document can be viewed in recents). Installment 6 was scheduled to be paid 20080126 but is now suspended until the suspension flag is removed.

```
SSN 123-45-6789  EMPLID 1234567  K1BXXXX  11/07/2008  09:15  ONLINE PAY MASTER
 SEG         HIST       COMPUTE       OBJECT    SEP/SRB/INCENTIVE/SELRES
  42        999999          3           1265
        EFFDTE        DTPROC  SLC PAT  DTPREP  DIST RU FORM ENT ACTION  TYPE-42
 START 20030126 9999 20030227  0  PPS 20030225  53  00  67       H600      0
 STOP  20090125 9999 20030227  0  PPS 20071021  07  00  67        333

 DT RECOUP AMT RECOUP NEXT INSTALL TOTAL AMT NBR INST INSTALLMENT COMPUTE FLAGS
 99999999      $0.00    20080126    $32713.20    6      1-1 2-1 3-1 4-1 5-1 6-0

                 I N S T A L L M E N T      A M O U N T S
 1-$16356.60  2- $3271.32  3- $3271.32  4- $3271.32  5- $3271.32  6- $3271.32

                     I N S T A L L M E N T   D A T E S
 1- 20030126  2- 20040126  3- 20050126  4- 20060126  5- 20070126  6- 20080126

  RETRO DATE  RETRO AMT DUE  RETRO COMPUTE   SUSPENSE   SUSPENSE DT
   99999999         $0.00                      1         20071021
```

Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 7, Career Sea Pay / Time

Overview

Introduction

This section provides the ***procedures*** for **Career Sea Pay (CSP)**. This entitlement is paid to all members in pay-grades E-1 through O-6. Eligible members must be permanently or temporarily assigned for duty to a vessel, ship-based staff (including a mobile unit) or ship-based aviation unit pursuant to orders issued by competent authority and the vessels/units primary mission must be accomplished underway.

This section also provides the procedures for **Career Sea Pay Premium (CSPP).** CSPP is paid to enlisted members, E4 through E9, and officers who are entitled to CSP, and have served 36 consecutive months of sea duty. The entitlement begins on 37th consecutive month.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-7-3
Starting CSP	II-7-5
Stopping CSP	II-7-9
Correcting CSP	II-7-11
Deleting CSP	II-7-13
CSP Multiple Entry	II-7-15
Starting Career Sea Pay Premium (CSPP)	II-7-21
Correcting CSPP	II-7-25
Deleting CSPP	II-7-27

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Guiding Principles

Introduction

This section provides the ***guiding principles*** for **Career Sea Pay**.

Reference

The following reference provides additional information about CSP.

- U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Chap 4.B

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

Note: Please refer to Chapter 12, Temporary Duty (TDY) Entitlements, if submitting this transaction in conjunction with a TDY assignment.

The system will automatically stop Career Sea Pay Premium, if running, when Career Sea Pay/Time is stopped.

Authorized units are listed under the Unit File Inquiry (L4) option of JUMPS Online Inquiry.

Auto-stop upon PCS departure

CSP stops automatically on ***the date of*** PCS departure. Do not enter a Stop CSP transaction when a member departs PCS. The system will not reflect the CSP stop until it is resynchronized with PMIS/JUMPS.

Note: Stop Hardship Duty Pay ***the day before*** a member becomes entitled to Career Sea Pay, if applicable.

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Starting CSP

Introduction This section provides the procedure for ***starting* Career Sea Pay**.

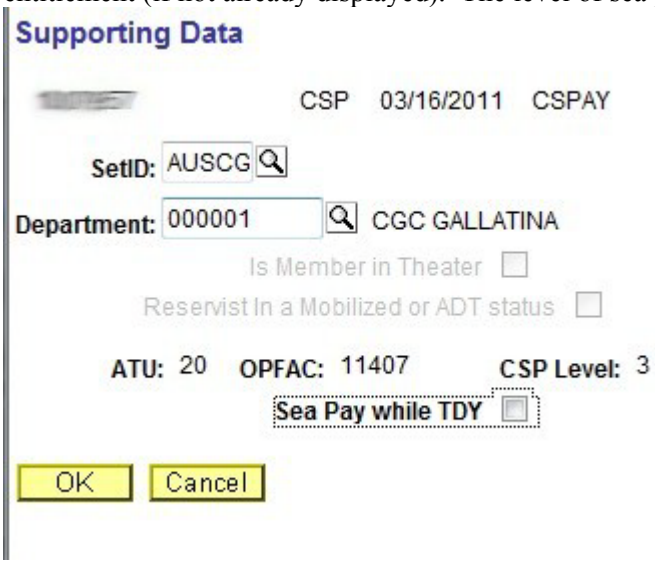
Procedure Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a new CSP entitlement.

Step	Action
1	In the Include History mode, click the + button shown below. A new blank row appears…
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format.
3	The **Stop Date** may be left blank to pay continuous CSP. If this is a temporary entitlement, you may enter the stop date. Leave the stop date blank for active duty members and RC members on AD for 140 or more days ADT or more than 181 days (ADOT). CSP will automatically stop upon RELAD or PCS.
4	Enter the **Earnings Type** in the code (CSPAY) or use the to search and select from a listing of available earning types.
5	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 4 to select the correct type if necessary.

Continued on next page

Starting CSP, Continued

Procedure **(continued)**

Step	Action
6	**Approval Status** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
7	**Manual Row Switch**. (CGHRSUP role users only) Select this field only when necessary to override pay edits. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.
8	Click the Detail button to bring up the Supporting Data screen:
9	Click the next to the Department field and select the unit assigned for Career Sea Pay entitlement (if not already displayed). The level of sea pay will be based on the Department ID.  ***Note:*** Follow the procedures in "TDY Entitlements" (Chapter 12 of this Part) to start, stop, or change sea pay involving TDY periods.

Continued on next page

Starting CSP, Continued

Procedure **(continued)**

Step	Action
10	Click the OK button. This will update the ATU, OPFAC, and CSP Level Code.
11	Click the Approve button and enter the **Approving Official's Employee ID** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.
10	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
11	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

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Stopping CSP

Introduction

This section provides the procedure for ***stopping* Career Sea Pay**.

Reminder, PCS auto-stop

CSP stops automatically on the day prior to PCS departure. Do not enter a PeopleSoft Stop CSP transaction when a member departs PCS. The system will not reflect the CSP stop until it is resynchronized with JUMPS.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a stop CSP transaction.

Step	Action
1	In the Correct History mode, find the row to stop. The stop date will be blank as shown below:
2	Enter the **Stop Date** for the entitlement by using the calendar button to select the desired date. You can also click & drag over the date field then Type the stop date in MM/DD/YYYY format. The stop date can be future dated.
3	**Approval Status** is pre-filled.
4	**Manual Row Switch**. (CGHRSUP role users only) Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.
5	Detail Do Not Use. The detail is automatically set when the earnings type for CSP is selected and the entitlement is saved.
6	Approve is not used. Stop payment of CSP does not require audit and approval.
7	**Earnings Process Type** Not Required. Disregard this field
8	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.

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Correcting CSP

Introduction This section provides the procedure for ***correcting*** **Career Sea Pay**.

Discussion Only the Department ID on the Supporting Data (Detail button) and the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete CSP) and then start a new CSP entitlement.

Procedure Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the Correct History mode, find the CSP row to correct. • Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar button to modify the date • Click the Detail button to lookup the correct department ID.
2	Click the Save button located at the bottom left of the screen.

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Deleting CSP

Introduction This section provides the procedure for ***deleting*** **Career Sea Pay**.

Discussion The total Career Sea Pay entitlement will be recouped when using this feature.

Procedure Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a CSP transaction.

Step	Action
1	In the Correct History mode, find the Career Sea Pay row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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CSP Multiple Entry

Introduction

This section provides the procedure for **CSP Multiple Entry.)**. Refer to E-Mail ALSPO B/11 for access to this component.

Before you begin

The Mange Multiple Entitlements component can be used to create transactions to start an entitlement, stop an entitlement, or start AND stop an entitlement for multiple personnel.

Note (1): Any corrections or deletions must be made using the individual employee entitlements transaction. You cannot correct or delete any entries using the multiple entitlements transactions.

Note (2): Do not click "save" more than once. If you are unsure about the status of the data entry, open a new window and path to the individual employee entitlements listing for one of the people on your multiple transaction list. If you have already saved the multiple transaction the entry will be reflected in the member's individual employee entitlements. You cannot make any changes to the multiple transaction data entry after it has been saved (See note (1) above).

Stop Hardship Duty Pay the day before a member becomes entitled to Career Sea Pay, if applicable. Career Sea Pay/Time automatically stops the day of PCS departure. Career Sea Pay Premium, if running, will automatically stop when Career Sea Pay/Time is stopped.

Do not submit an entry to change the level of entitlement for personnel performing the mission of a mobile unit. They are entitled to Level 1 Sea Pay regardless of temporary assignment.

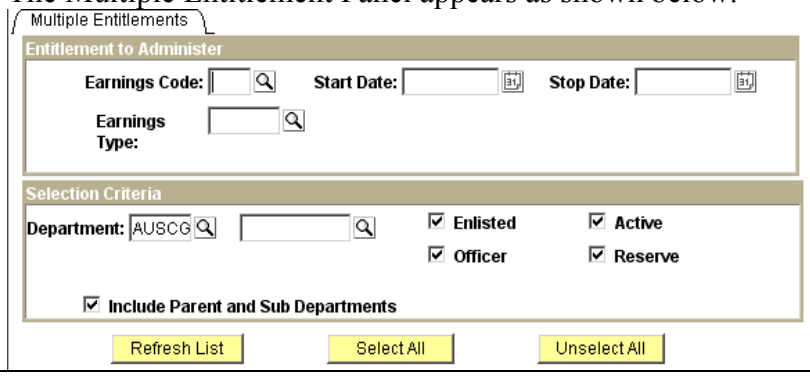
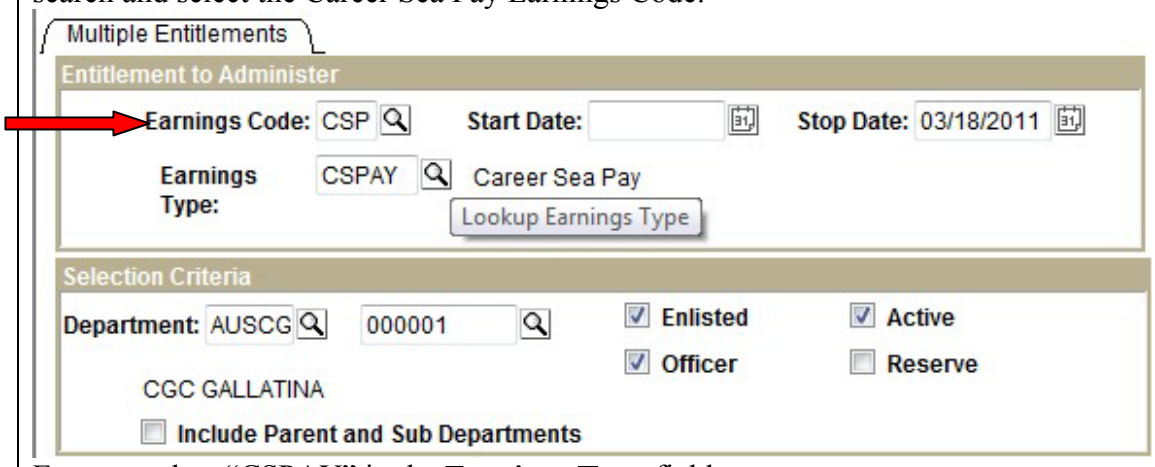
Authorized units are listed under the Unit File Inquiry (L4) option of JUMPS Online Inquiry.

Warning: Corrections and deletions cannot be accomplished using the multiple entry process. Mistakes will require extensive single entry rework. ***Please double check your work before saving!***

Continued on next page

CSP Multiple Entry, Continued

Procedure Follow these steps to enter a new CSP (Multiple Entry) entitlement.

Step	Action
1	Select Menu items in the following order. Enterprise Menu > Compensate Employees > Maintain Entitlements > Use > **Manage Multiple Entitlements** The Multiple Entitlement Panel appears as shown below. 
2	Type "CSP" in the Earnings Code field shown below or use the magnifying glass to search and select the Career Sea Pay Earnings Code.  Enter or select "CSPAY" in the **Earnings Type** field. ***Note:*** Be sure to select the proper earnings type.

Continued on next page

CSP Multiple Entry, Continued

Procedure **(continued)**

Step	Action
3	Enter the **Start Date**. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format. Leave the **Start Date** blank if using the multiple entry component to stop CSP.
4	The **Stop Date** may be left blank to pay continuous BAS (Multiple Entry). If this is a temporary entitlement, you may enter the stop date. If you wish to stop the entitlement at a later date, recreated it per these instructions but leave the **Start Date** blank.
5	Complete the "Selection Criteria" fields as outlined on the next page.

Continued on next page

CSP Multiple Entry, Continued

Procedure **(continued)**

Step	Action
5	

Field	Description/Instructions
Department	There are 2 lookup boxes located next to Department… **Leave the first box set to AUSCG (Active Duty USCG) as shown below.** **Department:** AUSCG Type the Department Code in the 2nd block shown below or use the to search and select from a listing of available codes. **Department:** AUSCG
Enlisted	A checkmark ☑ indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box ☐ indicates enlisted personnel have been removed from the selection criteria.
Active	Always leave this item checked.
Officer	A checkmark ☑ indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box ☐ indicates officers have been removed from the selection criteria.
Reserve	A checkmark ☑ indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel, if desired. A blank box ☐ indicates reserve personnel have been removed from the selection criteria.
Include Parent and Sub Departments	A checkmark ☑ indicates sub departments will be included in the selection. Click on the box to remove sub departments, if desired. A blank box ☐ indicates sub departments been removed from the selection criteria.

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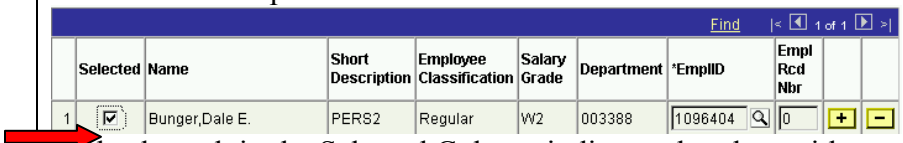
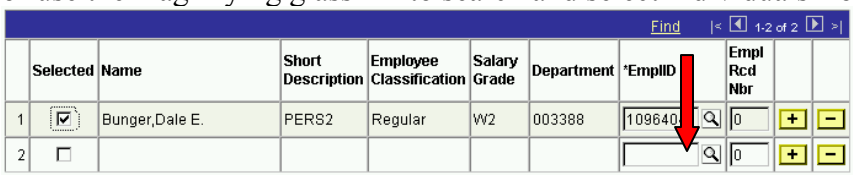
CSP Multiple Entry, Continued

Procedure **(continued)**

Step	Action
6	Click the Refresh List button. A listing of personnel meeting the criteria in the previous step appears in the table below. Find |< 1 of 1 >| Selected | Name | Short Description | Employee Classification | Salary Grade | Department | *EmplID | Empl Rcd Nbr 1 ☐ Bunger,Dale E. PERS2 Regular W2 003388 1096404 0 ***Note:*** Clicking on this button in later steps will undo all changes.
7	Select Entries to be Processed: Click the Select All button. Each row in the table will run through a series of internal edits and all that pass will receive a check mark as shown below.  Find |< 1 of 1 >| Selected | Name | Short Description | Employee Classification | Salary Grade | Department | *EmplID | Empl Rcd Nbr 1 ☑ Bunger,Dale E. PERS2 Regular W2 003388 1096404 0 A check mark in the Selected Column indicates that the entitlement will be generated and placed in the member's history file upon saving.
8	Removal of Entries From Being Processed: Review the list and click the ☑ box to remove appropriate entries. A blank box ☐ indicates that an entry will not be generated upon saving. The ⊟ button can be used to remove an entire row and gain the same effect. The Unselect All button can be used to remove all entries if desired.
9	Add Entries to Be Processed: Click the ⊞ button in any row to add a blank row. Type the member's employee identification number in the **EmplID** block shown below or use the magnifying glass 🔍 to search and select individuals from a list.  Find |< 1-2 of 2 >| Selected | Name | Short Description | Employee Classification | Salary Grade | Department | *EmplID | Empl Rcd Nbr 1 ☑ Bunger,Dale E. PERS2 Regular W2 003388 109640 0 2 ☐ 0 Click on the empty box located in the **Selected** column so an entry will be generated upon saving. ***Note:*** Carefully review your work one last time to ensure there are no mistakes before saving.
10	Click the Save button.

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Starting Career Sea Pay Premium (CSPP)

Introduction

This section provides the ***procedures*** for **Career Sea Pay Premium (CSPP)**. This entitlement is paid to enlisted members in pay-grades E-4 through E-9 and for officers that are entitled to Career Sea Pay that have served 36 consecutive months of sea duty. Career Sea Pay Premium begins on the 37th consecutive month and is payable for each subsequent consecutive month of sea duty.

Before you begin

To manually stop CSPP, stop Career Sea Pay/Time. Career Sea Pay Premium stops automatically when Career Sea Pay/Time is stopped. If a manual stop is entered, JUMPS will automatically stop Career Sea Pay/Time as well; however Direct Access will not enter a stop date in the Career Sea Pay row.

Units authorized Sea Pay are listed under the Unit File Inquiry (L4) option of JUMPS Online Inquiry.

Auto-stop upon PCS departure

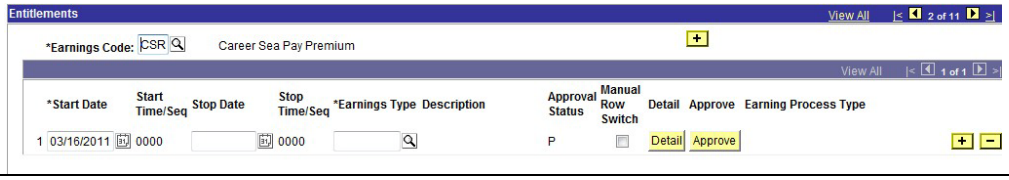
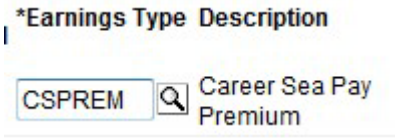
CSPP stops automatically on ***the day of*** PCS departure. Do not enter a Stop CSPP transaction when a member departs PCS. The system will not reflect the CSPP stop until it is resynchronized with PMIS/JUMPS.

Continued on next page

Starting Career Sea Pay Premium (CSPP), Continued

Introduction This section provides the procedure for ***starting*** **Career Sea Pay Premium**.

Procedure Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a new CSPP entitlement.

Step	Action
1	In the Include History mode, click the + button to insert a new blank row to work in. 
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format.
3	The **Stop Date** should be left blank. CSPP stops automatically when CSP is stopped.
4	Enter the **Earnings Type** in the code "CSR" or use the to search and select from a listing of available earning types. 
5	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 4 to select the correct type if necessary.
6	**Approval Status** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
7	**Manual Row Switch**. (CGHRSUP role users only) Select this field only when necessary to override pay edits. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.

Continued on next page

Starting Career Sea Pay Premium (CSPP), Continued

Procedure **(continued)**

Step	Action
8	Detail Do Not Use. The detail is automatically set when the earnings type for CSPP is selected and the entitlement is saved.
9	Click the Approve button and enter the **<u>Approving Official's Employee ID</u>** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.
10	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
11	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

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Correcting CSPP

Introduction

This section provides the procedure for ***correcting*** **Career Sea Pay Premium**.

Discussion

Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete CSPP) and then start a new CSPP entitlement.

Procedure

Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the Correct History mode, find the CSPP row to correct. Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons to modify dates and the magnifying glass to change the earning type.
2	Click the Save button located at the bottom left of the screen.

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Deleting CSPP

Introduction This section provides the procedure for ***deleting*** **Career Sea Pay Premium**.

Discussion The total Career Sea Pay Premium entitlement will be recouped when using this feature.

Procedure Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a CSPP transaction.

Step	Action
1	In the Correct History mode, find the CSPP row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 8, Clothing and Uniform Allowances

Overview

Introduction

This chapter provides for payment of clothing and uniform allowances.

In this chapter

Topic	See Section
Officer Uniform Allowance	II-8-A
Small Store Checkage	II-8-B
Supplemental Clothing Monetary Allowance (CMA)	II-8-C
Maternity Uniform Allowance	II-8-D
Civilian Clothing Monetary Allowance	II-8-E

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Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 8, Clothing and Uniform Allowances

Section A, Officer Uniform Allowance

Overview

Introduction

This guide provides the ***procedures*** for **Officer Uniform Allowance**.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-8-A-3
Starting Officer Uniform Allowance	II-8-A-5
Correcting Officer Uniform Allowance	II-8-A-9
Deleting Officer Uniform Allowance	II-8-A-11

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Guiding Principles

Introduction

This section provides the ***guiding principles*** for **Officer Uniform Allowance**.

Reference

The following reference provides the entitlement policy for Officer Uniform Allowance.

(a) U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Chap 3
- Section 3.I. – Clothing Allowance for Regular Officers
- Section 3.K. – Uniform Allowances for Reserve Officers
  - 3.K.2 – Initial Uniform Allowance
  - 3.K.3. – Additional Active duty Uniform Allowance

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

Note: **Do NOT** prepare this entry on Active Duty Academy, Officer Candidate School graduates, or on Active Duty Warrant Officers. JUMPS is programmed to pay officer uniform allowance for these officers upon commissioning.

If the officer is entitled to two officer uniform allowances, two separate transactions must be prepared with different effective dates (a day apart).

Do not submit this transaction until the member is established as an officer.

This transaction is used in conjunction with the Officer Uniform Allowance Claim Worksheet (CG-5100), which is available via the PPC web site at http://www.uscg.mil/ppc/forms/.

Internal controls

Officer Uniform Allowance payments require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

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Guiding Principles, Continued

Supporting documentation	The Officer Uniform Allowance Claim Worksheet, CG-5102 is the supporting document for payment of Officer Uniform Allowance. File the completed worksheet in section 3 of the SPO PDR for 3 years and forward a copy to PSC (psd-mr) for inclusion in the eIPDR.

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Starting Officer Uniform Allowance

Introduction This section provides the procedure for ***starting* Officer Uniform Allowance**.

Procedure Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a new Officer Uniform Allowance entitlement.

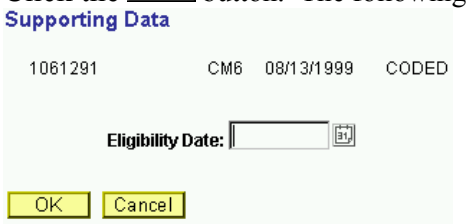
Step	Action
1	Navigate to an existing *CM6- Officer Initial Uniform Allow* earnings code row or insert a new CM6 earnings code, if one is not present.
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format. ***Note:*** Do not use the 31st day of the month as the start date. For reserve officers ordered to active duty, use a start date one day later than the reporting endorsement (L68B in Recents) containing nature duty code "R". If entitled to two separate allowances, submit two different entries one day apart.
3	The **Stop Date** should be left blank it will auto-fill upon saving the transaction.

Continued on next page

Starting Officer Uniform Allowance, Continued

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>Enter the <u>Earnings Type</u> in the code if known or use the to search and select from a listing of available earning types.
<table>
<tr><th>Earning Type</th><th>Description</th></tr>
<tr><td>CODEB</td><td>Initial uniform allowance for reservists only. The officer has NOT already received the initial uniform allowance and meets the entitlement requirements:
o Section 3.K. – Uniform Allowances for Reserve Officers, 3.K.2 – Initial Uniform Allowance</td></tr>
<tr><td>CODEC</td><td>Initial uniform allowance for reservists only. Upon appointment or transfer from another Reserve component of the Armed Forces where a different uniform was required. See reference (a), Section 3.K.2.a.(4).</td></tr>
<tr><td>CODED</td><td>Initial uniform allowance for all regular officers and for those reserve officers who have recently graduated from OCS and are currently on active duty for a period in excess of 139 days. An officer is entitled to an initial uniform allowance upon first appointment as an officer (temporary or regular) or as a permanent warrant officer.

Note: Normally paid automatically by JUMPS upon commissioning, no SPO data entry required.</td></tr>
<tr><td>CODEE</td><td>Additional active duty uniform allowance for reserves only. See reference (a), Section 3.K.3.a. and 3.K.3.b.</td></tr>
</table></td></tr>
<tr><td>5</td><td>Click the Detail button. The following screen appears.
 
</td></tr>
<tr><td>6</td><td>Enter the <u>Eligibility Date</u> in MM/DD/YYYY format or use the calendar button to select the date. This date will be the date of commissioning for temporary and regular officers and reservists meeting the requirements shown in the Pay Manual and Uniform Allowance Claim Worksheet (CG PPC-5100).</td></tr>
</table>

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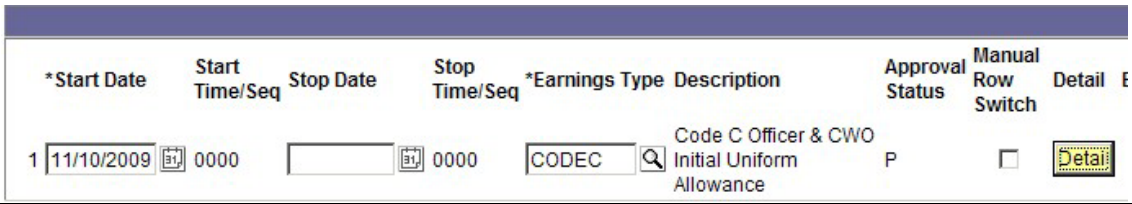
Starting Officer Uniform Allowance, Continued

Procedure (continued)

Step	Action
7	Click the OK button to return to the entitlement row 
8	Review the Start Date and Earnings Type Description for accuracy.
Note	**<u>Approval Status</u>** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
9	Click the Approve button and enter the **<u>Approving Official's Employee ID</u>** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.
10	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
11	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

Continued on next page

Starting Officer Uniform Allowance, Continued

Overriding system edits (not recommended)	**Manual Row Switch**. (CGHRSUP role users only) Select this field only when necessary to override pay edits. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.

Correcting Officer Uniform Allowance

Introduction

This section provides the procedure for ***correcting*** **Officer Uniform Allowance**.

Discussion

Only the Eligibility Date field on the Entitlement Detail panel may be corrected. Delete and resubmit the transaction to change any other fields.

Procedure

Access the entitlement row and:

1. Click the Detail button
2. Enter the correct eligibility date.
3. Click the OK button.
4. Click Save

The corrected transaction will be approved and transmitted.

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Deleting Officer Uniform Allowance

Introduction

This section provides the procedure for ***deleting*** **Officer Uniform Allowance**.

Discussion

The total Officer Uniform Allowance entitlement will be recouped when using this feature.

Procedure

Access the officer's entitlements detail page. Then, follow these steps to enter a deletion of an Officer Uniform Allowance transaction.

Step	Action
1	In the Correct History mode, find the Officer Uniform Allowance row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 8, Clothing and Uniform Allowances

Section B, Small Store Checkage

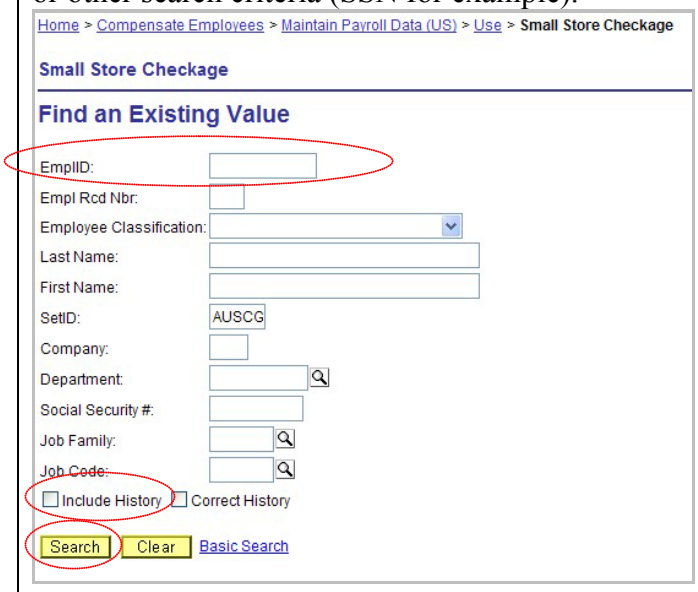
Overview

Introduction

This section provides the procedure for ***entering*** the **Small Store Checkage** transaction.

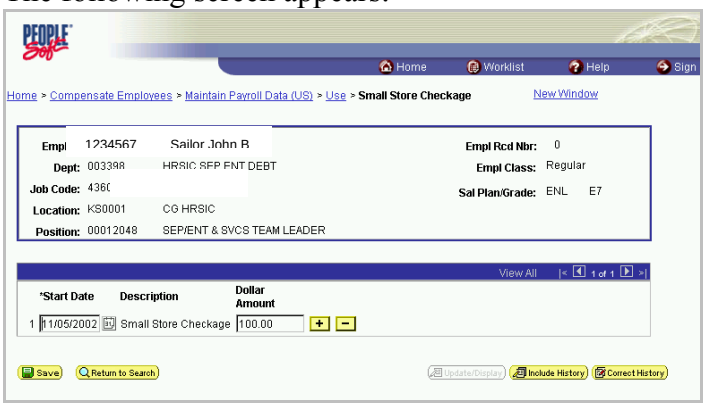
Procedure

Start Direct Access, sign-in and follow these steps to access **Small Store Checkage**.

Step	Action
1	From the Enterprise Menu, select these items: Compensate Employees > Maintain Entitlements > Use > **Small Store Checkage**
2	A search page will appear (example below). Enter the member's Employee ID number or other search criteria (SSN for example). 
3	Select the input mode by checking the **Include History** box located at the bottom of the search screen. This mode will include a list of previously submitted transactions.
4	Click the Search button and select the member you want to input a Small Store Checkage for from the search results. ***Note:*** When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. **Verify the employee ID or SSN before making any changes.**

Continued on next page

Procedure (continued)

Step	Action
5	The following screen appears:  ***Note:*** If no previous Small Store Checkage transactions have been submitted or you are not in the "**Include History**" mode (See step 3) the page will load with a row showing the current date in the **Start Date** field and the **Dollar Amount** field will be blank as shown in the example below:
6	If this is the first Small Store Checkage for this member, enter the **Dollar Amount**. If history rows exist, click the + button to enter a new checkage. The Start Date will default to the current date, enter the **Dollar Amount**.
7	Click the Save button. ***Note:*** Only one entry per day is allowed per member.

Corrections / Deletions

This transaction cannot not be corrected or deleted. Refunds for erroneous entries and credits for returned merchandise can be input via the Compensate Employees > Maintain Payroll Data (US) > Use > **Pay Adjustments** menu.

Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 8, Clothing and Uniform Allowances

Section C, Enlisted Supplementary Clothing Allowance

Overview

Introduction

This section provides the ***procedures*** for Enlisted Supplementary Clothing Allowance. This entitlement is paid to enlisted members who are assigned to duty where they are required to have special items or quantities of individual uniform clothing not normally required for the majority of enlisted members. This allowance is in addition to any other clothing monetary allowance.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-8-C-3
Entering Enlisted Supplementary Clothing Allowance	II-8-C-5
Deleting Enlisted Supplementary Clothing Allowance	II-8-C-7

Guiding Principles

Introduction

This section provides the ***guiding principles*** for **Enlisted Supplementary Clothing Allowance.**

Reference

The following reference provides the policy for payment of Enlisted Supplementary Clothing Allowance.

(a) U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Section 3-J-6
(b) Enlisted Supplementary Clothing Allowances Table of Rules, http://www.uscg.mil/ppc/mas/suppcma.asp

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

Payment policy

The allowance is payable only once during an assignment to such duty. The allowance is not payable upon reassignment to the same type of duty during a period of continuous active duty, unless three or more years have elapsed between such assignments.

Internal controls

Enlisted Supplementary Clothing Allowance transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

Supporting documentation

The Enlisted Supplementary Clothing Allowance Worksheet, CG-5155A is the supporting document for payment of this allowance. File the completed worksheet in section 3 of the SPO PDR for 3 years and forward a copy to PSC (psd-mr) for inclusion in the eIPDR.

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Entering Enlisted Supplementary Clothing Allowance

Introduction This section provides the procedure for ***starting*** **Enlisted Supplementary Clothing Allowance**.

Procedure Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a new Supplementary Clothing Allowance entitlement.

Step	Action
1	If necessary, click the insert row button shown below to create a new entry.
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format.
3	The **Stop Date** may be left.
4	Enter the **Earnings Type** in the code if known or use the to search and select from a listing of available earning types.
5	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 4 to select the correct type if necessary.
Note	**Approval Status** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
6	Click the Approve button and enter the **Approving Official's Employee ID** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.

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Entering Enlisted Supplementary Clothing Allowance,
Continued

Procedure (continued)

Step	Action
7	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
8	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

Deleting Enlisted Supplementary Clothing Allowance

Introduction

This section provides the procedure for ***deleting*** **Enlisted Supplementary Clothing Allowance**.

Discussion

The total Enlisted Supplementary Clothing Allowance entitlement will be recouped when using this feature.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a Supplemental CMA transaction.

Step	Action
1	In the Correct History mode, find the Enlisted Supplementary Clothing Allowance row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 8, Clothing and Uniform Allowances

Section D, Maternity Uniform Allowance

Overview

Introduction This section provides the *procedures* for Maternity Uniform Allowance.

Topics The following topics are covered in this section

Topic	See Page
Guiding Principles	II-8-D-3
Starting Maternity Uniform Allowance	II-8-D-5
Deleting Maternity Uniform Allowance	II-8-D-9

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Guiding Principles

Introduction

This section provides the *guiding principles* for Maternity Uniform Allowance.

Reference

The following references provide additional information about Maternity Uniform Allowance.

(a) U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Section 3-J-6
(b) Enlisted Supplementary Clothing Allowances Table of Rules, http://www.uscg.mil/ppc/mas/suppcma.asp

Policy guidance

Reference (a) authorizes Supplementary Clothing Allowance to enlisted members who are assigned to duty where they are required to have special items or quantities of individual uniform clothing not normally required for the majority of enlisted members. This supplementary allowance is in addition to any other clothing monetary allowance.

3 Years between payments:

Note the provisions of reference (b), Note 6 to Rule 8:

- "Subsequent payment will not be authorized for more than one pregnancy within 3 years of the date of approval of earlier payments."

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

Internal controls

Enlisted Supplementary Clothing Allowance transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

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Guiding Principles, Continued

Supporting documentation

The Enlisted Supplementary Clothing Allowance Worksheet, CG-5155A is the supporting document for payment of this allowance. File the completed worksheet in section 3 of the SPO PDR for 3 years and forward a copy to PSC (psd-mr) for inclusion in the eIPDR.

JUMPS effect

This transaction creates a P603 transaction, which updates Segment 43. Element code 16 of the P603 will show “08”, which is the rule code number from reference (b).

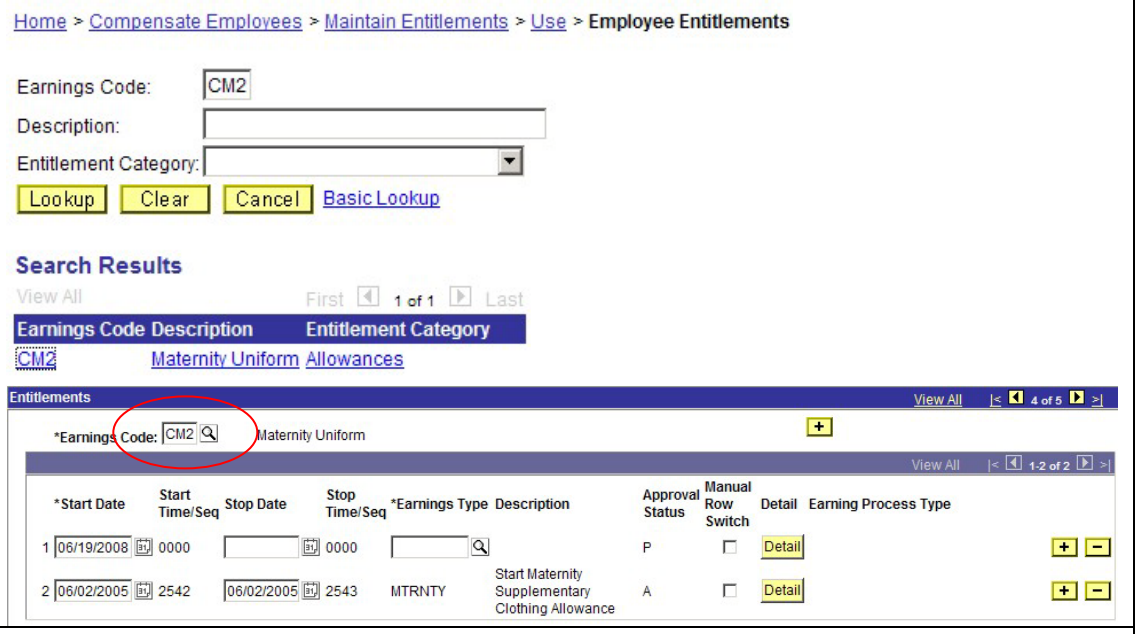
Starting Maternity Uniform Allowance

Introduction

This section provides the procedure for ***starting*** **Maternity Uniform Allowance**.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a new Maternity Uniform Allowance entitlement.

Step	Action
1	Navigate to the member's Employee Entitlements page and create a new entitlement row using the "CM2 – Maternity Uniform" Earnings Code. 
2	The **Start Date** will auto-fill with the current date. It should not be changed; future dating or back dating of this transaction is not permitted. ***Note:*** If a previous entitlement row is present, be aware that only one payment is allowed within a three year period.
3	Leave the **Stop Date** blank. It will auto-fill with the current date/start date upon saving the transaction.

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Starting Maternity Uniform Allowance, Continued

Procedure (continued)

Step	Action
4	Enter the **Earnings Type** in the code "MTRNTY" or use the to search and select from a listing of available earning types.
5	**Description** is pre-filled with "Start Maternity Supplementary Clothing Allowance". Ensure the proper entitlement is shown, repeat the previous steps to select the correct type if necessary.
Note	**Approval Status** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
6	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.

Continued on next page

Starting Maternity Uniform Allowance, Continued

Procedure (continued)

Step	Action
7	Click the Approve button and enter the **Approving Official's Employee ID** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.
8	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
9	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

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Deleting Maternity Uniform Allowance

Introduction

This section provides the procedure for ***deleting*** **Maternity Uniform Allowance**.

Discussion

The total Maternity Uniform Allowance entitlement will be recouped when using this feature.

Procedure

Follow these steps to enter a deletion of a Maternity Uniform Allowance transaction.

Step	Action
1	In the Correct History mode, find the Maternity Uniform Allowance row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 8, Clothing and Uniform Allowances

Section E, Civilian Clothing Monetary Allowance

Overview

Introduction

This section provides the ***procedures*** for **Civilian Clothing Monetary Allowance**. This entitlement may be paid to officers assigned to a permanent duty station outside the United States when required to wear civilian clothing in the performance of official duties and to enlisted members when they are assigned to duty requiring the wearing of civilian clothing.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-8-E-3
Starting Civilian Clothing Monetary Allowance	II-8-E-5
Correcting Civilian Clothing Monetary Allowance	II-8-E-7
Deleting Civilian Clothing Monetary Allowance	II-8-E-9

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Guiding Principles

Introduction

This section provides the *guiding principles* for Civilian Clothing Monetary Allowance.

Reference

The following references provide additional information about Civilian Clothing Monetary Allowance.

(a) U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Section:
   a. 3-I-3 and 4, Regular Officers
   b. 3-J-5, Enlisted Members

(b) Civilian Clothing Allowance Table of Rules, http://www.uscg.mil/ppc/mas/cca.asp

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

Internal controls

Enlisted Supplementary Clothing Allowance transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

Supporting documentation

The Civilian Clothing Allowance Worksheet, CG-5150 or a memo from Commandant (CG-1222) is the supporting document for payment of this allowance. File the completed worksheet or memo in section 3 of the SPO PDR for 3 years and forward a copy to PSC (psd-mr) for inclusion in the eIPDR.

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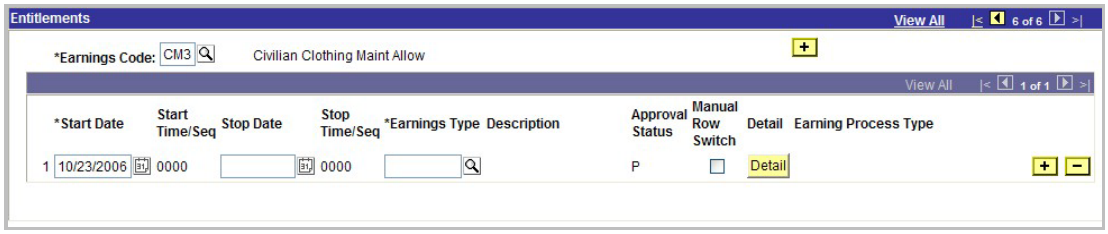
Starting Civilian Clothing Monetary Allowance

Introduction

This section provides the procedure for *starting* Civilian Clothing Monetary Allowance.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a new Civilian Clothing Monetary Allowance entitlement.

Step	Action
1	Navigate to the member's entitlements page and insert a "*CM3-Civilian Clothing Maint. Allowance*" Earnings Code if necessary, or insert a new blank row in an existing CM3 Earnings Code section. 
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format.
3	The **Stop Date** should be left blank (system will fill in with the same date as the start date upon saving).
4	Enter the **Earnings Type** in the code if known or use the to search and select from a listing of available earning types. ***Reminder:*** Some Earnings Type codes require the assignment of a Competency Code before the member is eligible to receive Civilian Clothing Monetary Allowance. **Earnings Type** / **Description** CIVCON — Special Continuing Civilian CMA (SCCMA-CIV) CIVINI — Special Initial Civilian CMA (SICMA-CIV) CIVPAR — Partial Initial Civilian CMA (PART-SICMA-CIV) CIVTDY — Special TDY Civilian CMA (STDYCMA-CIV)
5	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 4 to select the correct type if necessary.
Note	**Approval Status** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".

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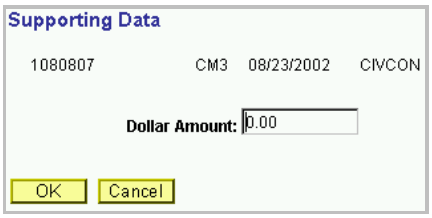
Starting Civilian Clothing Monetary Allowance, Continued

Procedure (continued)

Step	Action
6	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.
7	Click the Detail button to bring up the Supporting Data screen below:  Enter the Dollar Amount of Civilian Clothing Monetary Allowance. (Amounts are listed in reference (b)) Click the OK button when finished.
8	Click the Approve button and enter the **Approving Official's Employee ID** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.
9	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
10	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

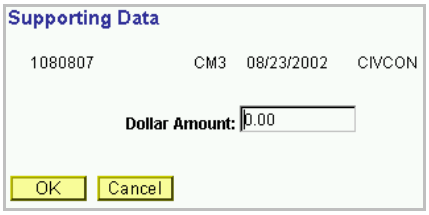
Correcting Civilian Clothing Monetary Allowance

Introduction

This section provides the procedure for *correcting* Civilian Clothing Monetary Allowance.

Procedure

Only the amount (in the detail section) may be corrected. If the earnings type code is incorrect, delete and resubmit this transaction.

Step	Action
1	In the Correct History mode, find the Civilian Clothing Monetary Allowance row to correct.
2	Click the Detail button to bring up the Supporting Data screen below:  Enter the Dollar Amount of Civilian Clothing Monetary Allowance. Click the OK button when finished.
3	Click the Save button located at the bottom left of the screen.

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Deleting Civilian Clothing Monetary Allowance

Introduction

This section provides the procedure for *deleting* Civilian Clothing Monetary Allowance.

Discussion

The total Civilian Clothing Monetary Allowance entitlement will be recouped when using this feature.

Procedure

Follow these steps to enter a deletion of a Civilian Clothing Monetary Allowance transaction.

Step	Action
1	In the Correct History mode, find the Civilian Clothing Monetary Allowance row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 8, Clothing and Uniform Allowances

Section E, Civilian Clothing Monetary Allowance

Overview

Introduction

This section provides the ***procedures*** for **Civilian Clothing Monetary Allowance**. This entitlement may be paid to officers assigned to a permanent duty station outside the United States when required to wear civilian clothing in the performance of official duties and to enlisted members when they are assigned to duty requiring the wearing of civilian clothing.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-8-E-3
Starting Civilian Clothing Monetary Allowance	II-8-E-5
Correcting Civilian Clothing Monetary Allowance	II-8-E-7
Deleting Civilian Clothing Monetary Allowance	II-8-E-9

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Guiding Principles

Introduction

This section provides the *guiding principles* for Civilian Clothing Monetary Allowance.

Reference

The following references provide additional information about Civilian Clothing Monetary Allowance.

(a) U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Section:
   a. 3-I-3 and 4, Regular Officers
   b. 3-J-5, Enlisted Members

(b) Civilian Clothing Allowance Table of Rules, http://www.uscg.mil/ppc/mas/cca.asp

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

Internal controls

Enlisted Supplementary Clothing Allowance transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

Supporting documentation

The Civilian Clothing Allowance Worksheet, CG-5150 or a memo from Commandant (CG-1222) is the supporting document for payment of this allowance. File the completed worksheet or memo in section 3 of the SPO PDR for 3 years and forward a copy to PSC (psd-mr) for inclusion in the eIPDR.

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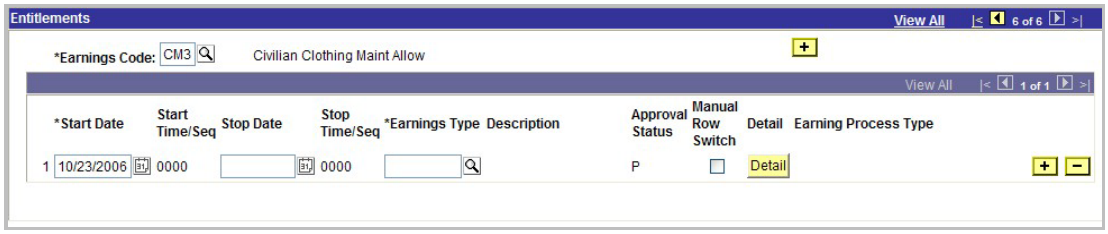
Starting Civilian Clothing Monetary Allowance

Introduction

This section provides the procedure for *starting* Civilian Clothing Monetary Allowance.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a new Civilian Clothing Monetary Allowance entitlement.

Step	Action
1	Navigate to the member's entitlements page and insert a "*CM3-Civilian Clothing Maint. Allowance*" Earnings Code if necessary, or insert a new blank row in an existing CM3 Earnings Code section. 
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format.
3	The **Stop Date** should be left blank (system will fill in with the same date as the start date upon saving).
4	Enter the **Earnings Type** in the code if known or use the to search and select from a listing of available earning types. ***Reminder:*** Some Earnings Type codes require the assignment of a Competency Code before the member is eligible to receive Civilian Clothing Monetary Allowance. **Earnings Type** / **Description** CIVCON — Special Continuing Civilian CMA (SCCMA-CIV) CIVINI — Special Initial Civilian CMA (SICMA-CIV) CIVPAR — Partial Initial Civilian CMA (PART-SICMA-CIV) CIVTDY — Special TDY Civilian CMA (STDYCMA-CIV)
5	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 4 to select the correct type if necessary.
Note	**Approval Status** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".

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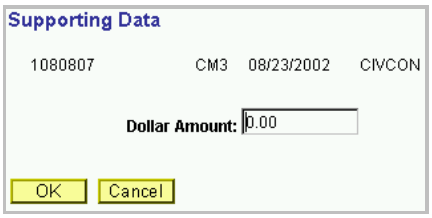
Starting Civilian Clothing Monetary Allowance, Continued

Procedure (continued)

Step	Action
6	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.
7	Click the Detail button to bring up the Supporting Data screen below:  Enter the Dollar Amount of Civilian Clothing Monetary Allowance. (Amounts are listed in reference (b)) Click the OK button when finished.
8	Click the Approve button and enter the **Approving Official's Employee ID** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.
9	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
10	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

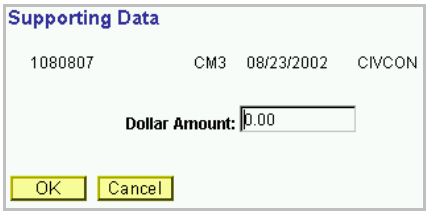
Correcting Civilian Clothing Monetary Allowance

Introduction

This section provides the procedure for *correcting* Civilian Clothing Monetary Allowance.

Procedure

Only the amount (in the detail section) may be corrected. If the earnings type code is incorrect, delete and resubmit this transaction.

Step	Action
1	In the Correct History mode, find the Civilian Clothing Monetary Allowance row to correct.
2	Click the Detail button to bring up the Supporting Data screen below:  Enter the Dollar Amount of Civilian Clothing Monetary Allowance. Click the OK button when finished.
3	Click the Save button located at the bottom left of the screen.

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Deleting Civilian Clothing Monetary Allowance

Introduction

This section provides the procedure for *deleting* Civilian Clothing Monetary Allowance.

Discussion

The total Civilian Clothing Monetary Allowance entitlement will be recouped when using this feature.

Procedure

Follow these steps to enter a deletion of a Civilian Clothing Monetary Allowance transaction.

Step	Action
1	In the Correct History mode, find the Civilian Clothing Monetary Allowance row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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PPC SPO Manual

Part II, Pay Entitlements

Chapter 9, Cost of Living Allowance (CONUS & OUTCONUS)

Chapter Overview

In this chapter

Topic	See Section
CONUS COLA	II-9-A
OUTCONUS COLA With Dependents	II-9-B
OUTCONUS COLA Without Dependents	II-9-C
Fractional OUTCONUS COLA	II-9-D

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Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 9, Cost of Living Allowance (CONUS & OUTCONUS)

Section A, CONUS COLA

Overview

Introduction

This section provides the ***procedures*** for **Cost of Living Allowance (CONUS COLA)**. This entitlement is paid to members entitled to a ***CONUS*** high cost area. It is also payable to unaccompanied member's ***OCONUS***, if their primary dependent resides in a CONUS high cost area. A member assigned to CONUS duty must get approval from COMDT (CG-1222), when equitable due to duty location or other circumstances, to receive CONUS COLA based on the primary dependent's residence.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-9-A-3
Starting CONUS COLA	II-9-A-5
Stopping CONUS COLA	II-9-A-9
Correcting CONUS COLA	II-9-A-11
Deleting CONUS COLA	II-9-A-13

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Guiding Principles

Introduction

This section provides the ***guiding principles*** for **CONUS COLA**.

Reference

The following references provide additional information about CONUS COLA.

(a) Joint Federal Travel Regulations, Volume 1, Chapter 8
(b) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
(c) Personnel Manual, COMDTINST M1000.6 (series)

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

Review and Approval

CONUS COLA entries can be initiated by a user with CGHRS role. Review and approval by a CGHRSUP role user is required.

Reserve component members

See JFTR, para **U8038,** for entitlement to CCOLA for Reserve Component members on active duty. Understand that involuntary active duty under Title 14 recall orders does not meet the definition of a DOD Contingency operation.

Auto-stop upon PCS departure

CONUS COLA stops automatically on ***the day prior*** to PCS departure. Do not enter a Stop CONUS COLA transaction when a member departs PCS. The system will not reflect the CONUS COLA stop until it is resynchronized with PMIS/JUMPS.

Complete a CONUS COLA entry on all INCONUS PCS reporting transactions**.** If a member is receiving two COLA entitlements (i.e., OCONUS COLA without dependents and CONUS COLA with dependents), manually stop CONUS COLA at the old unit and enter a start for the new permanent duty assignment. CONUS COLA/Time will automatically stop the day before arriving PCS (except as noted above). An entry is required when dependency changes to “with” or “without” dependents.

Continued on next page

Guiding Principles, Continued

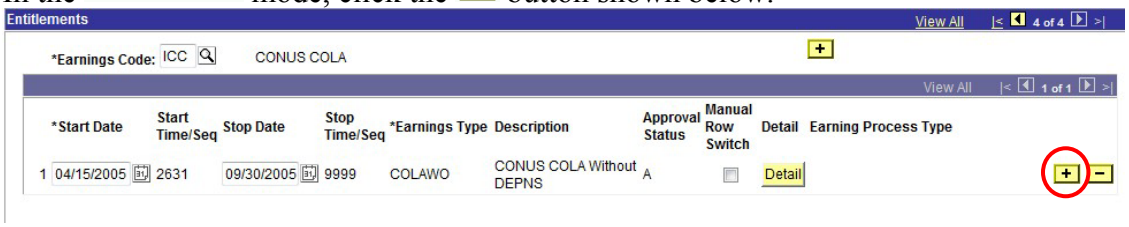
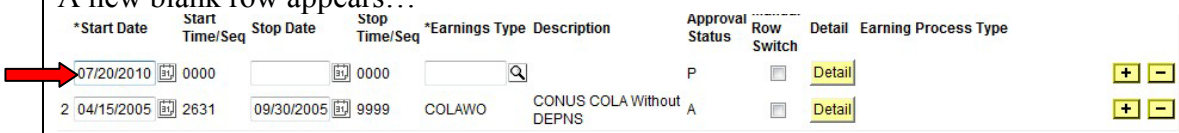
Supporting documentation

The PCS Reporting Worksheet, CG-2005, is the supporting documentation for this allowance. Payment at the with dependent rate requires properly completed dependency documentation (CG-2020, CG-2025) on file.

Starting CONUS COLA

Introduction This section provides the procedure for ***starting*** **CONUS COLA**.

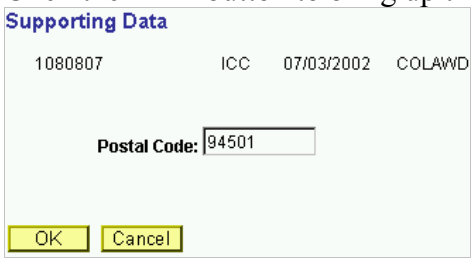
Procedure Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a new CONUS COLA entitlement.

Step	Action
1	In the Include History mode, click the + button shown below.  A new blank row appears… 
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format.
3	Enter the **Stop Date** only if this is a temporary entitlement. You must enter a stop date if this entry is for a Reserve Component (RC) member on AD for 140 to 180 days. Leave the stop date blank for active duty members and RC members on AD for 140 or more days ADT or more than 181 days (ADOT). CCOLA will automatically stop upon RELAD or PCS.
4	Enter the **Earnings Type** in the code for CONUS COLA With Dependents or CONUS COLA Without Dependents or use the to search and select from a listing of available earning types.

Continued on next page

Starting CONUS COLA, Continued

Procedure (continued)

Step	Action
5	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat the previous step to select the correct type if necessary.
6	**Approval Status** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
7	**Manual Row Switch** (CGHRSUP role users only). Select this field only when necessary to override pay edits. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.
8	Click the Detail button to bring up the Supporting Data screen below:  Enter the zip code at which CONUS COLA is payable (the permanent duty station or dependent's locale, as applicable. Click the OK button when finished.
9	Click the Approve button and enter the **Approving Official's Employee ID** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.

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Starting CONUS COLA, Continued

Procedure (continued)

Step	Action
10	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
11	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

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Stopping CONUS COLA

Introduction

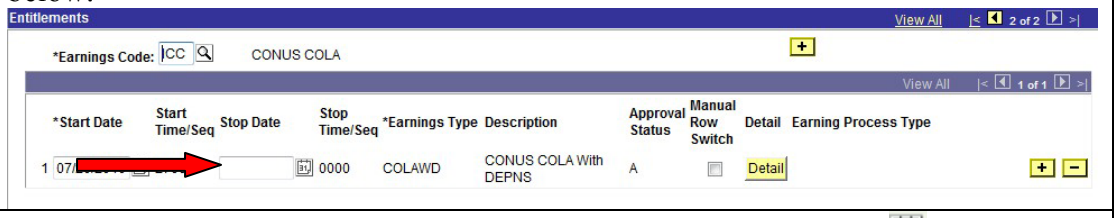
This section provides the procedure for ***stopping* CONUS COLA**.

Reminder, PCS auto-stop

CONUS COLA stops automatically on the day prior to PCS departure. Do not enter a PeopleSoft Stop CONUS COLA transaction when a member departs PCS. The system will not reflect the CONUS COLA stop until it is resynchronized with JUMPS.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a stop CONUS COLA transaction.

Step	Action
1	In the Correct History mode, find the row to stop. The stop date will be blank as shown below: 
2	Enter the **Stop Date** for the entitlement by using the calendar button to select the desired date. You can also click & drag over the date field then Type the stop date in MM/DD/YYYY format. The stop date can be future dated.
3	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.
4	Detail Do not use when stopping CONUS COLA, see Correcting CONUS COLA on the following page if changes to the detail screen are needed.
5	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.

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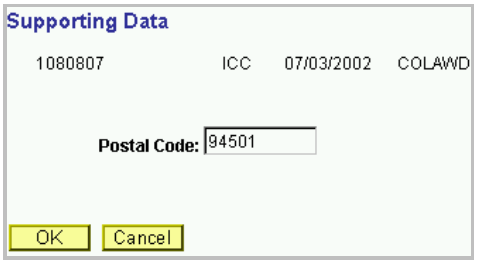
Correcting CONUS COLA

Introduction This section provides the procedure for ***correcting*** **CONUS COLA**.

Discussion Only the stop date may and Detail (ZIP/Postal Code) be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete CONUS COLA) and then start a new CONUS COLA entitlement.

Procedure Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the Correct History mode, find the CONUS COLA row to correct. Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons to modify dates and the magnifying glass to change the earning type. Or, Click the Detail button to bring up the Supporting Data screen:  Enter the zip code at which CONUS COLA is payable (the permanent duty station or dependent's locale, as applicable. Click the OK button when finished.
2	Click the Save button located at the bottom left of the screen.

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Deleting CONUS COLA

Introduction This section provides the procedure for ***deleting*** **CONUS COLA**.

Discussion The total CONUS COLA entitlement will be recouped when using this feature.

Procedure Follow these steps to enter a deletion of a CONUS COLA transaction.

Step	Action
1	In the Correct History mode, find the CONUS COLA row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 9, Cost of Living Allowance (CONUS & OUTCONUS)

Section B, OUTCONUS COLA with Dependents

Overview

Introduction

This section provides the ***procedures*** for **OUTCONUS COLA with Dependents**. Members with dependents assigned OUTCONUS are entitled to COLA (see par. U9210 JFTR for entitlement for member married to member couples) regardless of Government mess availability at the PDS (including vessel).

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-9-B-3
Starting OUTCONUS COLA with Dependents	II-9-B-5
Stopping OUTCONUS COLA with Dependents	II-9-B-9
Correcting OUTCONUS COLA with Dependents	II-9-B-11
Deleting OUTCONUS COLA with Dependents	II-9-B-13

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Guiding Principles

Introduction

This section provides the ***guiding principles*** for **OUTCONUS COLA with Dependents**.

Reference

The following references provide additional information about OUTCONUS COLA with Dependents.

(a) Coast Guard Personnel Manual, COMDTINST M1000.6(series), Section 4.H.9.b. Command Sponsorship of Dependents
(b) Joint Federal Travel Regulations (JFTR), Chapter 9

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

Reserve Component members

Please see JFTR U9145, COLA for an RC member, for information on payment of OUTCONUS COLA to a Reserve Component member on active duty.

Auto-stop upon PCS departure

OUTCONUS COLA with Dependents stops automatically on ***the day prior*** to PCS departure. Do not enter a Stop OUTCONUS COLA with Dependents transaction when a member departs PCS. The system will not reflect the OUTCONUS COLA with Dependents stop until the departing endorsement on orders transaction is approved and saved.

Timely submission of this entry is important since significant pay impact may result for the member. OUTCONUS COLA is automatically shutdown the day prior to PCS departure.

Manual stop upon departure on terminal leave

Entitlement to OUTCONUS COLA ends on the date the member departs the OUTCONUS unit on terminal leave. The SPO will create a separate stop transaction in Direct Access to stop the entitlement.

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Guiding Principles, Continued

Review and Approval	OUTCONUS COLA entries can be initiated by a user with CGHRS role. Review and approval by a CGHRSUP role user is required.
Supporting documentation	The PCS Reporting Worksheet, CG-2005 or the Reserve Travel Order, is the supporting documentation for this allowance. Payment at the with dependent rate requires properly completed dependency documentation (CG-2020, CG-2025) and overseas entry approval for command sponsored dependents in accordance with reference (a).

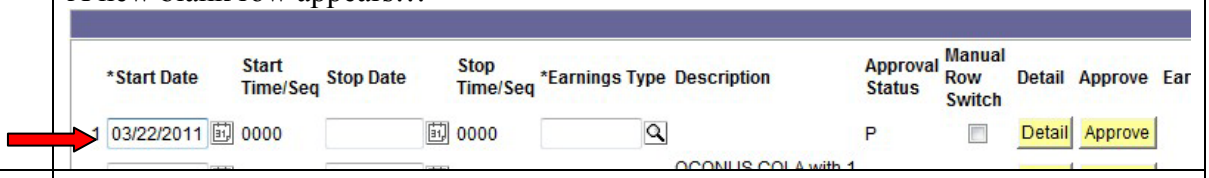
Starting OUTCONUS COLA with Dependents

Introduction

This section provides the procedure for ***starting*** **OUTCONUS COLA with Dependents**.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a new OUTCONUS COLA with Dependents entitlement.

Step	Action
1	In the Include History mode, click the + button shown below. A new blank row appears… 
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format. Note: See Reference (b), **U9105,** for guidance on determining the correct date to start OUTCONUS COLA with dependents.
3	The **Stop Date** may be left blank to pay continuous OUTCONUS COLA with Dependents. If this is a temporary entitlement, you may enter the stop date. Leave the stop date blank for active duty members and RC members on AD for 140 or more days ADT or more than 181 days (ADOT). OCOLA will automatically stop upon RELAD or PCS.

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Starting OUTCONUS COLA with Dependents, Continued

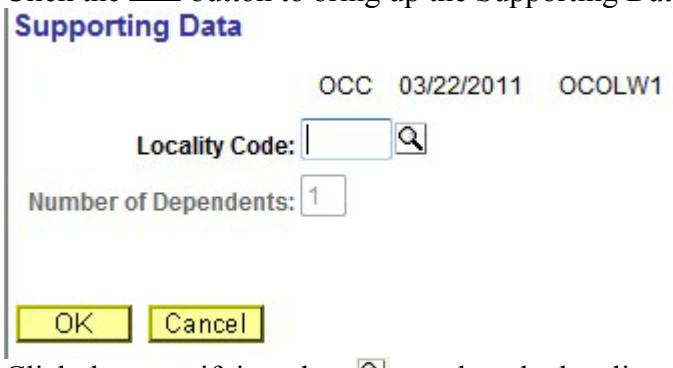
Procedure (continued)

Step	Action
4	Enter the **Earnings Type** in the code if known or use the to search and select from a listing of available earning types. Earnings Code / Earnings Type / Description OCC / OCOLW1 / OCONUS COLA with 1 Dependent OCC / OCOLW2 / OCONUS COLA with 2 Dependents OCC / OCOLW3 / OCONUS COLA with 3 Dependents OCC / OCOLW4 / OCONUS COLA with 4 Dependents OCC / OCOLW5 / OCONUS COLA with 5 Dependents OCC / OCOLW6 / OCONUS COLA with 6 Dependents Per reference (b), par U9130, the Earnings Type Code is based on the number of **command-sponsored dependents** (maximum of 6**) at the PDS** (See reference (b), par. U9210, for authorization for member-married-to-member couples if applicable).
5	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.
6	**Approval Status** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
7	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.

