

Student Name: \_\_\_\_\_

# *Human Resource Systems*



*People taking care of People*

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<http://www.uscg.mil/ppc/>



# *Table of Contents*

---

Chapter 1, Military Pay Communications .....	1-1
Direct Access .....	1-3
Joint Uniform Military Pay System (JUMPS).....	1-5
The Direct Access to JUMPS Connection.....	1-7
Recents.....	1-13
JUMPS Segment Analysis .....	1-17
Chapter 2, Service Contracts and Separations .....	2-1
Statement of Intent.....	2-3
Reenlistment Contract (L62C).....	2-9
Extension (P154) and Begin Extension (P198) Transactions.....	2-17
Release from Active Duty (RELAD).....	2-25
Certificate of Release or Discharge from Active Duty (DD-214).....	2-37
Computing and Verifying Leave .....	2-39
Chapter 3, Pay Entitlements.....	3-1
Basic Allowance for Housing (BAH).....	3-3
Basic Allowance for Subsistence (BAS) .....	3-13
Career Sea Pay (CSEA) .....	3-21
Chapter 4, Corrections and Deletions .....	4-1
SPO Exception Report.....	4-3
SPO Metrics .....	4-7
What? You didn't get paid? .....	4-13
Chapter 5, PCS – Departing / Reporting.....	5-1
Chapter 6, Advances, Special Payments, and Cash Deposits.....	6-1
PPC DA Pay Adjustments .....	6-7
Chapter 7, Reserves .....	7-1
Inactive Duty for Training (IDT).....	7-3
Active Duty for Training – Annual Training (ADT-AT).....	7-11
Title 14 Mobilization .....	7-19
Title 10 Recall.....	7-25
Reserve Points Statement.....	7-37

# *Table of Contents(con't)*

---

Chapter 8, Bonuses .....	8-1
Active Duty Enlistment Bonus (EB).....	8-3
Active Duty Selective Reenlistment Bonus (SRB).....	8-5
Career Status Bonus (CSB).....	8-7
Selected Reserve (SELRES) Enlistment Bonus Program.....	8-9
Critical Skills Bonus Program .....	8-13
Suspension, Thrift Savings Plan, and Combat Tax Exclusion.....	8-15
Chapter 9, In-Service Debt Collection.....	9-1
Overpayments .....	9-3
Debt Liquidation – Segment 38 .....	9-7
How to Compute System Generated Overpayments .....	9-11
Chapter 10, Reports and Queries .....	10-1
SPO Pending Pay and Separation Transactions Query.....	10-3
SPO Pending Statement of Intent (SOI) Transactions Query.....	10-7
Unit Roster Report .....	10-9
ADHOC .....	10-15

# *Course Overview*

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## **Welcome**

## **Introductions & Expectations**

## **Sign-In**

## **Course Objective**

*Given personnel issues, address concerns or correct problems utilizing various Coast Guard Human Resource Systems in accordance with appropriate Coast Guard policies.*

## **Ground Rules**

- *Cell Phones*
- *Food & Drink*
- *Breaks*
- *Being on time for class discussion*
- *Make Up Time (Building Access after hours)*
- *Web Usage*
- *Please Refrain from Working during Presentations*

## **Review Agenda**

## **Parking Lot Questions**

## **Summary (Class)**

- *Open Discussion*
- *Discuss Parking Lot Questions*
- *Discuss Surveys*



# *Class Agenda*

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## **Day 1**

- *Welcome & Overview*
- *Military Pay Communications*
  - *Direct Access to JUMPS Connection*
  - *Recents*
  - *JUMPS Segment Analysis*

## **Day 2**

- *Service Contracts and Separations*
  - *Statement of Intent*
  - *Reenlistments*
  - *Extensions/Re-extensions*
  - *Release from Active Duty*
  - *DD-214*

## **Day 3**

- *Pay Entitlements*
  - *Basic Allowance for Housing (BAH)*
  - *Basic Allowance for Subsistence (BAS)*
  - *Career Sea Pay/Premium*
- *Corrections and Deletions*
  - *SPO Exception Report*
  - *SPO Metrics*
  - *What? I didn't get paid?*

## **Day 4**

- *PCS – Departing and Reporting*
- *Advances, Special Payments, and Cash Deposits*
- *PPC DA Pay Adjustments*
- *Reserves*
  - *Inactive Duty for Training (IDT)*
  - *Active Duty for Training – Annual Training (ADT-AT)*
  - *Title 14 Mobilization*
  - *Title 10 Recall*
  - *Reserve Points Statement*
- *Bonuses*
  - *Active Duty Enlistment Bonus Program*
  - *Active Duty Selective Reenlistment Bonus Program*
  - *Career Status Bonus Program*
  - *Selected Reserve (SELRES) Enlistment Bonus Program*
  - *Critical Skills Bonus Program*
  - *Suspension, Thrift Savings Plan, and Combat Tax Exclusion*

## **Day 5**

- *In-Service Debt Collection*
  - *Overpayments*
  - *Debt Liquidation – Segment 38*
  - *How to Compute System Generated Overpayments*
- *Reports and Queries*
  - *SPO Pending Transactions Query*
  - *Unit Roster Report*
  - *ADHOC*
- *T-Pax*
- *Final Exam, Survey and Certificates*

## *DIRECT ACCESS NAVIGATION – SPO FUNCTIONS*

<b>Task</b>	<b>Path (Breadcrumbs)</b>
Accessions	Home > Develop Workforce > Recruit Workforce (GBL) > Use
Print Contracts	Home > Administer Workforce > Administer Workforce (GBL) > Report > DD-4/Agreement to Extend/Reextend
Contracts	Home > Administer Workforce > Administer Workforce (GBL) > Use > Contract Data
Career Intentions	Home > Administer Workforce > Administer Workforce (GBL) > Use > Career Intentions
Separations	Home > Administer Workforce > Administer Workforce (GBL) > Use > Separations
Death	Home > Administer Workforce > Administer Workforce (GBL) > Use > Death
DD Form 214	Home > Administer Workforce > Administer Workforce (GBL) > Use > DD Form 214
Allotments	Home > Compensate Employees > Maintain Payroll Data (US) > Use > Allotments
Permanent Change of Station	Home > Self Service > Self Service for Commands > Use > Command Information (Click Reassign on Orders)  Home > Administer Workforce > Track Global Assignments (GBL) > Use > PCS Orders
Absences	Home > Administer Workforce > Monitor Absence (GBL) > Use > Vacation Request
View Paycheck (Online LES)	Home > Self Service > Employee > View > Inquire > View Paycheck
Entitlements	Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements
Court Memorandum	Home > Administer Workforce > Manage Labor Relations (GBL) > Use > Disciplinary Action
Reserve ADT Orders	Home > Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders
Reserve Status	Home > Administer Workforce > Administer Workforce (GBL) > Use > Reserve Member Status
Reserve Course Completion	Home > Develop Workforce > Manage Competencies (GBL) > Use > Training
Reserve Waivers	Home > Administer Workforce > Administer Workforce (GBL) > Use > Member Waivers
Reserve MGIB	Home > Compensate Employees > Administer Base Benefits > Use > MGIB-SR Eligibility
Taxes	Home > Compensate Employees > Maintain Payroll Data (US) > Use > Employee Tax Data
Dependency Information	Home > Administer Workforce > Administer Base Benefits > Use > Dependent Data
Print Dependency Information	Home > Administer Workforce > Administer Workforce (GBL) > Report > Generate CG-4170A
Personal Data Extract	Home > Self Service > Employee > View > PDE
PeopleSoft Navigator	Home > PeopleTools > Navigator > CG GWIS > GWIS
JAG Audit/Archive	Home > Compensate Employees > Maintain Payroll Data (US) > Inquire > JAG Audit or JAG Archive
Pay Adjustment	Home > Compensate Employees > Maintain Payroll Data (US) > Use > Pay Adjustments



# Military Pay Communications

## Overview

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**Introduction** Various programs work together to facilitate proper payment of military payroll to active and reserve members of the Coast Guard and NOAA. This chapter discusses the background and processes involved as well as an overview of each program.

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**Overview** Given access to JUMPS, identify common fields related to all segment types and various segments found in all member records in accordance with Part IX, Servicing Personnel Office (SPO) Manual

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**Reference** (a) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part IX

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**Objective** Given access to JUMPS, **identify** common fields related to all segment types and various segments found in all member records in accordance with reference (a).

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**Contents** This chapter contains the following topics.

Topic	See Page
<a href="#">Direct Access</a>	1-3
<a href="#">Joint Uniform Military Pay System (JUMPS)</a>	1-5
<a href="#">The Direct Access to JUMPS Connection</a>	1-7
<a href="#">RECENTS</a>	1-13
<a href="#">JUMPS Segment Analysis</a>	1-17

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# Direct Access

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## **Introduction**

Direct Access is a database program which enables document submission into JUMPS. The advanced functionality of Direct Access facilitates the implementation of all human resource management into one database. As a result, the 13-page personnel file in JUMPS has been eliminated.

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## **Why Direct Access?**

Direct Access is a streamlined human resource management system that facilitates input from various sources. This includes members, units, Servicing Personnel Offices, PPC, and others. Direct Access increases efficiency, reduces expenses related to all aspects of human resource management, and fosters a paperless environment.

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# Joint Uniform Military Pay System (JUMPS)

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**Introduction** The Joint Uniform Military Pay System (JUMPS) is the automated pay system for Coast Guard regular and reserve members and the National Oceanic and Atmospheric Administration (NOAA) officers. The master database is stored on the IBM Mainframe, located in Topeka, KS. The primary purpose of the system is to provide timely and accurate pay, maintain leave accounting, and produce financial reports.

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**Reference** (a) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part IX

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**Background** A need was identified in the early 70's to create a better system to identify events affecting member's pay accounts. A new system was created called the Personnel Management Information System (PMIS). PMIS was a transaction-based concept that streamlined input from personnel offices to payroll offices. The primary language of PMIS was the use of Pay Action Codes (PAC). PACs identify specific transactions to be accomplished, and were supplemented with supporting information called Element Codes (EC). ECs provide specific data pertinent to each PAC. A complete listing of Pay Action Codes (PAC) and Element Codes (EC) can be found in Chapter 5 of reference (a).

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**Terminology** This is a partial listing of common terms and their definitions:

<b>Term</b>	<b>Definition</b>
IBM Mainframe	The computer currently hosting the JUMPS database.
JUMPS	Joint Uniform Military Pay System.
TOPTS	Topeka Timeshare. A front-end program allowing access to the IBM Mainframe computer.
Blue Zone	The current access software for JUMPS

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**Data Flow** It is essential that JUMPS data be submitted timely and accurately. SPO's are primarily responsible for creating and certifying transactions in Direct Access for input into JUMPS. Approved transactions are electronically transmitted to PPC on a daily basis. This data passes through a series of edits to ensure accuracy. Approximately once per week, the pay files are updated, and twice each month, payroll is computed and paid. The only transactions that will be processed are the ones that successfully pass through Direct Access and JUMPS edits and were transmitted prior to the update and/or compute cutoff date established by PPC. Transactions that fail to process through JUMPS edits appear on the exception report for corrective action.

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*Continued on next page*

## Joint Uniform Military Pay System (JUMPS), Continued

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**Access** The guidelines and procedures for accessing JUMPS are located in Chapter 1 of reference (a).

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**How JUMPS keeps track of data** Being similar in nature to a database, JUMPS has fields referred to as segments. Each record contains various segments based on data input from the member, SPOs, and PPC. A JUMPS record is created upon accession, and segments are built accordingly.

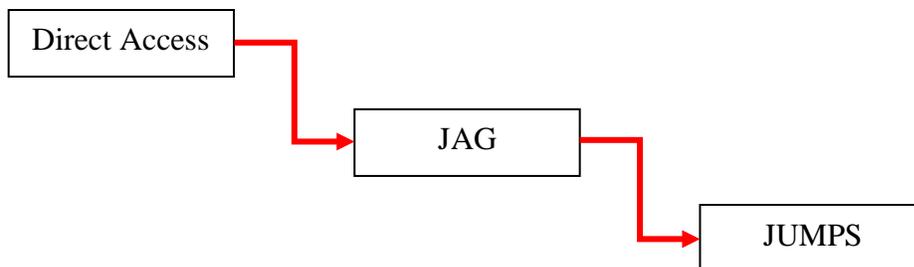
---

**Sample process** Here is a sample of how the process works:

Stage	Action
1	Specific action occurs (i.e. advancement, member moves in/out of housing, etc.).
2	Supporting documentation is provided to the Servicing Personnel Office (SPO).
3	The SPO enters the appropriate information into Direct Access.
4	The information processes through edits to the JUMPS Action Generator (JAG).
5	JAG converts the documents into PACs & ECs for JUMPS.
6	The data is transferred into JUMPS.
7	JUMPS processes the data and builds appropriate segments.
8	JUMPS computes payroll utilizing the new data, and transmits payroll to Treasury for disbursement.

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**Path**



# The Direct Access to JUMPS Connection

## Introduction

So how does this all fit together? Data is entered in Direct Access, processes through the JUMPS Action Generator (JAG), and processes into JUMPS. The documentation can be found in Recents, which is like a table of contents for the member's record, and the effected action can be found in the appropriate segment(s). Final results will show on the member's LES.

## Data Input

Sample data entered in Direct Access shows starting BAH with Dependents, BAH-L effective August 1, 2011:

Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements

<b>EmplID:</b> 1234567	Platypus, Perry T	<b>Empl Rcd Nbr:</b> 0
<b>Dept:</b> 007267	SECTOR BOSTON	<b>Empl Class:</b> Regular
<b>Job Code:</b> 436094	YN2	<b>Sal Plan/Grade:</b> ENL E5
<b>Location:</b> MA0001	SECTOR BOSTON	
<b>Position:</b> 00037779	ADMIN/PERS SUPPORT	

**Entitlements** View All | < 3 of 5 >

'Earnings Code: BA1  BAH (Basic Allow for Housing) +

'Start Date	Start Time:Seq	Stop Date	Stop Time:Seq	'Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
1 08/01/2011 <input type="text"/>	2581 <input type="text"/>	<input type="text"/>	0000 <input type="text"/>	BAH-L	With Dep; MBR and Dep not assigned govt P qtrs		<input type="checkbox"/>	<input type="button" value="Detail"/>	<input type="button" value="Approve"/>	

*Continued on next page*

## The Direct Access to JUMPS Connection, Continued

### Detail

Clicking on the Detail button allows you to enter the appropriate zip code for the member.

[Home](#) > [Compensate Employees](#) > [Maintain Entitlements](#) > [Use](#) > **Employee Entitlements**

### Supporting Data

1234567	BA1	08/01/2011	BAH-L
---------	-----	------------	-------

Postal Code:

Inadequate Quarters Amount:

**Dependent Flag**  
 **Spouse In Service**

**For assignments to Inadequate Qtrs**

The rental amount shall be the lessor of: (a) the fair rental value of the inadequate quarters, or (b) 75% of BAH Type II at the dependents rate. For members with a spouse in service who jointly occupy inadequate government quarter, the rental charge will be collected at a rate of 50% from each member. Ensure the correct amount is entered.

*Continued on next page*

## The Direct Access to JUMPS Connection, Continued

### How data gets from Direct Access to JUMPS

Once approved, data properly entered in Direct Access processes through edits in the JUMPS Action Generator (JAG). Once the data successfully processes through the edits, JAG creates the required forms using Pay Action Codes (PAC) and appropriate Element Codes (EC), and transmits them to JUMPS. Below is a sample of data processed into JAG, followed by a table explaining the important fields and their meanings:

Home > [Compensate Employees](#) > [Maintain Payroll Data \(US\)](#) > [Inquire](#) > JAG Audit Inquiry (Before COB)  
 JAG Archive Table Inquiry JAG Archive Inquiry (After COB)

JAG Archive Table Inquiry

EmpID:  Platypus, Perry T

Arch Tbl:

---

Common Fields **Detail Fields**

DateTime Stamp	Status	Action Rsn	Description	Code	A/C/D	Eff Date	Trans Date	Time Entered By	EmplID	Unit	OriginatorID
1 09/06/2011 08:45	P	PAY	553 Small Store Checkage	NONE	A	09/04/2011	09/04/2011	2501 Flynn, Phineas	7654321	CG-UDC	2222222
2 08/04/2011 09:22	P	PAY	545 Advance Pay	H605	A	08/02/2011	08/02/2011	2584 Flynn, Phineas	7654321	SEC BOSTON ADMIN/PERS DIV	
3 08/04/2011 09:22	P	PAY	407 BAH/Quarters	P606	A	08/01/2011	08/01/2011	2581 Flynn, Phineas	7654321	SEC BOSTON ADMIN/PERS DIV	1111111
4 08/04/2011 09:22	P	PAY	174 Start CONUS COLA w/deps	P607	A	08/01/2011	08/01/2011	2583 Flynn, Phineas	7654321	SEC BOSTON ADMIN/PERS DIV	1111111
5 08/04/2011 09:22	P	PAY	165 Start ENL BAS	P607	A	08/02/2011	08/02/2011	2582 Flynn, Phineas	7654321	SEC BOSTON ADMIN/PERS DIV	1111111

Field	Description
<b>Status</b>	P = Processed      G = Garbaged
<b>Action Rsn (Action Reason)</b>	Displays the action reason transaction type and code. This code points to the data element template used for sending information to JUMPS.
<b>Description</b>	Displays a short description of the action
<b>Code</b>	Displays the Pay Action Code (PMIS form) for the transaction.
<b>A/C/D</b>	A = Approved      C = Correction      D = Deletion
<b>Eff Date</b>	Displays the start date of the transaction (effective date)
<b>Trans Date</b>	Displays the JUMPS transaction date. This date should be the same as the effective date.
<b>Time</b>	Displays the effective time of the transaction (irrelevant)
<b>Entered By</b>	Displays the last person that touched (approved/corrected/deleted) the transaction.
<b>EMPLID</b>	Displays the EMPLID of the person who last touched the transaction.
<b>Unit</b>	Displays the unit of the member that entered/approved the transaction.
<b>OriginatorID</b>	Displays the EMPLID of the person who originally entered the transaction.
<b>Name</b>	Displays the name of the person who originally entered the transaction.
<b>ApproverID</b>	Displays the EMPLID of the person who approved the transaction.
<b>Name</b>	Displays the name of the person who approved the transaction.

Continued on next page

# The Direct Access to JUMPS Connection, Continued

## Recents

Once JAG has created the appropriate form and transfers it to JUMPS, it will appear in Recents. Below is an example of what Recents, including Expanded Recents looks like:

## Recents

RECENT-FILE INQUIRY							PAGE	2
SSN: 123/45/6789							TODAY IS 10/17/2011	
							TIME 15:01:10	
DIST/OPFAC/RU	PAT	PAT-DATE	FORM	EFF-DATE	VARIABLE INFORMATION		PAGE	
01	37010 00	PPS 110802	L67A	11AUG01	P	2583 P607	54	
01	37010 00	PPS 110802	L67A	11AUG01	R	2583 P607	55	
01	37010 00	PPS 110802	L67A	11AUG01	P	2581 P606	56	
01	37010 00	PPS 110802	L67A	11AUG01	R	2581 P606	57	

## Expanded Recents

RECENT-FILE INQUIRY							PAGE	56
SSN: 123/45/6789							TODAY IS 10/17/2011	
							TIME 15:04:49	
PERSONNEL ACTION								
REC-ID	FRM-ID	PAY-CAT	PROC-COD	EXC-REL-COD	PAT	PAT-DT		
L67B	L67A	0BQ2	P		PPS	110802		
ACT-COD	TYP-ENTRY	EFF-DT	EFF-TM	ABBR-LSTNM	PROG-ID	PREP-UNIT		
P606		110801	2581	PLATY	K	01-37010-00		
SFDY-PAY						UNIT-SB-COD		
*****VARIABLE DATA ELEMENTS*****								
01.	01-L		07.	-				
02.	11-02109		08.	-				
03.	-		09.	-				
04.	-		10.	-				
05.	-		11.	-				
06.	-							

Continued on next page

## The Direct Access to JUMPS Connection, Continued

**Segments** Now that the data is properly loaded in JUMPS, segments are built based on the form type, Pay Action Codes, and Element Codes, as appropriate. Below is an example of the Segment 34 built from the data entered in Direct Access:

SEG	HIST	COMPUTE	OBJECT	AMOUNT							
34	999999	3	1145G	\$2274.00							
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20110801	9999	20110808	0	PPS	20110802	01	00	67		P606
STOP	99999999	9999	99999999	0							
	BAH-II-AMT	BAH-ZIP	MHA	CURR-TABLE-AMT	RATE-P						
	\$799.20	02109	120	\$2274.00	N						

**The LES** Now that the segment has been built and compute has processed it, the appropriate dollar amount will show on the LES as an Entitlement. Below is an example of the August 2011 LES showing BAH with Dependents:

ENTITLEMENTS	ALLOTMENTS	DEDUCTIONS
BASIC PAY	2800.50	DENTAL 999 31.72
CLOTHING STD	36.76	LOAN 019B 50.00
ENL BAS	325.04	CGA ASSOC 020B 2.00
CONUS COLA WITH	116.00	SAVINGS 021B 704.54
BAH WITH DEP	2274.00	FEDERAL TAX 267.89
		FICA TAX 158.23
TOTALS	5552.30	788.26 495.24

**Responsibilities** Everyone must play their part to make the transaction successful. List the responsibility for each role player.

Member: \_\_\_\_\_

Unit: \_\_\_\_\_

SPO: \_\_\_\_\_

PPC: \_\_\_\_\_

Treasury: \_\_\_\_\_

Financial Institution: \_\_\_\_\_



# RECENTS

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**Introduction** The RECENTS file contains a chronological listing of all transactions that have processed in JUMPS. Access the RECENTS file by typing “REC” at any point in a members JUMPS record.

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**Reference** (a) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part IX

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**SEGMENT 00** After entering an EMPLID, SEGMENT 00 – Page 1 will appear. Type “REC” at the bottom of the page. You can access Recents from anywhere in the member’s JUMPS record.

---

```
SSN 123-45-6789  EMPLID 1234567  K1B8XXX 12/08/2011  13:34 ONLINE PAY MASTER
FIRST-NAME      MI  LAST-NAME      RANK  P-G MB-TY SEX OFF-SOR P-CH
CANDACE         M   FLYNN          YN1   E6  J-AEZ  F      0
PERMANENT UNIT          17-71117  LATEST COMPUTE CYCLE DATE      20111020
REPORTING UNIT          79-07600-00  LEAVE STATUS DATE              20111101
COST CENTER           00000  EXPECTED AD TERMINATION DATE  20141027
DATE REPORTED PERM UNIT 20100621  EFFECTIVE AD TERM DATE        99999999
IN/OUT CONUS INDICATOR          0  SEPARATION FLAG
PAY ENTRY BASE DATE      20031028  EXPECTED LOSS DATE            20141027
PEBD VERIFIED           20031028  EFFECTIVE LOSS DATE          99999999
ACTIVE DUTY BASE DATE    20031028  BAH CODE                      L
EFF DATE PAY AND ALLOWANCES 20031028  BAH DEPENDENT DATA          05
CMA DATE                20031028  CUMULATIVE SEA TIME          000000
EXTENSION AGREEMENT DATE 20100408  SEA POINTS START DATE        20031028
SEPARATION DATE FOR EXTEN 20131027  SEA PAY RETRO FLAG           0
DT INITIAL ENTRY MIL SRVC 20031028  CFTRR CD                      SEA SAVE FLAG
YEAR TO DATE FICA        $1606.43
E ALLOTMENT AMOUNT       $0.00  IMPLEMENTATION DATE          999999
TOTAL CAREER DEF TSP     $7607.50  PREV LAST NAME ABBREVIATION  FLETC
TOTAL CAREER NON-DEF TSP  $0.00  CSB ELIGIBILITY N          CSB ELECTION N
MODL ID                  MODL DATE          *****
YOU ARE IN THE ONLINE PAY MASTER. PLEASE ENTER A COMMAND, OR TYPE 'HELP'.
REC
```

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*Continued on next page*

## RECENTS, Continued

**RECENTS** RECENTS file Page 1 will appear. The first EXPANDED RECENTS file viewable is identified as Form L63C on Page 24. In this example, to view the oldest page in the RECENTS file, type page “23”.

RECENT-FILE INQUIRY								PAGE	1
SSN: 111/22/3333		TODAY IS 10/21/2011				TIME 10:08:54			
DIST/OPFAC/RU	PAT	PAT-DATE	FORM	EFF-DATE	VARIABLE INFORMATION			PAGE	
79	07600 00	PPS 111003	L63C	11SEP28	P	1109281			24
79	07600 00	PPS 111003	L63C	11SEP28	R	11SEP28	AO03		25
79	07600 00	MBR 110914	L6EA	11SEP14	P				26
79	07600 00	MBR 110914	L6EA	11SEP14	R				27
79	07600 00	MBR 110912	L6EA	11SEP12	P				28
79	07600 00	MBR 110912	L6EA	11SEP12	R				29
79	07600 00	PPS 110518	L67A	11AUG29	P	2551	P607		30
79	07600 00	PPS 110518	L67A	11AUG29	R	2551	P607		31
79	07600 00	PPS 110518	L67A	11AUG28	P	2553	P625		32
79	07600 00	PPS 110518	L67A	11AUG28	R	2553	P625		33
79	07600 00	PPS 110719	L63C	11JUL11	P	1107111			34
79	07600 00	PPS 110719	L63C	11JUL11	R	11JUL11	AO09		35
79	07600 00	PPS 110707	L63C	11JUN23	P	1106231			36
79	07600 00	PPS 110707	L63C	11JUN23	R	11JUN23	AO12		37
79	07600 00	PPS 110620	L63C	11MAY26	P	1105261			38
79	07600 00	PPS 110620	L63C	11MAY26	R	11MAY26	AO02		39

ENTER PAGE NUMBER OR 'END' OR PRESS ENTER/GO TO CONTINUE

23

### P/R Split

Every transaction shows a P/R split. The “P” processes “Pay” information; the “R” processes “Personnel” information. JUMPS continues to build the P/R split...simply ignore the R side of the document since DA now contains all personnel information. Additional codes may be found in reference (a).

*Continued on next page*

## RECENTS, Continued

**RECENTS –** This is the earliest dated document in the RECENTS file, the member's  
**Page 23** original enlistment contract. Type "1" to return to Page 1 of the RECENTS  
file.

RECENT-FILE INQUIRY										PAGE				
SSN: 111/22/3333										23				
TODAY IS 10/21/2011														
TIME 10:08:54														
DIST/OPFAC/RU	PAT	PAT-DATE	FORM	EFF-DATE	VARIABLE		INFORMATION			PAGE				
77	66104	39 707	031103	L61A	03OCT28	P	SN	6YRS.		371				
77	66104	39 707	031103	L61A	03OCT28	R	SN	6YRS.		372				
ENTER PAGE NUMBER										OR 'END'	OR	PRESS ENTER/GO TO CONTINUE		
1														

**RECENTS –** To view a document in Expanded Recents, type the page number at the  
**Page 1** bottom of the screen. In this example, type "30".

RECENT-FILE INQUIRY										PAGE				
SSN: 111/22/3333										1				
TODAY IS 10/21/2011														
TIME 10:08:54														
DIST/OPFAC/RU	PAT	PAT-DATE	FORM	EFF-DATE	VARIABLE		INFORMATION			PAGE				
79	07600	00 PPS	111003	L63C	11SEP28	R	11SEP28	AO03		24				
79	07600	00 PPS	111003	L63C	11SEP28	P	1109281			25				
79	07600	00 MBR	110914	L6EA	11SEP14	P				26				
79	07600	00 MBR	110914	L6EA	11SEP14	R				27				
79	07600	00 MBR	110912	L6EA	11SEP12	P				28				
79	07600	00 MBR	110912	L6EA	11SEP12	R				29				
79	07600	00 PPS	110518	L67A	11AUG29	P	2551	P607		30				
79	07600	00 PPS	110518	L67A	11AUG29	R	2551	P607		31				
79	07600	00 PPS	110518	L67A	11AUG28	P	2553	P625		32				
79	07600	00 PPS	110518	L67A	11AUG28	R	2553	P625		33				
79	07600	00 PPS	110719	L63C	11JUL11	P	1107111			34				
79	07600	00 PPS	110719	L63C	11JUL11	R	11JUL11	AO09		35				
79	07600	00 PPS	110707	L63C	11JUN23	P	1106231			36				
79	07600	00 PPS	110707	L63C	11JUN23	R	11JUN23	AO12		37				
79	07600	00 PPS	110620	L63C	11MAY26	P	1105261			38				
79	07600	00 PPS	110620	L63C	11MAY26	R	11MAY26	AO02		39				
ENTER PAGE NUMBER										OR 'END'	OR	PRESS ENTER/GO TO CONTINUE		
30														

Continued on next page

## RECENTS, Continued

**EXPANDED RECENTS** The Personnel Action (L67A) with Pay Action Code P607 appears. To return to Recents, type “1” at the bottom of the page.

To Expand another Recents document, type the page number at the bottom of the screen.

RECENT-FILE INQUIRY							PAGE	30
SSN: 111/22/3333		TODAY IS 10/21/2011			TIME 10:08:54			
PERSONNEL ACTION								
REC-ID	FRM-ID	PAY-CAT	PROC-COD	EXC-REL-COD	PAT	PAT-DT		
L67B	L67A	OKP2	P		PPS	110518		
ACT-COD	TYP-ENTRY	EFF-DT	EFF-TM	ABBR-LSTNM	PROG-ID	PREP-UNIT		
P607		110829	2551	FLYNN	K	79-07600-00		
SFDY-PAY						UNIT-SB-COD		
*****VARIABLE DATA ELEMENTS*****								
01.	48-02		07.	-				
02.	49-AK077		08.	-				
03.	-		09.	-				
04.	-		10.	-				
05.	-		11.	-				
06.	-							
ENTER PAGE NUMBER		OR 'END'		OR		PRESS ENTER/GO TO CONTINUE		
1								

**Corrections and Deletions** Corrections and deletions appear in sequence along with the original documents they are correcting or deleting as seen below.

RECENT-FILE INQUIRY							PAGE	4
SSN: 111/22/3333		TODAY IS 10/27/2011			TIME 09:14:57			
DIST/OPFAC/RU	PAT	PAT-DATE	FORM	EFF-DATE	VARIABLE INFORMATION		PAGE	
79	07600 00	PPS	100622	L67A	10JUN23	G 2616 P607	90	
79	07600 00	PPS	100707	L67A	10JUN23	G 2616 P607 D	91	
79	07600 00	PPS	100707	L67A	10JUN23	G 2616 P607 D	92	
79	07600 00	PPS	100622	L67A	10JUN23	B 2616 P607	93	
79	07600 00	PPS	100707	L67A	10JUN23	P 2619 P607	96	
79	07600 00	PPS	100707	L67A	10JUN23	R 2619 P607	97	
79	07600 00	PPS	100622	L67A	10JUN23	G 2617 P607	98	
79	07600 00	PPS	100707	L67A	10JUN23	G 2617 P607 C	99	
79	07600 00	PPS	100707	L67A	10JUN23	G 2617 P607 C	100	

# JUMPS Segment Analysis

---

**Introduction** The Joint Uniform Military Pay System (JUMPS) is the database that contains all necessary information to properly pay active and reserve members of the Coast Guard and NOAA. Databases are made up of various fields that relate to each other. In JUMPS, these fields are referred to as **segments**. The primary purpose of the system is to provide timely and accurate pay, to provide information for personnel and career management, and to produce historical pay and personnel records.

---

**Fixed Data** The fixed data area (Segment 00) consists of three pages of data and applies to every automated pay account. It contains biographical information for every member (name, dates, location), information which must be maintained throughout the member's entire career (cumulative sea duty and entitlement/deduction flags), and last compute date. Specific field data can be found in Chapter 4 of reference (a).

---

**Pay Segments** Chapter 4 of reference (a) contains a detailed analysis of all pay segments.

---

**Access JUMPS Account** Individual accounts may be accessed within JUMPS by entering either the member's SSN or EMPLID and pressing the **ENTER** button. Segment 00, Page 1 will appear. As previously noted, segment 00 (Fixed Data) contains three pages of information. Press **ENTER** to scroll through these pages.

---

*Continued on next page*

# JUMPS Segment Analysis, Continued

Segment 00,  
Page 1

Segment 00, Page 1 contains biographical information for each member as seen below.

SSN 123-45-6789	EMPLID 1234567	K1B8XXX	12/08/2011	13:34	ONLINE PAY MASTER
FIRST-NAME	MI LAST-NAME		RANK	P-G MB-TY	SEX OFF-SOR P-CH
ANGELICA	PICKLES		YNC E7	J-AEZ	F 0
PERMANENT UNIT	79-47913	LATEST COMPUTE CYCLE DATE	20111120		
REPORTING UNIT	79-47913-00	LEAVE STATUS DATE	20111201		
COST CENTER	00000	EXPECTED AD TERMINATION DATE	20270131		
DATE REPORTED PERM UNIT	20100604	EFFECTIVE AD TERM DATE	99999999		
IN/OUT CONUS INDICATOR	I	SEPARATION FLAG			
PAY ENTRY BASE DATE	19970127	EXPECTED LOSS DATE	20270131		
PEBD VERIFIED		EFFECTIVE LOSS DATE	99999999		
ACTIVE DUTY BASE DATE	19970127	BAH CODE	H		
EFF DATE PAY AND ALLOWANCES	19970127	BAH DEPENDENT DATA	01		
CMA DATE	19970127	CUMULATIVE SEA TIME	001016		
EXTENSION AGREEMENT DATE	99999999	SEA POINTS START DATE	19970127		
SEPARATION DATE FOR EXTEN	20080413	SEA PAY RETRO FLAG	0		
DT INITIAL ENTRY MIL SRVC	19970127	CFTRR CD		SEA SAVE FLAG	
YEAR TO DATE FICA	\$2424.28				
E ALLOTMENT AMOUNT	\$0.00	IMPLEMENTATION DATE	999999		
TOTAL CAREER DEF TSP	\$18344.98	PREV LAST NAME ABBREVIATION			
TOTAL CAREER NON-DEF TSP	\$0.00	CSB ELIGIBILITY E	CSB ELECTION N		
MODL ID		MODL DATE	*****		
YOU ARE IN THE ONLINE PAY MASTER. PLEASE ENTER A COMMAND, OR TYPE 'HELP'.					

Continued on next page

# JUMPS Segment Analysis, Continued

**Segment 00,  
Page 2**

Segment 00, Page 2 contains information useful to those conducting research. Specifically, this page shows:

\_\_\_\_\_ - \_\_\_\_\_ segments.

After each segment, there will be a "1", a "0", or it will be blank. The meaning of each is:

1 = \_\_\_\_\_

0 = \_\_\_\_\_

Blank = \_\_\_\_\_

SSN 123-45-6789	EMPLID 1234567	K1B8XXX	12/08/2011	13:34	ONLINE PAY MASTER
01 BASIC PAY.....1	21 FSH.....	41 ADV BAQ/OHA.....0			
02 25 % INCREASE.....	22 FSA-II.....	42 SEP/SRB/CSB.....			
03 MISC CREDIT.....0	23 MISC ALLOWANCE....	43 LUMP SUM CREDIT....0			
04 MISC DEBIT.....0	24 BAS .....1	44 LUMP SUM DEBIT.....			
05 HOSTILE FIRE.....	25 UNUSED 0	45 SPECIAL PAYMENT....			
06 SDAP.....	26 IDT COMRATS.....0	46 OHA.....			
07 CAREER SEA PAY....0	27 DISCOUNT MEALS....0	47 OPEN END CREDIT....			
08 HARDSHIP DUTY.....	28 CADET COMRATS.....0	48 OPEN END DEBIT.....			
09 RESPONSIBILITY....	29 COLA.....	49 FLIGHT DECK PAY....			
10 DIVING PAY.....	30 NEW ENLIST BONUS..	50 DEDUCT FINES.....			
11 ACIP.....	31 CONUS COLA.....1	51 DEDUCT FORFEITURE..			
12 CREW FLIGHT PAY...	32 SGLI DEDUCTION....1	56 DEDUCT AFRH.....1			
13 NON-CREW FLIGHT...	33 PARACHUTE PAY.....	61 DEDUCT DENTAL-LTC..			
14 SUB / FLP PAY.....	34 BAH WITH DEP.....	85 THRIFT SAVINGS.....1			
15 DEMOLITION PAY....	35 BAH WITHOUT DEP...1				
16 GOVERNMENT QTRS...	36 UNUSED	RTB FLAG.....			
17 BAH II WITH DEP...	37 PREMIUM SEA PAY...	POINTS CHANGE.....0			
18 BAH II W/O DEP....	38 DEBT LIQUIDATION..0	REMISSION WAIVER.....			
19 BAH PARTIAL/DIFF..0	39 ADV PAY/ALLOW....0	RETENTION CODE.....0			
20 CMA/OUA.....1	40 ADVANCE PAY.....1	SOI FLAG.....0			

*Continued on next page*

# JUMPS Segment Analysis, Continued

Segment 00, Page 3 shows Reserve-specific information as well as the Date of Birth for ALL CG members.

**** RESERVE FIELDS ****			
BIRTH-DT	19650424	SELRES DENTAL DATE	20060320
RESERVE ANNIVERSARY DATE	0924	RES CMA DATE	19850916
		HIGH 36 AVERAGE	\$0.00
TOTAL QUALIFYING SERVICE	260000		
20 YEAR LETTER ISSUED	20040930	TOTAL ACTIVE DUTY POINTS	006560
15-19 YEAR LETTER ISSUED	99999999	TOTAL IDT POINTS	000336
LATEST POINTS COMPUTE DATE	20111130	TOTAL POINTS	07038
CURRENT FYTD PAID DRILLS	010	PRIOR YEAR FYTD PAID DRILLS	044
CURRENT FYTD NON-PAID DRILLS	000	PRIOR YEAR FYTD NON-PAID DRILLS	000
CURRENT FYTD PAID RMP	001	PRIOR FYTD PAID RMP	000
CURRENT FYTD NON-PAID RMP	000	PRIOR FYTD NON-PAID RMP	000
CURRENT FYTD TOTAL PAID DUTY	011	PRIOR YEAR FYTD TOTAL PAID DUTY	044
CURRENT FYTD MAX DRILLS	048	PRIOR YEAR FYTD MAX DRILLS	048
CURRENT FYTD UNEXCUSED ABSENCES	000	PRIOR FYTD UNEXCUSED ABSENCES	000

**Start and Stop Dates** The Start and Stop Dates indicate the specific dates the segment was effective. Each date contains supporting information in the same row and will be discussed using the set of segments shown below.

SEG	HIST	COMPUTE	OBJECT	AMOUNT						
01	999999	3	1105	\$3483.60						
	EFFDTE	TIME	DTPROC	SLC PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20110101	9999	20110104	1	LPC	20110104	00	00		
STOP	99999999	9999	99999999	0						
DUTY STOP DT	D-TYPE	PG-1	PG-2	TCSTORDER	DUTY SITE	A-ST	RAN			
				\$0.00						
<-----DAFIS ACCOUNTING STRING----->					<-----PURPOSE OF DUTY----->					
SEG	HIST	COMPUTE	OBJECT	AMOUNT						
01	201101	4	1105	\$3435.60						
	EFFDTE	TIME	DTPROC	SLC PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20100628	9999	20100520	1	AUP	20100520			L	
STOP	20101231	9999	20110104	1	LPC	20110104	00	00		
DUTY STOP DT	D-TYPE	PG-1	PG-2	TCSTORDER	DUTY SITE	A-ST	RAN			
				\$0.00						
<-----DAFIS ACCOUNTING STRING----->					<-----PURPOSE OF DUTY----->					

Continued on next page

## JUMPS Segment Analysis, Continued

**Personnel  
Action  
Transmittal  
(PAT)**

This field indicates the method in which the segment was opened or closed. The most common PATs are listed in the table below. For a complete listing of PAT codes and their meaning, see Chapter 4 of Reference (a).

PAT	Meaning
AUP	Automatic Update
COM	Compute
LPC	Legislative Pay Change
MBR	Direct Access Self-Service
PPS	Pay & Personnel System (DA input other than the mbr)

**History (HIST)**

The History field of a segment has a significant meaning, especially when trying to determine incorrect pay issues. When a segment is open and running, this field will be filled with six 9's in a four-digit year and two-digit month format (i.e. 999999). If there is a date it will show the:

\_\_\_\_\_ - \_\_\_\_\_ compute cycle that closed the segment.

The only exception to this is all \_\_\_\_\_ related segments.

**Compute**

The Compute field of a segment will show if a segment is open and running or closed. Compute codes and their meanings are:

**3** = \_\_\_\_\_

**4** = \_\_\_\_\_

Blank = \_\_\_\_\_

Segment 52 (Permanent Unit) will always have a blank compute code for your current unit, and will change to compute code 4, once you PCS.

**Date Processed  
(DTPROC) and  
Date Prepared  
(DTPREP)**

The Date Processed indicates the update cycle the segment was opened or closed. The Date Prepared indicates the date the transaction was processed in Direct Access.

*Continued on next page*

## JUMPS Segment Analysis, Continued

**Swapped  
Segment**

When a segment has been swapped out, the Stop Date is one day prior to the Start Date as seen below.

SEG	HIST	COMPUTE	OBJECT	AMOUNT						
29	201110	4	12452	\$26.76						
	EFFDTE	TIME	DTPROC	SLC PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20111028	9999	20110920	1 AUP	20110920					
STOP	20111027	9999	20111004	0 LPC	20111004	17	00		C	CAU
DAILY RATE	LOC-CODE	INDEX	OFF-ENL-IND	DEP	UNIQUE	DAILY RATE				
26.76000	AK077	132	E	2		0.00000				





# Service Contracts and Separations

## Overview

---

**Introduction** This chapter covers the basics on service contracts and separations. It is designed to guide record technicians through selected portions of the new SPO Manual, Part V - Reenlistments and Extension and VI- Separations. This is not intended to imply one section is more important than any other. Items have been selected based on input from previous surveys, PPC Customer Care trouble tickets, and the Exception Report Team (ERT).

---

**Objective** Given a member whose contract expiration of enlistment is close, **process** transactions based on the member's desire in accordance with appropriate Coast Guard directives.

---

**Best Practice** Verify each contract for accuracy before approving them. Once they are approved, only the Board for Correction of Military Records (BCMR) can authorize corrections.

---

**Contents** This chapter contains the following topics.

Topic	See Page
<a href="#">Statement of Intent</a>	2-3
<a href="#">Reenlistment Contract (L62C)</a>	2-9
<a href="#">Extension (P154) and Begin Extension (P198)</a>	2-17
<a href="#">Release from Active Duty (RELAD)</a>	2-25
<a href="#">Certificate of Release or Discharge from Active Duty (DD-214)</a>	2-37
<a href="#">Computing and Verifying Leave</a>	2-39

---



# Statement of Intent

---

**Introduction** This section provides navigational instruction in Direct Access and JUMPS, to create and verify a Statement of Intent.

---

**Objective** Upon completion of this section, students will be able to complete a RELAD Statement of Intent (SOI) in Direct Access and verify the results in JUMPS.

---

**References** The following references provide guidance in completing the SOI:

- (a) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part VI, Separations
- (b) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part IX, JUMPS
- (c) Personnel and Pay Procedures Manual, PPCINST M1000.2A, Chapter 3-B

---

**SOI Timeline** Which SOI's should be submitted?

- 60 days in advance = \_\_\_\_\_
- 45 days in advance = \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

When should Expedited Discharge SOI's be submitted? \_\_\_\_\_

---

**SOI Specifics**

- Submission of the SOI is critical to ensure proper account settlement for members who are separating.
- A separation type SOI cannot be entered on a member if the member's expected active duty termination date has elapsed.
- SOIs must be completed in DA and transmitted to JUMPS.
- After initial submission, ALL changes must be entered in Direct Access no later than the Compute cycle prior to the effective date.
- PPC cannot accept email SOIs for leave changes unless processed through DA/JUMPS.
- Payment for leave will not be made until JUMPS accurately reflects the correct information.

**Note:** If a Separation SOI is erroneously submitted, a trouble ticket will need to be sent to PPC-SES to delete it. This only applies to Separation SOIs.

---

*Continued on next page*

## Statement of Intent, Continued

---

**Procedure** Detailed procedures are provided in Chapter 2 of reference (a).

---

**DA Input** The SPO is submitting an SOI. The member has decided to be released from active duty and he will be taking terminal leave and selling leave. We will follow the SOI from DA to the member's LES.

---

**JUMPS Effect** The RELAD SOI creates the L6FA transaction in JUMPS, which updates Recents, Segment 75, and the LES.

---

**JUMPS Segment 00** Enter "REC" following the Segment 00 Data, to access Recents.

SSN 555-55-5555	EMPLID 2222222	K1B8XXX	10/27/2011	13:02	ONLINE PAY MASTER
FIRST-NAME	MI LAST-NAME		RANK	P-G MB-TY	SEX OFF-SOR P-CH
FERB	R FLETCHER		YN2	E5 U-AEZ	M 0
PERMANENT UNIT	79-47400	LATEST COMPUTE	CYCLE DATE	20111020	
REPORTING UNIT	79-47400-00	LEAVE STATUS	DATE	20111101	
COST CENTER	47400	EXPECTED AD	TERMINATION DATE	20110116	
DATE REPORTED PERM UNIT	20110114	EFFECTIVE AD	TERM DATE	99999999	
IN/OUT CONUS INDICATOR	I	SEPARATION	FLAG	0	
PAY ENTRY BASE DATE	20060117	EXPECTED LOSS	DATE	20140116	
PEBD VERIFIED		EFFECTIVE LOSS	DATE	99999999	
ACTIVE DUTY BASE DATE	20060117	BAH CODE		G	
EFF DATE PAY AND ALLOWANCES	20060117	BAH DEPENDENT	DATA	00	
CMA DATE	20060117	CUMULATIVE	SEA TIME	010306	
EXTENSION AGREEMENT DATE	20100114	SEA POINTS	START DATE	20060117	
SEPARATION DATE FOR EXTEN	20110113	SEA PAY	RETRO FLAG	0	
DT INITIAL ENTRY MIL SRVC	20060117	CFTRR CD		SEA SAVE FLAG	
YEAR TO DATE FICA	\$262.82				
E ALLOTMENT AMOUNT	\$0.00	IMPLEMENTATION	DATE	999999	
TOTAL CAREER DEF TSP	\$4223.68	PREV LAST NAME	ABBREVIATION		
TOTAL CAREER NON-DEF TSP	\$0.00	CSB ELIGIBILITY	N	CSB ELECTION	N
MODL ID	MLL2	MODL DATE		20090403	
REC					

*Continued on next page*



## Statement of Intent, Continued

### JUMPS Expanded Recents

Expanded Recents, Page 49, shows the SOI as transmitted into JUMPS.  
Fields unique to the SOI or separation documents are explained in the SPO  
Manual, Part IX.

Enter "END" to exit Recents and return to Segment 00. Then enter "SEG 75"  
to analyze that segment.

SSN: 555/55/5555		RECENT-FILE INQUIRY	PAGE 49
STATEMENT OF INTENT		TODAY IS 10/27/2011	TIME 13:04:07
REC-ID.L6FB	FRM-ID.L6FA	PAT-DT.110104	PREP-UNIT.79-47400-53
PAY-CAT.9HK2	PROC-COD.P	EXC-REL-COD.	PAT.PPS
ABBR-LSTNM.FLETC	EFF-DT.110104	EFF-TM.0001	PROG-ID.Y
PAY-GR.E5	SELL-SAV.0000	SELL-REG.0060	
ANNUAL LEAVE PRIOR TO EXTENSION/RE-ENLISTMENT/SEPARATION			
TYPE	FROM	TO	
AI	10NOV01	11JAN14	
EXTENSION/RE-ENLISTMENT		SEPARATION	
R.	S.S	OFF-SEV-PAY-OBJ-COD.	
COD.	TERM-TYP.D	S-EFF-DT.11JAN14	
E-EFF-DT.	HONOR-COD.A	LUMP-SUM-READJ.	
PERIOD. -	DIS-SEV-PAY-GR.	RES-SEP-PAY.	
INSTALLMENTS.	OFF-SEV-LONG.00-00		
HLTH-CARE-WITH.B	HLTH-CARE-PREM-AMT.		
ENTER PAGE NUMBER	OR 'END'	OR	PRESS ENTER/GO TO CONTINUE
END			

*Continued on next page*

## Statement of Intent, Continued

### JUMPS Segment 75

Segment 75 indicates the fields outlined below. Reference the SPO Manual, Part IX, for a comprehensive explanation of SEG 75 fields.

Enter "LES" to exit Segment 75 and view the Leave and Earnings Statement.

```
SSN 555-55-5555  EMPLID 2222222  K1B8XXX  10/27/2011  13:04  ONLINE PAY MASTER
SEG          HIST          COMPUTE          SEPARATION SOI
75          201101          4
          EFFDTE  TIME  DTPROC  SLC  PAT  DTPREP  DIST  RU  FORM  ENT  ACTION
START 20110104 9999 20110106 0  PPS 20110104 79 53 6F
STOP 20110104 9999 20110106 0  PPS 20110104 79 53 6F
TYPE-SEP TYPE-75  SEP-DT  SAVED-LV  REG-LV  DIS-GRADE  OFF-LONG
      D      1      20110114      0.0      6.0
SEVERENCE-OBJ  STANDARD-PERF  RES-SEP-PAY-CD  U.S.VIP
                                                $0.00
1ST LEAVE FROM      TO      TYPE      2ND LEAVE FROM      TO      TYPE
      20101101 20110114  AI      99999999  99999999
          DAFIS ACCOUNTING STRING
LES
```

### Questions

- What does the D stand for in the Type-Sep Field?

\_\_\_\_\_

- What does the 1 mean in the Type-75 Field?

\_\_\_\_\_

- Was this segment submitted 45 days out?

\_\_\_\_\_

*Continued on next page*

# Statement of Intent, Continued

JUMPS – LES      The January Leave and Earnings Statement – Page 1. After review, press  
Page 1              “Enter” to proceed to Page 2 of the LES.

CG-5209(REV 4-91)		U.S. COAST GUARD				ID: K1B8XXX	
LEAVE AND EARNINGS STATEMENT FOR: FLETCHER /FR							
PERIOD COVERED	SSN	PEBD	ABBD	EX AD TERM	EX LOSS DT		
01-31 JAN 11	555-55-5555	06-01-17	06-01-17	11-01-14	14-01-16		
NET PAY	PAY SENT TO /		LEAVE INFORMATION				
MID	0.00 ACCT	DIRECT	/BEGIN	EARN USED	SOLD	BAL	LOST SOLD
EOM	0.00 ROUTE	NBR: DEPOSIT /	81.5	1.5 74.0	6.0	3.0	.0 6.0
TRA/PAY	PAYGRADE	NAME/MAILING ADDRESS			/ NEXT MONTH PAY		
A	E-5	YN2 FERB R FLETCHER			/ PERIOD ESTIMATES		
COST CODE: 00000		1234 TRI-STATE ST		/ DATE		AMOUNT	
PERSRU 79-47900-29		DANVILLE OH 55555		/ 11-02-15		1801.35	
UNIT: 79-00000				/ 11-03-01		.00	
PAY BREAKDOWN							
BALANCE FWD	ENTITLEMENT	ALLOTMENT	DEDUCTION	NET EARN	AMT C/FWD		
.00	2041.47	.00	240.12	1801.35	1801.35		
STATE TAX INFORMATION				FICA INFORMATION			
INCOME YTD	W/H YTD	EXEMPT	STATE /	CUR WAGES	WAGES YTD	TAX YTD	
0.00	0.00		MO /	1060.93	1060.93	59.94	
FEDERAL INCOME TAX INFORMATION							
TAX INCOME	INC YTD	W/H YTD	ALLOW	ADD'L W/H /			
1550.59	1550.59	180.18	S01	0.00 /			

JUMPS – LES      Press “Enter” to proceed to Page 2 of the LES. The LES Remarks indicate  
Page 2              notices generated by the SOI.

ENTITLEMENTS	ALLOTMENTS	DEDUCTIONS
BASIC PAY	1060.93	FEDERAL TAX
CLOTHING STD	15.93	FICA TAX
ENL BAS	140.85	
BAH WITHOUT DEP	334.10	
LEAVE SOLD BASE	489.66	
TOTALS	2041.47	.00
		240.12

\* THIS LES REFLECTS TRANSACTIONS PROCESSED AS OF 21JAN11.  
 \* 09.0 DAYS LEAVE EARNED AND 74.0 DAYS LEAVE USED TO DATE IN FY11.  
 \* BLOCKS 23 AND 24 SHOW PROJECTED FINAL PAY THROUGH YOUR LAST DAY OF ACTIVE DUTY. YOUR FINAL PAYMENT WILL BE \$1801.35. THIS AMOUNT WILL CHANGE IF TRANSACTIONS PROCESS WHICH AFFECT YOUR ENTITLEMENTS; SUCH AS, LEAVE ADJUSTMENTS, VACATING QUARTERS, SRB RECOUPMENTS, ETC.  
 \* YOU WILL RECEIVE YOUR FINAL PAYMENT ON YOUR LAST DAY OF ACTIVE DUTY. YOU WILL RECEIVE A FINAL LES WITHIN 45 DAYS AFTER YOUR LAST DAY OF ACTIVE DUTY.  
 \* SOLD TOTAL OF 6.0 DAYS REGULAR LEAVE AND SAVED LEAVE ON 14JAN11.

## Reenlistment Contract (L62C)

---

**Introduction** This section provides the procedure for processing a member's reenlistment.

---

**Limitation** This procedure can only be used if there has been no break in service. Members with a break in service of more than 24 hours will need to be processed as a re-hire under Accessions.

---

**References** The following references provide guidance in completing the Reenlistment Contract (L62C):

- (a) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part V, Reenlistments and Extensions
- (b) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part IX, JUMPS
- (c) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
- (d) CG Pay Manual, COMDTINST M7220.29 (series)
- (e) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)

---

**Information you need to know about this transaction** This transaction requires approval by users with the CGHRSUP role (SPO Supervisor/PAO).

Prior to entering a Reenlistment the member must:

- Be a U.S. citizen, as documented by the member's Citizenship Status Changes page.
  - Have the minimum required performance mark averages as specified in Chapter 1.A.5 of the Enlisted Accessions, Evaluations, and Advancements Manual.
  - Be recommended by the Commanding Officer for reenlistment by having a Career Intentions Worksheet (from enclosure (1) of the Personnel and Pay Procedures Manual) favorably endorsed.
  - Not be in receipt of retirement orders (applies to active duty enlisted members only). The only exception is for members who need additional obligated service to carry them over to their approved retirement date, and are ineligible to extend their enlistment to obtain this additional obligated service, (i.e., they've already extended for the maximum period allowed).
- 

*Continued on next page*

## Reenlistment Contract (L62C), Continued

---

**JUMPS Effect**     The Reenlistment Contract (L62C) updates the following in JUMPS:

- Recents and Expanded Recents,
- Sets fixed data fields on segment 00,
- Updates segments 43 and 62 (if member is selling leave),
- Updates segment 75, and
- The LES.

---

**Corrections and Deletions**     Corrections and Deletions are not allowed on the Reenlistment Contract after it has been approved and saved.

**Note:** If the Reenlistment Contract has been saved and any information on the Reenlistment Contract is incorrect, contact (PPC) Customer Care.

---

**Printing Contracts**     See the DD-4/Agreement to Extend/Reenlist report to generate a printable version of the reenlistment contract.

---

**Procedure**     Detailed procedures are provided in reference (a).

---

*Continued on next page*

## Reenlistment Contract (L62C), Continued

---

**DA Input**            The SPO has submitted a reenlistment contract on a member for a period of four years. We will track it through Recents, JUMPS and the member's LES.

---

**JUMPS Segment 00**    The Expected Active Duty Termination Date and Expected Loss Date have updated in Segment 00.

Enter "REC" following the Fixed Data Area, to access Recents.

SSN 987-65-4321	EMPLID 3333333	K1B8XXX	11/02/2011	08:23	ONLINE PAY MASTER			
FIRST-NAME	MI	LAST-NAME	RANK	P-G	MB-TY	SEX	OFF-SOR	P-CH
PATRICK	K	STAR	YN1	E6	J-AEZ	M		2
PERMANENT UNIT		20-12106	LATEST COMPUTE	CYCLE DATE				20111020
REPORTING UNIT		07-37130-00	LEAVE STATUS	DATE				20110501
COST CENTER		00000	EXPECTED AD	TERMINATION DATE				20150417
DATE REPORTED PERM UNIT		20090602	EFFECTIVE AD	TERM DATE				99999999
IN/OUT CONUS INDICATOR		I	SEPARATION	FLAG				
PAY ENTRY BASE DATE		20000814	EXPECTED LOSS	DATE				20150417
PEBD VERIFIED			EFFECTIVE LOSS	DATE				99999999
ACTIVE DUTY BASE DATE		20000814	BAH CODE					L
EFF DATE PAY AND ALLOWANCES		20000814	BAH DEPENDENT	DATA				01
CMA DATE		20000814	CUMULATIVE	SEA TIME				030509
EXTENSION AGREEMENT DATE		99999999	SEA POINTS	START DATE				20000814
SEPARATION DATE FOR EXTEN		20110417	SEA PAY	RETRO FLAG				0
DT INITIAL ENTRY MIL SRVC		20000613	CFTRR	CD			SEA SAVE	FLAG
YEAR TO DATE FICA		\$1803.65						
E ALLOTMENT AMOUNT		\$0.00	IMPLEMENTATION	DATE				999999
TOTAL CAREER DEF TSP		\$0.00	PREV LAST	NAME ABBREVIATION				
TOTAL CAREER NON-DEF TSP		\$0.00	CSB ELIGIBILITY	N		CSB ELECTION		N
MODL ID			MODL	DATE				*****
YOU ARE IN THE ONLINE PAY MASTER. PLEASE ENTER A COMMAND, OR TYPE 'HELP'.								
REC								

---

*Continued on next page*

# Reenlistment Contract (L62C), Continued

**JUMPS**  
**Recents**

Recents, Page 1, reveals the fields outlined below.