Continued on next page

Starting OUTCONUS COLA with Dependents, Continued

Procedure (continued)

Step	Action
8	Click the Detail button to bring up the Supporting Data screen below:  Click the magnifying glass to select the locality of the member's PDS or other location where OUTCONUS COLA with Dependents entitlement is payable. The number of dependents is automatically displayed based on the earnings type selected. If it is not correct, repeat step 4. Click the OK button when finished.
9	Click the Approve button and enter the **<u>Approving Official's Employee ID</u>** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.

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Starting OUTCONUS COLA with Dependents, Continued

Procedure (continued)

Step	Action
10	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
11	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

Stopping OUTCONUS COLA with Dependents

Introduction

This section provides the procedure for ***stopping* OUTCONUS COLA with Dependents**.

Reminder, PCS auto-stop

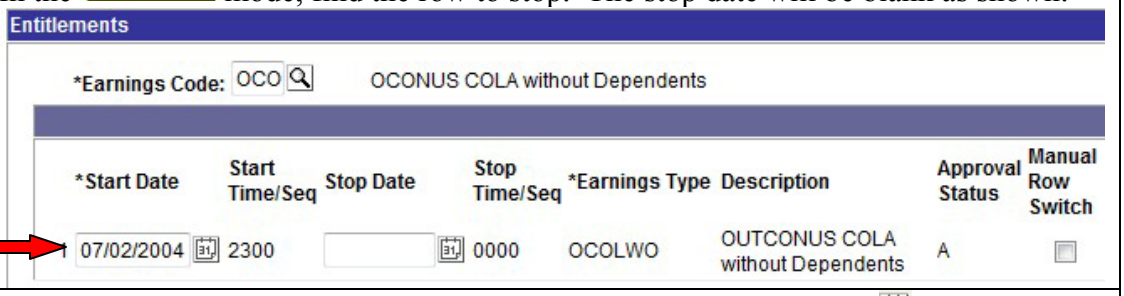
OUTCONUS COLA stops automatically on the day prior to PCS departure. Do not enter a stop OUTCONUS COLA transaction when a member departs PCS. Continuation of OUTCONUS CLOA beyond the the PCS departure date must be approved by Commandant (CG-1222) and will be entered by PPC (mas) if authorized.

Manual stop upon departure on terminal leave

Entitlement to OUTCONUS COLA ends on the date the member departs the OUTCONUS unit on terminal leave. The SPO will create a separate stop transaction in Direct Access to stop the entitlement.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a stop OUTCONUS COLA with Dependents transaction.

Step	Action
1	In the Correct History mode, find the row to stop. The stop date will be blank as shown: 
2	Enter the **<u>Stop Date</u>** for the entitlement by using the calendar button to select the desired date. You can also click and drag over the date field then Type the stop date in MM/DD/YYYY format. The stop date can be future dated. See reference (b), par. **U9105**, for guidance on the determining the correct date to stop OUTCONUS COLA with dependents.
3	**<u>Manual Row Switch</u>** (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.

Continued on next page

Stopping OUTCONUS COLA with Dependents, Continued

Procedure (continued)

Step	Action
4	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry. (The approval and detail buttons are not used in this procedure).

Correcting OUTCONUS COLA with Dependents

Introduction

This section provides the procedure for ***correcting*** **OUTCONUS COLA with Dependents**.

Discussion

Only the stop date and the locality code may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete OUTCONUS COLA with Dependents) and then start a new OUTCONUS COLA with Dependents entitlement.

Procedure

Follow these steps to correct an incorrect stop date or locality code.

Step	Action
1	In the Correct History mode, find the OUTCONUS COLA with Dependents row to correct. Enter the correct • stop date or (See Stopping OUTCONUS COLA procedure step 2) • locality code (See Starting OUTCONUS COLA procedure step 8)
2	Click the Save button located at the bottom left of the screen.

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Deleting OUTCONUS COLA with Dependents

Introduction

This section provides the procedure for ***deleting*** **OUTCONUS COLA with Dependents**.

Discussion

The total OUTCONUS COLA with Dependents entitlement will be recouped when using this feature.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an OUTCONUS COLA with Dependents transaction.

Step	Action
1	In the Correct History mode, find the OUTCONUS COLA with Dependents row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 9, Cost of Living Allowance (CONUS & OUTCONUS)

Section C, OUTCONUS COLA without Dependents

Overview

Introduction

This section provides the ***procedures*** for full or partial **OUTCONUS COLA without Dependents**. See the references in the Guiding Principles section for specific rules concerning this entitlement.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-9-C-3
Starting OUTCONUS COLA without Dependents	II-9-C-5
Stopping OUTCONUS COLA without Dependents	II-9-C-9
Correcting OUTCONUS COLA without Dependents	II-9-C-11
Deleting OUTCONUS COLA without Dependents	II-9-C-13

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Guiding Principles

Introduction

This section provides the ***guiding principles*** for **OUTCONUS COLA without Dependents.**

Reference

The following references provide additional information about OUTCONUS COLA without Dependents.

(a) Joint Federal Travel Regulations (JFTR), Chapter 9

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

Reserve Component members

Please see JFTR U9145, COLA for an RC member, for information on payment of OUTCONUS COLA to a Reserve Component member on active duty.

Auto-stop upon PCS departure

OUTCONUS COLA without Dependents stops automatically on ***the day prior*** to PCS departure. Do not enter a Stop OUTCONUS COLA without Dependents transaction when a member departs PCS. The system will not reflect the OUTCONUS COLA without Dependents stop until the departing endorsement on orders transaction is approved and saved.

Manual stop upon departure on terminal leave

Entitlement to OUTCONUS COLA ends on the date the member departs the OUTCONUS unit on terminal leave. The SPO will create a separate stop transaction in Direct Access to stop the entitlement.

Continued on next page

Guiding Principles, Continued

Review and Approval	OUTCONUS COLA entries can be initiated by a user with CGHRS role. Review and approval by a CGHRSUP role user is required.
Supporting documentation	The PCS Reporting Worksheet, CG-2005 or the Reserve Travel Order, is the supporting documentation for this allowance.

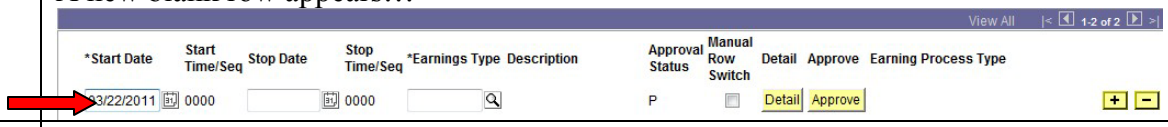
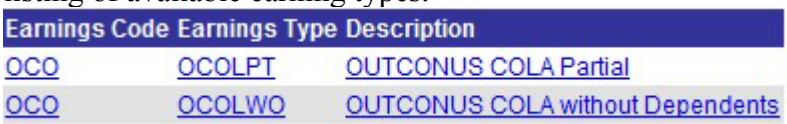
Starting OUTCONUS COLA without Dependents

Introduction

This section provides the procedure for ***starting*** **OUTCONUS COLA without Dependents**.

Procedure

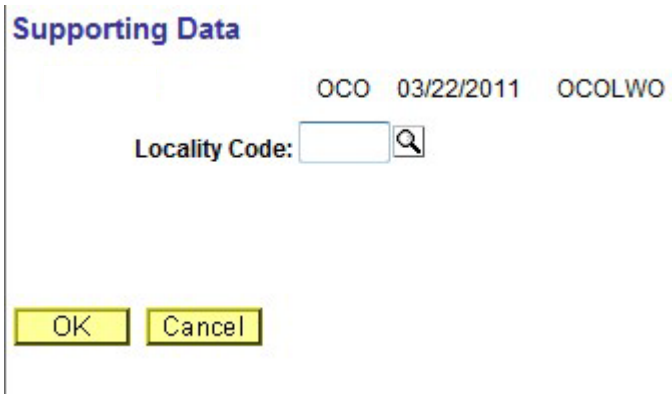
Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a new OUTCONUS COLA without Dependents entitlement.

Step	Action
1	In the Include History mode, click the + button shown below. A new blank row appears… 
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click and drag over the date field to select the date then type the start date in MM/DD/YYYY format. Note: See Reference (b), **U9105,** for guidance on determining the correct date to start OUTCONUS COLA without dependents.
3	The **Stop Date** may be left blank to pay continuous OUTCONUS COLA without Dependents. If this is a temporary entitlement, you may enter the stop date. Leave the stop date blank for active duty members and RC members on AD for 140 or more days ADT or more than 181 days (ADOT). OCOLA will automatically stop upon RELAD or PCS.
4	Enter the **Earnings Type** code if known or use the to search and select from a listing of available earning types.  See reference (a), par. **U9115 COLA for a Member Without Dependent,** for guidance on selecting the correct earnings code.

Continued on next page

Starting OUTCONUS COLA without Dependents, Continued

Procedure (continued)

Step	Action
5	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.
6	**Approval Status** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
7	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.
8	Click the Detail button to bring up the Supporting Data screen below:  Click the magnifying glass to select the locality code of the member's PDS for OUTCONUS COLA without Dependents entitlement. Click the OK button when finished.

Continued on next page

Starting OUTCONUS COLA without Dependents, Continued

Procedure (continued)

Step	Action
9	Click the Approve button and enter the **Approving Official's Employee ID** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.
10	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
11	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

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Stopping OUTCONUS COLA without Dependents

Introduction

This section provides the procedure for ***stopping*** **OUTCONUS COLA without Dependents**.

Reminder, PCS auto-stop

OUTCONUS COLA without Dependents stops automatically on the day prior to PCS departure.

Manual stop upon departure on terminal leave

Entitlement to OUTCONUS COLA ends on the date the member departs the OUTCONUS unit on terminal leave. The SPO will create a separate stop transaction in Direct Access to stop the entitlement.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a stop OUTCONUS COLA without Dependents transaction.

Step	Action
1	In the Correct History mode, find the row to stop. The stop date will be blank as shown:
2	Enter the **<u>Stop Date</u>** for the entitlement by using the calendar button to select the desired date. You can also click & drag over the date field then Type the stop date in MM/DD/YYYY format. The stop date can be future dated. See reference (a), par. **U9105**, for guidance on the determining the correct date to stop OUTCONUS COLA without dependents.
4	**<u>Manual Row Switch</u>** (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.

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Stopping OUTCONUS COLA without Dependents, Continued

Procedure (continued)

Step	Action
5	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry. (The approval and detail buttons are not used in this procedure)

Correcting OUTCONUS COLA without Dependents

Introduction

This section provides the procedure for ***correcting*** **OUTCONUS COLA without Dependents**.

Discussion

Only the stop date and locality code may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete OUTCONUS COLA without Dependents) and then start a new OUTCONUS COLA without Dependents entitlement.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to correct an incorrect Stop date.

Step	Action
1	In the Correct History mode, find the OUTCONUS COLA without Dependents row to correct. Enter the correct • stop date or (See Stopping OUTCONUS COLA procedure step 2) • locality code (See Starting OUTCONUS COLA procedure step 9) Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons to modify dates and the magnifying glass to change the earning type.
2	Click the Save button located at the bottom left of the screen.

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Deleting OUTCONUS COLA without Dependents

Introduction

This section provides the procedure for ***deleting*** **OUTCONUS COLA without Dependents**.

Discussion

The total OUTCONUS COLA without Dependents entitlement will be recouped when using this feature.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an OUTCONUS COLA without Dependents transaction.

Step	Action
1	In the Correct History mode, find the OUTCONUS COLA without Dependents row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 9, Cost of Living Allowance (CONUS & OUTCONUS)

Section D, Fractional OUTCONUS COLA

Overview

Introduction

This section provides the ***procedures*** for **Fractional OUTCONUS COLA**. This entitlement is paid to members without dependents on duty at a PDS where a Government mess is available, and whose duty, as distinguished from a travel status, requires the member's absence from the PDS (including a ship or other fleet unit having an assigned homeport outside CONUS) during one or more meals.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-9-D-3
Entering Fractional OUTCONUS COLA	II-9-D-5
Correcting Fractional OUTCONUS COLA	II-9-D-7
Deleting Fractional OUTCONUS COLA	II-9-D-9

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Guiding Principles

Introduction

This section provides the ***guiding principles*** for **Fractional OUTCONUS COLA**.

Reference

The following references provide additional information about Fractional OUTCONUS COLA.

(a) Joint Federal Travel Regulations (JFTR), Chapter 9 (U9125)
(b) Personnel and Pay Procedures Manual, PPCINST M1000.2(series), Chap 7-B

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

Timing

The effective date for ALL Fractional OUTCONUS COLA transactions is the last day of the month. The system will automatically enter the date in the transaction Start and Stop date fields when the Fractional OUTCONUS COLA Earnings Type code is selected. For this reason you cannot enter multiple Fractional OUTCONUS COLA Earnings Type transactions for the same month. We recommend that you only input this transaction monthly, at the end of the month. Alternatively, you could input the transaction upon receipt of the information from the unit and submit a correction type transaction if the member becomes entitled to another Fractional OUTCONUS COLA credit later in the same month.

Internal controls

BAS starts require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

Supporting documentation

Per reference (b), the member's unit shall forward a certification of missed meals memo to the SPO monthly. Retain the memo in section 3 of the SPO PDR for 3 years/

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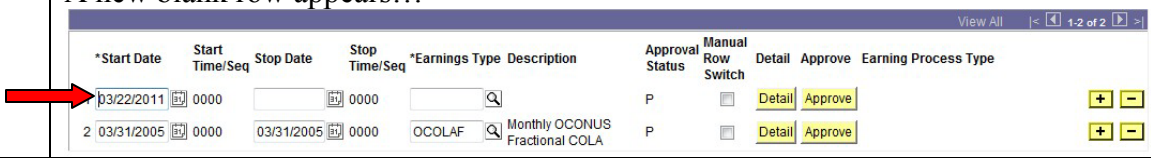
Entering Fractional OUTCONUS COLA

Introduction

This section provides the procedure for ***starting*** **Fractional OUTCONUS COLA**.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a new Fractional OUTCONUS COLA entitlement.

Step	Action
1	In the Include History mode, click the + button shown below. A new blank row appears… 
2	Enter the **Start Date**. The effective date for ALL Fractional OUTCONUS COLA transactions is the last day of the month. The system will automatically enter the date in the transaction Start and Stop date fields.
3	Enter the **Earnings Type** code – OCOLAF, or use the 🔍 to search and select from a listing of available earning types.
4	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.
5	**Approval Status** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
6	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.

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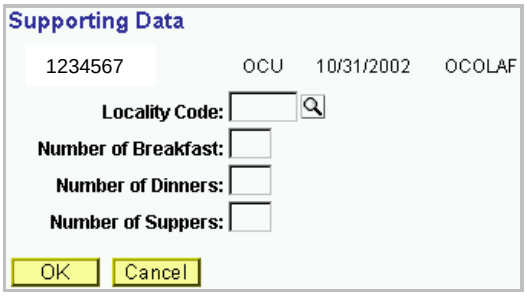
Entering Fractional OUTCONUS COLA, Continued

Procedure (continued)

Step	Action
7	Click the Detail button to bring up the Supporting Data screen below:  Click the magnifying glass next to the Locality Code and select the code where the member was stationed for the Fractional OUTCONUS COLA entitlement. • Enter the number of breakfast meals authorized during the month. • Enter the number of Dinners authorized during the month. • Enter the number of Suppers authorized during the month. Click the OK button when finished.
9	Click the Approve button and enter the **<u>Approving Official's Employee ID</u>** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.
10	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
11	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

Correcting Fractional OUTCONUS COLA

Introduction

This section provides the procedure for ***correcting*** **Fractional OUTCONUS COLA**.

Discussion

Only the locality code and number of breakfast, lunch or supper meals may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete Fractional OUTCONUS COLA) and then start a new Fractional OUTCONUS COLA entitlement.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to correct the supporting data panal.

Step	Action
1	In the Correct History mode, find the Fractional OUTCONUS COLA s row to correct. Enter the correct • locality code and/or number of missed meals(See Entering Fractional OUTCONUS COLA procedure step 7)
2	Click the Save button located at the bottom left of the screen.

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Deleting Fractional OUTCONUS COLA

Introduction

This section provides the procedure for ***deleting*** **Fractional OUTCONUS COLA**.

Discussion

The total Fractional OUTCONUS COLA entitlement will be recouped when using this feature.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a Fractional OUTCONUS COLA transaction.

Step	Action
1	In the Correct History mode, find the Fractional OUTCONUS COLA row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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PPC SPO Manual

Part II, Pay Entitlements

Chapter 10, Housing Allowances

Overview

In this chapter

Topic	See Section
Basic Allowance for Housing (BAH)	II-10-A
Overseas Housing Allowance (OHA)	II-10-B
Inadequate Government Quarters Rental Charge	II-10-C
Overseas Housing Allowance-Inadequate Quarters (OHA-IQA)	II-10-D
Interim Overseas Housing Allowance	II-10-E

PPC SPO Manual

Part II, Pay Entitlements

Chapter 10, Housing Allowances

Section A, Basic Allowance for Housing (BAH)

Overview

Introduction

This section provides the procedures for **Basic Allowance for Housing (BAH).** This entitlement is payable to members on active duty and will vary according to the grade in which serving or appointed for basic pay purposes, dependency status, and the Permanent Duty Station (PDS) assigned. This allowance is authorized for members both "with" and "without" dependents. Applicable BAH rates are available at this web site: http://www.defensetravel.dod.mil/perdiem/bah.html

Topics

The following topics are covered in this section.

Topic	See Page
Guiding Principles	II-10-A-3
BAH During PCS	II-10-A-7
Direct-Access Earnings Codes and Earnings Type Codes	II-10-A-13
Starting BAH	II-10-A-15
Stopping BAH	II-10-A-21
Correcting BAH	II-10-A-23
Deleting BAH	II-10-A-25
BAH for Reservists on Non-Contingency AD Orders Less Than 31 days	II-10-A-27
Appendix (A); Government Quarters In Connection With PCS Table	II-10-A-29
Appendix (B); Change in Housing Other Than PCS Table	II-10-A-31
Appendix (C); BAH & Allotments for Public Private Venture Housing	II-10-A-33
Appendix (D); BAH/COLA Entitlements for Single Members Paying Child Support	II-10-A-37

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Guiding Principles

Introduction

This section provides the guiding principles for **Basic Allowance for Housing.**

Reference

The following references provide additional information about Basic Allowance for Housing and documentation requirements.

- Joint Federal Travel Regulations (JFTR), Chap 10
- U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Chap 3
- Military Personnel Data Records (PDR System), COMDTINST M1080 (series), Encl. (6), Required Supporting Evidence for Material Military Payroll Transactions

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3 of this Part (Employee Entitlement Navigation and Data Entry).

Timely submission of this entry is important since significant pay impact may result for the member.

Do not use this earnings code to start OHA (use OH1 or OH2) or for changes to Inadequate Quarters - New Rental Charge (use IQA).

Review the Government Quarters In Connection with PCS Table, Change in Housing Other Than PCS Table, and Spouse in Service Table (located at the end of this guide) when preparing this transaction.

BAH entitlement while on terminal leave

Members departing on terminal leave may be entitled to BAH at their last permanent duty station rate during terminal leave. See the Government Quarters Table at the end of this chapter.

Continued on next page

Guiding Principles, Continued

BAH during PCS for single members paying child support

Members who are assigned to single-type Government quarters and receiving BAH Differential (BAH Diff) at their PDS, and officially terminate the quarters are entitled to BAH with-dependents based on the payment of child support (BAH Code T) in connection with a PCS.

Example: A member is residing aboard CGC CHASE, San Diego, CA, and receiving BAH Diff. He departs PCS from CGC CHASE on 11DEC09 and reports PCS to PSSU Alameda on 31DEC09. While in transit he would be authorized BAH with dependents based on the payment of child support (BAH Code T) at the San Diego, CA rate while in transit to Alameda.

Public/Private Venture (PPV) housing

Public/Private Venture (PPV) housing is not Government-owned or leased housing. Members electing to occupy PPV housing are entitled to BAH at the with dependents rate (BAH-L) or without dependents rate (BAH-G) as appropriate. See Appendix (C) for more information.

Member – Married to Member

BAH entitlements for active service couples are determined by a number of factors, including dependency, custody of dependent children, joint occupancy of government or non-government quarters and separation due to military orders. Please see Figure 3-12 and Section 3.F.2.b.(4) of the CG Pay Manual, COMDTINST M7220.29 (series) to determine BAH entitlements for active service couples.

Non-Married Members Who Are Parents

Please see Section 3.E.3 of the CG Pay Manual, COMDTINST M7220.29 (series) to determine BAH entitlements for members claiming a dependent child (or children) when both parents are members.

Continued on next page

Guiding Principles, Continued

BAH Without Dependents for Members, E3 and Below, Assigned to Sea Duty

Members without dependents in pay grades E1, E2 or E3 are not entitled to Basic Allowance for Housing at the Without Dependents Rate while assigned to sea duty. These members must be provided with government quarters, which includes shipboard berthing, Unaccompanied Personnel Leased Housing (UPLH) or Unaccompanied Personnel Housing (UPH). If the assigned government quarters become uninhabitable, then suitable berthing arrangements must be made using the appropriate funding source (contract with a hotel for example). There is no authority to start BAH Without for members without dependents who are assigned to a Career Sea Pay eligible vessel (CSP). See Section 3.E.4.b(1) of the CG Pay Manual, COMDTINST M7220.29 (series), for active service couples, without dependents, who are both E3 or below and are both assigned afloat.

Reduction in Rate to Pay Grade E3 or Below for Members Receiving BAH w/o and Assigned to Sea Duty

Under the CG Pay Manual, Chapter 3, an enlisted person in pay grade E-1 through E-3 is not entitled to BAH while assigned to sea duty (except for BAH Partial or BAH-Diff if applicable). Consequently, any member without dependents reduced in pay grade (for any reason) from E-4 or above to E-3 or below, and is assigned to duty aboard a vessel, and is receiving BAH WITHOUT, will no longer be eligible to receive BAH WITHOUT effective the date of reduction in pay grade.

Reserve Component Members without Dependents

Single members on ADOT periods of less than 181 days or ADT periods of less than 140 days are considered on temporary duty (TDY) for BAH/OHA purposes.

They are entitled to a housing allowance appropriate to their dependency status and principle place of residence <u>even if assigned to or occupying single-type government quarters at the site where they are performing active duty</u>. They are entitled to BAH without dependents at Reserve Component (RC) rate for orders of 30 days or less or to BAH without dependents for orders of 31 or more days.

Continued on next page

Guiding Principles, Continued

Required Supporting Documentation

Transactions for payment of a housing allowance at the with-dependent rate require that all BAH-Eligible dependents be entered in *Employee Family Member and Beneficiary Information* (See Part III, General Transactions, Chapter 4, Dependency, Decedent Affairs, SGLI and Contact Information) for data entry procedures). Dependent children's birth certificates, the member's marriage certificate and any supporting documentation required for dependents approved by PPC (LGL) must be on file in the member's PDR in accordance with Military Personnel Data Records (PDR System), COMDTINST M1080 (series), Encl. (6), Required Supporting Evidence for Material Military Payroll Transactions. A BAH/Housing Worksheet (CG-2025) is required for member-initiated housing allowance changes. Assignments to or releases from government quarters are documented by an email or memo from the local housing authority. Housing allowance changes made in connection with a PCS are documented by a PCS travel order.

BAH During PCS

BAH-PCS for Members without Dependents

The following table describes how reporting and departing endorsement on orders affect BAH for members without dependents, and describes SPO action needed in conjunction with BAH-PCS.

Table 1: BAH-PCS Entitlements for Active Duty Members Without Dependents

If	And	Then	Transaction(s) Submitted by
PDS is **INCONUS** and member is occupying government quarters	Vacates government quarters and departs PCS	Member is entitled to BAH-W/O at the rate for the PDS they are departing from effective the date of departure until the day prior to reporting. JUMPS will credit BAH enroute (based on zip code of unit departed from) when reporting endorsement on orders transaction (8C) processes.	Reporting SPO (inputs reporting endorsement and transaction to record BAH entitlement at new PDS)
Completes Recruit, OCS, DCO or Academy training	member has no prior military service or is a RC member on IADT and was not auth BAH w/o*	Member is entitled to BAH-**TR**-W/O effective the date of departure until the day prior to reporting. **Earn Cd**: BA4; **Type**: BAH-G or BAH-H (if spouse in service); **Detail**: Zip '00000' * RC member on IADT and was not Authorized BAH without dependents (e. g. Received BAH-Partial. Did not maintain (pay rent or own) a permanent residence while performing IADT)	Reporting SPO (inputs BAH-TR or BAH W/O (prior service only) start effective date of PCS departure, BAH-TR or BAH W/O stop effective the day prior to PCS reporting, reporting endorsement and transaction to record BAH entitlement at new PDS)
	member has prior military service or is a RC member on IADT who was authorized BAH w/o*	Member is entitled to BAH-W/O at the rate for the PDS they are departing from effective the date of departure until the day prior to reporting. Note that the reporting SPO must submit transactions for these members. The JUMPS auto-credit does not apply if the member is completing accession training. * RC member on IADT who was authorized BAH without dependents based on their permanent residence location at the time ordered to active duty because the member maintains a residence and continues to be responsible for rent or owns the residence	
PDS is in **Alaska or Hawaii** and member is occupying gov't quarters	Vacates government quarters and departs PCS	Member is entitled to BAH-W/O. Submit a transaction to start BAH W/O. Effective date will be the date of PCS Departure. **Earn Cd**: BA1; **Type**: BAH-G or BAH-H (if spouse in service); **Detail**: Zip of unit departed from.	Reporting SPO (also inputs reporting endorsement and transaction to record BAH entitlement at new PDS)

Continued on next page

BAH During PCS, Continued

BAH-PCS for Members Without Dependents **(continued)**

<table>
<tr><th colspan="4">Table 1 (cont'd): BAH-PCS Entitlements for Active Duty Members Without Dependents</th></tr>
<tr><th>If</th><th>And</th><th>Then</th><th>Transaction(s) Submitted by</th></tr>
<tr><td>PDS is INCONUS or in Alaska or Hawaii and member not assigned gov't qtrs (is drawing BAH W/O)</td><td>Departs PCS</td><td>Member is entitled to BAH-W/O at the rate for the PDS they are departing from until the day prior to reporting.

BAH W/O auto-stops on the day prior to PCS departure. JUMPS will credit the member's account any BAH due when the reporting endorsement on orders transaction (8C) processes.</td><td>Reporting SPO (inputs reporting endorsement and transaction to record BAH entitlement at new PDS)</td></tr>
<tr><td>PDS is OUTCONUS (non BAH payable area) and member is occupying gov't quarters</td><td>Vacates government quarters and departs PCS</td><td>Member is entitled to BAH-TR-W/O. Submit a transaction to start BAH-TR-W/O. Effective date will be the date of PCS departure.
<table>
<tr><th>Earn Cd</th><th>Type</th><th>Detail</th></tr>
<tr><td>BA4</td><td>BAH-G or BAH-H (if spouse in service)</td><td>Zip '00000'</td></tr>
</table></td><td rowspan="2">Reporting SPO (enters reporting endorsement and transaction to record BAH entitlement at new PDS). Do not start the BAH-TR rate prior to a member's effective PCS departure date from a duty station, or after their PCS reporting date to a duty station located in a non-BAH payable area.</td></tr>
<tr><td>PDS is OUTCONUS (non BAH payable area) and member is not assigned gov't qtrs (is drawing OHA W/O)</td><td>Departs PCS</td><td>Member's entitlement to OHA stops the day before PCS departure date and member is entitled to BAH-TR-W/O. Submit a transaction to start BAH-TR-W/O. Effective date will be the date of PCS Departure.
<table>
<tr><th>Earn Cd</th><th>Type</th><th>Detail</th></tr>
<tr><td>BA4</td><td>BAH-G or BAH-H (if spouse in service)</td><td>Zip '00000'</td></tr>
</table></td></tr>
<tr><td colspan="4"><u>PCS Reporting</u>: Please note that above actions, requiring data entry, are performed by the Reporting SPO. DA's Employee Entitlements module will not reflect the JUMPS auto BAH starts/stops until the reporting endorsement on orders transaction is approved and saved by a user with SPO Supervisor (CGHRSUP) access. Always complete and approve the PCS reporting transaction before completing or approving transactions to start BAH/OHA, COLA or other entitlements in connection with PCS reporting.

For members reporting to OUTCONUS locations, where BAH is not payable, there is no entitlement to BAH-II/BAH-TR after the member reports. SPOs can not start OHA until the member has entered into a lease/rental agreement or has purchased a home (e. g. Is not incurring any housing costs).</td></tr>
</table>

Continued on next page

BAH During PCS, Continued

Single Members Who Acquire Dependents While Enroute PCS

If a single member acquires a dependent or dependents while enroute PCS, the reporting SPO shall:

1. Stop BAH-TR or BAH-W/O the day prior to the date the change in dependency is effective.
2. Start BAH-With using the zip code for the member's previous PDS *(**Exception**: If member is coming from an accession point (Academy, OCS or Recruit Training) enroute to their first PDS, use zip code of location of member's dependent(s))*, if the PDS was INCONUS or in Alaska or Hawaii, or start BAH-TR/With if the member previous PDS was OUTCONUS (non BAH payable area) effective the day the dependency change was effective.
3. Submit the transaction to start BAH or OHA at the rate for new PDS and government quarters assignment status effective the date the member reports PCS.

Continued on next page

BAH During PCS, Continued

BAH-PCS for Members With Dependents

The following table describes how reporting and departing endorsement on orders affect BAH for members with dependents, including members receiving BAH or OHA with dependents for payment of child support, and describes SPO action needed in conjunction with BAH-PCS.

Table 2: BAH-PCS Entitlements for Members with Dependents and Members receiving BAH-WITH or OHA-WITH for Payment of Child Support

If	And	Then	Transaction(s) Submitted by
PDS is **INCONUS** or in Alaska or Hawaii and member is occupying government quarters	Vacates gov't quarters	Member is entitled to BAH-WITH (Code "T" for members paying child support) at the rate for the PDS they are departing from until the day prior to PCS reporting or subsequent assignment to gov't qtrs (whichever occurs first). Submit a transaction to start BAH-WITH. Use zip code of unit departing from. Effective date will be the date quarters are cleared. **Earn Cd** / **Type** / **Detail** Member With Dependents: BA1 / BAH-**L** / Zip of unit departing from Member Paying Child Support (Diff) BA1 / BAH-**T** / Zip of unit departing from	Departing SPO
PDS is **INCONUS** or in Alaska or Hawaii and member is not assigned gov't qtrs (is drawing BAH/W)	Departs PCS	Member is entitled to BAH-WITH (Code "T" for members paying child support) at the rate for the PDS they are departing from until the day prior to PCS reporting or subsequent assignment to government quarters (whichever occurs first).	N/A. JUMPS will not shutdown the member's BAH until a new BAH transaction is processed.
PDS is **OUTCONUS** (non BAH payable area) and member is occupying government quarters	Vacates gov't qtrs and departs PCS	Member is entitled to BAH-TR WITH. Submit a transaction to start BAH-TR WITH (Code "T" for members paying child support). Effective date will be the date of PCS departure. **Earn Cd** / **Type** / **Detail** Member With Dependents: BA4 / BAH-**L** / Zip '00000' Member Paying Child Support (Diff) BA4 / BAH-**T** / Zip '00000'	Departing SPO. Do not start the BAH-TR rate prior to a member's effective PCS departure date from a duty station, or after their PCS reporting date to a duty station located in a non-BAH payable area.

Continued on next page

<table>
<tr><th colspan="4">Table 2 (cont'd): BAH-PCS Entitlements for Members with Dependents and Members receiving <u>BAH-WITH or OHA-WITH for Payment of Child Support</u></th></tr>
<tr><th>If</th><th>And</th><th>Then</th><th>Transaction(s) Submitted by</th></tr>
<tr><td>PDS is OUTCONUS (non BAH payable area) and member is not assigned gov't qtrs (is drawing OHA/W)</td><td>Departs PCS</td><td>Member's entitlement to OHA stops the day before PCS departure date and member is entitled to BAH-TR WITH. Submit a transaction to start BAH-TR WITH (Code "T" for members paying child support). Effective date will be the date of PCS Departure.
<table>
<tr><th>Earn Cd</th><th>Type</th><th>Detail</th></tr>
<tr><td colspan="3">Member With Dependents:</td></tr>
<tr><td>BA4</td><td>BAH-L</td><td>Zip '00000'</td></tr>
<tr><td colspan="3">Member Paying Child Support (Diff)</td></tr>
<tr><td>BA4</td><td>BAH-T</td><td>Zip '00000'</td></tr>
</table></td><td>Departing SPO. Do not start the BAH-TR rate prior to a member's effective PCS departure date from a duty station, or after their PCS reporting date to a duty station located in a non-BAH payable area.</td></tr>
<tr><td colspan="3"><u>PCS Reporting</u>: In all of the above cases, the member's entitlement to BAH-WITH or BAH-TR WITH ends on the day prior to reporting to their new PDS. Therefore, the reporting SPO must submit the transaction to start BAH or OHA at the rate for new PDS and gov't qtrs assignment status effective the date the member reports PCS or the date the member is assigned gov't qtrs whichever is earlier.

For members reporting to OUTCONUS locations, where BAH is not payable, there is no entitlement to BAH-II/BAH-TR after the member reports. SPOs can not start OHA if the member has not entered into a lease/rental agreement or hasn't purchased a home (e. g. is not incurring any housing costs).</td><td>Reporting SPO (inputs reporting endorsement and new BAH transaction)</td></tr>
</table>

Members Eligible for BAH-L While at an Accession Point who depart PCS from the Accession Point

Members who have BAH-L eligible dependents upon initial arrival to an accession point (Academy, OCS or Recruit Training) will continue to receive BAH-L with dependents at dependent location zip code when they depart the accession point PCS through the day prior to reporting PCS to their new PDS.

The BAH rate/zip code for a new accession with dependents who are BAH-L eligible is based on the dependents' location if they are located within the U.S., Alaska or Hawaii. If the BAH-L eligible dependents are located outside the U.S. then the BAH rate/zip code is based on the accession training site/location.

JUMPS will not shut down BAH-L when the member departs PCS from the Accession point. BAH-L will continue at the Accession Point rate/zip code until a new BAH transaction processes for the member's new PDS.

Direct-Access Earnings Codes and Earnings Type Codes

Codes

Direct-Access uses combinations of ***Earnings Codes*** and ***Earnings Type Codes*** for **BAH entitlements**. Refer to this table to determine how the codes relate to the entitlement.

Entitlement	Direct-Access Codes		
	Earnings Code	**Earnings Type**	**Description/Use When**
None	BA1	BAH-A	With dependents; Member &/or dependents assigned adequate CG-owned family type quarters
None	BA1	BAH-B	With dependents; MEMBER &/or dependents assigned adequate CG-leased quarters
None	BA1	BAH-C	With dependents; Member &/or dependents assigned adequate DOD-owned family type quarters
Partial BAH	BA1	BAH-D	Without dependents or spouse in service & no other dependents, assigned CG-owned single quarters
None	BA1	BAH-E	**Without Dependents or spouse in service & no other dependents; assigned leased/family quarters** **Note**: Includes **Leased** housing and government (**DOD or CG**) owned Family quarters that have been converted to UPH.
Partial BAH	BA1	BAH-F	Without dependents or spouse in service & no other dependents; assigned DOD-owned single quarters (barracks or shipboard berthing)
BAH w/o	BA1	BAH-G	Without dependents; Member not assigned government quarters
BAH w/o	BA1	BAH-H	Spouse in service & no other dependents; Member not assigned quarters
BAH- TR With, less deduction for inadequate quarters rental charge	BA1	BAH-I	With dependents; Member assigned inadequate CG owned quarters; check pay for rent
BAH- TR With, less deduction for inadequate quarters rental charge	BA1	BAH-K	With dependents; Member assigned inadequate DOD owned family quarters; check pay for rent
BAH With	BA1	BAH-L	With dependents; Member and dependents not assigned government quarters
BAH With	BA1	BAH-T	With Dependents; Based on payment of child support; Member not assigned government quarters
BAH-DIFF	BA3	BAHDP	BAH-Diff for child support on or after 5 Dec 1991; Assigned CG/DOD-owned single quarters (barracks or shipboard berthing)
BAH-DIFF	BA3	BAHDQ	BAH-Diff for child support on or after 5 Dec 1991; Member assigned CG leased single quarters
BAH w/o or BAH-TR if zip code 00000 is used + BAH-DIFF	BA3	BAHDR	BAH-Diff for child support on or after 5 Dec 1991; Member not assigned govt quarters. Note: Replaced with code “T” effective 31 Dec 05.

Continued on next page

Direct-Access Earnings Codes and Earnings Type Codes,
Continued

Codes
(continued)

Entitlement	Direct-Access Codes		
	Earnings Code	**Earnings Type**	**Description/Use When**
BAH- II W/O	BA2*	BAH-G	BAH-II - Without dependents and member not assigned government quarters
BAH- II W/O	BA2*	BAH-H	BAH-II - Spouse in service; No other dependents; Member not assigned government quarters
BAH- II With	BA2*	BAH-L	BAH-II - With dependents; Member & dependents not assigned government quarters
BAH- II With	BA2*	BAH-T	BAH-II - With dependents; Based on payment of child support; Member not assigned government quarters
BAH- TR W/O	BA4**	BAH-G	BAH-Transit Rate - Without dependents and member not assigned government quarters
BAH- TR W/O	BA4**	BAH-H	BAH-Transit Rate - Spouse in service; no other dependents; Member not assigned government quarters
BAH- TR With	BA4**	BAH-L	BAH-Transit Rate - With dependents; Member & dependents not assigned government quarters
BAH- TR With	BA4**	BAH-T	BAH-Transit Rate - With dependents; Based on payment of child support; Member not assigned government quarters

** Cannot be used on transactions with effective dates after 30 Apr 07.*
*** Cannot be used on transactions with effective dates earlier than 1 May 07.*

Starting BAH

Introduction

This section provides the procedure for starting a BAH entitlement for a member on active duty including Reservists on active duty for 31 or more days or on contingency orders.

Approval Required

Transactions to ***start*** **Basic Allowance for Housing** require approval by a user with the CGHRSUP role (SPO Supervisor). Click the "Approve" button and enter the CGHRSUP role user's Employee ID number to route pending transaction for approval. If you are a CGHRSUP role user, you do not need to route the transaction for approval. The transaction will automatically be approved when you press the save button.

Procedure

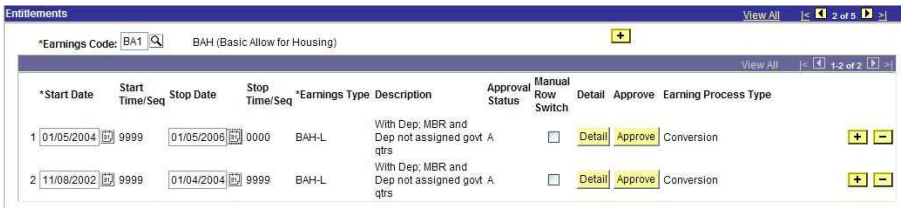
Follow the steps in Employee Entitlement Navigation and Data Entry (Chapter 3 of this part) to access the member's entitlements detail page. Then, follow these steps to enter a new BAH entitlement.

Step	Action
1	Review the member's entitlement summary page to determine if a row of the entitlement earnings type (BA1, BA2 (obsolete as of 30APR07), BA3 or BA4) that you will be starting exists. Additionally, if starting a different entitlement earnings type, you need to stop the existing BAH entitlement, for example: A member drawing BA1-BAH-L (BAH-With Dep and not assigned gov't qtrs) gets divorced and now qualifies for BAH-Differential (BAH-DIFF due to paying child support, and the amount of their child support is equal to or greater than the BAH-DIFF amount for their paygrade, who also elects to occupy shipboard berthing. In this scenario, the SPO would stop the member's BA1-BAH-L entitlement row effective the date the member is divorced and start a new BA3-BAHDP row effective the following day. In addition to shipboard quarters, BA3-BAHDP also pays BAH-DIFF to single members assigned to CG/DOD-owned single quarters and CG-leased quarters.

Continued on next page

Starting BAH, Continued

Procedure **(continued)**

Step	Action
2	After determining the earnings type code and closing any open BAH entitlement rows, navigate to the entitlements detail page for the earnings code you want to start. Click the add new row icon [+] and insert a new row.  A new blank row appears…
3	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button [31] to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format. If you are entering BAH for a Reserve Component member on active duty for 31 to 139 days, use the same date as the member's orders begin date for the BAH start date.
4	The **Stop Date** should be left blank, unless this BAH start is for a Reserve Component member on short-term active duty orders. If you are entering BAH for a known period (such as a BAH-PCS entitlement), then enter a stop date. If you are entering BAH for a Reserve Component member on **short-term** active duty for 31 to 139 days ADT or 31 to 180 days ADOT, use the same date as the member's orders end date for the BAH stop date. DO NOT ENTER A STOP DATE FOR **LONG-TERM** (Greater than 139 Days ADT/180 ADOT) RESERVE ORDERS.

Continued on next page

Starting BAH, Continued

Procedure **(continued)**

Step	Action
5	Enter the **Earnings Type** if known or use the to search and select from a listing of available earning types. See Direct-Access Earnings Codes and Earnings Type Codes for a listing of codes and meanings. ***Note:*** Reserve component members on ADT periods of less than 140 days or ADOT periods of 181 days or less are considered on temporary duty (TDY) for BAH/OHA purposes. They are entitled to a housing allowance appropriate to their dependency status even if assigned to or occupying single-type government quarters at the TDY location (e.g. BAH W/O not Partial BAH).
6	**Description** is filled by the system after the user selects an Earnings Type code. Ensure the proper entitlement is shown.
7	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving by a CGHRSUP role user. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
8	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.

Continued on next page

Starting BAH, Continued

Procedure **(continued)**

Step	Action
9	Click the Detail button to bring up the Supporting Data screen below:
10	Enter the zip code for BAH in the **Postal Code** field for earning types BAH-L, BAH-G, BAH-H, BAH-T. Do not enter an FPO or APO zip code. The Dependent Flag and Spouse In Service check boxes will be pre-filled (if applicable). A check mark indicates the member has dependents and/or a spouse in service.
11	For Reserve Component (RC) members on Active Duty: • Pay BAH based on the RC member's **principal place of residence location** if orders are not IADT and are: (a) Active Duty for Training (ADT) and of a duration of 31 to 139 days; or (b) Active Duty for Other Than Training (ADOT) and of a duration of 31 to 180 days or (c) For a contingency (Title 10 U.S.C, recall to AD). • Pay BAH based on the **duty station location** if orders are for ADT periods of 140 days or more, or non-contingency ADOT periods of more than 180 days and extended per diem has not been authorized by COMDT (CG-1222). RC members who change their principal place of residence for any reason other than official PCS orders following acceptance of ADT or ADOT orders will continue to receive the locality-based bah rate initially authorized.
12	Click the OK button when finished.

Continued on next page

Starting BAH, Continued

Procedure **(continued)**

Step	Action
13	**If…** / **Then…** you are a ***SPO Supervisor*** — click the Save button to complete the transaction. you are a ***SPO Data Entry Technician***, you must route this transaction to a Supervisor for approval. — (a) Click the Approve button and enter the approving official's employee ID number in the Approver EmplID field of the Supporting Data section. (b) Click the OK button to return to the Entitlement Detail view. (c) Click the Save button. The transaction will be routed, via the worklist, to the approving official.
14	Click the Save button (located at the bottom left of the screen) to approve the entry.

Stopping BAH

Introduction

This section provides the procedure for ***stopping*** **Basic Allowance for Housing**. Normally, you will follow a BAH-Stop by starting a new BAH entitlement.

Reminder, PCS auto-stop

BAH for members without dependents stops automatically on the day prior to PCS departure. Do not enter a Stop BAH transaction when a member departs PCS. The system will not reflect the BAH stop until the orders and PCS departing endorsement are approved and saved.

Procedure

Follow the steps in Chapter 3 of this Volume to access the member's entitlements detail page. Then, follow these steps to enter a stop BAH transaction.

Step	Action
1	***Note:*** To change BAH you must first stop the current BAH entitlement row, then create a new entitlement for the following day. Find the row to stop. The stop date will be blank as shown below:
2	**<u>Stop Date</u>** Enter the last day of entitlement by using the calendar button to select the date. You can also click & drag over the date field then Type the stop date in MM/DD/YYYY format. Entering a date in the Stop Date field doesn't create a transaction. You must enter the new BAH entitlement in a new row to change a member's BAH. This field can be future dated.
3	**<u>Manual Row Switch</u>** (CGHRSUP role users only) Select this field <u>only when necessary</u> to override internal pay edits. Business rules will not be turned off when this is selected. **Caution:** Overriding pay edits may result in errors and possible overpayment.
4	Click the Approve button.
5	Click the Save button (located at the bottom left of the screen) to approve the entry.
6	Follow the procedures for ***starting*** a new BAH entitlement.

Correcting BAH

Introduction

This section provides the procedure for ***correcting*** **Basic Allowance for Housing**. Active Duty members will always have a BAH entitlement running even if the amount is zero.

Discussion

Only the stop date and Detail entry may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete BAH) and then start a new BAH entitlement.

Procedure

Follow the steps in Chapter 3 of this Volume to access the member's entitlements detail page. Then, follow these steps to correct an incorrect Stop date or Detail entry (ZIP Code).

Step	Action
1	Find the Basic Allowance for Housing row to correct.
2	Click & drag over any editable field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons to modify dates and the magnifying glass to change the earning type. You may correct any information that is in the detail panel.
3	Click the Save button located at the bottom left of the screen. ***Note:*** To change the effective start date or an incorrect earnings type, you must delete the entire row and then start a new Basic Allowance for Housing entitlement.

Deleting BAH

Introduction

This section provides the procedure for ***deleting*** **Basic Allowance for Housing**. Active duty members will always have a BAH entitlement running even if the amount is zero.

Discussion

The total Basic Allowance for Housing entitlement will be recouped when using this feature.

Procedure

Follow the steps in Chapter 3 of this Volume to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a BAH transaction.

Step	Action
1	In Correct History mode, find the Basic Allowance for Housing row to delete.
2	Click on the button located in the row to be deleted.
3	Click the Save button located at the bottom left of the screen. ***Note:*** The total Basic Allowance for Housing entitlement will be recouped when using this feature.

BAH for Reservists on Non-Contingency AD Orders Less Than 31 days

Introduction

This section provides the procedure for entering BAH-RC entitlement when a Reserve member is on Active Duty for other than a contingency and the initial duration of the orders is for less than 31 days.

Discussion

BAH-RC entitlements for these members are administered on the Partial Entitlements tab of the reserve orders component. Dates are controlled by the dates entered on the Record Arrive/Depart Info tab of the Reserve Orders. If a member has a change in BAH eligibility while on Active Duty, the current order must be ended effective the day prior to the entitlement change. Then a new order must be issued to begin the following day for the remainder of the initial AD period.

Single Members

Single members on ADOT periods of less than 181 days or ADT periods of less than 140 days are considered on temporary duty (TDY) for BAH/OHA purposes

They are entitled to a housing allowance appropriate to their dependency status and principle place of residence <u>even if assigned to or occupying single-type government quarters at the site where they are performing active duty</u>. They are entitled to BAH without dependents at Reserve Competent (RC) rate for orders of 30 days or less or to BAH without dependents for orders of 31 or more days.

Member – Married to Member

BAH entitlements for active service couples (including Reservists when both members are on active duty) are determined by a number of factors, including dependency, custody of dependent children, joint occupancy of government or non-government quarters and separation due to military orders. Please see Figure 3-9 and Section 3.E. of the CG Pay Manual, COMDTINST M7220.29 (series) to determine BAH entitlements for active service couples.

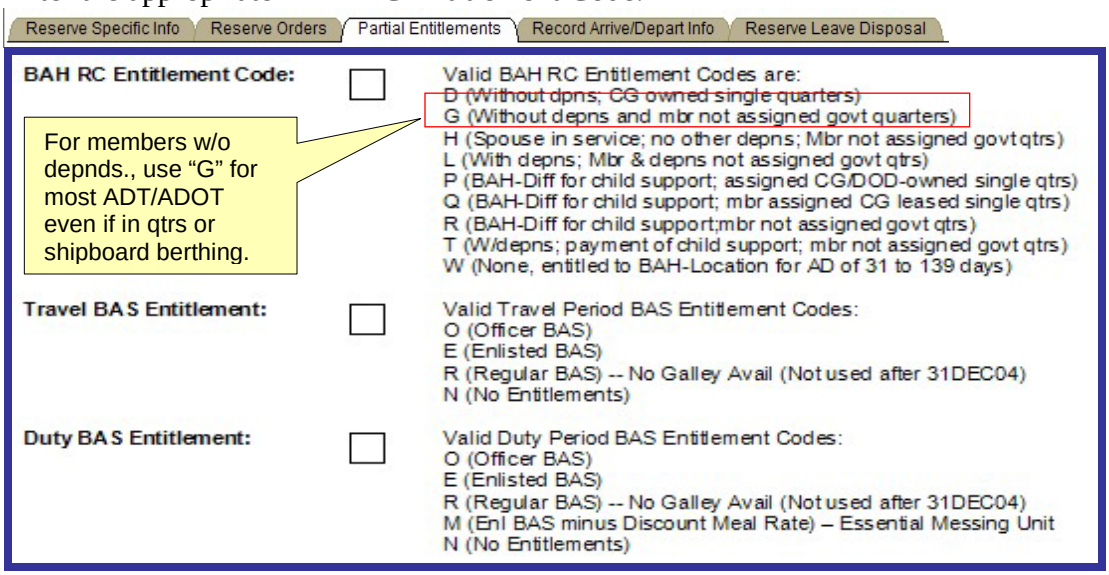
Non-Married Members Who Are Parents

Please see Section 3.E.5 of the CG Pay Manual, COMDTINST M7220.29 (series) to determine BAH entitlements for members claiming a dependent child (or children) when both parents are members.

Continued on next page

BAH for Reservists on Non-Contingency AD Orders Less Than 31 days, Continued

Procedure Create the orders, then follow these steps to enter the BAH entitlement.

Step	Action
1	Click the Partial Entitlements tab title or the Partial Entitlements link on the Reserve Orders page.
2	Enter the appropriate BAH-RC Entitlement Code.  BAH RC and BAS will automatically start and stop based on the duty dates. Other entitlements, such as, BAH-**Location**, OHA, Overseas COLA, Career Sea Pay, and Special Duty Assignment Pay, must be started and stopped, by the SPO, using the Employee Entitlements module (Home > Compensate Employees > Use > **Maintain Entitlements**). SPOs must not record BAH **RC** or **BAS** in the Employee Entitlements module for reservists on non-contingency active duty for 139 days or less days. The system will insert the BAH RC and BAS entries AFTER the pay segments are started in JUMPS.
4	Complete the remaining sections of the entitlements tab for BAS. **Note**: Code "R" is valid only for orders with begin date prior to 12/31/05.
5	Click Save.

Government Quarters In Connection With PCS Table

If Government Quarters Are		At the Following Time				And Member's Dependency Status is		Then
Cleared	**Assigned**	**1 or more Days Prior to PCS Departure**	**On the Actual Day of PCS Departure**	**After PCS departure but before PCS Reporting**	**On the Actual Day of Reporting PCS**	**BAH With Dependents or BAH/with due to Child Support**	**Without Dependents**	
X		X				X (See Notes 1, and 2)	X	Submit this transaction. Use zip code of unit departing from. Effective date will be the date quarters are cleared. For OHA payable areas, SPOs should start OHA and enter "0" (zero) for the monthly rent if the member has not entered into a lease/rental agreement or hasn't purchased a home (e. g. Is not incurring any housing costs).
X			X			X		Submit this transaction. Use zip code of unit departing from. Effective date will be the date quarters are cleared.
X				X		X		Submit this transaction. Use zip code of unit departing from. Effective date will be the date quarters are cleared.
X			X	X			X	Do not submit this transaction
	X			X		X	X	Submit this transaction. Effective date will be the date quarters are assigned. Note: When the member finally reports PCS, you must submit this transaction again. Effective date will be date reported PCS.
	X				X	X	X	Submit this transaction. Effective date will be date reported PCS.
X					X	X	X	Submit this transaction. Use zip code of the unit reporting to. Effective date will be date reported PCS.

Note 1: Single members (not BAH/With Due to payment of child support) who vacate government quarters (e.g. Leased housing) and **return** to shipboard berthing or BEQ/BOQ (barracks) prior to PCS departure are entitled to receive BAH Partial only.

Note 2: For single members, who vacate government quarters and live on the economy, start earnings type BAH-G. For member drawing BAH-with due to the payment of child support only, start earnings type BAH-T.

Note 3: Do not submit two of these transactions on the same day. If the member reports TEMDU PCS and PERMDU PCS on the same day, submit one of these transactions after the final PERMDU reporting PCS transaction.

Change in Housing Other Than PCS Table

If.....	Then BAH (BA1) Effective Date will be.....
Initial entry of a member on active duty into the Coast Guard with one or more BAH eligible family members.	Date of enlistment or entry on active duty **See Note 1. Start COLA transaction also required**
Initial entry of a member on active duty into the Coast Guard without BAH eligible family members.	**See Note 2**
Initial entry of a member into the inactive Coast Guard Reserve with one or more BAH eligible family members.	**See Note 3**
Initial entry of a member into the inactive Coat Guard Reserve with out BAH eligible family members.	BAH transaction not required.
Acquisition of an initial BAH eligible family member and BAH eligibility determination can be approved by the SPO.	Date family member is acquired. Start COLA transaction also required.
Member marries another Coast Guard member; two CG-4170A's are required. One for each member.	A BAH transaction is normally required for each member to stop current BAH the day prior to marriage and start new BAH the date of marriage.
Acquisition of an additional BAH eligible family member and BAH eligibility determination can be approved by the SPO.	BAH (BA1) entry is not required. A COLA entry is required if the member is receiving OUTCONUS COLA.
Acquisition of a BAH eligible family member and BAH eligibility determination has been approved by PPC (LGL).	If this is the member's first BAH eligible family member, same date as CG-4170A. A COLA entry is also required.

Note 1: There will be times when a newly accessed member with BAH eligible family members **will not** report PCS to his/her permanent unit on the day of enlistment/entry on active duty. In these cases, two BAH entries will be required. The first entry effective date will be the same date of the CG-4170A (day of enlistment). The second BAH entry will be done the same date the member reports PCS to his/her first unit.

Note 2: The following rules apply:

- If the member reports to unit on same day as day of enlistment/entry on active duty, then a BAH entry will be effective the same date.
- If the member does not report PCS to his/her permanent unit on the day of enlistment/entry on active duty, then the BAH entry will be done the same day the member initially reports to his/her first unit. Otherwise, two BAH entries will be required. The first BAH entry date will be the same day of enlistment. The second BAH entry will be done the same date the member reports PCS to his/her first unit.

Note 3: A BAH entry is only required if the reserve member is being immediately ordered to active duty for 30 days or more.

Note 4: If a member fails to complete the annual CG-4170A verification, the SPO needs to have the BAH with dependents entitlement changed to a without entitlement (BAH without or partial BAH).

Continued on next page

Change in Housing Other Than PCS Table, Continued

When the reason is.....	And BAH (BA1) Effective Date Will be.....	
Member fails to complete annual CG-4170A validation	Stop Effective 30 November. Start Effective 1 December See Note 4.	
Member gets divorced, and has **no** other BAH eligible family members.	Stop effective date of final decree of divorce. Start effective next day.	
Member gets divorced and has other BAH eligible family members.	If member	Then
	Remains entitled to BAH at the with dependents rate **(full-time custodial parent of the dependent(s))**	BAH Transaction is not required.
	Becomes entitled to BAH at a rate other than the with dependents rate (e.g. **BAH with dependents based on payment of child support**)	Stop Effective Date of final decree of divorce. Start effective next day
Death of family member and member has **no** other BAH eligible family members.	Stop Effective date of Death, Start effective day next day	
Family member child becomes of age (and is not incapacitated or a full time student) and member has **no** other BAH eligible family members.	Stop Effective day before child becomes age 23. Start effective next day.	
Family member child becomes of age (and is not incapacitated or a full time student) and member has other BAH eligible family members.	Not Required	
Full time student family member child becomes of age (and is not incapacitated) and member has **no** other BAH eligible family members.	Stop Effective day before child becomes age 23. Start effective next day.	
Full time student family member child becomes of age (and is not incapacitated) and member has other BAH eligible family members.	Not Required	
Family member child marries and member has no other BAH eligible family members.	Stop effective date of child's marriage. Start effective next day.	
Annulment and member has no other BAH eligible family members.	Stop effective date of annulment. Start effective next day	
Removal of legal "ward" and member has no other BAH eligible family members.	Stop effective day before dependency ceases. Start effective next day	
Family member adopted by third party and member has no other BAH eligible family members	Stop effective day prior to adoption. Start effective next day	
Another person or family member who was "in fact" dependent on the member for support, but is no longer a dependent for BAH purposes and the member has no other BAH eligible family members.	Stop effective day before dependency ceases. Start effective next day	
Spouse enters active military service and member has no other BAH eligible family members.	Stop effective day before entry into the service. Start effective next day	
Initial entry of family member child into active military service and the member has no other BAH eligible family members.	Stop effective day before entry into the service. Start effective next day	

BAH & Allotments for Public Private Venture Housing

Purpose

This appendix defines Public/Private Venture (PPV) housing for the purpose of entitlement to Basic Allowance for Housing (BAH) and provides procedures for starting BAH and processing allotments for members electing to pay rent by allotment.

References

(a) CG Pay Manual, COMDTINST M7220.29 (series), Chap. 3-C
(b) SPO Manual, Volume II, Chapter 1, Allotments and Bonds

More Information

The following resource provides additional information about the PPV housing program:

Office of the Under Secretary of Defense (Acquisition, Technology, and Logistics), Military Housing Privatization Frequently Asked Questions: http://www.acq.osd.mil/housing/faqs.htm

BAH Entitlement for Members Occupying PPV Housing

PPV housing is not Government-owned or leased housing. Members electing to occupy PPV housing are entitled to BAH.

Per reference (a), BAH is payable to members on active duty and will vary according to the grade in which serving or appointed for basic pay purposes, dependency status, and the permanent duty station (PDS) assigned unless otherwise approved for a designated location by Commandant (CG-1222).

When government-owned housing is converted to PPV housing a member occupying such housing is no longer considered to be assigned to government quarters and is entitled to BAH.

Continued on next page

BAH & Allotments for Public Private Venture Housing, Continued

SPO Action / Start BAH

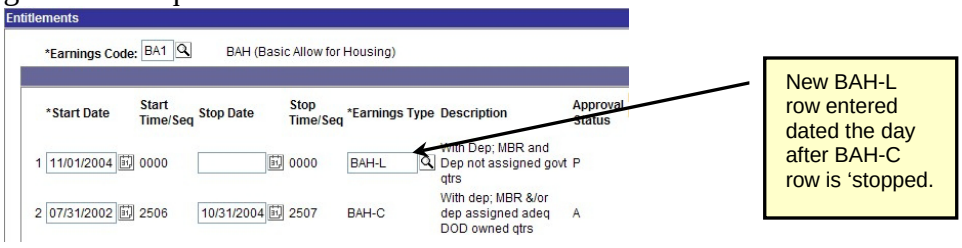
The SPO shall input transactions using Direct-Access, to start BAH upon receipt of notification (copy of signed lease for example) that a member is entitled to BAH upon vacating government quarters or signing a lease to occupy PPV housing.

Transaction Notes:

The existing BAH entry for assignment to DOD Owned Quarters (BAH-C) must be stopped the day before starting the new BAH.

Start/Effective Date – Date as stated in lease agreement for member to begin occupancy of PPV housing.

The '**Earnings Type Code'** for BAH **with dependents**/not assigned government quarters is **BAH-L.**



The Postal Code for BAH entitlement is the zip code for the member's PDS, unless COMDT (CG-1222) has approved payment of BAH for a designated location.

Note: The start BAH transaction needs to be input at least one update cycle before the allotment start or the system may reject the allotment due to lack of available pay.

Continued on next page

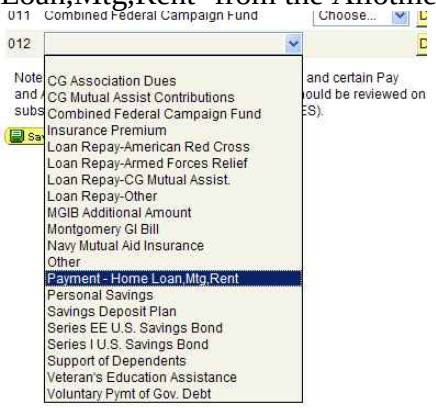
BAH & Allotments for Public Private Venture Housing, Continued

SPO Action / Allotment Starts

Members are encouraged to pay their PPV housing rent by allotment. Allotment transactions may be input by the SPO or by the member using Direct-Access Self-Service. We recommend that the SPO assume the responsibility for inputting the initial allotment start. The allotment needs to be input into Direct-Access no later than the cutoff for mid-month Compute in the month **before** the first rent payment is due.

Transaction Notes:

- When starting a PPV housing allotment, select 'Payment-Home Loan,Mtg,Rent' from the Allotment Purpose drop-down menu.



- The Begin YR/Mo is the month of the first deduction from pay. Set it to the month **before** the member's first rent payment is due.
- The Monthly Deduction amount is the amount of rent as stated in the lease agreement.
- For these PPV housing areas, use the Blanket Code (Select Payee) 00001 - MACBI when starting the allotment.

Beaufort MCAS	Fort Belvoir	Fort Bragg
Fort Campbell	Fort Detrick	Fort Drum
Fort Eustis	Fort Hamilton	Fort Hood
Fort Irwin	Fort Leonard Wood	Fort Lewis
Fort Meade	Fort Polk	Fort Shafter/Schofield
Fort Stewart/Hunter AA	Fort Story	Hickam AFB
Mitchel Complex	Moffet Federal Airfield/Camp Parks	NAES Lakehurst
Naval Air Station Brunswick	Naval Station Newport	Naval Sub Base New London
Naval Weapon Station Earle	NSU Saratoga Springs	Pearl Harbor
Pendleton	Portsmouth Naval Ship Yard	Presidio of Monterey
Quantico	San Diego	Walter Reed AMC

- The start BAH transaction needs to be input at least one update cycle before the allotment start or the system may reject the allotment due to lack of available pay.

Continued on next page

BAH & Allotments for Public Private Venture Housing, Continued

SPO Action / Allotment Starts (continued)

- For PPV Housing Areas not listed above, the member will need to obtain the Routing (Institution Transit) Number and Institution Bank Account Number from the PPV Contractor to use when setting up the allotment.
- For the Member Account Information, enter the member's SSN in the Policy, Acct #, Other ID field.

Allotment Changes

Rental charges for PPV housing units are based on the BAH rate applicable for the Military Housing Area (MHA) where the housing is located and the member's pay grade.