Enter "65" following Recents, to access Expanded Recents, Page 65.

RECENT-FILE INQUIRY										PAGE	3		
SSN: 987/65/4321										TODAY IS 11/02/2011		TIME 08:38:29	
DIST/OPFAC/RU	PAT	PAT-DATE	FORM	EFF-DATE	VARIABLE INFORMATION			PAGE					
07	37130	00	PPS	110419	L62C	11APR18	P	4YRS.			65		
07	37130	00	PPS	110419	L62C	11APR18	R	4YRS.			66		
07	37130	00	PPS	110421	L67A	11APR07	P	2401	333		67		
07	37130	00	PPS	110421	L67A	11APR07	R	2401	333		68		
07	37130	00	PPS	110419	L6BA	11MAR30	P				69		
07	37130	00	PPS	110419	L6BA	11MAR30	B				70		
07	37130	00	PPS	110419	L6BA	11MAR30	R				71		
07	37130	00	PPS	110419	L6BA	11MAR30	B				72		
07	37130	00	PPS	110419	L6BA	11FEB10	P				73		
07	37130	00	PPS	110419	L6BA	11FEB10	B				74		
07	37130	00	PPS	110419	L6BA	11FEB10	R				75		
07	37130	00	PPS	110419	L6BA	11FEB10	B				76		
07	37130	00	PPS	110222	L63C	11JAN26	P	1101261			77		
07	37130	00	PPS	110222	L63C	11JAN26	R	11JAN26	AI03		78		
07	37130	00	PPS	110105	L6BA	10DEC20	G				79		
07	37130	00	PPS	110105	L6BA	10DEC20	G				80		

ENTER PAGE NUMBER                      OR    'END'                      OR            PRESS ENTER/GO TO CONTINUE

65

*Continued on next page*

# Reenlistment Contract (L62C), Continued

## JUMPS Expanded Recents

Expanded Recents, Page 65 reveals the fields outlined below. Enter "END" to exit Expanded Recents and return to the Fixed Data Area (Segment 00).

RECENT-FILE INQUIRY				PAGE	65
SSN: 987/65/4321		TODAY IS 11/02/2011		TIME 08:38:29	
DISCHARGE AND RE-ENLISTMENT					
REC-ID	FRM-ID	PAT-DT	ABBR-LSTNM		
L62B	L62C	110419	STAR		
PAY-CAT.0JA2	PROC-COD.P	EXC-REL-COD.	PAT. PPS		
RSN-DSCH	RENLIST-CTY		RENLIST-ST	RENLIST-TRM	
1				4	
RENLIST-TYP	HOR-CTY		HOR-ST	HOR-ZIP	
1					
TOT-LV	LV-CF-SAV	LV-CF-REG	LV-LS-SAV	LV-LS-REG	
0380	0000	0240	0000	0140	
PREP-UNIT.07-37130-00		REV-IN.		PROG-ID.H	
RGRC.		EFF-DT.110418		BASE-DT. 0	
RGRC-A.		EFF-TM.0001			
ENTER PAGE NUMBER		OR	'END'	OR	PRESS ENTER/GO TO CONTINUE
END					

## JUMPS Segment 75

You must return to the fixed data area (Segment 00), before proceeding to the segments for analysis. Enter "SEG 75" following the Fixed Data Area to analyze Segment 75.

Segment 75 indicates the fields outlined below.

Enter "SEG 62" following analysis of Segment 75 to view Segment 62.

SSN	987-65-4321	EMPLID	3333333	K1B8MD3	11/02/2011	08:23	ONLINE PAY MASTER				
SEG	HIST	COMPUTE		RETENTION ACTION							
75	201104	4									
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20110417	9999	20110420	0	PPS	20110419	07	00	62		
STOP	20110417	9999	20110420	0	PPS	20110419	07	00	62		
TYPE-RET	TYPE-75	RET-DT	SAVED-LV	REG-LV	LV-FORWARD						
B	2	20110417	0.0	14.0	24.0						
DAFIS ACCOUNTING STRING											
SEG 62											

Continued on next page

# Reenlistment Contract (L62C), Continued

**JUMPS**  
**Segment 62**

Segment 62 shows the following fields.

Enter "SEG 01" following analysis of Segment 62 to view Segment 01.

SSN 987-65-4321	EMPLID 3333333	K1B8XXX	11/02/2011	08:23	ONLINE PAY MASTER				
SEG 62	HIST 201104	COMPUTE 4	OBJECT	LV ADJ 20110430	BASE DT	SEP DT 99999999			
	EFFDTE	TIME	DTPROC	SLC PAT	DTPREP	DIST	RU	FORM	ENT ACTION
START	20110401	2557	20111027	0 PPS	20111025	79	53	67	H414
STOP	20110430	9999	20111027	0 PPS	20111025	79	53	67	H414
BF FY	LOST	PRV FY	SAVED	SAVED	SOLD	SOLD CUMM	NON-ACC	CTD	DEDUCT
27.0		0.0	0.0		0.0	59.0		0.0	0.0
EARN	USED	EXCESS	SOLD CP	END-LV	NON-ACC	BALANCE	EARN-CUM	USED-CUM	
3.0	0.0	0.0	14.0	25.5	0.0	26.0	18.0	5.0	
ADJUSTMENT START					ADJUSTMENT STOP				
ACC LV	GT 60	BWFD:	RESERVE	BALANCE	0.0	COMBAT	EARNED	0.0	
YEAR 2011	0.0		RESERVE	SOLD	0.0	COMBAT	USED	0.0	
YEAR 2010	0.0					COMBAT	SOLD	0.0	
YEAR 2009	0.0					COMBAT	LOST	0.0	
YEAR 2008	0.0					COMBAT	BALANCE	0.0	
YEAR 2007	0.0								
SEG 01									

*Continued on next page*

# Reenlistment Contract (L62C), Continued

**JUMPS**  
**Segment 01 /**  
**Leave Sale**  
**Formula**

Segment 01 reveals the fields explained below.

The leave sale formula is:

$$\frac{\text{Basic Pay}}{30} \times \text{the number of days sold} = \text{Lump Sum Leave Total}$$

In this example:  $\frac{\$3192.30}{30} \times 14.0 \text{ days} = \$1489.74 \text{ Lump Sum Leave Total}$

Enter "LES" following analysis of Segment 01 to view the Leave and Earnings Statement.

SSN 987-65-4321	EMPLID 3333333	K1B8XXX	11/02/2011	08:23	ONLINE PAY MASTER						
SEG	HIST	COMPUTE	OBJECT	AMOUNT							
01	999999	3	1105	\$3192.30							
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20110101	9999	20110104	1	LPC	20110104	00	00			
STOP	99999999	9999	99999999	0							
DUTY STOP DT	D-TYPE	PG-1	PG-2	TCSTORDER	DUTY SITE	A-ST	RAN				
				\$0.00							
<-----DAFIS ACCOUNTING STRING-----> <-----PURPOSE OF DUTY----->											
LES											

**JUMPS**  
**LES**

The LES indicates an update to the Leave Sold Base amount, under entitlements.

ENTITLEMENTS	ALLOTMENTS	DEDUCTIONS
BASIC PAY	3192.30 CGMA 005B	2.00 DISC MEAL RATE 277.50
CAREER SEA PAY	225.00 DENTAL 999	12.69 SGLI/FAMILY 32.00
CLOTHING STD	36.76	ADVANCED BAH 433.37
FSA-S	425.00	ARMED FRCS RTMT .50
ENL BAS	325.04	FEDERAL TAX 860.10
BAH WITH DEP	1923.00	FICA TAX 180.36
LEAVE SOLD BASE	1489.74	
TOTALS	7616.84	14.69 1783.83

\* THIS LES REFLECTS TRANSACTIONS PROCESSED AS OF 20APR11.  
 \* 18.0 DAYS LEAVE EARNED AND 05.0 DAYS LEAVE USED TO DATE IN FY11.  
 \* CUMULATIVE SEA DUTY AS OF 30APR11 IS 02 YEARS, 11 MONTHS, AND 09 DAYS.  
 \* FSA-S STARTED 10FEB11.  
 \* FSA-S STOPPED 30MAR11.  
 \* ADVANCE BAH STATUS: ORIGINAL AMOUNT \$5,200.00. COLLECTED THIS MONTH \$433.37. BALANCE DUE \$.00.  
 \* DEDUCTION FOR ARMED FRCS RTMT STARTED 01APR11.  
 \* SOLD TOTAL OF 14.0 DAYS REGULAR LEAVE AND SAVED LEAVE ON 17APR11.



# Extension (P154) and Begin Extension (P198) Transactions

---

**Introduction** This section provides the procedure for entering an Extension of Enlistment.

---

**References** The following references provide guidance in completing the Extension (P154), and the Begin Extension (P198) Transactions:

- (a) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part V, Reenlistments and Extensions  
Part IX, JUMPS  
Part X, Error Feedback, Reports and Queries
  - (b) Personnel and Pay Procedures Manual, PPCINST M1000.2(series)
  - (c) CG Pay Manual, COMDTINST M7220.29 (series)
  - (d) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)
- 

**Information you need to know about this transaction**

This transaction is completed in Direct Access upon receipt of the Career Intentions Worksheet (CG-2045), complete with both the member and command approval signatures. However, this transaction should not be approved in Direct Access until the SPO receives the signed Agreement to Extend Enlistment (CG-3301B). **Use the contract type of EXT.**

The signature date (effective date of the transaction) for regular extensions will be the date the CG-3301B is signed by the member and person administering the oath. For prior service OCS candidates who must extend to meet obligated service requirements, the signature date of this transaction will be the same as the Enlistment Date on the Enlistment Contract. The effective time of the P154 transaction is defaulted to 002 behind the scenes.

A [Begin Extension](#) (P198) must be submitted after the Agreement to Extend (P154) has been submitted and approved.

**The P198 is generated once the “begin the extension/re-extension” box in DA is checked.**

If this transaction is being submitted following a member’s [Voluntary/Involuntary Retention](#) (P176), then this transaction (P154) and the Begin Extension transaction (P198) should have the same signature date/effective date.

If the Agreement to Extend Enlistment (CG-3301B) is **cancelled**, follow the guidelines in reference (a)

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*Continued on next page*

## Extension (P154) and Begin Extension (P198) Transactions, Continued

---

**Information you need to know about this transaction (continued)**

Selective Reenlistment Bonuses (SRB) must be processed through the Entitlements section in Direct Access.

If reserve members on active duty (greater than 140 days) receive new or amended orders extending their active duty period, see the reserve transactions (P191 and P192). The P154 transaction alone will not continue the reserve member's active duty pay.

---

**JUMPS Effect**

The Agreement to Extend Enlistment transaction results in a personnel action P154 (P159 for Re-Extension). The Begin Extension transaction results in a P198 (P199 for Re-Extension) personnel action. Combined, they result in updates to the following in JUMPS:

- Recents and Expanded Recents,
  - Segment 00 (expected Active Duty Termination Date for regular active duty members and expected loss date for reserve members and regular active duty member who have already met their 8 year military obligation),
  - Segment 75 (Separation/Retention information), and
  - The LES.
- 

**Procedures for Corrections and Deletions**

Corrections and Deletions may be made to this transaction. The procedures for completing a correction or deletion are contained in reference (a).

---

**Procedure**

The procedures for completing an Agreement to Extend or a Begin Extension are contained in reference (a).

---

**DA Input**

A member is extending his initial contract for a period of 12 months. All necessary information has been submitted into DA regarding the extension. We will follow the extension through Recents, JUMPS and the member's LES.

---

*Continued on next page*

## Extension (P154) and Begin Extension (P198) Transactions, Continued

**JUMPS**            The Extension Agreement Date and Separation Date For Extension have  
**Segment 00**        updated in Segment 00.  
                       Enter "REC" following the Fixed Data Area, to access Recents.

SSN 444-44-4444	EMPLID 4444444	K1B8XXX	11/02/2011	11:01	ONLINE PAY MASTER
FIRST-NAME	MI LAST-NAME		RANK	P-G MB-TY	SEX OFF-SOR P-CH
SANDY	J CHEEKS		YN2 E5	J-AEZ	F 0
PERMANENT UNIT	79-47400	LATEST COMPUTE	CYCLE DATE	20111020	
REPORTING UNIT	79-47400-00	LEAVE STATUS	DATE	20111101	
COST CENTER	47400	EXPECTED AD	TERMINATION DATE	20121013	
DATE REPORTED PERM UNIT	20110711	EFFECTIVE AD	TERM DATE	99999999	
IN/OUT CONUS INDICATOR	I	SEPARATION	FLAG		
PAY ENTRY BASE DATE	20011015	EXPECTED LOSS	DATE	20121013	
PEBD VERIFIED		EFFECTIVE LOSS	DATE	99999999	
ACTIVE DUTY BASE DATE	20011015	BAH CODE		L	
EFF DATE PAY AND ALLOWANCES	20011015	BAH DEPENDENT	DATA	01	
CMA DATE	20011015	CUMULATIVE	SEA TIME	000913	
EXTENSION AGREEMENT DATE	20110308	SEA POINTS	START DATE	20011015	
SEPARATION DATE FOR EXTEN	20111013	SEA PAY	RETRO FLAG	0	
DT INITIAL ENTRY MIL SRVC	20011015	CFTRR CD		SEA SAVE	FLAG
YEAR TO DATE FICA	\$1586.71				
E ALLOTMENT AMOUNT	\$0.00	IMPLEMENTATION	DATE	999999	
TOTAL CAREER DEF TSP	\$8609.21	PREV LAST NAME	ABBREVIATION		
TOTAL CAREER NON-DEF TSP	\$0.00	CSB ELIGIBILITY	N	CSB ELECTION	N
MODL ID		MODL DATE		*****	
YOU ARE IN THE ONLINE PAY MASTER. PLEASE ENTER A COMMAND, OR TYPE 'HELP'.					
REC					

**JUMPS**            Recents, Page 2, reveals the fields outlined below.  
**Recents**

Enter "77", to access Expanded Recents, Page 77.

RECENT-FILE INQUIRY										PAGE	1		
SSN: 444/44/4444										TODAY IS 11/02/2011		TIME 11:02:54	
DIST/OPFAC/RU	PAT	PAT-DATE	FORM	EFF-DATE	VARIABLE INFORMATION				PAGE				
79	47400 53	PPS 110929	L67A	11OCT14	P	0003	P198	34					
79	47400 53	PPS 110929	L67A	11OCT14	R	0003	P198	35					
79	47922 00	PPS 110309	L67A	11MAR08	P	0002	P154	77					
79	47922 00	PPS 110309	L67A	11MAR08	R	0002	P154	78					
ENTER PAGE NUMBER										OR	'END'	OR	PRESS ENTER/GO TO CONTINUE
77													

*Continued on next page*

## Extension (P154) and Begin Extension (P198) Transactions, Continued

**JUMPS** Expanded Recents, Page 77, reveals the fields outlined below. Reference (a)  
**Expanded** provides a detailed explanation of this transaction. Enter 34 at the bottom of  
**Recents** this screen to proceed to Page 34.

RECENT-FILE INQUIRY						PAGE	77
SSN: 444/44/4444						TODAY IS 11/02/2011	
PERSONNEL ACTION						TIME 11:02:54	
REC-ID	FRM-ID	PAY-CAT	PROC-COD	EXC-REL-COD	PAT	PAT-DT	
L67B	L67A	0JA2	P		PPS	110309	
ACT-COD	TYP-ENTRY	EFF-DT	EFF-TM	ABBR-LSTNM	PROG-ID	PREP-UNIT	
P154		110308	0002	CHEEK	K	79-47922-00	
SFDY-PAY						UNIT-SB-COD	
*****VARIABLE DATA ELEMENTS*****							
01.	11-1200		07.	-			
02.	12-12OCT13		08.	-			
03.	-		09.	-			
04.	-		10.	-			
05.	-		11.	-			
06.	-						
ENTER PAGE NUMBER			OR	'END'	OR	PRESS ENTER/GO TO CONTINUE	
34							

**JUMPS** Expanded Recents, Page 34, reveals the fields outlined below. Enter "END"  
**Expanded** to exit Expanded Recents and return to Segment 00, then type SEG 75 to  
**Recents** proceed to segment analysis.

RECENT-FILE INQUIRY						PAGE	34
SSN: 444/44/4444						TODAY IS 11/02/2011	
PERSONNEL ACTION						TIME 11:02:54	
REC-ID	FRM-ID	PAY-CAT	PROC-COD	EXC-REL-COD	PAT	PAT-DT	
L67B	L67A	0JA2	P		PPS	110929	
ACT-COD	TYP-ENTRY	EFF-DT	EFF-TM	ABBR-LSTNM	PROG-ID	PREP-UNIT	
P198		111014	0003	CHEEK	K	79-47400-53	
SFDY-PAY						UNIT-SB-COD	
*****VARIABLE DATA ELEMENTS*****							
01.	01-12OCT13		07.	-			
02.	07-0000		08.	-			
03.	08-0000		09.	-			
04.	00-		10.	-			
05.	-		11.	-			
06.	-						
ENTER PAGE NUMBER			OR	'END'	OR	PRESS ENTER/GO TO CONTINUE	
END							

*Continued on next page*

## Extension (P154) and Begin Extension (P198) Transactions, Continued

**JUMPS  
Segment 75**

Segment 75 indicates the fields outlined below. There is one segment 75 for the P154 and another one for the P198. Reference (a) contains detailed information on segments.

Enter "SEG 62", following analysis of Segment 75 to view Segment 62.

SSN	444-44-4444	EMPLID	4444444	K1B8XXX	11/02/2011	11:04	ONLINE PAY MASTER				
SEG	HIST	COMPUTE			RETENTION ACTION						
75	201103	4									
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20110307	9999	20110315	0	PPS	20110309	79	00	67		P154
STOP	20110307	9999	20110315	0	PPS	20110309	79	00	67		P154
TYPE-RET		TYPE-75	RET-DT	SAVED-LV	REG-LV	LV-FORWARD					
	A	2	20111013	0.0	0.0	0.0					
DAFIS ACCOUNTING STRING											

SSN	444-44-4444	EMPLID	4444444	K1B8XXX	11/02/2011	12:26	ONLINE PAY MASTER				
SEG	HIST	COMPUTE			RETENTION ACTION						
75	201110	4									
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20111013	9999	20111005	0	PPS	20110929	79	53	67		P198
STOP	20111013	9999	20111005	0	PPS	20110929	79	53	67		P198
TYPE-RET		TYPE-75	RET-DT	SAVED-LV	REG-LV	LV-FORWARD					
		2	20111013	0.0	0.0	0.0					
DAFIS ACCOUNTING STRING											

*Continued on next page*

## Extension (P154) and Begin Extension (P198) Transactions, Continued

**JUMPS  
Segment 62**

Segment 62 indicates the fields outlined below. Reference (a) contains detailed information on segments.

Notice how the member earned 3.0 days in October because of the timing of the extension.

SSN 444-44-4444	EMPLID 4444444	K1B8XXX	11/02/2011	11:01	ONLINE PAY MASTER
SEG 62	HIST 201110	COMPUTE 4	OBJECT	LV ADJ 99999999	BASE DT 99999999
	EFFDTE	TIME	DTPROC	SLC PAT	DTPREP
START	20111001	9999	20111020	0	COM 20111020
STOP	20111031	9999	20111020	0	COM 20111020
BF FY	LOST PRV FY	SAVED	SAVED SOLD	SOLD CUMM	NON-ACC CTD
23.5	0.0	0.0	0.0	0.0	0.0
EARN	USED	EXCESS	SOLD CP	END-LV	NON-ACC
3.0	0.0	0.0	0.0	25.0	0.0
				BALANCE	EARN-CUM
				26.5	3.0
					USED-CUM
					0.0
ADJUSTMENT START				ADJUSTMENT STOP	
ACC LV GT 60 BWFD:		RESERVE BALANCE	0.0	COMBAT EARNED	0.0
YEAR 2012	0.0	RESERVE SOLD	0.0	COMBAT USED	0.0
YEAR 2011	0.0			COMBAT SOLD	0.0
YEAR 2010	0.0			COMBAT LOST	0.0
YEAR 2009	0.0			COMBAT BALANCE	0.0
YEAR 2008	0.0				

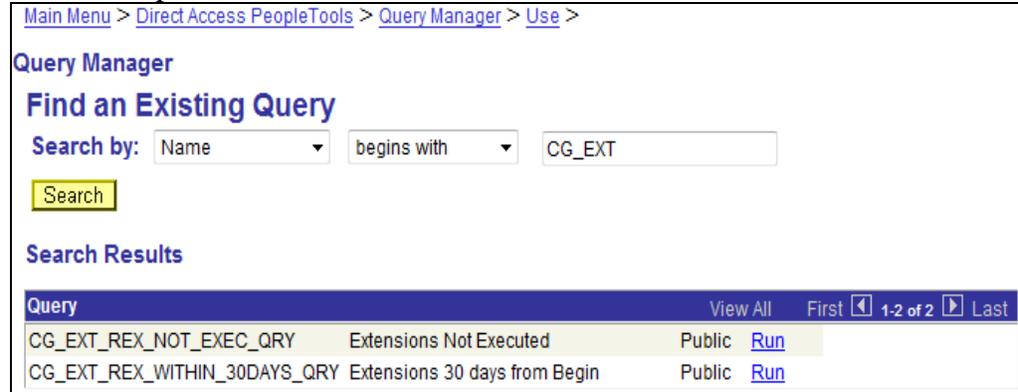
*Continued on next page*

# Extension (P154) and Begin Extension (P198) Transactions, Continued

## Begin Service Query

There are two queries in DA regarding whether or not a P198 or P199 has been executed for an extension or re-extension. For complete instructions, see reference (a) SPO Manual, Part X.

Here is the path in DA:



The screenshot shows the 'Query Manager' interface. At the top, there is a breadcrumb trail: 'Main Menu > Direct Access PeopleTools > Query Manager > Use >'. Below this, the title 'Query Manager' is followed by 'Find an Existing Query'. The search criteria are: 'Search by: Name' (dropdown), 'begins with' (dropdown), and 'CG\_EXT' (text input). A yellow 'Search' button is below the input fields. Under 'Search Results', there is a table with two rows. The first row is highlighted in yellow and has a 'Run' link. The second row also has a 'Run' link. The table has columns for 'Query', 'Description', and 'Access'.

Query	Description	Access	Run
CG_EXT_REX_NOT_EXEC_QRY	Extensions Not Executed	Public	<a href="#">Run</a>
CG_EXT_REX_WITHIN_30DAYS_QRY	Extensions 30 days from Begin	Public	<a href="#">Run</a>

Click the [Run](#) link for the appropriate report needed.

Select:

- CG\_EXT\_REX\_NOT\_EXEC\_QRY -- to specify the date range to search for.
- CG EXT REX WITHIN 30DAYS QRY - to see unexecuted extensions/re-extensions with begin dates in the next 30 days (from the current date).

We recommend running the first one and put a wide range of years (if you've never done it before). Then once you have those researched and cleaned up, set a reminder on your calendar to run the 30 day report once a month.

**Note: Do not go in and check the box to begin the extension/re-extension until after you've researched each contract to ensure the P198/P199 is still valid!**

The member could have reenlisted prior to the extension/re-extension effective date and the original extension/re-extension will need to be deleted from DA.



# Release from Active Duty (RELAD)

---

**Introduction** This section provides the procedures for Releasing a Member from Active Duty if an initial military obligation remains. Within the Separation Transaction, you may Dispose of Leave, Change a Members Reserve Status, and Declare Location of RELAD on Orders and Complete a DD214. (Completion of the DD-214 is located at the end of this chapter).

---

**References** The following references provide additional information about releasing a member from active duty.

- (a) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part VI, Separations
- (b) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part IX, JUMPS
- (c) Military Separations, COMDTINST M1000.4 (series)
- (d) Joint Federal Travel Regulations, Volume 1
- (e) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
- (f) Reserve Policy Manual, COMDTINST M1001.28 (series)

---

**Reminders** Remember the following details when completing a RELAD:

- A Reservist who is routinely separated at the end of the mobilization period should receive the MBK separation code. Any Reservist separated early should receive the LBK separation code.
- Use the Reserve Status tab to change the member's Employee Classification to "IRR" and Reserve Training/Pay Code to "H" when you RELAD the member to the IRR.
- When releasing a member from active duty to the IRR use department ID #002817. The department ID is entered on the member's RELAD travel order.
- Mail records for IRR members to:

Commander (PSC-rpm)  
Personnel Service Center  
US Coast Guard Stop 7200  
4200 Wilson Blvd, Suite 1100  
Arlington, VA 22203-1804

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*Continued on next page*

## Release from Active Duty (RELAD), Continued

---

**Before You Begin**

Normal Expiration of Enlistment separations do not require prior authorization from PSC-rpm, and will not appear on the airport terminal. For all Normal Expiration of Enlistment separations, the SPO will start the Separation transaction. After the Save, the Separation Type, Termination Date and Departure Date will not be editable. If a mistake is made with the Separation Type or Termination Date, you will have to Delete the Transaction and insert a new row.

---

**Procedure**

Detailed procedures are provided in Chapter 3 of reference (a).

---

**DA Input**

This scenario involves a Second Class Petty Officer who is being released from active duty and transferred to an (Inactive Ready Reserve) IRR billet. We will process this separation through DA and monitor the process including all aspects of JUMPS. In addition, we will review the member's final pay break down in response to the separation submitted in DA.

---

**JUMPS Effect**

The RELAD, when processed in JUMPS, updates Segment 00, Recents/Expanded Recents, Segments 75, 62, 45, 01, 25, 24, 20, 31, and the LES.

---

*Continued on next page*

## Release from Active Duty (RELAD), Continued

### JUMPS Segment 00

The Effective Active Duty Termination Date has updated in Seg 00.

Enter "REC" following the Fixed Data Area, to access Recents.

```
SSN 777-77-7777  EMPLID 7777777  K1B8XXX  11/03/2011  08:33  ONLINE PAY MASTER
FIRST-NAME      MI  LAST-NAME      RANK  P-G MB-TY SEX OFF-SOR P-CH
EUGENE          KRABS          IT2   E5  Z-IEZ  M      0
PERMANENT UNIT      79-47900  LATEST COMPUTE CYCLE DATE      20111020
REPORTING UNIT      79-47900-00  LEAVE STATUS DATE              20111101
COST CENTER         00000      EXPECTED AD TERMINATION DATE  20110905
DATE REPORTED PERM UNIT  20110808  EFFECTIVE AD TERM DATE        20110807
IN/OUT CONUS INDICATOR      I  SEPARATION FLAG                0
PAY ENTRY BASE DATE  20050906  EXPECTED LOSS DATE            20130905
PEBD VERIFIED       EFFECTIVE LOSS DATE            99999999
ACTIVE DUTY BASE DATE  20050906  BAH CODE                      G
EFF DATE PAY AND ALLOWANCES  20050906  BAH DEPENDENT DATA           00
CMA DATE            20050906  CUMULATIVE SEA TIME           000000
EXTENSION AGREEMENT DATE  20100816  SEA POINTS START DATE        20050906
SEPARATION DATE FOR EXTEN  20110807  SEA PAY RETRO FLAG
DT INITIAL ENTRY MIL SRVC  20050906  CFTRR CD                      SEA SAVE FLAG
YEAR TO DATE FICA      $1000.58
E ALLOTMENT AMOUNT    $0.00    IMPLEMENTATION DATE           999999
TOTAL CAREER DEF TSP   $0.00    PREV LAST NAME ABBREVIATION
TOTAL CAREER NON-DEF TSP  $0.00    CSB ELIGIBILITY N      CSB ELECTION N
MODL ID              MODL DATE              *****
YOU ARE IN THE ONLINE PAY MASTER.  PLEASE ENTER A COMMAND, OR TYPE 'HELP'.
REC
```

*Continued on next page*

# Release from Active Duty (RELAD), Continued

**JUMPS**  
**Recents**

Recents, Page 1, reveals the fields outlined below.

Enter "20" following Recents, to access Expanded Recents, Page 20.

RECENT-FILE INQUIRY										PAGE	1		
SSN: 777/77/7777										TODAY IS 11/03/2011		TIME 08:36:14	
DIST/OPFAC/RU	PAT	PAT-DATE	FORM	EFF-DATE	VARIABLE INFORMATION				PAGE				
79	47400	53	PPS	110720	L67A	11AUG08	P	0059 R910		16			
79	47400	53	PPS	110720	L67A	11AUG08	R	0059 R910		17			
79	47400	53	PPS	110804	L6HA	11AUG04	P			18			
79	47400	53	PPS	110804	L6HA	11AUG04	R			19			
79	47400	53	PPS	110720	L68C	11JUN22	P	9901 116 7947900		20			
79	47400	53	PPS	110720	L68C	11JUN22	P	9901 316 1080704		21			
79	47400	53	PPS	110720	L68C	11JUN22	V	9901 116 7947900		22			
79	47400	53	PPS	110623	L63C	11JUN10	P	1106101		23			
79	47400	53	PPS	110623	L63C	11JUN10	R	11JUN10 AI01		24			
79	47400	53	PPS	110623	L63C	11JUN06	P	1106061		25			
79	47400	53	PPS	110623	L63C	11JUN06	R	11JUN06 AI01		26			
79	47400	53	PPS	110623	L63C	11JUN01	P	1106011		27			
79	47400	53	PPS	110623	L63C	11JUN01	R	11JUN01 AI01		28			
79	47400	53	PPS	110502	L6FA	11MAY02	P	SD	YRS MOS	29			
79	47400	53	PPS	110502	L6FA	11MAY02	R	SD	YRS MOS	30			

ENTER PAGE NUMBER OR 'END' OR PRESS ENTER/GO TO CONTINUE  
20

*Continued on next page*

## Release from Active Duty (RELAD), Continued

### JUMPS Expanded Recents

Expanded Recents, Page 20 reveals the fields below. Reference (b) contains definitions of Expanded Recents data fields.

Enter "END" to exit Expanded Recents and return to Segment 00. Enter "SEG 75" following the SEG 00 data, to analyze Segment 75.

RECENT-FILE INQUIRY				PAGE	20
SSN: 777/77/7777				TIME 08:36:14	
ENDORSEMENT ON ORDERS					
REC-ID	FRM-ID	PROG-ID	PAT-DT	PREP-UNIT	TYP-ENTRY
L68B	L68C	K	110720	79-47400-53	
PAY-CAT.BPC2		PROC-COD.P	EXC-REL-COD.	PAT.PPS	REC-IN.
ABBR-LSTNM.KRABS		EFF-DT.110622	EFF-TM.9901	TONO.	BUD-COD.
DEP-REP-COD.1	DU-COD.1	UNIT-ID.79-47900	COST-CTR.		
NATURE-DU.6	DLY-COD.1	TOT-ABS-DYS.46	PERSRU-ID.79-47900-00		
FROM-STAT.	CONUS-FLTG.	SFDY.	UNIT-SB-COD.		
VARIABLE DATA ELEMENTS				LEAVE CODE/DAYS	
01.	60-11AUG07	07.	-	01.	AI 46
02.	61-MBKRE1	08.	-	02.	00
03.	78-H	09.	-	03.	00
04.	90-0000			04.	00
05.	92-0000			05.	00
06.	93-0000			06.	
ENTER PAGE NUMBER		OR	'END'	OR	PRESS ENTER/GO TO CONTINUE
END					

*Continued on next page*

## Release from Active Duty (RELAD), Continued

**JUMPS** Segment 75 indicates the fields outlined below. Reference (b) contains  
**Segment 75** definitions of data fields unique to this segment.  
**(Separation)**

Enter "SEG 62", following analysis of Segment 75 to view Segment 62.

SSN 777-77-7777	EMPLID 7777777	K1B8XXX	11/03/2011	08:33	ONLINE PAY MASTER			
SEG	HIST	COMPUTE	SEPARATION ACTION					
75	201108	4						
	EFFDTE	TIME	DTPROC	SLC PAT	DTPREP	DIST RU	FORM ENT	ACTION
START	20110808	9999	20110721	0 PPS	20110720	79 53	68	
STOP	20110808	9999	20110721	0 PPS	20110720	79 53	68	
TYPE-SEP	TYPE-75	SEP-DT	SAVED-LV	REG-LV	DIS-GRADE	OFF-LONG		
D	3	20110807	0.0	0.0				XX
SEVERENCE-OBJ	STANDARD-PERF	RES-SEP-PAY-CD						
DAFIS ACCOUNTING STRING								
SEG 62								

**JUMPS** Segment 62 indicates the fields outlined below.

**Segment 62**

**Leave Accrual** Enter "SEG 45", following analysis of Segment 62 to view Segment 45.

SSN 777-77-7777	EMPLID 7777777	K1B8XXX	11/03/2011	08:33	ONLINE PAY MASTER			
SEG	HIST	COMPUTE	OBJECT	LV ADJ	BASE DT	SEP DT		
62	201108	4		99999999	99999999	20110807		
	EFFDTE	TIME	DTPROC	SLC PAT	DTPREP	DIST RU	FORM ENT	ACTION
START	20110801	9999	20110820	0 COM	20110820			
STOP	20110831	9999	20110820	0 COM	20110820			
BF FY	LOST PRV FY	SAVED	SAVED SOLD	SOLD CUMM	NON-ACC CTD	DEDUCT		
34.0	0.0	0.0	0.0	0.0	0.0	0.0		
EARN	USED	EXCESS	SOLD CP	END-LV	NON-ACC	BALANCE	EARN-CUM	USED-CUM
1.0	7.0	0.0	0.0	0.0	0.0	0.0	26.0	60.0
ADJUSTMENT START				ADJUSTMENT STOP				
ACC LV	GT 60	BWFD:	RESERVE BALANCE	0.0	COMBAT EARNED	0.0		
YEAR 2011	0.0		RESERVE SOLD	0.0	COMBAT USED	0.0		
YEAR 2010	0.0				COMBAT SOLD	0.0		
YEAR 2009	0.0				COMBAT LOST	0.0		
YEAR 2008	0.0				COMBAT BALANCE	0.0		
YEAR 2007	0.0							
SEG 45								

Continued on next page

## Release from Active Duty (RELAD), Continued

**JUMPS-Seg 45** Segment 45 reveals the fields outlined below.

**Special**

**Payment** Enter "SEG 01", following analysis of Segment 45 to view Segment 01.

SSN 777-77-7777	EMPLID 7777777	K1B8XXX	11/03/2011	08:33	ONLINE PAY MASTER						
SEG	HIST	COMPUTE	OBJECT	AMOUNT							
45	201108	4		\$767.02							
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20110804	9999	20110808	0	PPS	20110804	79	53	6H		
STOP	20110804	9999	20110808	0	PPS	20110804	79	53	6H		
VOUCHER	CANCEL	TYPE	PROC	PAYROLL	NBR						
H1S42111				05342105							
YOU ARE IN THE ONLINE PAY MASTER. PLEASE ENTER A COMMAND, OR TYPE 'HELP'.											
SEG 01											

**JUMPS**

**Segment 01**

**Basic Pay**

Segment 01 contains the following fields. The L68C shuts down the member's Basic Pay.

Enter "SEG 35", following analysis of Segment 01 to view Segment 35.

SSN 777-77-7777	EMPLID 7777777	K1B8XXX	11/03/2011	08:33	ONLINE PAY MASTER						
SEG	HIST	COMPUTE	OBJECT	AMOUNT							
01	201108	4	1105	\$2448.30							
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20110101	9999	20110104	1	LPC	20110104	00	00			
STOP	20110807	9999	20110721	0	PPS	20110720	79	53	68		
DUTY STOP	DT	D-TYPE	PG-1	PG-2	TCSTORDER	DUTY SITE	A-ST	RAN			
					\$0.00						
<-----DAFIS ACCOUNTING STRING-----> <-----PURPOSE OF DUTY----->											
SEG 35											

*Continued on next page*

## Release from Active Duty (RELAD), Continued

**JUMPS** Segment 35 indicates the fields outlined below.

**Segment 35**

**BAH without Dependents** Enter "SEG 24", following analysis of Segment 35 to view Segment 24, Enlisted BAS.

SSN	777-77-7777	EMPLID	7777777	K1B8XXX	11/03/2011	08:33	ONLINE	PAY	MASTER		
SEG	HIST	COMPUTE	OBJECT	AMOUNT							
35	201108	4	1145H	\$771.00							
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20110101	9999	20110121	1	LPC	20110121	79	00			C
STOP	20110807	9999	20110721	0	PPS	20110720	79	53	68		
	BAH-II-AMT	BAH-ZIP	MHA	CURR-TABLE-AMT	RATE-P						
	\$599.40	66683	105	\$756.00	Y						
SEG 24											

**JUMPS** Segment 24 shows the following fields.

**Segment 24**

**Enlisted BAS** Enter "SEG 20", following analysis of Segment 24 to view Segment 20, Clothing Maintenance Allowance.

SSN	777-77-7777	EMPLID	7777777	K1B8XXX	11/03/2011	08:33	ONLINE	PAY	MASTER		
SEG	HIST	COMPUTE	OBJECT	AMOUNT							
24	201108	4	1155D	\$325.04							
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20110101	9999	20110104	1	LPC	20110104	00	00			
STOP	20110807	9999	20110721	0	PPS	20110720	79	53	68		
SEG 20											

*Continued on next page*

## Release from Active Duty (RELAD), Continued

**JUMPS** Segment 20 indicates the following fields.

**Segment 20**

**Clothing**

**Maintenance**

**Allowance**

Enter "SEG 31", following analysis of Segment 20 to view Segment 31, Conus COLA.

SSN	777-77-7777	EMPLID	7777777	K1B8XXX	11/03/2011	08:33	ONLINE PAY MASTER				
SEG	HIST	COMPUTE	OBJECT	AMOUNT							
20	201108	4	12352	\$36.76							
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20101001	9999	20100920	1	LPC	20100920	00	00			
STOP	20110807	9999	20110721	0	PPS	20110720	79	53	68		
CLAIM CODE	ELIGIBILITY DATE		SUP CMA								
SEG 31											

**JUMPS** Segment 31 reveals the fields below.

**Segment 31**

**Conus COLA**

Enter "LES", following analysis of Segment 31 to view the Leave and Earnings Statement.

SSN	777-77-7777	EMPLID	7777777	K1B8XXX	11/03/2011	08:33	ONLINE PAY MASTER				
SEG	HIST	COMPUTE	OBJECT	AMOUNT							
31	201108	4	1145D	\$0.00							
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20110101	9999	20110121	1	LPC	20110121	79	00		C	
STOP	20110807	9999	20110721	0	PPS	20110720	79	53	68		
CCOLA-ZIP	INDEX	TABLE-RATE	DEP	GRADE	YRS						
66683	0.000	\$0.00	WO	E5	04						
LES											

*Continued on next page*

# Release from Active Duty (RELAD), Continued

**JUMPS**            The LES indicates an update to the fields outlined below.  
**LES – Page 1**    Press “Enter” to proceed to Page 2 of the LES.

LEAVE AND EARNINGS STATEMENT FOR: KRABS										/E
PERIOD COVERED	SSN	PEBD	ABBD	EX AD TERM	EX LOSS DT					
01-31 AUG 11	777-77-7777	05-09-06	05-09-06	11-08-07	13-09-05					
NET PAY	PAY SENT TO	/ LEAVE INFORMATION								
MID 0.00	ACCT DIRECT	/BEGIN	EARN USED	SOLD	BAL	LOST	SOLD			
EOM 0.00	ROUTE NBR:	DEPOSIT /	6.0	1.0	7.0	.0	.0	.0	.0	
TRA/PAY	PAYGRADE	NAME/MAILING ADDRESS			/ NEXT MONTH PAY					
H	E-5	IT2 EUGENE KRABS			/ PERIOD ESTIMATES					
COST CODE: 00000		123 KRUSTY KRAB RD			/ DATE		AMOUNT			
PERSRU 79-47900-29		BIKINI BOTTOM, FL 12345			/ 11-09-15		.00			
UNIT: 79-00000					/ 11-10-01		.00			
PAY BREAKDOWN										
BALANCE FWD	ENTITLEMENT	ALLOTMENT	DEDUCTION	NET EARN	AMT C/FWD					
.00	835.59	.00	835.59	.00	.00					
STATE TAX INFORMATION					FICA INFORMATION					
INCOME YTD	W/H YTD	EXEMPT	STATE /	CUR WAGES	WAGES YTD	TAX YTD				
0.00	0.00		NY /	571.27	17709.37	1000.58				
FEDERAL INCOME TAX INFORMATION										
TAX INCOME	INC YTD	W/H YTD	ALLOW	ADD'L W/H /						
571.27	17709.37	1824.10	S01	0.00 /						
ENTITLEMENTS	ALLOTMENTS			DEDUCTIONS						
BASIC PAY	571.27				SGLI/MEMBER	27.00				
CLOTHING STD	8.58				SPECIAL PAYMENT	767.02				
ENL BAS	75.84				ARMED FRCS RTMT	.50				
BAH WITHOUT DEP	179.90				FEDERAL TAX	8.79				
					FICA TAX	32.28				
TOTALS	835.59				.00	835.59				

Continued on next page





# Certificate of Release or Discharge from Active Duty (DD-214)

**Introduction** Form DD-214 provides the member with a concise record of service with the Armed Forces upon separation or change in military status. This form is also used to obtain veterans benefits, reemployment rights and unemployment insurance.

---

**References** The following references provide guidance in completing the DD-214

- (a) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part VI, Separations
- (b) DD Form 214 Manual, COMDTINST M1900.4D
- (c) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2A, Chapter 3 - Checklist – Separations Event
- (d) ALSPO 1/05 – SPO Newsletter

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**Before You Begin** The initial DD-214 includes some data from Direct Access. Once the initial DD-214 is created, additional course completions or awards must be manually added. Additional data is obtained from the Servicing Personnel Office, Unit PDR, JUMPS and other official records. Changes to a DD-214 do not update in Direct Access. Process these changes in Direct Access to update the member's record. Unauthorized changes or alterations to a DD-214 will render it null and void. All fields must be completed. It automatically defaults to capital letters. Indicate blank fields with "NA" for limited space. Use abbreviations sparingly as civilians may also access DD-214s.

---

**Procedure** Part 6 of reference (a) contains detailed procedures for completion of the DD-214.

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*Continued on next page*

# Certificate of Release or Discharge from Active Duty (DD-214), Continued

**When does a Reservist get a DD-214?**

A DD-214 will be issued when:

Duty Performed	DD 214 will be issued
ADT ADOT Full-Time Training Duty	If the period of service was 90 days or more.
Ordered to AD <ul style="list-style-type: none"> <li>• National Emergency declared by the President or Congress</li> <li>• In time of war declared by Congress</li> </ul>	Upon RELAD regardless of the length of AD.

**Note:** Any Reservist separated for cause or for physical disability, will be issued a DD-214 regardless of the length of time served on AD.

You can obtain a copy of your DD-214 (or any other official military records) from the National Archives and Records Administration in St Louis, MO at [www.archives.gov](http://www.archives.gov).

**DD-214 Corrections**

If your DD-214 contains incorrect data, you should bring it to the attention of your command and submit documentation to Personnel Services Command, Personnel Service Division Military Records (PSC (psd-mr)).

If approved, PSC will issue a DD-215.

# Computing and Verifying Leave

---

**Military  
Assignments  
and  
Authorized  
Absences,  
COMDTINST  
M1000.8  
(2-A-19a)**

Effective 01 February 1980, leave is credited at the rate of 2 1/2 days for each full calendar month on active service and as outlined below for fractional parts of a calendar month served.

**1. Intermediate Date to End of Month.** This table shows the leave earned from the date of enlistment, first extension of enlistment, reenlistment or entry on active duty to the end of the same month.

Date of Month Entered on Active Duty, 31-Day Month	
1-7	2.5 days
8-13	2.0 days
14-19	1.5 days
20-25	1.0 days
26-31	0.5 days

**Date of Month Entered on Active Duty, 30-Day Month, Including February**

1-6	2.5 days
7-12	2.0 days
13-18	1.5 days
19-24	1.0 days
25-30	0.5 days

**2. Beginning of Month to Separation Date.** This table shows the leave earned from beginning of month to date of separation.

Date of Month of Separation	
1-6	0.5 days
7-12	1.0 days
13-18	1.5 days
19-24	2.0 days
25-31	2.5 days

---



# Pay Entitlements

## Overview

---

**Introduction** This chapter covers the basics for selected pay entitlements. It is designed to guide record technicians through selected portions of the SPO Manual, Part II, Pay Entitlements. This is not intended to imply one pay entitlement is more important than any other. The entitlements selected were based on input from previous surveys, Customer Care and ERT.

---

**Objective** Given a member entitled to Pay and Allowances, **adjust** allowances in accordance with appropriate Coast Guard directives.

---

**Contents** This chapter contains the following topics.

<b>Topic</b>	<b>See Page</b>
<a href="#">Basic Allowance for Housing (BAH)</a>	3-3
<a href="#">Basic Allowance for Subsistence (BAS)</a>	3-13
<a href="#">Career Sea Pay/Premium</a>	3-21

---



# Basic Allowance for Housing (BAH)

---

## Introduction

This section discusses starting and changing 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/site/perdiemCalc.cfm>
- 

## References

The following references provide additional information about Basic Allowance for Housing:

- (a) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part II, Pay Entitlements
  - (b) [U.S. Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
  - (c) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
  - (d) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part IX, JUMPS
- 

## Discussion

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

Review the Government Quarters In Connection with PCS Table, Change in Housing Other Than PCS Table, and Spouse in Service Table (found in reference (a)) when preparing this transaction.

Members departing on terminal leave may be entitled to BAH at their last permanent duty station rate during terminal leave. 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.

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*Continued on next page*

## Basic Allowance for Housing (BAH), Continued

**Procedure** Detailed procedures are provided in Chapter 11 of reference (a).

**DA Input** In this scenario, there is a single E-4 who was recently married. We will change his entitlement in DA from without to with dependent and track the changes from JUMPS to the member's LES. The screenshot below shows what the member had before, along with the BAH we just started for him.

Home > [Compensate Employees](#) > [Maintain Entitlements](#) > [Use](#) > **Employee Entitlements**

<b>EmplID:</b> 8888888	Cat, Stimpson J	<b>Empl Rcd Nbr:</b> 0
<b>Dept:</b> 004540	C4IT-FSD-ESUB-ESDB	<b>Empl Class:</b> Regular
<b>Job Code:</b> 427595	IT3	<b>Sal Plan/Grade:</b> ENL E4
<b>Location:</b> MA0114	CG ESD BOSTON	
<b>Position:</b> 00068757	ESD - DUTY	

**Entitlements**

'Earnings Code:  BAH (Basic Allow for Housing)

'Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	'Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve
1 09/25/2011	2539	<input type="text"/>	<input type="text"/> 0000	BAH-L	With Dep, MBR and Dep not assigned govt qtrs	A	<input type="checkbox"/>	<a href="#">Detail</a>	<a href="#">Approve</a>
2 06/21/2010	2532	09/24/2011	2540	BAH-G	Without Depns; mbr not assigned govt quarters	A	<input type="checkbox"/>	<a href="#">Detail</a>	<a href="#">Approve</a>
3 06/04/2010	2530	06/20/2010	2531	BAH-D	Without depns or spouse in service & no other depns, assigned CG-owned sgl qtrs	A	<input type="checkbox"/>	<a href="#">Detail</a>	<a href="#">Approve</a>

Save Return to Search [JAG Audit](#) [JAG Archive](#) Update/Display

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

*Continued on next page*

## Basic Allowance for Housing (BAH), Continued

### Detail

Clicking on the Detail button will allow you enter the appropriate zip code, as seen below.

[Home](#) > [Compensate Employees](#) > [Maintain Entitlements](#) > [Use](#) > **Employee Entitlements**

#### Supporting Data

8888888 BA1 09/25/2011 BAH-L

Postal Code:

Inadequate Quarters

Amount:

**Dependent Flag**

**Spouse In Service**

#### For assignments to Inadequate Qtrs

The rental amount shall be the lesser of: (a) the fair rental value of the inadequate quarters, or (b) 75% of BAH Type II at the dependents rate. For members with a spouse in service who jointly occupy inadequate government quarter, the rental charge will be collected at a rate of 50% from each member. Ensure the correct amount is entered.

### JAG Audit/Archive

JAG Audit/Archive will show you what information will be transmitted over to JUMPS, as seen below.

[Home](#) > [Compensate Employees](#) > [Maintain Payroll Data \(US\)](#) > [Inquire](#) > **JAG Audit Inquiry (Before COB)**  
**JAG Archive Inquiry (After COB)**

JAG Archive Table Inquiry

EmpID:  Cat,Stimpson J

Arch Tbl:

---

Common Fields **Detail Fields**

DateTime Stamp	Status	Action	Rsn	Description	Code	A/C/D	Eff Date	Trans Date	Time Entered	By
1 10/17/2011 09:16	P	PAY	407	BAH/Quarte's	P606	A	09/25/2011	09/25/2011	2539	Hoek, Ren

*Continued on next page*

## Basic Allowance for Housing (BAH), Continued

**JUMPS Effect** When processed in JUMPS, the BAH adjustment updates Segment 00, Recents, and Segments 35 and 34.

**JUMPS Segment 00** The BAH code has updated in Segment 00.  
Enter "REC" following the Fixed Data Area, to access Recents.

SSN 888-88-8888	EMPLID 8888888	K1B8XXX	11/08/2011	09:17	ONLINE PAY MASTER			
FIRST-NAME	MI	LAST-NAME	RANK	P-G	MB-TY	SEX	OFF-SOR	P-CH
STIMPSON	J	CAT	IT3	E4	J-AEZ	M		0
PERMANENT UNIT		49-54110	LATEST COMPUTE	CYCLE DATE	20111020			
REPORTING UNIT		79-47915-00	LEAVE STATUS	DATE	20111101			
COST CENTER		00000	EXPECTED AD	TERMINATION DATE	20141020			
DATE REPORTED PERM UNIT		20100604	EFFECTIVE AD	TERM DATE	99999999			
IN/OUT CONUS INDICATOR		I	SEPARATION	FLAG				
PAY ENTRY BASE DATE		20081021	EXPECTED LOSS	DATE	20161020			
PEBD VERIFIED			EFFECTIVE LOSS	DATE	99999999			
ACTIVE DUTY BASE DATE		20081021	BAH CODE		L			
EFF DATE PAY AND ALLOWANCES		20081021	BAH DEPENDENT	DATA	01			
CMA DATE		20081021	CUMULATIVE	SEA TIME	000000			
EXTENSION AGREEMENT DATE		99999999	SEA POINTS	START DATE	20081021			
SEPARATION DATE FOR EXTEN		99999999	SEA PAY	RETRO FLAG	0			
DT INITIAL ENTRY MIL SRVC		20081021	CFTRR	CD		SEA	SAVE	FLAG
YEAR TO DATE FICA		\$1140.08						
E ALLOTMENT AMOUNT		\$0.00	IMPLEMENTATION	DATE	999999			
TOTAL CAREER DEF TSP		\$0.00	PREV LAST	NAME ABBREVIATION				
TOTAL CAREER NON-DEF TSP		\$0.00	CSB ELIGIBILITY	N	CSB	ELECTION	N	
MODL ID			MODL	DATE	*****			
YOU ARE IN THE ONLINE PAY MASTER. PLEASE ENTER A COMMAND, OR TYPE 'HELP'.								
REC								

Continued on next page

# Basic Allowance for Housing (BAH), Continued

**JUMPS  
Recents**

Navigate to Recents and page through until locating the appropriate Pay Action Code for a Change in BAH. In this scenario, page 16 of Expanded Recents will give the appropriate breakdown of data transmitted into JUMPS.

RECENT-FILE INQUIRY								PAGE	1
SSN: 888/88/8888				TODAY IS 11/08/2011		TIME 09:27:53			
DIST/OPFAC/RU	PAT	PAT-DATE	FORM	EFF-DATE	VARIABLE INFORMATION		PAGE		
79	47915 00	PPS 111013	L67A	11OCT13	P	2401 P809		9	
79	47915 00	PPS 111013	L67A	11OCT13	DG	2401 P809		10	
79	47915 00	PPS 111013	L67A	11OCT13	R	2401 P809		11	
79	47915 00	PPS 111012	L6EA	11SEP25	P			12	
79	47915 00	PPS 111012	L6EA	11SEP25	R			13	
79	47915 00	PPS 111013	L67A	11SEP25	P	2541 P607		14	
79	47915 00	PPS 111013	L67A	11SEP25	R	2541 P607		15	
79	47915 00	PPS 111013	L67A	11SEP25	P	2539 P606		16	
79	47915 00	PPS 111013	L67A	11SEP25	R	2539 P606		17	
79	47915 00	PPS 111012	L67A	11SEP24	P	2542 P625		18	
79	47915 00	PPS 111012	L67A	11SEP24	R	2542 P625		19	
98	70098 00	PPS 110816	L6DA	11AUG16	P			20	
98	70098 00	PPS 110816	L6DA	11AUG16	R			21	
98	70098 00	PPS 110816	L67A	11AUG16	P	2536 H800		22	
98	70098 00	PPS 110816	L67A	11AUG16	R	2536 H800		23	
79	47915 00	MBR 110727	L6GA	11JUL27	P			24	

ENTER PAGE NUMBER OR 'END' OR PRESS ENTER/GO TO CONTINUE  
16

*Continued on next page*

## Basic Allowance for Housing (BAH), Continued

### JUMPS Expanded Recents

In Expanded Recents, page 16, the appropriate information can be seen that tells JUMPS what action to take within the member's pay file.

*Using the information shown below answer the following questions:*

- What form is used (Form ID and definition)?

---

- Does this have a Pay Action Code and if so, what is it?

---

- What are the Element Codes and their meaning?

---

- What segment will be opened based on this transaction?

---

RECENT-FILE INQUIRY						PAGE	16
SSN: 888/88/8888			TODAY IS 11/08/2011		TIME 09:27:53		
PERSONNEL ACTION							
REC-ID	FRM-ID	PAY-CAT	PROC-COD	EXC-REL-COD	PAT	PAT-DT	
L67B	L67A	0BQ2	P		PPS	111013	
ACT-COD	TYP-ENTRY	EFF-DT	EFF-TM	ABBR-LSTNM	PROG-ID	PREP-UNIT	
P606		110925	2539	CAT	K	79-47915-00	
SFDY-PAY						UNIT-SB-COD	
*****VARIABLE DATA ELEMENTS*****							
01.	01-L		07.	-			
02.	11-02109		08.	-			
03.	-		09.	-			
04.	-		10.	-			
05.	-		11.	-			
06.	-						
ENTER PAGE NUMBER			OR	'END'	OR	PRESS ENTER/GO TO CONTINUE	

*Continued on next page*

## Basic Allowance for Housing (BAH), Continued

### JUMPS Segment 35

Segment 35, BAH without Dependents, not assigned Government Quarters is shown below.

*Using the information shown below answer the following questions:*

- What update cycle closed this segment?

---

- Which LES will this change appear on?

---

SSN 888-88-8888	EMPLID 8888888	K1B8XXX	11/08/2011	09:17	ONLINE PAY MASTER
SEG	HIST	COMPUTE	OBJECT	AMOUNT	
35	201110	4	1145H	\$1575.00	
	EFFDTE	TIME	DTPROC	SLC	PAT DTPREP DIST RU FORM ENT ACTION
START	20110101	9999	20110121	1	LPC 20110121 49 00 C
STOP	20110924	9999	20111020	0	PPS 20111013 79 00 67 P606
BAH-II-AMT	BAH-ZIP	MHA	CURR-TABLE-AMT	RATE-P	
\$521.40	02109	120	\$1518.00	Y	

### JUMPS Segment 34

Segment 34, BAH with Dependents, not assigned Government Quarters is now open and running.

*Using the information shown below answer the following question:*

- Does this have a Pay Action Code and if so, what is it?

---

SSN 888-88-8888	EMPLID 8888888	K1B8XXX	11/08/2011	09:17	ONLINE PAY MASTER
SEG	HIST	COMPUTE	OBJECT	AMOUNT	
34	999999	3	1145G	\$2025.00	
	EFFDTE	TIME	DTPROC	SLC	PAT DTPREP DIST RU FORM ENT ACTION
START	20110925	9999	20111020	0	PPS 20111013 79 00 67 P606
STOP	99999999	9999	99999999	0	
BAH-II-AMT	BAH-ZIP	MHA	CURR-TABLE-AMT	RATE-P	
\$694.80	02109	120	\$2025.00	N	

*Continued on next page*

## Basic Allowance for Housing (BAH), Continued

JUMPS  
LES – Top

The October LES shows the updates to the member's BAH. Note there are two entries, one for each segment affected by the P606, Change BAH transaction. These entries indicate:

Deductions:

- \$315.00 – BAH without Dependents to close out and collect for the September period that the member was not entitled to the “without” rate.

Entitlements:

- \$2430.00 – BAH with Dependents for the six days in September as well as the entire month of October.