Whenever there is a change in the BAH rate for the MHA where PPV housing is located, the member must change the amount of his/her allotment. The following additional instances will necessitate a change to the amount of a PPV allotment:

- Promotion/Demotion of the Member.
- Annual Rate Changes to BAH (normally in January of each year).

The current allotment system is not designed to make an automatic adjustment to reflect BAH rate changes, promotions, or demotions. The landlord-tenant lease will make it clear that the service member is responsible for changing the allotment amount, and notifying the PPV Property Manager of any change in BAH.

It is important for the member to anticipate changes to BAH Rates for the above possible actions in order to alleviate any possible rent shortages that may occur due to these changes. Once their allotment is started for a certain amount, it will remain at that amount until they change it (using DA Self-Service) or request a change through their SPO.

Reference (b) provides step-by-step procedures for managing Allotments in Direct-Access for SPOs and members using Self-Service.

BAH/COLA Entitlements for Single Members Paying Child Support

by
Mr. Peter Bekken (PERS3, USCG (Ret.))
Military Compensation Specialist
Commandant (CG-1222)

The CGHQ Military Compensation Division (CG-1222) continues to receive debt collection waiver/remission application packages from erroneously overpaid single members who pay child support for a child(ren) that is in the custody of another active duty member or active duty former spouse. SPO personnel could eliminate these erroneous BAH/COLA overpayment situations by correctly applying the rules for members married to other active duty members (M-to-M) or who were formerly married to active duty members. Housing and station allowance rules are considerably different for M-to-M couples and former couples than the rules for active duty members with spouses/former spouses that are not on active duty.* It is safe to presume that active duty members or active duty former spouses who are the primary physical custodians of children will be the one to receive with-dependent allowances.**

The M-to-M rule-of-thumb for with-dependent allowances is that "*you can't get two scalps out of one pelt.*" This means that in most former M-to-M cases the non-custodial member*** paying child support to another active duty member or active duty former spouse is normally *not, repeat, not* authorized allowances at with-dependent rates. With-dependent allowances includes BAH or OHA at the with-dependents rate based on payment of child support (BAH code T), BAH-DIFF (if non-custodial member is assigned to or occupies government-owned or leased single-type quarters – BAH-code DP or DQ), CONUS-COLA, and O'CONUS-COLA. The non-custodial member is only authorized BAH or OHA without dependents, or BAH Partial if assigned to single-type barracks or shipboard quarters), and COLAs at the without-dependent rates. This is because the <u>custodial</u> active duty member is receiving BAH or OHA at the with-dependents rate (BAH code L), or is assigned to government-owned or leased family-type quarters on behalf of the dependent child(ren) (BAH code A, B, or C), and with-dependent COLAs. The Services only provide one with-dependent set of allowances (in cash or in-kind) for the same dependent.

A member paying child support who submits CG PPC-2020, Dependency Worksheet, must answer questions 15 thru 23 if he or she claims with-dependent allowances (including BAH-DIFF) on the basis of child support payments. If this section is left blank, it is in everyone's best interest for the SPO YN to verify with the member that the child(ren) is/are not in the custody of another active duty member or active duty former spouse (this includes non-active duty former spouses who are primary physical child custodians that have remarried another active duty member who is, in turn, receiving with-dependent allowances (or assigned to family quarters). For head-scratching questions on this subject (including cases involving both dependent children and dependent parents) get help via e-mail from: compensation@comdt.uscg.mil.

Continued on next page

BAH/COLA Entitlements for Single Members Paying Child Support, Continued

*A divorce decree that indicates "joint custody" between former spouses usually means that decisions affecting the child's upbringing are to be made jointly. One former spouse will be the child's primary physical custodian and the other former spouse will normally be required to pay child support to the actual physical custodian. See Figure 3-10, Sections 3-D-17 to 3-D-20, 3-E-5 and 3-E-6 of the Pay Manual for specific M-to-M policy, regulations, & exceptions. See also Ch. 10, Part B: Dependency, of the JFTR. The Services do not consider a member to be a primary custodian unless the member has continuous actual physical custody for more than 90 consecutive days (exclusive of occasional short visits to the non-custodial parent). In any event, the period of custody for which a with-dependent allowance is paid is only for the actual period of physical custody).

**Exceptions to this presumption are rare and always involve both active duty members each having primary physical custody of a dependent and maintain separate households caused by separations due to competent PCS orders.

***Normally single and has no other dependents residing with him or her; however, this rule would also apply to an active duty member that is paying child support to any former spouse and has remarried to an active duty member who, in turn, is receiving with-dependent allowances on behalf of dependents of the same class.

PPC SPO Manual

Part II, Pay Entitlements

Chapter 10, Housing Allowances

Section B, Overseas Housing Allowance

Overview

Introduction

This section provides the procedures for **Overseas Housing Allowance (OHA)**. OHA is a monthly allowance paid to service members assigned to an OCONUS PDS (except Hawaii and Alaska) authorized to live in private quarters.

OHA-Inadequate Quarters is authorized for members assigned to Coast Guard Air Station, Borinquen, PR who occupy inadequate quarters.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-10-B-3
Starting OHA	II-10-B-7
Stopping OHA	II-10-B-11
Correcting OHA	II-10-B-13
Deleting OHA	II-10-B-15

Guiding Principles

Introduction

This section provides the ***guiding principles*** for **OHA**.

Reference

The following references provide additional information about OHA.

- Joint Federal Travel Regulations, Chapter 10
- U. S. Coast Guard Pay Manual, COMDTINST M7220.29(series)

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: Employee Entitlements, Basic Navigation Guide in the DA SPO Manual (http://www.uscg.mil/ppc/spoman/)

Approval required

Overseas Housing Allowance entries must be routed to a supervisor/auditor with either CGHRSUP or CGHRSICSUP approval authority. If the transaction is not approved, the member will not be paid. Guidance for approving officials is incorporated in the applicable steps of this guide.

Continued on next page

Guiding Principles, Continued

BAH Transit Rate (BAH-TR)

BAH-TR is paid under conditions described in Para. U10416 of the JFTR. Generally, this includes: Members en route PCS from an OUTCONUS PDS (OHA payable area).

Note: Do not start the BAH-TR rate prior to a member's effective PCS departure date from a duty station, or after their PCS reporting date to a duty station located in a non-BAH payable area. BAH-TR is only payable while a member is in a travel (including proceed time, TDY en route, or other authorized delay en route) or leave status between permanent duty stations

When a member reports to a OCONUS (non-BAH payable location) duty station, there is no entitlement to BAH-TR with or without dependents while the member is awaiting either assignment to government quarters or is in the process of obtaining private sector quarters.

The member is entitled to OHA on the date the member reports to the OCONUS duty station. But the OHA amount is zero since the member does not have a private sector housing cost. Even though the member is authorized OHA, the amount can be zero since payment of OHA requires proof of private sector housing costs (lease or purchase agreement). Do not input "zero entitlement" OHA starts in Direct Access.

The Transit rate may only be paid through the day prior to the reporting date to the new PDS (either in CONUS or OCONUS). There's no statutory authority to pay the Transit rate except when the member departs on a PCS and is in a leave or travel status between PDSs.

Converting rent and expenses to U.S. dollars

All amounts must be entered in U.S. dollars. Convert foreign currency amounts into U.S. dollars using the multiplier for the rate of exchange from the PDTATAC web site.

Note: Be sure to indicate that the member pays rent/expenses in foreign currency, if applicable, on the *Supporting Data* screen when starting/changing OHA. This will ensure the member's OHA is adjusted as the currency exchange rate fluctuates.

Continued on next page

Guiding Principles, Continued

Converting rent and expenses to U.S. dollars (cont'd)

The rate of exchange (**ROE**) multiplier is located on the OHA query results page as shown below.

For an **E-6 with dependents**, the Overseas Housings Allowances are as follows:

Allowances Effective: 20060816	**Local Currency**	**US DOLLARS**
OHA Rental Allowance	2300.00 BRITISH POUND	$ 4742.27
Utility/Recurring maintenance/miscellaneous Allowance	314.00 BRITISH POUND	$ 647.42
Move-In-Housing Allowance (MIHA)	289.00 BRITISH POUND	$ 595.88

Climate code is: **2.00**

Rate of Exchange (ROE): **0.485000000000022** / ROE Effective: **20061216**

Divide the rent/expense amount (in local currency) by the ROE to determine the amount in US dollars. Round results to the nearest penny.

Timing

Submit an OHA entry when there is a change in any variable used for computation of OHA including:

1. A member's dependency status, BAH entitlement or FSH entitlement.
2. Monthly rental/ownership costs.
3. The utility indicator.
4. Rank/Rate due to promotion or demotion.
5. Homeowner/Renter Code
6. Place of Residence
7. Number of Sharers.

Do not submit an entry when changes are made to the PDTATAC web site. PPC is responsible for these changes.

Members Paying Child Support

Effective 31 December 2005, members who were previously authorized BAH-Differential are entitled to OHA With Dependents. Entitlement to OHA With Dependents for these members must be entered in Direct-Access using the earnings type code of "**OHACS**".

Continued on next page

Guiding Principles, Continued

Auto-stop upon PCS departure

OHA stops automatically effective ***the day before*** PCS departure. Do not enter a Stop OHA transaction when a member departs PCS. The system will not reflect the OHA with Dependents stop until the orders and PCS departing endorsement are approved and saved.

Members, including those receiving OHA With Dependents due to payment of child support, are entitled to BAH-Transit (BAH-TR) while en route to the new permanent duty station, and a BAH transaction with Earnings Code BA4, Earnings Type BAH-L (for members with dependents), BAH-G (for members without dependents), BAH-H (for spouse in service), or BAH-T (for members paying child support), must be submitted effective the date of departure PCS.

Housing Allowances for Reserve Component Members Residing OCONUS (Except Alaska and Hawaii)

Reserve Component members on active duty whose principal place of residence is OCONUS (except Alaska and Hawaii) where BAH is not payable are entitled to BAH-RC or OHA as described below:

- For active duty periods (including ADT) of 30 days or less –BAH-RC accrues if otherwise entitled. However, if ordered to active duty for 30 days or less for SECDEF-designated contingency operations, OHA will accrue if otherwise entitled.
- For ADT periods, more than 30 days but of less than 140 days or ADOT periods of more than 30 days but less than 181 days - Overseas Housing Allowance (OHA) accrues for the location from which ordered to active duty, if otherwise entitled.
- For periods of 140 days or more ADT or more than 180 days ADOT (except where extended per diem is authorized or active duty for SECDEF-designated contingency operations) - Permanent Change of Station (PCS) entitlements are authorized and BAH or OHA (as appropriate) is payable for the place to which the member is ordered if otherwise entitled. In these cases, BAH may be authorized for other than place to which ordered per Section 3.G.11.d of Coast Guard Pay Manual, COMDTINST M7220.29(series).

Starting OHA

Introduction

This section provides the procedure for ***starting* OHA**.

PCS Reporting

Start OHA upon reporting PCS to a PDS in an OHA payable area only if the member has a private sector housing cost. OHA is a cost reimbursement based allowance. The member does not have an entitlement until they enter into a rental/lease/purchase agreement and provide proof of private sector housing expenses.

Do not start OHA if the member is awaiting either assignment to government quarters or is in the process of obtaining private sector quarters (e. g. Entitled to TLA).

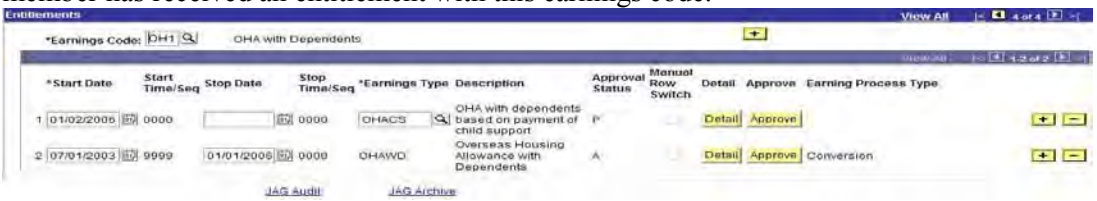
A member with dependents who elects the unaccompanied tour to the OCONUS PDS would continue receipt of that BAH rate for either their dependents location, or if eligible and authorized by COMDT (CG-1222), their previous (BAH payable) duty station location. Effective upon their PCS reporting date to the OCONUS duty station, the member is either assigned to government quarters or if eligible, FSH (OHA without dependents) effective when the member provides proof of private sector housing.

There is no authorization for the SPO to start BAH-TR with dependents on the member if they are not assigned to government quarters and have not provided proof of private sector housing.

Continued on next page

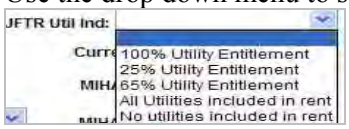
Starting OHA, Continued

Procedure Follow the steps in the Basic Navigation Guide to access the member's entitlements page. Then, follow these steps to enter a new OHA entitlement.

Step	Action
1	Review the member's entitlement summary page to determine if a row of the entitlement Earnings Code ("OH1" for OHA with dependents (including OHA for members paying child support) or Earnings Code "OH2" for OHA without dependents) that you will be starting exists. Additionally, if starting a different entitlement earnings type, you need to stop the existing BAH/OHA or IHA entitlement.
2	After determining the earnings type code and closing any open BAH, OHA or IHA entitlement rows, navigate to the entitlements detail page for the earnings code you want to start. You may need to click the add new row icon + to insert a new row if this is not the first time the member has received an entitlement with this earnings code.  A new blank row appears…
3	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format. OHA is a cost reimbursement based allowance. The member does not have an entitlement until they enter into a rental/lease/purchase agreement and provide proof of private sector housing expenses. For RC members, on AD for more than 30 days, the start date is the same as the orders begin date.
4	The **Stop Date** may be left blank to pay continuous OHA. Use the calendar button to select the desired date. For RC members on AD for 31 to 139 days (ADT) or 31 to 181 days (ADOT), enter the orders end date for the OHA stop date. Leave the stop date blank for active duty members and RC members on AD for 140 or more days ADT or more than 181 days (ADOT). OHA will automatically stop upon RELAD or PCS.
5	Enter the **Earnings Type** code if known or use the to search and select from a listing of available earning types. **Earnings Code** / **Earnings Type** / **Description** OH1 / IQAWD / OHA with Dependents for Inadequate Quarters OH1 / OHACS / OHA with dependents based on payment of child support OH1 / OHAWD / Overseas Housing Allowance with Dependents OH2 / OHAWO / OHA without dependents
6	**Description** is pre-filled. Ensure the proper entitlement is shown.

Continued on next page

Starting OHA, Continued

Step	Action
7	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving by user with the CGHRSUP role.
8	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.
9	Click the Detail button to bring up the Supporting Data screen
10	Enter the 5 character alpha/numeric **Locality Code** or use the Lookup button to select the desired location. ***Note:*** Location codes are also located at the PDTATAC web site**.**
11	Enter the **Monthly Rent** in US Dollars. For homeowners, the monthly rental amount here is the purchase price of the residence divided by 120. **(In the case of a Military Attaché, enter the amount of rent paid by the member plus the amount paid on behalf of the member by the Defense Intelligence Agency (DIA)).** Do not start OHA if the member has not entered into a lease or purchase agreement (e.g. is awaiting assignment of gov't quarters and drawing TLA).
12	Enter the **Number of Sharers** (i.e. 02 = 2 sharers). Do not count dependents as sharers. See Chapter 9 of the JFTR for a definition of "sharers".
13	**Dep Status** is pre-filled, modify if necessary.
14	Check the **Homeowner Indicator** box if a homeowner.
15	Use the drop down menu to select the **JFTR Utility Indicator**. 
16	Use the drop down menu to select the type of **Currency** used to pay monthly rent. The Currency Field of the OHA transaction indicates the type of currency the member pays the rent with. Selecting ***Foreign*** will create the P609 with element code 13, which indicates the member pays in foreign currency. This will allow JUMPS to vary the OHA the member receives as the exchange rate fluctuates.

Continued on next page

Starting OHA, Continued

Procedure (continued)

Step	Action
17	The MIHA Rent, MIHA Misc. and MIHA Security fields are for Move-In-Housing-Allowance and are only applicable to new OHA starts. Leave these fields blank when submitting a change to OHA. **1.** Enter the 6-digit MIHA Rental amount (US Dollars) prescribed in the PDTATAC web site. ***Note:*** Be sure to use the appropriate rate that is in effect on the Start Date if you are submitting a retroactive OHA Transaction. Do not complete this field for a change in OHA entry. **2.** Enter the MIHA Misc in US Dollars. When calculating MIHA for members classified as sharers, ensure that only one sharer is authorized MIHA/rent and MIHA security. ***Note:*** Do not complete this field for a change in OHA entry. This is a one-time payment. **3**. Enter the 6-digit amount for MIHA Security (US Dollars). Do not complete this field for a change in OHA entry.
18	Click the OK button.
19	

If…	Then…
you are a ***SPO Supervisor***	click the Save button to complete the transaction.
you are a ***SPO Data Entry Technician***, you must route this transaction to a Supervisor for approval.	(a) Click the Approve button and enter the approving official's employee ID number in the Approver EmplID field of the Supporting Data section. (b) Click the OK button to return to the Entitlement Detail view. (c) Click the Save button. The transaction will be routed, via the worklist, to the approving official.

Stopping OHA

Introduction

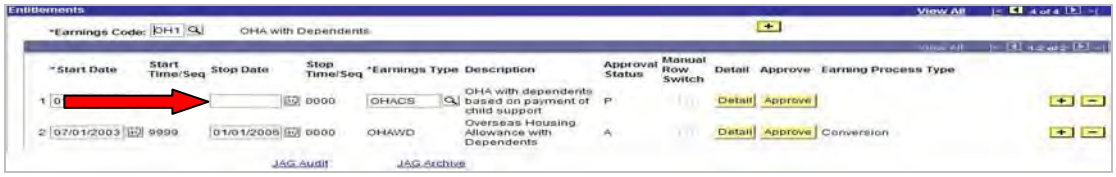
This section provides the procedure for ***stopping* OHA.**

Reminder, PCS auto-stop

OHA stops automatically on the day prior to PCS departure. Do not enter a Stop OHA transaction when a member departs PCS. The system will not reflect the OHA stop until the PCS orders and departing endorsement are approved and saved.

Procedure

Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a stop OHA transaction.

Step	Action
1	Find the row to stop. The stop date will be blank as shown below: 
2	**Stop Date**. Enter the last day of entitlement by using the calendar button to select the date. You can also click & drag over the date field then type the stop date in MM/DD/YYYY format. This field can be future dated.
3	**Stop Time** is pre-filled by the system and must not be changed.
4	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override internal pay edits. Business rules will not be turned off when this is selected. **Caution:** Overriding pay edits may result in errors and possible overpayment.
5	Approve is not used – Payment of OHA with Dependents does not require audit and approval.
6	Click the Save button (located at the bottom left of the screen) to approve the entry.

Correcting OHA

Introduction This section provides the procedure for ***correcting* OHA**.

Discussion Only the Detail (supporting data) and the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete OHA) and then start a new OHA entitlement.

Procedure Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the Correct History mode, find the OHA row to correct.
2	Click & drag over any editable field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons to modify dates and the magnifying glass to change the earning type.
3	Click the Save button located at the bottom left of the screen. ***Note:*** To change the effective start date, you must delete the entire row and then start a new OHA entitlement.

Deleting OHA

Introduction

This section provides the procedure for ***deleting* OHA**.

Discussion

The total OHA entitlement will be recouped if a transaction, which has processed through JUMPS, is deleted.

Procedure

Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an OHA with Dependents transaction.

Step	Action
1	In Correct History mode, find the OHA row to delete.
2	Click on the button located in the row to be deleted.
3	Click the Save button located at the bottom left of the screen.

PPC SPO Manual

Part II, Pay Entitlements

Chapter 10, Housing Allowances

Section C, Inadequate Quarters Rental Charge

Overview

Introduction

This section provides the ***procedures*** for changing the **Inadequate Quarters Rental Charge**.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-10-C-3
Change Inadequate Quarters Rental Charge	II-10-C-5
Approval	II-10-C-9
Stopping Inadequate Quarters Rental Charge	II-10-C-11
Correcting Inadequate Quarters Rental Charge	II-10-C-13
Deleting Inadequate Quarters Rental Charge	II-10-C-15
Partial BAH, BAH-RC/Transit & BAH-Diff Rates	II-10-C-17

Guiding Principles

Introduction

This section provides the ***guiding principles*** for changing **Inadequate Quarters Rental Charge**.

Reference

The following reference provides additional information about Inadequate Quarters Rental Charge.

- U.S. Coast Guard Pay Manual, COMDTINST 7220.29(series), Chap 3.F.15

Computing Rental Charge

Per Section 3.F.15.c of the CG Pay Manual, the **Inadequate Quarters Amount** shall be the lesser of:

(a) the fair rental value of the inadequate quarters; or
(b) 75% of BAH RC/Transit at the with dependents rate.

For example:

A member (without a spouse in service) receives $400 per month BAH RC/Transit with dependents, and is assigned to inadequate government quarters with a fair rental value of $350 per month. Enter $300 as the "New Rental Charge" (75% of the BAH RC/Transit rate).

For members with a spouse in service who jointly occupy inadequate government quarters, the rental charge will be collected at a rate of 50% from each member.

For example:

A military couple jointly occupies inadequate government quarters. If the quarters have a fair rental value of $350 per month, and member "A" collects BAH RC/Transit with dependents at $420 per month. And member "B" collects BAH RC/Transit without dependents at $260 per month. The total "New Rental Charge" shall be $315 (75% of the BAH RC/Transit with dependents rate). On each of the member's "A" and "B" individual transactions enter $157.50 as the "New Rental Charge" (1/2 of $350 per month).

Change Inadequate Quarters Rental Charge

Introduction

This section provides the procedure for ***changing*** **Inadequate Quarters Rental Charge Change**.

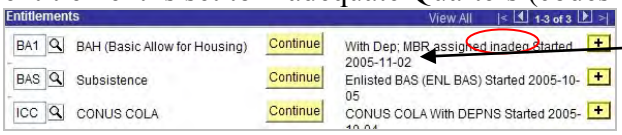
Approval Required

This transaction requires approval by an SPO Supervisor/Auditor.

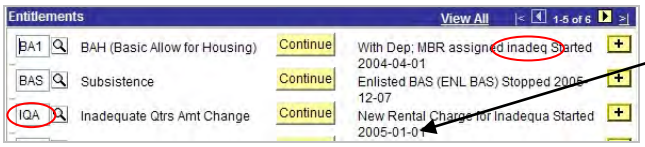
Procedure

Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a new Inadequate Quarters Rental Charge entitlement.

Step	Action
1	Access the member's *Employee Entitlement Summary* page.
2	Review the summary to see if the member has an existing **Inadequate Quarters Rental Charge Change** (**IQA**) entitlement row and to ensure the member's BAH entitlement is set to Inadequate Quarters (codes "BA1-BAI" or "BA1-BAK")



In this example, the member was assigned to Inadequate Qtrs in the previous year (2005) and has not yet had an IQA transaction submitted for the current year (2006).



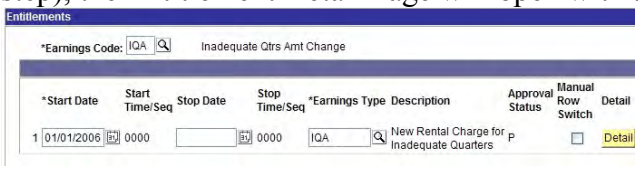
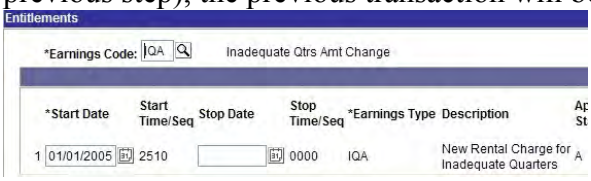
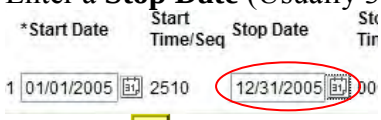
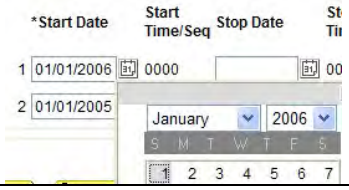
In this example, the member was assigned to Inadequate Qtrs in 2004. An IQA transaction was submitted for 2005. A new IQA transaction is needed for 2006.

If the member…	Then…
has not had a Inadequate Quarters Rental Change (e.g. Member was first assigned to Inadequate Government Quarters the previous year)	Click the insert new row button + to insert a new entitlement type. Enter "IQA" in the Entitlement field, then click the Continue button.
has had a Inadequate Quarters Rental Change in the past	Click the Continue button in the "IQA" row.

Continued on next page

Change Inadequate Quarters Rental Charge, Continued

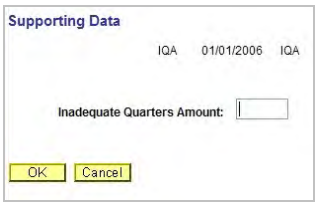
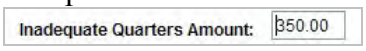
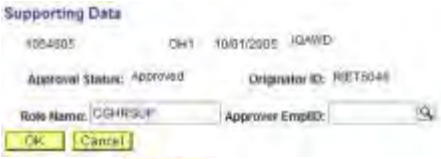
Procedure **(continued)**

Step	Action
3	If entering an IQA transaction for the first time (you clicked the + in the previous step), the Entitlement Detail Page will open with a new row.  – **Proceed to Step 4.** If entering a subsequent IQA transaction (you clicked the Continue button in the previous step), the previous transaction will be displayed.  You must '*close*' this row by entering a Stop Date before the system will allow you to enter a new transaction. 1. Enter a **Stop Date** (Usually 31 Dec of the previous year).  2. Click the + button to insert a new row.
4	Enter the **Start Date** (Usually 1 January of the current year). ***Warning:*** The system pre-fills the Start Date field with the current date. You must change it to the correct date before saving. 

Continued on next page

Change Inadequate Quarters Rental Charge, Continued

Procedure **(continued)**

Step	Action
5	Enter the **Earnings Type** in the code **IQA** or use the to search and select from a listing of available earning types. (**IQA - New Rental Charge for Inadequate Quarters**)
6	Click the Detail button to bring up the Supporting Data screen:  Compute and enter the **Inadequate Quarters Amount** (rental charge).  ***Note:*** Enter a whole dollar amount including the decimal point. If you were to enter "350" for three hundred and fifty dollars, the system would insert the decimal to the left of the last two numerals and convert the amount to $3.50 (three dollars and fifty cents). Click the OK button when finished.
7	Routing for Approval: **If…** / **Then…** you are a ***SPO Supervisor*** — click the Save button to complete the transaction. The Approval Status will automatically change from Pending (P) to Approved (A) upon saving (meaning a transaction has been successfully created for JUMPS). you are a ***SPO Data Entry Technician***, you must route this transaction to a Supervisor for approval. — (a) Click the Approve button and enter the approving official's employee ID number in the Approver EmplID field of the Supporting Data section.  (b) Click the OK button to return to the Entitlement Detail view. (c) Click the Save button. The transaction will be routed, via the worklist, to the approving official.

Approval

Introduction

This section provides the procedure for approving a transaction after it is routed to a user with CGHRSUP role.

SPO Supervisor Approval

Follow these steps to approve a pending transaction.

Step	Action
1	Access your Worklist by clicking the link at the top of any DA page.
2	Locate the entry for the transaction you wish to review and click the link column. Worklist Fin From / Date From / Work Item / Description / Link 1 Used to test/verify HRS role / 12/28/2005 / Entitlement Approval / CG_ENTITLEMENTS / 11174 2006-0' 0(
3	The Employee Entitlements Summary page will display. Items marked by an asterisk (*) are in a pending status. IQA Inadequate Qtrs Amt Change Continue *New Rental Charge for Inadequa Started 2006-01-01
4	Click the Continue button in the row for the item requiring approval.
5	The Employee Entitlement Detail page will display. Review the transaction (date(s), entitlement type and detail). Refer to the data entry instructions and references for guidance in verifying the data.
6	If you want to approve **and** transmit the entry, click the Approve button. Otherwise, exit the page without saving to leave the transaction in a pending status.
7	Click the OK button to return to the Entitlement Detail view.
8	Click the Save button. Note that the Approval Status has changed to “A”.
9	Click the View Worklist button.
10	Click the Mark Worked button to remove the entry from your Worklist.

Stopping Inadequate Quarters Rental Charge

Introduction

This section provides the procedure for ***stopping*** **Inadequate Quarters Rental Charge**.

Reminder, PCS auto-stop

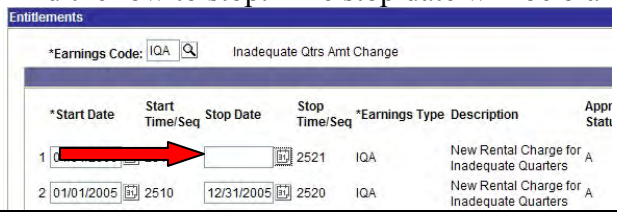
Inadequate Quarters Rental Charge stops automatically on the day prior to PCS departure. Do not enter a Stop Inadequate Quarters Rental Charge transaction when a member departs PCS. The system will not reflect the Inadequate Quarters Rental Charge stop until the departing endorsement on orders transaction is approved and saved.

No Approval Required

A transaction to Stop an Inadequate Quarters Rental charge does not require approval by a SPO Supervisor.

Procedure

Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a stop Inadequate Quarters Rental Charge transaction.

Step	Action
1	Find the row to stop. The stop date will be blank as shown below: 
2	Enter the **Stop Date** for the entitlement by using the calendar button to select the desired date. You can also click & drag over the date field then Type the stop date in MM/DD/YYYY format. The stop date can be future dated.
3	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
4	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.
5	Detail Do Not Use. The detail is automatically set when the earnings type for Inadequate Quarters Rental Charge is selected and the entitlement is saved.
6	Click the Save button (located at the bottom left of the screen) to transmit the entry.

Correcting Inadequate Quarters Rental Charge

Introduction

This section provides the procedure for ***correcting*** **Inadequate Quarters Rental Charge**.

Discussion

The Start Date cannot be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete Inadequate Quarters Rental Charge) and then start a new Inadequate Quarters Rental Charge entitlement.

No Approval Required

A transaction to correct an Inadequate Quarters Rental charge does not require approval by a SPO Supervisor.

Procedure

Follow these steps to enter a correction.

Step	Action
1	In the Correct History mode, find the Inadequate Quarters Rental Charge (IQA) row to correct. Change fields (stop date or detail screen) as necessary.
2	Click the Save button located at the bottom left of the screen.

Deleting Inadequate Quarters Rental Charge

Introduction

This section provides the procedure for ***deleting*** **Inadequate Quarters Rental Charge**.

Discussion

It is only necessary to delete an entry if the start date was incorrect. All other fields (stop date and detail screen) can be corrected.

No Approval Required

A transaction to Delete an Inadequate Quarters Rental charge does not require approval by a SPO Supervisor.

Procedure

Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an Inadequate Quarters Rental Charge transaction.

Step	Action
1	In the Correct History mode, find the Inadequate Quarters Rental Charge row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

Partial BAH, BAH-RC/Transit & BAH-Diff Rates

Rates

Non-Locality Housing Allowance Rates can be found at
http://www.defensetravel.dod.mil/pdc-archive/bah/bah2/

PPC SPO Manual

Part II, Pay Entitlements

Chapter 10, Housing Allowances

Section D, Overseas Housing Allowance – Inadequate Quarters

Overview

Introduction

This section provides the ***procedures*** for **Overseas Housing Allowance-Inadequate Quarters (OHA-IQA)** and **OUTCONUS Cost of Living Allowance (OCOLA)** for members, with Dependents, assigned to inadequate government quarters.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-10-D-3
Starting OHA-IQA	II-10-D-5
Start OCOLA	II-10-D-9

Guiding Principles

Introduction

This section provides the ***guiding principles*** for OHA-IQA.

Reference

The following reference provides additional information about OHA-IQA.

- U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Chap 3.F.15, Quarters Designated as Inadequate

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: Employee Entitlements, Basic Navigation Guide

OHA-IQA only applies to members, residing in inadequate family-type government quarters, at Coast Guard Air Station, Borinquen, Puerto Rico.

Entitlement to OHA-IQA is effective 1 October 2005 or the date the member is assigned the inadequate government quarters, whichever is later. Members assigned to inadequate government quarters at Air Station, Borinquen, PR before 1 October 2005 were entitled to Basic Allowance for Housing-Inadequate Quarters (BAH-IQA). These members' BAH-IQA entitlements were terminated on 30 September. Their OCOLA entitlements were also terminated, due to a change in their assigned locality code, which was required to implement the OHA-IQA entitlement

For members assigned to inadequate government quarters at Coast Guard Air Station, Borinquen, PR, the SPO must:

1. Start OHA-IQA
2. Start OCOLA
   i. The locality code for OHA (for members assigned to inadequate government quarters at Coast Guard Air Station, Borinquen, PR) is **RQ751**. The locality code for OCOLA is RQ001.
   ii. The effective date is the date the member is assigned the inadequate government quarters or the date the determination of inadequacy is effective, whichever is later.

Continued on next page

Guiding Principles, Continued

Member – Married – to - Member	Please contact PPC (MAS) (via Customer Care online inquiry form http://www.uscg.mil/ppc/ccb or http://cgweb.ppc.uscg.mil/ccb/) when a married military couple is assigned to inadequate quarters. PPC (MAS) will manually setup the account for the member without dependents to receive the appropriate amount of OHA, less rental charge for inadequate quarters. See PAYMAN 3.F.15.g. for more information.
Auto-stop upon PCS departure	OHA-IQA will automatically stop ***the day prior*** to PCS departure on PCS orders (in which case BAH-TR must be started) and upon separation. It should only be necessary to stop OHA-IQA if the member's assignment to inadequate government quarters changes and the member becomes entitled to another type of OHA or BAH.

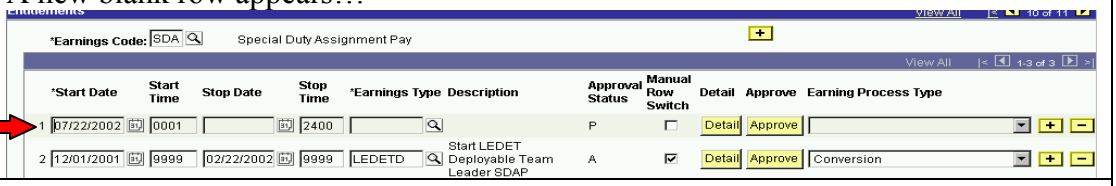
Starting OHA-IQA

Introduction

This section provides the procedure for ***starting*** **OHA-IQA** for members, with dependents, assigned to inadequate government quarters at Coast Guard Air Station, Borinquen, PR.

Procedure

Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a new OHA-IQA entitlement.

Step	Action
1	In the Include History mode, click the + button shown below. A new blank row appears… 
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format. ***Ref:*** PAYMAN 3.F.15.d
3	The **Stop Date** should be left blank to pay continuous OHA-IQA. OHA-IQA will automatically stop ***the day prior*** to PCS departure on PCS orders (in which case BAH-TR must be started) and upon separation. It should only be necessary to stop OHA-IQA if the member's assignment to inadequate government quarters changes and the member becomes entitled to another type of OHA or BAH.

Continued on next page

Starting OHA-IQA, Continued

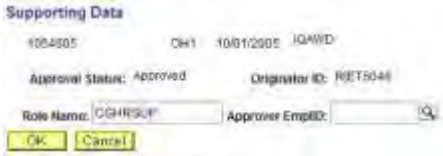
Procedure (continued)

Step	Action
4	Enter the **Earnings Type** in the code if known or use the to search and select from a listing of available earning types. Use code **IQAWD** for *Inadequate Quarters With Dependents*.
5	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.
6	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
7	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.
8	Click the Detail button. The detail is automatically set when the earnings type for OHA-IQA is selected and the entitlement is saved.
9	Complete the **Supporting Data** information.
10	Enter "**RQ751**" for the **Locality Code**. Click the lookup icon to lookup and confirm the code entry if necessary. ***Note:*** Locality Code "RQ751" is only applicable to members assigned to inadequate government quarters at CG AIRSTA Borinquen, PR.
11	The **Nbr of Sharers** field may be left blank.
12	The remaining fields are not active and cannot be changed. The system (JUMPS) will automatically compute the monthly rent as 75% of the OHA authorized for the RQ751 Locality Code.

Continued on next page

Starting OHA-IQA, Continued

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>13</td><td>Click the OK button to return to the Entitlement Detail view.</td></tr>
<tr><td>14</td><td>
<table>
<tr><th>If…</th><th>Then…</th></tr>
<tr><td>you are a SPO Supervisor</td><td>click the Save button to complete the transaction.</td></tr>
<tr><td>you are a SPO Data Entry Technician, you must route this transaction to a Supervisor for approval.</td><td>(a) Click the Approve button and enter the approving official’s employee ID number in the Approver EmplID field of the Supporting Data section.
 

(b) Click the OK button to return to the Entitlement Detail view.
(c) Click the Save button. The transaction will be routed, via the worklist, to the approving official.</td></tr>
</table>
</td></tr>
<tr><td>15</td><td>Follow up with the Approving Official to ensure the transaction is approved.</td></tr>
<tr><td>16</td><td>Approving Official (CGHRSUP Role User/SPO Supervisor)
Follow these steps to approve a transaction:
• Click the link on your worklist to access the pending transaction.
• Make any corrections that may be necessary to the start date or detail-supporting data.
• Click the Approve button.
• Click the OK button to return to the Entitlement Detail view.
• Click the Save button</td></tr>
</table>

Start OCOLA

Introduction

This section provides the procedure for ***starting*** a member's entitlement to **OUTCONUS COLA** for members, with dependents, assigned to **inadequate government quarters** at Coast Guard Air Station, Borinquen, PR.

Procedure

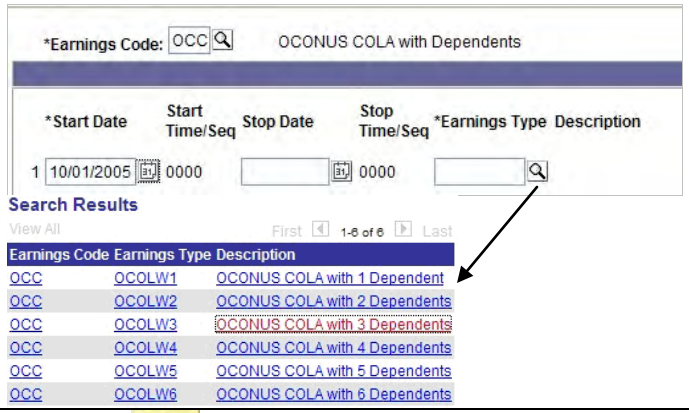
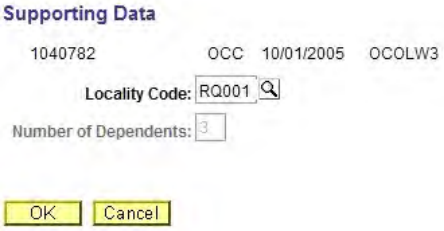
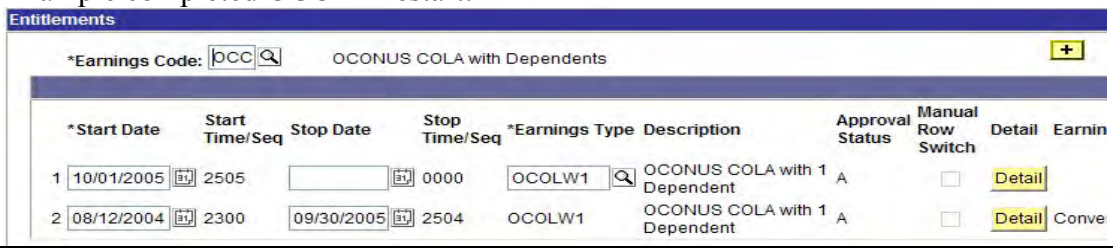
Follow these steps to restart OCOLA.

Step	Action
1	If you are already in the member's entitlements page, locate the *OCONUS Cola With Dependents* row (Earnings Code "**OCC**") and add a new row (first, click the continue button if starting from the **Entitlements Summary** view). If you are not at the member's entitlements page, access it by: a. Compensate Employees > Maintain Entitlements > Use > **Employee Entitlements** b. Enter the member's Employee ID Number in the EMPLID field and click the "Search" button or press the Enter key. c. Locate the *OCONUS Cola With Dependents* row (Earnings Code "**OCC**")
2	Complete the **Start Date** field. • This field will default to the current date. You must change it to the date the entitlement is effective. Use the date the assignment to inadequate government quarters was effective. • The Stop Date field should be left blank. OCOLA will automatically stop the day prior to PCS departure on PCS orders and on upon separation. It should only be necessary to stop OCOLA if the member's assignment to inadequate government quarters changes and the member becomes entitled to OCOLA at another locality code.

Continued on next page

Start OCOLA, Continued

Procedure (continued)

Step	Action
3	Click the lookup icon in the Earnings Type Description field to search for and select the OCONUS COLA code for the number of dependents the member has. 
4	Click the Detail button. Complete the Supporting Data information by entering the Locality Code "**RQ001**". Click the lookup icon to lookup and confirm the code entry if necessary. 
5	Click the Save button. This transaction is complete. No approval or routing is required for OCOLA transactions. Example completed OCOLA restart: 

PPC SPO Manual

Part II, Pay Entitlements

Chapter 10, Housing Allowances

Section E, Interim Overseas Housing Allowance

Overview

Introduction

This section provides the ***procedures*** for **Interim Overseas Housing Allowance**. This entitlement is authorized to members stationed overseas who are required to procure non-government family type housing before dependents arrive. Members may draw Interim Housing Allowance only if they do not draw TLA. They become entitled to OHA as a member with dependents for interim period starting on the procurement date and stopping either 60 days later, or on the day before the dependents arrive in the PDS vicinity, whichever occurs first.

Topics

The following topics are covered in this guide:

Topic	See Page
Guiding Principles	II-10-E-3
Starting Interim Overseas Housing Allowance	II-10-E-5
Stopping Interim Overseas Housing Allowance	II-10-E-9
Correcting Interim Overseas Housing Allowance	II-10-E-11
Deleting Interim Overseas Housing Allowance	II-10-E-13

Guiding Principles

Introduction

This section provides the ***guiding principles*** for **Interim Overseas Housing Allowance**.

Reference

The following references provide additional information about Interim Overseas Housing Allowance:

- U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Chap 3
- Personnel Manual, COMDTINST M1000.6 (series), Chap 4
- Joint Federal Travel Regulations, Volume 1

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: Employee Entitlements, Basic Navigation Guide.

Interim Overseas Housing Allowance entries must be routed to a supervisor/auditor with either CGHRSUP or CGHRSICSUP approval authority. If this is not approved, the member will not be paid. Guidance for approving officials is incorporated in the applicable steps of this guide. All amounts must be entered in U.S. dollars. Convert foreign currency amounts into U.S. Dollars using the multiplier for the rate of exchange from the PDTATAC web site.

Auto-stop upon PCS departure

Interim Overseas Housing Allowance stops automatically on ***the day prior*** to PCS departure. Do not enter a Stop Interim Overseas Housing Allowance transaction when a member departs PCS. The system will not reflect the Interim Overseas Housing Allowance stop until the departing endorsement on PCS orders is approved and saved.

Starting Interim Overseas Housing Allowance

Introduction

This section provides the procedure for ***starting*** **Interim Overseas Housing Allowance**.

Procedure

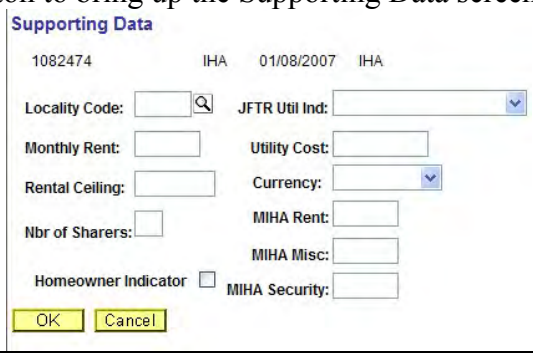
Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a new Interim Overseas Housing Allowance entitlement.

Step	Action
1	Create or Continue an "IHA" earnings entitlement entry: IHA Interim Housing Allowance Continue
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format.
3	The **Stop Date** may be left blank to pay continuous Interim Overseas Housing Allowance. If this is a temporary entitlement, you may enter the stop date.
4	Enter the **Earnings Type** code if known or use the to search and select from a listing of available earning types. Lookup Earnings Type Cancel Search Results View All First 1 of 1 Last Earnings Code Earnings Type Description IHA IHA Interim Housing Alowance
5	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.
6	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
7	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.

Continued on next page

Starting Interim Overseas Housing Allowance, Continued

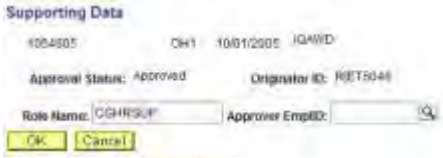
Procedure (continued)

Step	Action
8	Click the Detail button to bring up the Supporting Data screen below: 
9	Enter the **Locality Code**. This is the 5-character alpha/numeric location code or use the Lookup button to select the desired location. ***Note:*** Location codes are also located at the PDTATAC web site.
10	Enter the **Monthly Rent** in US Dollars. For homeowners, the monthly rental amount here is the purchase price of the residence divided by 120. ***Note:*** In the case of a Military Attaché, enter the amount of rent paid by the member plus the amount paid on behalf of the member by the Defense Intelligence Agency (DIA).
11	Enter the **Rental Ceiling** from the locality country tables located on the PDTATAC website. ***Note:*** Be sure to use the appropriate rate which is in effect on the Start Date if you are submitting a retroactive OHA Transaction.
12	Enter the **Number of Sharers** (i.e. 02 = 2 sharers). Do not count dependents as sharers. See Chapter 9 of the JFTR for a definition of "sharers".
13	Check the **Homeowner Indicator** box if a homeowner.
14	Use the **drop down** menu to select the **JFTR Utility Indicator**.
15	Enter the monthly **Utility Cost** before reduction or proration from the PDTATAC web site. ***Note:*** Be sure to use the appropriate rate which is in effect on the Start Date if you are submitting a retroactive OHA Transaction.
16	Use the **drop down** menu to select the type of **Currency** used to pay monthly rent. Selecting ***Foreign*** will create the P609 with element code 13, which indicates the member pays in foreign currency. This will allow JUMPS to vary the OHA the member receives as the exchange rate fluctuates.

Continued on next page

Starting Interim Overseas Housing Allowance, Continued

Procedure (continued)

Step	Action
17	Enter the **MIHA Rent** with the 6-digit MIHA rental amount (US Dollars) prescribed in the PDTATAC web site. ***Note:*** Be sure to use the appropriate rate which is in effect on the Start Date if you are submitting a retroactive OHA Transaction.
18	Enter the **MIHA Misc** with the miscellaneous MIHA in US Dollars. When calculating MIHA for members classified as sharers, ensure that only one sharer is authorized MIHA/rent and MIHA security. Do not complete this field for a change in OHA entry. This is a one-time payment.
19	Enter the 6-digit amount for **MIHA Security** (US Dollars). Do not complete this field for a change in OHA entry.
20	Click the OK button when finished.
21	**If…** / **Then…** you are a ***SPO Supervisor*** — click the Save button to complete the transaction. you are a ***SPO Data Entry Technician***, you must route this transaction to a Supervisor for approval. — (a) Click the Approve button and enter the approving official's employee ID number in the Approver EmplID field of the Supporting Data section.  (b) Click the OK button to return to the Entitlement Detail view. (c) Click the Save button. The transaction will be routed, via the worklist, to the approving official.
22	***Approving Official*** (CGHRSUP Role User/SPO Supervisor) Follow these steps to approve a transaction: • Click the link on your worklist to access the pending transaction. • Make any corrections that may be necessary to the start date or detail-supporting data.
23	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.
24	Return to your worklist and click the "Mark Worked" button.

Stopping Interim Overseas Housing Allowance

Introduction

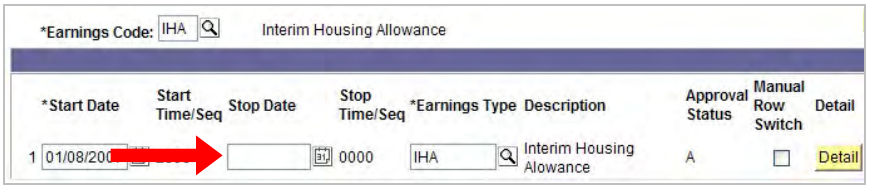
This section provides the procedure for ***stopping*** **Interim Overseas Housing Allowance**.

Reminder, PCS auto-stop

Interim Overseas Housing Allowance stops automatically on the day prior to PCS departure. Do not enter a PeopleSoft Stop Interim Overseas Housing Allowance transaction when a member departs PCS.

Procedure

Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a stop Interim Overseas Housing Allowance transaction.

Step	Action
1	In the Correct History mode, find the row to stop. The stop date will be blank as shown below: 
2	Enter the **Stop Date** for the entitlement by using the calendar button to select the desired date. You can also click & drag over the date field then type the stop date in MM/DD/YYYY format. The stop date can be future dated.
3	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
4	**Manual Row Switch**. (CGHRSUP role users only) Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. **Caution:** Overriding pay edits may result in errors and possible overpayment of entitlement.
5	Detail Do Not Use. The detail is automatically set when the earnings type for Interim Overseas Housing Allowance is selected and the entitlement is saved.
6	Approve is not used. Stopping payment of Interim Overseas Housing Allowance does not require audit and approval.
7	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.

Correcting Interim Overseas Housing Allowance

Introduction

This section provides the procedure for ***correcting*** **Interim Overseas Housing Allowance**.

Discussion

To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete Interim Overseas Housing Allowance) and then start a new Interim Overseas Housing Allowance entitlement. Other items, such as the Supporting Data section and the stop date may be corrected.

Procedure

Navigate to the **Interim Overseas Housing Allowance** row you want to correct and follow the instructions in the **Starting Interim Overseas Housing Allowance** procedures to reenter the data.

Deleting Interim Overseas Housing Allowance

Introduction

This section provides the procedure for ***deleting*** **Interim Overseas Housing Allowance**.

Discussion

The total Interim Overseas Housing Allowance entitlement will be recouped when using this feature.

Procedure

Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an Interim Overseas Housing Allowance transaction.

Step	Action
1	In the Correct History mode, find the Interim Overseas Housing Allowance row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 11, Special and Incentive Pays

Overview

In this chapter

Topic	See Section
Aviation Career Incentive Pay (ACIP)	II-11-A
Aviation Crew / Non-Crew Hazardous Duty Incentive Pay	II-11-B
Combat SGLI Allowance (Individual and Multiple)	II-11-C
Combat Tax Exclusion (Individual and Multiple)	II-11-D
Diving Duty Pay	II-11-E
Family Separation Allowance (Individual and Multiple)	II-11-F
Flight Deck Hazardous Duty Incentive Pay	II-11-G
Foreign language Proficiency Pay	II-11-H
Hardship Duty Pay	II-11-I
Hazardous Duty Incentive Pay for High Pressure Chamber	II-11-J
Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure (HDIP-VBSS) Boarding Team Members	II-11-K
Imminent Danger (Hostile Fire) Pay	II-11-L
Personal Money Allowance	II-11-M
Responsibility Pay	II-11-N
Special Duty Assignment Pay (SDAP)	II-11-O

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Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 11, Special and Incentive Pays

Section A, Aviation Career Incentive Pay (ACIP)

Overview

Introduction

This section provides the ***procedures*** for **Aviation Career Incentive Pay (ACIP)**. This entitlement is paid to certain officers who are qualified for aviation service.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-11-A-2
Starting ACIP	II-11-A-7
Stopping ACIP	II-11-A-13
Remove Suspension of Aviation Career Incentive Pay	II-11-A-15
Correcting ACIP	II-11-A-17
Deleting ACIP	II-11-A-19

Guiding Principles

Introduction

This section provides the ***guiding principles*** for **Aviation Career Incentive Pay**.

References

The following references provide additional information about Aviation Career Incentive Pay.

- U.S. Coast Guard Pay Manual COMDTINST M7220.29(series), Chap 5
- Management and Administration of Aviation Career Incentive Pays COMDTINST 7220.39(series)

Warning: Do not attempt to input, correct or delete an ACIP transaction unless you have read and understood the references listed above. This guide provides procedures for recording ACIP entitlement in Direct Access. It is not intended to duplicate policy guidance, which is available in the references.

Before You Begin

If unfamiliar with the employee entitlement basic navigation can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

Aviation Career Incentive Pay entries must be routed to a supervisor/auditor with either CGHRSUP or CGHRSICSUP approval authority. If it is not approved, the member will not be paid. Guidance for approving officials is incorporated in the applicable steps of this guide.

Use earnings type "ESACIP" for first time establishment of aviation service information. **Note that ESACIP transactions cannot be deleted, so be sure to use the correct employee ID number and the correct dates.**

Note: ESACIP transactions do not start ACIP.

Use the other earning types when the officer has been established in Direct Access as an Aviator (ACIP row with ESACIP type exists **or JUMPS segment 60 exists). Note: DA will not show the ESACIP row if the officer was established as an aviator before DA release 11 in Sept. 2004, the user must check JUMPS in these cases**.

Continued on next page

Guiding Principles, Continued

Before you begin (cont'd)

ACIP automatically stops at 25 years aviation service. If authorized to continue ACIP past 25 years, a new entitlement row must be created with the "ACIP25" earnings code.

Background

This transaction includes the following (which were separate under SDA II):

- ***P105 Establish officer as an aviator***: If user is initially entering aviation information, they use Earn Code ACI, Earn Type ESACIP and fill in the detail panel.
- ***P671, Suspend or Terminate***: When you put in a Stop Date and mark the Suspend or Stop box, a P671 is transmitted. JUMPS will automatically terminate an officer's ACIP upon the officer attaining 25 years aviation service, so a Stop transaction should NOT be submitted. A Stop transaction should ONLY be submitted if an officer's entitlement to ACIP is terminated because:
  - the officer reaches the 12-year or 18-year Gate and fails to meet OPFLY requirements prescribed in section 5.A.5, CG Pay Manual; or
  - the officer is in a monthly, vice continuous, ACIP status and fails to meet minimum flight requirements prescribed in sections 5.A.6 and 5.A.10, CG Pay Manual. A Suspend transaction should be submitted if an officer's entitlement to ACIP is suspended under section 5.A.18, CG Pay Manual.

Officers recalled to active duty from retirement with a break in service

SPOs must submit a new ***P105 Establish officer as an aviator (***Earn Code ACI, Earn Type ESACIP***)*** when a retiree with a break in service is recalled. This transaction is required in order to re-set the aviator's **Aviation Service Date** (ASD), **Aviation Service Entry Date** (ASED), and **Officer Service Date** (OSD).

Time spent in retired status is not used when determining an aviator's longevity for ACIP. Therefore, the ASD, ASED, and OSD, must be reset when a retired aviator is recalled to active duty with a break in service. Construct the ASD, ASED, and OSD, by *adding* time spent in a retired status to the officer's original dates (as listed in JUMPS segment 60).

Continued on next page

Guiding Principles, Continued

Officers recalled to active duty from retirement with a break in service (cont'd)	For example, if an aviator's ASD, ASED, and OSD was 15 Jul 1987 and s/he retired on 1 September 2008 and is recalled to active duty on 1 February 2009, then her/his new ASD, ASED, and ASD will become 15 December 1987 (old date of 15 July 1987 + 5 months in retirement status).
Auto-stop upon PCS departure	ACIP will stop automatically on ***the day of*** PCS departure if the Continue ACIP checkbox is not selected on the PCS Departing Endorsement Transaction. Do not enter a Stop ACIP transaction when a member departs PCS. The system will not reflect the ACIP stop until the departing PCS Endorsement on Orders transaction is approved and saved. PCS orders for aviators shall specify that the duty either involves operational flying (orders read "DIFOPS"), proficiency flying (orders read "DIFPRO"), or does not involve flying (orders read "DIFDEN"). All aviator billets are coded as DIFOPS, DIFPRO, or DIFDEN.

Starting ACIP

Introduction

This section provides the procedure for ***starting*** **Aviation Career Incentive Pay**.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. to access the member's entitlements detail page. Then, follow these steps to enter a new ACIP entitlement.

Step	Action
1	Insert a new ACIP entitlement row.
2	Enter the **Start Date** for the entitlement by using the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format. This date is extremely important, especially for establishing aviation service information (see entry below for Recalled Retires). If the transaction is approved with the incorrect start date, PPC Customer Care must be contacted for corrective action because the transaction cannot be deleted by the SPO. • For student aviators, the Start Date will be the date the officer enters flight training. • For direct commission aviators, the Start Date will be the constructive date the officer executed orders to the CG Academy for indoctrination or reported to their first unit (in the case of officers who do not attend DCO school upon accession), whichever is earlier. When **establishing an officer as an aviator** (using earnings type code ESACIP), the start date must be equal to or greater than the aviation service date (see step 11 on the next page). ***Recalled Retirees:*** • For aviators, recalled to active duty from retirement following a break in service, the start date must be constructed by adding the time spent in retirement to the aviator's original Aviation Service Date (from JUMPS segment 60).

Continued on next page

Starting ACIP, Continued

Procedure (continued)

Step	Action
3	**Stop Date** Leave this field blank when starting ACIP
4	**Suspend** Not used when starting ACIP.
5	**Terminate** Not used when starting ACIP.
6	**Earnings Type** Enter the code if known or use the to search and select from a listing of available earning types. Use “ESACIP” earnings type to Establish the Officer as an Aviator. Obtain the correct earnings type code from the officer’s PCS orders to start ACIP. PCS orders for aviators shall specify that the duty either involves operational flying (orders read "***DIFOPS***"), proficiency flying (orders read "***DIFPRO***"), or does not involve flying (orders read "***DIFDEN***"). All aviator billets are coded as either DIFOPS, DIFPRO, or DIFDEN
7	**Description** is pre-filled. Ensure the proper entitlement is shown.
8	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving by a CGHRSUP role user. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.
9	**Manual Row Switch** Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. ***Caution:*** Overriding pay edits may result in errors and possible overpayment of entitlement.

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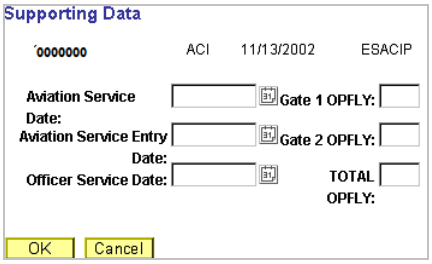
Starting ACIP, Continued

Procedure (continued)

Step	Action
10	If entering a transaction with the ESACIP earnings type click the Detail button to bring up the **Supporting Data** screen.  ***Note:*** The detail panel is only used when establishing aviation service information via the "ESACIP" earnings type. If using another earnings code, go to step 18.
11	**<u>Aviation Service Date</u>** Enter the constructive date that the member began flying as an officer in MM/DD/YYYY format, or use the calendar button to select the desired date. Prior active and inactive service is creditable for computation of the Aviation Service Date. Retired time however, is not creditable. The Aviation Service Date cannot be prior to the member's Officer Service Date or Pay Entry Base Date. Normally, the Aviation Service Date is the same as the Aviation Service Entry Date; the only time it is different is if the officer was commissioned as an officer <u>after</u> beginning flight training. ***Recalled Retirees:*** For aviators, recalled to active duty from retirement following a break in service, the Aviation Service Date must be constructed by adding the time spent in retirement to the aviator's original Aviation Service Date (from JUMPS segment 60)

Continued on next page

Starting ACIP, Continued

Procedure (continued)

Step	Action
12	**Aviation Service Entry Date** Enter the constructive date that the member first reported under orders to an aviation facility for flight training. Enter the date in MM/DD/YYYY format, or use the calendar button to select the desired date. Prior active and inactive service is creditable for computation of the Aviation Service Entry Date. Retired time however, is not creditable. The Aviation Service Entry Date cannot be prior to the member's Pay Entry Base Date. Normally, the Aviation Service Entry Date is the same as the Aviation Service Date; the only time it is different is if the member began flight training before being commissioned as an officer. ***Recalled Retirees:*** For aviators, recalled to active duty from retirement following a break in service, the Aviation Service Entry Date must be constructed by adding the time spent in retirement to the aviator's original Aviation Service Entry Date (from JUMPS segment 60)
13	**Officer Service Date** Enter the constructive date that the member was commissioned as an officer or warrant officer in MM/DD/YYYY format, or use the calendar button to select the desired date. Prior active and inactive service is creditable for computation of the Officer Service Date. Retired time however, is not creditable. The Officer Service Date cannot be prior to the member's Pay Entry Base Date. ***Recalled Retirees:*** For aviators, recalled to active duty from retirement following a break in service, the Officer Service Date must be constructed by adding the time spent in retirement to the aviator's original Officer Service Date (from JUMPS segment 60)
14	**Gate 1 OPFLY If the member has over 12 years prior aviation service** (Aviation Service Entry Date + 12 years), enter the amount of OPFLY time the member had at the 12 year Gate in YY/MM format. **If the member does not have over 12 years of prior aviation service, leave this field blank.**

Continued on next page

Starting ACIP, Continued

Procedure (continued)

Step	Action
15	**<u>Gate 2 OPFLY</u> If the member has over 18 years prior aviation service** (Aviation Service Entry Date + 18 years), enter the amount of OPFLY time the member had at the 18 year Gate in YY/MM format. **If the member does not have over 18 years of prior aviation service, leave this field blank.**
16	**<u>Total OPFLY</u>** If the member has prior aviation service, enter the amount of OPFLY time the member has in YY/MM format. This amount should be equal to the amount of time between the Start Date (transaction effective date) and the Aviation Service Entry Date.
17	Click the OK button when finished.
18	

If…	Then…
you are a ***SPO Supervisor***	click the Save button to complete the transaction.
you are a ***SPO Data Entry Technician***, you must route this transaction to a Supervisor for approval.	(a) Click the Approve button and enter the **<u>Approving Official's Employee ID</u>** number in the Approver EmplID field of the Supporting Data section. (b) Click the OK button to return to the Entitlement Detail view. (c) Click the Save button. The transaction will be routed, via the worklist, to the approving official.

Continued on next page

Starting ACIP, Continued

Procedure (continued)

Step	Action
19	***Approving Official*** (CGHRSUP Role User/SPO Supervisor) Follow these steps to approve a transaction: a) Click the link on your worklist to access the pending transaction. b) Make any corrections that may be necessary to the start date or detail-supporting data. c) Click the Approve button. d) Click the OK button to return to the Entitlement Detail view. e) Click the Save button

Stopping ACIP

Introduction

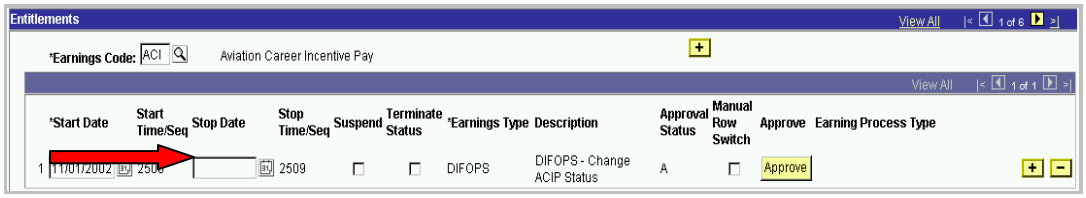
This section provides the procedure for ***stopping*** **Aviation Career Incentive Pay**.

Reminder, PCS auto-stop

ACIP will stop automatically on ***the day of*** PCS departure if the Continue ACIP checkbox is not selected on the PCS Departing Endorsement Transaction. Do not enter a Stop ACIP transaction when a member departs PCS. The system will not reflect the ACIP stop until the departing PCS Endorsement on Orders transaction is approved and saved.

Procedure

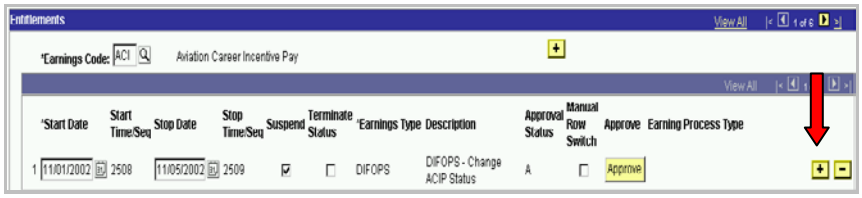
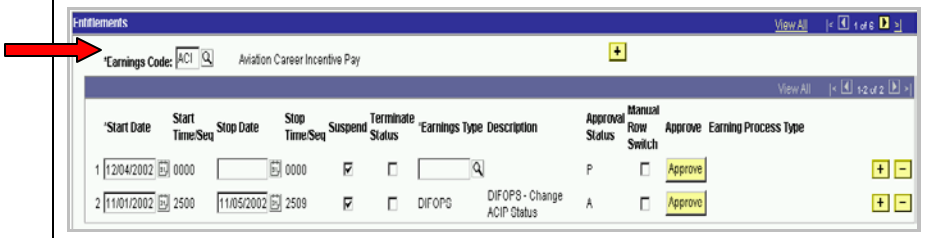
Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a stop ACIP transaction.

Step	Action
1	In the Correct History mode, find the row to suspend or terminate. The stop date will be blank as shown below: 
2	**Stop Date**. Enter the last day of entitlement by using the calendar button to select the date. You can also Click & Drag over the date field and type the stop date in MM/DD/YYYY format.
3	The **Stop Time** is pre-filled by the system and must not be changed.
4	Check the **Suspended** block if suspending ACIP.
5	Check the **Terminate Status** block if terminating ACIP.
6	**Manual Row Switch** (CGHRSUP role user only) Select this field only when necessary to override internal pay edits. Business rules will not be turned off when this is selected. ***Caution:*** Overriding pay edits may result in errors and possible overpayment.
7	Click the Approve button to stop payment of Aviation Career Incentive Pay. See the previous section for instructions on routing entries for approval.
8	Click the Save button (located at the bottom left of the screen) to approve (CGHRSUP users) or to route (CGHRS users) the entry for approval.

Remove Suspension of Aviation Career Incentive Pay

Introduction This section provides the procedure for ***changing*** **Aviation Career Incentive Pay**.

Procedure Follow these steps to remove suspension of Aviation Career Incentive Pay.

Step	Action
1	In the Correct History mode, find the row that was suspended as shown below (The suspend box will be checked.) Click the button shown below to create a new row.  A row will appear as shown below. 
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format.
3	The **Start Time** is pre-filled by the system and must not be changed.
4	**Stop Date**. Leave this field blank when removing a suspension of ACIP
5	**Stop Time** is pre-filled by the system and must not be changed.
6	Click the **Suspend** checked box to Remove the Suspension flag. ***Note:*** Do **NOT** omit this step!
7	**Terminate** is not used when removing a suspension.
8	Enter the **Earnings Type** code if known or use the to search and select from a listing of available earning types. ***Note:*** Be sure to select a "Remove Suspension" earnings type from the list. Do not use DIFDEN, DIFOPS, or DIFPRO when removing a suspension.

Continued on next page

Remove Suspension of Aviation Career Incentive Pay,
Continued

Procedure (continued)

Step	Action
9	**Description** is pre-filled. Ensure the proper entitlement is shown.
10	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving by a CGHRSUP role user. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
11	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. ***Caution:*** Overriding pay edits may result in errors and possible overpayment of entitlement.

Correcting ACIP

Introduction

This section provides the procedure for ***correcting*** **Aviation Career Incentive Pay**.

Discussion

To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete ACIP) and then start a new ACIP entitlement.

Transactions submitted to Establish an Officer as an Aviator (Earnings Type ESACIP) cannot be deleted. However, some fields on the Support Data (Detail) screen may be corrected. Contact PPC Customer Care, if the start date is incorrect or if the transaction was submitted erroneously. They will coordinate with PPC (ID) to have the transaction removed from the system.

Procedure

Follow these steps to correct an incorrect Stop date.

Step	Action
1	Find the Aviation Career Incentive Pay row to correct.
2	Click & drag over any editable field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons to modify dates and the magnifying glass to change the earning type.
3	Click the Save button located at the bottom left of the screen. ***Note:*** To change the effective start date, you must delete the entire row (see next topic) and then start a new Aviation Career Incentive Pay entitlement.

Deleting ACIP

Introduction

This section provides the procedure for ***deleting*** **Aviation Career Incentive Pay**.

Discussion

The total Aviation Career Incentive Pay entitlement will be recouped when using this feature.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an ACIP transaction.

ESACIP Earnings Type Entries Cannot be Deleted

Transactions submitted to Establish an Officer as an Aviator (Earnings Type ESACIP) cannot be deleted. Only corrections may be made to these transactions. See the corrections procedure on the previous page. Notify PPC Customer Care of any erroneous ESACIP submissions. They will coordination with PPC (ID) to have the transaction removed from the system.

Step	Action
1	In Correct History mode, find the Aviation Career Incentive Pay row to delete.
2	Ensure the Earnings Type code is not "**ESACIP**". Transactions with this earnings type can only be corrected. They cannot be deleted.
3	Click on the button located in the row to be deleted.
4	Click the Save button located at the bottom left of the screen. ***Note:*** The total Aviation Career Incentive Pay entitlement will be recouped when using this feature.

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PPC SPO Manual

Part II, Pay Entitlements

Chapter 11, Special and Incentive Pay

Section B, Aviation Crew & Non-Crew Hazardous Duty Incentive Pay

Overview

Introduction

This section provides the procedures for **Aviation Crew & Non-Crew Hazardous Duty Incentive Pay (Aviation Crew HDIP)**. This entitlement is authorized to members, who under orders by competent authority, participate in regular and frequent aerial flights as Crew & Non-Crew members and who meet the requirements specified in the Pay Manual.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-11-B-3
Starting Aviation Crew HDIP	II-11-B-5
Stopping Aviation Crew HDIP	II-11-B-7
Correcting Aviation Crew HDIP	II-11-B-9
Deleting Aviation Crew HDIP	II-11-B-11

Guiding Principles

Introduction

This section provides the ***guiding principles*** for **Aviation Crew & Non-Crew Hazardous Duty Incentive Pay**.

References

The following references provide additional information about Aviation Crew HDIP.

- Management & Admin of Aviation Incentive Pay, COMDTINST 7220.39
- U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Chap 5

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: Employee Entitlements, Basic Navigation Guide

This entry must be routed to a supervisor/auditor with CGHRSUP approval authority. Guidance for CGHRSUP users is incorporated in the applicable steps of this guide.

Officers qualified for aviation service are not entitled to Hazardous Duty Incentive Pay but may be entitled to Aviation Career Incentive Pay.

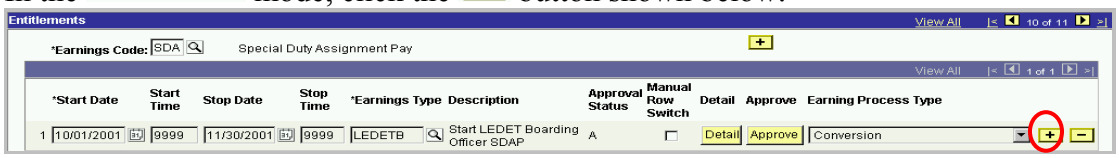
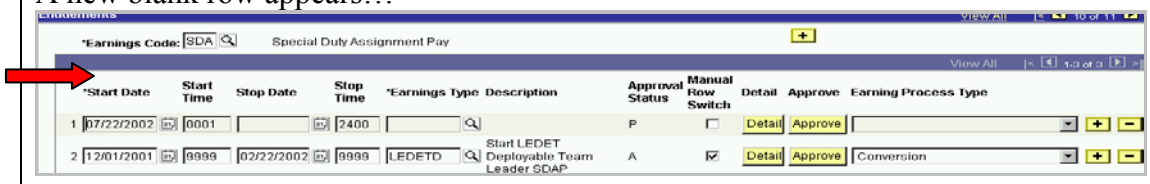
Auto-stop upon PCS departure

ACIP stops automatically effective ***the day of*** PCS departure. Do not enter a Stop ACIP transaction when a member departs PCS. The system will not reflect the ACIP stop until it is resynchronized with JUMPS.

Starting Aviation Crew HDIP

Introduction This section provides the procedure for ***starting*** **Aviation Crew & Non-Crew Hazardous Duty Incentive Pay**.

Procedure Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a new Aviation Crew HDIP entitlement.

Step	Action
1	In the Include History mode, click the + button shown below.  A new blank row appears… 
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format.
3	The **Start Time** is pre-filled.
4	The **Stop Date** may be left blank to pay continuous Aviation Crew HDIP. Use the calendar button to select the desired date. You can also click & drag over the date field then type the stop date in MM/DD/YYYY format.
5	**Stop Time** is pre-filled by the system and must not be changed.
6	Enter the **Earnings Type** code if known or use the to search and select from a listing of available earning types.
7	**Description** is pre-filled. Ensure the proper entitlement is shown.
8	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.)
9	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. ***Caution:*** Overriding pay edits may result in errors and possible overpayment of entitlement.

Continued on next page

Starting Aviation Crew HDIP, Continued

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10</td><td>
<table>
<tr><th>If…</th><th>Then…</th></tr>
<tr><td>you are a SPO Supervisor</td><td>click the Save button to complete the transaction.</td></tr>
<tr><td>you are a SPO Data Entry Technician, you must route this transaction to a Supervisor for approval.</td><td>(a) Click the Approve button and enter the approving official’s employee ID number in the Approver EmplID field of the Supporting Data section.

(b) Click the OK button to return to the Entitlement Detail view.
(c) Click the Save button. The transaction will be routed, via the worklist, to the approving official.</td></tr>
</table>
</td></tr>
<tr><td>11</td><td>Approving Official (CGHRSUP Role User/SPO Supervisor)
Follow these steps to approve a transaction:

• Click the link on your worklist to access the pending transaction.
• Make any corrections that may be necessary to the start date or detail-supporting data.
• Click the Approve button.
• Click the OK button to return to the Entitlement Detail view.
• Click the Save button.</td></tr>
<tr><td>12</td><td><u>Earnings Process Type</u> is not required. Disregard this field.</td></tr>
<tr><td>13</td><td>Click the Save button (located at the bottom left of the screen) to route the entry to approving official’s work list or to approve the entitlement if a CGHRSUP user.</td></tr>
</table>

Stopping Aviation Crew HDIP

Introduction

This section provides the procedure for ***stopping*** **Aviation Crew & Non-Crew Hazardous Duty Incentive Pay**.

Reminder, PCS auto-stop

Aviation Crew HDIP stops automatically on the day prior to PCS departure. Do not enter a Stop Aviation Crew HDIP transaction when a member departs PCS. The system will not reflect the Aviation Crew HDIP stop until it is resynchronized with JUMPS.

Procedure

Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a stop Aviation Crew HDIP transaction.

Step	Action
1	In the Correct History mode, find the row to stop. The stop date will be blank as shown:
2	**Stop Date**. Enter the last day of entitlement by using the calendar button to select the date. You can also click & drag over the date field then type the stop date in MM/DD/YYYY format. This field can be future dated.
3	**Stop Time** is pre-filled by the system and must not be changed.
4	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override internal pay edits. Business rules will not be turned off when this is selected. ***Caution:*** Overriding pay edits may result in errors and possible overpayment.
5	Approve is not used – Payment of Aviation Crew HDIP does not require audit and approval.
6	Click the Save button (located at the bottom left of the screen) to approve the entry.

Correcting Aviation Crew HDIP

Introduction

This section provides the procedure for ***correcting*** **Aviation Crew & Non-Crew Hazardous Duty Incentive Pay**.

Discussion

Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete Aviation Crew HDIP) and then start a new Aviation Crew HDIP entitlement.

Procedure

Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the Correct History mode, find the Aviation Crew HDIP row to correct.
2	Click & drag over any editable field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons to modify dates and the magnifying glass to change the earning type.
3	Click the Save button located at the bottom left of the screen. ***Note:*** To change the effective start date, you must delete the entire row and then start a new Aviation Crew HDIP entitlement.

Deleting Aviation Crew HDIP

Introduction

This section provides the procedure for ***deleting*** **Aviation Crew & Non-Crew Hazardous Duty Incentive Pay**.

Discussion

The total Aviation Crew & Non-Crew Hazardous Duty Incentive Pay entitlement will be recouped when using this feature.

Procedure

Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an Aviation Crew HDIP transaction.

Step	Action
1	In Correct History mode, find the Aviation Crew HDIP row to delete.
2	Click on the button located in the row to be deleted.
3	Click the Save button located at the bottom left of the screen. ***Note:*** The total Aviation Crew HDIP entitlement will be recouped when using this feature.

Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 11, Special and Incentive Pay

Section C, Combat Servicemembers' Group Life Insurance Allowance

Overview

Introduction

This section provides the procedures for Combat SGLI Allowance. This entitlement provides an allowance to members for the cost of the maximum SGLI coverage (Currently $400,000) plus the cost of Traumatic SGLI (Currently $1) for duty served during any part of a month serving in Operations Enduring Freedom or Iraqi Freedom Theaters or serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom.

Topics

The following topics are covered in this guide

Topic	See Page
Guiding Principles	II-11-C-3
Starting Combat SGLI Allowance	II-11- C-7
Stopping Combat SGLI Allowance	II-11- C-11
Correcting Combat SGLI Allowance	II-11- C-13
Deleting Combat SGLI Allowance	II-11- C-15
Starting Combat SGLI Allowance (Multiple Entry)	II-11- C-17
Stopping Combat SGLI Allowance Multiple Entry	II-11- C-21

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Guiding Principles

Introduction

This section provides the guiding principles for Combat SGLI Allowance.

References

The following references provide additional information about Combat SGLI Allowance and/or related entitlements, such as Combat Tax Exclusion.

(a) National Defense Authorization Act for Fiscal Year 2008 (Public Law 110-181)
(b) Coast Guard Pay Manual, COMDTINST M7220.29(series), Sec. 8-G-2
(c) Personnel and Pay Procedures Manual, PPCINST M1000.2(series), Sec. 8-B

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

Entitlement Overview

Per references (a) and (b), members entitled to Income Tax Exclusion for Duty serving in Operations Enduring Freedom or Iraqi Freedom Theaters or serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom and shall receive an allowance equal to the amount of the cost for the maximum SGLI coverage plus the cost of Traumatic SGLI coverage. Family SGLI coverage costs are not included.

Internal controls

Combat SGLI Allowance transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

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Guiding Principles, Continued

Connection with Combat Tax Exclusion

A member must be entitled to Income Tax Exclusion for Duty in Operations Enduring Freedom or Iraqi Freedom Theaters or be serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom in order to be eligible for Combat SGLI Allowance. Policies and procedures for entitlement to Combat Tax Exclusion can be found in references (b) and (c). Combat SGLI Allowance can be recorded as a one-time entitlement (allowance for a single month only) or as a continuous entitlement (allowance will continue until submission of a stop transaction). **Entries for entitlement to Combat SGLI and Combat Tax Exclusion must match**. For example:

- If a member is entitled to Combat Tax Exclusion for one month only, then the entry for Combat SGLI must also be for one month only.
- If a member is entitled to Combat Tax Exclusion continuously, then the entry for Combat SGLI must also be for a continuous entitlement and a stop transaction must be entered when the stop Combat Tax Exclusion is entered.

Note: If the member is entitled to Combat SGLI Allowance due to serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom, but not entitled to Combat Tax Exclusion, the Combat SGLI Allowance entitlement must be entered by a SPO Supervisor (CGHRSUP Role User) using the "Manual Row Switch" checkbox to override edits and allow the transaction to save.

Connection with SGLI and Family SGLI Elections

Members with SGLI coverage elections of $0 (declined), or any other amount less than the current $400,000 maximum, who become entitled to Combat SGLI Allowance, will temporarily have their SGLI coverage increased to $400,000 for the duration of the entitlement to Combat SGLI Allowance.

The member's previous SGLI coverage resumes the first day of the month following the month the member's entitlement to Combat SGLI Allowance ends, unless the member submits a new SGLI or SGLI Family election during the time they are entitled to Combat SGLI allowance. If a member submits a new SGLI election or SGLI Family election, while entitled to Combat SGLI Allowance, the new elections will override any elections the member had in place prior to receipt of Combat SGLI allowance.

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Guiding Principles, Continued

Connection with SGLI and Family SGLI Elections (cont.)

JUMPS will open a new Segment 32 to increase the member's SGLI coverage to $400,000 when a start Combat SGLI Allowance transaction processes. The temporary increase is effective the first day of the month in which the member is entitled to Combat SGLI and ends the last day of the month the entitlement to Combat SGLI stops. The letter "S" will appear in the "Combat Code" field of any Segment 32 opened by JUMPS to record a temporary SGLI coverage increase.

Temporary SGLI coverage changes, made in JUMPS, due to receipt of Combat SGLI allowance will not appear in the member's SGLI elections in DA (Compensate Employees > Administer Base Benefits > **Life and AD/D Benefits).**

When starting Combat SGLI Allowance SPOs shall also:

- Review member's current SGLI Election and Certificate (form SGLV-8286) for accuracy and completeness. If no SGLV-8286 form is on file, provide the member with a blank form with instructions to complete and return to the SPO as soon as possible.
- Inform married members, who have previously declined SGLI coverage, or have coverage at the $50,000 level, that Family SGLI coverage is available while they are receiving Combat SGLI Allowance. The member must submit a SGLI Family Coverage Election (form SGLV-8286A) and SGLV-8286 form, with a coverage level of at least $100,000, if they desire coverage under the SGLI Family program. Premiums for SGLI and SGLI Family coverage will be deducted from the member's pay and will continue after entitlement to Combat SGLI Allowance ends.
- Compare SGLV-8286 (and SGLV-8286A, if applicable) with LES to confirm correct deductions are (or were) in effect.

Supporting documentation

A memo, message or e-mail from the commander of the deployable unit stating the date the unit, or the member in the case of an individual, entered and/or departed the combat zone or location outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom is the supporting documentation for payment of this allowance.

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Guiding Principles, Continued

Timing

If starting this entitlement in conjunction with a PCS reporting event, please make sure the PCS Departing Endorsement (L68C-111) has processed through a compute cycle - mid or end month, prior to submitting Tax Exclusion, Hostile Fire or Combat SGLI starts. If the PCS Departing Endorsement processes *after* an entitlement start the auto-stop process will close the pay entitlement segments.

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Starting Combat SGLI Allowance

Introduction This section provides the procedure for starting Combat SGLI Allowance.

Procedure Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a new Combat SGLI Allowance entitlement.

Step	Action
1	Review the member's Entitlement Summary page to see if the member has a previous or current entry for Combat SGLI Allowance entitlement.

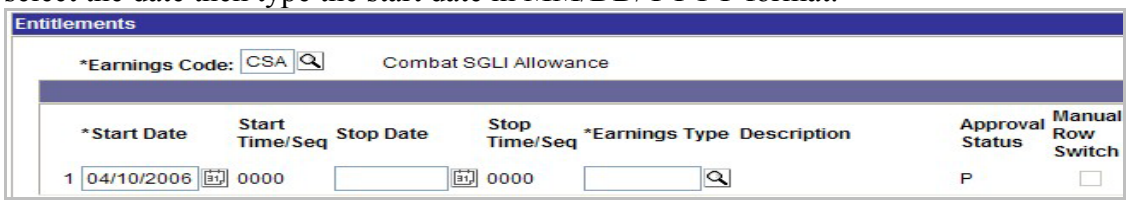
If a Combat SGLI Allowance Entry is…	Then…
Present	Click the Continue button
Not present	Click any + to insert a new entitlement. Enter code "CSA" in the entitlement block in the new row. Then, click the Continue button

Step	Action
2	If this is the first Combat SGLI Allowance entry for this member, go to step 3. If this is not the first Combat SGLI Allowance entry for this member, click the + button to begin a new transaction.

Continued on next page

Starting Combat SGLI Allowance, Continued

Procedure (continued)

Step	Action
3	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format.  ***Notes:*** (1) The system will automatically change the Start Date to the 1st of the month upon successfully saving this transaction. (2) The Start date must be for the same month as the entry for Combat Tax Exclusion (CT1).
4	**Stop Date**. Leave blank. A Stop Date is not required if you are entering Combat SGLI One Month Only (see next step for selecting the Earnings Type). The system will automatically enter the last day of the month in this field when you successfully save the transaction. See the instructions in the following section for stopping Combat SGLI Continuous. Never future date or "estimate" the stop date.
5	Enter the **Earnings Type** code or use the to search and select from a listing of available earning types. Earnings Code / Earnings Type / Description CSA / CS1MTH / Combat SGLI One Month CSA / CSCONT / Combat SGLI Continuous • If a member is entitled to Combat Tax Exclusion for one month only, then the entry for Combat SGLI must also be for one month only. Use code CS1MTH. • If a member is entitled to Combat Tax Exclusion continuously, then the entry for Combat SGLI must also be for a continuous entitlement, use code CSCONT. A stop transaction must be entered when the stop Combat Tax Exclusion is entered. ***Note:*** Transactions to start Combat Tax Exclusion must be entered in the system before entering transactions to start Combat SGLI Allowance.

Continued on next page

Starting Combat SGLI Allowance, Continued

Procedure (continued)

Step	Action
6	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 5 to select the correct type if necessary.
7	**Approval Status** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
8	**Manual Row Switch** (SPO Supervisors/CGHRSUP role users only) Select this checkbox only when necessary to override pay edits. ***Caution:*** Overriding pay edits may result in errors and possible overpayment of entitlement. ***Note:*** If the member is entitled to Combat SGLI Allowance due to serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom, but not entitled to Combat Tax Exclusion, the Combat SGLI Allowance entitlement **must** be entered by an SPO Supervisor (CGHRSUP Role User) using the "Manual Row Switch" checkbox to override edits and allow the transaction to save.
9	Click the Approve button and enter the **Approving Official's Employee ID** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.
10	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
11	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

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Stopping Combat SGLI Allowance

Introduction

This section provides the procedure for stopping Continuous Combat SGLI Allowance (Earnings Type "CSCONT").

Before you begin

Continuous Combat SGLI Allowance must be stopped before stopping Combat Tax Exclusion.

Continuous Combat SGLI Allowance automatically stops the last day of the month of PCS departure. Do not enter a stop Continuous Combat SGLI Allowance if the member is departing PCS during a month in which they are entitled to Combat SGLI Allowance.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a stop Combat SGLI Allowance transaction.

Step	Action
1	Find the row to stop. The stop date will be blank as shown below:
2	Enter the **Stop Date** for the entitlement by using the calendar button to select the desired date. You can also click & drag over the date field then Type the stop date in MM/DD/YYYY format.
3	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.

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Correcting Combat SGLI Allowance

Introduction

This section provides the procedure for correcting Combat SGLI Allowance.

Discussion

Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete Combat SGLI Allowance) and then start a new Combat SGLI Allowance entitlement.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to correct an incorrect Stop date.

Step	Action
1	Find the Combat SGLI Allowance row to correct. Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons to modify dates and the magnifying glass to change the earning type.
2	Click the Save button located at the bottom left of the screen.

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Deleting Combat SGLI Allowance

Introduction

This section provides the procedure for deleting Combat SGLI Allowance.

Discussion

The total Combat SGLI Allowance entitlement will be recouped when using this feature.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a Combat SGLI Allowance transaction.

Step	Action
1	Find the Combat SGLI Allowance row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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Starting Combat SGLI Allowance (Multiple Entry)

Introduction

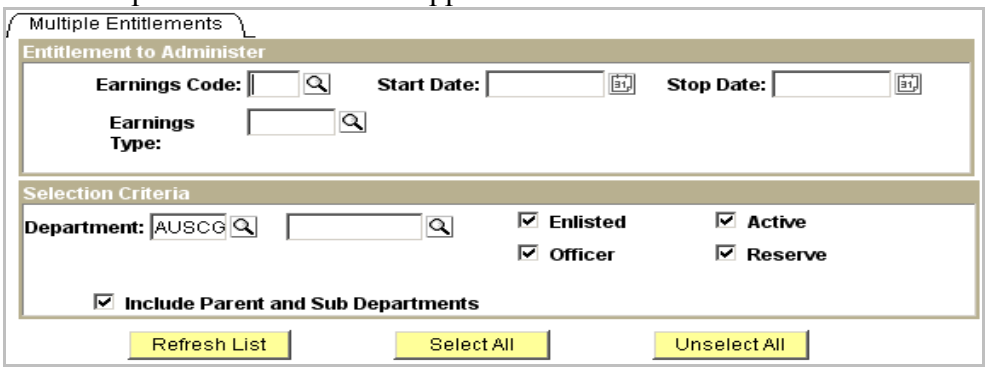
This section provides the procedure for starting Combat SGLI Allowance (Multiple Entry). Refer to E-Mail ALSPO B/11 for access to this component.

Before you begin

You will not be able to save this transaction unless all members you select to receive Combat SGLI Allowance also have a Combat Tax Exclusion entry for the same month.

Procedure

Follow these steps to enter a new Combat SGLI Allowance (Multiple Entry) entitlement.

Step	Action
1	Select Menu items in the following order: Enterprise Menu > Compensate Employees > Maintain Entitlements > Use > **Manage Multiple Entitlements** The Multiple Entitlement Panel appears as shown below. 
2	Type "CSA" in the **Earnings Code** field shown below or use the magnifying glass to search and select the Combat SGLI Allowance Earnings Code.

Continued on next page

Starting Combat SGLI Allowance (Multiple Entry), Continued

Procedure (continued)

Step	Action
3	Enter the **Earnings Type Code**. • If the members are entitled to Combat Tax Exclusion for one month only, then the entry for Combat SGLI must also be for one month only. Use code CS1MTH. • If the members are entitled to Combat Tax Exclusion continuously, then the entry for Combat SGLI Allowance must also be for a continuous entitlement, use code CSCONT. ***Note:*** Transactions to start Combat Tax Exclusion must be entered in the system before entering transactions to start Combat SGLI Allowance.
4	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format. **The Start Date must be the same as the start date for Combat Tax Exclusion, usually the first day of the month in which the entitlement begins.**
5	**Stop Date**. Leave blank. A Stop Date is not required if you are entering Combat SGLI One Month Only. The system will automatically enter the last day of the month in this field when you successfully save the transaction. See the instructions in the following section for stopping Combat SGLI Continuous. Never “estimate” the stop date.

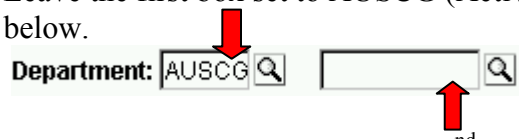
Continued on next page

Starting Combat SGLI Allowance (Multiple Entry), Continued

Procedure (continued)

Step	Action

Step	Action
6	Complete the "Selection Criteria" fields as outlined below.

Field	Description/Instructions
Department	There are 2 lookup boxes located next to Department… Leave the first box set to AUSCG (Active USCG Units) as shown below.  Type the Department Code in the 2nd block shown above or use the to search and select from a listing of available codes.
Enlisted	A checkmark ☑ indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box ☐ indicates enlisted personnel were removed from the selection criteria.
Active	A checkmark ☑ indicates active duty personnel will be included in the selection. Click on the box to remove active duty personnel if desired.
Officer	A checkmark ☑ indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box ☐ indicates officers were removed from the selection criteria.
Reserve	A checkmark ☑ indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel if desired. A blank box ☐ indicates reserve personnel were removed from the selection criteria. Reserve personnel are not entitled to Combat SGLI Allowance unless they are on active duty.
Include Parent and Sub Departments	A checkmark ☑ indicates sub departments will be included in the selection. Click on the box to remove sub departments if desired. A blank box ☐ indicates sub departments were removed from the selection criteria.

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Starting Combat SGLI Allowance (Multiple Entry), Continued

Step	Action
7	Click the Refresh List button. A listing of personnel meeting the criteria in the previous step appears in the table below. Find |< 1 of 1 >| Selected | Name | Short Description | Employee Classification | Salary Grade | Department | *EmplID | Empl Rcd Nbr 1 ☐ Coastie, Joe PERS2 Regular W2 000000 1111111 0 ***Note:*** Clicking on this button in later steps will undo all changes.
8	**Select Entries to be Processed:** Mark the Checkbox in the Selected column for each person you want to create a transaction on, or you can also click the Select All button. Each row in the table will run through a series of internal edits and all that pass will receive a check mark as shown below: Selected | Name | Short Description | Employee Classification | Salary Grade | Department | *EmplID | Empl Rcd Nbr 1 ☑ Coastie, Joe PERS2 Regular W2 000000 1111111 0 A check mark in the Selected Column indicates that the entitlement will be generated and placed in the members' entitlements upon saving.
9	**Removal of Entries From Being Processed**: Review the list and click the ☑ box to remove appropriate entries. • A blank box ☐ indicates that an entry will not be generated upon saving. • The − button can be used to remove an entire row and gain the same effect. • The Unselect All button can be used to remove all entries if desired.
10	**Add Entries to Be Processed:** Click the + button in any row to add a blank row. Type the member's employee identification number in the **EmplID** block shown below or use the magnifying glass to search and select individuals from a list. Find |< 1-2 of 2 >| Selected | Name | Short Description | Employee Classification | Salary Grade | Department | *EmplID | Empl Rcd Nbr 1 ☑ Coastie, Joe PERS2 Regular W2 000000 1111111 0 2 ☐ 0 Click on the empty box located in the **Selected** column so an entry will be generated upon saving. ***Note:*** Carefully review your work one last time to ensure there are no mistakes before saving.
11	Click the Save button.

Stopping Combat SGLI Allowance Multiple Entry

Introduction

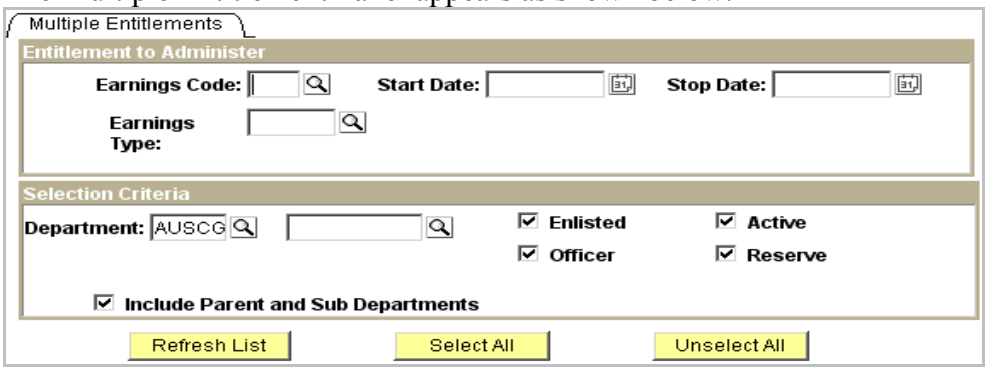
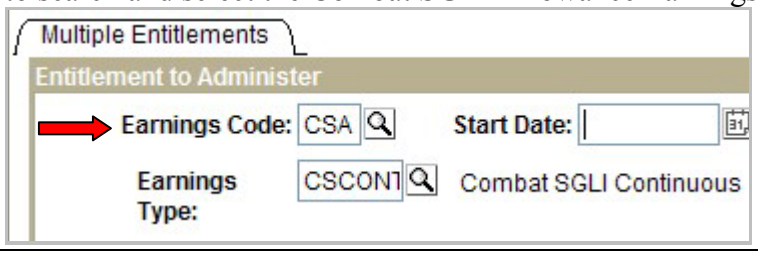
This section provides the procedure for stopping Combat SGLI Allowance (Multiple Entry). Transactions to stop Combat SGLI Allowance must be entered in the system before entering transactions to stop Combat Tax Exclusion. Refer to E-Mail ALSPO B/11 for access to this component.

Reminder, PCS auto-stop

Combat SGLI Allowance stops automatically on the day prior to PCS departure. Do not enter a Stop Combat SGLI Allowance transaction when a member departs PCS. The system will not reflect the Combat SGLI Allowance (Multiple Entry) stop until the departing endorsement on orders transaction is approved and saved.

Procedure

Follow these steps to enter a stop Combat SGLI Allowance (Multiple Entry) transaction.

Step	Action
1	Select Menu items in the following order: Enterprise Menu > Compensate Employees > Maintain Entitlements > Use > **Manage Multiple Entitlements** The Multiple Entitlement Panel appears as shown below. 
2	Type "CSA" in the **Earnings Code** field shown below or use the magnifying glass to search and select the Combat SGLI Allowance Earnings Code. 

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Stopping Combat SGLI Allowance Multiple Entry, Continued

Procedure **(continued)**

Step	Action
3	Enter the **Earnings Type Code** CSCONT.
4	**Start Date**. Leave blank.
5	**Stop Date**. Enter the date to stop the entitlement.
6	Complete the "Selection Criteria" fields as outlined below.

Field	Description/Instructions
Department	There are 2 lookup boxes located next to Department… Leave the first box set to AUSCG (Active USCG Units) as shown below. Type the Department Code in the 2nd block shown above or use the to search and select from a listing of available codes.
Enlisted	A checkmark ☑ indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box ☐ indicates enlisted personnel were removed from the selection criteria.
Active	A checkmark ☑ indicates active duty personnel will be included in the selection. Click on the box to remove active duty personnel if desired.
Officer	A checkmark ☑ indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box ☐ indicates officers were removed from the selection criteria.
Reserve	A checkmark ☑ indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel if desired. A blank box ☐ indicates reserve personnel were removed from the selection criteria. Reserve personnel are not entitled to Combat SGLI Allowance unless they are on active duty.
Include Parent and Sub Departments	A checkmark ☑ indicates sub departments will be included in the selection. Click on the box to remove sub departments if desired. A blank box ☐ indicates sub departments were removed from the selection criteria.

Continued on next page

Stopping Combat SGLI Allowance Multiple Entry, Continued

Step	Action
7	Click the Refresh List button. A listing of personnel meeting the criteria in the previous step appears in the table below. Find |< 1 of 1 >| | | Selected | Name | Short Description | Employee Classification | Salary Grade | Department | *EmplID | Empl Rcd Nbr | | 1 | ☐ | Coastie, Joe | PERS2 | Regular | W2 | 000000 | 1111111 | 0 | ***Note:*** Clicking on this button in later steps will undo all changes.
8	**Select Entries to be Processed**: Mark the Checkbox in the **Selected** column for each person you want to create a transaction on, or you can also click the Select All button. Each row in the table will run through a series of internal edits and all that pass will receive a check mark as shown below. | | Selected | Name | Short Description | Employee Classification | Salary Grade | Department | *EmplID | Empl Rcd Nbr | | 1 | ☑ | Coastie, Joe | PERS2 | Regular | W2 | 000000 | 1111111 | 0 | A check mark in the Selected Column indicates that the entitlement transaction will be generated for the member(s) upon saving.
9	**Removal of Entries From Being Processed**: Review the list and click the ☑ box to remove appropriate entries. A blank box ☐ indicates that an entry will not be generated upon saving. The − button can be used to remove an entire row and gain the same effect. The Unselect All button can be used to remove all entries if desired.
10	**Add Entries to Be Processed:** Click the + button in any row to add a blank row. Type the member's employee identification number in the **EmplID** block shown below or use the magnifying glass to search and select individuals from a list. Find |< 1-2 of 2 >| | | Selected | Name | Short Description | Employee Classification | Salary Grade | Department | *EmplID | Empl Rcd Nbr | | 1 | ☑ | Coastie, Joe | PERS2 | Regular | W2 | 000000 | 1111111 | 0 | | 2 | ☐ | | | | | | | 0 | Click on the empty box located in the **Selected** column so an entry will be generated upon saving. ***Note:*** Carefully review your work one last time to ensure there are no mistakes before saving.
11	Click the Save button.

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Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 11, Special and Incentive Pay

Section D, Combat Tax Exclusion

Overview

Introduction

This section provides the ***procedures*** for **Combat Tax Exclusion**. This entitlement excludes members of the armed forces from paying Federal Income taxes and State Income taxes (if applicable) for duty served during any part of a month for Active Service in a Combat Zone or Qualified Hazardous Duty Area.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-11-D-3
Starting Combat Tax Exclusion (Single Entry)	II-11-D-5
Stopping Combat Tax Exclusion (Single Entry)	II-11-D-9
Correcting Combat Tax Exclusion	II-11-D-11
Deleting Combat Tax Exclusion	II-11-D-13
Starting Combat Tax Exclusion (Multiple Entry)	II-11-D-15
Stopping Combat Tax Exclusion (Multiple Entry)	II-11-D-21

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Guiding Principles

Introduction

This section provides the *guiding principles* for Combat Tax Exclusion.

Reference

The following references provide additional information about Combat Tax Exclusion.

(a) U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Section 8-G
(b) DoD Financial Management Regulation, Volume 7a: Military Pay Policy and Procedures - Active Duty And Reserve Pay, Chap 44, Par 440103.A - Combat Zone Defined and Figure 44-2 Combat Zone Tax Relief Areas for list of authorized areas

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

Understanding Earnings Types

There are two Earnings Type codes which can be used with this transaction. If the member is entitled to Combat Tax Exclusion for more than one month, use the "CTECON" Earnings Type code. If the member is entitled to Combat Tax Exclusion for one calendar month, use the "CTXMO" Earnings Type Code.

Note: The "CTECON" Earnings Type code can be used with a stop date. If entering the transaction retroactively and the entitlement (start and stop dates) spans more than one calendar month, you should use the "CTECON" code and enter both the start and stop dates.

Guiding Principles, Continued

Internal controls	Combat SGLI Allowance transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.
Supporting documentation	A memo, message or e-mail from the commander of the deployable unit stating the date the unit, or the member in the case of an individual, entered and/or departed the combat zone is the supporting documentation for payment of this allowance.

Starting Combat Tax Exclusion (Single Entry)

Introduction

This section provides the procedure for ***starting*** **Combat Tax Exclusion**.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a new Combat Tax Exclusion entitlement.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Review the member's Entitlement Summary page to see if the member has a previous or current entry for Combat Tax Exclusion.

<table>
<tr><th>If a Combat Tax Exclusion Entry is…</th><th>Then…</th></tr>
<tr><td>Present</td><td>Click the Continue button</td></tr>
<tr><td>Not present</td><td>Click any + to insert a new entitlement.
Enter code "CT1" in the entitlement block in the new row
Then, click the Continue button</td></tr>
</table></td></tr>
<tr><td>2</td><td>If this is the first Combat Tax Exclusion entry for this member (in DA) go to step 3.

If this is not the first Combat SGLI Allowance entry for this member (in DA) click the + button to begin a new transaction.

</td></tr>
</table>

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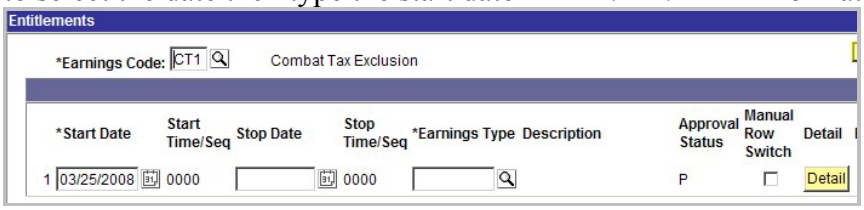
Starting Combat Tax Exclusion (Single Entry), Continued

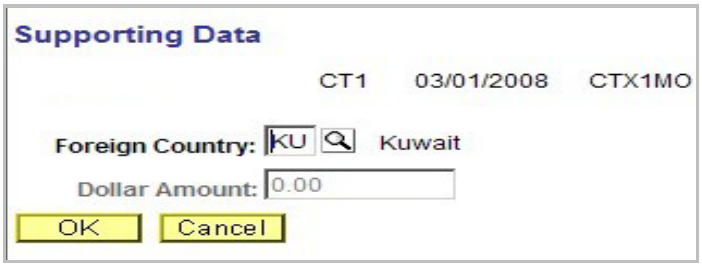
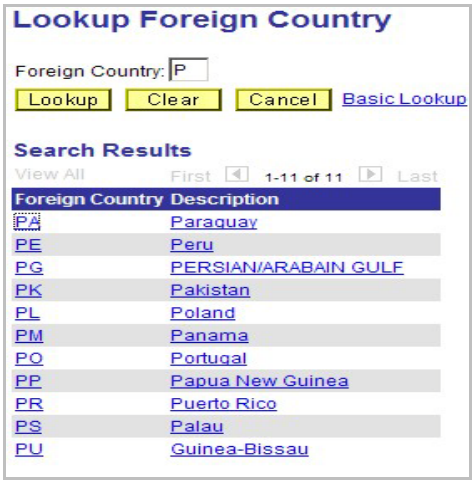
Procedure (continued)

Step	Action
3	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format.  ***Note:*** Upon selecting the Earnings Type code, (See instructions for the Earnings Type Code on the following page.) the system will change the date to the first day of the month entered.
4	**Stop Date**. Leave blank. A Stop Date is not required if you are entering Combat Tax for One Month Only (see next step for selecting the Earnings Type). The system will automatically enter the last day of the month in this field when you successfully save the transaction. See the instructions in the following section for stopping Combat SGLI Continuous. Never future date or "estimate" the stop date. However, if you are entering this transaction retroactively using the Continuous Earnings Type (CTECON) for an entitlement that spans more than one month AND you know the actual date the entitlement ended, you may enter the stop date at this time. ***Note:*** Upon saving, the system will set the stop date to the last day of the month of the start date if the "CTX1MO" Earnings Type is selected in the next step.
5	Enter the **Earnings Type** code or use the to search and select from a listing of available earning types. • If a member is entitled to Combat Tax Exclusion for one month only, then the entry for Combat SGLI must also be for one month only. Use code CTX1MO. • If a member is entitled to Combat Tax Exclusion continuously, then the entry for Combat SGLI must also be for a continuous entitlement, use code CTECON. ***Note:*** Transactions to start Combat Tax Exclusion must be entered in the system before entering transactions to start Combat SGLI Allowance.

Continued on next page

Starting Combat Tax Exclusion (Single Entry), Continued

Procedure (continued)

Step	Action
6	Click the Detail button and enter the two-letter country code for the Combat Tax Exclusion zone.  You can use the lookup button -- to search for codes as shown below:  (Note see DOD PAYMAN, Chap 44, Par 440103.A - Combat Zone Defined and Figure 44-2 Combat Zone Tax Relief Areas for list of authorized areas).
7	**Approval Status** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.

Continued on next page

Starting Combat Tax Exclusion (Single Entry), Continued

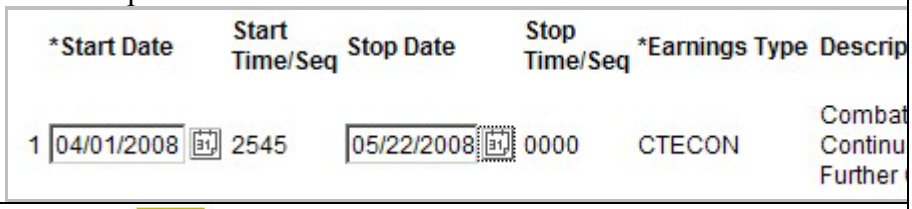
Procedure (continued)

Step	Action
8	**Manual Row Switch**. (CGHRSUP role users only) Select this field only when necessary to override pay edits. **Caution!** Overriding pay edits may result in errors and possible overpayment of entitlement.
9	Click the Approve button and enter the **Approving Official's Employee ID** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.
10	Click the Save button. The transaction will be routed, via the worklist, to the approving official. Several reminders/warnings will appear upon saving, you must also enter Combat SGLI Allowance and, if applicable, Imminent Danger-Hostile Fire Pay.
11	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

Stopping Combat Tax Exclusion (Single Entry)

Introduction This section provides the procedure for ***stopping*** **Combat Tax Exclusion**.

Procedure Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a stop Combat Tax Exclusion transaction.

Step	Action
1	Find the row to stop. The stop date will be blank as shown below:
2	Enter the **<u>Stop Date</u>** for the entitlement by using the calendar button to select the desired date. You can also click & drag over the date field then Type the stop date in MM/DD/YYYY format. The stop date can be future dated. However, you should never enter an estimated stop date as correction transactions will be required if the actual stop date is different. 
3	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.

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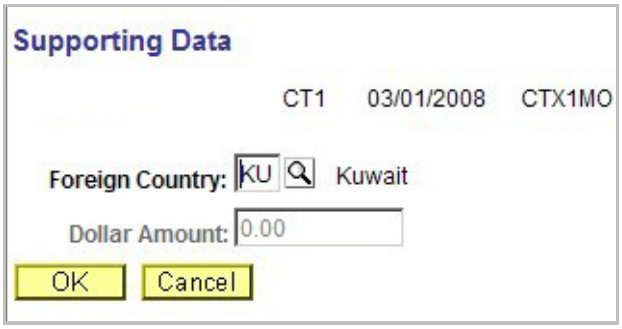
Correcting Combat Tax Exclusion

Introduction This section provides the procedure for ***correcting*** **Combat Tax Exclusion**.

Discussion The stop date may only be corrected on the Detail (Country Code) and on CTECON Earnings Type code transactions. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete Combat Tax Exclusion) and then start a new Combat Tax Exclusion entitlement.

Procedure Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the Correct History mode, find the Combat Tax Exclusion row to correct. Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons to modify dates and the magnifying glass to change the earning type. Or Click the Detail button and enter the two-letter country code for the Combat Tax Exclusion zone.  (Note see DOD PAYMAN, Chap 44, Par 440103.A - Combat Zone Defined and Figure 44-2 Combat Zone Tax Relief Areas for list of authorized areas).
2	Click the Save button located at the bottom left of the screen.

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Deleting Combat Tax Exclusion

Introduction This section provides the procedure for ***deleting*** **Combat Tax Exclusion**.

Discussion The total Combat Tax Exclusion entitlement will be recouped when using this feature.

Procedure Follow these steps to enter a deletion of a Combat Tax Exclusion transaction.

Step	Action
1	In the Correct History mode, find the Combat Tax Exclusion row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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Starting Combat Tax Exclusion (Multiple Entry)

Introduction

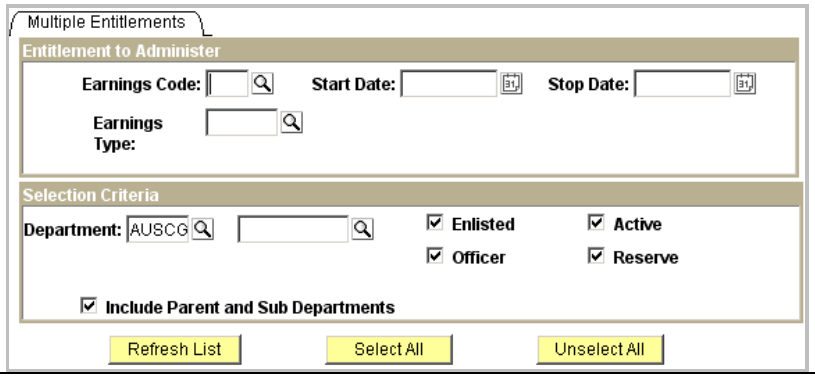
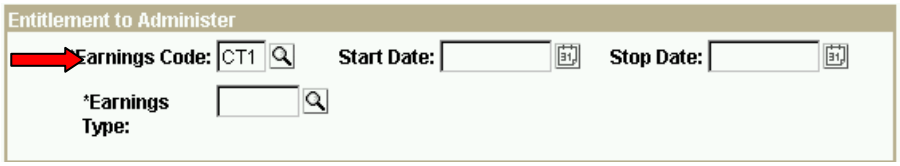
This section provides the procedure for *starting* Combat Tax Exclusion (Multiple Entry). Refer to E-Mail ALSPO B/11 for access to this component.

Auto-stop upon PCS departure

Combat Tax Exclusion (Multiple Entry) stops automatically on ***the day prior*** to PCS departure. Do not enter a Combat Tax Exclusion (Multiple Entry) transaction when a member departs PCS. The system will not reflect the Combat Tax Exclusion (Multiple Entry) stop until it is resynchronized with PMIS/JUMPS.

Procedure

Follow these steps to enter a new Combat Tax Exclusion (Multiple Entry) entitlement.

Step	Action
1	Select Menu items in the following order: Home > Compensate Employees > Maintain Entitlements > Use > **Manage Multiple Entitlements** The Multiple Entitlement Panel appears as shown below. 
2	Type "CT1" in the **Earnings Code** field shown below or use the magnifying glass to search and select the Combat Tax Exclusion Earnings Code.  ***Note:*** Be sure to select the proper earnings type. The Stop Date will default to the current date if left blank and "CT1MTH" is selected.

Continued on next page

Starting Combat Tax Exclusion (Multiple Entry), Continued

Procedure **(continued)**

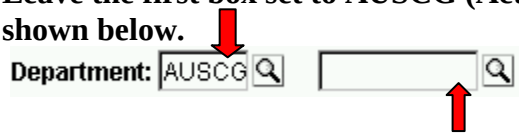
Step	Action
3	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format. **Use the first day of the month in which the entitlement begins.**
4	If this Combat Tax Exclusion is for one-month only, leave the **Stop Date** blank. The system will automatically enter the last day of the month (using the month of the start date entered in the previous step) upon selecting the "CTX1MO" Earnings Code (see step 5). If this Combat Tax Exclusion is for more than one month, the **Stop Date** may be left blank to pay continuous Combat Tax Exclusion. If this is a temporary entitlement, you may enter the stop date if the actual date to stop the entitlement is known. (Please refer to the instructions for Individual Combat Tax Exclusion entries for additional details on Earnings Codes and dates).
5	Enter the **Earnings Type** code or use the to search and select from a listing of available earning types. If the members are entitled to Combat Tax Exclusion for one month only, then use code CTX1MO. (***Note:*** Start date will be 1st day of the month and the stop date will be the last day of the month.) If the members are entitled to Combat Tax Exclusion continuously, then use code CTECON. Start date will be first day of the month. The stop date may be left blank or the last day of a subsequent month may be entered if entering this transaction retroactively to the actual stop date.

Continued on next page

Starting Combat Tax Exclusion (Multiple Entry), Continued

Procedure (continued)

Step	Action
6	Complete the "Selection Criteria" fields as outlined below.

Field	Description/Instructions
Department	There are 2 lookup boxes located next to Department… **Leave the first box set to AUSCG (Active Duty USCG) as shown below.**  Type the Department Code in the 2nd block or use the to search and select from a listing of available codes.
Enlisted	A checkmark indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box indicates enlisted personnel have been removed from the selection criteria.
Active	Always leave this item checked.
Officer	A checkmark indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box indicates officers have been removed from the selection criteria.
Reserve	A checkmark indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel, if desired. A blank box indicates reserve personnel have been removed from the selection criteria. Only Reservists on Active Duty can be entitled to Combat Tax Exclusion.
Include Parent & Sub Departments	A checkmark indicates sub departments will be included in the selection. Click on the box to remove sub departments, if desired. A blank box indicates sub departments been removed from the selection criteria.

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Starting Combat Tax Exclusion (Multiple Entry), Continued

Procedure (continued)

Step	Action
7	Click the Refresh List button. A listing of personnel meeting the criteria in the previous step appears in the table below. Find |< 1 of 1 >| | | Selected | Name | Short Description | Employee Classification | Salary Grade | Department | *EmplID | Empl Rcd Nbr | | | | 1 | ☐ | Coastie, Joe | PERS2 | Regular | W2 | 000000 | 1111111 | 0 | + | − | ***Note:*** Clicking on this button in later steps will undo all changes.
8	Select Entries to be Processed: Click the Select All button. Each row will in the table will run through a series of internal edits and all that pass will receive a check mark as shown below. | | Selected | Name | Short Description | Employee Classification | Salary Grade | Department | *EmplID | Empl Rcd Nbr | | | | ☑ | Coastie, Joe | PERS2 | Regular | W2 | 000000 | 1111111 | 0 | + | − | A check mark in the Selected Column indicates that the entitlement will be generated and placed in the member's history file upon saving.
9	Removal of Entries From Being Processed: Review the list and click the ☑ box to remove appropriate entries. A blank box ☐ indicates that an entry will not be generated upon saving. The − button can be used to remove an entire row and gain the same effect. The Unselect All button can be used to remove all entries if desired.

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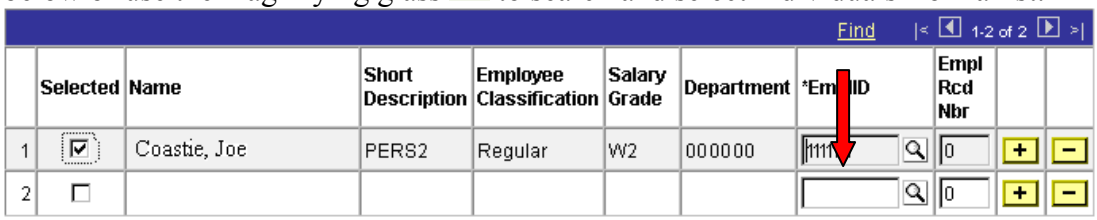
Starting Combat Tax Exclusion (Multiple Entry), Continued

Procedure (continued)

Step	Action
10	Add Entries to Be Processed: Click the button in any row to add a blank row. Type the member's employee identification number in the **EmplID** block shown below or use the magnifying glass to search and select individuals from a list.  Click on the empty box located in the **Selected** column so an entry will be generated upon saving. ***Note:*** Carefully review your work one last time to ensure there are no mistakes before saving.
11	Click the button.

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Stopping Combat Tax Exclusion (Multiple Entry)

Introduction

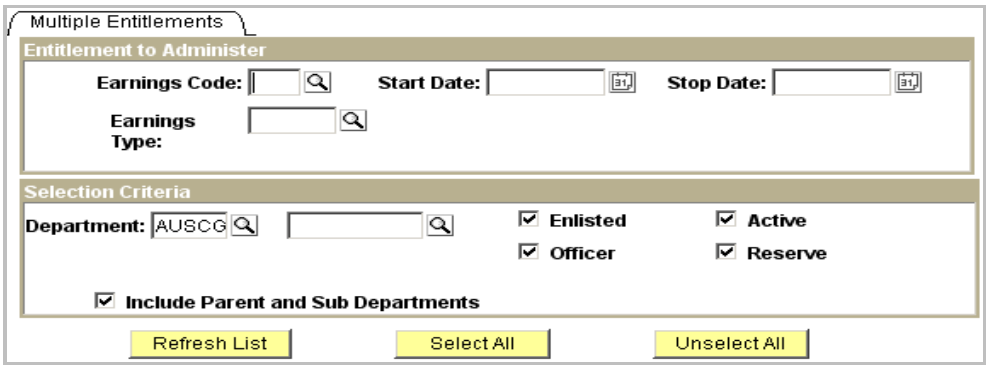
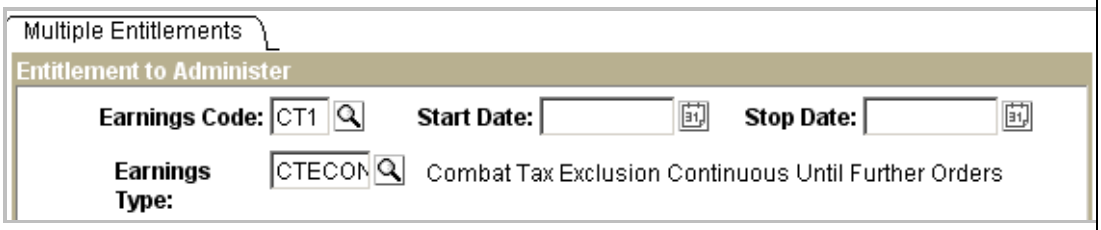
This section provides the procedure for *stopping* Combat Tax Exclusion (Multiple Entry). Refer to E-Mail ALSPO B/11 for access to this component.

Reminder, PCS auto-stop

Combat Tax Exclusion stops automatically on the last day of the month of PCS departure. Do not enter a Stop Combat Tax Exclusion (Multiple Entry) transaction when a member departs PCS. The system will not reflect the Combat Tax Exclusion until the PCS Departing Endorsement on Orders Transaction is approved and saved.

Procedure

Follow these steps to enter a stop Combat Tax Exclusion (Multiple Entry) transaction.

Step	Action
1	Select Menu items in the following order: Home > Compensate Employees > Maintain Entitlements > Use > **Manage Multiple Entitlements** The Multiple Entitlement Panel appears as shown below. 
2	Type "CTI" in the **Earnings Code** field shown below or use the magnifying glass to search and select the Combat Tax Exclusion code. 

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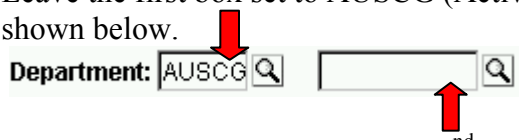
Stopping Combat Tax Exclusion (Multiple Entry), Continued

Procedure (continued)

Step	Action
3	Enter the **Earnings Type Code** CTECON.
4	**Start Date**. Leave blank.
5	**Stop Date**. Enter the date to stop the entitlement.
6	Complete the "Selection Criteria" fields as outlined below.

Field	Description/Instructions
Department	There are 2 lookup boxes located next to Department… Leave the first box set to AUSCG (Active USCG Units) as shown below.  Type the Department Code in the 2nd block shown above or use the 🔍 to search and select from a listing of available codes.
Enlisted	A checkmark ☑ indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box ☐ indicates enlisted personnel were removed from the selection criteria.
Active	A checkmark ☑ indicates active duty personnel will be included in the selection. Click on the box to remove active duty personnel if desired.
Officer	A checkmark ☑ indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box ☐ indicates officers were removed from the selection criteria.
Reserve	A checkmark ☑ indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel if desired. A blank box ☐ indicates reserve personnel were removed from the selection criteria.
Include Parent and Sub Departments	A checkmark ☑ indicates sub departments will be included in the selection. Click on the box to remove sub departments if desired. A blank box ☐ indicates sub departments were removed from the selection criteria.

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Stopping Combat Tax Exclusion (Multiple Entry), Continued

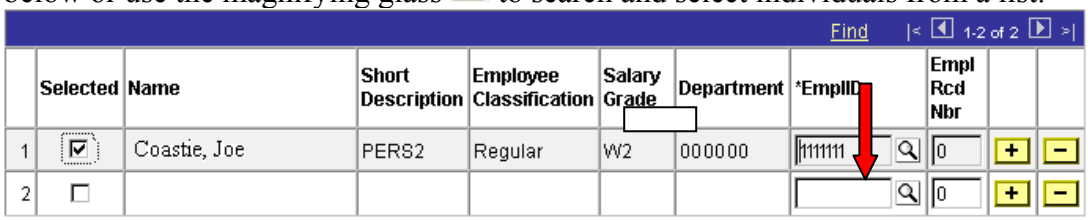
Procedure (continued)

Step	Action
7	Click the Refresh List button. A listing of personnel meeting the criteria in the previous step appears in the table below. Find |< 1 of 1 >| | | Selected | Name | Short Description | Employee Classification | Salary Grade | Department | *EmplID | Empl Rcd Nbr | | 1 | ☐ | Coastie, Joe | PERS2 | Regular | W2 | 000000 | 1111111 | 0 | ***Note:*** Clicking on this button in later steps will undo all changes.
8	Select Entries to be Processed: Mark the Checkbox in the Selected column for each person you want to create a transaction on, or you can also click the Select All button. Each row in the table will run through a series of internal edits and all that pass will receive a check mark as shown below. | | Selected | Name | Short Description | Employee Classification | Salary Grade | Department | *EmplID | Empl Rcd Nbr | | 1 | ☑ | Coastie, Joe | PERS2 | Regular | W2 | 000000 | 1111111 | 0 | A check mark in the Selected Column indicates that the entitlement transaction will be generated for the member(s) upon saving.

Continued on next page

Stopping Combat Tax Exclusion (Multiple Entry), Continued

Procedure (continued)

Step	Action
9	Removal of Entries From Being Processed: Review the list and click the ☑ box to remove appropriate entries. A blank box ☐ indicates that an entry will not be generated upon saving. The − button can be used to remove an entire row and gain the same effect. The Unselect All button can be used to remove all entries if desired.
10	Add Entries to Be Processed: Click the + button in any row to add a blank row. Type the member's employee identification number in the **EmplID** block shown below or use the magnifying glass to search and select individuals from a list.  Click on the empty box located in the Selected column so an entry will be generated upon saving. ***Note:*** Carefully review your work one last time to ensure there are no mistakes before saving.
11	Click the Save button.

Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 11, Special and Incentive Pays

Section E, Diving Duty Pay

Overview

Introduction

This guide provides the ***procedures*** for **Diving Duty Pay**. This entitlement is paid to members who are entitled to basic pay and are:

(1) assigned by orders to diving duty;
(2) required to maintain proficiency as a diver by frequent and regular dives; and
(3) actually performing diving duty.

Topics

The following topics are covered in this guide

Topic	See Page
Guiding Principles	II-11-E-3
Starting Diving Duty Pay	II-11-E-5
Stopping Diving Duty Pay	II-11-E-9
Correcting Diving Duty Pay	II-11-E-11
Deleting Diving Duty Pay	II-11-E-13

Guiding Principles

Introduction

This section provides the ***guiding principles*** for **Diving Duty Pay**.

References

The following references provide additional information about Diving Duty Pay.

(a) Coast Guard Diving Policies & Procedures, Volume I, COMDTINST M3150.1 (series)
(b) U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Section 4-G

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

Auto-stop upon Diving Qualification Lapse Date

Diving Duty Pay stops automatically on the member's Diving Qualification Lapse Date.

- **A new start Diving Duty pay transaction is required for each period of qualification.**
- Per reference (a), 3.B.6.a., this is normally every six-months for members on diving duty orders.
- No member shall be entitled to receive diving pay after diving qualification has lapsed. Upon re-qualification, payments will not be made for the period of lapsed qualification.

Auto-stop upon PCS departure

Diving Duty Pay stops automatically on ***the day of PCS departure***. Do not enter a Stop Diving Duty Pay transaction when a member departs PCS. The system will not reflect the Diving Duty Pay stop until the Departing Endorsement on Orders transaction is approved and saved.

Note: If a member is reassigned PCS and takes leave enroute, diving duty pay will continue to accrue up to 30 days if the member has otherwise met the requirements for diving duty pay.

Supporting documentation

The qualification and designation letters described in chapter 2 of reference (a) constitute the Diving Orders and serve as supporting documentation for diving duty pay.

TDY orders serve as supporting documentation for diving duty pay for divers assigned TDY to a diving unit for less than 30 days for the sole purpose of performing diving duties are supporting documentation for diving duty pay on a per diem basis for the period the dives were conducted.

TDY orders serve as supporting documentation for diving duty pay for students under instruction in training courses longer than five weeks who are entitled to dive pay upon successful completion of the pool phase of SCUBA training.