CG-5209(REV 4-91)		U.S. COAST GUARD			ID: K1B8XXX K1B4824D	
LEAVE AND EARNINGS STATEMENT FOR: CAT /SJ						
PERIOD COVERED	SSN	PEBD	ADBD	EX AD TERM	EX LOSS DT	
01-31 OCT 11	123-45-6789	08-10-21	08-10-21	14-10-20	16-10-20	
NET PAY	PAY SENT TO	LEAVE INFORMATION				
MID 1782.60 ACCT	DIRECT	BEGIN	EARN	USED	SOLD	BAL
EOM 2382.99 ROUTE	NBR: DEPOSIT /	34.5	2.5	.0	.0	37.0
TRA/PAY	PAYGRADE	NAME/MAILING ADDRESS				NEXT MONTH PAY
E-4	IT3	STIMPSON J CAT				PERIOD ESTIMATES
COST CODE: 54110	123	POWDERED TOAST MAN DR				DATE
PERSRU 79-47915-00	BOSTON MA 02109					AMOUNT
UNIT: 49-54110						11-11-15 2069.88
						11-12-01 2069.85
PAY BREAKDOWN						
BALANCE FWD	ENTITLEMENT	ALLOTMENT	DEDUCTION	NET EARN	AMT C/FWD	
.00	4959.74	105.00	689.15	4165.59	.00	
STATE TAX INFORMATION			FICA INFORMATION			
INCOME YTD	W/H YTD	EXEMPT	STATE	CUR WAGES	WAGES YTD	TAX YTD
0.00	0.00		CT	2050.60	20178.40	1140.08
FEDERAL INCOME TAX INFORMATION						
TAX INCOME	INC YTD	W/H YTD	ALLOW	ADD'L W/H		
2156.74	20968.54	2066.08	S01	0.00		
ENTITLEMENTS		ALLOTMENTS		DEDUCTIONS		
BASIC PAY	1342.80	OTHER	ALLOT004	50.00	BAH WITHOUT DEP	315.00
BASIC PAY	707.80	CGMA	005B	5.00	CONUS COLA W/O	15.20
CLOTHING BMA	19.11	LOAN	006B	50.00	SGLI/MEMBER	27.00
CLOTHING STD	13.65				ARMED FRCS RTMT	.50
ENL BAS	325.04				FEDERAL TAX	215.59
CONUS COLA WITH	86.67				FICA TAX	115.86
CONUS COLA WITH	34.67					
BAH WITH DEP	2430.00					
TOTALS	4959.74			105.00		689.15

Continued on next page

## Basic Allowance for Housing (BAH), Continued

---

**JUMPS** Anytime JUMPS has new activity that appears on the LES, a "Remark" is  
**LES – Remarks** generated to explain the activity. On this LES there are several remarks that explain the transactions.

\* THIS LES REFLECTS TRANSACTIONS PROCESSED AS OF 20OCT11.  
\* 02.5 DAYS LEAVE EARNED AND 00.0 DAYS LEAVE USED TO DATE IN FY12.  
\* YOUR SERVICE RECORDS REFLECT THAT YOUR DATE OF INITIAL ENTRY TO MILITARY SERVICE (DIEMS) IS 21OCT08. CONTACT YOUR SPO IF THAT DATE IS INCORRECT. THE DIEMS DETERMINES WHICH RETIRED PAY FORMULA APPLIES TO YOU. BASED ON YOUR DIEMS YOU ARE ELIGIBLE FOR THE CHOICE RETIREMENT PLAN. SEE [HTTP://WWW.DOD.MIL/MILITARYPAY/](http://www.dod.mil/militarypay/) FOR FURTHER DETAILS.  
\* LONGEVITY RAISE FOR 03 YEARS SERVICE EFFECTIVE 21OCT11.  
\* DEDUCTION OF \$315.00 FOR BAH WITHOUT DEP FOR THE PERIOD 25SEP11 TO 30SEP11.  
\* DEDUCTION OF \$15.20 FOR CONUS COLA W/O FOR THE PERIOD 25SEP11 TO 30SEP11.  
\* CONUS COLA WITH STARTED 25SEP11.  
\* CONUS COLA WITH STOPPED 20OCT11.  
\* CONUS COLA WITH STARTED 21OCT11.  
\* BAH WITH DEP FOR ZIP CODE 02109 STARTED 25SEP11.  
\* BAH WITHOUT DEP FOR ZIP CODE 02109 STOPPED 24SEP11.

---

**BAH RC/T** A list of all BAH RC and BAH T rates can be found on the Defense Travel  
**Chart** Management Office web page at:

[http://www.defensetravel.dod.mil/site/pdcFiles.cfm?dir=/Allowances/Non-Locality\\_BAH/](http://www.defensetravel.dod.mil/site/pdcFiles.cfm?dir=/Allowances/Non-Locality_BAH/)

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## Basic Allowance for Subsistence (BAS)

---

### Introduction

This section discusses starting and stopping the Basic Allowance for Subsistence (BAS) entitlement. It is payable to members on active duty and will vary according to the grade, component, and duty status in which serving or appointed. This allowance is authorized for both officers and enlisted personnel at a fixed monthly rate. The allowance is offset for enlisted members serving where government messing is available, by a Discounted Meal Rate (DMR). Applicable BAS rates are available at this web site:

- <http://www.uscg.mil/ppc/rates.asp>
- 

### References

The following references provide additional information about Basic Allowance for Subsistence.

- (a) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part II, Pay Entitlements
  - (b) [U.S. Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
- 

### Procedure

Detailed procedures are provided in Chapter 5 of reference (a).

---

### DA Input

In Direct Access, the two options for BAS are:

- Enlisted BAS without Discount Meal Rate (ENLBAS)
- Enlisted BAS with Discount Meal Rate (BASDMR)

In this scenario we will change a member's entitlement from BASDMR to ENLBAS and back.

---

### JUMPS Effect

When processed in JUMPS, the BAS transactions update Recents, Segments 24 and 27, and the Leave and Earnings Statement.

---

*Continued on next page*

## Basic Allowance for Subsistence (BAS), Continued

**JUMPS  
Recents**

Page 2 of Recents shows the transactions that have processed through JAG into JUMPS. The appropriate pages of Expanded Recents range from page 78 through 87.

RECENT-FILE INQUIRY										PAGE	2	
SSN: 999/99/9999										TODAY IS 11/09/2011		TIME 09:52:09
DIST/OPFAC/RU	PAT	PAT-DATE	FORM	EFF-DATE	VARIABLE INFORMATION					PAGE		
79	47918	00	PPS	110705	L63C	11JUN06	P	1106061			76	
79	47918	00	PPS	110705	L63C	11JUN06	R	11JUN06	AO15		77	
79	47918	00	PPS	110310	L67A	11MAR05	P	2670	P607		78	
79	47918	00	PPS	110310	L67A	11MAR05	R	2670	P607		79	
79	47918	00	PPS	110310	L67A	11MAR04	P	2671	P625		80	
79	47918	00	PPS	110310	L67A	11MAR04	R	2671	P625		81	
79	47900	00	PPS	110131	L67A	11JAN31	P	2669	H752		82	
79	47900	00	PPS	110131	L67A	11JAN31	R	2669	H752		83	
79	47918	00	PPS	110105	L67A	11JAN05	P	2668	P607		84	
79	47918	00	PPS	110105	L67A	11JAN05	R	2668	P607		85	
79	47918	00	PPS	110105	L67A	11JAN04	P	2667	P625		86	
79	47918	00	PPS	110105	L67A	11JAN04	R	2667	P625		87	
79	47918	00	PPS	101201	L63C	10NOV17	P	1011171			88	
79	47918	00	PPS	101201	L63C	10NOV17	R	10NOV17	AO03		89	
79	47918	00	PPS	100809	L63C	10JUL20	P	1007201			90	
79	47918	00	PPS	100809	L63C	10JUL20	R	10JUL20	AO11		91	

ENTER PAGE NUMBER OR 'END' OR PRESS ENTER/GO TO CONTINUE  
86

What do the following Pay Action Codes tell JUMPS to do?

• P625: \_\_\_\_\_

• P607: \_\_\_\_\_

What pay entitlements do the following Element Codes refer to for these Pay Action Codes?

• 36: \_\_\_\_\_

• 37: \_\_\_\_\_

*Continued on next page*

# Basic Allowance for Subsistence (BAS), Continued

**JUMPS**  
**Expanded**  
**Recents**

Page 86 of Expanded Recents provides the detailed information to "Stop"  
 BASDMR and Page 84 shows the detailed information to "Start"  
 ENLBAS.

RECENT-FILE INQUIRY						PAGE	86
SSN: 999/99/9999						TODAY IS	11/09/2011
PERSONNEL ACTION						TIME	09:52:09
REC-ID	FRM-ID	PAY-CAT	PROC-COD	EXC-REL-COD	PAT	PAT-DT	
L67B	L67A	0BU1	P		PPS	110105	
ACT-COD	TYP-ENTRY	EFF-DT	EFF-TM	ABBR-LSTNM	PROG-ID	PREP-UNIT	
P625		110104	2667	HOEK	K	79-47918-00	
SFDY-PAY						UNIT-SB-COD	
*****VARIABLE DATA ELEMENTS*****							
01.	37-		07.	-			
02.	-		08.	-			
03.	-		09.	-			
04.	-		10.	-			
05.	-		11.	-			
06.	-						

RECENT-FILE INQUIRY						PAGE	84
SSN: 999/99/9999						TODAY IS	11/09/2011
PERSONNEL ACTION						TIME	09:52:09
REC-ID	FRM-ID	PAY-CAT	PROC-COD	EXC-REL-COD	PAT	PAT-DT	
L67B	L67A	0BU2	P		PPS	110105	
ACT-COD	TYP-ENTRY	EFF-DT	EFF-TM	ABBR-LSTNM	PROG-ID	PREP-UNIT	
P607		110105	2668	HOEK	K	79-47918-00	
SFDY-PAY						UNIT-SB-COD	
*****VARIABLE DATA ELEMENTS*****							
01.	36-		07.	-			
02.	-		08.	-			
03.	-		09.	-			
04.	-		10.	-			
05.	-		11.	-			
06.	-						

*Continued on next page*

## Basic Allowance for Subsistence (BAS), Continued

**JUMPS**  
**Expanded**  
**Recents**

The exact opposite will occur when stopping ENLBAS and starting BASDMR.

RECENT-FILE INQUIRY						PAGE	80
SSN: 999/99/9999						TODAY IS 11/09/2011	
PERSONNEL ACTION						TIME 09:52:09	
REC-ID	FRM-ID	PAY-CAT	PROC-COD	EXC-REL-COD	PAT	PAT-DT	
L67B	L67A	0BU1	P		PPS	110310	
ACT-COD	TYP-ENTRY	EFF-DT	EFF-TM	ABBR-LSTNM	PROG-ID	PREP-UNIT	
P625		110304	2671	HOEK	K	79-47918-00	
SFDY-PAY						UNIT-SB-COD	
*****VARIABLE DATA ELEMENTS*****							
01.	36-		07.	-			
02.	-		08.	-			
03.	-		09.	-			
04.	-		10.	-			
05.	-		11.	-			
06.	-						

RECENT-FILE INQUIRY						PAGE	78
SSN: 999/99/9999						TODAY IS 11/09/2011	
PERSONNEL ACTION						TIME 09:52:09	
REC-ID	FRM-ID	PAY-CAT	PROC-COD	EXC-REL-COD	PAT	PAT-DT	
L67B	L67A	0BU2	P		PPS	110310	
ACT-COD	TYP-ENTRY	EFF-DT	EFF-TM	ABBR-LSTNM	PROG-ID	PREP-UNIT	
P607		110305	2670	HOEK	K	79-47918-00	
SFDY-PAY						UNIT-SB-COD	
*****VARIABLE DATA ELEMENTS*****							
01.	37-		07.	-			
02.	-		08.	-			
03.	-		09.	-			
04.	-		10.	-			
05.	-		11.	-			
06.	-						

*Continued on next page*

## Basic Allowance for Subsistence (BAS), Continued

### JUMPS Segment 24

Segment 24, Basic Allowance for Subsistence (BAS) shows the effect of these transactions.

SSN	999-99-9999	EMPLID	9999999	K1B8XXX	11/09/2011	09:07	ONLINE PAY MASTER				
SEG	HIST	COMPUTE	OBJECT	AMOUNT							
24	999999	3	1155D	\$325.04							
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20110305	9999	20110315	0	PPS	20110310	79	00	67		P607
STOP	99999999	9999	99999999	0							
SEG	HIST	COMPUTE	OBJECT	AMOUNT							
24	201103	4	1155D	\$325.04							
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20110105	9999	20110106	0	PPS	20110105	79	00	67		P607
STOP	20110304	9999	20110315	0	PPS	20110310	79	00	67		P625
SEG	HIST	COMPUTE	OBJECT	AMOUNT							
24	201101	4	1155D	\$325.04							
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20110101	9999	20110104	1	LPC	20110104	00	00			
STOP	20110104	9999	20110106	0	PPS	20110105	79	00	67		P625

### JUMPS Segment 27

Segment 27 indicates the fields outlined below.

Enter "LES", following analysis of Segment 27 to view the Leave and Earnings Statement.

SSN	999-99-9999	EMPLID	9999999	K1B8XXX	11/09/2011	09:07	ONLINE PAY MASTER				
SEG	HIST	COMPUTE	OBJECT	AMOUNT							
27	999999	3	D095	\$9.25							
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20110305	9999	20110315	0	PPS	20110310	79	00	67		P607
STOP	99999999	9999	99999999	0							
SEG	HIST	COMPUTE	OBJECT	AMOUNT							
27	201101	4	D095	\$9.25							
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20100602	9999	20100607	0	PPS	20100602	79	00	67		P607
STOP	20110104	9999	20110106	0	PPS	20110105	79	00	67		P625
YOU ARE IN THE ONLINE PAY MASTER. PLEASE ENTER A COMMAND, OR TYPE 'HELP'.											
LES											

Continued on next page

## Basic Allowance for Subsistence (BAS), Continued

**JUMPS**  
**March LES**  
**Page 2**

The March LES remarks denote the BAS transactions. Enter END following the LES.

```

* THIS LES REFLECTS TRANSACTIONS PROCESSED AS OF 22MAR11.
* 15.0 DAYS LEAVE EARNED AND 03.0 DAYS LEAVE USED TO DATE IN FY11.
* CUMULATIVE SEA DUTY AS OF 31MAR11 IS 13 YEARS, 04 MONTHS, AND 23 DAYS.
* ENL BAS STOPPED 04MAR11.
* ENL BAS STARTED 05MAR11.
* DISC MEAL RATE STARTED 05MAR11.

TYPE 6-DIGIT DATE (YYYYMM) OR PRESS ENTER TO CONTINUE OR TYPE 'E' TO END
    
```

**Refund of  
 DMR for  
 Missed Meals**

This entitlement is paid to enlisted members when assigned duties or dining facilities prevent government furnished meals from being provided. For detailed instructions on entering Missed Meals, see reference (a), Chapter 5.

*Earnings Code: RMM		Refund DMR for Missed Meals									
'Start Date	Start Time:Seq	Stop Date	Stop Time:Seq	'Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type	
10/31/2011	2679	10/31/2011	2680	DMRRMM	DMR Refund for Missed Meals	A	<input type="checkbox"/>	Detail	Approve		+ -
09/30/2011	2677	09/30/2011	2678	DMRRMM	DMR Refund for Missed Meals	A	<input type="checkbox"/>	Detail	Approve		+ -
08/31/2011	2672	08/31/2011	2673	DMRRMM	DMR Refund for Missed Meals	A	<input type="checkbox"/>	Detail	Approve		+ -

**Detail**

Clicking on the Detail button will allow you enter the appropriate number of missed meals for the entire month, as seen below.

[Home](#) > [Compensate Employees](#) > [Maintain Entitlements](#) > [Use](#) > [Employee Entitlements](#)

**Supporting Data**

9999999                      RMM    10/31/2011    DMRRMM

**Number of Breakfast:**

**Number of Dinners:**

**Number of Suppers:**

**Begin Date:**  **End Date:**

*Continued on next page*

## Basic Allowance for Subsistence (BAS), Continued

**JAG Audit/Archive** JAG Audit/Archive will show you what information will be transmitted over to JUMPS, as seen below.

Home > [Compensate Employees](#) > [Maintain Payroll Data \(US\)](#) > [Inquire](#) > [JAG Archive Inquiry](#)

JAG Archive Table Inquiry

EmpID:  Hoek, Ren

Arch Tbl:

---

Common Fields **Detail Fields**

DateTime Stamp	Status	Action	Rsn	Description	Code	A/C/D	Eff Date	Trans Date	Time Entered	By
1 11/03/2011 11:37	P	PAY	541	DMR Refund for Missed Meals	P603	A	10/31/2011	10/31/2011	2679	Cat, Stimpson J

**Recents** The P603 will first show up in Recents. Enter page 62 to look at the P603 in Expanded Recents.

RECENT-FILE INQUIRY										PAGE	1		
SSN: 999/99/9999										TODAY IS 11/10/2011		TIME 09:41:49	
DIST/OPFAC/RU	PAT	PAT-DATE	FORM	EFF-DATE	VARIABLE INFORMATION						PAGE		
79	47918 00	PPS	111103	L6EA	11NOV03	P					60		
79	47918 00	PPS	111103	L6EA	11NOV03	R					61		
79	47918 00	PPS	111102	L67A	11OCT31	P	2679	P603			62		
79	47918 00	PPS	111102	L67A	11OCT31	R	2679	P603			63		
79	47918 00	PPS	111003	L67A	11SEP30	P	2677	P603			64		
79	47918 00	PPS	111003	L67A	11SEP30	R	2677	P603			65		
79	47918 00	PPS	110921	L6FA	11SEP21	P	SE		YRS	MOS	66		
79	47918 00	PPS	110921	L6FA	11SEP21	R	SE		YRS	MOS	67		
79	47918 00	PPS	110901	L67A	11AUG31	P	2674	P625			68		
79	47918 00	PPS	110901	L67A	11AUG31	R	2674	P625			69		
79	47918 00	PPS	110901	L67A	11AUG31	P	2672	P603			70		
79	47918 00	PPS	110901	L67A	11AUG31	R	2672	P603			71		
79	47918 00	PPS	110729	L6EA	11JUL29	P					72		
79	47918 00	PPS	110729	L6EA	11JUL29	R					73		
79	47918 00	PPS	110804	L63C	11JUN27	P	1106271			74			
79	47918 00	PPS	110804	L63C	11JUN27	R	11JUN27	AO12			75		

ENTER PAGE NUMBER OR 'END' OR PRESS ENTER/GO TO CONTINUE

62

Continued on next page

# Basic Allowance for Subsistence (BAS), Continued

**Expanded Recents**

Expanded Recents, page 62 shows you the supporting element codes which spell out how many meals were missed for breakfast, lunch, and dinner.

SSN: 999/99/9999			RECENT-FILE INQUIRY			PAGE 62	
PERSONNEL ACTION			TODAY IS 11/10/2011			TIME 09:41:49	
REC-ID	FRM-ID	PAY-CAT	PROC-COD	EXC-REL-COD	PAT	PAT-DT	
L67B	L67A	OGU2	P		PPS	111102	
ACT-COD	TYP-ENTRY	EFF-DT	EFF-TM	ABBR-LSTNM	PROG-ID	PREP-UNIT	
P603		111031	2679	HOEK	K	79-47918-00	
SFDY-PAY						UNIT-SB-COD	
*****VARIABLE DATA ELEMENTS*****							
01.	21-031		07.	-			
02.	22-031		08.	-			
03.	23-031		09.	-			
04.	-		10.	-			
05.	-		11.	-			
06.	-						
ENTER PAGE NUMBER			OR	'END'	OR	PRESS ENTER/GO TO CONTINUE	

**LES**

Refunding Missed Meals for the Discount Meal Rate does NOT build a segment. It only shows up as an Entitlement with a Remark on the LES.

ENTITLEMENTS	ALLOTMENTS	DEDUCTIONS	
BASIC PAY	2370.00	DISC MEAL RATE	138.75
CLOTHING STD	20.48	SGLI/FAMILY	26.00
ENL BAS	162.52	ARMED FRCS RTMT	.25
COLA W/1 DEP	565.35	FEDERAL TAX	201.33
BAH WITH DEP	1051.50	FICA TAX	133.90
<b>DISC MEAL RATE</b>	<b>286.75</b>		
TOTALS	4456.60	.00	500.23

\* THIS LES REFLECTS TRANSACTIONS PROCESSED AS OF 07NOV11.  
 \* 05.0 DAYS LEAVE EARNED AND 00.0 DAYS LEAVE USED TO DATE IN FY12.  
 \* EMPLOYEE REVIEW SUBMITTED: 30SEP11  
**\* LUMP SUM CREDIT OF \$286.75 FOR DISC MEAL RATE.**

# Career Sea Pay/Premium

---

## Introduction

This section discusses starting and stopping Career Sea Pay (CSP) and Career Sea Pay Premium (CSPP). It is payable to members on active duty assigned to an eligible billet and will vary according to the grade, unit assigned (class of vessel), and number of years of sea service. This allowance is authorized for both officers and enlisted personnel. For a list of rates, see the link below.

- <http://www.uscg.mil/ppc/rates.asp>
- 

## References

- (a) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part II, Pay Entitlements
  - (b) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
  - (c) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
- 

## Information you need to know about this transaction

There are three levels of Career Sea Pay. For permanently assigned members, the career sea pay-eligible unit to which assigned determines the appropriate level of pay. For those assigned TDY, entitlement will depend on one of two scenarios:

- A member assigned permanently to a career sea pay-eligible unit will continue to draw Career Sea Pay at their permanent unit.
  - A member assigned permanently to a non-career sea pay-eligible unit will earn Level 1 Career Sea Pay regardless of the unit assigned TDY.
- 

*Continued on next page*

## Career Sea Pay/Premium, Continued

### DA Input

A Second Class IT reports to a CG vessel eligible for Career Sea Pay. We will input the start date in DA and then track the entitlement from DA to the member's LES. Detailed procedures are provided in Chapter 7 of reference (a).

Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements

EmpID: 1234567	SAILOR, POPEYE T	Empl Rcd Nbr: 0
Dept: 000003	CGC VIGILANT	Empl Class: Regular
Job Code: 427594	IT2	Sal Plan/Grade: ENL E5
Location: FL0001	CGC VIGILANT	
Position: 00001107	DUTY	

Entitlements View All < 4 of 6 >

'Earnings Code: CSP Career Sea Pay +

'Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	'Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
1 06/01/2011	2548		0000	CSPAY	Career Sea Pay	A	<input type="checkbox"/>	Detail	Approve	

[JAG Audit](#)      [JAG Archive](#)

Save    Return to Search      Update/Display    Include History    Correct History

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

### Detail

The Detail button allows you to enter the appropriate department ID for the vessel, as shown below

Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements

### Supporting Data

1234567      CSP    06/01/2011    CSPAY

SetID: AUSCG

Department: 000003 CGC VIGILANT

Is Member in Theater

Reservist in a Mobilized or ADT status

ATU: 20    OPFAC: 12103      CSP Level: 2

Sea Pay while TDY

OK    Cancel

Continued on next page

## Career Sea Pay/Premium, Continued

**JAG Audit/Archive** JAG Audit/Archive will show you what information will be transmitted over to JUMPS, as seen below.

Home > [Compensate Employees](#) > [Maintain Payroll Data \(US\)](#) > [Inquire](#) > [JAG Archive Inquiry](#)

JAG Archive Table Inquiry

EmplID:  SAILOR, POPEYE T

Arch Tbl:

---

Common Fields  Detail Fields

Date	Time Stamp	Status	Action Rsn	Description	Code	A/C/D	Eff Date	Trans Date	Time Entered By
1	06/06/2011 11:58	P	PAY 167	Start Career Sea Pay	P607	A	06/01/2011	06/01/2011	2548 Oil, Olive

**JUMPS Effect** The Career Sea Pay entitlement input, once computed, updates the following in JUMPS:

- Cumulative Sea Time in Segment 00,
- Transaction Data in Recents and Expanded Recents,
- Segment 07, and
- The Leave and Earnings Statement (LES).

**JUMPS Segment 00** The CUMULATIVE SEA TIME field is now populated.

```

SSN 123-45-5678  EEMPLID 1234567  K1B8XXX  11/14/2011  12:26  ONLINE PAY MASTER
FIRST-NAME      MI  LAST-NAME      RANK  P-G MB-TY SEX OFF-SOR P-CH
POPEYE          T   SAILOR          IT2   E5  J-AEZ  M           0
PERMANENT UNIT      20-12103  LATEST COMPUTE CYCLE DATE      20111020
REPORTING UNIT      07-37100-00  LEAVE STATUS DATE      20111101
COST CENTER          00000  EXPECTED AD TERMINATION DATE 20131011
DATE REPORTED PERM UNIT 20110601  EFFECTIVE AD TERM DATE      99999999
IN/OUT CONUS INDICATOR          I  SEPARATION FLAG
PAY ENTRY BASE DATE      20041019  EXPECTED LOSS DATE      20131011
PEBD VERIFIED          20041019  EFFECTIVE LOSS DATE      99999999
ACTIVE DUTY BASE DATE      20041019  BAH CODE                  L
EFF DATE PAY AND ALLOWANCES 20041019  BAH DEPENDENT DATA      03
CMA DATE             20041019  CUMULATIVE SEA TIME      000500
EXTENSION AGREEMENT DATE 99999999  SEA POINTS START DATE      20041019
SEPARATION DATE FOR EXTEN 20101011  SEA PAY RETRO FLAG        0
DT INITIAL ENTRY MIL SRVC 20041019  CFTRR CD                  SEA SAVE FLAG
YEAR TO DATE FICA          $1480.41
E ALLOTMENT AMOUNT          $0.00  IMPLEMENTATION DATE      999999
TOTAL CAREER DEF TSP        $728.10  PREV LAST NAME ABBREVIATION
TOTAL CAREER NON-DEF TSP    $0.00  CSB ELIGIBILITY N        CSB ELECTION N
MODL ID                   MODL DATE      *****
YOU ARE IN THE ONLINE PAY MASTER.  PLEASE ENTER A COMMAND, OR TYPE 'HELP'.
    
```

*Continued on next page*

## Career Sea Pay/Premium, Continued

**JUMPS  
Recents**

Page 1 of Recents indicates what page the detailed information for the Career Sea Pay start is on.

*Using the information shown below answer the following questions:*

- What date did the member report to his new unit?

---

- Besides starting Career Sea Pay, what pay entitlements do you believe are being processed upon reporting?

---



---

RECENT-FILE INQUIRY										PAGE	1		
SSN: 123/45/6789										TODAY IS 11/14/2011		TIME 12:32:21	
DIST/OPFAC/RU	PAT	PAT-DATE	FORM	EFF-DATE	VARIABLE INFORMATION			PAGE					
79	47900	00	PPS	110713	L6KA	11JUL13	R				23		
07	37100	00	PPS	110613	L6EA	11JUN13	P				24		
07	37100	00	PPS	110613	L6EA	11JUN13	R				25		
07	37100	00	PPS	110606	L67A	11JUN02	P	2546	P607		26		
07	37100	00	PPS	110606	L67A	11JUN02	R	2546	P607		27		
07	37100	00	PPS	110606	L67A	11JUN01	P	2548	P607		28		
07	37100	00	PPS	110606	L67A	11JUN01	R	2548	P607		29		
07	37100	00	PPS	110606	L67A	11JUN01	P	2547	P607		30		
07	37100	00	PPS	110606	L67A	11JUN01	R	2547	P607		31		
07	37100	00	PPS	110606	L67A	11JUN01	P	2545	P606		32		
07	37100	00	PPS	110606	L67A	11JUN01	R	2545	P606		33		
07	37100	00	PPS	110606	L68C	11JUN01	P	2354	211 2012103		34		
07	37100	00	PPS	110606	L68C	11JUN01	P	2354	312 1052400		35		
07	37100	00	PPS	110606	L68C	11JUN01	R	2354	211 2012103		36		
79	47400	53	PPS	110517	L68C	11MAY22	P	0062	111 2012103		37		
79	47400	53	PPS	110517	L68C	11MAY22	R	0062	111 2012103		38		

*Continued on next page*

# Career Sea Pay/Premium, Continued

**JUMPS  
Expanded  
Recents**

Page 28 of Expanded Recents provides detailed information for this transaction.

RECENT-FILE INQUIRY						PAGE	28
SSN: 123/45/6789			TODAY IS 11/14/2011		TIME 12:32:21		
PERSONNEL ACTION							
REC-ID	FRM-ID	PAY-CAT	PROC-COD	EXC-REL-COD	PAT	PAT-DT	
L67B	L67A	0AK2	P		PPS	110606	
ACT-COD	TYP-ENTRY	EFF-DT	EFF-TM	ABBR-LSTNM	PROG-ID	PREP-UNIT	
P607		110601	2548	SAILO	K	07-37100-00	
SFDY-PAY						UNIT-SB-COD	
*****VARIABLE DATA ELEMENTS*****							
01.	54-2012103B		07.	-			
02.	-		08.	-			
03.	-		09.	-			
04.	-		10.	-			
05.	-		11.	-			
06.	-						

- What does Element Code 54 indicate?

---

- What does the “2012103B” mean?

---

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*Continued on next page*

# Career Sea Pay/Premium, Continued

**JUMPS** Segment 07, Career Sea Pay, identifies fields associated with the Career Sea  
**Segment 07** Pay start, including the Monthly Amount Payable, and the CSP Level.  
**Career Sea Pay**

SSN 123-45-6789	EMPLID 1234567	K1B8XXX	11/14/2011	12:26	ONLINE PAY MASTER			
SEG 07	HIST 999999	COMPUTE 3	OBJECT 11358	AMOUNT	\$125.00			
	EFFDTE	TIME	DTPROC	SLC PAT	DTPREP	DIST RU	FORM ENT	ACTION
START	20110601	9999	20110607	0	PPS 20110606	07 00	67	P607
STOP	99999999	9999	99999999	0				
GRANDFATHER FLAG		DISTRICT/OPFAC		CSP LEVEL FLAG				
		20 12103		2				
YOU ARE IN THE ONLINE PAY MASTER. PLEASE ENTER A COMMAND, OR TYPE 'HELP'.								

**JUMPS LES** The Leave and Earnings Statement, Page 1, indicates the Career Sea Pay  
**Page 1** entitlement during the covered timeframe.

LEAVE AND EARNINGS STATEMENT FOR: SAILOR										/PT	
PERIOD COVERED	SSN	PEBD	ABBD	EX AD TERM	EX LOSS DT						
01-30 JUN 11	123-45-6789	04-10-19	04-10-19	13-10-11	13-10-11						
NET PAY	PAY SENT TO	/ LEAVE INFORMATION									
MID 1781.39	ACCT DIRECT	/BEGIN	EARN USED	SOLD	BAL	LOST	SOLD				
EOM 1844.14	ROUTE NBR:	DEPOSIT /	47.5	2.5	2.0	.0	48.0	.0	.0		
TRA/PAY	PAYGRADE	NAME/MAILING ADDRESS				/ NEXT MONTH PAY					
	E-5	IT2 POPEYE T SAILOR				/ PERIOD ESTIMATES					
COST CODE:	12103	123 OCEAN BLVD				/ DATE AMOUNT					
PERSRU	07-37100-00	OCEAN VIEW, CA 92054				/ 11-07-15 1808.16					
UNIT:	20-12103					/ 11-08-01 1798.88					
PAY BREAKDOWN											
BALANCE FWD	ENTITLEMENT	ALLOTMENT	DEDUCTION	NET EARN	AMT C/FWD						
.00	4307.00	36.72	644.75	3625.53	.00						
STATE TAX INFORMATION					FICA INFORMATION						
INCOME YTD	W/H YTD	EXEMPT	STATE /	CUR WAGES	WAGES YTD	TAX YTD					
0.00	0.00		FL /	2620.20	15721.20	888.25					
FEDERAL INCOME TAX INFORMATION											
TAX INCOME	INC YTD	W/H YTD	ALLOW	ADD'L W/H							
2745.20	15846.20	1081.95	M01	0.00							
ENTITLEMENTS			ALLOTMENTS			DEDUCTIONS					
BASIC PAY	2620.20	CGMA	007B	5.00	DISC MEAL RATE	268.25					
CAREER SEA PAY	125.00	DENTAL	999	31.72	SGLI/FAMILY	32.00					
CLOTHING STD	36.76					ARMED FRCS RTMT	.50				
ENL BAS	10.83					FEDERAL TAX	195.95				
ENL BAS	314.21					FICA TAX	148.05				
BAH WITH DEP	1200.00										
TOTALS	4307.00					36.72	644.75				

Continued on next page

## Career Sea Pay/Premium, Continued

---

**JUMPS LES**  
**Page 2**

Page 2 of the LES, (Remarks), documents the Career Sea Pay start date and provides the Cumulative Sea Duty total as of the end of the covered timeframe.

---

\* THIS LES REFLECTS TRANSACTIONS PROCESSED AS OF 21JUN11.  
\* 23.0 DAYS LEAVE EARNED AND 06.0 DAYS LEAVE USED TO DATE IN FY11.  
\* SEA DUTY COMMENCED 01JUN11. CUMULATIVE SEA DUTY AS OF 30JUN11 IS 00 YEARS, 01 MONTHS, AND 00 DAYS.  
\* ENL BAS STOPPED 01JUN11.  
\* ENL BAS STARTED 02JUN11.  
\* DISC MEAL RATE STARTED 02JUN11.  
\* YOUR COVERAGE UNDER SGLI/TSGLI/FSGLI IS AS FOLLOWS:  
 (1) SGLI COVERAGE ON YOU: \$400,000 PAYABLE; \$26.00 MONTHLY PREMIUM  
 (2) TSGLI COVERAGE ON YOU: \$25,000 TO \$100,000 PAYABLE; \$1.00 MONTHLY  
 (3) FSGLI COVERAGE ON CHILDREN: \$10,000 PAYABLE: AT NO CHARGE TO YOU  
 (4) FSGLI COVERAGE ON SPOUSE: \$100,000 PAYABLE; \$5.00 MONTHLY PREMIUM  
 (BASED ON SPOUSE DATE OF BIRTH OF 07SEP84).  
\* BAH WITH DEP FOR ZIP CODE 66683 STOPPED 31MAY11.  
\* BAH WITH DEP FOR ZIP CODE 32925 STARTED 01JUN11.  
\* YOUR STATE TAX INFORMATION HAS CHANGED.  
\* CHARGED 02 DAYS REGULAR LEAVE FOR PERIOD 23MAY11 TO 24MAY11.  
\* YTD TSP TAX DEF: \$.00. CAREER TSP TAX DEF: \$728.10.

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*Continued on next page*

## Career Sea Pay/Premium, Continued, Continued

---

### Career Sea Pay Premium

Eligibility for Career Sea Pay Premium (CSPP) is often calculated with incorrect start date. PPC(mas) has an excellent tool on their web page to validate your calculations located at:

<http://www.uscg.mil/ppc/mas/CareerSeaPayPremium.xls>

Reference (b) outlines the criteria and specifications regarding Career Sea Pay Premium. Reference (c) explains how to compute the start date for Career Sea Pay Premium.

- When does it start?
- 

- How much does it pay?
- 

- Who is entitled to it?
- 

### Calculating Time for Starting Career Sea Pay Premium

Use the following steps to compute Creditable Sea Duty to determine Career Sea Pay Premium eligibility.

Step	Action
1	List the date that the member departed the vessel. This is the ending date. If the ending date is the last day of the month and not the 30 <sup>th</sup> , change it to the 30 <sup>th</sup> .
2	Minus the date the member reported to the vessel. This is the beginning date. <b>(Never change)</b>
3	Plus one day (01) for inclusive date.
4	Minus deductible time for pay purposes.
5	Minus any period of TAD after 30 calendar days.
6	Plus prior sea time.
7	Convert the results into full years, months, and days.

*Continued on next page*

## Career Sea Pay/Premium, Continued, Continued

### Example

Member stationed on CGC BOUTWELL from 15 July 2008 to 25 May 2010. Member reported PCS on back-to-back sea duty units to the CGC ROANOKE ISLAND 4 June 2010. When should his Career Sea Pay Premium begin?

Since the member received back-to-back PCS orders to career sea pay eligible units, the inclusive time en-route between the units is considered NEUTRAL TIME under the provisions of reference (b).

You must verify inclusive dates of Sea Pay by researching SEG 07 and SEG 69 in JUMPS.

SEG	HIST	COMPUTE	OBJECT	AMOUNT	
07	999999	3	11308	\$405.00	
	EFFDTE	TIME	DTPROC	SLC PAT DTPREP	DIST RU FORM ENT ACTION
START	20100604	9999	20100607	0 PPS 20100606	79 00 67 P607
STOP	99999999	9999	99999999	0	
GRANDFATHER FLAG		DISTRICT/OPFAC		CSP LEVEL FLAG	
		17 13446		1	
SEG	HIST	COMPUTE	OBJECT	AMOUNT	
07	200907	4	11308	\$535.00	
	EFFDTE	TIME	DTPROC	SLC PAT DTPREP	DIST RU FORM ENT ACTION
START	20080715	9999	20080723	0 PPS 20080722	33 00 67 P607
STOP	20100525	9999	20090720	1 PPS 20100720	79 00 68
GRANDFATHER FLAG		DISTRICT/OPFAC		CSP LEVEL FLAG	
		21 11405		3	

### CALCULATIONS:

RPT - 07/15/08	10 05 25	03 00 00 (CSPP)
DPT - 05/25/10	- 08 07 15	- 01 10 11 (previous sea time)
	01 10 10	= 01 01 19 (additional time for CSPP)
	+ 01 (inclusive date)	
	= 01 10 11 (total)	

RPT - 06/04/10	10 06 04
CURRENT	+ 01 01 19
	= 11 07 23 (eligibility date for CSPP)

Continued on next page

## Career Sea Pay/Premium, Continued, Continued

### Example (continued)

Using the PPC(mas) CSPP calculator, we can verify the calculations.

Directions	Start / Stop Dates (MM/DD/YYYY)	Sea Time for Period	Cumulative Time	Must Equal (3 Yrs, 0 Mos, 1 Day)	Stop Date is...
Enter the "Start Date" for the <b>FIRST</b> period of Sea Duty.	2008-07-15	Years Months Days	Years Months Days	3 0 1	Keep Adding Time Periods
Enter the "Stop Date" for the <b>FIRST</b> period of Sea Duty.	2010-05-25	1 10 11	1 10 11		
Enter the "Start Date" for the <b>SECOND</b> period of Sea Duty.	2010-06-04	Years Months Days	Years Months Days	3 0 1	Correct Start Date
Enter the "Stop Date" for the <b>SECOND</b> period of Sea Duty.	2011-07-23	1 1 20	3 0 1		

Using the start date of 23 July 2011, the calculator validates the start date identifying member now has 03 00 01 total consecutive sea duty, and confirms the data with "Correct Start Date."

The rules for CSPP can be viewed by clicking on the "Rules" tab.

### Additional Factors to Consider

There are several additional factors when computing time for CSP or CSPP. Some examples are:

- TDY to or away from PDS.
- Deductable Time (UA, Confinement, Civil Arrest, Misconduct).
- Determination of NEUTRAL TIME (maximum duration).
- Sea Pay Adjustments (SEG 69).

Complete rules and examples concerning entitlement and payment of CSP and CSPP are contained in references (b) and (c).





# Corrections and Deletions Overview

---

**Introduction** Timeliness and accuracy are the key ingredients to keep members' pay going. If a transaction is submitted late or incorrectly, it can have a negative effect on the member. It could show up on the exception report or result in the member not receiving a paycheck at all.

---

**Contents** This chapter contains the following topics:

<b>Topic</b>	<b>See Page</b>
<a href="#">SPO Exception Report</a>	4-3
<a href="#">SPO Metrics</a>	4-7
<a href="#">What? You Didn't Get Paid?</a>	4-13

---



# SPO Exception Report

---

**Introduction** Documents are submitted in Direct Access from three primary sources; the member, units, and Servicing Personnel Offices. When document submissions are in conflict with JUMPS, they are rejected and moved to the *exception report*.

---

**Objective** Given an error in documentation, make the appropriate correction or deletion action utilizing various Coast Guard Human Resource Systems in accordance with appropriate Coast Guard policies.

---

**References** (a) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part X, Error Feedback, Reports, and Queries

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**Exception Report** Every update cycle, document submissions that have been rejected by JUMPS appear on the exception report. The exception report identifies specific documents, the submitting authority, all items contained in the document, and those items causing the document to reject. As items are corrected, they are removed from the report during the next update cycle. Items that have not been corrected remain on the report.

The Exception Report is now available in Direct Access to reduce the effort to correct errors and allow for immediate viewing. However, it only shows the current Exception Report. Only members of the PPC – ERT team can view previous reports.

---

**Process** First the cycle runs and the data is loaded into Direct Access. Then PPC (MAS/ERT) begins their process. Their options include:

- Recycling the data, which usually occurs when you must wait for one document to process through JUMPS before the other one can process.
- Initiating action to resolve, which will require the ERT person to “do something” whether it’s a quick fix, or a case that needs to be built for the pay team.
- Reporting the error to the SPO. They will need to change the responsibility to SPO and they will send an email to ALL SPO’s when the errors have been corrected.

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*Continued on next page*

## SPO Exception Report, Continued

---

**Exception Reporting Team (ERT)**

The Exception Report Team (ERT) coordinates efforts with the submitting source to correct the error as follows:

<b>When submitted by the...</b>	<b>Then ERT...</b>
Member	Deletes the document. The member must resubmit properly.
Unit	Deletes the document. The unit must resubmit properly.
SPO	Notifies the SPO via Direct Access providing specific correction action required.

---

**Servicing Personnel Office (SPO)**

When notified of a document submitted in error, the SPO is responsible for corrective action. They have three options. They can:

- Correct the original transaction,
- Delete the original transaction, or
- Submit additional transactions to correct the error.

Note: Exceptions may cause OVER or UNDERPAYMENTS. Notify the member, so they are aware of what's happening with their pay.

Additional guidance on proper submission procedures is provided in reference (a).

---

*Continued on next page*

## SPO Exception Report, Continued

### Viewing the Report

Enter the appropriate OPFAC and change the Responsible Area to Servicing Personnel Office to complete your search. You can also enter individual EMPLIDs to see if a particular member has any exceptions.

[Main Menu](#) > [Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Report](#) >

### SPO Exceptions

---

### Find an Existing Value

EmplID:

Administrative Target Unit:

Operational Facility Code:

Preparer's EmplID:

Responsible Area:

[Basic Search](#)

### Search Results

[View All](#) First  1-2 of 2  Last

EmplID	Process Date	SEQUENCE NUMBER	Administrative Target Unit	Operational Facility Code	Preparer's EmplID	Responsible Area
<a href="#">1234567</a>	<a href="#">11/29/2011</a>	<a href="#">1</a>	<a href="#">79</a>	<a href="#">47915</a>	<a href="#">7654321</a>	<a href="#">SPO</a>
<a href="#">1111111</a>	<a href="#">11/29/2011</a>	<a href="#">3</a>	<a href="#">79</a>	<a href="#">47915</a>	<a href="#">7654321</a>	<a href="#">SPO</a>

*Continued on next page*

# SPO Exception Report, Continued

**Exception** In this scenario the SPO is attempting to start a member's Career Sea Pay. The Exception Report Team advises the SPO to complete the Reporting Endorsement to the new Career Sea Pay unit before starting the entitlements.

[Main Menu](#) > [Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Report](#) >

Exception Information

**JUMPS Exception Data**

<b>EmplID:</b> 1111111	<b>SSN:</b> 111-11-1111	<b>ANAME:</b> ELMO	<b>Key Mod:</b> 3		
<b>Dist:</b> 79	<b>OPFAC:</b> 47915	<b>PAT:</b> PPS	<b>Prep Date:</b> 11/16/2011	<b>Exc Rel:</b> R	<b>Comp FL:</b>
<b>Form Code:</b> L67A	<b>Effdt:</b> 10/31/2011	<b>Efftm:</b> 2601	<b>TY Entry:</b>	<b>Action Cd:</b> P607	

**Peoplesoft Information**

<b>Preparer's EmplID:</b> 7654321	<b>Preparer's Name:</b> Grouch, Oscar T.
<b>Description:</b> Start Career Sea Pay	

**PSC Information**

**PSC Notes:**

Need to Report Member into new duty station before starting entitlements.

**Responsible Area:** Servicing Personnel Office

**Exception Cycles:** 2

 Save  Return to Search

# SPO Metrics

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**Introduction** In this section we will review the procedures and interpret the SPO Metrics. Detailed information on navigating and interpreting the SPO Metrics can be found in reference (a).

---

**References** (a) <http://www.uscg.mil/ppc/alspo/2008/L08SPOMetrics.pdf>

---

**Discussion** The SPO Metrics Cube encompasses all documents submitted by the unit and the SPO. SPOs are ultimately responsible for all units/members they service. The timeliness portion of the cube represents all documents submitted. The accuracy portion of the cube does not reflect system errors nor does it reflect out of range errors (transactions outside the normal six month processing period) since this information is captured in the timeliness portion. The accuracy portion only reflects user errors.

With the SPO Metrics cube, SPOs can drill all the way down to the root cause!

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The SPO Metrics Cube has multiple benefits:

- Provides a tool for SPO self management
  - Identifies SPO strengths and weaknesses
  - Improves SPO productivity
  - Produces charts and reports
  - SPO managers will have a basis to communicate expectations/goals
  - Identifies training needs
  - Better service to our customers
  - Provides data for CG audit
- 

**Accessing the SPO Metrics** The SPO Metrics is maintained in the Coast Guard Business Intelligence (CGBI) tool.

You can access the SPO Metrics from PPC Topeka's web page at:

<http://cgweb.ppc.uscg.mil/default.asp>

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*Continued on next page*

## SPO Metrics, Continued

Accessing the SPO Metrics (continued)

From PPC Topeka's intranet web page, hover over the **Direct Access** information link, then click **SPO Metrics**.

From the SPO Metrics page, click the ALL SPOs drop down to locate your SPO.

Right click your SPO and select **Replace Rows**.

Continued on next page

## SPO Metrics, Continued

Accessing the SPO Metrics (continued)

A summary of all documents submitted by your SPO during the past six months will be displayed.

This cube was last refreshed on Tuesday, December 20, 2011 For Official Use Only [Get more information](#)

CG PPC All ATU\Opfacs All Entry Dates All Form Types All Timeliness Groups

MEASURES as values	Document Cnt	Days Old	Exception Cnt	Exception Cycles	Percent Accurate	MEASURES
CG PPC	645	18	9	2.0	98.6%	NA

Right Click on All Form Types and select Nest Rows.

This cube was last refreshed on Tuesday, December 20, 2011 For Official Use Only [Get more information](#)

CG PPC All ATU\Opfacs All Entry Dates All Form Types All Timeliness Groups

MEASURES as values	Document Cnt	Days Old	Exception Cnt	Exception Cycles	Percent Accurate	MEASURES
CG PPC	645	18	9	2.0	98.6%	NA

Context menu options: Replace Rows, Replace Columns, Filter, Nest Rows

A listing of all documents submitted during the period will be displayed by Form ID.

CG PPC All ATU\Opfacs All Entry Dates All Form Types All Timeliness Groups All Exception Cycles

MEASURES as values	Document Cnt	Days Old	Exception Cnt	Exception Cycles	Percent Accurate	MEASURES
CG PPC						
L62	10	4	0	NA	100.0%	NA
L63	154	37	0	NA	100.0%	NA
L64	23	2	0	NA	100.0%	NA
L67	322	13	1	7.0	99.7%	NA
L68	90	16	8	1.4	91.1%	NA
L6A	4	11	0	NA	100.0%	NA
L6B	11	28	0	NA	100.0%	NA
L6D	2	0	0	NA	100.0%	NA
L6E	11	9	0	NA	100.0%	NA
L6F	16	0	0	NA	100.0%	NA
L6G	2	0	0	NA	100.0%	NA
All Form Types	645	18	9	2.0	98.6%	NA
CG PPC	645	18	9	2.0	98.6%	NA

From this page you can select any Form ID to review specific document data. In this example we will select the L6B (L6BA – Start/Stop FSA-T)

*Continued on next page*

## SPO Metrics, Continued

### Accessing the SPO Metrics (continued)

Detailed information specific to the L6B will be displayed. By selecting the **Drill Through** icon at the bottom of the page, you can review specific data on each document submitted.

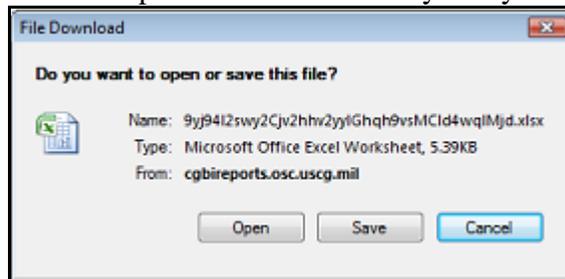
MEASURES as values		Document Cnt	Days Old	Percent Accurate	MEASURES
CG PPC	Start FSA-T	6	46	100.0%	NA
	Stop FSA-T	5	5	100.0%	NA
	<b>L6B</b>	<b>11</b>	<b>28</b>	<b>100.0%</b>	<b>NA</b>
<b>CG PPC</b>		<b>11</b>	<b>28</b>	<b>100.0%</b>	<b>NA</b>

You will be linked to enable an Excel Spreadsheet to display all data for the L6B documents submitted. Select the SPO Metrics DT link.

Available links:

Name	Target
 <a href="#">SPO Metrics DT</a>	SPO Metrics DT
 <a href="#">SPO Metrics Random Sample</a>	SPO Metrics Random Sample

You can open the file or save to your system.



*Continued on next page*

## SPO Metrics, Continued

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### Accessing the SPO Metrics (continued)

When the Excel spreadsheet opens, a complete listing for each document submitted will be displayed. Apply standard Excel options to sort the information.

Example: We have sorted the information to display only the data we wish to review. A detailed explanation of the data is located in Reference (a).

Entry Date	Audit Oprid	Jumps	Trans Date	Employee ID	Days Old	Exception Count	Exception Cycle
11/17/2011	1234567		10/02/2011	7654321	46	0	
10/05/2011	1234567		08/19/2011	7654321	47	0	
09/01/2011	1234567		07/18/2011	7654321	45	0	
11/17/2011	1234567		11/04/2011	7654321	13	0	
07/05/2011	1234567		08/05/2011	7654321	0	0	
07/05/2011	1234567		05/09/2011	7654321	57	0	
11/14/2011	1234567		10/02/2011	7654321	43	0	
11/14/2011	1234567		11/04/2011	7654321	10	0	
08/03/2011	1234567		06/26/2011	7654321	38	0	
08/03/2011	1234567		07/30/2011	7654321	4	0	
09/01/2011	1234567		09/30/2011	7654321	0	0	

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# What? You Didn't Get Paid?

**Introduction** Every YN has probably had at least one member come into their office on payday trying to figure out why they didn't get paid. There's always a reason, but some are harder to find than others.

**Where do I start?** Here are several places to look for the problem:

- Segment 72
- Segment 62
- Segment 71
- Recents
- Back to the Member

**Segment 72** First, check segment 72 to see if there is something in the ACT-AMT (Actual Amount) field. If it is all zeroes, then the member did not get paid. If there is an amount, and there is a 1 in the CANC field, then the check was held or cancelled. If there is a 0 in the CANC field, then the payment was released.

SEG	HIST	COMPUTE	OBJECT								
72	999999	3									
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20111101	9999	20111020	0	COM	20111020					
STOP	20111130	9999	20111020	0	COM	20111020					
SCHED-DT	PROJ-AMT	ACT-AMT	CANC	GROSS-ENT-AMT	NON-TAX-DED						
20111115	\$0.00	\$0.00	0	\$0.00	\$0.00						
SCHED-DT	PROJ-AMT	ACT-AMT	CANC	GROSS-ENT-AMT	NON-TAX-DED						
20111130	\$0.00	\$0.00	0	\$0.00	\$0.00						

SEG	HIST	COMPUTE	OBJECT								
72	201108	4									
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20110801	9999	20110720	0	COM	20110720					
STOP	20110831	9999	20110720	0	COM	20110720					
SCHED-DT	PROJ-AMT	ACT-AMT	CANC	GROSS-ENT-AMT	NON-TAX-DED						
20110815	\$1760.00	\$1760.00	0	\$0.00	\$0.00						
SCHED-DT	PROJ-AMT	ACT-AMT	CANC	GROSS-ENT-AMT	NON-TAX-DED						
20110830	\$1759.98	\$1858.93	0	\$4059.47	\$27.00						

*Continued on next page*

## What? You didn't get paid?, Continued

**Segment 62 – Compute Error** Segment 62 is for leave accrual but it also is the only segment that identifies if the member is in Compute Error. If the member is in Compute Error, the word “ERROR” will display in the Object field and there will be a three-letter reason code in the Action field. Once in Compute Error, the member’s pay is not calculated and they will not get paid until it is corrected (via help ticket to PPC Customer Care).

Below is an example of a member in Compute Error, followed by a normal segment 62.

SEG	HIST	COMPUTE	OBJECT	LV ADJ	BASE DT	SEP DT					
62	201110	4	ERROR	99999999	99999999	99999999					
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20111001	9999	20111020	0	COM	20111020					CEB
STOP	20111031	9999	20111020	0	COM	20111020					CEB
BF FY	LOST	PRV	FY	SAVED	SAVED	SOLD	SOLD	CUMM	NON-ACC	CTD	DEDUCT
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
EARN	USED	EXCESS	SOLD	CP	END-LV	NON-ACC	BALANCE	EARN-CUM	USED-CUM		
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		

SEG	HIST	COMPUTE	OBJECT	LV ADJ	BASE DT	SEP DT					
62	201108	4		99999999	99999999	99999999					
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20110801	9999	20110820	0	COM	20110820					
STOP	20110831	9999	20110820	0	COM	20110820					
BF FY	LOST	PRV	FY	SAVED	SAVED	SOLD	SOLD	CUMM	NON-ACC	CTD	DEDUCT
50.0	0.0	0.0	0.0	0.0	0.0	16.5	0.0	0.0	0.0	0.0	0.0
EARN	USED	EXCESS	SOLD	CP	END-LV	NON-ACC	BALANCE	EARN-CUM	USED-CUM		
2.5	0.0	0.0	0.0	0.0	0.0	0.0	67.5	27.5	10.0		

**Common Reasons Codes** Below is a list of the most common reasons for Compute Error. Notice that most of them have to do with contract issues.

Error Codes	Meaning
CEA	Expected termination date reached this month
CEB	Past expected termination date – documents outstanding
CED	Past SOI separation/retirement date – documents outstanding
CEE	SOI retirement date reached this month, paid projected retirement payment
DAL	Illegal segment type spanning R1 status

*Continued on next page*

# What? You didn't get paid?, Continued

**LES** If the member is in Compute Error, their LES will also be blank as seen below.

LEAVE AND EARNINGS STATEMENT FOR: DOOFENSHMIRTZ /H									
PERIOD COVERED	SSN	PEBD	ABBD	EX AD TERM	EX LOSS DT				
01-15 NOV 11	987-65-4321	94-11-07	94-11-07	11-09-30	16-09-07				
NET PAY	PAY SENT TO	LEAVE INFORMATION							
MID	ACCT	BEGIN	EARN	USED	SOLD	BAL	LOST	SOLD	
EOM	ROUTE NBR:	.0	.0	.0	.0	.0	.0	.0	.0
TRA/PAY	PAYGRADE	NAME/MAILING ADDRESS			NEXT MONTH PAY				
-		MK3 HEINZ DOOFENSHMIRTZ			PERIOD ESTIMATES				
COST CODE: 30888		123 MAD SCIENTIST LANE			DATE		AMOUNT		
PERSRU 11-37250-00		TRI STATE AREA, CA 90210			00-00-00		.00		
UNIT: 11-30888					00-00-00		.00		
PAY BREAKDOWN									
BALANCE FWD	ENTITLEMENT	ALLOTMENT	DEDUCTION	NET EARN	AMT C/FWD				
.00	.00	.00	.00	.00	.00				
STATE TAX INFORMATION					FICA INFORMATION				
INCOME YTD	W/H YTD	EXEMPT	STATE	CUR WAGES	WAGES YTD	TAX YTD			
0.00	0.00			0.00	0.00	0.00			
FEDERAL INCOME TAX INFORMATION									
TAX INCOME	INC YTD	W/H YTD	ALLOW	ADD'L W/H					
0.00	0.00	0.00		0.00					
ENTITLEMENTS	ALLOTMENTS			DEDUCTIONS					
TOTALS	.00			.00					

**Segment 71** Another place to check is segment 71. Check if the member has recently changed their Direct Deposit and maybe entered their routing or account numbers incorrectly.

SEG	HIST	COMPUTE	OBJECT	OPT						
71	99999	3		4						
	EFFDTE	TIME	DTPROC	SLO	PAT	DTPREP	DIST	RU	FORM	ENT ACTION
START	20111018	9999	20111020	0	MBR	20111018	79	53	6G	
STOP	99999999	9999	99999999	0						
ACCOUNT NBR	BANK ID	CK	DGT	SAV	CD	PAYEE NAME				
123456789	876543210	7	C			DOOFENSHMIRTZ HEINZ				
BANK NAME: USAA FEDERAL SAVINGS BANK										
10750 MCDERMOTT FRWY										
SAN ANTONIO TX 78284-0000 PHONE: 210-456-8039										

Continued on next page

## What? You didn't get paid?, Continued

### Recents

Another place to check is Recents to see if any documents have processed recently including SOIs, contracts, separations, etc.

DIST/OPFAC/RU	PAT	PAT-DATE	FORM	EFF-DATE	VARIABLE	INFORMATION	PAGE
79	47400	53	PPS	111014	L67A	11OCT13 P 2607 H604	51
79	47400	53	PPS	111014	L67A	11OCT13 R 2607 H604	52
11	37250	00	PPS	110926	L67A	11SEP30 P 2605 P625	53
11	37250	00	PPS	110926	L67A	11SEP30 R 2605 P625	54
11	37250	00	PPS	110926	L67A	11SEP30 P 2604 P625	55
11	37250	00	PPS	110926	L67A	11SEP30 R 2604 P625	56
11	37250	00	PPS	110926	L67A	11SEP30 P 2603 P625	57
11	37250	00	PPS	110926	L67A	11SEP30 R 2603 P625	58
11	37250	00	PPS	111017	L68C	11SEP30 G 0104 D	59
11	37250	00	PPS	110928	L68C	11SEP30 RG 0104 22R 1130888	60
79	47400	53	PPS	110928	L6HA	11SEP28 P	61
79	47400	53	PPS	110928	L6HA	11SEP28 DG	62
79	47400	53	PPS	110928	L6HA	11SEP28 R	63
11	37250	00	PPS	110926	L67A	11SEP26 P 2401 P191	64
11	37250	00	PPS	110926	L67A	11SEP26 R 2401 P191	65
11	37250	00	PPS	110916	L67A	11SEP16 P 2401 P191	66

### Follow up

Finally, it's important to follow up with the member to let them know what's going on with their pay.