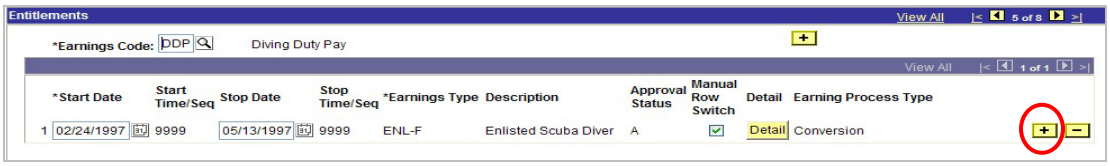
Internal controls

Diving duty pay transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

Starting Diving Duty Pay

Introduction This section provides the procedure for ***starting*** **Diving Duty Pay**.

Procedure Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a new Diving Duty Pay entitlement.

Step	Action
1	If the member has previously had an entitlement to Diving Duty Pay you will need to insert a new row, click the button shown below.  A new blank row appears…
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format.
3	The **Stop Date** may be left blank to pay continuous Diving Duty Pay (through member's Diving Qualification Lapse Date (as entered on the Detail/Supporting Data page, see step 8) or the date the member departs on PCS orders). If this is a temporary entitlement, you may enter the stop date.

Continued on next page

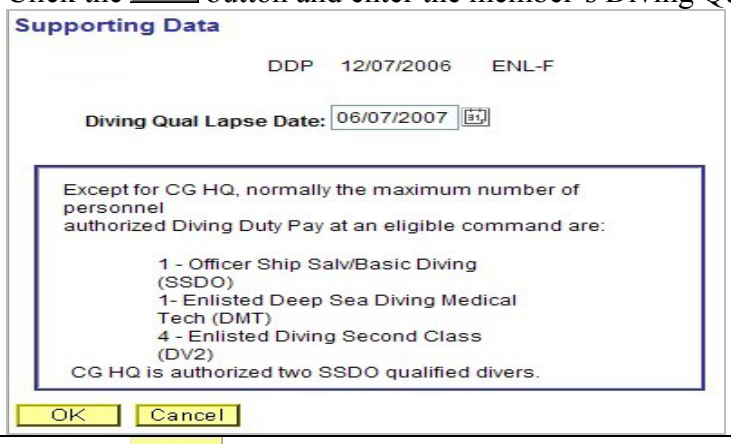
Starting Diving Duty Pay, Continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>Enter the <u>Earnings Type</u> in the code if known or use the to search and select from a listing of available earning types.
<table>
<tr><th>Earnings Code</th><th>Earnings Type</th><th>Description</th></tr>
<tr><td>DDP</td><td>ENL-D</td><td>Enlisted 1st Class Diver</td></tr>
<tr><td>DDP</td><td>ENL-E</td><td>Enlisted 2nd Class Diver</td></tr>
<tr><td>DDP</td><td>ENL-F</td><td>Enlisted Scuba Diver</td></tr>
<tr><td>DDP</td><td>ENL-G</td><td>Enlisted Medical Deep-Sea Diving Tech</td></tr>
<tr><td>DDP</td><td>ENL-H</td><td>Enlisted Diving Duty @ School under Inst (See note below)</td></tr>
<tr><td>DDP</td><td>ENL-I</td><td>Enlisted Master Diver</td></tr>
<tr><td>DDP</td><td>OFF-A</td><td>Officer - Ship Salvage/Basic Diving Officer</td></tr>
<tr><td>DDP</td><td>OFF-B</td><td>Officer Scuba Diver</td></tr>
<tr><td>DDP</td><td>OFF-C</td><td>Officer Diving Duty @ School under Inst (See note below)</td></tr>
</table>
Note: The Enlisted and Officer Diving Duty at School Under Instruction codes (ENL-H and OFF-C) are only used for students under instruction in training courses longer than five weeks who are entitled to dive pay upon successful completion of the pool phase of SCUBA training (SCUBA Diver (DV) (A-422-0023)/Course Code: 240900). For these members, diving duty pay will commence upon reporting to a diving unit or returning to a diving unit from initial training.</td></tr>
<tr><td>5</td><td><u>Description</u> is pre-filled. Ensure the proper entitlement is shown, repeat step 4 to select the correct type if necessary.</td></tr>
<tr><td>6</td><td><u>Approval Status</u> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.</td></tr>
<tr><td>7</td><td><u>Manual Row Switch</u> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits.
Caution: Overriding pay edits may result in errors and possible overpayment of entitlement.</td></tr>
</table>

Continued on next page

Starting Diving Duty Pay, Continued

Procedure **(continued)**

Step	Action
8	Click the Detail button and enter the member's Diving Qualification Lapse Date. 
9	Click the Approve button and enter the **<u>Approving Official's Employee ID</u>** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.
10	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
11	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

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Stopping Diving Duty Pay

Introduction

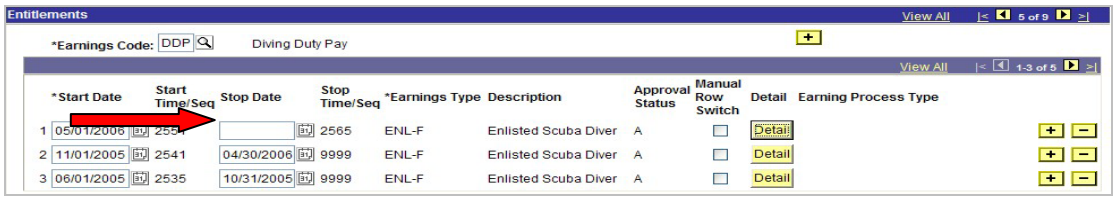
This section provides the procedure for ***stopping* Diving Duty Pay**.

Reminder, PCS auto-stop

Do not enter a Stop Diving Duty Pay transaction when a member departs PCS. The system will not reflect the Diving Duty Pay stop until the Departing Endorsement on Orders transaction is approved and saved.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a stop Diving Duty Pay transaction.

Step	Action
1	In the Correct History mode, find the row to stop. The stop date will be blank as shown: 
2	Enter the **Stop Date** for the entitlement by using the calendar button to select the desired date. You can also click & drag over the date field and type the stop date in MM/DD/YYYY format. The stop date can be future dated.
3	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
4	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. ***Caution:*** Overriding pay edits may result in errors and possible overpayment of entitlement.
5	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.

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Correcting Diving Duty Pay

Introduction

This section provides the procedure for ***correcting*** **Diving Duty Pay**.

Discussion

Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete Diving Duty Pay) and then start a new Diving Duty Pay entitlement.

Procedure

Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the Correct History mode, find the Diving Duty Pay row to correct. Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons to modify dates and the magnifying glass to change the earning type.
2	Click the Save button located at the bottom left of the screen.

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Deleting Diving Duty Pay

Introduction

This section provides the procedure for ***deleting*** **Diving Duty Pay**.

Discussion

The total Diving Duty Pay entitlement will be recouped when using this feature.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a Diving Duty Pay transaction.

Step	Action
1	In the Correct History mode, find the Diving Duty Pay row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 11, Special and Incentive Pays

Section F, Family Separation Allowance

Overview

Introduction

This section provides the ***procedures*** for **Family Separation Allowance (FSA)**. This entitlement is paid to active duty members with dependents that are separated from their family members due to shipboard duty, temporary additional duty, or assignment to restricted duty.

Topics

The following topics are covered in this section.

Topic	See Page
Guiding Principles	II-11-F-3
Family Separation Housing (FSH) Allowance	II-11-F-5
Starting FSA	II-11-F-7
Stopping FSA	II-11-F-9
Correcting FSA	II-11-F-11
Deleting FSA	II-11-F-13
Starting FSA (Multiple Entry)	II-11-F-15
Stopping FSA (Multiple Entry)	II-11-F-19

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Guiding Principles

Introduction

This section provides the ***guiding principles*** for **Family Separation Allowance (FSA)**.

References

The following references provide additional information about FSA.

(a) U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Section 3-H
(b) Personnel and Pay Procedures Manual, PPCINST M1000.2(series), Chap 7-B

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

- Multiple entry capability is available for this entitlement. The instructions on preparing multiple entries for entire units and/or sub departments are included in this guide.

- FSA-R starts on the date the member departed from the permanent duty station or first day of authorized travel time, whichever, is later. Before preparing an entry to start FSA-R, however, you must wait until the Permanent Change of Station reporting entry has processed in JUMPS; otherwise, the reporting entry will terminate FSA entitlement.

- FSA stops automatically on the day prior to reporting to a new permanent duty station (PDS), less any leave, proceed time or compensatory absence. Do not enter a Stop FSA transaction when a member departs PCS. The system will not reflect the FSA stop until the PCS Reporting Endorsement on Orders transaction is approved and saved.

Auto-stop upon PCS departure

FSA (Single/Multiple Entry) stops automatically on ***the day prior*** to PCS departure. Do not enter a Stop FSA transaction when a member departs PCS.

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Guiding Principles, Continued

No entitlement for members authorized with dependent BAH or BAH-DIFF based solely on the payment of child support

As stated in section 3.H.1 of the Coast Guard Pay Manual, members who are authorized a housing allowance based solely on the payment of child support are not entitled to FSA.

Continuous period of FSA entitlement / Interim FSA

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

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

Internal controls

FSA transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

Supporting documentation

CG-2035, Family Separation Allowance Worksheet, is the supporting document for a FSA transaction. File the completed worksheet in section 3 of the SPO PDR for 3 years.

Family Separation Housing (FSH) Allowance

Introduction

This section provides the procedure for payment of Family Separation Housing (FSH) Allowance.

Discussion

FSH transactions are not supported in Direct Access at this time. Only PPC (MAS) can input these types of transactions. However, SPOs must input the BAH transaction to start the member's BAH entitlement and notify PPC (MAS) to start the FSH entitlement.

Procedures for Family Separation Housing (FSH)

For members who are entitled to Family Separation Housing (See PAYMAN, Section 3-G-14, entitlement rules), use the following procedure:

Step	Action
1	The member must complete a CG-2005, PCS Reporting Worksheet, to start FSH.
2	The unit will endorse the CG-2005, PCS Reporting Worksheet, and forward to the SPO.
3	Upon Receipt of the CG-2005, PCS Reporting Worksheet, the SPO will: 1. Submit a BAH transaction on the member to start BAH W/dependents using the zip code of the member's dependents. 2. Endorse and forward the CG-2005, PCS Reporting Worksheet, to PPC (MAS), via fax to (785) 339-3760.
4	PPC (MAS) will start the member's FSH entitlement in a monthly amount equal to the BAH or OHA payable (for the PDS) to a member without dependents in the same pay grade.

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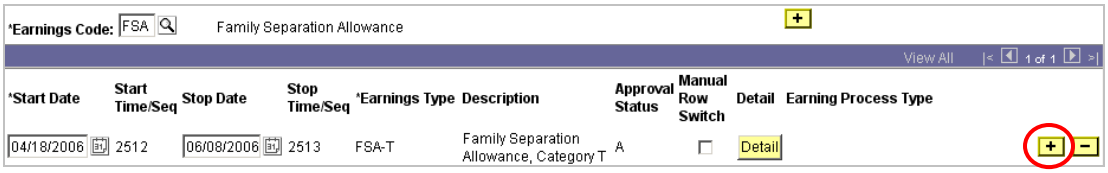
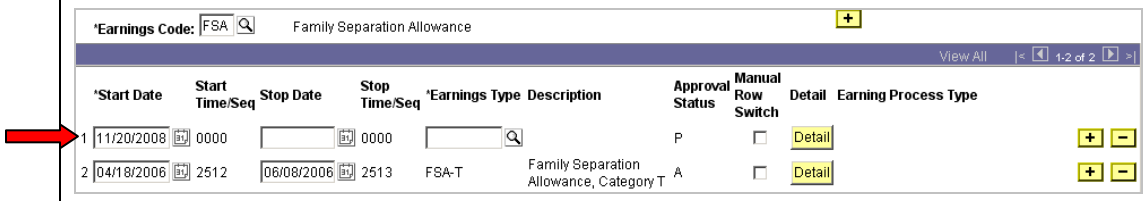
Starting FSA

Introduction

This section provides the procedure for ***starting*** **Family Separation Allowance**.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a new FSA entitlement.

Step	Action
1	In the Include History mode, click the + button shown below.  A new blank row will appear… 
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format. Note: Read the Continuous period of FSA entitlement / Interim FSA block on page 3
3	The **Stop Date** may be left blank to pay continuous FSA. If this is a temporary entitlement, you may enter the stop date. Note: Read the Continuous period of FSA entitlement / Interim FSA block on page 3
4	Enter the **Earnings Type** code "FSA" or use the to search and select from a listing of available earning types.
5	**Description** is pre-filled. Ensure the proper entitlement is shown; repeat the previous step to select the correct type if necessary.

Continued on next page

Starting FSA, Continued

Procedure (continued)

Step	Action
6	**Approval Status** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
7	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. ***Caution:*** Overriding pay edits may result in errors and possible overpayment of entitlement.
8	Click the Approve button and enter the **Approving Official's Employee ID** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.
9	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
10	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

Stopping FSA

Introduction

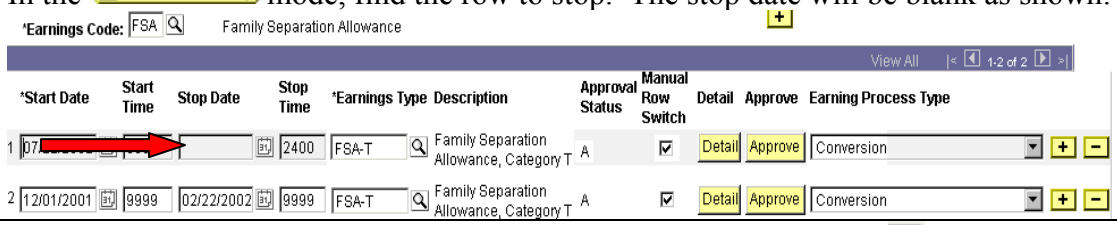
This section provides the procedure for ***stopping*** **Family Separation Allowance**.

Reminder, PCS auto-stop

FSA stops automatically on the day prior to reporting to a new permanent duty station (PDS), less any leave, proceed time or compensatory absence. Do not enter a Stop FSA transaction when a member departs PCS. The system will not reflect the FSA stop until the PCS Reporting Endorsement on Orders transaction is approved and saved.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a stop FSA transaction.

Step	Action
1	In the Correct History mode, find the row to stop. The stop date will be blank as shown: 
2	Enter the **<u>Stop Date</u>** for the entitlement by using the calendar button to select the desired date. You can also click & drag over the date field and type the stop date in MM/DD/YYYY format. The stop date can be future dated. Note: Read the Continuous period of FSA entitlement / Interim FSA block on page 3
3	**<u>Manual Row Switch</u>** (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. ***Caution:*** Overriding pay edits may result in errors and possible overpayment of entitlement.
4	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.

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Correcting FSA

Introduction

This section provides the procedure for ***correcting*** **Family Separation Allowance**.

Discussion

Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete FSA) and then start a new FSA entitlement.

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

Procedure

Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the Correct History mode, find the FSA row to correct. Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons to modify dates and the magnifying glass to change the earning type.
2	Click the Save button located at the bottom left of the screen.

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Deleting FSA

Introduction

This section provides the procedure for ***deleting*** **Family Separation Allowance**.

Discussion

The total FSA entitlement will be recouped when using this feature.

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

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an FSA transaction.

Step	Action
1	In the Correct History mode, find the FSA row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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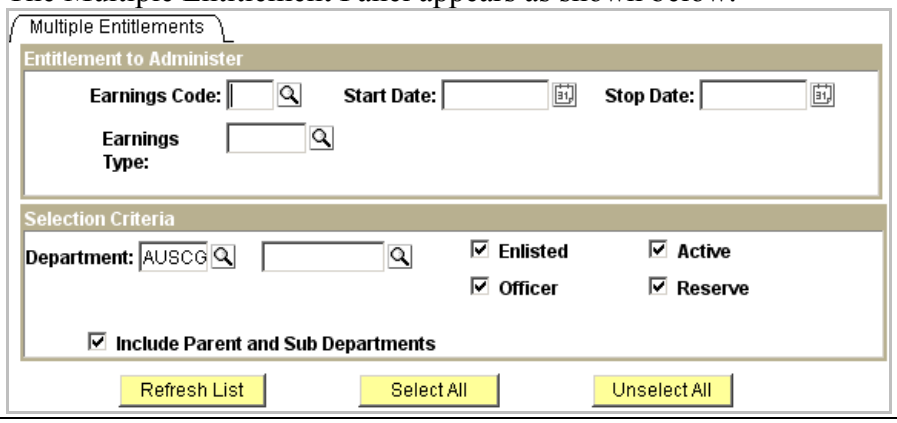
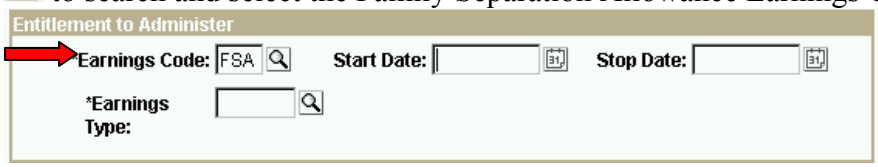
Starting FSA (Multiple Entry)

Introduction

This section provides the procedure for ***starting* FSA (Multiple Entry)**. Refer to E-Mail ALSPO B/11 for access to this component.

Procedure

Follow these steps to enter a new FSA (Multiple Entry) entitlement.

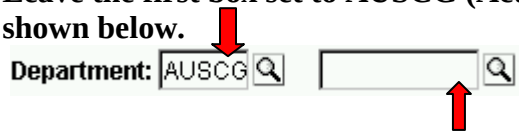
Step	Action
1	Select Menu items in the following order: Home > Compensate Employees > Maintain Entitlements > Use > **Manage Multiple Entitlements** The Multiple Entitlement Panel appears as shown below. 
2	Type "FSA" in the **Earnings Code** field shown below or use the magnifying glass to search and select the Family Separation Allowance Earnings Code.  ***Note:*** Be sure to select the proper earnings type.
3	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format.
4	The **Stop Date** may be left blank to pay continuous FSA (Multiple Entry). If this is a temporary entitlement, you may enter the stop date.

Continued on next page

Starting FSA (Multiple Entry), Continued

Procedure (continued)

Step	Action
5	Complete the "Selection Criteria" fields as outlined below.

Field	Description/Instructions
Department	There are 2 lookup boxes located next to Department… **Leave the first box set to AUSCG (Active Duty USCG) as shown below.**  Type the Department Code in the 2nd block or use the to search and select from a listing of available codes.
Enlisted	A checkmark indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box indicates enlisted personnel have been removed from the selection criteria.
Active	Always leave this item checked.
Officer	A checkmark indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box indicates officers have been removed from the selection criteria.
Reserve	A checkmark indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel, if desired. A blank box indicates reserve personnel have been removed from the selection criteria. Only Reservists on Active Duty can be entitled to Combat Tax Exclusion.
Include Parent & Sub Departments	A checkmark indicates sub departments will be included in the selection. Click on the box to remove sub departments, if desired. A blank box indicates sub departments been removed from the selection criteria.

Continued on next page

Starting FSA (Multiple Entry), Continued

Procedure (continued)

Step	Action
6	Click the Refresh List button. A listing of personnel meeting the criteria in the previous step appears in the table below. Find |< 1 of 1 >| | | Selected | Name | Short Description | Employee Classification | Salary Grade | Department | *EmplID | Empl Rcd Nbr | | 1 | ☐ | Coastie, Joe | PERS2 | Regular | W2 | 000000 | 1111111 | 0 | ***Note:*** Clicking on this button in later steps will undo all changes.
7	**Select Entries to be Processed:** Click the Select All button. Each row will in the table will run through a series of internal edits and all that pass will receive a check mark as shown below. | Selected | Name | Short Description | Employee Classification | Salary Grade | Department | *EmplID | Empl Rcd Nbr | | ☑ | Coastie, Joe | PERS2 | Regular | W2 | 000000 | 1111111 | 0 | A check mark in the Selected Column indicates that the entitlement will be generated and placed in the member's history file upon saving.

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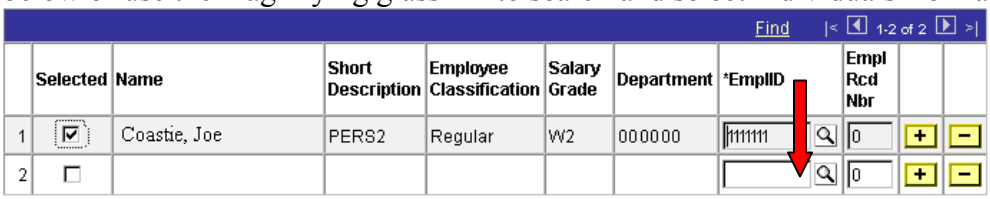
Starting FSA (Multiple Entry), Continued

Procedure (continued)

Step	Action
8	**Removal of Entries From Being Processed:** Review the list and click the ☑ box to remove appropriate entries. A blank box ☐ indicates that an entry will not be generated upon saving. The ⊟ button can be used to remove an entire row and gain the same effect. The Unselect All button can be used to remove all entries if desired.
9	**Add Entries to Be Processed:** Click the ⊞ button in any row to add a blank row. Type the member's employee identification number in the **EmplID** block shown below or use the magnifying glass 🔍 to search and select individuals from a list.  Click on the empty box located in the **Selected** column so an entry will be generated upon saving. ***Note:*** Carefully review your work one last time to ensure there are no mistakes before saving.
10	Click the Save button.

Stopping FSA (Multiple Entry)

Introduction

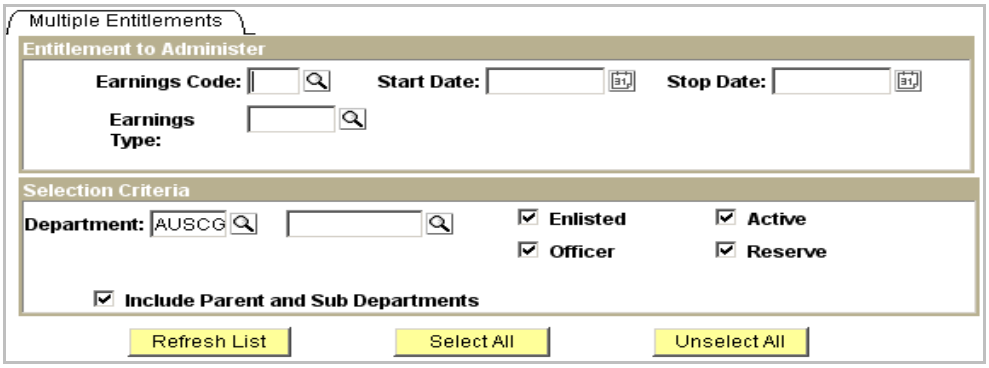
This section provides the procedure for ***stopping* FSA (Multiple Entry)**. Refer to E-Mail ALSPO B/11 for access to this component.

Reminder, PCS auto-stop

FSA (Multiple Entry) stops automatically on the day prior to PCS departure. Do not enter a PeopleSoft Stop FSA (Multiple Entry) transaction when a member departs PCS. The system will not reflect the FSA (Multiple Entry) stop until it is resynchronized with JUMPS.

Procedure

Follow these steps to enter a stop FSA (Multiple Entry) transaction.

Step	Action
1	Select Menu items in the following order: Home > Compensate Employees > Maintain Entitlements > Use > **Manage Multiple Entitlements** The Multiple Entitlement Panel appears as shown below. 

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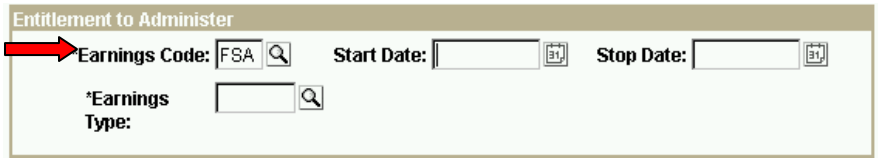
Stopping FSA (Multiple Entry), Continued

Procedure (continued)

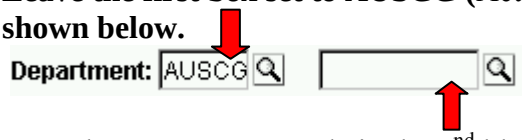
Step	Action
2	Type "FSA" in the **Earnings Code** field shown below or use the magnifying glass to search and select the Family Separation Allowance Earnings Code. 
3	Enter the **Earnings Type Code** FSA-R (for members on restricted duty where their dependents can't join them), FSA-S (for members on a ship for longer than 30 days), or FSA-T (for members on TDY for more than 30 days). ***Note:*** For more information about the different Earnings Types, see the Pay Manual, Section 3-H.
4	**Start Date** - Leave blank.
5	**Stop Date** - Enter the date to stop the entitlement.

Continued on next page

Stopping FSA (Multiple Entry), Continued

Procedure (continued)

Step	Action
6	Complete the "Selection Criteria" fields as outlined below.

Field	Description/Instructions
Department	There are 2 lookup boxes located next to Department… **Leave the first box set to AUSCG (**Active USCG Units**) as shown below.**  Type the Department Code in the 2nd block shown above or use the to search and select from a listing of available codes.
Enlisted	A checkmark ☑ indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box ☐ indicates enlisted personnel were removed from the selection criteria.
Active	A checkmark ☑ indicates active duty personnel will be included in the selection. Click on the box to remove active duty personnel if desired.
Officer	A checkmark ☑ indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box ☐ indicates officers were removed from the selection criteria.
Reserve	A checkmark ☑ indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel if desired. A blank box ☐ indicates reserve personnel were removed from the selection criteria.
Include Parent and Sub Departments	A checkmark ☑ indicates sub departments will be included in the selection. Click on the box to remove sub departments if desired. A blank box ☐ indicates sub departments were removed from the selection criteria.

Continued on next page

Stopping FSA (Multiple Entry), Continued

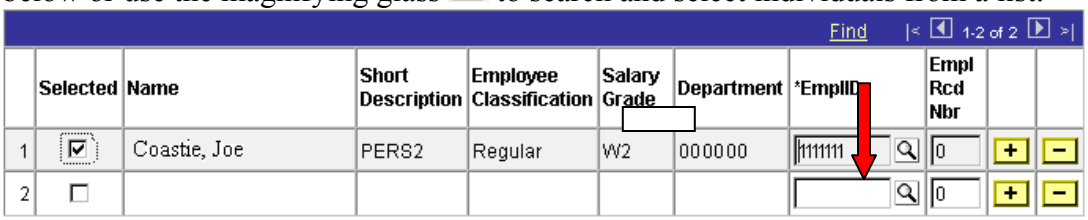
Procedure (continued)

Step	Action
7	Click the Refresh List button. A listing of personnel meeting the criteria in the previous step appears in the table below. Find |< 1 of 1 >| | | Selected | Name | Short Description | Employee Classification | Salary Grade | Department | *EmplID | Empl Rcd Nbr | | 1 | ☐ | Coastie, Joe | PERS2 | Regular | W2 | 000000 | 1111111 | 0 | ***Note:*** Clicking on this button in later steps will undo all changes.
8	**Select Entries to be Processed:** Mark the Checkbox in the Selected column for each person you want to create a transaction on, or you can also click the Select All button. Each row in the table will run through a series of internal edits and all that pass will receive a check mark as shown below. | Selected | Name | Short Description | Employee Classification | Salary Grade | Department | *EmplID | Empl Rcd Nbr | | ☑ | Coastie, Joe | PERS2 | Regular | W2 | 000000 | 1111111 | 0 | A check mark in the Selected Column indicates that the entitlement transaction will be generated for the member(s) upon saving.
9	**Removal of Entries From Being Processed:** Review the list and click the ☑ box to remove appropriate entries. A blank box ☐ indicates that an entry will not be generated upon saving. The − button can be used to remove an entire row and gain the same effect. The Unselect All button can be used to remove all entries if desired.

Continued on next page

Stopping FSA (Multiple Entry), Continued

Procedure (continued)

Step	Action
10	**Add Entries to Be Processed:** Click the button in any row to add a blank row. Type the member's employee identification number in the **EmplID** block shown below or use the magnifying glass to search and select individuals from a list.  Click on the empty box located in the Selected column so an entry will be generated upon saving. ***Note:*** Carefully review your work one last time to ensure there are no mistakes before saving.
11	Click the button.

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Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 11, Special and Incentive Pays

Section G, Flight Deck Hazardous Duty Incentive Pay

Overview

Introduction

This section provides the ***procedures*** for **Flight Deck Hazardous Duty Incentive Pay**. This entitlement is paid to members assigned to duty involving frequent and regular participation in flight operations on the flight deck of a ship which aircraft are launched.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-11-G-3
Starting Flight Deck Hazardous Duty Incentive Pay	II-11-G-5
Deleting Flight Deck Hazardous Duty Incentive Pay	II-11-G-7

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Guiding Principles

Introduction

This section provides the *guiding principles* for Flight Deck Hazardous Duty Incentive Pay.

Reference

The following reference provides additional information about Flight Deck Hazardous Duty Incentive Pay.

(a) U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Section 5-C

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlements, Basic Navigation.

Submit this transaction each month a member is entitled to Flight Deck Hazardous Duty Incentive Pay. Do not submit more than one entry per month.

The effective date must be during the month the member earns Flight Deck Hazardous Duty Incentive Pay. The stop date must be within the same month of entitlement.

Internal controls

FDHDIP transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

Supporting documentation

Per section 5-C-2-a-(2) of reference (a), the Commanding Officer of the cutter shall designate members for FDHDIP positions in writing. A copy of the designation is supporting documentation for this transaction.

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Starting Flight Deck Hazardous Duty Incentive Pay

Introduction

This section provides the procedure for *starting* Flight Deck Hazardous Duty Incentive Pay.

Procedure

Follow the steps in Chapter 3, Employee Entitlements Basic Navigation, to access the member's entitlements detail page. Then, follow these steps to enter a new Flight Deck Hazardous Duty Incentive Pay entitlement.

Step	Action
1	If necessary insert a new row to work in.
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format.
3	The **Start Time** is pre-filled by the system and must not be changed.
4	The **Stop Date** may be left blank to pay continuous Flight Deck Hazardous Duty Incentive Pay. If this is a temporary entitlement, you may enter the stop date.
5	**Stop Time** is pre-filled by the system and must not be changed.
6	Enter the **Earnings Type** code if known, or use the to search and select from a listing of available earning types.
7	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.
8	**Approval Status** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
9	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. ***Caution:*** Overriding pay edits may result in errors and possible overpayment of entitlement.

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Starting Flight Deck Hazardous Duty Incentive Pay, Continued

Procedure (continued)

Step	Action
10	Detail Not used. The detail is automatically set when the earnings type for Flight Deck Hazardous Duty Incentive Pay is selected and the entitlement is saved.
11	Click the Approve button and enter the **Approving Official's Employee ID** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.
12	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
13	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

Deleting Flight Deck Hazardous Duty Incentive Pay

Introduction

This section provides the procedure for *deleting* Flight Deck Hazardous Duty Incentive Pay.

Discussion

The total Special Duty Assignment Pay entitlement will be recouped when using this feature.

Procedure

Follow the steps in Chapter 3, Employee Entitlements Basic Navigation, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a Flight Deck Hazardous Duty Incentive Pay transaction.

Step	Action
1	In the Correct History mode, find the Flight Deck Hazardous Duty Incentive Pay row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 11, Special and Incentive Pays

Section H, Foreign Language Proficiency Pay

Overview

Introduction

This section provides the ***procedures*** for **Foreign Language Proficiency Pay (FLPP)**. This entitlement is paid to enlisted members entitled to basic pay and performing duties designated as requiring special skills.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-11-H-3
Entering Foreign Language Test Results	II-11-H-5
Starting FLPP	II-11-H-11
Stopping FLPP	II-11-H-17
Correcting FLPP	II-11-H-19
Deleting FLPP	II-11-H-21
JUMPS Effect	II-11-H-23

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Guiding Principles

Introduction

This section provides the ***guiding principles*** for **Foreign Language Proficiency Pay (FLPP)**.

References

The following references provide additional information about FLPP.

(a) U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Section 4-K
(b) Performance Education and Training Manual, COMDTINST 1500.10(series), Section 9-B.

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry).

Auto-stop upon PCS departure

FLPP stops automatically on ***the day prior*** to PCS departure. Do not enter a Stop FLPP transaction when a member departs PCS. The system will not reflect the FLPP stop until the departing endorsement on orders transaction is approved and saved.

Auto-stop on lapse date

FLPP stops automatically on the date the member's language proficiency exam certification expires. Normally 1-year after the date the exam was administered. The lapse date is visible on the Foreign Language Test Results page and the Licenses and Certificates page. The stop date will not be reflected on the member's Employee Entitlements page until the compute cycle for the pay period in which the FLPP is stopped and the JUMPS/DA resynch process is completed.

Internal controls

FLPP start transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

Supporting documentation

Per section Figure 4-8 of reference (a), the Commanding Officer of the unit shall designate members for Interpreter or Linguist positions in writing. A copy of the designation is supporting documentation for this transaction.

Continued on next page

Guiding Principles, Continued

Unit Interpreter and Linguist allocations

FLPP for Foreign Language Speakers (FLS) is limited by the type/number of allocations assigned to a unit. Unit Interpreter and Linguist allocations are listed in the Coast Guard Portal (Home » Training & Education » Education » Foreign Language) on the *Interpreter and Linguist Allocations* spreadsheet.

https://cgportal.uscg.mil/delivery/Satellite/TRAINED/FOREIGNLANGUAGE

FY 2011 FLPP Rates

Effective 1 October 2011, the monthly rates for FLPP increase and the Defense Language Proficiency Test (DLPT) score levels for which FLPP is paid will expand.

Members currently receiving FLPP will see the increase reflected in their October mid-month pay. No action by the member will be required to receive the new pay rates.
The new rates and FLPP levels are as follows:

Interpreter Level	DLPT Score	FLPP Monthly Rate
Interpreter 1	1 +/1 +	$100
Interpreter 2	1 +/2 or 2/1 +	$125
Interpreter 3	2/2 or 2 +/2 or 2/2 +	$150
Interpreter 4	3/2 or 2/3 or 2 +/2 +	$200

Linguist Level	DLPT Score	FLPP Monthly Rate
Linguist 1	3/2 + or 2 +/3	$250
Linguist 2	3/3 or higher	$300

FLPP for Linguists filling Interpreter allocations

FLPP for Foreign Language Speakers (FLS) is limited by the type/number of allocations assigned to a unit. A member in an Interpreter Allocation is limited to the highest authorized level for an Interpreter with the maximum monthly rate of $200, **even if their DLPT score is higher**.

FLPP for Interpreters filling Linguist allocations

A member in a Linguist Allocation draws FLPP based on their DLPT score and is authorized to collect FLPP at the lower interpreter rates. For example, if a member is filling a Linguist Allocation with a 2 +/2 + DLPT score, the member be is paid $200 a month at the Interpreter 4 level.

Entering Foreign Language Test Results

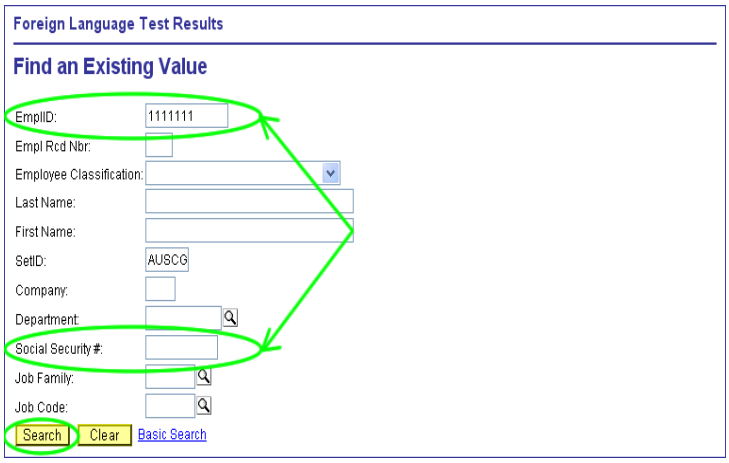
Introduction

This section provides the procedure for the unit **Educational Services Officer (ESO)** to enter a member's Defense Language Proficiency Test (DLPT) results in the system. Entering DLPT test results will automatically add/update the member's language skills and certifications in the system.

Note: In order for the member to be eligible for FLPP, Foreign Language/DLPT Test results must be entered following this procedure. Attempting to enter Foreign Language/DLPT Test results in the Test Results or Licenses and Certifications menus will not update the appropriate areas of the system.

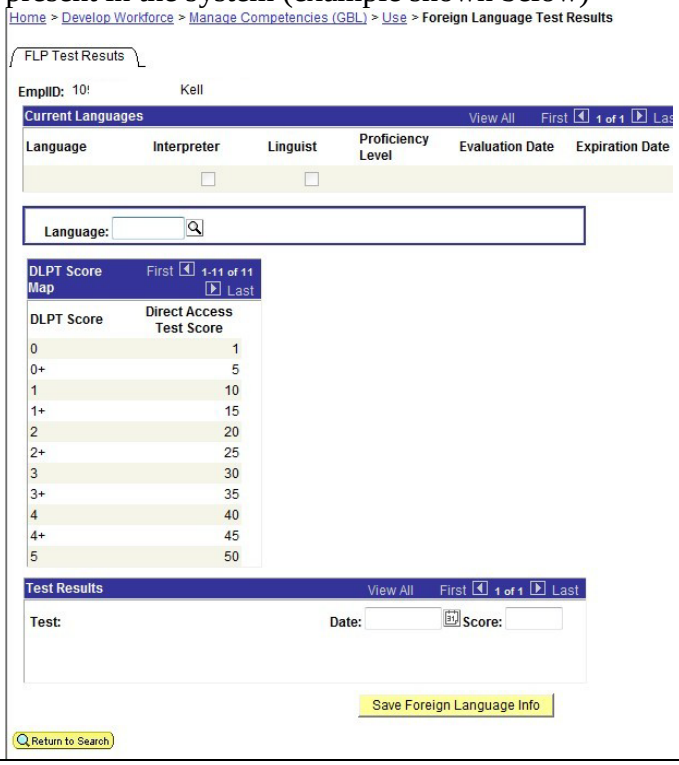
Procedure

Sign into Direct Access and follow these steps to enter a member's DLPT results.

Step	Action
1	Select menu items in the following order: Enterprise Menu or Direct Access Content Menu > Develop Workforce > Manage Competencies (GBL) > Use > **Foreign Language Test Results**
2	The **Foreign Language Test Results** screen will display. Enter the member's Employee ID Number in the **EmplID** field or the SSN in the **Social Security #** field and click the **Search** button.  ***Note:*** When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.

Continued on next page

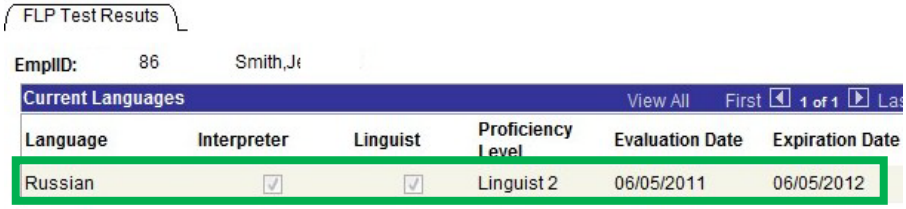
Entering Foreign Language Test Results, Continued

Step	Action
3	The **FLP Test Results** page will display. All the fields will be blank if the member does not have any Foreign Language skills present in the system (example shown below) 

Continued on next page

Entering Foreign Language Test Results, Continued

Procedure **(continued)**

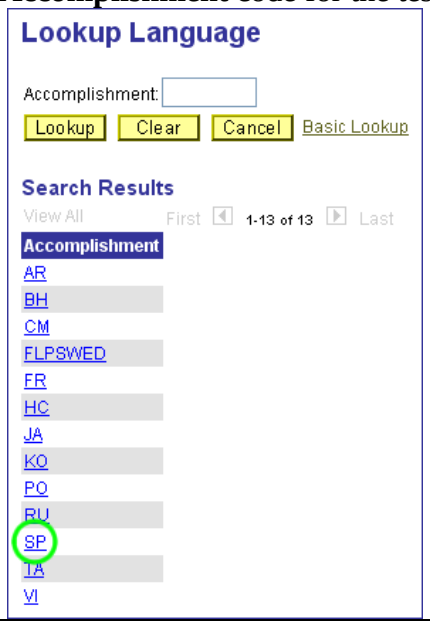
Step	Action
3	The **Current Languages** section will display any language data for a member who has previous test results entered (example shown below). These fields are **READ ONLY**. The **Interpreter** and **Linguist** qualification check-boxes will be marked by the system, based on the test scores entered. The Language and Test Results will not be displayed. Historical test data is not displayed on this page. Go to **Test Results** to view a member's previous test scores.  If the member has been tested in more than one language you can use the View All or arrow links to view the other results
4	Click the lookup icon in the **Language** field to search for and select a language skill code.

Continued on next page

Entering Foreign Language Test Results, Continued

Procedure **(continued)**

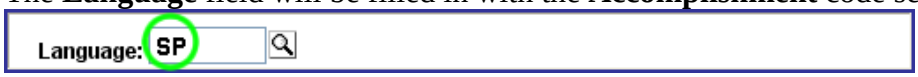
Step	Action
5	The **Lookup Language** page will display. From the **Search Results**, click the **Accomplishment** code for the test you are recording



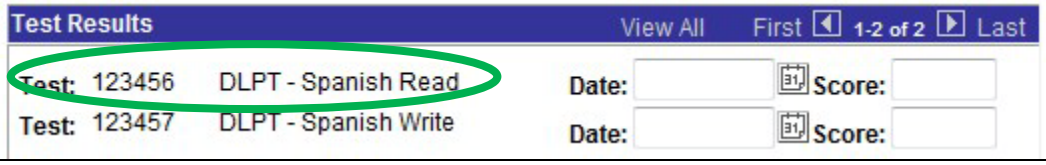
Accomplishment	Meaning
AR	Arabic
BH	Bahasa (Indonesian)
CM	Mandarin Chinese
FLPSWED	Swedish
FR	French
HC	Haitian-Creole
JA	Japanese
KO	Korean
PO	Portuguese
RU	Russian
SP	Spanish
TA	Tagalog (Phillipines)
VI	Vietnamese

6 The **FLP Test Results** page will display again.

The **Language** field will be filled in with the **Accomplishment** code selected.



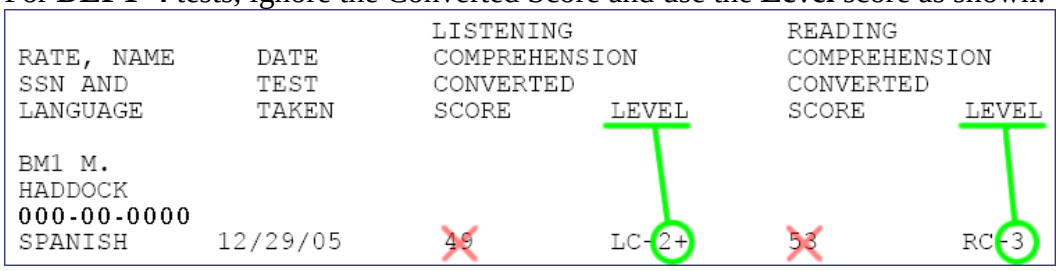
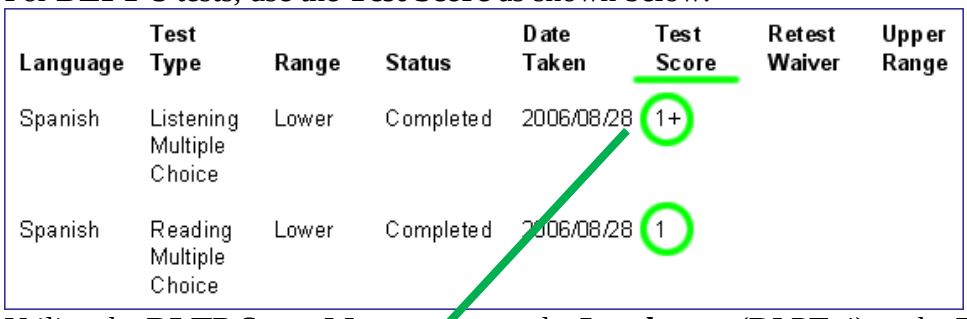
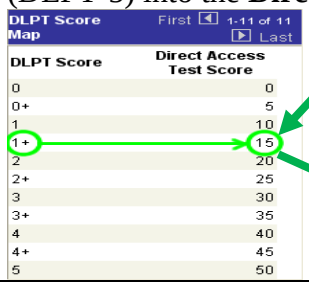
The **Test Results** section will display the test number and description based on the **Accomplishment** code selected.



Continued on next page

Entering Foreign Language Test Results, Continued

Procedure **(continued)**

Step	Action
7	Enter the test **Date** and test **Score** into the **Test Results** section. For **DLPT-4** tests, ignore the Converted Score and use the **Level** score as shown:  RATE, NAME SSN AND LANGUAGE | DATE TEST TAKEN | LISTENING COMPREHENSION CONVERTED SCORE | LEVEL | READING COMPREHENSION CONVERTED SCORE | LEVEL BM1 M. HADDOCK 000-00-0000 SPANISH | 12/29/05 | 49 | LC-2+ | 53 | RC-3 For **DLPT-5** tests, use the **Test Score** as shown below.  Language | Test Type | Range | Status | Date Taken | Test Score | Retest Waiver | Upper Range Spanish | Listening Multiple Choice | Lower | Completed | 2006/08/28 | 1+ Spanish | Reading Multiple Choice | Lower | Completed | 2006/08/28 | 1 Utilize the **DLTP Score Map** to convert the **Level** score (DLPT-4) or the **Test Score** (DLPT-5) into the **Direct Access Test Score**.  DLPT Score Map First 1-11 of 11 Last DLPT Score | Direct Access Test Score 0 | 0 0+ | 5 1 | 10 1+ | 15 2 | 20 2+ | 25 3 | 30 3+ | 35 4 | 40 4+ | 45 5 | 50
8	Enter the test **Date** and **Direct Access Test Score** into the **Test Results** section. Note: You cannot enter a “0”. Leaving the score as blank results in writing a "0" to the database. Test Results View All First 1-2 of 2 Last Test: 123456 DLPT - Spanish Read Date: 08/10/2011 Score: 15 Test: 123457 DLPT - Spanish Write Date: 08/10/2011 Score: 10

Continued on next page

Entering Foreign Language Test Results, Continued

Procedure **(continued)**

Step	Action
9	Click the Save Foreign Language Info button to save the test scores. This will update the member's **Test Results**, **Languages**, and **Licenses & Certifications** and permit the SPO to start **Foreign Language Proficiency Pay** if the member's Commanding Officer authorizes it. **Note**: If you receive an error when attempting to save, it may be due to a missing test date on the member's **Test Results** page. Click the ***Open a New Window*** link and path to Enterprise Menu > Develop Workforce > Manage Competencies (GBL) > Use > **Test Results.** Review the existing test results entries and ensure each entry has a date. If a date is missing, enter the test completion date if known. If you do not know the test completion date use 01/01/1951, this is the default entry when an actual date is not available. Save any changes to the Test Results page, close the new window and return to the Foreign Language Test Results page and attempt to save again.

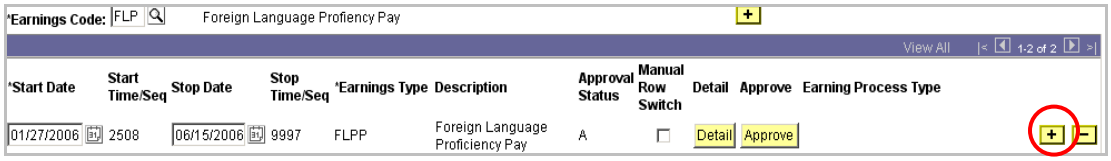
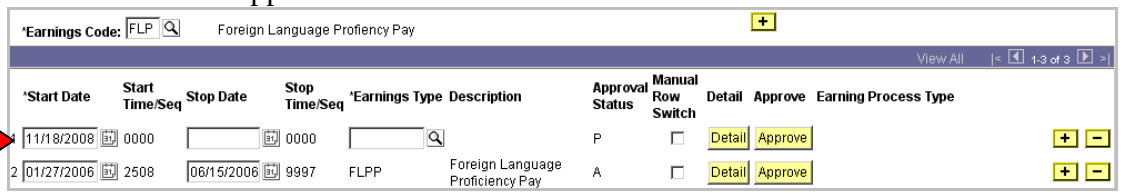
Starting FLPP

Introduction

This section provides the procedure for ***starting*** **Foreign Language Proficiency Pay**.

Procedure

Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member's entitlements detail page. Then, follow these steps to enter a new FLPP entitlement.

Step	Action
1	If necessary, insert a new blank row to work in: In the Include History mode, click the + button shown below.  A new blank row appears… 
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date and type the start date in MM/DD/YYYY format.
3	**Stop Date**. If this is a temporary entitlement (TDY or short-term AD), you may enter the stop date, otherwise leave the stop date blank. FLPP will stop on the date the member's language proficiency exam certification expires. Normally 1-year after the date the exam was administered. The lapse date is visible on the Foreign Language Test Results page and the Licenses and Certificates page.
4	Enter the **Earnings Type** Description code "FLP" or use the to search and select from a listing of available earning types.
5	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 4 to select the correct type if necessary.

Continued on next page

Starting FLPP, Continued

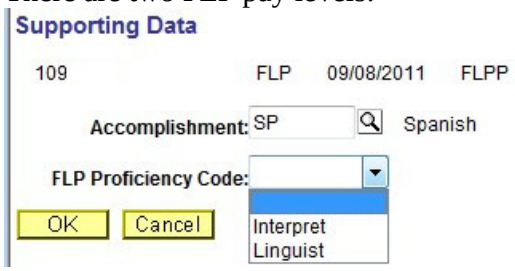
Procedure **(continued)**

Step	Action
6	**Approval Status** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
7	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. ***Caution:*** Overriding pay edits may result in errors and possible overpayment of entitlement.
8	Click the Detail button to access the Supporting Data input page. Click the Lookup Icon next to the Accomplishment field. The Lookup Accomplishment page will open. Click the Lookup button to search for the member's language skill(s). **Lookup Accomplishment** EmplID: 104 Accomplishment: Lookup Clear Cancel Basic Lookup **Search Results** View All First 1 of 1 Last Accomplishment RU Select the language skill from the available list of accomplishments. If no matching values are found, the member does not have an approved/eligible Test Results for FLP (See Entering Foreign Language Test Results beginning on page II-11-H-5.)

Continued on next page

Starting FLPP, Continued

Procedure **(continued)**

Step	Action
9	Click the drop-down menu next to the FLP Proficiency Code field. Select the FLP pay level from the list. The list of FLP pay levels will differ depending on the effective date of the transaction. **For transactions with an effective start date of 30 September 2010 or earlier:** There are two FLP pay levels:  **Warning**: Selecting the wrong FLP Proficiency Code will result in incorrect payment to the member. If a member is qualified as a **Linguist**, they are also qualified as an **Interpreter**. <u>However, if the member is not assigned to a **Linguist** position (billet) they cannot be paid the higher FLPP rate for a Linguist qualification</u>. The **Interpreter** FLP proficiency code must be selected when the member is eligible for FLPP for assignment as a unit collateral duty interpreter, even if the member is a qualified Linguist. Linguist designations are listed in the Coast Guard Portal (Home » Training & Education » Education » Foreign Language). Do not select the Linguist FLP Proficiency Code option if the member is not assigned to a Linguist position listed in the Interpreter and Linguist Allocations spreadsheet available at https://cgportal.uscg.mil/delivery/Satellite/TRAINED/FOREIGNLANGUAGE

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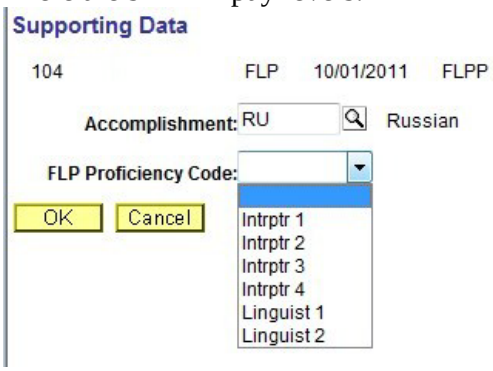
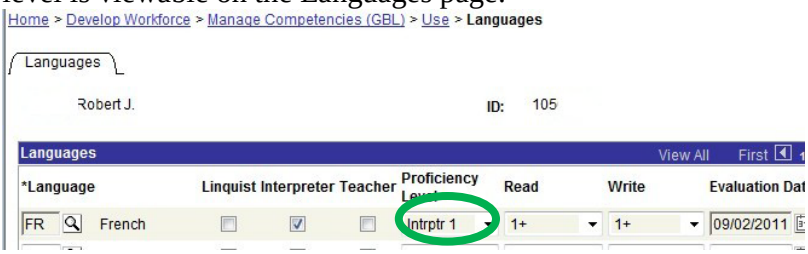
Starting FLPP, Continued

Procedure **(continued)**

Step	Action
9	**For transactions with an effective start date of 1 October 2011 or later:** There are six FLP pay levels:  Select the FLP Proficiency Code that matches the member's Proficiency Level (Except in the case of a member with a Linguist 1 or Linguist 2 proficiency level who filling a unit Interpreter allocation, select "Intrptr4" for these members). The member's proficiency level is viewable on the Languages page:  Note: Making changes on the Languages page will not qualify the member for FLPP. The **Foreign Language Test Results** page must used to record DLPT results. See Entering Foreign Language Test Results beginning on page II-11-H-5. The system will not allow you to save the transaction if the FLP Proficiency Code you selected is for a pay level that **exceeds** the member's Foreign Language Test Results Proficiency Level. However, the system will not prevent you from erroneously authorizing Linguist pay when the member is only filling an interpreter allocation. See the warning on the following page.

Continued on next page

Starting FLPP, Continued

Procedure **(continued)**

Step	Action
9	**Warning**: A member in an interpreter allocation is limited to the highest authorized level for an interpreter (Intrptr 4), even if their DLPT score is higher. The **Intrptr4** FLP proficiency code must be selected when the member is a qualified Linguist but eligible for FLPP due to assignment as a unit collateral duty interpreter. Linguist designations are listed in the Coast Guard Portal (Home » Training & Education » Education » Foreign Language). Do not select the Linguist FLP Proficiency Code option if the member is not assigned to a Linguist position listed in the Interpreter and Linguist Allocations spreadsheet available at https://cgportal.uscg.mil/delivery/Satellite/TRAINED/FOREIGNLANGUAGE.
10	Click the Approve button and enter the **Approving Official's Employee ID** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.
11	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
12	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

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Stopping FLPP

Introduction

This section provides the procedure for ***stopping*** **Foreign Language Proficiency Pay**.

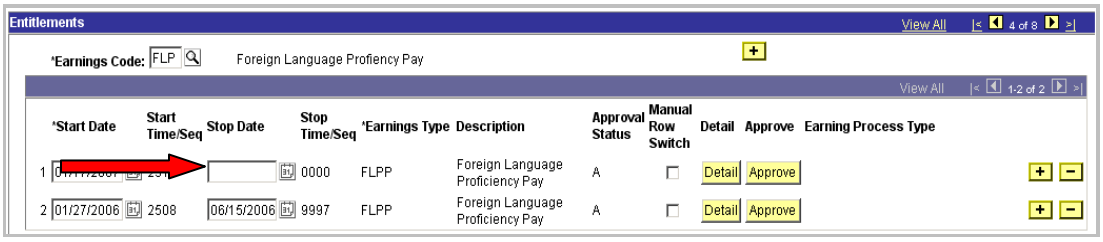
Reminder -- auto-stops

FLPP stops automatically on the day prior to PCS departure. Do not enter a Direct Access Stop FLPP transaction when a member departs PCS. The system will not reflect the FLPP stop until the departing endorsement on PCS orders transaction is approved and saved.

FLPP stops automatically on the date the member's language proficiency exam certification expires. Normally 1-year after the date the exam was administered. The lapse date is visible on the Foreign Language Test Results page and the Licenses and Certificates page. The stop date will not be reflected on the member's Employee Entitlements page until the compute cycle for the pay period in which the FLPP is stopped and the JUMPS/DA resynch process is completed.

Procedure

Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member's entitlements detail page. Then, follow these steps to stop a FLPP transaction.

Step	Action
1	In the Correct History mode, find the row to stop. The stop date will be blank as shown: 
2	Enter the **<u>Stop Date</u>** for the entitlement by using the calendar button to select the desired date. You can also click & drag over the date field and type the stop date in MM/DD/YYYY format. The stop date can be future dated.
3	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.

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Correcting FLPP

Introduction

This section provides the procedure for ***correcting*** **Foreign Language Proficiency Pay**.

Discussion

Only the FLP Proficiency Code (FLP pay level) and stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row and then start a new FLPP entitlement.

Procedure

Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the Correct History mode, find the Foreign Language Proficiency Pay row to correct. To correct the FLP Proficiency Code: • Refer to the data entry instructions in the Starting FLPP section. To correct the Stop Date: • Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons to modify dates and the magnifying glass to change the earning type.
2	Click the Save button located at the bottom left of the screen.

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Deleting FLPP

Introduction

This section provides the procedure for ***deleting*** **Foreign Language Proficiency Pay**.

Discussion

The total Foreign Language Proficiency Pay entitlement will be recouped when using this feature.

Procedure

Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member's entitlements detail page. Then, follow these steps to delete a FLPP transaction.

Step	Action
1	In the Correct History mode, find the Foreign Language Proficiency Pay row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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JUMPS Effect

Introduction

This section describes the transactions created and segments modified in JUMPS when a Start or Stop FLPP entitlement row is saved in Direct Access.

Start FLPP

Creating and saving a new FLPP entitlement row generates a P607 transaction with the following variable data element:

Code	Element	Description
71	2 Character Alpha-Numeric Code (1F, 2F, 3F, etc.)	FLP JUMPS Code (the code used to look up the amount in the pay table. See “Object Code” on the following page for a complete list.)
72	Up to 8 Alpha Characters (Two characters in use at this time)	FLP Language Indicator
73	YYYYMMDD	FLP Lapse Date (the expiration of the member's certification)

The transaction effective date/time is derived from the Direct Access Start Date/Time fields.

Stop FLPP

Completing the Stop Date field of an FLPP entitlement row in Direct Access will generate a P625 transaction with the following variable data element when the transaction is saved:

Code	Element	Description
71		Foreign Language Proficiency Pay

The transaction effective date/time is derived from the Direct Access Stop Date/Time fields.

Pay segment

Segment 14 is updated by the FLPP transaction. The segment contains information on a member's entitlement to Foreign Language Proficiency Pay.
Example:

```
SEG         HIST       COMPUTE      OBJECT       AMOUNT
 14        200705         4          11902      $150.00
       EFFDTE  TIME  DTPROC  SLC PAT  DTPREP  DIST RU FORM ENT ACTION
START 20060518 9999 20060707  0  PPS 20060629  08  00  67       P607
STOP  20070518 9999 20070420  0  AUP 20070420                X

                                   LAPSE DT   LANGUAGE     FLP-RATE
                                   20070518   SP              3F
```

Continued on next page

JUMPS Effect, Continued

Segment 14 data fields

This table describes fields unique to Segment 14. Please see Part IX, JUMPS, for descriptions of fields common to all segments.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>OBJECT</td><td>Object Code:
<table>
<tr><th>Officer</th><th>Enlisted</th><th>Category</th><th>Amt</th><th>Description</th><th>JUMPS Code</th></tr>
<tr><td>11900</td><td>11950</td><td>Level 1 Interpreter</td><td>$100</td><td>Int 1 FLPP</td><td>1F</td></tr>
<tr><td>11901</td><td>11951</td><td>Level 2 Interpreter</td><td>$125</td><td>Int 2 FLPP</td><td>2F</td></tr>
<tr><td>11902</td><td>11952</td><td>Level 3 Interpreter</td><td>$150</td><td>Int 3 FLPP</td><td>3F</td></tr>
<tr><td>11903</td><td>11953</td><td>Level 4 Interpreter</td><td>$200</td><td>Int 4 FLPP</td><td>4F</td></tr>
<tr><td>11904</td><td>11954</td><td>Level 1 Linguist</td><td>$250</td><td>Ling 1 FLPP</td><td>5F</td></tr>
<tr><td>11905</td><td>11955</td><td>Level 2 Linguist</td><td>$300</td><td>Ling 2 FLPP</td><td>6F</td></tr>
<tr><td>11906</td><td>11956</td><td colspan="4" rowspan="3">Not Used</td><td>7F</td></tr>
<tr><td>11907</td><td>11957</td><td>8F</td></tr>
<tr><td>11908</td><td>11958</td><td>9F</td></tr>
</table></td></tr>
<tr><td>AMOUNT</td><td>Monthly rate from pay tables. Corresponds to the Object Code and JUMPS Code shown above.</td></tr>
<tr><td>LAPSE DT</td><td>Date member’s language proficiency exam certification expires. Normally 1-year after the date the exam was administered.</td></tr>
<tr><td>LANGUAGE</td><td>Two letter abbreviation describing the foreign language the member is certified in.

Examples (not all inclusive):
SP – Spanish
RU – Russian</td></tr>
<tr><td>FLP RATE</td><td>Alpha-numeric code describing the FLP pay proficiency level (JUMPS Code as shown in the Object Code table above)</td></tr>
</table>

Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 11, Special and Incentive Pays

Section I, Hardship Duty Pay

Overview

Introduction

This section provides the ***procedures*** for **Hardship Duty Pay**. This entitlement is paid monthly to members entitled to basic pay and performing duty designated by the Secretary of Defense as Hardship Duty.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-11-I-3
Starting Hardship Duty Pay	II-11-I-5
Stopping Hardship Duty Pay	II-11-I-7
Correcting Hardship Duty Pay	II-11-I-9
Deleting Hardship Duty Pay	II-11-I-11

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Guiding Principles

Introduction

This section provides the *guiding principles* for Hardship Duty Pay.

References

The following references provide additional information about Hardship Duty Pay.

(a) U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Section 4-A
(b) DOD Financial Management Regulations, Volume 7a: Military Pay Policy and Procedures - Active Duty and Reserve Pay, Chap 17

Locations and Rates

See reference (b), for a list of HDP locations and rates.

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry).

Note: Do not pay Hardship Duty Pay when a member is entitled to Career Sea Pay.

Auto-stop upon PCS departure

Hardship Duty Pay stops automatically on ***the day of*** PCS departure. Do not stop a Hardship Duty Pay transaction when a member departs PCS.

Internal controls

Hardship Duty Pay start transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

Supporting documentation

Per Figure 4-1 of reference (a), PCS or TDY orders are required for this entitlement.

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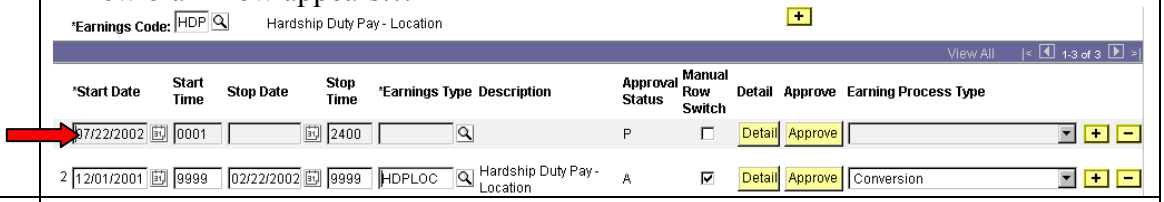
Starting Hardship Duty Pay

Introduction This section provides the procedure for ***starting*** **Hardship Duty Pay**.