# PCS Departing/Reporting

---

**Introduction** Direct Access has functionality built into the PCS Departing and Reporting actions that affect various pay entitlements.

---

**Objective** Given a PCS scenario, identify and verify Military Pay automatic starts and stops associated with a PCS transfer utilizing various Coast Guard Human Resource Systems in accordance with appropriate Coast Guard policies.

---

**References**

- (a) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part IV, PCS Transfer
- (b) U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series)
- (c) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
- (d) JFTR, Volume I, Uniformed Services, Chapter 5

---

**Procedures** Detailed procedures are provided in reference (a).

---

**Airport Terminal** There are several ways to search for Departing/Reporting PCS orders using the Airport Terminal in DA. You can search by:

- Department ID
- Employee ID

---

**PCS Orders** We will discuss several topics concerning PCS orders, such as:

- Completing/Approving Orders
- Interoffice Transfer – What is it?

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• Fleet-Up – What is it?

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- Extensions
- Cancellations

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*Continued on next page*

## PCS Departing/Reporting, Continued

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### Departing Endorsement

There are several items to remember when a PCS Departing Endorsement processes:

- Your DA Access is automatically changed to Self-Service Only. This is critical if you have any kind of supervisor authority, because you won't be able to do your job if this is turned off early.
- Separation 8C terminates all DA access
- Auto-Stops and Starts
- OHA/O'CONUS COLA

---

### Reporting Endorsement

When processing PCS Reporting Endorsements remember:

- BAH Effect for members with and without dependents (see BAH During PCS Chart in Part II, Chapter 10 of the SPO Manual)
- Auto-Stops and Starts
- New DA User Roles

---

### Sequence of Events

The proper sequence of events in processing PCS orders is as follows:

- Verify departing endorsement has processed.
- Process reporting endorsement.
- Review pay entitlements.
- Start entitlements for new PDS.

---

### Background

With previous document submission programs, individual entitlements had to be started and stopped as appropriate upon departing and reporting. When processing the PCS action, entitlement rows do not show the necessary stop dates for separation until the data resynchronization from JUMPS to DA has been completed.

---

### DA/JUMPS Automated Process

There are three processes which effect pay entitlements in JUMPS and the display of data in DA:

- PCS Departing,
- PCS Reporting, and
- Data Resynchronization (when information transmits from JUMPS back to DA, such as the LES).

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*Continued on next page*

## PCS Departing/Reporting, Continued

### Direct Access Input

The following is an example of the departing/reporting endorsement in Direct Access.

- The departure day from the permanent duty station is a day of duty.
- The PCS departing endorsement cannot be approved more than 14 days before the member actually departs.

**Original Departure Information**

Est. Depart Date: 06/01/2011	Est. Report Date: 07/01/2011	Sequence: 1744960
Transfer Authority: Coast Guard Personnel Command	Order Status: Finished with Orders Execution	
Duty Type: Active Duty	Action: Transfer	DPT PCS Departure
Departing Department: 010144 PSSU KODIAK SPO BR		
Actual Depart Date: 06/03/2011	<a href="#">Departing Approval</a>	

**Actual Report and Depart Dates** View All First 1 of 1 Last

Actual Report Date: 07/14/2011 [Reporting Approval](#)

Reporting for Unplanned Temporary Duty?  Mission Complete

New Destination Department: 007798 PPC CUSTOMER SVC DIV

Nature of Duty: Duty

Departing Entitlements
Reporting Entitlements

**Authorized Delay Enroute** First 1-3 of 3 Last

Begin Date	End Date	Delay Enroute	Days
06/04/2011	06/27/2011	Leave OCONUS	24 + -
06/28/2011	07/01/2011	Proceed Time	4 + -
07/02/2011	07/14/2011	Travel Time	13 + -

[Employee Entitlements](#)
[Route For Approval](#)

Save
Return to Search
Next in List
Previous in List
Previous tab
Next tab

*Continued on next page*

## PCS Departing/Reporting, Continued

**JUMPS Effect** The following documents are examples of PCS documents that have processed in JUMPS

Log into JUMPS and enter Employee ID. Review SEG 00, then Type REC to navigate to the Recents file.

```
SSN 123-45-6789  EMPLID 1111111  K1B8XXX  11/02/2011  09:28  ONLINE PAY MASTER
FIRST-NAME      MI  LAST-NAME      RANK  P-G  MB-TY  SEX  OFF-SOR  P-CH
DORA            T   EXPLORER          YNC   E7  J-AEZ  F           0
PERMANENT UNIT          79-47400  LATEST COMPUTE CYCLE DATE      20111020
REPORTING UNIT          79-47400-00  LEAVE STATUS DATE              20111101
COST CENTER            00000  EXPECTED AD TERMINATION DATE  20140201
DATE REPORTED PERM UNIT  20110714  EFFECTIVE AD TERM DATE        99999999
IN/OUT CONUS INDICATOR          I  SEPARATION FLAG
PAY ENTRY BASE DATE      20011002  EXPECTED LOSS DATE            20140201
PEBD VERIFIED           20011002  EFFECTIVE LOSS DATE          99999999
ACTIVE DUTY BASE DATE    20011002  BAH CODE                      L
EFF DATE PAY AND ALLOWANCES  20011002  BAH DEPENDENT DATA          03
CMA DATE                20011002  CUMULATIVE SEA TIME          000000
EXTENSION AGREEMENT DATE  99999999  SEA POINTS START DATE        20100202
SEPARATION DATE FOR EXTEN  20110201  SEA PAY RETRO FLAG
DT INITIAL ENTRY MIL SRVC  20011002  CFTRR CD                      SEA SAVE FLAG
YEAR TO DATE FICA        $1892.72
E ALLOTMENT AMOUNT      $0.00  IMPLEMENTATION DATE          999999
TOTAL CAREER DEF TSP    $0.00  PREV LAST NAME ABBREVIATION
TOTAL CAREER NON-DEF TSP  $0.00  CSB ELIGIBILITY N           CSB ELECTION N
MODL ID                 MODL DATE          *****
YOU ARE IN THE ONLINE PAY MASTER.  PLEASE ENTER A COMMAND, OR TYPE 'HELP'.
REC
```

*Continued on next page*

# PCS Departing/Reporting, Continued

**Recents/Expanded Recents** We will expand recents pages:

- 39 – PCS departing.
- 36 – PCS reporting.
- 34 – Change BAH
- 32/30 – Entitlements.

After reviewing Expanded Recents, type SEG 52 to view the effect of the PCS Endorsement.

RECENT-FILE INQUIRY								PAGE	1
SSN: 123/45/6789		TODAY IS 11/02/2011		TIME 09:31:50					
DIST/OPFAC/RU	PAT	PAT-DATE	FORM	EFF-DATE	VARIABLE INFORMATION			PAGE	
79	47900	00 PPS	111004	L6KA	11OCT04	P		26	
79	47900	00 PPS	111004	L6KA	11OCT04	R		27	
79	47400	53 PPS	110923	L63C	11AUG18	P	1108181	28	
79	47400	53 PPS	110923	L63C	11AUG18	R	11AUG18 AI01	29	
79	47400	53 PPS	110715	L67A	11JUL15	P	2544 P607	30	
79	47400	53 PPS	110715	L67A	11JUL15	R	2544 P607	31	
79	47400	53 PPS	110715	L67A	11JUL14	P	2545 P607	32	
79	47400	53 PPS	110715	L67A	11JUL14	R	2545 P607	33	
79	47400	53 PPS	110715	L67A	11JUL14	P	2543 P606	34	
79	47400	53 PPS	110715	L67A	11JUL14	R	2543 P606	35	
79	47400	53 PPS	110714	L68C	11JUL14	P	2353 211 7947400	36	
79	47400	53 PPS	110714	L68C	11JUL14	P	2353 414 1062702	37	
79	47400	53 PPS	110714	L68C	11JUL14	R	2353 211 7947400	38	
79	47919	00 PPS	110603	L68C	11JUN03	P	0057 111 7947400	39	
79	47919	00 PPS	110603	L68C	11JUN03	R	0057 111 7947400	40	

RECENT-FILE INQUIRY						PAGE	39
SSN: 123/45/6789		TODAY IS 11/02/2011		TIME 09:31:50			
ENDORSEMENT ON ORDERS							
REC-ID	FRM-ID	PROG-ID	PAT-DT	PREP-UNIT	TYP-ENTRY		
L68B	L68C	K	110603	79-47919-00			
PAY-CAT.BPC2		PROC-COD.P	EXC-REL-COD.	PAT.PPS	REC-IN.		
ABBR-LSTNM.EXPLO		EFF-DT.110603	EFF-TM.0057	TONO.	BUD-COD.		
DEP-REP-COD.1		DU-COD.1	UNIT-ID.79-47400	COST-CTR.			
NATURE-DU.1		DLY-COD.	TOT-ABS-DYS.41	PERSRU-ID.79-47400-00			
FROM-STAT.		CONUS-FLTG.3	SFDY.	UNIT-SB-COD.			
VARIABLE DATA ELEMENTS				LEAVE CODE/DAYS			
01.	-	07.	-	01.			
02.	-	08.	-	02.			
03.	-	09.	-	03.			
04.	-			04.			
05.	-			05.			
06.	-			06.			
ENTER PAGE NUMBER		OR	'END'	OR	PRESS ENTER/GO TO CONTINUE		

Continued on next page

# PCS Departing/Reporting, Continued

RECENT-FILE INQUIRY				PAGE	36
SSN: 123/45/6789				TODAY IS 11/02/2011	
ENDORSEMENT ON ORDERS				TIME 09:31:50	
REC-ID	FRM-ID	PROG-ID	PAT-DT	PREP-UNIT	TYP-ENTRY
L68B	L68C	K	110714	79-47400-53	
PAY-CAT.BPC1		PROC-COD.P	EXC-REL-COD.	PAT.PPS	REC-IN.
ABBR-LSTNM.EXPLO		EFF-DT.110714	EFF-TM.2353	TONO.	BUD-COD.
DEP-REP-COD.2	DU-COD.1	UNIT-ID.79-47400		COST-CTR.	
NATURE-DU.1	DLY-COD.2	TOT-ABS-DYS.41		PERSRU-ID.79-47400-00	
FROM-STAT.	CONUS-FLTG.3	SFDY.		UNIT-SB-COD.	
VARIABLE DATA ELEMENTS				LEAVE CODE/DAYS	
01.	-	07.	-	01.	AO 24
02.	-	08.	-	02.	PT 04
03.	-	09.	-	03.	TT 13
04.	-			04.	00
05.	-			05.	00
06.	-			06.	
ENTER PAGE NUMBER		OR	'END'	OR	PRESS ENTER/GO TO CONTINUE

RECENT-FILE INQUIRY				PAGE	34
SSN: 123/45/6789				TODAY IS 11/02/2011	
PERSONNEL ACTION				TIME 09:31:50	
REC-ID	FRM-ID	PAY-CAT	PROC-COD	EXC-REL-COD	PAT
L67B	L67A	0BQ2	P		PPS
					PAT-DT
					110715
ACT-COD	TYP-ENTRY	EFF-DT	EFF-TM	ABBR-LSTNM	PROG-ID
P606		110714	2543	EXPLO	K
					PREP-UNIT
					79-47400-53
SFDY-PAY					UNIT-SB-COD
*****VARIABLE DATA ELEMENTS*****					
01.	01-L	07.	-		
02.	11-66683	08.	-		
03.	-	09.	-		
04.	-	10.	-		
05.	-	11.	-		
06.	-				
ENTER PAGE NUMBER		OR	'END'	OR	PRESS ENTER/GO TO CONTINUE

Continued on next page

# PCS Departing/Reporting, Continued

SSN: 123/45/6789				RECENT-FILE INQUIRY		PAGE 32	
PERSONNEL ACTION				TODAY IS 12/23/2011		TIME 08:17:49	
REC-ID	FRM-ID	PAY-CAT	PROC-COD	EXC-REL-COD	PAT	PAT-DT	
L67B	L67A	0BU2	P		PPS	110715	
ACT-COD	TYP-ENTRY	EFF-DT	EFF-TM	ABBR-LSTNM	PROG-ID	PREP-UNIT	
P607		110715	2544	EXPLO	K	79-47400-53	
SFDY-PAY						UNIT-SB-COD	
*****VARIABLE DATA ELEMENTS*****							
01	36-		07.	-			
02.	-		08.	-			
03.	-		09.	-			
04.	-		10.	-			
05.	-		11.	-			
06.	-						
ENTER PAGE NUMBER			OR	'END'	OR	PRESS ENTER/GO TO CONTINUE	

SSN: 123/45/6789				RECENT-FILE INQUIRY		PAGE 30	
PERSONNEL ACTION				TODAY IS 12/23/2011		TIME 08:17:49	
REC-ID	FRM-ID	PAY-CAT	PROC-COD	EXC-REL-COD	PAT	PAT-DT	
L67B	L67A	0KQ2	P		PPS	110715	
ACT-COD	TYP-ENTRY	EFF-DT	EFF-TM	ABBR-LSTNM	PROG-ID	PREP-UNIT	
P607		110714	2545	EXPLO	K	79-47400-53	
SFDY-PAY						UNIT-SB-COD	
*****VARIABLE DATA ELEMENTS*****							
01.	90-66683		07.	-			
02.	-		08.	-			
03.	-		09.	-			
04.	-		10.	-			
05.	-		11.	-			
06.	-						
ENTER PAGE NUMBER			OR	'END'	OR	PRESS ENTER/GO TO CONTINUE	

Continued on next page

## PCS Departing/Reporting, Continued

**SEG 52 Permanent Unit** The PCS Reporting Endorsement closes the old SEG 52 and reopens for the new permanent duty station.

After review, type SEG 74 to view the Leave segment.

SSN	123-45-6789	EMPLID	1111111	K1B8XXX	11/02/2011	09:28	ONLINE PAY MASTER			
SEG	HIST	COMPUTE	OBJECT			UNIT	OPFAC	TYPE DUTY		
52	9999999					79	47400	P		
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT ACTION
START	20110714	2353	20110721	0	PPS	20110714	79	53	68	
STOP	999999999	9999	999999999	0						
SEG	HIST	COMPUTE	OBJECT			UNIT	OPFAC	TYPE DUTY		
52	201106	4				79	47919	P		
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT ACTION
START	20090306	2401	20090312	0	PPS	20090306	79	00	04	
STOP	20110603	0057	20110607	0	PPS	20110603	79	00	68	
YOU ARE IN THE ONLINE PAY MASTER. PLEASE ENTER A COMMAND, OR TYPE 'HELP'.										
SEG 79										

**SEG 74 - Leave** In this example, the member took 24 days leave.

SSN	123-45-6789	EMPLID	1111111	K1B8XXX	11/02/2011	09:28	ONLINE PAY MASTER			
SEG	HIST	COMPUTE	OBJECT			UNIT	OPFAC	TYPE DUTY		
74	201107	4								
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT ACTION
START	20110604	9999	20110721	0	PPS	20110714	79	53	68	
STOP	20110627	9999	20110721	0	PPS	20110714	79	53	68	
DAYS USED	TYPE	LV	LV	STATUS						
24.0	AO			D						

*Continued on next page*

## PCS Departing/Reporting, Continued

**PCS Departing** The *PCS Departing* endorsement automatically stops and starts the following:

<b>Entitlement</b>	<b>JUMPS Segment</b>	<b>Stop Date</b>
Career Sea Pay (Premium)	Segment 07 Segment 37	Date of PCS Departure
Diving Duty Pay	Segment 10	Date of PCS Departure
Hardship Duty Pay Location (HDP-L)	Segment 08	Date of PCS Departure
Aviation Crew/Non-Crew Pay (HDIP)	Segment 12	Date of PCS Departure
Family Separation Allowance (FSA-S)	Segment 22	Date of PCS Departure
Aviation Career Incentive Pay (ACIP)	Segment 11	Date of PCS Departure (unless continue ACIP checkbox selected).
Family Separation Housing	Segment 21	Date of PCS Departure
Responsibility Pay	Segment 09	Day prior to PCS Departure
Special Duty Assignment Pay (SDAP)	Segment 06	Day prior to PCS Departure
BAS-Discount Meal Rate (BASDMR)	Segment 27	Day prior to PCS Departure
Imminent Danger/Hostile Fire Pay (IDP)	Segment 05	Last day of month of departure
BAH W/O – Single members	Segment 35	Date of PCS Departure
Foreign Language Proficiency Pay (FLPP)	Segment 14	Day prior to PCS Departure
Overseas Housing Allowance (OHA)	Segment 46	Day prior to PCS Departure
OUTCONUS COLA	Segment 29	Day prior to PCS Departure
<b>Entitlement</b>	<b>JUMPS Segment</b>	<b>Start Date</b>
Enlisted BAS (ENLBAS)	Segment 24	Date of PCS Departure

*Continued on next page*

## PCS Departing/Reporting, Continued

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**PCS Reporting** The *PCS Reporting* endorsement automatically stops:

<b>Entitlement</b>	<b>JUMPS Segment</b>	<b>Stop Date</b>
BAH W/O – Single members	Segment 35	Date of PCS Reporting (Retroactively pays BAH w/o from departure date to day before reporting)
Enlisted BAS (ENLBAS)	Segment 24	Day of PCS Reporting
Family Separation Allowance (FSA-R/T)	Segment 22	Day prior to PCS Reporting (unless Leave, Compensatory Absence, and/or Proceed Time Used)
CONUS COLA	Segment 31	Day prior to PCS Reporting

**Note:** BAH with dependents does not automatically stop with the Reporting Endorsement. You **MUST** submit a new P606 to start the BAH at the new PDS.





# Advances, Special Payments, and Cash Deposits

---

**Introduction** Special circumstances within a members pay account may warrant special action. Three examples of such action are:

- Advances,
- Special Payments, and
- Cash Deposits.

Each case is handled according to the specific needs and established guidelines from the Pay Manual and/or the 3PM.

---

**Objective** Given access to JUMPS, identify and analyze segments utilized for Advances, Special Payments, and Cash Deposits in accordance with appropriate Coast Guard policies.

---

**References** The following references should be used when taking special action in a member's pay account:

- (a) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part IX, JUMPS
  - (b) U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series)
  - (c) Personnel and Pay Procedures Manual, PPCINST M1000.2A
- 

**Advanced Pay (Basic Pay only)** Advanced Pay is recorded in JUMPS in SEG 40

***Conditions of Entitlement:***

- Transfer out of the current unit's MHA.
- Transfer is within unit's MHA **and** authorized HHG shipment.
- Vessel has changed homeport.
- Reservist ordered to Active Duty 140 or more days.
- Amount not to exceed 3 months of Basic Pay.

***Time limits:***

- At least 30 days prior to departure.
- No more than 90 days prior to departure.
- No later than 60 days after reporting to PDS (or return of ship to homeport).

***Exceptions to Time limits:***

- Greater than 90 days prior to departure in exceptional situations, as deemed appropriate by the Commanding Officer.
  - Up to 180 days after reporting when dependents arrive more than 30 days after member, and
  - 61 – 180 days after reporting, in writing, with justification for request.
- 

*Continued on next page*

## Advances, Special Payments, and Cash Deposits, Continued

**Advanced Pay  
(Basic Pay only)**  
(continued)

**Liquidation Schedules:**

- Initial liquidation is either 12 or 24 months.
- Changes cannot be completed until initial compute cycle has been processed.

**Calculations will be Basic Pay less:**

- Taxes (Federal, State, & FICA)
- SGLI
- Debts
- Forfeitures
- MGIB Deductions
- Dependent Dental Plan Deductions
- Garnishments
- Mandatory Support Allotments
- Bankruptcy Deductions
- TSP Deductions (Basic Pay Only)

SEG	HIST	COMPUTE	OBJECT	AMOUNT	VDC						
40	999999	3	11851	\$3500.00	02						
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
	START	20110601	9999	20110519	0	PPS	20110516	79	00	67	H605
	STOP	99999999	9999	99999999	0						
	INSTALLMENT	BALANCE	NBR	INSTAL	SUSP	START	SUSP	STOP	SUSP	FLAG	
	\$145.83	\$2770.85	024		99999999		99999999				
	PR1 LIQ	PR2 LIQ	PR3 LIQ	PR4 LIQ	APPN-FY						
	\$145.83	\$145.83	\$145.83	\$145.83			101				

**Advanced BAH  
and OHA**

Advanced BAH and OHA in recorded in JUMPS in SEG 41. Advanced BAH or OHA is authorized for advanced payment of rent, security deposits, and/or initial expenses incident to occupying other than Government housing, and may be made anytime during a member's tour. Advanced BAH and OHA are liquidated over 12 months.

- Maximum Advanced BAH payable is three months.
- Maximum amount of Advanced OHA is not to exceed one year's anticipated housing expense or one year's OHA, whichever is less.

SEG	HIST	COMPUTE	OBJECT	AMOUNT	VDC						
41	999999	3	11850	\$2019.00	17						
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
	START	20110901	9999	20110714	0	PPS	20110712	11	00	67	H605
	STOP	99999999	9999	99999999	0						
	INSTALLMENT	BALANCE	NBR	INSTAL	SUSP	START	SUSP	STOP	SUSP	FLAG	
	\$168.25	\$1682.50	012		99999999		99999999				
	PR1 LIQ	PR2 LIQ	PR3 LIQ	PR4 LIQ	APPN-FY						
	\$168.25	\$168.25	\$0.00	\$0.00			101				

*Continued on next page*

## Advances, Special Payments, and Cash Deposits, Continued

### Special Payments

Special Payments are recorded in JUMPS in SEG 45, and will appear as a deduction on the LES.

A Special Payment may be authorized under two circumstances:

- Non-receipt of pay, and
- Significant pay shortage.

All criteria below must be met to be eligible:

- Pay shortage is greater than \$100,
- Pay shortage is 10% or more of member's total pay,
- Pay shortage is not scheduled for the next regular pay,
- Pay shortage is causing a financial hardship, and
- The SPO has submitted supporting documentation for the entitlement.

SEG	HIST	COMPUTE	OBJECT	AMOUNT						
45	201110	4		\$2007.00						
	EFFDTE	TIME	DTPROC	SLC PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20111003	9999	20111005	0	PPS	20111003	79	53	6H	
STOP	20111003	9999	20111005	0	PPS	20111003	79	53	6H	
VOUCHER	CANCEL	TYPE	PROC	PAYROLL	NBR					
H2T20012				05320000						

ENTITLEMENTS	ALLOTMENTS	DEDUCTIONS
BASIC PAY	2965.50	SGLI/FAMILY 32.00
CLOTHING STD	40.95	<b>SPECIAL PAYMENT 2007.00</b>
ENL BAS	325.04	FEDERAL TAX 138.22
BAH WITH DEP	1026.00	FICA TAX 167.55
TOTALS	4357.49	.00 2344.77

Continued on next page

## Advances, Special Payments, and Cash Deposits, Continued

**Cash Deposits** Cash deposits are made primarily to liquidate a debt in JUMPS. In order to process the payment and close the debt, an H-605 is submitted with pertinent segment identification for the appropriate segment 38. The deposit is shown in segment 55.

Other reasons for cash deposits are:

- SGLI payments for Reservists, and
- The Savings Deposit Program.

**Segment 38** Segment 38 was established due to a member being overpaid pay and allowances.

SEG	HIST	COMPUTE	OBJECT	AMOUNT	VDC	TYPE-38					
38	999999	3	D0451	12418.51	06	0					
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20110901	9999	20110808	0	PPS	20110802	79	53	67		H605
STOP	20111130	9999	20111207	0	PPS	20111201	79	53	67		H605
INSTALLMENT	BALANCE	APPN-FY			% W/H	MONTH MAX					
\$223.55	11971.41	101			00	\$0.00					
ACCOUNT NUMBER	SUSPEND COLL	RESTART COLL	NBR	INSTAL	COLL	FLAG					
	20111101	99999999	056			2					
APR %	DAILY INT RATE	TOT INT ACCRUED	TOT INT COL	INT COMP	DT						
0.0 %	0.000000	\$0.00	\$0.00	99999999							
	MONTH 0	MONTH -1	MONTH -2	MONTH -3							
PRIOR COLLECTION	\$0.00	\$223.55	\$223.55	\$0.00							
PRIOR INT ACCRUED	\$0.00	\$0.00	\$0.00	\$0.00							
PRIOR INT COLLECTED	\$0.00	\$0.00	\$0.00	\$0.00							

*Continued on next page*

# Advances, Special Payments, and Cash Deposits, Continued

**H605** PPC submitted an H605 to close the debt created in SEG 38. For detailed information on Expanded Recents, see reference (a).

SSN: 123/45/6789		RECENT-FILE INQUIRY			PAGE 16	
PERSONNEL ACTION		TODAY IS 12/23/2011			TIME 09:30:17	
REC-ID	FRM-ID	PAY-CAT	PROC-COD	EXC-REL-COD	PAT	PAT-DT
L67B	L67A	0DF1	P		PPS	111201
ACT-COD	TYP-ENTRY	EFF-DT	EFF-TM	ABBR-LSTNM	PROG-ID	PREP-UNIT
H605		111130	2575	DUCK	K	79-47400-53
SFDY-PAY					UNIT-SB-COD	
*****VARIABLE DATA ELEMENTS*****						
01.	20-1241851	07.	-			
02.	23-11SEP01	08.	-			
03.	24-0022355	09.	-			
04.	-	10.	-			
05.	-	11.	-			
06.	-					
ENTER PAGE NUMBER		OR	'END'	OR	PRESS ENTER/GO TO CONTINUE	

**Segment 55** SEG 55 records the cash deposit when the debt is paid.

SEG	HIST	COMPUTE	OBJECT	AMOUNT	SCHEDULE	APPR					
55	999999		01052	\$11971.41	425144	201					
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	99999999	9999	20111129	0	PPS	20111128	79	53	67		H605
STOP	20111128	9999	20111129	0	PPS	20111128	79	53	67		H605



# PPC DA Pay Adjustments

## Background

Whenever PPC (MAS) manually debits or credits a member's pay account, they include detailed information with the pay adjustment, explaining the reason for the adjustment, along with the breakdown of the amounts. These adjustments are viewable for all SPO users in Direct Access and are a great research tool.

## Example

LT Beaches recently noticed that she was getting BAH without dependents at the O3 rate as opposed to the O3E rate. Therefore a pay adjustment was done to correct the issue. See the path below for locating the pay adjustments in Direct Access.

[Main Menu](#) > [Compensate Employees](#) > [Maintain Payroll Data \(US\)](#) > [Use](#) > [Pay Adjustments](#)

<b>EmplID:</b> 1234567	Beaches, Sandy	<b>Empl Rcd Nbr:</b> 0
<b>Dept:</b> 038310	PACAREA (25)	<b>Empl Class:</b> Regular
<b>Job Code:</b> 000096	LT	<b>Sal Plan/Grade:</b> OFF O3
<b>Location:</b> CA0041	CG PACAREA	
<b>Position:</b> 00078550	PAC INTEL COLLECTIONS MGMT	

*Start Date	Start Time/Seq	*Adjust Code	*AdjustType	Description	Detail	Approval Status	Approver EmplID
1 02/28/2011	2565	COI	TSPPAY	Thrift Savings Plan Loan Repayment H605	<a href="#">Detail</a>	Approved	1111111
2 02/28/2011	2566	COI	TSPPAY	Thrift Savings Plan Loan Repayment H605	<a href="#">Detail</a>	Approved	1111111
3 02/11/2011	2564	MCR	CREDIT	Miscellaneous Credit	<a href="#">Detail</a>	Approved	1111111

*Continued on next page*

## PPC DA Pay Adjustments, Continued

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### BAH Pay Adjustment

Here are the details that come up after clicking the miscellaneous debt.

[Main Menu](#) > [Compensate Employees](#) > [Maintain Payroll Data \(US\)](#) > [Use](#) >

### Supporting Data

1234567                      02/11/2011    2564    MCR CREDIT                      Origin: 7654321  
Beaches, Sandy

Object Code: 1140H                      BAH without dependents (Officer)  
Tax Code:    0 Nontaxable

Fiscal Year: 1                       More than 2 Fiscal Years

Dollar Amount:                      448.80

Start Period:                                      Stop Period:

Period of Adjustment Rate:

DAFIS Accounting Data:  

Description:

MBR WAS INCORRECTLY PAID BAH AT THE O-3 RATE VICE THE CORRECT O-3E RATE. ADJUSTING AS FOLLOWS:

DEBIT:  
BAH WITHOUT DEP @ \$1,788.00  
FROM 3/19/10 - 12/31/10 = \$7,857.20

CREDIT:  
BAH WITHOUT DEP @ \$1,890.00  
FROM 3/19/10 - 12/31/10 = \$8,316.00

### LES

This is how the adjustment shows up on the member's LES.