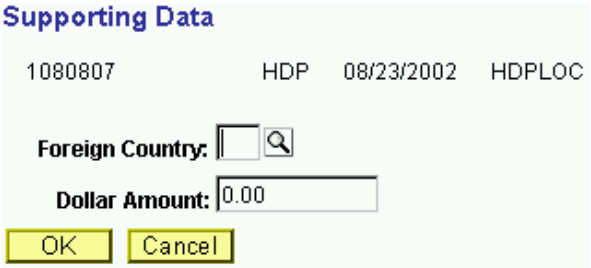
Procedure Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member's entitlements detail page. Then, follow these steps to enter a new Hardship Duty Pay entitlement.

Step	Action
1	In the Include History mode, click the + button shown below. A new blank row appears… 
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date and type the start date in MM/DD/YYYY format.
3	The **Start Time** is pre-filled by the system and must not be changed.
4	The **Stop Date** may be left blank to pay continuous Hardship Duty Pay. If this is a temporary entitlement, you may enter the stop date.
5	**Stop Time** is pre-filled by the system and must not be changed.
6	Enter the **Earnings Type** code "HDP" or use the to search and select from a listing of available earning types.
7	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.
8	**Approval Status** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
9	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. ***Caution:*** Overriding pay edits may result in errors and possible overpayment of entitlement.

Continued on next page

Starting Hardship Duty Pay, Continued

Procedure (continued)

Step	Action
10	Click the Detail button to bring up the Supporting Data screen below:  See reference (b), Figure 17-1 for a list of HDP locations and rates. Click the magnifying glass next to the Foreign Country and select the country where the member stationed for Hardship Duty Pay Location entitlement. (*Although not a "foreign country", certain locations in the State of Alaska are eligible for HDP-L.*) Enter the amount of Hardship Duty Pay Location shown in the Pay Manual in the Dollar Amount field. Click the OK button when finished.
11	Click the Approve button and enter the **Approving Official's Employee ID** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.
12	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
13	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

Stopping Hardship Duty Pay

Introduction

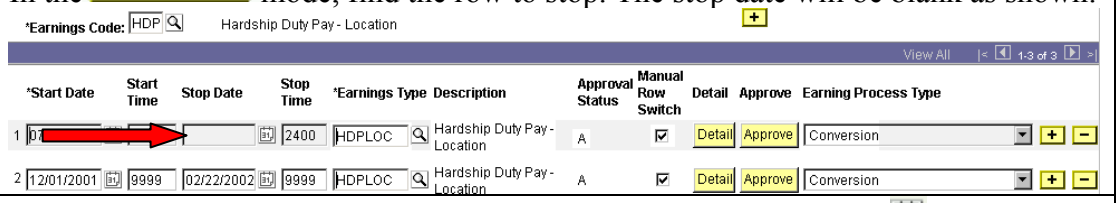
This section provides the procedure for ***stopping* Hardship Duty Pay**.

Reminder, PCS auto-stop

Hardship Duty Pay stops automatically on the day of PCS departure. Do not enter a PeopleSoft Stop Hardship Duty Pay transaction when a member departs PCS.

Procedure

Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member's entitlements detail page. Then, follow these steps to stop a Hardship Duty Pay transaction.

Step	Action
1	In the Correct History mode, find the row to stop. The stop date will be blank as shown: 
2	Enter the **Stop Date** for the entitlement by using the calendar button to select the desired date. You can also click & drag over the date field then Type the stop date in MM/DD/YYYY format. The stop date can be future dated.
3	**Stop Time** is pre-filled by the system and must not be changed.
4	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
5	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. ***Caution:*** Overriding pay edits may result in errors and possible overpayment of entitlement.
6	Detail Do Not Use. The detail is automatically set when the earnings type for Hardship Duty Pay is selected and the entitlement is saved.
7	Approve is not used. Payment of Hardship Duty Pay does not require audit and approval.
8	**Earnings Process Type** is not required. Disregard this field.
9	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.

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Correcting Hardship Duty Pay

Introduction This section provides the procedure for ***correcting*** **Hardship Duty Pay**.

Discussion Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete Hardship Duty Pay) and then start a new Hardship Duty Pay entitlement.

Procedure Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the Correct History mode, find the Hardship Duty Pay row to correct. Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons to modify dates and the magnifying glass to change the earning type.
2	Click the Save button located at the bottom left of the screen.

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Deleting Hardship Duty Pay

Introduction

This section provides the procedure for ***deleting*** **Hardship Duty Pay**.

Discussion

The total Hardship Duty Pay entitlement will be recouped when using this feature.

Procedure

Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a Hardship Duty Pay transaction.

Step	Action
1	In the Correct History mode, find the Hardship Duty Pay row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 11, Special and Incentive Pays

Section J, High Pressure Chamber Hazardous Duty Incentive Pay

Overview

Introduction

This section provides the ***procedures*** for **High Pressure Chamber Hazardous Duty Incentive Pay (High Pressure Chamber HDIP)**. This entitlement is payable to members who serve inside a high-pressure chamber as a qualified inside instructor-observer. Payments are made on a monthly basis. The member must re-qualify by making at least one hyperbaric chamber dive during the calendar month to qualify for payment that month.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-11-J-3
Starting High Pressure Chamber HDIP	II-11-J-5
Stopping High Pressure Chamber HDIP	II-11-J-7
Correcting High Pressure Chamber HDIP	II-11-J-9
Deleting High Pressure Chamber HDIP	II-11-J-11

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Guiding Principles

Introduction

This section provides the *guiding principles* for High Pressure Chamber Hazardous Duty Incentive Pay.

Reference

The following reference provides additional information about High Pressure Chamber Hazardous Duty Incentive Pay.

(a) U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Section 5-D
(b) Coast Guard Diving Policies & Procedures, Volume I, COMDTINST M3150.1 (series)

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

Submit an entry for each month that a member qualifies for High Pressure Chamber Hazardous Duty Incentive Pay. A member entitled to High Pressure Chamber Hazardous Duty Incentive Pay along with Diving Duty Pay is not authorized to draw an additional hazardous duty incentive pay for the same period.

Auto-stop upon PCS departure

High Pressure Chamber HDIP stops automatically on ***the day of*** PCS departure. Do not stop a High Pressure Chamber HDIP transaction when a member departs PCS. The system will not reflect the High Pressure Chamber HDIP stop until it is resynchronized with JUMPS.

Supporting documentation

The qualification and designation letters described in chapter 2 of reference (b) constitute the Diving Orders and serve as supporting documentation for High Pressure Chamber Duty Incentive Pay.

Internal controls

Diving duty pay transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

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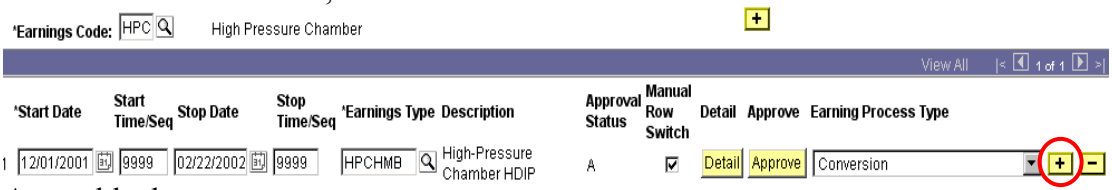
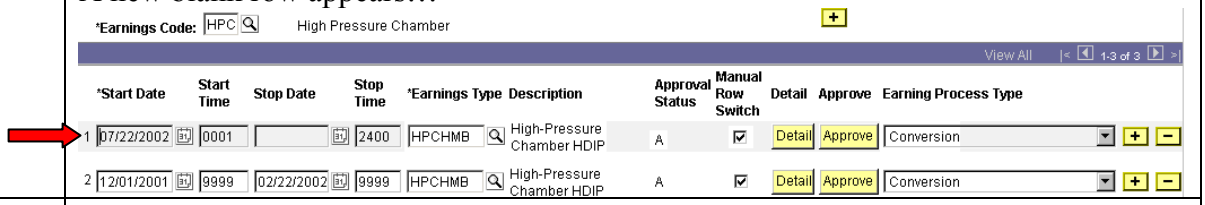
Starting High Pressure Chamber HDIP

Introduction

This section provides the procedure for ***starting*** **High Pressure Chamber HDIP**.

Procedure

Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member's entitlements detail page. Then, follow these steps to enter a new High Pressure Chamber HDIP entitlement.

Step	Action
1	In the Include History mode, click the + button shown below.  A new blank row appears… 
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format.
3	The **Start Time** is pre-filled by the system and must not be changed.
4	The **Stop Date** may be left blank to pay continuous High Pressure Chamber HDIP. If this is a temporary entitlement, you may enter the stop date. ***Note:*** If the member is entitled through the end of the month, the last day of the month must be entered.
5	**Stop Time** is pre-filled by the system and must not be changed.
6	Enter the **Earnings Type** code "HPC" or use the to search and select from a listing of available earning types.
7	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.
8	**Approval Status** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".

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Starting High Pressure Chamber HDIP, Continued

Procedure (continued)

Step	Action
9	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. ***Caution:*** Overriding pay edits may result in errors and possible overpayment of entitlement.
10	Click the Approve button and enter the **Approving Official's Employee ID** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.
11	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
12	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

Stopping High Pressure Chamber HDIP

Introduction

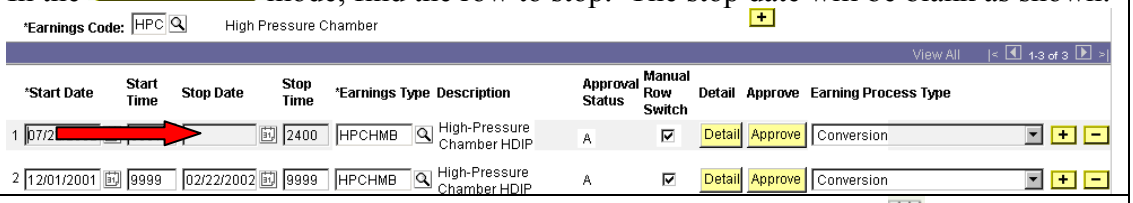
This section provides the procedure for ***stopping*** **High Pressure Chamber HDIP**.

Reminder, PCS auto-stop

High Pressure Chamber HDIP stops automatically on the day of PCS departure. Do not enter a PeopleSoft Stop High Pressure Chamber HDIP transaction when a member departs PCS. The system will not reflect the High Pressure Chamber HDIP stop until it is resynchronized with JUMPS.

Procedure

Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member's entitlements detail page. Then, follow these steps to stop a High Pressure Chamber HDIP transaction.

Step	Action
1	In the Correct History mode, find the row to stop. The stop date will be blank as shown: 
2	Enter the **<u>Stop Date</u>** for the entitlement by using the calendar button to select the desired date. You can also click & drag over the date field and type the stop date in MM/DD/YYYY format. The stop date can be future dated. ***Note:*** If the member is entitled through the end of the month, the last day of the month must be entered.
3	**<u>Manual Row Switch</u>** (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. ***Caution:*** Overriding pay edits may result in errors and possible overpayment of entitlement.
4	Detail Do Not Use. The detail is automatically set when the earnings type for High Pressure Chamber HDIP is selected and the entitlement is saved.
5	Approve is not used. Stopping payment of High Pressure Chamber HDIP does not require audit and approval.
6	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.

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Correcting High Pressure Chamber HDIP

Introduction

This section provides the procedure for ***correcting*** **High Pressure Chamber HDIP**.

Discussion

Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete High Pressure Chamber HDIP) and then start a new High Pressure Chamber HDIP entitlement.

Procedure

Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the Correct History mode, find the High Pressure Chamber HDIP. Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons to modify dates and the magnifying glass to change the earning type.
2	Click the Save button located at the bottom left of the screen.

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Deleting High Pressure Chamber HDIP

Introduction

This section provides the procedure for ***deleting*** **High Pressure Chamber HDIP**.

Discussion

The total High Pressure Chamber HDIP entitlement will be recouped when using this feature.

Procedure

Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member's entitlements detail page. Then, follow these steps to delete a High Pressure Chamber HDIP transaction.

Step	Action
1	In the Correct History mode, find the High Pressure Chamber HDIP row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 11, Special and Incentive Pays

Section K, Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure (HDIP-VBSS) Boarding Team Members

Overview

Introduction

This section provides procedures for Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure (HDIP-VBSS) Boarding Teams.

Topic	See Page
Guiding Principles	II-11-K-3
Starting HDIP-BVSS	II-11-K-5
Deleting HDIP-VBSS	II-11-K-7

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Guiding Principles

Introduction

This section provides the guiding principles for Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure (HDIP-VBSS) Boarding Teams.

Discussion

Hazardous Duty Incentive Pay (HDIP-VBSS) is paid to designated Coast Guard and Coast Guard Reserve Members who meet certain requirements.

Reference

The following reference provides the policy for payment of Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure (HDIP-VBSS) Boarding Teams.

(a) Coast Guard Pay Manual, COMDTINST M7220.29(series), Section 5-E

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlements, Basic Navigation.

Eligibility Requirements

Per reference (a), members who qualify and receive HDIP for flight deck duties may not receive another HDIP (including –VBSS) for the same period. Boarding Team Members must be assigned to an authorized HDIP-VBSS eligible billet, and complete a minimum of three operational boarding evolutions.

HDIP-VBSS is a Monthly Entitlement

HDIP-VBSS is a monthly entitlement. A new entry is required for each month the member is qualified to receive HDIP-VBSS.

Internal controls

HDIP-VBSS transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

Continued on next page

Guiding Principles, Continued

Supporting documentation	Per section 5-E-C of reference (a), the Commanding Officer shall designate members for HDIP-VBSS positions in writing. A copy of the designation is supporting documentation for this transaction.

Starting HDIP-BVSS

Introduction This section provides the procedure for starting HDIP-VBSS

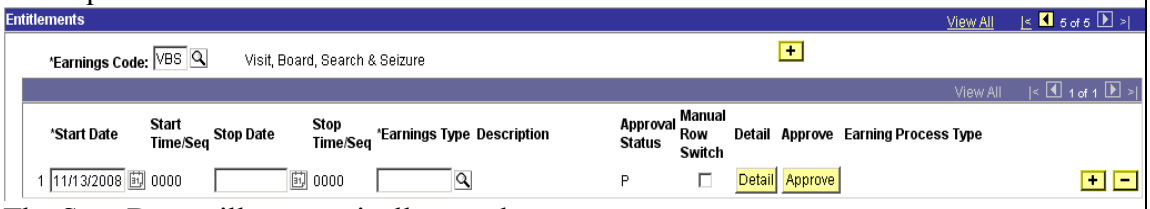
Procedure Follow the steps in Chapter 3, Employee Entitlements Basic Navigation, to access the member's entitlements detail page. Then, follow these steps to start HDIP-VBSS.

Step	Action
1	Follow the menu path: Enterprise Menu>Compensate Employees>Maintain Entitlements>Use>**Employee Entitlements**. Enter the member's Employee ID then click Search
2	**If an HDIP-VBSS row exists in the Summary Panel:** Click the Continue button adjacent to Visit, Board, Search & Seizure. The Employee Entitlement Detail screen will appear. (Go to Step 5) If an HDIP-VBSS row doesn't exist in the Summary Panel… Click a + button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected. Next, type "VBS" in the look-up box or use the magnifying glass to search for and select the Visit, Board, Search and Seizure earning code. You can also click the Lookup button to see a listing.
3	To minimize your search results, Select Incentive Pay from the Entitlement Category drop-down menu. Entitlement Category: Then click on the Lookup button.
4	Select the Earnings Code **VBS** **Search Results** View All First 1-5 of 5 Last Earnings Code / Description / Entitlement Category ACI / Aviation Career Incentive Pay / Incentive CF1 / Aviation Crew & Non-Crew HDIP / Incentive FDH / Flight Deck Hazardous Duty Pay / Incentive HPC / High Pressure Chamber / Incentive VBS / Visit, Board, Search & Seizure / Incentive

Continued on next page

Starting HDIP-BVSS, Continued

Procedure (continued)

Step	Action
5	Click Continue. Enter the Start date. Lookup and enter "VBSS" for the Earnings Type Description  The Stop Date will automatically populate.
Note	**Approval Status** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
6	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. ***Caution:*** Overriding pay edits may result in errors and possible overpayment of entitlement.
7	**Detail.** Not used.
8	Click the Approve button and enter the **Approving Official's Employee ID** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.
9	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
10	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

Deleting HDIP-VBSS

Introduction This section provides the procedure to delete a HDIP-VBSS entitlement row.

Procedure Follow the steps in Chapter 3, Employee Entitlements Basic Navigation, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an HDIP-VBSS transaction.

Step	Action
1	In the Correct History mode, find the Hazardous Duty Incentive Pay row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 11, Special and Incentive Pays

Section L, Imminent Danger – Hostile Fire Pay

Overview

Introduction

This section provides the ***procedures*** for **Imminent Danger – Hostile Fire Pay (ID-FH)**. This entitlement is paid to members on official duty in a designated area, subject to hostile fire or explosion of hostile mines, or to members killed, injured, or wounded by hostile fire, or any other hostile action.

Prior to 1 January 2012, members were entitled to the full monthly amount of ID-HF for qualifying service during any part of a month.

On 1 January 2012 or later, members are entitled to 1/30th of the full monthly amount (not to exceed the monthly maximum amount) for service during a day or part of a day.

Start/Stop Date Quick Reference Table

On 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, even if they only served part of a month in the area. However, due to system changes required to implement the new entitlement rules you must "force" the system to pay the full monthly amount by using the first and last dates of the month for start and stop dates on transactions.

Start Date	
If the duty in the designated area began	**Then ...**
Prior to 1 Jan 2012	Use the 1st of the month in which the member arrived in the designated area as the "Start Date"
On or after 1 Jan 2012	Use the actual date the member arrived in the designated area as the "Start Date"

Continued on next page

Overview, Continued

Start/Stop Date Quick Reference Table (continued)

Stop Date	
If the duty in the designated area ended	**Then ...**
Prior to 1 Jan 2012	Use the last day of the month in which the member departed the area as the "Stop Date"
On or after 1 Jan 2012	Use the actual date the member departed the designated area as the "Stop Date"

Topics

The following topics are covered in this section.

Topic	See Page
Guiding Principles	II-11-L-3
Starting Imminent Danger – Hostile Fire Pay	II-11-L-5
Stopping Imminent Danger – Hostile Fire Pay	II-11-L-9
Correcting Imminent Danger – Hostile Fire Pay	II-11-L-11
Deleting Imminent Danger – Hostile Fire Pay	II-11-L-13
Starting Imminent Danger – Hostile Fire Pay (Multiple Entry)	II-11-L-15
Stopping Imminent Danger – Hostile Fire Pay (Multiple Entry)	II-11-L-21

Guiding Principles

Introduction

This section provides the *guiding principles* for Imminent Danger – Hostile Fire Pay.

Reference

The following reference provides additional information about Imminent Danger – Hostile Fire Pay.

(a) National Defense Authorization Act (NDAA) for Fiscal Year 2012
(b) U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Section 4-H
(c) DoD Financial Management Regulation, Volume 7a: Military Pay Policy and Procedures - Active Duty And Reserve Pay, Chap 10, Figure 10-1 Designated Hostile Fire or Imminent Danger Pay Areas

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

Effective 1 Jan 2012 payment is prorated day for day

Section 616 of reference (a) modified the qualifying period for payment of Imminent Danger – Hostile Fire Pay.

Effective 1 January 2012 Imminent Danger – Hostile Fire Pay is payable for qualifying service during a day or portion of a day in the amount equal to 1/30th of the maximum monthly amount ($225).

Members no longer receive the entire monthly amount for qualifying service (on or after 1 January 2012) during a portion of a month.

Imminent Danger – Hostile Fire Pay is not payable for the 31st day of the month unless the period of service (total period of active duty, i.e., 12 day active duty orders) is less than 30 continuous days. In this case, the 31st day of a calendar month is included in the same manner as basic pay. Note: Although no entitlement accrues on the 31st day of the month, Imminent Danger – Hostile Fire Pay transactions, effective 1 January 2012 or later, must reflect the actual dates of qualifying service. If a member's qualifying service began or ended on the 31st day of the month, use that date as the start or stop date for the transaction.

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Guiding Principles, Continued

Auto-stop upon PCS departure	Imminent Danger – Hostile Fire Pay stops automatically on ***the day prior*** to PCS departure. Do not enter a Stop Imminent Danger – Hostile Fire Pay transaction when a member departs PCS. The system will not reflect the Imminent Danger – Hostile Fire Pay stop until the PCS Departing Endorsement on Orders is approved and saved.
Internal controls	Imminent Danger – Hostile Fire Pay transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.
Supporting documentation	TDY or PCS orders to a unit located in one of the the designated IDP areas listed in reference (c) are the supporting documentation for payment of special pay – duty subject to hostile fire or imminent danger. For members not under orders on official duty in one of the designated IDP areas listed in reference (c), a memo, message or e-mail from the commander of the deployable unit or aircraft stating the date the unit, or the member in the case of an individual, entered and/or departed area is the supporting documentation for payment of special pay – duty subject to hostile fire or imminent danger.

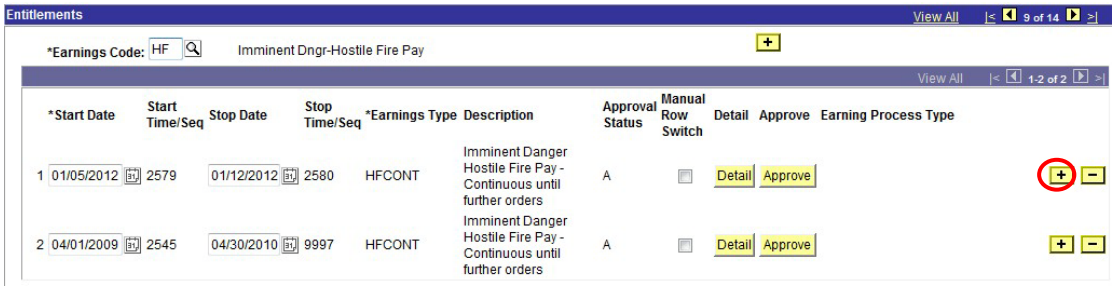
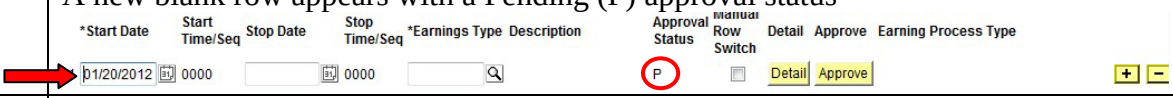
Starting Imminent Danger – Hostile Fire Pay

Introduction

This section provides the procedure for ***starting*** **Imminent Danger – Hostile Fire Pay**.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a new Imminent Danger – Hostile Fire Pay entitlement.

Step	Action
1	In the Include History mode, click the + button shown below.  A new blank row appears with a Pending (P) approval status 
2	Enter the **<u>Start Date</u>**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also *click & drag* over the date field to select the date then type the start date in MM/DD/YYYY format. ***Note:*** If the start date is prior 1 January 2012, enter the 1st day of the month as the start date (e.g. Member's qualifying service in a designated area began on 27 November 2011, enter 11/01/2011 as the start date). This will ensure the member receives the entire monthly amount and not the daily prorated amount payable on 1 Jan 2012 or later (See: *Guiding Principles - Effective 1 Jan 2012 payment is prorated day for day*, on page 3 of this section for more information).

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Starting Imminent Danger – Hostile Fire Pay, Continued

Procedure (continued)

Step	Action
3	Enter the **Stop Date**. If starting this entitlement in connection with PCS reporting, the **Stop Date** shall be left blank to pay continuous Imminent Danger – Hostile Fire Pay (Earnings Code – HFCONT) (See Stopping Hostile Fire Pay, later in this section). The **Stop Date** may be left blank if the member is reporting for temporary duty in a designated area for an unknown period. Imminent Danger – Hostile Fire Pay will continue until a **Stop Date** is entered or the member departs on PCS orders. SPOs should ensure procedures are in place that will facilitate timely notification of the member's departure from the designated area. ***Note:*** If the stop date is prior 1 January 2012, enter the last day of the month as the stop date (e.g. Member's qualifying service in a designated area ended on 28 November 2011, enter 11/30/2011 as the stop date). This will ensure the member receives the entire monthly amount and not the daily prorated amount payable on 1 Jan 2012 or later (See: *Guiding Principles - Effective 1 Jan 2012 payment is prorated day for day*, on page 3 of this section for more information). If using the "This Month Only" (HF1MTH) Earnings Code, leave the Stop Date blank. The system will automatically complete the field with the last day of the month upon saving the transaction. **Note**: The HF1MTH Earnings Code can only be used for transactions with an effective date prior to 1 January 2012.
4	Enter the **Earnings Type** code if known or use the to search and select from a listing of available earning types. (Only the "HFCONT" Earnings Type Code is available if the Start Date is in 2012 or later) **Search Results** View All First 1 of 1 Last Earnings Code Earnings Type Description HF HFCONT Imminent Danger Hostile Fire Pay - Continuous until further orders (The "HF1MTH" is available only if the Start Date is prior to 01/01/2012.) **Search Results** View All First 1-2 of 2 Last Earnings Code Earnings Type Description HF HF1MTH Imminent Danger Hostile Fire Pay - This Month Only HF HFCONT Imminent Danger Hostile Fire Pay - Continuous until further orders

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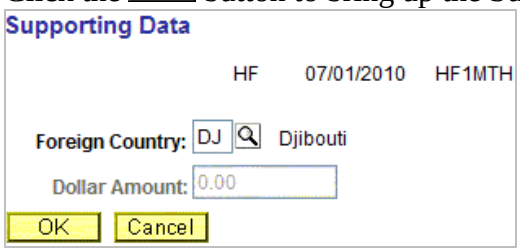
Starting Imminent Danger – Hostile Fire Pay, Continued

Procedure (continued)

Step	Action
5	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.
6	**Approval Status** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
7	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. Caution, overriding pay edits may result in errors and a possible overpayment of entitlement.
8	Click the Detail button to bring up the Supporting Data screen below:  • Enter the **Foreign Country** code. Use the magnifying glass to search and select the code. The user must use a code for a country or region where Imminent Danger – Hostile Fire Pay is authorized, not all codes on the lookup listing are valid for this entitlement. Use "**PG**" for members serving aboard cutters deployed to the **Persian Gulf.** • The Dollar Amount field is not used and is inaccessible. • Click the OK button when finished.

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Starting Imminent Danger – Hostile Fire Pay, Continued

Procedure (continued)

Step	Action
9	Click the Approve button and enter the **<u>Approving Official's Employee ID</u>** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.
10	Click the Save button. The transaction will be routed, via the worklist, to the approving official. Several reminders/warnings will appear upon saving.
11	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

Stopping Imminent Danger – Hostile Fire Pay

Introduction

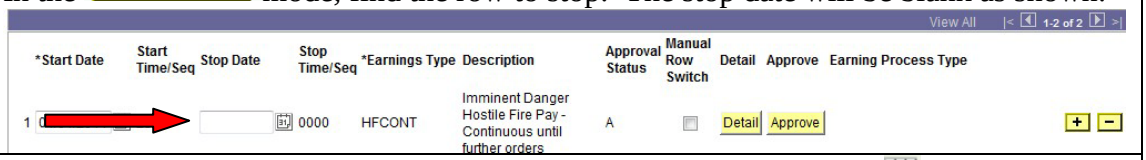
This section provides the procedure for ***stopping*** **Imminent Danger – Hostile Fire Pay**.

Reminder, PCS auto-stop

Imminent Danger – Hostile Fire Pay stops automatically on the day prior to PCS departure. Do not enter a DA Stop Imminent Danger – Hostile Fire Pay transaction when a member departs PCS. The system will not reflect the Imminent Danger – Hostile Fire Pay stop until the departing PCS Endorsement on Orders transaction is approved.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a stop Imminent Danger – Hostile Fire Pay transaction.

Step	Action
1	In the Correct History mode, find the row to stop. The stop date will be blank as shown: 
2	Enter the **<u>Stop Date</u>** for the entitlement by using the calendar button to select the desired date. ***Note:*** If the stop date is prior 1 January 2012, enter the last day of the month as the stop date (e.g. Member's qualifying service in a designated area ended on 28 November 2011, enter 11/30/2011 as the stop date). This will ensure the member receives the entire monthly amount and not the daily prorated amount payable on 1 Jan 2012 or later (See: *Guiding Principles - Effective 1 Jan 2012 payment is prorated day for day*, on page 3 of this section for more information).

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Stopping Imminent Danger – Hostile Fire Pay, Continued

Procedure (continued)

Step	Action
3	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. ***Caution:*** Overriding pay edits may result in errors and a possible overpayment of entitlements.
4	Detail Do Not Use. The detail is automatically set when the earnings type for Imminent Danger – Hostile Fire Pay is selected and the entitlement is saved.
5	Approve is not used. Stopping payment of Imminent Danger – Hostile Fire Pay does not require audit and approval.
6	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.

Correcting Imminent Danger – Hostile Fire Pay

Introduction

This section provides the procedure for *correcting* Imminent Danger – Hostile Fire Pay.

Discussion

Only the stop date and the **Foreign Country** code (on the supporting data (detail) panel) may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete Imminent Danger – Hostile Fire Pay) and then start a new Imminent Danger – Hostile Fire Pay entitlement.

Procedure

Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the Correct History mode, find the Imminent Danger – Hostile Fire Pay row to correct. Correct the stop date.. or Foreign Country code as necessary.
2	Click the Save button located at the bottom left of the screen.

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Deleting Imminent Danger – Hostile Fire Pay

Introduction

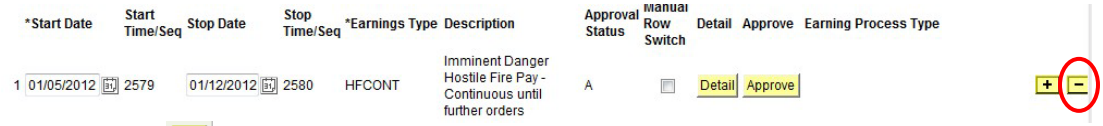
This section provides the procedure for ***deleting*** **Imminent Danger – Hostile Fire Pay**.

Discussion

The total Imminent Danger – Hostile Fire Pay entitlement will be recouped when using this feature.

Procedure

Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an Imminent Danger – Hostile Fire Pay transaction.

Step	Action
1	In the Correct History mode, find the Imminent Danger – Hostile Fire Pay row to delete.  Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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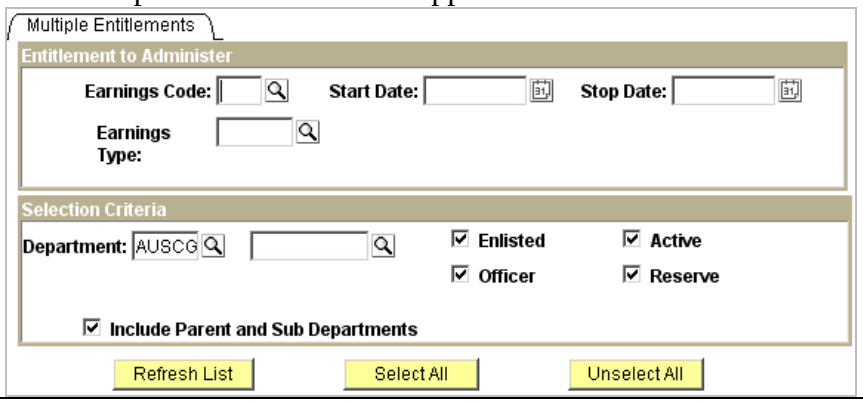
Starting Imminent Danger – Hostile Fire Pay (Multiple Entry)

Introduction

This section provides the procedure for *starting* Imminent Danger – Hostile Fire Pay (Multiple Entry). Refer to E-Mail ALSPO B/11 for access to this component.

Procedure

Follow these steps to enter a new Imminent Danger – Hostile Fire Pay (Multiple Entry) entitlement.

Step	Action
1	Select Menu items in the following order: Enterprise Menu > Compensate Employees > Maintain Entitlements > Use > **Manage Multiple Entitlements** The Multiple Entitlement Panel appears as shown below. 
2	Type "HF" in the **Earnings Code** field shown below or use the magnifying glass to search and select the Imminent Danger - Hostile Fire Pay Earnings Code.
3	Enter the **Earnings Type Code**: • If the members are entitled to Imminent Danger – Hostile Fire Pay for one month only prior to 1 January 2012, then use code HF1MTH. **Note**: The HF1MTH Earnings Code can only be used for transactions with an effective date prior to 1 January 2012 • If the members are entitled to Imminent Danger – Hostile Fire Pay continuous or the start date is in 2012 or later, then use code HFCONT.

Continued on next page

Starting Imminent Danger – Hostile Fire Pay (Multiple Entry), Continued

Procedure (continued)

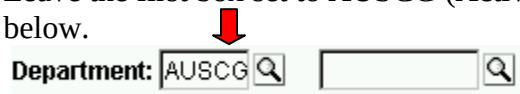
Step	Action
4	Enter the **Foreign Country** code. Use the magnifying glass to search & select the code. You must use a code for a country or region where Imm. Danger – Hostile Fire Pay is authorized, not all codes on the lookup listing are valid for this entitlement. Use "PG" for members serving aboard cutters deployed to the Persian Gulf.
5	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also *click & drag* over the date field to select the date then type the start date in MM/DD/YYYY format. ***Note:*** If the start date is prior 1 January 2012, enter the 1st day of the month as the start date (e.g. Members' qualifying service in a designated area began on 27 November 2011, enter 11/01/2011 as the start date). This will ensure the members receive the entire monthly amount and not the daily prorated amount payable on 1 Jan 2012 or later (See: *Guiding Principles - Effective 1 Jan 2012 payment is prorated day for day*, on page 3 of this section for more information).
6	Enter the **Stop Date**. The **Stop Date** may be left blank if the members are reporting for temporary duty in a designated area for an unknown period. Imminent Danger – Hostile Fire Pay will continue until a **Stop Date** is entered or the member departs on PCS orders. SPOs should ensure procedures are in place that will facilitate timely notification of the member's departure from the designated area. ***Note:*** If the stop date is prior 1 January 2012, enter the last day of the month as the stop date (e.g. Members' qualifying service in a designated area ended on 28 November 2011, enter 11/30/2011 as the stop date). This will ensure the members receive the entire monthly amount and not the daily prorated amount payable on 1 Jan 2012 or later (See: *Guiding Principles - Effective 1 Jan 2012 payment is prorated day for day*, on page 3 of this section for more information).

Continued on next page

Starting Imminent Danger – Hostile Fire Pay (Multiple Entry), Continued

Procedure (continued)

Step	Action
7	Complete the "Selection Criteria" fields as outlined below.

Field	Description/Instructions
Department	There are 2 lookup boxes located next to Department… Leave the first box set to AUSCG (Active USCG Units) as shown below.  Type the Department Code in the 2nd block or use the to search and select from a listing of available codes.
Enlisted	A checkmark ☑ indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box ☐ indicates enlisted personnel have been removed from the selection criteria.
Active	A checkmark ☑ indicates Active Duty personnel will be included in the selection.
Officer	A checkmark ☑ indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box ☐ indicates officers have been removed from the selection criteria.
Reserve	A checkmark ☑ indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel, if desired. A blank box ☐ indicates reserve personnel have been removed from the selection criteria.
Include Parent and Sub Departments	A checkmark ☑ indicates sub departments will be included in the selection. Click on the box to remove sub departments, if desired. A blank box ☐ indicates sub departments been removed from the selection criteria.

Continued on next page

Starting Imminent Danger – Hostile Fire Pay (Multiple Entry), Continued

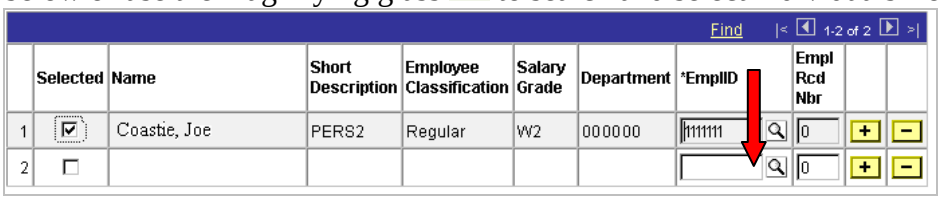
Procedure (continued)

Step	Action
8	Click the Refresh List button. A listing of personnel meeting the criteria in the previous step appears in the table below. Find |< 1 of 1 >| | | Selected | Name | Short Description | Employee Classification | Salary Grade | Department | *EmplID | Empl Rcd Nbr | | | 1 | ☐ | Coastie, Joe | PERS2 | Regular | W2 | 000000 | 1111111 | 0 | ***Note:*** Clicking on this button in later steps will undo all changes.
9	Select Entries to be Processed: Click the Select All button. Each row in the table will run through a series of internal edits and all that pass will receive a check mark as shown below. | | Selected | Name | Short Description | Employee Classification | Salary Grade | Department | *EmplID | Empl Rcd Nbr | | | 1 | ☑ | Coastie, Joe | PERS2 | Regular | W2 | 000000 | 1111111 | 0 | A check mark in the Selected Column indicates that the entitlement will be generated and placed in the member's history file upon saving.
10	Removal of Entries From Being Processed: Review the list and click the ☑ box to remove appropriate entries. A blank box ☐ indicates that an entry will not be generated upon saving. The − button can be used to remove an entire row and gain the same effect. The Unselect All button can be used to remove all entries if desired.

Continued on next page

Starting Imminent Danger – Hostile Fire Pay (Multiple Entry), Continued

Procedure (continued)

Step	Action
11	Add Entries to Be Processed: Click the button in any row to add a blank row. Type the member's employee identification number in the **EmplID** block shown below or use the magnifying glass to search and select individuals from a list.  Click on the empty box located in the **Selected** column so an entry will be generated upon saving. ***Note:*** Carefully review your work one last time to ensure there are no mistakes before saving.
12	Click the button.

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Stopping Imminent Danger – Hostile Fire Pay (Multiple Entry)

Introduction

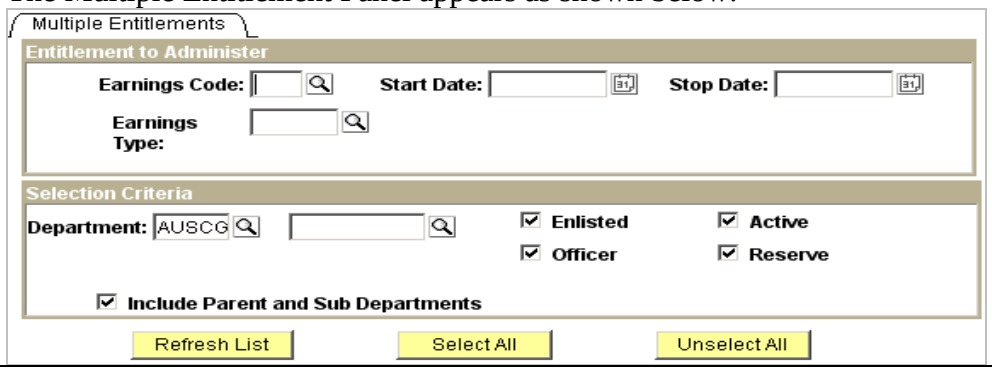
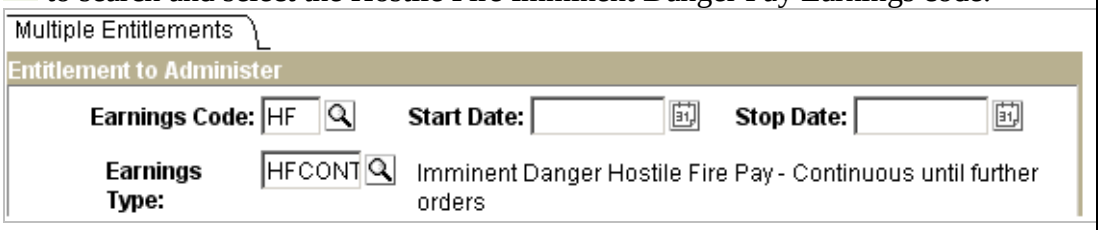
This section provides the procedure for *stopping* Imminent Danger – Hostile Fire Pay (Multiple Entry). Refer to E-Mail ALSPO B/11 for access to this component.

Reminder, PCS auto-stop

Imminent Danger – Hostile Fire Pay stops automatically on the last day of the month of PCS departure. Do not enter a Stop Imminent Danger – Hostile Fire Pay (Multiple Entry) transaction when a member departs PCS. The system will not reflect the Imminent Danger – Hostile Fire Pay stop until the PCS Departing Endorsement on Orders transaction is approved and saved.

Procedure

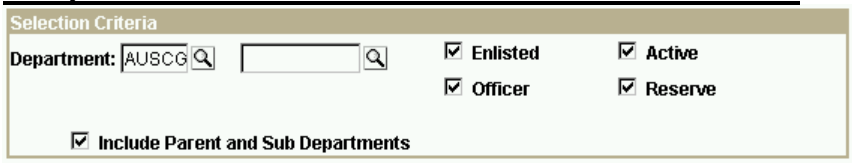
Follow these steps to enter a stop Imminent Danger – Hostile Fire Pay (Multiple Entry) transaction.

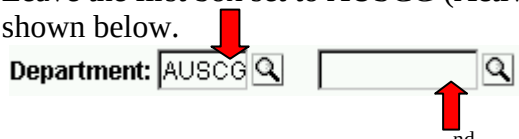
Step	Action
1	Select Menu items in the following order: Enterprise Menu > Compensate Employees > Maintain Entitlements > Use > **Manage Multiple Entitlements** The Multiple Entitlement Panel appears as shown below. 
2	Type "HF" in the **Earnings Code** field shown below or use the magnifying glass to search and select the Hostile Fire Imminent Danger Pay Earnings code. 
3	Enter the **Earnings Type Code** HFCONT.
4	**Start Date** - Leave blank.

Continued on next page

Stopping Imminent Danger – Hostile Fire Pay (Multiple Entry), Continued

Procedure (continued)

Step	Action
5	**<u>Stop Date</u>** - Enter the date to stop the entitlement. Note: If the stop date is prior 1 January 2012, enter the last day of the month as the stop date (e.g. Members' qualifying service in a designated area ended on 28 November 2011, enter 11/30/2011 as the stop date). This will ensure the members receive the entire monthly amount and not the daily prorated amount payable on 1 Jan 2012 or later (See: Guiding Principles - Effective 1 Jan 2012 payment is prorated day for day, on page 3 of this section for more information).
6	**<u>Complete the "Selection Criteria" fields as outlined below.</u>** 

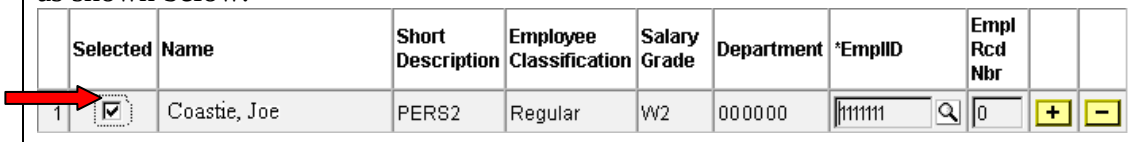
Field	Description/Instructions
Department	There are 2 lookup boxes located next to Department… Leave the first box set to AUSCG (Active USCG Units) as shown below.  Type the Department Code in the 2nd block shown above or use the to search and select from a listing of available codes.
Enlisted	A checkmark ☑ indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box ☐ indicates enlisted personnel were removed from the selection criteria.
Active	A checkmark ☑ indicates active duty personnel will be included in the selection. Click on the box to remove active duty personnel if desired.
Officer	A checkmark ☑ indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box ☐ indicates officers were removed from the selection criteria.

Continued on next page

Stopping Imminent Danger – Hostile Fire Pay (Multiple Entry), Continued

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6</td><td>
<table>
<tr><th>Field</th><th>Description/Instructions</th></tr>
<tr><td>Reserve</td><td>A checkmark ☑ indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel if desired.
A blank box ☐ indicates reserve personnel were removed from the selection criteria.</td></tr>
<tr><td>Include Parent and Sub Departments</td><td>A checkmark ☑ indicates sub departments will be included in the selection. Click on the box to remove sub departments if desired. A blank box ☐ indicates sub departments were removed from the selection criteria.</td></tr>
</table>
</td></tr>
<tr><td>7</td><td>Click the [Refresh List] button. A listing of personnel meeting the criteria in the previous step appears in the table below.

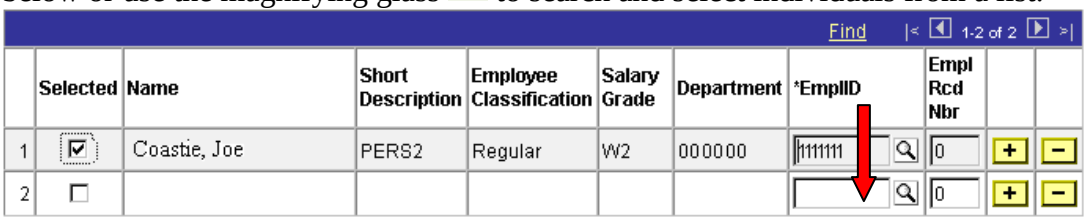
Note: Clicking on this button in later steps will undo all changes.</td></tr>
<tr><td>8</td><td>Select Entries to be Processed:
Mark the Checkbox in the Selected column for each person you want to create a transaction on, or you can also click the [Select All] button. Each row in the table will run through a series of internal edits, and all that pass will receive a check mark as shown below.


A check mark in the Selected Column indicates that the entitlement transaction will be generated for the member(s) upon saving.</td></tr>
</table>

Continued on next page

Stopping Imminent Danger – Hostile Fire Pay (Multiple Entry), Continued

Procedure (continued)

Step	Action
9	**Removal of Entries From Being Processed:** Review the list and click the ☑ box to remove appropriate entries. A blank box ☐ indicates that an entry will not be generated upon saving. The − button can be used to remove an entire row and gain the same effect. The Unselect All button can be used to remove all entries if desired.
10	**Add Entries to Be Processed:** Click the + button in any row to add a blank row. Type the member's employee identification number in the **EmplID** block shown below or use the magnifying glass to search and select individuals from a list.  Click on the empty box located in the Selected column so an entry will be generated upon saving. ***Note:*** Carefully review your work one last time to ensure there are no mistakes before saving.
11	Click the Save button.

Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 11, Special and Incentive Pays

Section M – Personal Money Allowance

Overview

Introduction

This section provides the ***procedures*** for **Personal Money Allowance**. This entitlement is paid to members entitled to basic pay while serving in the grade of Vice Admiral or above and as the Master Chief Petty Officer of the Coast Guard.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	II-11-M-3
Starting Personal Money Allowance	II-11-M-5
Stopping Personal Money Allowance	II-11-M-9
Correcting Personal Money Allowance	II-11-M-11
Deleting Personal Money Allowance	II-11-M-13

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Guiding Principles

Introduction

This section provides the ***guiding principles*** for **Personal Money Allowance**.

Reference

The following reference provides additional information about Personal Money Allowance.

(a) U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Section 3-L

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry).

Auto-stop upon PCS departure

Personal Money Allowance stops automatically on ***the day of*** PCS departure. Do not enter a Stop Personal Money Allowance transaction when a member departs PCS. The system will not reflect the Personal Money Allowance stop until the PCS departing endorsement or separation has been approved.

Internal controls

Responsibilty Pay start transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

Supporting documentation

PCS or TDY orders a required for this entitlement.

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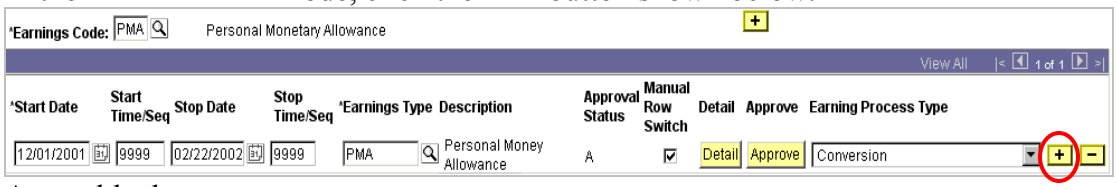
Starting Personal Money Allowance

Introduction This section provides the procedure for ***starting*** **Personal Money Allowance**.

Procedure Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the entitlements detail page. Then, follow these steps to enter a new Personal Money Allowance entitlement.

Step	Action
1	In the Include History mode, click the + button shown below.  A new blank row appears…
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. The user can also click & drag over the date field to select the date and type the start date in MM/DD/YYYY format.
4	The **Stop Date** may be left blank to pay continuous Personal Money Allowance. If this is a temporary entitlement, you may enter the stop date.
5	**Stop Time** is pre-filled by the system and must not be changed.
6	Enter the **Earnings Type** code "PMA" if known or use the to search and select from a listing of available earning types.
7	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.
8	**Approval Status** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
9	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. ***Caution:*** Overriding pay edits may result in errors and possible overpayments of entitlements.

Continued on next page

Starting Personal Money Allowance, Continued

Procedure (continued)

Step	Action
10	Click the Approve button and enter the **Approving Official's Employee ID** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.
11	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
12	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

Stopping Personal Money Allowance

Introduction

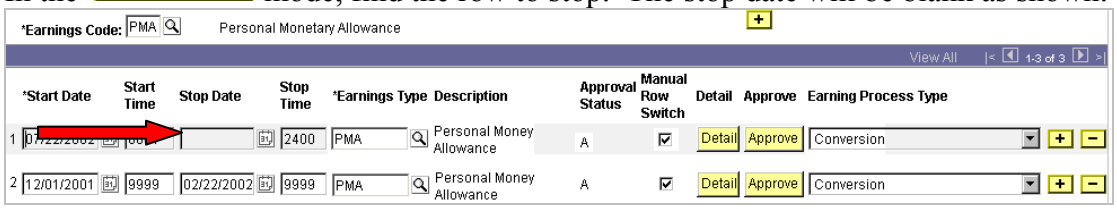
This section provides the procedure for ***stopping*** **Personal Money Allowance**.

Reminder, PCS auto-stop

Personal Money Allowance stops automatically on the day of PCS departure. Do not enter a Stop Personal Money Allowance transaction when a member departs PCS. The system will not reflect the Personal Money Allowance stop until it is resynchronized with JUMPS.

Procedure

Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the entitlements detail page. Then, follow these steps to enter a stop Personal Money Allowance transaction.

Step	Action
1	In the Correct History mode, find the row to stop. The stop date will be blank as shown: 
2	Enter the **Stop Date** for the entitlement by using the calendar button to select the desired date. The user can also click & drag over the date field then Type the stop date in MM/DD/YYYY format. The stop date can be future dated.
3	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. ***Caution:*** Overriding pay edits may result in errors and possible overpayments of entitlements.
4	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.

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Correcting Personal Money Allowance

Introduction This section provides the procedure for ***correcting*** **Personal Money Allowance**.

Discussion Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete Personal Money Allowance) and then start a new Personal Money Allowance entitlement.

Procedure Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the Correct History mode, find the Personal Money Allowance row to correct. Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. The user may also use calendar buttons to modify dates and the magnifying glass to change the earning type.
2	Click the Save button located at the bottom left of the screen.

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Deleting Personal Money Allowance

Introduction This section provides the procedure for ***deleting*** **Personal Money Allowance**.

Discussion The total Personal Money Allowance entitlement will be recouped when using this feature.

Procedure Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a Personal Money Allowance transaction.

Step	Action
1	In the Correct History mode, find the Personal Money Allowance row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 11, Special and Incentive Pays

Section N - Responsibility Pay

Overview

Introduction

This section provides the ***procedures*** for **Responsibility Pay**. This entitlement is paid to officers in pay grades O-1 through O-6 who are assigned and serving as a Commanding Officer of a Coast Guard vessel.

Topics

The following topics are covered in this section.

Topic	See Page
Guiding Principles	II-11-N- 3
Starting Responsibility Pay	II-11-N- 5
Stopping Responsibility Pay	II-11-N- 7
Correcting Responsibility Pay	II-11-N- 9
Deleting Responsibility Pay	II-11-N- 11

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Guiding Principles

Introduction

This section provides the ***guiding principles*** for **Responsibility Pay**.

Reference

The following reference provides additional information about Responsibility Pay.

(a) U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Section 4-D

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry).

An officer serving as Acting Commanding Officer for periods of less than 30 days is not entitled to Responsibility Pay. Payment for periods over 30 days requires Commandant (CG-1222) approval.

Auto-stop upon PCS departure

Responsibility Pay stops automatically on ***the day prior*** to PCS departure. Do not enter a Stop Responsibility Pay transaction when a member departs PCS. The system will not reflect the Responsibility Pay stop until it is resynchronized with JUMPS.

Internal controls

Responsibilty Pay start transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

Supporting documentation

PCS or TDY orders a required for this entitlement.

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Starting Responsibility Pay

Introduction

This section provides the procedure for ***starting*** **Responsibility Pay**.

Procedure

Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the officer's entitlements detail page. Then, follow these steps to enter a new Responsibility Pay entitlement.

Step	Action
1	In the Include History mode, click the + button shown below. A new blank row appears…
2	Enter the **Start Date**. Pay accrues from date of actual assumption of command.
4	The **Stop Date** may be left blank to pay continuous Responsibility Pay. If this is a temporary entitlement, enter the stop date. ***Note:*** If absent from the vessel for a period of 30 days or more, on TDY, leave, or hospitalized, the stop date will be the day prior to the day entering such status. Pay will be stopped on the day of relief from duty as commanding officer.
6	Enter the **Earnings Type** code "RP1" or use the 🔍 to search and select from a listing of available earning types.
7	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.
8	**Approval Status** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
9	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. ***Caution:*** Overriding pay edits may result in errors and possible overpayment of entitlement.

Continued on next page

Starting Responsibility Pay, Continued

Procedure (continued)

Step	Action
10	Click the Approve button and enter the **<u>Approving Official's Employee ID</u>** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.
11	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
12	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

Stopping Responsibility Pay

Introduction

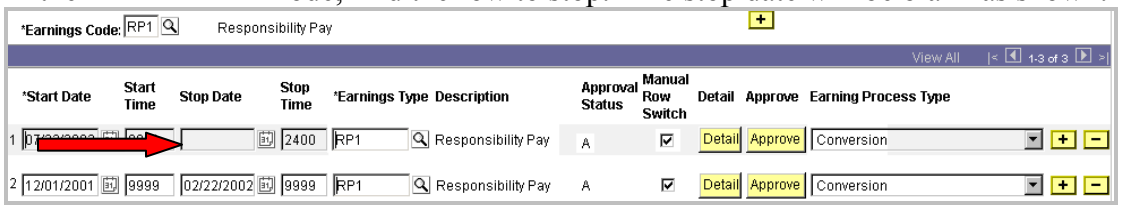
This section provides the procedure for ***stopping*** **Responsibility Pay**.

Reminder, PCS auto-stop

Responsibility Pay stops automatically on the day prior to PCS departure. Do not enter a Stop Responsibility Pay transaction when a member departs PCS. The system will not reflect the Responsibility Pay stop until it is resynchronized with JUMPS.

Procedure

Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the entitlements detail page. Then, follow these steps to enter a stop Responsibility Pay transaction.

Step	Action
1	In the Correct History mode, find the row to stop. The stop date will be blank as shown: 
2	Enter the **Stop Date** for the entitlement by using the calendar button to select the desired date. Stop responsibility pay on the day of relief from duty as commanding officer. ***Note:*** If absent from the vessel for a period of 30 days or more, on TDY, leave, or hospitalized, the stop date will be the day prior to the day entering such status.
3	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. ***Caution:*** Overriding pay edits may result in errors and possible overpayments of entitlements.
4	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.

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Correcting Responsibility Pay

Introduction This section provides the procedure for ***correcting*** **Responsibility Pay**.

Discussion Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, the user must delete the entire row (see the next section for the procedure to delete Responsibility Pay) and then start a new Responsibility Pay entitlement.

Procedure Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the Correct History mode, find the Responsibility Pay row to correct. Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. The user may also use calendar buttons to modify dates and the magnifying glass to change the earning type.
2	Click the Save button located at the bottom left of the screen.

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Deleting Responsibility Pay

Introduction This section provides the procedure for ***deleting*** **Responsibility Pay**.

Discussion The total Responsibility Pay entitlement will be recouped when using this feature.

Procedure Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member's entitlements detail page. Then, follow these steps to delete a Responsibility Pay transaction.

Step	Action
1	In the Correct History mode, find the Responsibility Pay row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 11, Special and Incentive Pays

Section O - Special Duty Assignment Pay

Overview

Introduction

This section provides the ***procedures*** for **Special Duty Assignment Pay (SDAP)**. This entitlement is paid to enlisted members entitled to basic pay and performing duties designated as requiring special skills.

Topics

The following topics are covered in this section.

Topic	See Page
Guiding Principles	II-11-O-3
Starting SDAP	II-11-O-5
Stopping SDAP	II-11-O-7
Correcting SDAP	II-11-O-9
Deleting SDAP	II-11-O-11
JUMPS Effect	II-11-O-13
FY 2011 SDAP Codes	II-11-O-15
FY 2010 SDAP Codes	II-11-O-19

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Guiding Principles

Introduction

This section provides the guiding principles for Special Duty Assignment Pay.

References

The following references provide additional information about SDAP.

(a) Special Duty Assignment Pay, COMDTINST 1430.1P
(b) U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Section 4-I
(c) COMDT COGARD WASHINGTON DC 131639Z AUG 10/ALCOAST 419, CG12, COMDNOTE 1430
(d) E-Mail ALSPO J/10; FY2011 SDAP Codes

Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry).

Annual rate and code changes

SDAP entitlements and rates change annually. Procedural guidance is released prior to each fiscal year via ALCOAST and e-mail ALSPO messages. Refer to these messages before taking any action to start or stop SDAP.

FY 2011 rates and codes were published in e-mail ALSPO J/10
FY 2010 rates and codes were published in e-mail ALSPO H/09
FY 2009 rates and codes were published in e-mail ALSPO J/08
FY 2008 rates and codes were published in e-mail ALSPO K/07
FY 2007 rates and codes were published in e-mail ALSPO H/06

Auto-stop upon PCS departure

SDAP stops automatically on ***the day prior*** to PCS departure. Do not enter a Stop SDAP transaction when a member departs PCS. The system will not reflect the SDAP stop until the departing endorsement on orders transaction is approved and saved.

Continued on next page

Guiding Principles, Continued

Internal controls	SDAP start transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.
Supporting documentation	References (a) through (c) list the qualification and designation requirements receipt of SDAP. A designation letter is the supporting document for SDAP.

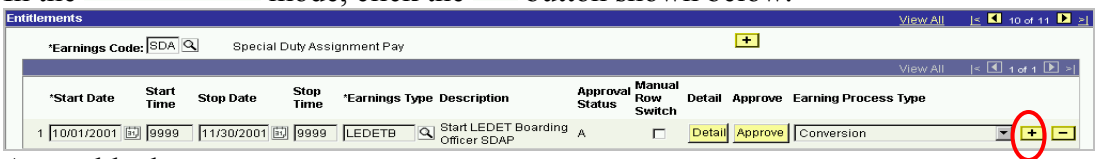
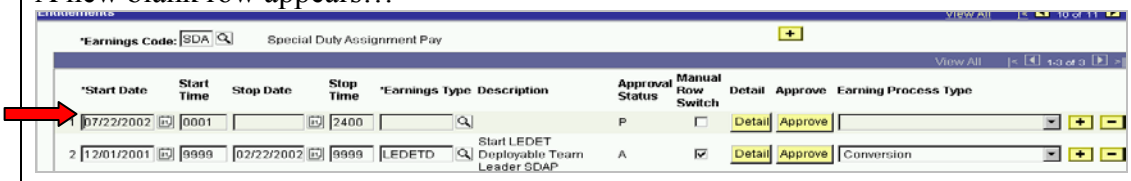
Starting SDAP

Introduction

This section provides the procedure for ***starting* Special Duty Assignment Pay**.

Procedure for Starting SDAP

Follow the steps in the Basic Navigation Guide (Chapter 3 of this Part) to access the member's entitlements detail page. Then, follow these steps to enter a new SDAP entitlement.

Step	Action
1	In the Include History mode, click the + button shown below.  A new blank row appears… 
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. The user can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format.
3	The **Stop Date** may be left blank to pay continuous SDAP. If this is a temporary entitlement, enter the stop date. Leave the stop date blank for active duty members and RC members on AD for 140 or more days ADT or more than 181 days (ADOT). SDAP will automatically stop upon RELAD or PCS.
4	Enter the **Earnings Type** code "SDA" or use the to search and select from a listing of available earning types. **Reminder:** Some Earnings Type codes require the assignment of a Competency Code before the member is eligible to receive SDAP.
5	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 4 to select the correct type if necessary.
6	**Approval Status** is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".

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Starting SDAP, Continued

Procedure for Starting SDAP (continued)

Step	Action
10	Click the Approve button and enter the **Approving Official's Employee ID** number in the Approver EmplID field of the Supporting Data section. Click the OK button to return to the Entitlement Detail view.
11	Click the Save button. The transaction will be routed, via the worklist, to the approving official.
12	The PAO/CGHRSUP role user should refer to the *Reviewing and Approving an Entitlement Start* topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

Stopping SDAP

Introduction

This section provides the procedure for ***stopping*** **Special Duty Assignment Pay**.

Reminder, PCS auto-stop

SDAP stops automatically on the day prior to PCS departure. Do not enter a Direct Access Stop SDAP transaction when a member departs PCS. The system will not reflect the SDAP stop until the departing endorsement on PCS orders transaction is approved and saved.

Procedure for Stopping SDAP

Follow the steps in the Basic Navigation Guide (Chapter 3 of this Part) to access the member's entitlements detail page. Then, follow these steps to enter a stop SDAP transaction.

Step	Action
1	In the Correct History mode, find the row to stop. The stop date will be blank as shown:
2	Enter the **<u>Stop Date</u>** for the entitlement by using the calendar button to select the desired date. The user can also click & drag over the date field and type the stop date in MM/DD/YYYY format. The stop date can be future dated.
3	**<u>Approval Status</u>** is pre-filled.
4	**<u>Manual Row Switch</u>** (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. ***Caution:*** Overriding pay edits may result in errors and possible overpayment of entitlement.
5	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.

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Correcting SDAP

Introduction

This section provides the procedure for ***correcting*** **Special Duty Assignment Pay**.

Discussion

Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete SDAP) and then start a new SDAP entitlement.

Procedure for correcting SDAP

Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the Correct History mode, find the Special Duty Assignment Pay row to correct. Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. The user may also use calendar buttons to modify dates and the magnifying glass to change the earning type.
2	Click the Save button located at the bottom left of the screen.

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Deleting SDAP

Introduction

This section provides the procedure for ***deleting*** **Special Duty Assignment Pay**.

Discussion

The total Special Duty Assignment Pay entitlement will be recouped when using this feature.

Procedure for deleting SDAP

Follow the steps in the Basic Navigation Guide (Chapter 3 of this Part) to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an SDAP transaction.

Step	Action
1	In the Correct History mode, find the Special Duty Assignment Pay row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

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JUMPS Effect

Introduction

This section describes the transactions created and segments modified in JUMPS when a Start or Stop SDAP entitlement row is saved in Direct Access.

Start SDAP

Creating and saving a new SDAP entitlement row generates a P607 transaction with the following variable data element:

Code	Element	DA Field Name/Description
70	2 Character Alpha-Numeric Code (R3, T5 etc.)	Earnings Type Code • SDAP Pay Codes and rates are published annually via ALSPO message.

The transaction effective date/time is derived from the Direct Access Start Date/Time fields.

Stop SDAP

Completing the Stop Date field of an SDAP entitlement row in Direct Access will generate a P625 transaction with the following variable data element when the transaction is saved:

Code	Element	DA Field Name/Description
70		Stop Date

The transaction effective date/time is derived from the Direct Access Stop Date/Time fields.

Pay segment

Segment 06 is updated by the SDAP transaction. The segment contains information on a member's entitlement to Special Duty Assignment Pay.

Example:

```
SEG      HIST      COMPUTE     OBJECT      AMOUNT     SDAP-RATE
 06      201006      4         1175U      $150.00      2D2
     EFFDTE  TIME  DTPROC  SLC PAT  DTPREP  DIST RU FORM
ENT ACTION
START 20100114 9999 20100204  0  PPS 20100203  07  00  67      P607
STOP  20100510 9999 20100527  0  PPS 20100520  07  00  67      P625
```

Continued on next page

JUMPS Effect, Continued

Segment 06 data fields

This table describes fields unique to Segment 06. Please see Part IX of this manual for descriptions of fields common to all segments.

Field	Description
OBJECT	Object code. See next page for a listing of SDAP object codes.
AMOUNT	Monthly rate from pay tables.
SDAP RATE	SDAP Rate Code from P607 Element Code 70. See next page.

FY 2011 SDAP Codes

SDAP Codes The following codes are valid for FY 2011 SDAP transactions.

Billet/Title	Level	Object Code	JUMPS Code	DA Earnings Type Code	Note
Academy Company Chief	SD1	1175W	2F1	OCSCHF	DA description changed from "USCGA/OCS Company Chief"
Cape May Recruit Battalion Commander	SD3	11754	1V3	RECBAT	
Cape May Recruit Company Commander	SD5	11754	1V5	REC-CC	
Cape May Recruit Section Commander	SD4	11754	1V4	RECSEC	
CGIS Special Agent	SD2	11753	1U2	SPECAG	
CGRC Recruiter	SD2	11751	1R2	RECPRO	
CMC (Level 1) • Sector • SILC • SFLC • ALC • RFMC • CGRC • CPO Academy • SELC	SD1	1175A	1B1	CMCLV1	
CMC (Level 2) • USCGA • TRACEN	SD2	1175A	1B2	CMCLV2	
CMC (Level 3) • Districts • DOG • PSC Arlington • JIATF • C4IT	SD3	1175A	1B3	CMCLV3	"DANTES" removed from description.
CMC (Level 4) • VCG/(Future) DCMS • FORCECOM • DCO/(Future) OPCOM	SD4	1175A	1B4	CMCLV4	
CMC (MCPOCG Level 5)	SD5	1175A	1B5	CMC-MC	
CMC (MCPOCGRF Level 5)	SD5	1175A	1B5	CMCRES	
D17 ATON	SD1	1157B	2C1	D17	
Deployable Specialized Forces (DSF) Aerial Gunner	SD1	1195D	2K1	DSFAGN	New code for FY 11
DSF Boarding Officer	SD1	1175D	1D1	DOGBO	DA description changed from "DOG Boarding Officer"
DSF Canine Officer	SD1	1175N	1Z1	CANINE	DA description changed from "DOG Canine Handler"
DSF Deployable Team Leader	SD2	1175D	1D2	DOGDTL	DA description changed from "DOG Deployable Team Leader

Continued on next page

SDAP Codes (continued)

Billet/Title	Level	Object Code	JUMPS Code	DA Earnings Type Code	Note
Equal Opportunity Advisor	SD1	1195A	2H1	EQOADV	New code for FY 11
First Class Diver	SD1	1175Y	2G1	FCLDIV	New code for FY 11 See "Eligible criteria clarifications" below
Heavy Weather Coxswain	SD2	1175R	1W2	COXHWC	
Helicopter Rescue Swimmer	SD3	11758	1Y3	HELORS	
HITRON Aerial Gunner	SD2	1175E	1H2	HIRON	
Honor Guard Petty Officer	SD2	1175H	1J2	HONOR	
Independent Duty Food Services Officer (FSO)	SD2	1175U	2D2	IDFSO	See "Eligible criteria clarifications" below
International Training Division - Team Leader	SD1	1175I	1K1	ITDLDR	
International Training Division - Team Member	SD1	1175I	1M1	ITDMBR	
Middle East Training Team Leader	SD1	1195C	2J1	METTLR	New code for FY 11
Middle East Training Team Member	SD1	1195C	2J1	METTMR	New code for FY 11
NCV Pursuit Coxswain (Cutter)	SD2	1175V	2E2	COXCUT	
NCV Pursuit Coxswain (Station)	SD2	1175T	2A2	COXNCV	
NCV Pursuit Crewmember (Cutter)	SD1	1175V	2E1	NCVCUT	
NCV Pursuit Crewmember (Station)	SD1	1175T	2A1	NCVPST	
NSF Response Member	SD1	11757	1X1	NSF-RM	
NSF Response Supervisor	SD3	11757	1X3	NSF-RS	
NSF Response Technician	SD2	11757	1X2	NSF-RT	
OIC Afloat	SD5	11750	1S5	OICAFL	
OIC Ashore	SD5	11752	1T5	OICASH	
Special Mission Training Center High Risk Training Instructor	SD1	1175X	2B1	SMTCRI	New code for FY 11
Surfman	SD4	11759	1A4	SURFCT	
USDAO Defense Attaché Staff	SD3	1175G	1F3	DETACH	
White House Comms Agency	SD2	1195B	2I2	WHOCMM	New code for FY 11

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FY 2011 SDAP Codes, Continued

Eligibility criteria clarifications

The information supplements the guidance in paragraph 4 of COMDT COGARD WASHINGTON DC 131639Z AUG 10/ALCOAST 419, CG12, COMDNOTE 1430:

First Class Diver: SDAP is authorized concurrently with Diving Duty pay.

Independent Duty Food Services Officer (FSO): SDAP is authorized the day member reports. The member must acquire the FS-17 Competency Code within one year of their reporting date. If the member has not acquired the FS-17 Competency Code within one year of their reporting date, SDAP will be suspended until the FS-17 Competency Code is acquired from the FS Rating Force Master Chief. See ALCOAST 226/09 for additional information.

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FY 2010 SDAP Codes

FY 2010 SDAP Codes

The table below lists SDAP codes for FY 2010. These codes are not available in DA before the end-Month September 2009 update.

Billet/Title	Level	Object Code	JUMPS Code	DA Earnings Type Code	Note(s)
Cape May Recruit Battalion Commander	SD3	11754	1V3	RECBAT	
Cape May Recruit Company Commander	SD5	11754	1V5	REC-CC	
Cape May Recruit Section Commander	SD5	11754	1V5	RECSEC	
CGIS Special Agent	SD2	11753	1U2	SPECAG	
CGRC Recruiter	SD3	11751	1R3	RECPRO	Renamed from "Recruiter-Production". Merged with RECSUP/Recruiting Supervisor SDAP
CMC (Level 1) • Sector • SILC • SFLC • ALC • RFMC • CGRC • CPO Academy/ • SELC	SD1	1175A	1B1	CMCLV1	New code for FY 10
CMC (Level 2) • USCGA • TRACEN	SD2	1175A	1B2	CMCLV2	New code for FY 10
CMC (Level 3) • Districts • DOG • PSC Arlington • DANTES • C4IT	SD3	1175A	1B3	CMCLV3	New code for FY 10
CMC (Level 4) • VCG • DCO • DCMS • FORCECOM • OPCOM	SD4	1175A	1B4	CMCLV4	New code for FY 10
CMC (MCPOCG Level 5)	SD5	1175A	1B5	CMC-MC	
CMC (MCPOCGRF Level 5)	SD5	1175A	1B5	CMCRES	
D17 ATON	SD1	1157B	2C1	D17	
DOG Boarding Officer	SD1	1175D	1D1	DOGBO	New code for FY 10
DOG Canine Officer	SD1	1175N	1Z1	CANINE	Renamed from "MSR/MSST K-9 Handlers" for FY 10
DOG Deployable Team Leader	SD2	1175D	1D2	DOGDTL	New code for FY 10
DOG NSF Response Member	SD1	11757	1X1	NSF-RM	Added "DOG" to title
DOG NSF Response Supervisor	SD3	11757	1X3	NSF-RS	Added "DOG" to title
DOG NSF Response Technician	SD2	11757	1X2	NSF-RT	Added "DOG" to title
Heavy Weather Coxswain	SD2	1175R	1W2	COXHWC	
Helicopter Rescue Swimmer	SD3	11758	1Y3	HELORS	
HITRON Aerial Gunner	SD1	1175E	1H1	HIRON	
Honor Guard Petty Officer	SD2	1175H	1J2	HONOR	

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FY 2010 SDAP Codes (continued)

Billet/Title	Level	Object Code	JUMPS Code	DA Earnings Type Code	Note(s)
Independent Duty Food Services Officer (FSO)	SD2	1175U	2D2	IDFSO	
International Training Division - Team Leader	SD2	1175I	1K2	ITDLDR	
International Training Division - Team Member	SD1	1175I	1M1	ITDMBR	
NCV Pursuit Coxswain (Cutter)	SD2	1175V	2E2	COXCUT	
NCV Pursuit Coxswain (Station)	SD2	1175T	2A2	COXNCV	Added “Station” to title
NCV Pursuit Crewmember (Cutter)	SD1	1175V	2E1	NCVCUT	
NCV Pursuit Crewmember (Station)	SD1	1175T	2A1	NCVPST	Added “Station” to title
OIC Afloat	SD5	11750	1S5	OICAFL	
OIC Ashore	SD5	11752	1T5	OICASH	
Surfman	SD4	11759	1A4	SURFCT	
TRATEAM Team Leader	SD1	1175F	1I1	LTMLDR	Removed “PAC & LANT” from title
USCGA/OCS Company Chief	SD1	1175W	2F1	OCSCHF	
USDAO Defense Attaché Staff	SD3	1175G	1F3	DETACH	

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FY 2010 SDAP Codes, Continued

Codes Discontinued for FY 2010

The table below lists the FY 2009 SDAP codes that were discontinued and notes whether the SDAP was stopped or continued under a new code/description for FY 2010.

Earn Type	Description/Note ID	SDAP Code	Object Code
CMCFO	CMC (Flag Officer/Area) (2)	1B4	1175A
CMCPSC	CMCPSC (TOPEKA) (1)	1B1	1175A
CMCTR3	CMC TRACEN Cape May (2)	1B2	1175A
CMCTR2	CMC (TRACEN Yorktown & Petaluma) (2)	1B2	1175A
CMCTR1	CMC Coast Guard Recruiting Cmd (CGRC) (2)	1B1	1175A
CMCCGA	CMC Coast Guard Academy (2)	1B2	1175A
CMCIAO	CMC (Dist/MLCS/JAITF/DOG/DANTES) (2)	1B3	1175A
CMCCHF	CMC (CPO Acad. Chief/CMC Course Chief/Sectors & RFMCS) (2)	1B1	1175A
CMCOS	CMC (MFPU/PATFORSWA) (2)	2B1	1175A
LTMMBR	TRATEAM (PAC & Lant) (Boarding Officer) (1)	1I1	1175F
LEDETB	LEDET Boarding Officer (3)	1D2	1175D
LEDETD	LEDET Deployable Team Leader (3)	1D3	1175D
LEDETG	LEDET Aerial Gunner (1)	1D1	1175D
MSSTBO	MSST Boarding Officer (3)	1N1	1175J
MSSTTL	MSST Team Leaders (1)	1N2	1175J
MSRTTR	MSRT (DAS Troop Leader) (1)	2G1	1175P
MSRTSL	MSRT (DAS Squad Leader) (1)	2G1	1175P
MSRTCB	MSRT (CBRNE) (1)	1G2	1175P
MSRTAG	MSRT (Flight Mech Aerial Gunners) (1)	1G1	1175P
RSINST	Recruiting School Staff (1)	1O1	1175S
RECSUP	Recruiting Supervisor (4)	1R3	11751

1. SDAP stopped.
2. SDAP authorized in FY10 under new CMC (level 1, 2, 3, or 4) code as appropriate for the command to which assigned. Data entry required by SPOs to start FY 10 SDAP.
3. SDAP authorized in FY10 under new DOG SDAP code as appropriate for duty (Boarding Officer or Deployable Team Leader). Data entry required by SPOs to start FY10 SDAP.
4. PPC merged RECPRO (Recruiter-Production) and RECSUP (Recruiter-Supervisor) into single code - RECPRO. Inactivated RECSUP. Changed DA description to CGRC Recruiter, no SPO action was/is necessary to continue SDAP from FY09 to FY10.

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PPC SPO Manual

Part II, Pay Entitlements

Chapter 12, Temporary Duty (TDY) Entitlements

Overview

Introduction

This section provides the procedures for changing a member's subsistence and/or sea pay/time entitlement due to **Temporary Duty (TDY)/Permissive Orders.**

Contents

This chapter contains the following topics.

Topic	See Page
Guiding Principles	II-12-3
Quick Reference Table	II-12-7
Starting/Stopping BASDMR due to TDY	II-12-11
Refund of BASDMR due to TDY	II-12-13
Starting/Changing Career Sea Pay Due to TDY	II-12-17
Pay Entitlements Associated With TDY	II-12-23

Guiding Principles

Introduction

This section provides the guiding principles for **TDY Entitlements**.

Reference

The following references provide additional information about TDY Entitlements.

- Pay, Personnel, & Procedures Manual, Chap. 2-B and Chap 7-B
- U.S. Coast Guard Pay Manual, Chapter 3-A, Chapter 4-B

DA Menu Item (Transaction) to use for TDY Subsistence and Career Sea Pay

The DA Entitlements menu **must be used** to report changes to subsistence and CSP when a member is ordered TDY. The transaction is required for every TDY assignment which results in a change to subsistence allowance for enlisted personnel or CSP for officers and enlisted personnel.

The Compensate Employees > Maintain Entitlements > Use > **Employee Entitlements** menu **is also used** to enter stops of CSP for TDY in excess of 30 days and to administer other pay entitlements (SDAP, FSA, HDP-L, etc.) affected by TDY.

The following sections, *Understanding Subsistence Allowances for Enlisted Personnel* and *Understanding Career Sea Pay*, along with the *Quick Reference Table* , will help you to determine if a DA TDY Entitlements transaction for BAS and/or CSP is needed.

Reservists

This guide applies to active duty personnel (officers and enlisted) and to Reservists on EAD or long-term active duty. Do not submit BAS Entitlements on Reservists on short-term active duty (Subsistence entitlements are entered on the *Reserve Orders Partial Entitlements tab*. Use the Employee Entitlements menu if member is entitled to CSP). BAS and CSP are not payable to Reservists on IDT.

Continued on next page

Guiding Principles, Continued

Timing

Do not submit the DA TDY Entitlements BAS or CSP transactions with dates that overlap an existing TDY period.

Do not submit the DA TDY Entitlements BAS or CSP transactions with dates that a member is in a PCS enroute status.

If the member will immediately depart PCS following the TDY period the Departing Endorsement on Orders transaction will auto stop (close) any open BAS or CSP entitlement rows when the transaction is approved and saved. In these cases it is not necessary to stop the TDY BAS and/or CSP entries.

Note: See the "*Working With Effective Dates*" guidance in chapter 3 of this part for information on entering transactions in the correct sequence.

Understanding Subsistence Allowances for Enlisted Personnel

When a member performs TDY, payroll transactions may be needed to adjust subsistence allowances. Read section 3-A of the Coast Guard Pay Manual for regulations pertaining to substance allowances. After reading the regulations you should understand that:

1. All enlisted personnel, other than those in accession training, have a continuous entitlement to Enlisted Basic Allowance for Subsistence (ENLBAS).
2. BAS Discount Meal Rate (BASDMR) is not an allowance, but a mandatory pay account collection of a debt owed to the government for meals made available to the member.
3. When members are assigned to circumstances where mandatory pay account collections are required for government furnished meals made available, these collections will be made whether the meals are eaten or not.
4. Collection of BASDMR is ***refunded*** during TDY if the member is not provided with meals.

For members TDY to U.S. Navy, or other U.S. Government vessels as other than passengers, or to foreign navy vessels, ESM charges (BASDMR) will be suspended and members will settle messing charges on a *PAYGO* basis.

Continued on next page

Guiding Principles, Continued

Understanding Career Sea Pay

When a member performs TDY to or from a CSP eligible vessel or mobile unit, payroll transactions are needed to start and stop sea pay/time. Read section 4-B of the Coast Guard Pay Manual for regulations pertaining to Career Sea Pay. After reading the regulations you should understand that:

- There are three levels of CSP for members **permanently** assigned to a CSP eligible unit.
- With the **exception** of assignments to vessels operating In-Theater:
  - Members **temporarily** assigned to a CSP eligible unit are eligible for Level-1 CSP.
  - The CSP level for a member going TDY from one CSP eligible unit to another CSP eligible unit does not change.
- CSP entitlement stops after 30 days TDY (not including leave taken before or after TDY) away from a CSP eligible unit.
- CSP is not payable during periods of leave taken after 30 days TDY (PAYMAN Fig 4-3, Note 2).

Note: For a member who is TDY from a CSP eligible unit, the system does not generate any transaction which would stop CSP after 30 days TDY. When a member is TDY from a CSP eligible unit for more than 30 days, **you must use the DA Employee Entitlements menu to stop and restart CSP**.

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Guiding Principles, Continued

Known Issue with Entitlement Rows

The old DA TDY Entitlements (P620) transaction, which is no longer used, inserted a row in the member's Employee Entitlements to reflect the stop and start of BAS entitlements. The row inserted by the TDY Entitlements transaction is dated incorrectly making it appear, in the Employee Entitlements view, as if there were a one-day gap in the member's overall BAS entitlement.

SPOs must not attempt to manipulate the stop and start dates of the two rows. The JUMPS segments (24 & 27), affected by the P620 transaction, have the correct stop and start dates. This is a known issue with the TDY Entitlements (P620) component and is one of the reasons the transaction is no longer in use.

Quick Reference Table

Table

Use this table to determine if a TDY BAS and/or CSP entitlement transaction needs to be submitted when an officer or enlisted member is TDY.

Abbreviations used in this table:

- **BAS**-Basic Allowance for Subsistence
- **BASDMR**-Enlisted BAS, Discount Meal Rate
- **ENLBAS**-Enlisted BAS
- **OFFBAS**-Officer BAS
- **PDS**-Permanent Duty Station
- **CSP**-Career Sea Pay
- **CSPP**-Careers Sea Pay Premium

BAS at PDS	Messing at TDY	CSP at PDS	CSP at TDY	TDY Entitlements transactions for BAS and/or Career Sea Pay (CSP) Needed?
ENLBAS	ENLBAS	NO	NO	No. TDY does not impact the member's substance or CSP entitlement.
OFFBAS	OFFBAS	NO	NO	No. TDY does not impact the officer's substance or CSP entitlement.
OFFBAS	OFFBAS	YES	NO	No. If TDY is more than 30 days: 1. Use Employee Entitlements to stop CSP/CSPP on 30th day of TDY 2. Enter new CSP/CSPP rows to resume upon return from TDY.
BASDMR	ENLBAS	NO	NO	Yes. Refund DMR deductions during TDY Period. **TDY Period 30 days or less:** Submit a single DA Employee Entitlements Refund DMR for Missed Meals transaction, on the last day of TDY. **TDY Period more than 30 days:** Submit a DA Employee Entitlements Refund DMR for Missed Meals transaction, on the last day of the first month of TDY. Submit additional Refund DMR for Missed Meals transactions on the last day of each subsequent month and a final transaction on the last day of TDY (if last day of TDY is other than the last day of the month). **Note:** The effective date for ALL Refund DMR for Missed Meals transactions is the last day of the month. The system will automatically enter the date in the transaction Start and Stop date fields when the DMRRMM Earnings Type code is selected.
BASDMR	BASDMR	NO	YES	**Yes. CSP Only**. This TDY does not impact the member's substance entitlement. **Starting TDY**: Start Sea Pay on day arrived to CSP unit. **(**check **"Sea Pay while TDY"** box**)** **Ending TDY:** Stop Sea Pay on day departed the CSP unit
BASDMR	BASDMR	YES	NO	**Yes. CSP Only**. This TDY does not impact the member's substance entitlement. **If TDY is more than 30 days:** 1. Use Employee Entitlements to stop CSP/CSPP on 30th day of TDY 2. Enter new CSP/CSPP rows to resume upon day of return.

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Quick Reference Table, Continued

Table (continued)

BAS at PDS	Messing at TDY	CSP at PDS	CSP at TDY	TDY Entitlements transactions for BAS and/or Career Sea Pay (CSP) Needed?
BASDMR	BASDMR	NO	NO	**No**. TDY does not impact the member's substance or CSP entitlement.
OFFBAS	OFFBAS	NO	YES	Yes. Needed to start/stop CSP for officers. **Starting TDY**: Start Sea Pay on day arrived to CSP unit. **(**check **"Sea Pay while TDY"** box**)** **Ending TDY:** Stop Sea Pay day departed the CSP unit
BASDMR	BASDMR	YES	YES	**No**. TDY does not impact the member's substance or CSP entitlement Do not stop CSP. The member will continue to receive CSP at current level while TDY. **Exception**: If TDY unit is **In Theater** AND member's CSP level for PDS is "1" or "2", then stop current CSP entitlement and start a new one. Fill in the fields (making sure the In Theater checkbox is marked, notify PPC Customer Care if the checkbox is not marked and the vessel is operating In Theater) on the "Detail" page. This will pay CSP at level "3" while the member is TDY.
ENLBAS	BASDMR	NO	NO	Yes. Needed to start/stop BASDMR during TDY. **Starting TDY:** Stop ENLBAS the day prior to arriving at TDY unit. Start BASDMR day arrived TDY unit. **(**check **"BAS while TDY"** box) **Ending TDY:** Stop BASDMR day prior to arriving PDS unit. Restart ENLBAS day returned to PDS unit * <u>except when member will depart PCS Next Day</u>. ***Ending TDY when the member departs PCS next day:** Stop ENLBAS day prior to arriving PDS unit (to end the TDY period). Start ENLBAS day of PCS departure to start ENLBAS.

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Quick Reference Table, Continued

Table (continued)

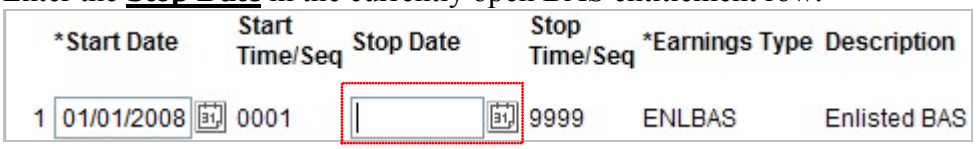
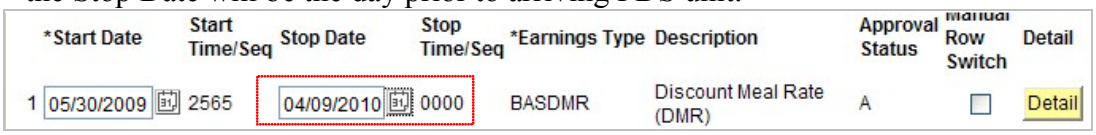
BAS at PDS	Messing at TDY	CSP at PDS	CSP at TDY	TDY Entitlements transactions for BAS and/or Career Sea Pay (CSP) Needed?
ENLBAS	BASDMR	NO	YES	Yes. Needed to start/stop BASDMR and CSP during TDY. **Starting TDY:** Stop ENLBAS the day prior to arriving at TDY unit. Start BASDMR day arrived TDY unit. **(**check **"BAS while TDY"** box) Start CSP day arrived TDY unit (check **"Sea Pay while TDY block"**) **Ending TDY:** Stop CSP day departed CSP unit. Stop BASDMR day prior to arriving PDS unit. Restart ENLBAS day returned to PDS unit * <u>except when member will depart PCS Next Day</u>. ***Ending TDY when the member departs PCS next day:** Stop BASDMR day prior to arriving PDS unit (to end the TDY period). Start ENLBAS day of PCS departure to start ENLBAS.
BASDMR	ENLBAS	YES	NO	Yes. Refund DMR deductions during TDY Period and, if TDY is more than 30 days, stop CSP. **TDY Period 30 days or less:** Submit a single DA Employee Entitlements Refund DMR for Missed Meals transaction, on the last day of TDY. **TDY Period more than 30 days:** 1. Submit a DA Employee Entitlements Refund DMR for Missed Meals transaction, on the last day of the first month of TDY. Submit additional Refund DMR for Missed Meals transactions on the last day of each subsequent month and a final transaction on the last day of TDY (if last day of TDY is other than the last day of the month). **Note:** The effective date for ALL Refund DMR for Missed Meals transactions is the last day of the month. The system will automatically enter the date in the transaction Start and Stop date fields when the "DMRRMM" Earnings Type code is selected. 2. Use Employee Entitlements to stop CSP/CSPP on 30th day of TDY 3. Enter new CSP/CSPP rows to resume upon day of return from TDY.

Starting/Stopping BASDMR due to TDY

Introduction This section provides the procedure for changing **Basic Allowance for Subsistence**. Use this procedure when a member reports for TDY or returns to his/her PDS upon completion of TDY.

Procedure Sign into Direct Access and select the following menu path: Compensate Employees > Maintain Entitlements > Use > **Employee Entitlements.** Then, follow these steps to stop the current BAS entitlement and to enter a new BAS entitlement for the TDY period.

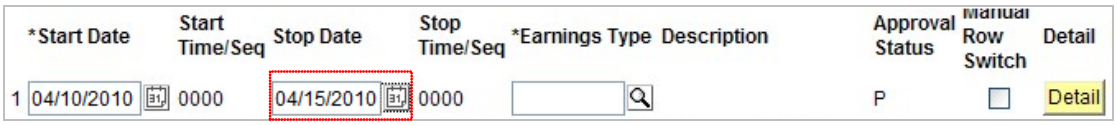
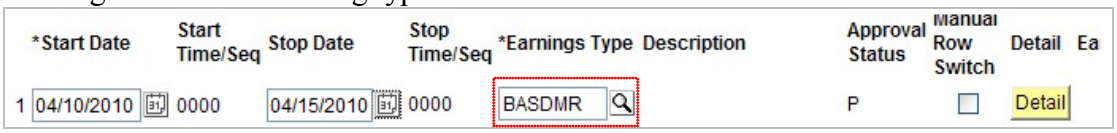
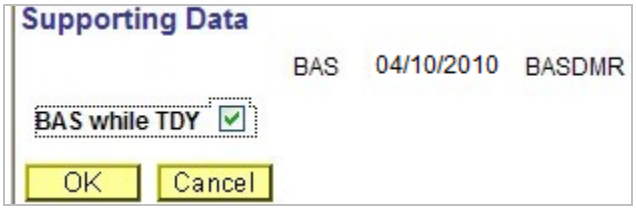
Note: This procedure is only used when stopping ENLBAS and starting BASDMR. See "Refund of BASDMR" in this chapter for members TDY from BASDMR units to units where ENLBAS is payable.

Step	Action
1	Enter the **Stop Date** in the currently open BAS entitlement row.  • If submitting this transaction in connection with a member departing for TDY, the Stop Date will be the day prior to the member's arriving at a TDY unit. • If submitting this transaction in connection with a member returning from TDY, the Stop Date will be the day prior to arriving PDS unit. 
2	Click the button to right of the row you entered in the Stop Date in to insert a new BAS entitlement row.
3	Enter the **Start Date**. ~If submitting this transaction in connection with a member departing for TDY, the Start Date will be the date the member reported to the TDY unit. ~If submitting this transaction in connection with a member returning from TDY, the Start Date will be the date the member returned to the PDS unit.

Continued on next page

Starting/Stopping BASDMR due to TDY, Continued

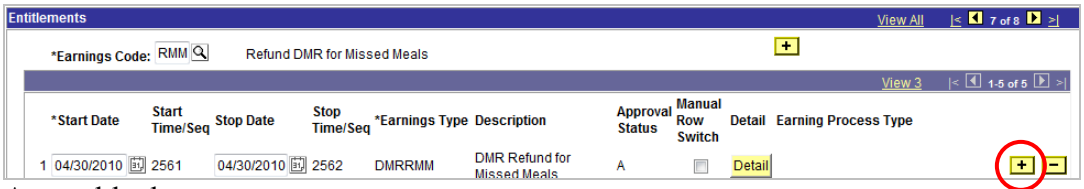
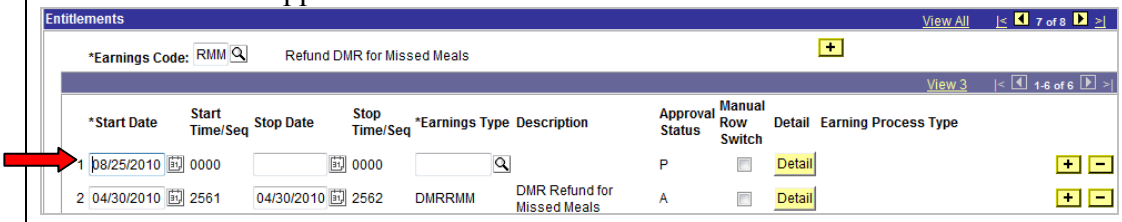
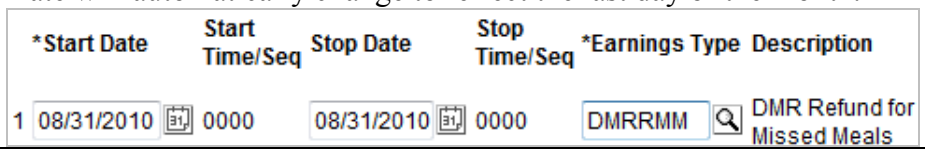
Procedure (continued)

Step	Action
4	The **Stop Date** may be left blank to pay continuous BAS. If this is a temporary entitlement, you may enter the stop date. The stop date will be the day prior to member arriving back at the PDS unit. You must also repeat steps 2 and 3 to insert a new BAS entitlement row to resume the member's BAS entitlement for the PDS. 
5	Enter the **Earnings Type** in the code if known or use the to search and select from a listing of available earning types. 
6	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat the previous step to select the correct type if necessary.
7	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving. BAS transactions do not require CGHRSUP approval.
8	**Manual Row Switch** - (CGHRSUP role users only) Select this field only when necessary to override pay edits. **Caution:** Overriding pay edits may result in errors and possible overpayments of entitlements.
9	Click the Detail button and check the "**BAS while TDY**" box when starting BAS at the TDY unit. **DO NOT** check this box when resuming BAS upon completion of TDY. 
10	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.

Refund of BASDMR due to TDY

Introduction This section provides the procedure for ***entering a* Refund of DMR** for missed meals. Note: There is no need to stop BASDMR when doing RMM entitlement for missed meals.

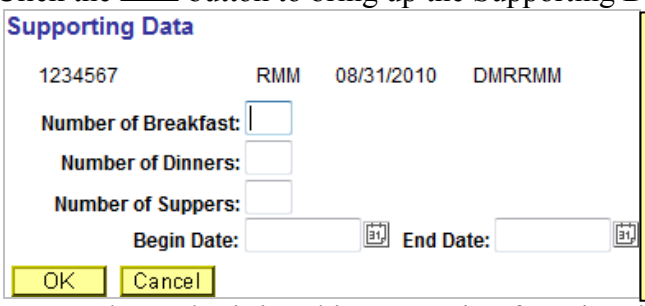
Procedure Follow these steps to enter a new Refund of DMR entitlement.

Step	Action
1	Click the button shown below.  A new blank row appears… 
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. **Note:** Upon moving to the Earnings Type code (see step 4), the Start Date and Stop Date will automatically change to reflect the last day of the month. 
3	The **Stop Date** may be left blank. This field will automatically update to equal the Start Date (see note above for start date).
4	Enter the **Earnings Type** code "DMRRM" or use the to search and select from a listing of available earning types.
5	**Description** is pre-filled. Ensure the proper entitlement is shown,
6	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
7	**Manual Row Switch** - (CGHRSUP role users only) Select this field only when necessary to override pay edits. **Caution:** Overriding pay edits may result in errors and possible overpayments of entitlements.

Continued on next page

Refund of BASDMR due to TDY, Continued

Procedure (continued)

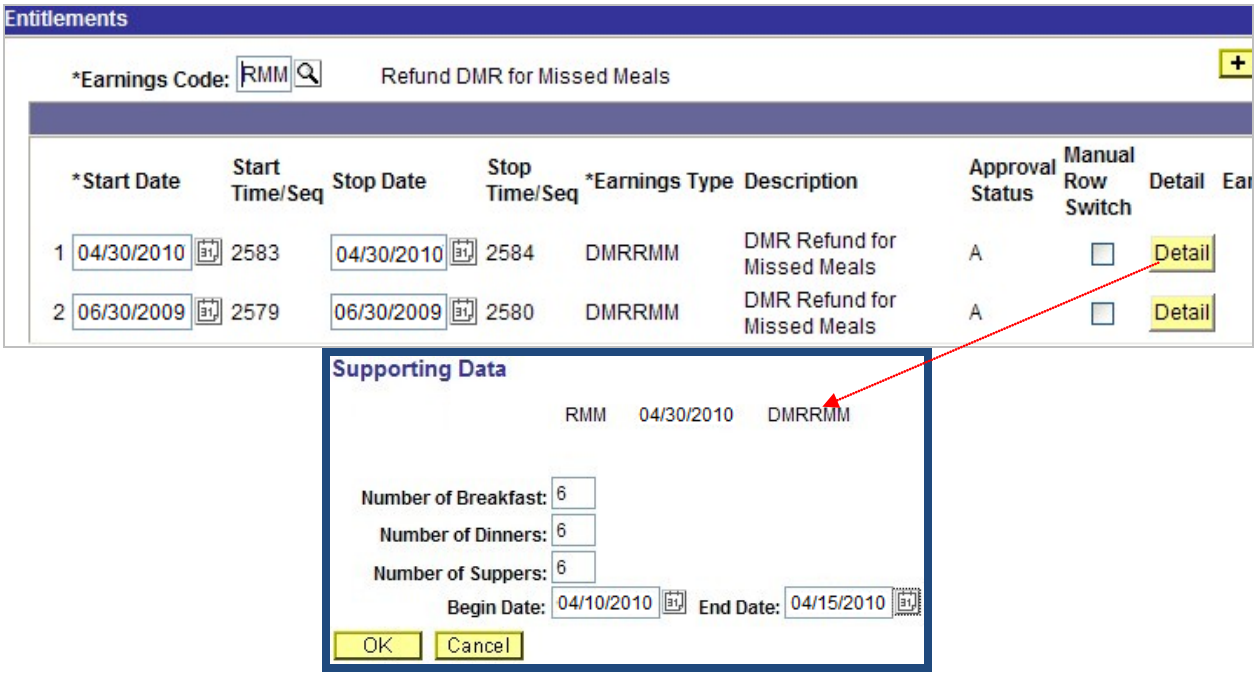
Step	Action
8	Click the Detail button to bring up the Supporting Data screen below:  **Leave in Connection With TDY** Do not include the number of meals missed or the dates when a member was on leave (***including sick leave***). The leave transaction (***Vacation Request***), will automatically credit missed meals for members who take leave while on TDY. Submitting this transaction with dates overlapping a leave period will result in an overpayment. **Note:** When submitting this transaction for missed meals due to TDY orders, the numbers of meals per day will always be three (03). Do not adjust meal count based on time of departure or return to unit. Do not include meals missed while on leave. Enter 3 digits (i.e. 003) for the **Number of Breakfast** meals missed during the month. Leave blank if none were missed. Enter 3 digits (i.e. 003) for the **Number of Dinners** missed during the month. Leave blank if none were missed. Enter 3 digits (i.e. 003) for the **Number of Suppers** missed during the month. Leave blank if none were missed. **Begin Date**: Enter the date of the first day for which the Refund of DMR is being credited. **End Date**: Enter the date of the last day for which the Refund of DMR is being credited. May be left blank if entering a transaction for a member who is TDY for more than 30 days. However, you must enter the end date on the final Refund DMR transaction for the TDY period. **Note**: The **Begin** and **End** date fields are not part of the transaction (P603) that migrates to JUMPS for processing. Do not include dates the member was on leave. Click the OK button when finished.
9	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.

Continued on next page

Refund of BASDMR due to TDY, Continued

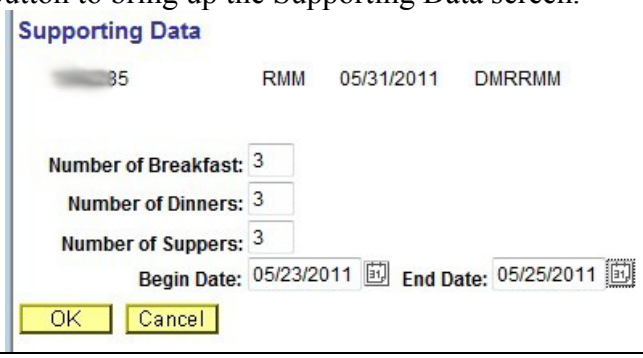
Example

Here is an example of a Completed Refund of DMR entry-- Member TDY from a BASDMR unit to an ENLBAS unit from 9 to 16 April.



Corrections to Refund of BASDMR transactions

Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a correction of a Refund of DMR transaction. Only the **Detail** (number of missed meals by type, Begin date and End date) may be corrected.

Step	Action
1	Click the Detail button to bring up the Supporting Data screen. 

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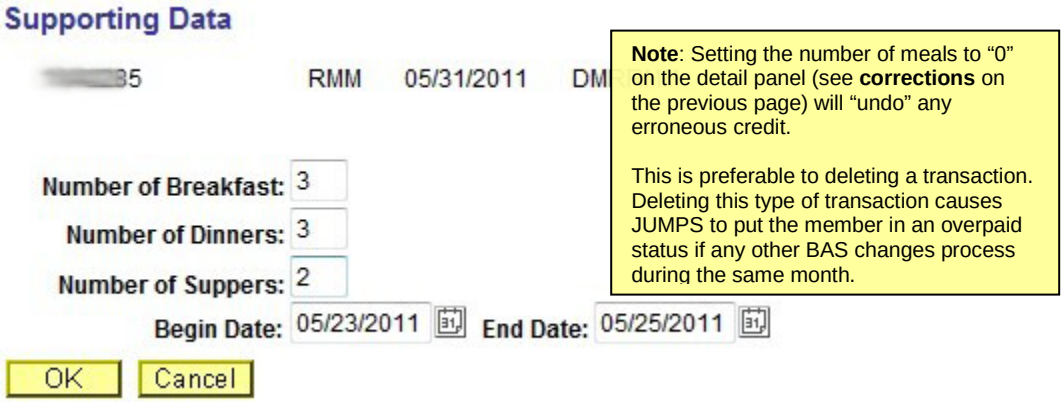
Refund of BASDMR due to TDY, Continued

Corrections to Refund of BASDMR transactions (continued)

Step	Action
2	Enter 3 digits (i.e. 003) for the **Number of Breakfast** meals missed during the month. Leave blank if none were missed. Enter 3 digits (i.e. 003) for the **Number of Dinners** missed during the month. Leave blank if none were missed. Enter 3 digits (i.e. 003) for the **Number of Suppers** missed during the month. Leave blank if none were missed.  Click the OK button when finished.
3	Click the Save button (located at the bottom left of the screen) to approve and transmit the correction.

Deletions of Refund of BASDMR transactions

Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a Refund of DMR transaction.

Step	Action
1	Find the Refund of DMR row to delete. Click on the button located in the row to be deleted.
2	Click the Save button located at the bottom left of the screen.

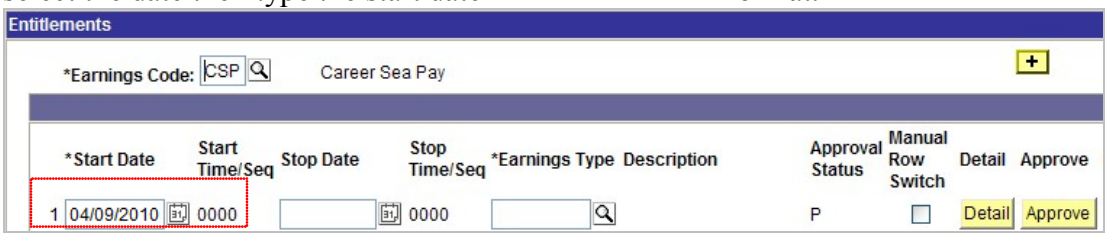
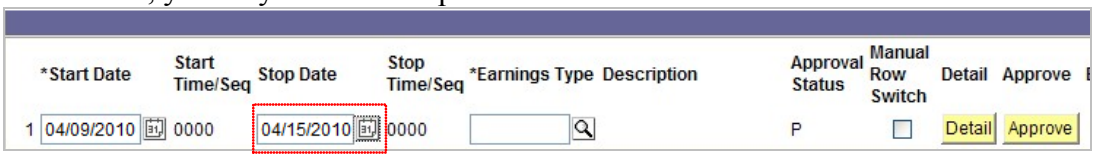
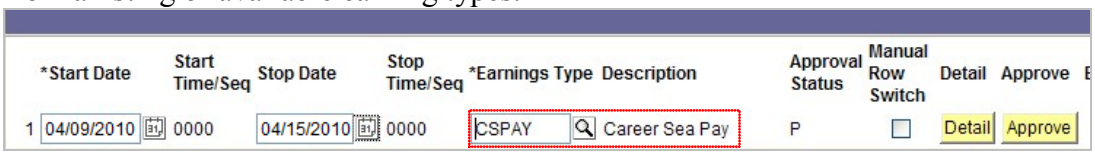
Starting/Changing Career Sea Pay Due to TDY

Introduction

This section provides the procedures for starting or changing **Career Sea Pay** due to TDY. Procedure 1 provides the procedure for a member TDY from a non-CSP unit to a CSP unit. Procedure 2 provides the procedure for a member TDY from a CSP unit to a non-CSP unit.

Procedure 1 – Member TDY from a non-CSP unit to a CSP unit

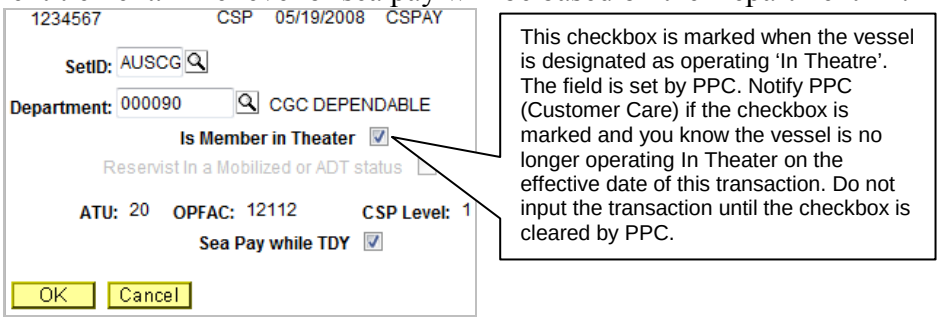
This is the procedure for entering a TDY entitlement to Career Sea Pay when a member is TDY to a CSP eligible unit.

Step	Action
1	Follow these steps to enter a new CSP entitlement for the TDY period.
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MMDDYYYY format.  – The Start Date will be the day the member arrived at the CSP unit.
3	The **Stop Date** may be left blank to pay continuous CSP. If this is a temporary entitlement, you may enter the stop date.  – The Stop date will be the date the member departed the CSP unit.
4	Enter "CSPAY" for the **Earnings Type** in the code or use the to search and select from a listing of available earning types. 

Continued on next page

Starting/Changing Career Sea Pay Due to TDY, Continued

Procedure 1 – Member TDY from a non-CSP unit to a CSP unit (continued)

Step	Action
5	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
6	**Manual Row Switch** - (CGHRSUP role users only) Select this field only when necessary to override pay edits. **Caution:** Overriding pay edits may result in errors and possible overpayments of entitlements.
7	Click the Detail button to bring up the Supporting Data screen. Click the next to the Department field and select the unit assigned for Career Sea Pay entitlement. The level of sea pay will be based on the Department ID.  The **Sea Pay while TDY** box will already be marked if starting CSP on a member whose permanent unit is not CSP eligible. ***Note:*** Notice the Checkbox for 'In Theatre'. Members sent TDY to sea are normally entitled to Level 1 sea pay while TDY however, if the vessel to which the member is sent TDY is serving in Theatre, the member is entitled to Level 3 Sea Pay. If a member is sent TDY from one Career Sea Pay eligible vessel to another Career Sea Pay eligible vessel, do **NOT** check the box for Sea Pay unless the vessel the member is TDY to is a vessel operating in Theatre. This is because members who go TDY from one vessel to another vessel continue to receive Career Sea Pay at the level established for their permanent unit. Their Career Sea Pay does not revert to Level 1 while TDY.
8	Click the OK button to close the Supporting Data screen.
9	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.

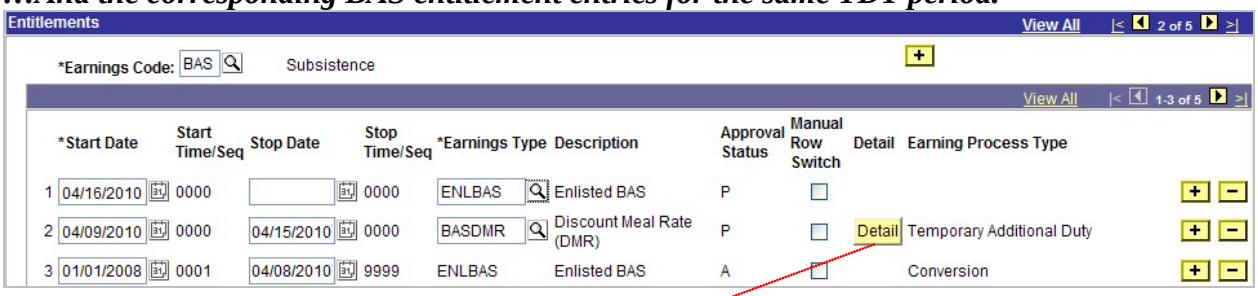
Continued on next page

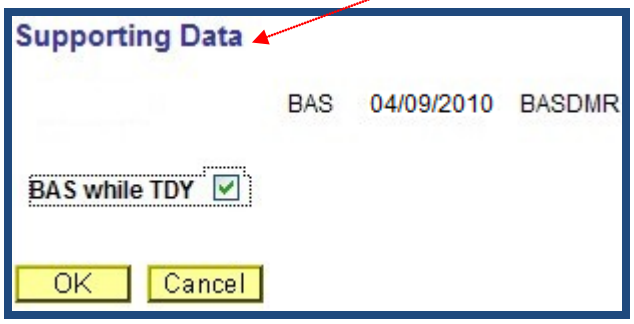
Starting/Changing Career Sea Pay Due to TDY, Continued

Procedure 1 – Member TDY from a non-CSP unit to a CSP unit (continued)

Example: Completed CSP Entitlement Entry – Member TDY to a CSP unit. Reported on 9 April and departed on 15 April.

…And the corresponding BAS entitlement entries for the same TDY period.





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Starting/Changing Career Sea Pay Due to TDY, Continued

Procedure 2 – Member TDY from a CSP unit to a non CSP unit for more than 30 days

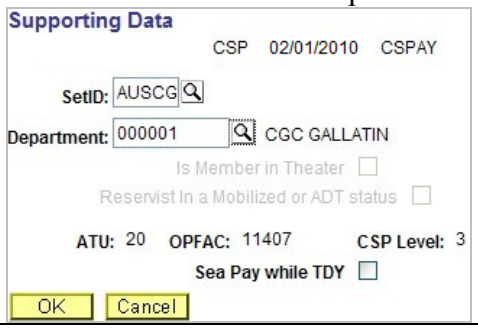
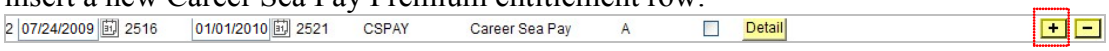
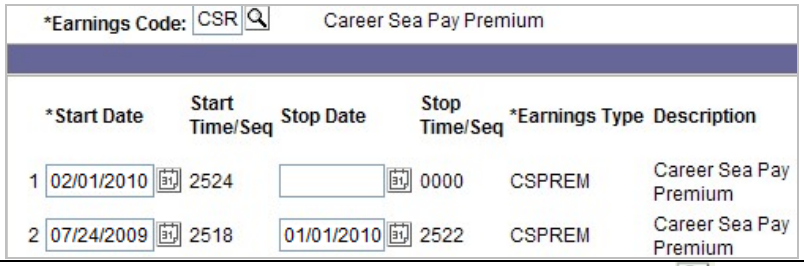
Follow this procedure to stop and resume CSP when a member performs TDY away from a CSP eligible unit for more than 30 days.

Step	Action
1	Follow these steps to stop the current CSP entitlement on the 30th day of TDY and to resume CSP upon return from TDY.
2	Enter the **Stop Date**. The Stop Date will be the 30th day of TDY. 2 07/24/2009 2516 01/01/2010 2521 CSPAY Career Sea Pay **Note:** The system will automatically stop **Career Sea Pay Premium** on the same date, if applicable. The stop date will be entered after the CSP entry is approved and saved. 2 07/24/2009 2518 01/01/2010 2522 CSPREM Career Sea Pay Premium
3	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.
4	Click the + button to right of the row you entered the Stop Date to insert a new CSP entitlement row. Enter the **Start Date**. The Start Date will be the date the member returned to the CSP unit. *Earnings Code: CSP Career Sea Pay *Start Date / Start Time/Seq / Stop Date / Stop Time/Seq / *Earnings Type / Description 1 02/01/2010 2523 0000 CSPAY Career Sea Pay
5	Enter "CSPAY" for the **Earnings Type** in the code or use the to search and select from a listing of available earning types. *Earnings Code: CSP Career Sea Pay *Start Date / Start Time/Seq / Stop Date / Stop Time/Seq / *Earnings Type / Description / Approval Status 1 02/01/2010 2523 0000 CSPAY Career Sea Pay P

Continued on next page

Starting/Changing Career Sea Pay Due to TDY, Continued

Procedure 2 – (continued)

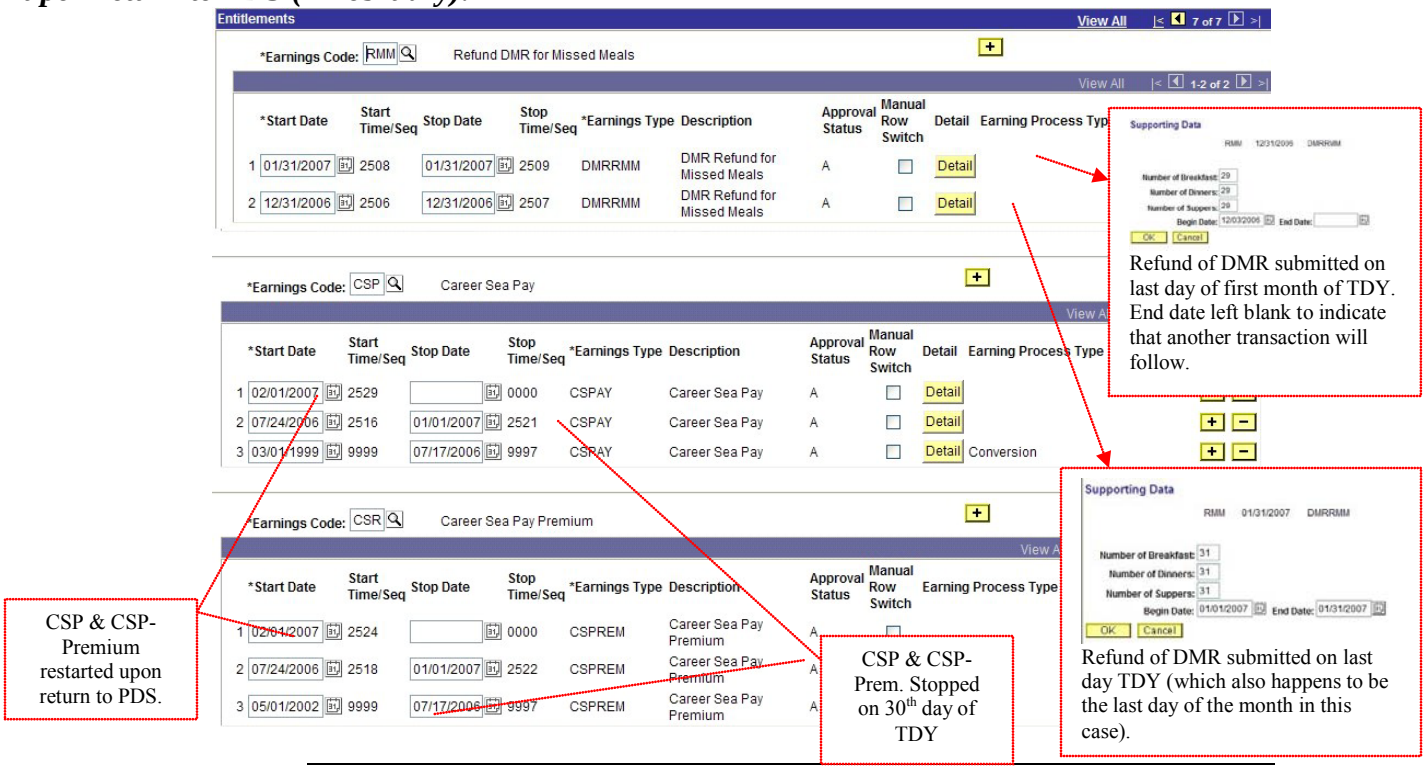
Step	Action
6	Click the Detail button to bring up the Supporting Data screen Enter the Department ID number for the member's permanent duty unit. 
9	Click the OK button to close the Supporting Data screen.
10	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry. Complete steps 11-14 if the member was also entitled to Career Sea Pay Premium.
11	If the member was receiving Career Sea Pay Premium: Click the + button to right of the row the system entered in the Stop Date in to insert a new Career Sea Pay Premium entitlement row. 
12	Enter the Career Sea Pay Premium Start Date. The date will be the same as the date used to restart CSP. 
13	Enter "CSPREM" for the **<u>Earnings Type</u>** in the code or use the to search and select from a listing of available earning types.
14	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.

Continued on next page

Starting/Changing Career Sea Pay Due to TDY, Continued

Procedure 2 – (continued)

Example: Refund of BASDMR, Start/Stop of CSP & CSP-Premium entitlement entries for a member TDY from a CSP unit to a non CSP unit from 3 December to 31 January. CSP & CSP-Premium stopped on 30th day of TDY (1 January). CSP and CSP-Premium restarted upon return to PDS (1 February):



Pay Entitlements Associated With TDY

Table When a member is on TDY away from his/her duty station, the following pay entitlements are impacted.

Entitlement	Impact	Reference	DA Procedure Guide
Enlisted Subsistence	(1) Enlisted members are entitled to ENL BAS during periods of **travel time**. (2) While **at the TDY site**: If the TDY site is a Coast Guard ship with a galley, a Class "A" School, or OCS, the member is entitled to ENL BAS minus Discount Meal Rate (BASDMR). (a) If the TDY site is an Essential Station Messing Unit (a shore unit with government quarters and dining facilities), and the member is in pay grade E-6 or below, the member is entitled to ENL BAS minus Discount Meal Rate. (b) If the TDY site is <u>not</u> a Coast Guard ship with a galley, Class "A" School, OCS, or an Essential Station Messing Unit, the member is entitled to ENL BAS. However, if the member's permanent unit is ESM or EUM (e. g. member is entitled to BASDMR at the permanent) discount meal rate charges will be credited back to the member for the TDY period.	PAYMAN, Chapter 3-A	SPOMAN, Part II, Pay Entitlements

Continued on next page

Pay Entitlements Associated With TDY, Continued

Table (continued)

Entitlement	Impact	Reference	DA Procedure Guide
Career Sea Pay (CSP)	(1) If a member goes TDY **TO** a CSP eligible unit: (a) From a non-CSP eligible unit, the member is entitled to CSP at the Level One rate while TDY. (b) From one CSP eligible unit to another CSP eligible unit, the member is entitled to continue to receive the CSP Level established for the member's PDS. (c) From a non-CSP eligible unit or from a CSP eligible unit to anther CSP eligible unit that is operating In-Theater (meets qualifications for Imminent Danger Pay as prescribed in section 4-H of reference (a)), the member is entitled to Level-Three rate while TDY. (2) If a member goes TDY **FROM** a CSP eligible unit to a non-CSP eligible unit, the member's CSP entitlement stops at 2400 on the 30th calendar day in a TDY status.	PAYMAN, Chapter 4-B	SPOMAN, Part II, Pay Entitlements

Continued on next page

Pay Entitlements Associated With TDY, Continued

Table (continued)

Entitlement	Impact	Reference	DA Procedure Guide
Hardship Duty Pay for Location (HDP-L)	(1) If a member goes TDY **TO** an HDP-L eligible location for a continuous period of more than 30 days: (a) From a non-HDP-L location, the member is entitled to HDP-L for the TDY location retroactive to the first day of TDY. (b) From a different HDP-L location, and the member is serving an accompanied tour at the PDS, the member is entitled to HDP-L for the PDS or TDY location, whichever is higher, while TDY. (c) From a different HDP-L location, and the member is serving an unaccompanied tour at the PDS, the member is entitled to HDP-L for the PDS or TDY location, whichever is higher, for the first 30 days of TDY, then HDP-L for the TDY location for the remainder of the TDY period. (2) If a member goes TDY **FROM** an HDP-L location to a non-HDP-L location for a continuous period of more than 30 days, and the member is serving an accompanied tour at the PDS, the member is entitled to continue to receive HDP-L during the entire TDY period. If the member is serving an unaccompanied tour at PDS, the member's HDP-L entitlement stops at 2400 on the 30th calendar day of TDY.	PAYMAN, Chapter 4-A,	SPOMAN, Part II, Pay Entitlements

Continued on next page

Pay Entitlements Associated With TDY, Continued

Table (continued)

Entitlement	Impact	Reference	DA Procedure Guide
Family Separation Allowance (FSA-T)	If a member with dependents (or spouse in service) is TDY away from his/her PDS continuously for more than 30 days, and the dependents do not reside at or near the TDY station, the member is entitled to FSA-T retroactive to the first day of TDY.	PAYMAN, Para 3-H-3	SPOMAN, Part II, Pay Entitlements
Hostile Fire, Imminent Danger Pay (HFIDP)	If a member goes TDY to an IDP eligible location, the member is entitled to IDP for the entire month.	PAYMAN, Figure 4-7,	SPOMAN, Part II, Pay Entitlements
Combat Tax Exclusion	If a member goes TDY to a Combat Tax Exclusion qualifying area, the member is entitled to Combat Tax Exclusion for the entire month.	PAYMAN Para 8-G-4	SPOMAN, Part II, Pay Entitlements
Combat SGLI Allowance	If a member goes TDY to a Combat Tax Exclusion qualifying area, in support of Operations Enduring Freedom or Iraqi Freedom, the member is entitled to Combat SGLI Allowance for the entire month.	E-Mail ALSPO B/06	SPOMAN, Part II, Pay Entitlements
Special Duty Assignment Pay (SDAP)	If a member receiving SDAP goes TDY: (a) And duties while TDY require use of skills on which SDAP is based, the member's SDAP continues during the TDY period. (b) And duties while TDY do <u>not</u> qualify for SDAP, the member's SDAP entitlement stops at 2400 on the 90th calendar day in a TDY status.	PAYMAN, Para 4-I COMDTINST 1430.10	SPOMAN, Part II, Pay Entitlements

Continued on next page

Pay Entitlements Associated With TDY, Continued

Table (continued)

Entitlement	Impact	Reference	DA Procedure Guide
Foreign Language Proficiency Pay (FLPP)	If a member receiving FLPP goes TDY: (a) And duties while TDY require use of skills on which FLPP is based, the member's FLPP continues during the TDY period. (b) And duties while TDY do not qualify for FLPP, the member's FLPP entitlement stops at 2400 on the 90th calendar day in a FLPP status.	PAYMAN Sec. 4-K	SPOMAN, Part II, Pay Entitlements
Diving Duty Pay	If a member receiving Diving Duty Pay goes TDY: (a) And TDY is for diving duty purposes, Diving Duty Pay continues to accrue while the member is TDY. (b) And TDY is for other than diving duty, the member's Diving Duty Pay stops at 2400 on the 30th calendar day in a TDY status.	PAYMAN Figure 4-6,	SPOMAN, Part II, Pay Entitlements
Responsibility Pay	An officer serving as acting commanding officer may be authorized Responsibility Pay	PAYMAN Sec. 4-D	SPOMAN, Part II, Pay Entitlements

PPC SPO Manual

Part II, Pay Entitlements

Chapter 13, Tax Withholding

Overview

Introduction

This guide provides the procedure for navigating the **Tax Withholding** component in Direct Access.

In this guide

This guide covers the following topics:

Topic	See Page
Federal and State Tax Changes	3
Tax Change Procedure	5
Federal and State Income Tax Withholding for Residents of Puerto Rico on Active Duty	11
Federal and State Income Tax Withholding for Residents of the Commonwealth of the Northern Mariana Islands	13
State Tax Withholding Data Entry Procedures	17
State Tax Listing	23

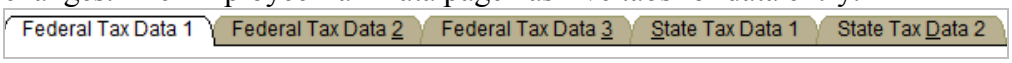
Advance payment of Earned Income Credit (EIC) discontinued

The option of receiving advance payroll payments of EIC expired on December 31, 2010. Individuals who received advance payments of EIC in 2010 must file a 2010 federal income tax return. Individuals eligible for EIC in 2011 can still claim the credit when they file their 2011 federal income tax return. In addition, if members who expect to be eligible for the EIC and will have income tax withheld from their wages in 2011, may reduce their withholding in order to receive the benefit of a portion of the credit throughout the year. Members must complete a new IRS form W-4 to change withholding.

Federal and State Tax Changes

Introduction

This section provides procedures for non self-service employee tax data changes. The Employee Tax Data page has five tabs for data entry.



The usage of each tab is described below.

- The **Federal Tax Data 1** tab is used to input various types of federal tax information including Special Tax Withholding Status, Tax Marital Status, Withholding Allowances and Additional Withholding.
- ~~The **Federal Tax Data 2** tab is used for Earned Income Credit~~.
- The **Federal Tax Data 3** tab is used for the input of Foreign Country for Non-Resident Aliens (Coast Guard Academy Cadets only).
- The **State Tax Data 1** tab is used for State of Legal Residence, Special Tax Withholding Status, State Withholding Marital/Tax Status, Withholding Allowances and Additional Withholding.
- The **State Tax Data 2** tab is used for special rules that apply to Mississippi.

Timing

Change employee federal tax data when a person:

- Becomes a member of the Coast Guard, Coast Guard Reserve, NOAA Commissioned Officer Corps or is accepted as a cadet at the CG Academy. ***Note:*** If submitting this transaction as part of an accession, ensure the effective date is the same as the accession date and that the transactions, including a **Payment Option Election (Non Self-Service)**, are all submitted in the same JUMPS update cycle.
- Changes citizenship status. (Ensure supporting documentation is submitted.)
- Files a new IRS Form W-4 (except for those prepared as part of the retirement package).
- ~~Files a new IRS Form W-5 (Non-resident aliens cannot claim advance payment of earned income credit).~~
- Is a non-resident alien and changes marital status. (Ensure supporting documentation is submitted.)
- Changes state of legal residence.
- Changes withholding status for the state of legal residence.
- Terminates non-resident alien status.
- Is a U. S. citizen, resident alien, or a non-resident alien who is terminating such status to become a resident alien, and the member's state of legal residence is a taxing jurisdiction, and the state has a state tax withholding agreement with the Secretary of the Treasury.

Continued on next page

Federal and State Tax Changes, Continued

Required Supporting Documents

Change in State Tax Information must be supported by one of the following
- Employee's Withholding Allowance Certificate (IRS Form W-4),
- State of Legal Residence Certificate (DD-2058 (CG)), or DD-2058-2 (for Native American State Tax Exemptions),
- Certificate of Non-resident Alien, or
- Appropriate state tax income tax form.

Claiming Exempt

Self-service cannot be used to claim an exemption from federal income tax withholding (FITW). Members who meet the conditions for an exemption from FITW must submit a signed IRS form W-4 to their SPO for processing. **Members claiming exemption from federal withholding must file a new IRS Form W-4 each year by 15 February.**

Special Reporting to IRS

In the past, employers had to send the IRS any W-4 form claiming more than 10 allowances or claiming complete exemption from withholding if $200 or more in weekly wages was expected.

Regulations issued by the Treasury Department eliminated the requirement that employers send copies of potentially questionable W-4 forms to the IRS. The new regulations took effect on April 14, 2005.

W-4 forms are still subject to review by the IRS. Employers will no longer have to submit them to the tax agency, unless directed to do so in a written notice to the employer or pursuant to specified criteria set forth in future published guidance.
- Members claiming exemption or more than 10 withholding allowances from federal withholding must file a new IRS Form W-4 each year by **15 February.**

Effective Date

A tax change will normally be effective the first day of the month following the month it is submitted. If the tax change is submitted on the first day of the month, it will be effective the same month. *Examples*:
- A tax change submitted on 1 March will be effective in March.
- A tax change submitted between 2 and 31 March will be effective in April.

Tax changes cannot be submitted retroactively. Tax withheld cannot be refunded by the Coast Guard. The member will have to file an income tax return (State or Federal) in order to receive a refund of any taxes withheld in excess of taxes due.

Tax Change Procedure

Procedure Login to Direct Access and follow these steps to change employee tax data.

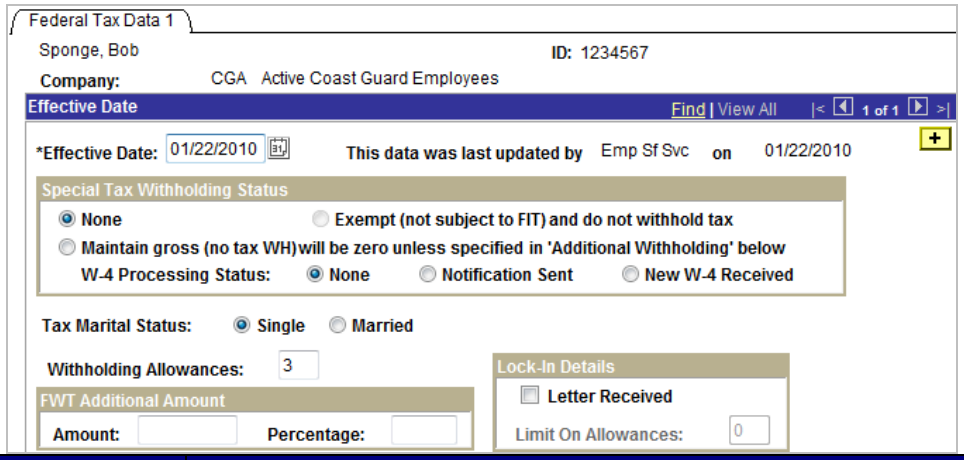
Step	Action
1	Select menu items in the following order: Home > Compensate Employees > Maintain Payroll Data (US) > Use > **Employee Tax Data**
2	A search page will appear. Enter the member's employee ID number or other search criteria and click the Search button. **Note:** When choosing a member from the search results, please be sure it is the person that actually needs a data change. Verify the employee ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure to select the correct Employee Classification
3	The Employee Tax Data page will open and the *Federal Tax Data 1 tab* will be displayed.

Continued on next page

Tax Change Procedure, Continued

Procedure (cont.)

Step	Action
4	Choose the appropriate tab for the type of tax change and complete the fields as described below.



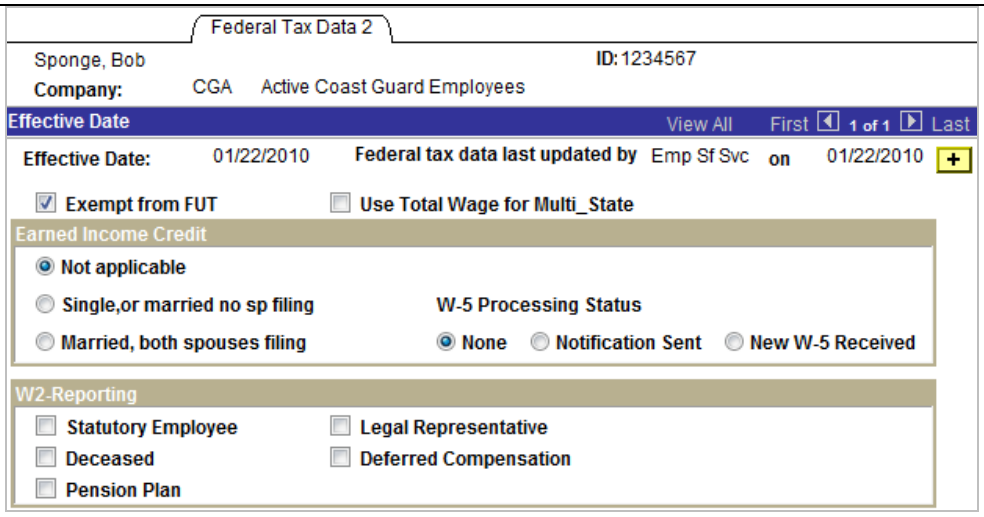
Field	Description/Instructions
Effective date	This defaults to current date. This date may not be future dated.
Special Tax Withholding Status	This field defaults to None. Change it to "Maintain gross option" if "Exempt" status indicated on Line 7 of Form W-4. ***Note:*** Self-service cannot be used to claim an exemption from federal income tax withholding (FITW). Members who meet the conditions for an exemption from FITW must submit a signed IRS form W-4 to their SPO for processing.
W-4 Processing status	This field defaults to None.
Tax Marital Status	Tax Marital Status defaults to Single. Click either 'Single' or 'Married'. If member elects 'Married at the Higher Single Rate' on the W-4, click 'Single'.
Withholding Allowances	Withholding Allowances defaults to zero. Enter the number of allowances claimed by the member on IRS Form W-4. Non-resident aliens who are not residents of Canada, Mexico or Puerto Rico cannot claim more than ONE allowance on IRS Form W-4. Members who claim more than 10 exemptions must file a new IRS Form W-4 each year by 15 February.
Add'l Withholding Amt	Enter the dollar amount of additional tax to be withheld monthly. This amount must be in whole dollars.
Percentage	Not applicable.
Lock-In Details	The fields in this block are not applicable and will not be used by the USCG application.

Continued on next page

Tax Change Procedure, Continued

Procedure (cont.)

Step	Action
4 (cont.)	



Note: No changes are required on this tab ~~unless the member is requesting advanced payment of Earned Income Credit (EIC)~~.

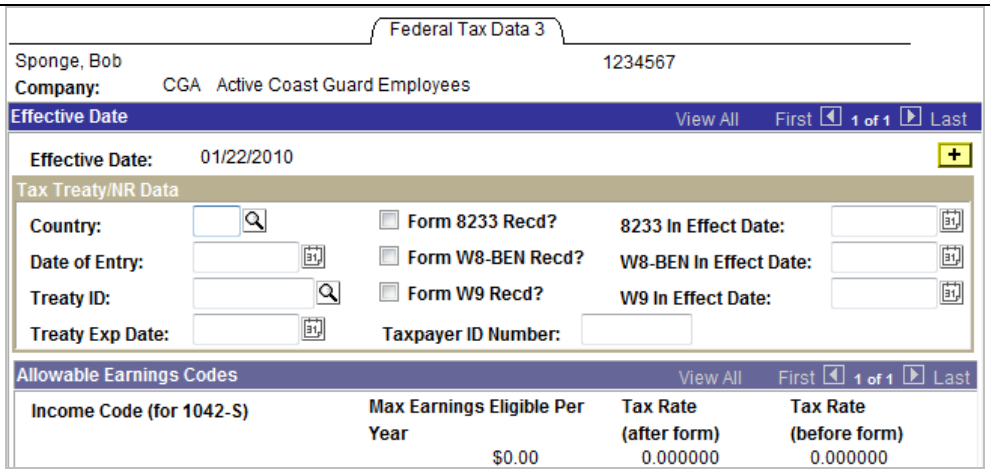
Field	Description/Instructions
Effective date	Copied from the Federal Tax Data 1 tab.
Federal tax data last updated by	Shows the date the member's federal tax data was last updated.
Exempt From FUT	Direct Access will automatically check this field.
Use Total Wages for Multi-Stat Employee	Not used.
Earned Income Credit	Leave default entry of "Not Applicable" ~~unless the member is claiming advance EIC. If the member is entitled to EIC, choose the appropriate filing status from IRS Form W-5.~~ ~~• If on the W-5 the member has entered "Yes" in item 1 and item 3 is either blank or "No", choose: Single, or Married without spouse filing~~ ~~• If on the W-5 the member has entered "Yes" in item 1 **and** item 3, choose: Married with both spouses filing~~ • ~~If item 1 of the W-5 is blank or "No", choose: Not Applicable~~
W-5 Processing Status	Not applicable.
W-2 Reporting	Not applicable.

Continued on next page

Tax Change Procedure, Continued

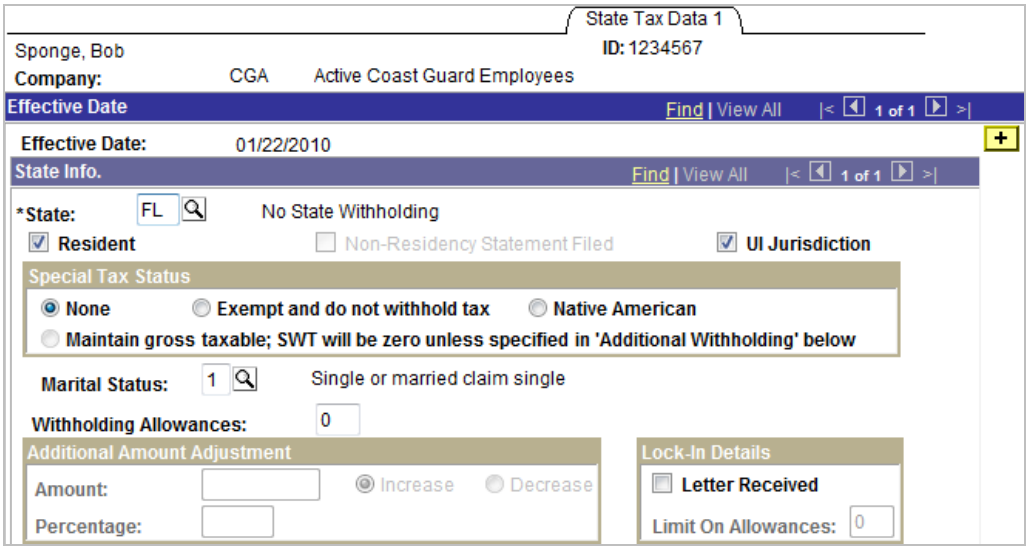
Procedure (continued)

Step	Action
4 (cont.)	



Note: No changes are required on this tab unless the member is a non-resident alien.

Field	Description/Instructions
Effective Date	Copied from the Federal Tax Data 1 tab.
Country	Enter the member's Country if member is a non-resident alien.
All other fields on this page	The other fields on this page are not applicable and will not be used in the USCG application.



Note: See the State Tax Withholding Data Entry Procedures topic for more detailed instructions on completing the State Tax Data tab. See Federal and State Income Tax Withholding for Residents of Puerto Rico on Active Duty for special rules it the member is a resident of Puerto Rico (PR).

Continued on next page

Tax Change Procedure, Continued

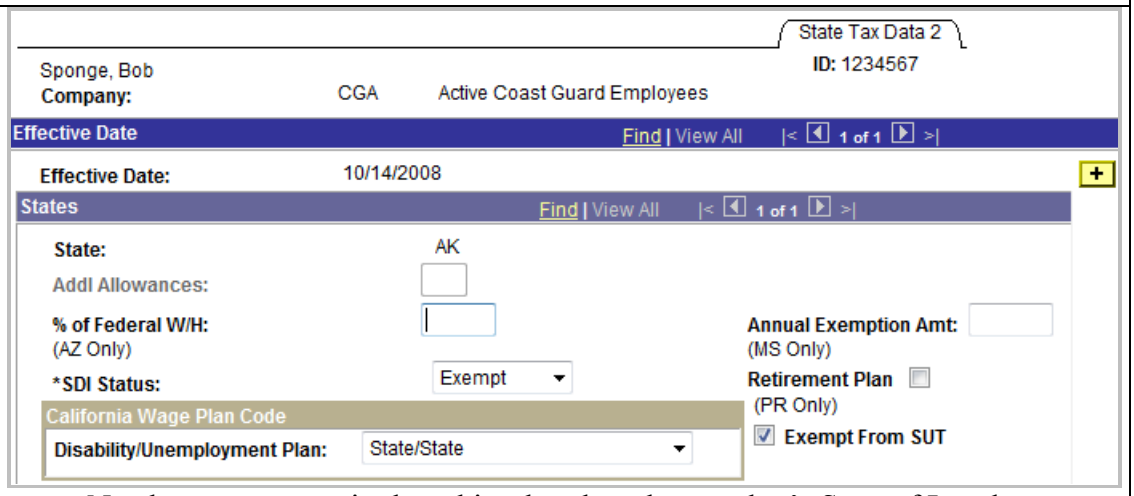
Step	Action
4 (cont.)	State Tax 1(cont.):

Field	Descriptions/Instructions
Effective Date	Copied from the Federal Tax Data 1 tab.
State	Enter the member's State of Legal Residence. The drop-down menu lists standard two-letter abbreviation codes to choose from.
Resident	Leave this field selected (checked).
UI Jurisdiction	Leave this field selected (checked).
Special Tax Withholding Status	Refer to the State Tax Withholding Data Entry Procedures topic to complete this field. Choose: • **None**, if member is not entitled to any exemption from state income tax withholding (e.g. Member's state does not provide an exemption for military personnel who live outside the state or member is currently stationed in their State of Legal Residence). • **Exempt and do not withhold tax**, if member is entitled to an exemption from state income tax withholding (e. g. Member's state exempts income earned by military personnel stationed outside the state). ***Note:*** States that qualify are AZ, CA, CT, ID, KY, PA, MO, MN, MT, NJ, NM, NY, OH, OK, OR, PR and VT. • **Puerto Rico (PR) residents**: See Federal and State Income Tax Withholding for Residents of Puerto Rico on Active Duty for special rules. • **Native American**, if member is a Native American and meets eligibility requirements. The SPO will have eligible members sign a DD Form 2058-2. • The "Maintain gross taxable..." option is not used.
Marital Status	Click the button and choose the appropriate marital status code. If exempt from state taxes, leave this field at the default or current status. Do not change it. 1 Single or married claim single 2 Single Head of Household 3 Married, claiming self 4 Married, claim self and spouse 5 Married filing jointly
Withholding Allowances	Enter the number of allowances claimed by the member for state tax withholding purposes. If exempt from state taxes, leave this field at the default or current number. Do not change it.
Add'l Withholding Amount	Enter the whole dollar amount, if any, of additional tax to be withheld monthly.
Add'l Withholding Percentage	Not used, leave blank.
Lock in Details	

Continued on next page

Tax Change Procedure, Continued

Procedure (cont.)

Step	Action
4 (cont.)	 ***Note:*** No changes are required on this tab unless the member's State of Legal Residence is Mississippi. **Field** / **Descriptions/Instructions** **Effective Date** — Copied from Federal Tax Data 1 tab. **State** — State of Legal Residence, copied from State Tax Data 1 tab. **Add'l Allowances** — Not used, leave blank **% of Federal WH** — Not used, leave blank **Annual Exemption Amt (MS Only)** — If the member is a resident of Mississippi, enter the Exemption Amount. **SDI Status** — Not used, leave as default "N/A". **Retirement Plan** — Not used, leave blank. **Exempt From SUT** — Not used, leave checked **California Wage Plan Code** — Not used, leave default "State/State".
5	Verify that all the information submitted is correct. Click the Save button after completing all applicable fields.

Federal and State Income Tax Withholding for Residents of Puerto Rico on Active Duty

Reference

Personnel and Pay Procedures Manual, PSCINST M1000.2 (series), Sec 8-B

Purpose

This section provides rules for withholding federal and state income tax for active duty members claiming Puerto Rico as their state of legal residence.

Rules

Residents of Puerto Rico on active duty are subject to federal or state income tax withholding depending on their assignment in or outside of the 50 United States. The table below shows which tax is to be withheld based on the member's assignment.

If the mbr is assigned to duty…	Then…
in the US (one of the 50 states)	only federal income tax is withheld. Member is exempt from state tax withholding.
outside of the US	only Puerto Rico tax is withheld. Member is exempt from federal tax withholding.

Fed withholding stops when PR withholding starts

Federal tax withholding will be stopped automatically in JUMPS anytime Puerto Rico tax withholding is started.

- If the member wants both federal and Puerto Rico taxes withheld, the SPO will need to enter a federal tax transaction to start federal tax withholding.

Member Action

Members shall notify the SPO, using the procedures established in reference (a), to begin Puerto Rico tax withholding when they are stationed outside of the U.S. Members shall notify the SPO when they are stationed back in the U.S. to stop Puerto Rico withholding and begin federal withholding.

Continued on next page

Federal and State Income Tax Withholding for Residents of Puerto Rico on Active Duty, Continued

SPO Action

When a member who claims Puerto Rico as their state of legal residence is stationed outside the United States, the SPO shall:

- Submit a State Tax transaction. Ensure that "PR" is shown as the State of Legal Residence and that the "Exempt and do not withhold tax" radio button denoting exemption from state tax is NOT marked (member is not exempt). Ensure the fields for Marital Status and No. State Exemptions Claimed are completed on the transaction.

Note: The State Tax Transaction will automatically stop any federal tax withholding the member has. If the member wants both federal and Puerto Rico taxes withheld, the SPO shall submit a federal tax transaction (in addition to the state tax transaction).

When a member who claims Puerto Rico as their state of legal residence is stationed back in the United States, the SPO shall:

- Submit a State Tax transaction. Ensure that "PR" is shown as the State of Legal Residence and that "*Exempt and do not withhold tax*" radio button is marked denoting exemption from state tax.
- Submit a Federal Tax transaction to begin federal withholding.

Federal and State Income Tax Withholding for Residents of the Commonwealth of the Northern Mariana Islands

Introduction

This section provides the procedure for entering tax withholding for residents of the Commonwealth of the Northern Mariana Islands (CNMI).

Discussion

The US Treasury has entered an agreement with the CNMI for the mandatory withholding of CNMI income tax from the pay of members of the U. S. Armed Forces who are residents of the CNMI.

The state code will be "MP", and Federal exclusion code will be a newly established code of "7".

Members with Legal residency of CNMI will have CNMI state taxes withheld at the federal rate, and FICA withheld. No FITW, regardless of unit state.

Procedure

Start Internet Explorer, sign into Direct Access and follow these steps to complete this procedure.

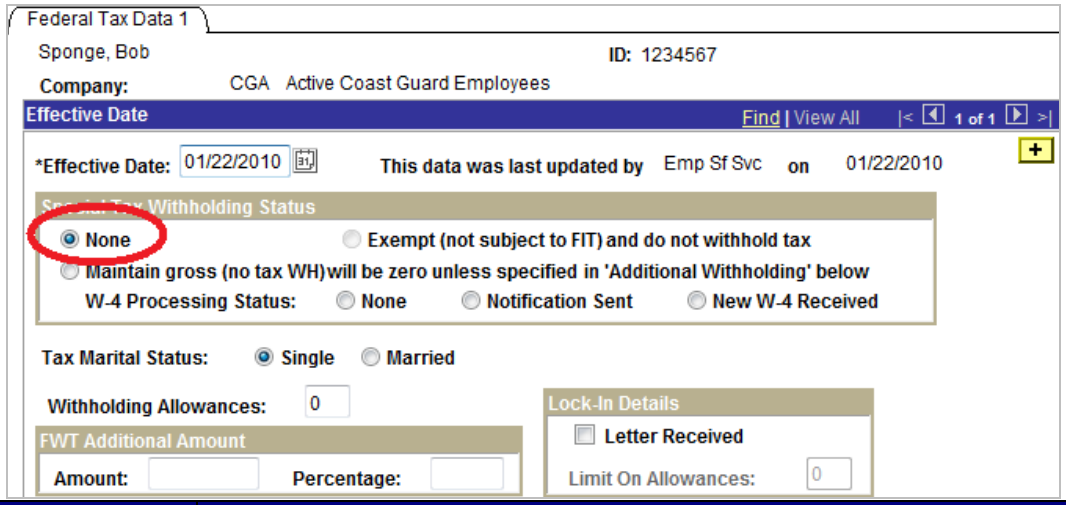
Step	Action
1	Select menu items in the following order: Home > Compensate Employees > Maintain Payroll Data (US) > Use > **Employee Tax Data**
2	A search page will appear. Enter the member's employee ID number or other search criteria and click the Search button to select the member you wish to display.
3	The Employee Tax Data page will open, and the *Federal Tax Data 1 tab* will be displayed. The Federal Tax Data 1 tab is used for the input various types of federal tax information including 'Special Tax Withholding Status', 'Tax Martial Status', Withholding Allowances' and 'Additional Withholding.

Continued on next page

Federal and State Income Tax Withholding for Residents of the Commonwealth of the Northern Mariana Islands, Continued

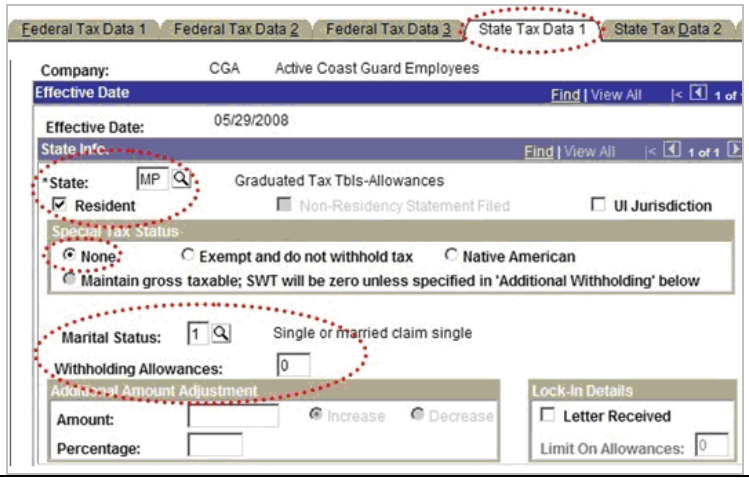
Procedure (continued)

Step	Action
4	Choose the appropriate tab for the type of tax change and complete the fields as described below. *Federal Tax 1:*



Field	Description/Instructions
Effective date	This defaults to the current date. This date may not be future dated.
Special Tax Withholding Status	Select "**None**" (default). CNMI residents are not subject to FITW. Setting the state code to "MP" on the **State Tax Data 1 tab** will exempt the member from FITW in JUMPS. The remaining fields on this tab may be left at their default values. Click on the **State Tax Data 1 tab** to continue.

State Tax 1:



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Federal and State Income Tax Withholding for Residents of the Commonwealth of the Northern Mariana Islands, Continued

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4
(cont.)</td><td>

State Tax 1(cont.):

<table>
<tr><th>Field</th><th>Descriptions/Instructions</th></tr>
<tr><td>Effective Date</td><td>Copied from the Federal Tax Data 1 tab.</td></tr>
<tr><td>State</td><td>Enter or select code "MP" for residents of the CNMI.</td></tr>
<tr><td>Resident</td><td>Leave this field selected (checked).</td></tr>
<tr><td>UI Jurisdiction</td><td>Leave this field blank (unchecked).</td></tr>
<tr><td>Special Tax Status</td><td>• Select: None
• The "Maintain gross taxable..." option is not used.</td></tr>
<tr><td>Marital Status</td><td>Click the button and choose the appropriate marital status code. If exempt from state taxes, leave this field at the default or current status. Do not change it.
1 Single or married claim single
2 Single Head of Household
3 Married, claiming self
4 Married, claim self and spouse
5 Married filing jointly</td></tr>
<tr><td>Withholding Allowances</td><td>Enter the number of allowances claimed by the member for state tax withholding purposes.</td></tr>
<tr><td>Add’l Withholding Amount</td><td>Enter the whole dollar amount, if any, of additional tax to be withheld monthly.</td></tr>
<tr><td>Add’l Withholding Percentage</td><td rowspan="2">Not used, leave blank.</td></tr>
<tr><td>Lock in Details</td></tr>
</table>

</td></tr>
<tr><td>5</td><td>Click the Save button to save the information.</td></tr>
</table>

State Tax Withholding Data Entry Procedures

Introduction

This section provides additional information for state income tax processing and provides guidance for establishing or changing state tax withholding information in Direct Access.

Note: Procedures for members who are legal residents of U. S. Territories are also included in this section.

Discussion

The two charts in Personnel and Pay Procedures Manual, PSCINST M1000.2(series), State Tax Listing Pages 8B are helpful in explaining withholding requirements and providing useful state address information. This section is meant to supplement, not replace, those charts.

The focus of this section is to categorize states by their processing similarities and provide an understanding of how each category should be treated when establishing or changing a member's state income tax information in Direct Access.

Category 1 -- States With No Income Tax

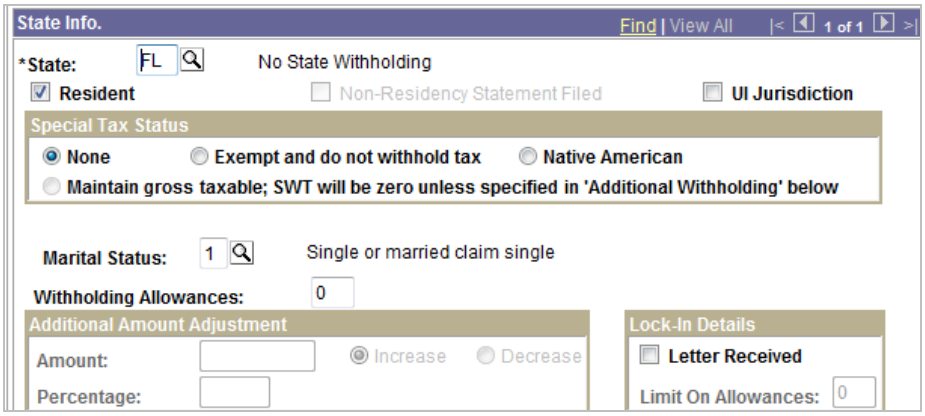
The following states do not have a state income tax:

Alaska (AK)	South Dakota (SD)
Florida (FL)	Texas (TX)
Nevada (NV)	Washington (WA)
New Hampshire (NH)	Wyoming (WY)

Direct Access procedures:

When establishing or changing state of legal residency to one of the above states, enter only State Code, ignoring Marital Status and Number of Exemptions fields. Their default values will not be passed to JUMPS.

Example Direct-Access State Tax Data 1 Page for state with no income tax:



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State Tax Withholding Data Entry Procedures, Continued

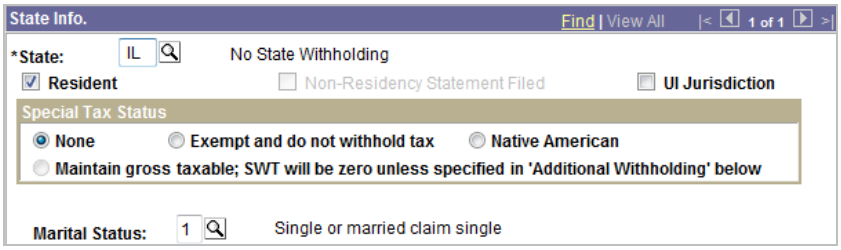
Category 2 -- States That Do Not Have an Agreement to Withhold

The following states (and U.S. Territories) have a state income tax but do not have an agreement with the Department of Treasury to withhold state income taxes from a military member's pay or exempt all military earnings from state taxes.

Illinois (IL)	American Samoa (AS)
Kentucky (KY)	
Michigan (MI)	Guam (GU)
Tennessee (TN)	Virgin Islands (VI)
West Virginia (WV)	

Direct Access procedures:
When establishing or changing state of legal residency to one of the above states, enter only State Code, ignoring Marital Status and Number of Exemptions fields. Their default values will not be passed to JUMPS.

Example Direct-Access State Tax Data 1 Page for state with no agreement:



Category 3 -- States With Military Exemptions

The following states (and U.S. Territories) have a state income tax and have an agreement with the Department of Treasury to withhold state income taxes from a military member's pay, but have conditions which allow a member to claim exemption from paying those taxes. See the 3PM, Ch 8 - State Tax Listings for an explanation of the required conditions.

Arizona (AZ)	New Jersey (NJ)
California (CA)	New York (NY)
Connecticut (CT)	Ohio (OH)
Idaho (ID)	Oklahoma
Minnesota (MN)	Oregon (OR)
Missouri (MO)	Pennsylvania (PA)
Montana (MT)	Vermont (VT)
New Mexico (Reservists (not on AD) with Legal Residence in NM are not state tax exempt, the SPO should not mark them as exempt.)	Puerto Rico (PR)-See Federal and State Income Tax Withholding for Residents of Puerto Rico on Active Duty for special rules

Note: Kentucky (KY) and Michigan (MI) exempt all military pay but are listed as Category 2 states (no withholding agreement).

Continued on next page

State Tax Withholding Data Entry Procedures, Continued

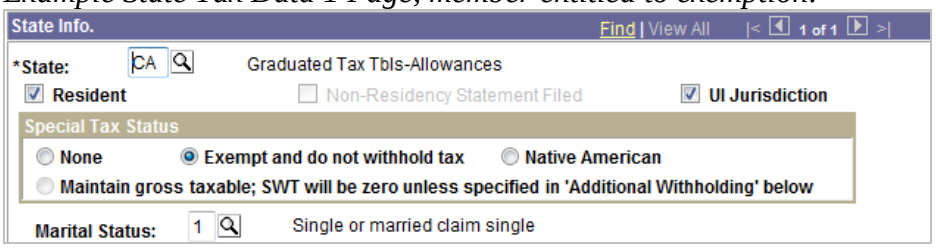
Category 3 -- States With Military Exemptions (continued)

Direct Access procedures:
When establishing or changing state of legal residency for a member who meets the exemption conditions, enter State Code and indicate "Exempt and do not withhold tax" in the Special Tax Status field on State Tax Data 1 page, ignoring the Marital Status and Number of Exemptions fields. Their default values will not be passed to JUMPS. No state wages or taxes will be reported to JUMPS.

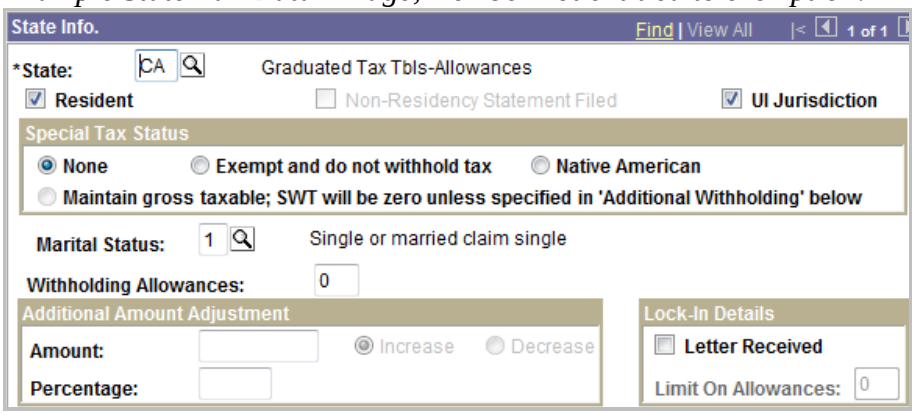
When establishing or changing state of legal residency for a member who does not meet the exemption conditions, enter State Code, Marital Status, and Number of Exemptions. Special Tax Status block on State Tax Data 1 page must indicate "None".

Note: Members who claim one of the above states are automatically subject to state income tax when they are stationed inside that state/territory. After a reporting endorsement processes in JUMPS, a Direct Access tax event must be completed (either by member self-service or SPO) if the default values (single and zero) are not acceptable to the member.

Example State Tax Data 1 Page, member entitled to exemption:



Example State Tax Data 1 Page, member not entitled to exemption:



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State Tax Withholding Data Entry Procedures, Continued

Category 4 - States With Agreements

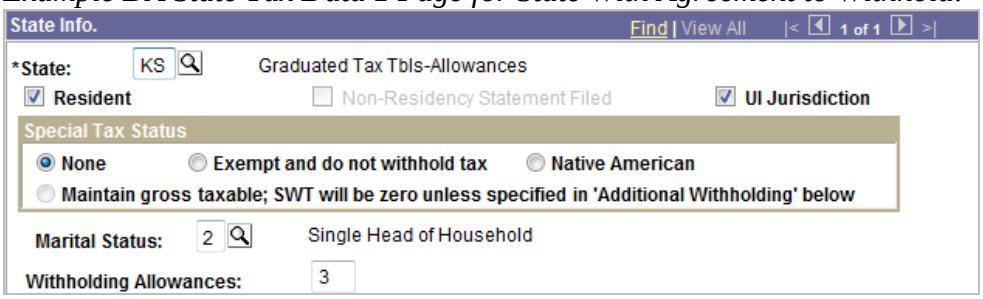
The following states have a state income tax and an agreement to withhold state income tax from a CG member's pay.

Alabama (AL)	Iowa (IA)	Nebraska (NE)	North Carolina (NC)
Arkansas (AR)	Kansas (KS)	New Mexico (NM)(Reservists (not on AD) w/ Legal Residence in NM aren't state tax exempt, the SPO shouldn't mark them exempt.)	North Dakota(ND)
Colorado (CO)			Rhode Island (RI)
Delaware (DE)	Louisiana (LA)		South Carolina (SC)
District of Columbia (DC)	Maine (ME)		
Georgia (GA)	Maryland (MD)		Utah (UT)
Hawaii (HI)	Massachusetts(MA)		Virginia (VA)
Indiana (IN)	Mississippi (MS)*		Wisconsin (WI)

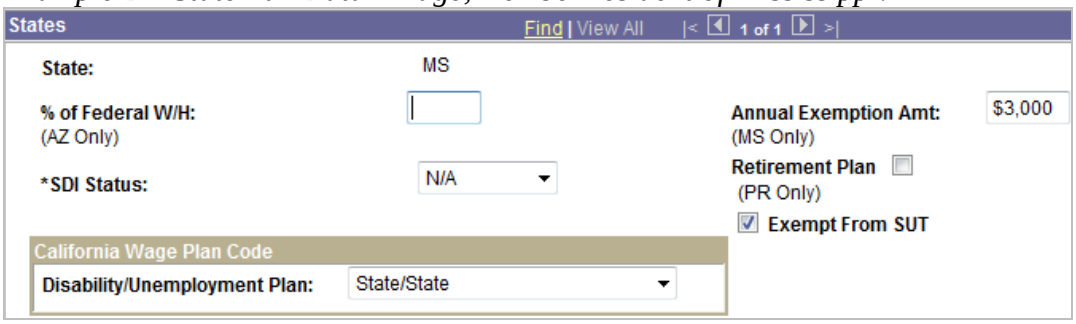
Direct Access procedures:
When establishing or changing state of legal residency, enter State Code, Marital Status and Number of Allowances.

*For residents of Mississippi, enter State Code (MS) and ignore the values in the Marital Status and Number of Exemptions fields. Enter a dollar amount in the Annual Exemption Amount block on State Tax Data 2 page.

Example DA State Tax Data 1 Page for State With Agreement to Withhold:



Example DA State Tax Data 2 Page, member resident of Mississippi:



Note: The Annual Exemption Amt can be obtained from Mississippi form 89-350-98-1, http://www.mstc.state.ms.us/taxareas/withhold/89-350001.pdf

Continued on next page

State Tax Withholding Data Entry Procedures, Continued

Category 5 -- Special State Tax Treatment for Native Americans

There are special procedures for eligible Native American service members who claim exemption from state tax withholding. Exemption is recorded by clicking the Native American tab in the Special Tax Status field on State Tax Data 1 page. The Marital Status and Number of Exemptions fields should not be completed; their default values will not be passed to JUMPS. No state wages or taxes will be reported to JUMPS.

Category 6 Commonwealth of the Northern Mariana Islands

Please see Tax Withholding for Residents of the Northern Mariana Islands.

State Tax Listing

State and Contact Phone Number	Authorized to Have SITW Withheld From Military Members	Tax Withholding Form State Requires	State Tax Office Address
Alabama (334) 242-1170	Yes	State Form A-4	Alabama Dept of Revenue Individual & Corporate Tax Div. PO Box 327465 Montgomery, AL 36132-7465
Alaska (907) 465-2300	NO STATE INCOME TAX		
Arizona (602) 255-3381	Yes (Exempts all military pay)	State Form A-4 or A-4M	Arizona Dept of Revenue Taxpayer Info & Assistance PO Box 29086 Phoenix, AZ 85038-9086
Arkansas (501) 682-7225	Yes	State Form AR-4EC	Arkansas Department of Finance and Administration Individual Income Tax Section Rm 138, Ledbetter Building Little Rock, AR 72203
California 800-338-0505 800-852-5711(automated)	Yes	State Form EDD DE4 *	California Franchise Tax Board PO Box 942840 Sacramento, CA 94240-0040
~Conditions for exemption from state tax: If member is on active service and is stationed outside the state.			
Colorado 303-232-2446	Yes	Federal Form W-4 *	Colorado Department of Revenue 1375 Sherman Street Denver, CO 80261
Connecticut 800-382-9463 (in state) (860)297-5962(out of state)	Yes	State Form CT-W4	Taxpayer Services Division Department of Revenue Services 25 Sigourney Street Hartford, CT 06106-5032
~Conditions for exemption from state tax: If the member does not maintain a permanent place of abode in the state, AND maintains a permanent place of abode outside the state, AND spends not more that 30 days in the state during the tax year. Members occupying single-type government quarters are NOT considered to be maintaining a permanent place of abode in the state.			
Delaware (302) 577-8200	Yes	Federal Form W-4 *	Delaware Division of Revenue 820 N. French Street Wilmington, DE 19801
District of Columbia (202) 727-4829	Yes	State Form D-4	DC Government Office of Tax & Revenue 941 Capitol St. NE Washington, DC 20002
Florida (850) 922-4827/4826	NO STATE INCOME TAX		
Georgia (404) 656-4188	Yes	State Form G-4	Georgia Department of Revenue 270 Washington St. SW Atlanta, GA 30334
Hawaii 800 222-3229	Yes	State Form HW-4	Hawaii Department of Taxation PO Box 3559 Honolulu, HI 96811-3559

*** These states use Federal W-4 annotated "For SITW Purposes Only".**

Continued on next page

State Tax Listing, Continued

State and Contact Phone Number	Authorized to Have SITW Withheld From Military Members	Tax Withholding Form State Requires	State Tax Office Address
Idaho (208) 334-7660 800-972-7660	Yes	Federal Form W-4*	Taxpayer Services Idaho State Tax Commission PO Box 36 Boise, ID 83722-0036
Illinois 800-732-8866	No (exempts all active duty military pay)		Illinois Department of Revenue Taxpayer Correspondence PO Box 19044 Springfield, IL 62794-9044
Indiana (317) 232-2240	Yes	State Form WH-4	Indiana Department of Revenue Taxpayer Services Division Indiana Government Center 100 N. Senate Avenue, No. 105 Indianapolis, IN 96811
Iowa 800-367-3388 (in state) (515) 281-3114 (out of state)	Yes	State Form IA-W4	Finance Taxpayer Services and Iowa Department of Revenue PO Box 10457 Des Moines, IA 50306-0457
Kansas (785) 368-8222	Yes	Federal Form W-4 *	Kansas Department of Revenue Taxpayer Assistance Bureau 915 SW Harrison Street Topeka, KS 66625-0001
Kentucky (502) 564-4581	No (exempts all active duty military pay)		Kentucky Revenue Cabinet Taxpayer Assistance 200 Fair Oaks Lane Frankfort, KY 40620
Louisiana (225) 925-4611	Yes	Federal Form W-4 *	Louisiana Department of Revenue PO Box 201 Baton Rouge, LA 70821
Maine (207) 626-8475	Yes	Federal Form W-4 *	Maine Revenue Services Income/Estate Tax Division 24 State House Station Augusta, ME 04333-0024
Maryland (410) 260-7980 (Central MD) 800-638-2937 (Others)	Yes	State Form MW-507	Maryland Taxpayer Service 110 Carroll St Annapolis, MD 21411
Massachusetts (617) 887-6367	Yes	Federal Form W-4 *	Massachusetts Taxpayers Assist. 200 Arlington St Chelsea, MA 02150
Michigan 800-487-7000	No (exempts all active duty military Pay)		Michigan Dept of the Treasury Treasury Building Lansing, MI 48922
Minnesota (651) 296-3781 800-652-9094	Yes	Federal Form W-4 *	Minnesota Department of Revenue Individual Income Tax Division Mail Station 5510 St. Paul, MN 55146-5510
~Conditions for exemption from state tax: If member is on active service and is stationed outside the state.			

*** These states use Federal W-4 annotated "For SITW Purposes Only".**

Continued on next page

State Tax Listing, Continued

State and Contact Phone Number	Authorized to Have SITW Withheld From Military Members	Tax Withholding Form State Requires	State Tax Office Address
Mississippi (601) 923-7089	Yes	State Form 62-420	Mississippi State Tax Commission PO Box 1033 Jackson, MS 39215-3338
Missouri (573) 751-7191	Yes	State Form MO W-4	Taxpayer Services Missouri Department of Revenue PO Box 3300 Jefferson City, MO 65105
~Conditions for exemption from state tax: If the member does not maintain a permanent place of abode in the state, AND maintains a permanent place of abode outside the state, AND spends not more that 30 days in the state during the tax year. Members occupying single-type government quarters are NOT considered to be maintaining a permanent place of abode in the state.			
Montana (406) 444-6900	Yes (exempts all active duty military pay)	Federal Form W-4 *	Montana Department of Revenue PO Box 5805 Helena, MT 59604
~Conditions for exemption from state tax: If member performs active duty in the Regular Armed Forces, is legal resident of Montana, and entered into active duty from Montana. However, members serving in Reserve components should have state income taxes withheld. Active duty personnel must file a return even if qualified for an exemption.			
Nebraska 800-742-7474	Yes	Federal Form W-4 *	Nebraska Department of Revenue 301 Centennial Mall S. PO Box 94818 Lincoln, NE 68509-4818
Nevada (775) 687-4892	NO STATE INCOME TAX		
New Hampshire (603) 271-2186	NO STATE INCOME TAX		
New Jersey (609) 292-6400	Yes	Federal Form W-4 *	Division of Taxation PO Box 266 Trenton, NJ 08695-0266
~Conditions for exemption from state tax: If the member does not maintain a permanent place of abode in the state, AND maintains a permanent place of abode outside the state, AND spends not more that 30 days in the state during the tax year. Members occupying single-type government quarters are NOT considered to be maintaining a permanent place of abode in the state.			
New Mexico (505) 827-0827	Yes (Exempts all active duty military pay)	Federal Form W-4 *	Taxation and Revenue Department PO Box 25122 Santa Fe, NM 87504-5122
~Conditions for exemption from state tax: Active Duty - Exempts all active duty military pay. Reserve: Reservists (not on active duty) with Legal Residence state of NM are not state tax exempt, the SPO should not mark them as exempt.			
New York 800-225-5829	Yes	Federal Form W-4 *	Correspondence Unit W.A. Harriman Campus Albany, NY 12227
~Conditions for exemption from state tax: If the member does not maintain a permanent place of abode in the state, AND maintains a permanent place of abode outside the state, AND spends not more that 30 days in the state during the tax year. Members occupying single-type government quarters are NOT considered to be maintaining a permanent place of abode in the state.			
North Carolina (919) 733-2332	Yes	State Form NC-4	Department of Revenue PO Box 25000 Raleigh, NC 27640-0640

*** These states use Federal W-4 annotated "For SITW Purposes Only".**

Continued on next page

State Tax Listing, Continued

State and Contact Phone Number	Authorized to Have SITW Withheld From Military Members	Tax Withholding Form State Requires	State Tax Office Address
North Dakota 800-638-2901 (In state) (701) 328-3450 (Out of state)	Yes	Federal Form W-4 *	State the Tax Commissioner State Capitol 600 E Boulevard Avenue Bismarck, ND 58505-0599
Ohio 800-282-1780	Yes	State Form IT-4*	Taxpayer Services Division 830 Freeway Drive N Columbus, OH 43229
Conditions for exemption from state tax: If member is on active service and is stationed outside the state. Member must complete form Ohio IT 4 MIL (http://tax.ohio.gov/documents/forms/ohio_individual/individual/2008/IT_IT4MIL_2008.pdf) and forward it to the SPO for entry in DA.			
Oklahoma 800-522-8165 (In state) (405) 521-3160	Yes	Federal Form W-4 *	Taxpayer Assistance Division 2501 Lincoln Boulevard Oklahoma City, OK 73194
Per Oklahoma Statute, Title 68, § 2358 (2009), effective for taxable years beginning on or after 1 January 2010 and through 2014, all military pay received by active duty or reserve members of the Armed Forces will be exempt from Oklahoma income tax.			
Oregon 800-356-4222 (In state) (503) 378-4988 (All others)	Yes	Federal Form W-4 *	Revenue Building Tax Help, Room 135 955 Center Street NE Salem, OR 97310-2555
Conditions for exemption from state tax: If the member does not maintain a permanent place of abode in the state, AND maintains a permanent place of abode outside the state, AND spends not more that 30 days in the state during the tax year. Members occupying single-type government quarters are NOT considered to be maintaining a permanent place of abode in the state.			
Pennsylvania 888-728-2937	Yes	Federal Form W-4 *	Bureau of Individual Taxes Taxpayer Inquiry Unit 5th Floor, Strawberry Square Harrisburg, PA 17128
Conditions for exemption from state tax: If the member does not maintain a permanent place of abode in the state, AND maintains a permanent place of abode outside the state, AND spends not more that 30 days in the state during the tax year. Members occupying single-type government quarters are NOT considered to be maintaining a permanent place of abode in the state.			
Puerto Rico (787) 721-2020	Yes (If stationed outside the U.S.)	Form 499R-4.1	Director, Income Tax Division Treasury Department PO Box S-4515 San Juan, PR 00901
Note: Filing of a tax return and payment of personal income tax may be required. It is the member's responsibility to contact the state tax authority to determine tax liability.			
Rhode Island (401) 222-3911	Yes	Federal Form W-4 *	Rhode Island Division of Taxation 1 Capitol Hill Providence, RI 02908
South Carolina (803) 898-5709	Yes	Federal Form W-4 *	South Carolina Department of Revenue PO Box 125 Columbia, SC 29214
South Dakota 800-829-9188	NO STATE INCOME TAX		

*** These states use Federal W-4 annotated "For SITW Purposes Only".**

Continued on next page

State Tax Listing, Continued

State and Contact Phone Number	Authorized to Have SITW Withheld From Military Members	Tax Withholding Form State Requires	State Tax Office Address
Tennessee 800-342-1003 (In state) (615) 741-3506	No (exempts all active duty military pay)		Department of Revenue Jackson State Office Building 500 Deaderick St Nashville, TN 37242
Texas 800-662-4335	NO STATE INCOME TAX		
Utah 800-662-4335	Yes	Federal Form W-4 *	Utah State Tax Commission 210 N 1950 W Salt Lake City, UT 84134
Vermont (802) 828-2865	Yes	Federal Form W-4 *	Vermont Department of Taxes Taxpayer Services Division 109 State Street Montpelier, VT 05609
Conditions for exemption from state tax: If member is on active service and is stationed outside the state.			
Virginia (804) 367-8031	Yes	State Form VA-4	Customer Services Section PO Box 1115 Richmond, VA 23218-1115
Washington 800-647-7706	NO STATE INCOME TAX		
West Virginia 800-942-8297 (304) 558-3333	No		Department of Tax & Revenue Taxpayer Services Division PO Box 3784 Charleston, WV 25337-3784
Note: Filing of a tax return and payment of personal income tax may be required. It is the member's responsibility to contact the state tax authority to determine tax liability.			
Wisconsin (608) 266-2772	Yes	Federal Form W-4 *	Wisconsin Department of Revenue PO Box 8903 Madison, WI 53708
Wyoming (307) 777-5200	NO STATE INCOME TAX		

*** These states use Federal W-4 annotated "For SITW Purposes Only".**

PPC SPO Manual

Part II, Pay Entitlements

Chapter 14, JUMPS Action Generator (JAG) Inquiry

Introduction

This section provides the ***procedure*** for using the **Jumps Action Generator (JAG) Inquiry.** The JAG Inquiry is a useful research tool for reviewing and troubleshooting approved transactions on specified members prior to release to JUMPS, as well as after they have been migrated to JUMPS.

Topics

Topic	See Page
JAG Audit Inquiry	II-14-3
JAG Archive Inquiry	II-14-5

Common Fields

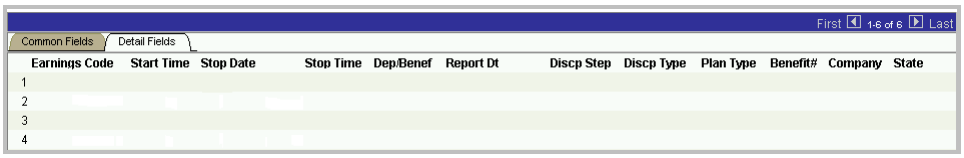
Field	Description
Status	P=Processed G=Garbaged
Action Rsn (Action Reason)	Displays the action reason transaction type and code. This code points to the data element template used for sending information to JUMPS.
Description	Displays a short description of the transaction.
Code	Displays the Pay Action Code (PMIS form) for the transaction.
A/C/D	A = Approved C = Correction D = Deletion
Eff Date	Displays the start date of the transaction (effective date).
Trans Date	Displays the JUMPS Transaction Date. This date should be the same as the effective date.
Time	Displays the effective time of the transaction (irrelevant).
Entered By	Displays the person who entered and/or approved the transaction.
EmplID	Displays the Employee ID of the person who entered/approved the transaction.
Unit	Displays the unit of the member that entered/approved the transaction.

Continued on next page

JUMPS Action Generator (JAG) Inquiry, Continued

Detail Fields

Click the Detail Fields Tab to review further information.



Field	Description
Earnings Code	Displays the transaction's earnings code.
Start Time	Displays the start time of the transaction.
Stop Date	Displays the stop date of the transaction if entered.
Stop Time	Displays the stop time of the transaction if a stop date was entered.
Dep/Benef.	Not used.
Report Dt	
Discp Step	
Discp Type	
Plan Type	
Benefit#	
Company	
State	

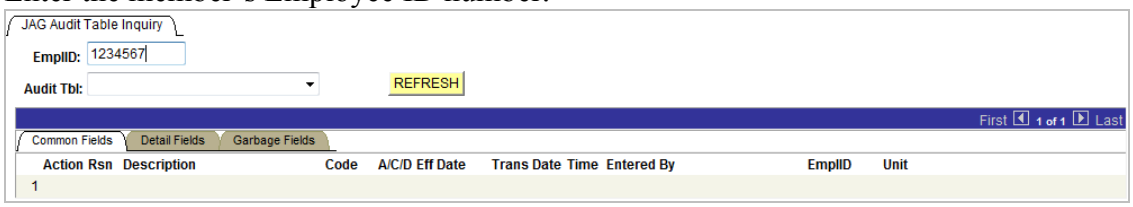
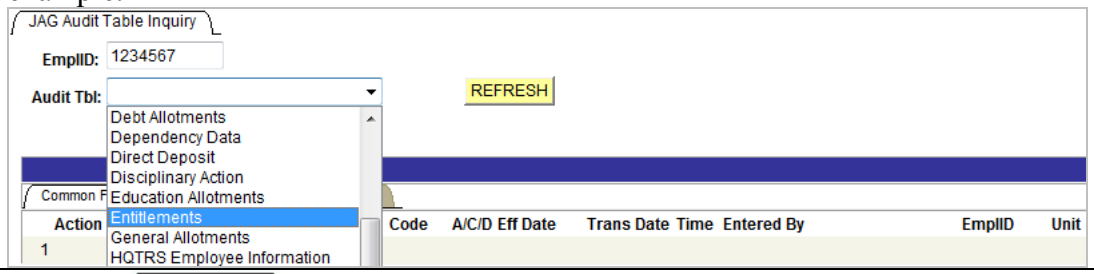
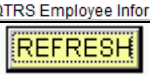
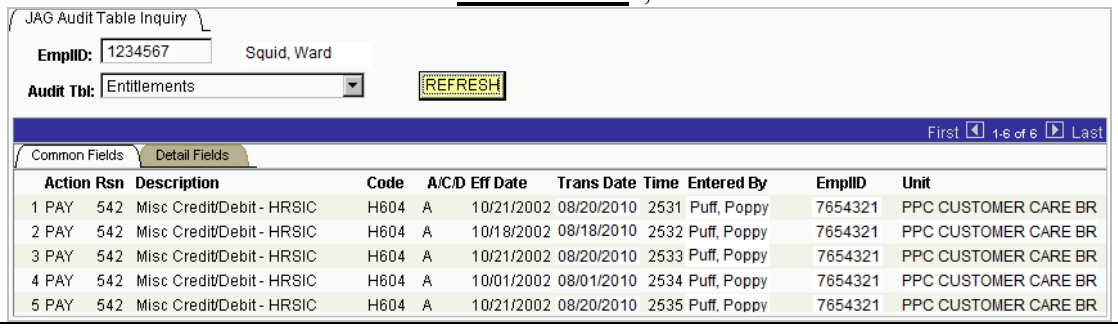
JAG Audit Inquiry

Introduction

This section provides the ***procedure*** for using the **Jumps Action Generator (JAG) Audit Inquiry,** which is a useful tool for reviewing and troubleshooting transactions on members prior to release to JUMPS. To view transactions that have been migrated to JUMPS, use the JAG Archive Inquiry.

Procedure

Log into Direct Access and follow these steps to access JAG Audit inquiry. In this example we will review a Small Store Checkage previously processed in Direct Access.

Step	Action
1	Select Menu items in the following order: Home > Compensate Employees > Maintain Payroll Data (US) > Inquire > **JAG Audit Inquiry**
2	Enter the member's Employee ID number. 
3	Select an audit table in the drop-down menu to view. "Entitlements" is chosen in this example. 
4	Click the  button.
5	Entitlements transactions awaiting migration appear as shown in the example below. Note that there are 2 tabs in this panel; one labeled "Common Fields", and the other, labeled "Detail Fields". To show "**Detail Fields**", click its tab. 

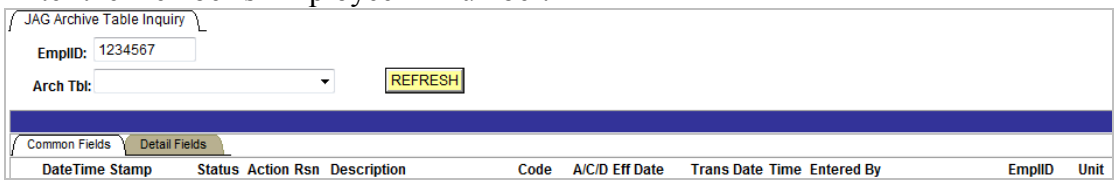
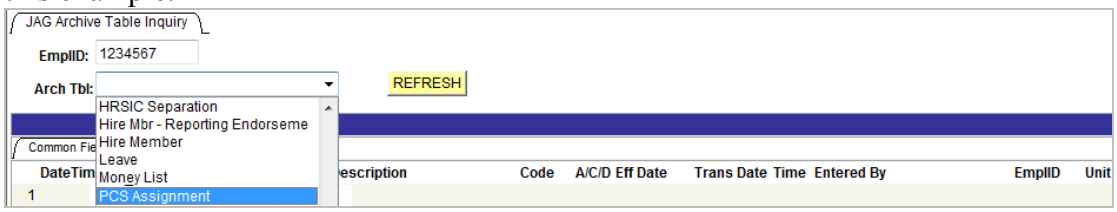
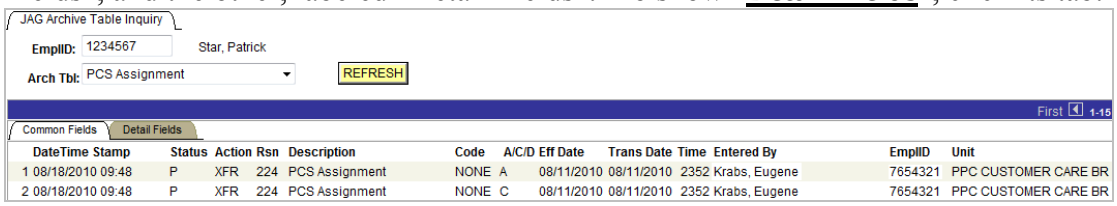
JAG Archive Inquiry

Introduction

This section provides the ***procedure*** for using the **Jumps Action Generator (JAG) Archive Inquiry,** which is a useful tool for reviewing and troubleshooting specified members' approved transactions that have migrated to JUMPS.

Procedure

Log into Direct Access and follow these steps to access JAG Archive Inquiry. This example reviews a PCS Assignment transaction previously entered in DA.

Step	Action
1	Select Menu items in the following order: Home > Compensate Employees > Maintain Payroll Data (US) > Inquire > **JAG Archive Inquiry**
2	Enter the member's Employee ID number. 
3	Select an audit table in the pull-down menu to view. "PCS Assignment" is chosen in this example. 
4	Click the REFRESH button.
5	The PCS Assignment transactions that have migrated to JUMPS appear as shown in the example below. Note that there are 2 tabs in this panel; one labeled "Common Fields", and the other, labeled "Detail Fields". To show "**Detail Fields**", click its tab. 

Coast Guard Servicing Personnel Office Manual

Part II, Pay Entitlements

Chapter 15, SPO Access to “View Members Paycheck”(eLES)

SPO Access to “View Member’s Paycheck” (eLES)

Introduction

This chapter provides procedures for Direct Access (DA) users at Servicing Personnel Offices to view a member’s Leave and Earnings Statement (LES).

Discussion

The SPO view duplicates the LES information individuals can access via Self-Service. SPOs will continue to have access to the LES in JUMPS. However, access to the DA “View Member’s Paycheck” page will aid SPOs when counseling members on pay entitlement issues.

Procedure

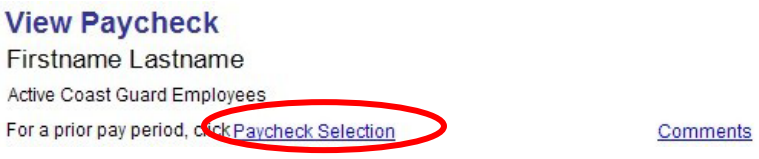
Follow these steps to access the View Member’s Paycheck page:

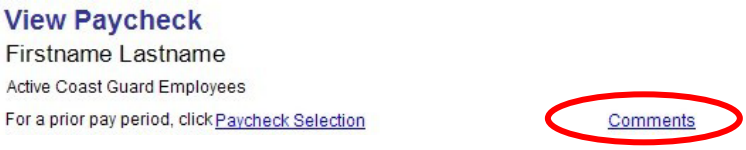
Step	Action
1	Select the following menu items: Enterprise Menu > Compensate Employees > Maintain Payroll Data (US) > Inquire > View Members Paycheck
2	The “Find an Existing Value” page will display as shown below: Note: In some situations the system bypasses this page and will take you directly to the View Members Paycheck page for the employee ID you were last viewing or updating data on. If this occurs, go to the bottom of the View Members Paycheck page and click the “Return to Search” button or click the “Inquire” link at the top of the page (in the menu path). Enter the member’s employee ID number in the “EmplID” field click the “Search” button or press the “Enter” key.

Continued on next page

SPO Access to "View Member's Paycheck" (eLES), Continued

Procedure **(continued)**

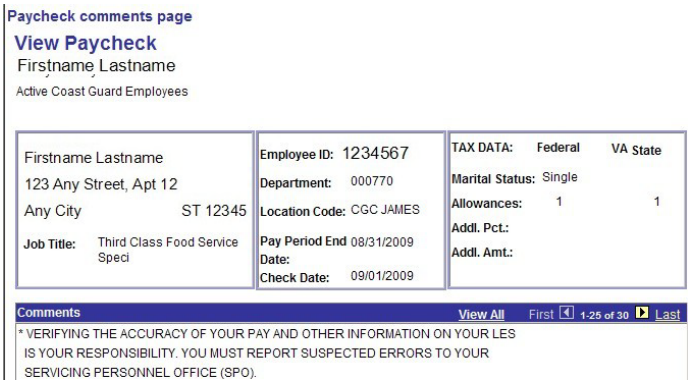
Step	Action
3	The View Members Paycheck page will display. LES data for the **current month** will be shown.
4	To view LES data for a different month, click the **Paycheck Selection** link.  A listing of available months will display, select the link for the month you want to view. The Paycheck Selection link only lists the current month and the previous 12 months. If you need LES data, older than 12 months, access the LES menu in JUMPS.

5	To view LES Remarks, click the **Comments** link.
	 
	
	The Comments Section provides:
	• General statements for all members
	• Supporting information regarding:
	  o Changes to a member's pay file
	  o Debt Liquidations

Continued on next page

SPO Access to "View Member's Paycheck" (eLES), Continued

Procedure **(continued)**

Step	Action
5 (cont'd)	If the View All, First, Last or Arrow links are active, use them to view additional lines.  Note: *The View Paycheck/eLes page now includes access to the remarks/comments for the current month and the previous 12 months.*
	Click either the "OK" or "Cancel" button at the bottom of the Comments section to return to the View Members Paycheck page.
6	The top section of the View Members Paycheck page shows the member's mailing address, rank/rate, employee ID number, unit assignment, payroll month, pay date, tax withholding marital status (for tax withholding purposes) and allowances claimed
7	The Leave section of the View Members Paycheck page includes the following fields: **Begin** = Balance carried over from previous month. **Earned** = Leave earned this month. **Used** = Leave charged this month. **Balance** = Balance at the end of this month. **Sold CP** = Leave sold this month. **Lost Prv FY =** Number of days leave lost previous fiscal year. **Sold Cumm** = Total days leave sold.

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