- \* THIS LES REFLECTS TRANSACTIONS PROCESSED AS OF 17FEB11.
- \* CUMULATIVE SEA DUTY AS OF 28FEB11 IS 01 YEARS, 10 MONTHS, AND 25 DAYS.
- \* LUMP SUM CREDIT OF \$448.80 FOR BAH WITHOUT DEP.





# Reserves

## Overview

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**Introduction** Procedures outlined in this guide cover the preparation of the following types of Reserve orders: Inactive Duty for Training (IDT), Active Duty for Training (ADT), Active Duty for Operational Support (ADOS), Reporting Additional Active Duty, Title 14 Mobilization, and Title 10 Recall.

---

**Objective** Given a CGHRS User Role in Direct Access, perform record maintenance for Reserve members in accordance with Coast Guard policies.

---

**References**

- (a) Reserve Policy Manual, COMDTINST M1001.28 (series)
- (b) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2
- (c) Military Separations, COMDTINST M1000.4
- (d) Military Assignments and Authorized Absences, COMDTINST M1000.8
- (e) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part IX, JUMPS
- (f) Personnel and Pay Procedures Manual, PPCINST M1000.2(series), Ch.11
- (g) ALCGPERSCOM 103/06
- (h) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part VII, Reserve
- (i) ALCOAST 337/03 – IDT Meals
- (j) ALCOAST 161/10 – ITP
- (k) ALCOAST 519/11 – Leave Carryover

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**Leave** You cannot sell more than 60 days in your military career with the following exceptions:

- Leave earned on active duty served in support of a national defense contingency operation (Title 10 recall).
- Leave earned on consecutive active duty periods (other than in support of a national defense contingency operation), the total of which is not in excess of 365/366 days combined.

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*Continued on next page*

## Overview, Continued

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**Contents**      This chapter contains the following topics.

<b>Topic</b>	<b>See Page</b>
<a href="#"><u>Inactive Duty for Training</u></a>	7-3
<a href="#"><u>Active Duty for Training – Annual Training</u></a>	7-11
<a href="#"><u>Title 14 – Mobilization</u></a>	7-19
<a href="#"><u>Title 10 Recall</u></a>	7-25
<a href="#"><u>Introduction</u></a>	7-37

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# Inactive Duty for Training

**Introduction**      Inactive Duty for Training (IDT) is scheduled and performed in accordance with reference (a).

**Procedure**        Detailed instructions to schedule IDT drills are contained in Chapter 3 of reference (h).

**DA Input**         This scenario depicts a Chief Petty Officer who has completed a multiple IDT drill.

Home > Self Service > Manager > Tasks > Schedule Drills [New Window](#)

Boop, Betty 1234567

**PAID DRILL INFORMATION:**

IDT Authorized: 48      Completed/Unexcused: 6      Scheduled:      Remaining: 42

Department	Duty Type	Begin Date/ Time	End Date/ Time	Drill Type	Pay	Meal Elig	SDAP	RSP	Status	Edit
CG PPC	IDT	10/16/2011 07:30	10/16/2011 16:00	Multiple	Full	Lunch		N	Completed	Edit
CG PPC	IDT	10/15/2011 07:30	10/15/2011 16:00	Multiple	Full	Lunch		N	Completed	Edit
CG PPC	RMP	10/11/2011 13:30	10/11/2011 14:30	Single	Half	None		N	Completed	Edit
CG PPC	IDT	10/08/2011 07:30	10/08/2011 16:00	Multiple	Full	Lunch		N	Completed	Edit
CG PPC	IDT	09/18/2011 07:30	09/18/2011 16:00	Multiple	Full	Lunch		N	Completed	Edit
CG PPC	IDT	09/17/2011 07:30	09/17/2011 16:00	Multiple	Full	Lunch		N	Completed	Edit
CG PPC	IDT	08/21/2011 07:30	08/21/2011 16:00	Multiple	Full	Lunch		N	Completed	Edit
CG PPC	IDT	07/17/2011 07:30	07/17/2011 16:00	Multiple	Full	Lunch		N	Completed	Edit
CG PPC	IDT	07/16/2011 07:30	07/16/2011 16:00	Multiple	Full	Lunch		N	Completed	Edit
CG PPC	IDT	06/12/2011 07:30	06/12/2011 16:00	Multiple	Full	Lunch		N	Completed	Edit
CG PPC	IDT	06/11/2011 07:30	06/11/2011 16:00	Multiple	Full	Lunch		N	Completed	Edit

[Add/Schedule New Drill](#)

*Continued on next page*

# Inactive Duty for Training, Continued

[Home](#) > [Self Service](#) > [Manager](#) > [Tasks](#) > [Schedule Drills](#)

## Schedule Drills

### Schedule Drills Detail

Boop, Betty

'Begin Date/ Time: 10/15/2011 07:30 'End Date/Time: 10/15/2011 16:00

'Duty Type: IDT 'Drill Type: Multiple Drill Status: Unexcused  
Funeral Dt  
+ Funeral  
Multiple  
Single  
Cancelled  
Completed  
Mbr Rqst  
Pending  
Unexcused

'Pay Code: Full Meal Elig: Lunch 'Department: 000450  
Full  
Half  
None  
All Meals  
Breakfast  
Brk & Lnch  
Lnch & Sup  
Lunch  
Mess Avail  
None  
Supper

'Duty Purpose 1: AP Personnel Reserve Special Pay

'Duty Purpose 2: AP Personnel

SDAP:

Supervisor ID:

Email Address:

Comments:

[Return to Drill Summary Page](#)

Continued on next page

# Inactive Duty for Training, Continued

**JUMPS Effect** When processed in JUMPS, the IDT orders update Recents/Expanded Recents, Segments 01, 26, 20, 81, the Reserve Member Inquiry, and the LES.

**JUMPS Segment 00** Segment 00 appears as follows. Enter REC following this screen to proceed to Recents.

```

SSN 555-55-5555  EMPLID 1234567  K1B8XXX  11/29/2011  09:17  ONLINE PAY MASTER
FIRST-NAME      MI  LAST-NAME      RANK  P-G  MB-TY  SEX  OFF-SOR  P-CH
BETTY          BOOP                YNC   E7  U-HEZ  F    0
PERMANENT UNIT          79-47400  LATEST COMPUTE CYCLE DATE  20111120
REPORTING UNIT        79-47400-00  LEAVE STATUS DATE  20111201
COST CENTER          47400  EXPECTED AD TERMINATION DATE  20040415
DATE REPORTED PERM UNIT  20100721  EFFECTIVE AD TERM DATE  20040415
IN/OUT CONUS INDICATOR          I  SEPARATION FLAG  0
PAY ENTRY BASE DATE    19840924  EXPECTED LOSS DATE  20141011
PEBD VERIFIED          EFFECTIVE LOSS DATE  99999999
ACTIVE DUTY BASE DATE  19850426  BAH CODE  L
EFF DATE PAY AND ALLOWANCES  20011012  BAH DEPENDENT DATA  02
CMA DATE  19850916  CUMULATIVE SEA TIME  000000
EXTENSION AGREEMENT DATE  99999999  SEA POINTS START DATE  19840924
SEPARATION DATE FOR EXTEN  20091011  SEA PAY RETRO FLAG  0
DT INITIAL ENTRY MIL SRVC  19840924  CFTRR CD  SEA SAVE FLAG
YEAR TO DATE FICA      $455.28
E ALLOTMENT AMOUNT    $0.00  IMPLEMENTATION DATE  198602
TOTAL CAREER DEF TSP  $0.00  PREV LAST NAME ABBREVIATION  LOREN
TOTAL CAREER NON-DEF TSP  $0.00  CSB ELIGIBILITY  N  CSB ELECTION  N
MODL ID              MODL DATE  *****
YOU ARE IN THE ONLINE PAY MASTER.  PLEASE ENTER A COMMAND, OR TYPE 'HELP'.
REC
    
```

*Continued on next page*

# Inactive Duty for Training, Continued

**JUMPS** Recents reveals the following data. Enter 85 following this screen in Recents,  
**Recents** to analyze the R985 in Expanded Recents on page 85.

RECENT-FILE INQUIRY										PAGE	1		
SSN: 555/55/5555										TODAY IS 11/29/2011		TIME 09:20:35	
DIST/OPFAC/RU	PAT	PAT-DATE	FORM	EFF-DATE	VARIABLE INFORMATION				PAGE				
79	47400	53	PPS	111016	L67A	11OCT16	P	2714	R985	83			
79	47400	53	PPS	111016	L67A	11OCT16	R	2714	R985	84			
79	47400	53	PPS	111016	L67A	11OCT15	P	2713	R985	85			
79	47400	53	PPS	111016	L67A	11OCT15	R	2713	R985	86			
79	47400	53	PPS	111012	L67A	11OCT11	P	2712	R985	87			
79	47400	53	PPS	111012	L67A	11OCT11	R	2712	R985	88			
79	47400	53	PPS	111020	L67A	11OCT08	P	2715	R985	89			
79	47400	53	PPS	111020	L67A	11OCT08	R	2715	R985	90			
79	47400	53	PPS	110918	L67A	11SEP18	P	2711	R985	91			
79	47400	53	PPS	110918	L67A	11SEP18	R	2711	R985	92			
79	47400	53	PPS	110918	L67A	11SEP17	P	2710	R985	93			
79	47400	53	PPS	110918	L67A	11SEP17	R	2710	R985	94			
79	47400	53	PPS	110821	L67A	11AUG21	P	2709	R985	95			
79	47400	53	PPS	110821	L67A	11AUG21	R	2709	R985	96			
79	47400	53	PPS	110717	L67A	11JUL17	P	2708	R985	97			
79	47400	53	PPS	110717	L67A	11JUL17	R	2708	R985	98			

ENTER PAGE NUMBER OR 'END' OR PRESS ENTER/GO TO CONTINUE  
 85

*Continued on next page*

# Inactive Duty for Training, Continued

**JUMPS  
Expanded  
Recents**

Expanded Recents, Page 85 reveals the following fields. Enter "END" following this screen to exit Recents and return to Segment 00. Then type SEG 01 following Segment 00 to access the pay segments.

RECENT-FILE INQUIRY						PAGE	85
SSN: 555/55/5555			TODAY IS 11/29/2011		TIME 09:20:35		
PERSONNEL ACTION							
REC-ID	FRM-ID	PAY-CAT	PROC-COD	EXC-REL-COD	PAT	PAT-DT	
L67B	L67A	ORI2	P		PPS	111016	
ACT-COD	TYP-ENTRY	EFF-DT	EFF-TM	ABBR-LSTNM	PROG-ID	PREP-UNIT	
R985		111015	2713	BOOP	K	79-47400-53	
SFDY-PAY						UNIT-SB-COD	
*****VARIABLE DATA ELEMENTS*****							
01.	01-7947400		07.	08-INELIGIBLE			
02.	02-M		08.	09-INELIGIBLE			
03.	04-AP		09.	10-			
04.	05-AP		10.	11-11OCT15			
05.	06-B		11.	-			
06.	07-INELIGIBLE						
ENTER PAGE NUMBER		OR	'END'	OR	PRESS ENTER/GO TO CONTINUE		
END							

**Element Codes**    What do these element codes mean?

- 01 - \_\_\_\_\_
- 02 - \_\_\_\_\_
- 04 - \_\_\_\_\_
- 05 - \_\_\_\_\_
- 06 - \_\_\_\_\_
- 07 - \_\_\_\_\_
- 08 - \_\_\_\_\_
- 09 - \_\_\_\_\_

*Continued on next page*

## Inactive Duty for Training, Continued

**JUMPS Segment 01** Segment 01 shows the fields below. Notice the data in the Accounting String which is usually blank for Active Duty members. Enter SEG 26 at the end of this screen to proceed to Segment 26.

SEG	HIST	COMPUTE	OBJECT	AMOUNT	
01	201110	4	1109	\$4740.00	
	EFFDTE	TIME	DTPROC	SLC PAT DTPREP	DIST RU FORM ENT ACTION
START	20111015	9999	20111020	0 PPS	20111016 79 53 67 R985
STOP	20111015	9999	20111020	0 PPS	20111016 79 53 67 R985
DUTY STOP DT	D-TYPE	PG-1	PG-2	TCSTORDER	DUTY SITE A-ST RAN
20111015	M	AP	AP	*****	
<-----DAFIS ACCOUNTING STRING-----> <----PURPOSE OF DUTY---->					
_____79_A_____47400_____					
SEG 26					

**JUMPS Segment 26** Segment 26 reveals this data. The IDT COMRATS are determined by the Reserve Pay Chart, found on the MAS page of the PPC website. Following Segment 26, enter SEG 20 to proceed to that pay segment.

SEG	HIST	COMPUTE	OBJECT	AMOUNT	
26	201110	4	1155E	\$10.80	
	EFFDTE	TIME	DTPROC	SLC PAT DTPREP	DIST RU FORM ENT ACTION
START	20111015	1100	20111020	0 PPS	20111016 79 53 67 R985
STOP	20111015	1300	20111020	0 PPS	20111016 79 53 67 R985
SEG 20					

**JUMPS Segment 20** Segment 20 shows the fields outlined below. Type LES following Segment 20 analysis.

SEG	HIST	COMPUTE	OBJECT	AMOUNT	
20	201111	4	1235A	\$14.54	
	EFFDTE	TIME	DTPROC	SLC PAT DTPREP	DIST RU FORM ENT ACTION
START	20111015	9999	20111117	0 LPC	20111117 00 00
STOP	20111015	9999	20111117	0 LPC	20111117 00 00
CLAIM CODE	ELIGIBILITY DATE		SUP CMA		
			00		
LES					

Continued on next page

# Inactive Duty for Training, Continued

**JUMPS** Page 1 of the LES is displayed below. The Leave and Earnings Statement  
**LES** reflects the entitlements associated with the IDT orders. Press ENTER to  
**Page 1** proceed to the LES remarks.

CG-5209(REV 4-91)		U.S. COAST GUARD			ID: K1B8XXX K1B4824D	
LEAVE AND EARNINGS STATEMENT FOR: BOOP /B						
PERIOD COVERED	SSN	PEBD	ABDD	EX AD TERM	EX LOSS DT	
01-31 OCT 11	258-37-7046	84-09-24	85-04-26	04-04-15	14-10-11	
NET PAY	PAY SENT TO /		LEAVE INFORMATION			
MID 0.00 ACCT DIRECT	/BEGIN		EARN USED	SOLD	BAL LOST	SOLD
EOM 545.16 ROUTE NBR: DEPOSIT /	.0		.0	.0	.0	4.0
TRA/PAY PAYGRADE	NAME/MAILING ADDRESS			NEXT MONTH PAY		
A E-7	YNC BETTY BOOP			/ PERIOD ESTIMATES		
COST CODE: 47400	123 PARAMOUNT DRIVE			/ DATE AMOUNT		
PERSRU 79-47400-00	BEVERLY HILLS CA 90210			/ 11-11-15 .00		
UNIT: 79-47400				/ 11-12-01 .00		
PAY BREAKDOWN						
BALANCE FWD	ENTITLEMENT	ALLOTMENT	DEDUCTION	NET EARN	AMT C/FWD	
.00	827.12	.00	281.96	545.16	.00	
STATE TAX INFORMATION			FICA INFORMATION			
INCOME YTD	W/H YTD	EXEMPT	STATE /	CUR WAGES	WAGES YTD	TAX YTD
7742.00	569.91	5-00	KS /	790.00	7742.00	437.42
FEDERAL INCOME TAX INFORMATION						
TAX INCOME	INC YTD	W/H YTD	ALLOW	ADD'L W/H	/	
790.00	7742.00	1151.76	M00	100.00	/	
ENTITLEMENTS		ALLOTMENTS		DEDUCTIONS		
BASIC PAY	158.00			SGLI/FAMILY	64.00	
IDT DRILL	316.00			FEDERAL TAX	113.17	
IDT DRILL	316.00			FICA TAX	44.64	
RESERVE CMA	14.24			STATE TAX	60.15	
RESERVE CMA	14.24					
IDT COMRATS	4.32					
IDT COMRATS	4.32					
TOTALS	827.12			.00	281.96	

Continued on next page



# Active Duty for Training – Annual Training

**Introduction** Active Duty for Training – Annual Training (ADT-AT) is scheduled and performed in accordance with reference (a).

**Procedure** Detailed instructions for completing ADT – AT orders are contained in Chapter 4 of reference (h).

**DA Input** This scenario depicts a Chief Petty Officer on her 2 weeks of ADT-AT.

Home > Self Service > Employee > Tasks > **Self Service Reserve Orders** New Window

Reserve Specific Info | **Reserve Orders** | Partial Entitlements

<b>EmplID:</b> 1234567	Boop, Betty	<b>Empl Rcd Nbr:</b> 0
<b>Dept:</b> 000450	CG PPC	<b>Empl Class:</b> SELRES
<b>Job Code:</b> 000089	ADM	<b>Sal Plan/Grade:</b> OFF 010
<b>Location:</b> KS0001	CG PPC	
<b>Position:</b> 00050139	CUSTOMER SERVICE LEAD	

**Reserve Specific Info** SetID: AUSCG

**Type Of Duty:** Type of Orders

- Act Dty Operational Support-AC
- Act Dty Operational Support-RC
- Active Duty
- Active Duty for Health Care
- Active Duty for Training-AT
- Active Duty for Training-OTD
- Extended Active Duty**
- Funeral Honors Duty
- Inactive Duty for Trng
- Initial Act Duty Training-IADT**
- Invol Active Duty, Title 10
- Invol Active Duty, Title 14
- Involuntary Active Duty
- Readiness Mgmt Period(RMP)
- Temporary Duty

Long Term/Contingency

Short Term

**Payment for Duty:**

- Allowances Only, No Pay
- No Duty Pay
- Pay Only, No Allowances
- Pay and Allowances**

**Payment for Travel:**

- Multiple Travel Claims
- No Travel Pay
- Single Travel Claim**

Days of ADT-AT requirement satisfied by these orders:

**Dept. benefiting from this duty:** 000450 CG PPC  
D8 PLNG & FORCE READINESS (DX)

Save | Return to Search | Next in List | Previous in List | Add | Update/Display

Reserve Specific Info | Reserve Orders | Partial Entitlements

Continued on next page

# Active Duty for Training – Annual Training, Continued

**Partial Entitlements**      Make sure you verify the appropriate codes before entering them.

<b>Reserve Specific Info</b>		<b>Reserve Orders</b>	<b>Partial Entitlements</b>
<b>EmpID:</b> 1234567		Boop, Betty	
<b>BAH RC Entitlement Code:</b>	<input type="text" value="L"/>	Valid BAH RC Entitlement Codes are: D (Without depns; CG owned single quarters) G ( Without depns and mbr not assigned govt quarters) H (Spouse in service; no other depns; Mbr not assigned govt qtrs) L (With depns; Mbr & depns not assigned govt qtrs) P (BAH-Diff for child support; assigned CG/DOD-owned single qtrs) Q (BAH-Diff for child support; mbr assigned CG leased single qtrs) R (BAH-Diff for child support;mbr not assigned govt qtrs) T (W/depns; payment of child support; mbr not assigned govt qtrs) W (None, entitled to BAH-Location for AD of 31 to 139 days)	
<b>Travel BAS Entitlement:</b>	<input type="text" value="E"/>	Valid Travel Period BAS Entitlement Codes: O (Officer BAS) E (Enlisted BAS) R (Regular BAS) -- No Galley Avail (Not used after 31DEC04) N (No Entitlements)	
<b>Duty BAS Entitlement:</b>	<input type="text" value="E"/>	Valid Duty Period BAS Entitlement Codes: O (Officer BAS) E (Enlisted BAS) R (Regular BAS) -- No Galley Avail (Not used after 31DEC04) M (Enl BAS minus Discount Meal Rate) -- Essential Messing Unit N (No Entitlements)	
Save		Return to Search	Next in List     Previous in List
		Add	Update/Display
<a href="#">Reserve Specific Info</a>   <a href="#">Reserve Orders</a>   <a href="#">Partial Entitlements</a>			

*Continued on next page*

## Active Duty for Training – Annual Training, Continued

**JUMPS Effect** When processed in JUMPS, the ADT-AT orders update Recents/Expanded Recents and Segments 01, 17, and 24.

**JUMPS Recents** Recents reveals the following data. Enter “113” following this screen in Recents, to analyze the R990 in Expanded Recents.

RECENT-FILE INQUIRY										PAGE	2		
SSN: 555/55/5555										TODAY IS 11/29/2011		TIME 13:44:14	
DIST/OPFAC/RU	PAT	PAT-DATE	FORM	EFF-DATE	VARIABLE INFORMATION					PAGE			
79	47400	53	PPS	110821	L67A	11AUG21	P	2709	R985	99			
79	47400	53	PPS	110821	L67A	11AUG21	R	2709	R985	100			
79	47400	53	PPS	110717	L67A	11JUL17	P	2708	R985	101			
79	47400	53	PPS	110717	L67A	11JUL17	R	2708	R985	102			
79	47400	53	PPS	110717	L67A	11JUL16	P	2707	R985	103			
79	47400	53	PPS	110717	L67A	11JUL16	R	2707	R985	104			
79	47400	53	PPS	110612	L67A	11JUN12	P	2706	R985	105			
79	47400	53	PPS	110612	L67A	11JUN12	R	2706	R985	106			
79	47400	53	PPS	110612	L67A	11JUN11	P	2705	R985	107			
79	47400	53	PPS	110612	L67A	11JUN11	R	2705	R985	108			
79	47400	53	PPS	110503	L67A	11MAY03	P	2704	R985	109			
79	47400	53	PPS	110503	L67A	11MAY03	R	2704	R985	110			
79	47400	53	PPS	110503	L67A	11MAY02	P	2703	R985	111			
79	47400	53	PPS	110503	L67A	11MAY02	R	2703	R985	112			
79	47400	53	PPS	110421	L67A	11APR18	P	0109	R990	113			
79	47400	53	PPS	110421	L67A	11APR18	R	0109	R990	114			

ENTER PAGE NUMBER OR 'END' OR PRESS ENTER/GO TO CONTINUE  
113

*Continued on next page*

# Active Duty for Training – Annual Training, Continued

**JUMPS**  
**Expanded**  
**Recents**

Page 113, Expanded Recents, reveals the following data. Enter “END” following Expanded Recents to return to Segment 00.

RECENT-FILE INQUIRY						PAGE 113
SSN: 555/55/5555						TODAY IS 11/29/2011
PERSONNEL ACTION						TIME 13:44:14
REC-ID	FRM-ID	PAY-CAT	PROC-COD	EXC-REL-COD	PAT	PAT-DT
L67B	L67A	ORD2	P		PPS	110421
ACT-COD	TYP-ENTRY	EFF-DT	EFF-TM	ABBR-LSTNM	PROG-ID	PREP-UNIT
R990		110418	0109	BOOP	K	79-47400-53
SFDY-PAY						UNIT-SB-COD
*****VARIABLE DATA ELEMENTS*****						
01.	01-2D12	121900RC08	07.	07-11APR292359		
02.	02-4740011727211		08.	08-LEE7947400F		
03.	03-291DRC311000		09.	21-		
04.	04-1YAPRC08		10.	00-		
05.	05-11APR181900		11.	-		
06.	06-11APR290001					
ENTER PAGE NUMBER OR 'END' OR PRESS ENTER/GO TO CONTINUE						
END						

**JUMPS**  
**Segment 00**

Enter “SEG 01” following the Fixed Data Area to view Segment 01.

SSN 555-55-5555	EMPLID 1234567	K1B8XXX	11/29/2011	13:42	ONLINE PAY MASTER
FIRST-NAME	MI LAST-NAME		RANK	P-G MB-TY	SEX OFF-SOR P-CH
BETTY	BOOP		YNC	E7 U-HEZ	F 2
PERMANENT UNIT		79-47400	LATEST COMPUTE	CYCLE DATE	20111120
REPORTING UNIT		79-47400-00	LEAVE STATUS	DATE	20111201
COST CENTER		47400	EXPECTED AD	TERMINATION DATE	20040415
DATE REPORTED PERM UNIT		20100721	EFFECTIVE AD	TERM DATE	20040415
IN/OUT CONUS INDICATOR		I	SEPARATION	FLAG	0
PAY ENTRY BASE DATE		19840924	EXPECTED LOSS	DATE	20141011
PEBD VERIFIED			EFFECTIVE LOSS	DATE	99999999
ACTIVE DUTY BASE DATE		19850426	BAH CODE		L
EFF DATE PAY AND ALLOWANCES		20011012	BAH DEPENDENT	DATA	02
CMA DATE		19850916	CUMULATIVE	SEA TIME	000000
EXTENSION AGREEMENT DATE		99999999	SEA POINTS	START DATE	19840924
SEPARATION DATE FOR EXTEN		20091011	SEA PAY	RETRO FLAG	0
DT INITIAL ENTRY MIL SRVC		19840924	CFTRR CD		SEA SAVE FLAG
YEAR TO DATE FICA		\$455.28			
E ALLOTMENT AMOUNT		\$0.00	IMPLEMENTATION	DATE	198602
TOTAL CAREER DEF TSP		\$0.00	PREV LAST	NAME ABBREVIATION	LOREN
TOTAL CAREER NON-DEF TSP		\$0.00	CSB ELIGIBILITY	N	CSB ELECTION N
MODL ID			MODL DATE		*****
YOU ARE IN THE ONLINE PAY MASTER. PLEASE ENTER A COMMAND, OR TYPE 'HELP'.					
SEG 01					

Continued on next page

## Active Duty for Training – Annual Training, Continued

**JUMPS Segment 01** Segment 01 indicates the following fields. Enter “SEG 17”, following analysis of Segment 01, to view Segment 17.

SEG	HIST	COMPUTE	OBJECT	AMOUNT	
01	201105	4	1106	\$4740.00	
	EFFDTE	TIME	DTPROC	SLC PAT DTPREP	DIST RU FORM ENT ACTION
START	20110418	9999	20110427	0 PPS 20110421	79 53 67 R990
STOP	20110429	9999	20110427	0 PPS 20110421	79 53 67 R990
DUTY STOP DT	D-TYPE	PG-1	PG-2	TCSTORDER	DUTY SITE A-ST RAN
20110429	1Y	AP		*****	7947400 F
<-----DAFIS ACCOUNTING STRING-----> <----PURPOSE OF DUTY---->					
2D12_121900RC08_4740011727211291DRC311000_____F					
SEG 17					

**JUMPS Segment 17** Segment 17 indicates the following fields. Enter “SEG 24”, following analysis of Segment 17, to view Segment 24.

SEG	HIST	COMPUTE	OBJECT	AMOUNT	
17	201105	4	1145L	\$961.80	
	EFFDTE	TIME	DTPROC	SLC PAT DTPREP	DIST RU FORM ENT ACTION
START	20110418	9999	20110427	0 PPS 20110421	79 53 67 R990
STOP	20110429	9999	20110427	0 PPS 20110421	79 53 67 R990
YOU ARE IN THE ONLINE PAY MASTER. PLEASE ENTER A COMMAND, OR TYPE 'HELP'.					
SEG 24					

**JUMPS Segment 24** Segment 24 contains the fields shown below. Enter “LES”, following analysis of Segment 24, to view the member’s Leave and Earning Statement.

SEG	HIST	COMPUTE	OBJECT	AMOUNT	
24	201105	4	1155D	\$325.04	
	EFFDTE	TIME	DTPROC	SLC PAT DTPREP	DIST RU FORM ENT ACTION
START	20110418	9999	20110427	0 PPS 20110421	79 53 67 R990
STOP	20110429	9999	20110427	0 PPS 20110421	79 53 67 R990
YOU ARE IN THE ONLINE PAY MASTER. PLEASE ENTER A COMMAND, OR TYPE 'HELP'.					
LES					

Continued on next page

# Active Duty for Training – Annual Training, Continued

**JUMPS LES** Type "LES" to access the Leave and Earnings Statement. Press "Enter"  
**Page 1** following page one of the LES to view the rest of its contents.

LEAVE AND EARNINGS STATEMENT FOR: BOOP										/B	
PERIOD COVERED	SSN	PEBD	ADBD	EX AD TERM	EX LOSS DT						
01-31 MAY 11	555-55-5555	84-09-24	85-04-26	04-04-15	14-10-11						
NET PAY		PAY SENT TO		/ LEAVE INFORMATION							
MID	2439.58	ACCT	DIRECT	/BEGIN	EARN	USED	SOLD	BAL	LOST	SOLD	
EOM	0.00	ROUTE NBR:	DEPOSIT /	.0	.0	.0	.0	.0	.0	4.0	
TRA/PAY		PAYGRADE	NAME/MAILING ADDRESS				/ NEXT MONTH PAY				
A	E-7	YNC Betty Boop				/ PERIOD ESTIMATES					
COST CODE: 47400		444 SE QUINCY ST				/ DATE AMOUNT					
PERSRU 79-47400-00		TOPEKA KS 66683				/ 11-06-15 .00					
UNIT: 79-47400						/ 11-07-01 .00					
PAY BREAKDOWN											
BALANCE FWD	ENTITLEMENT	ALLOTMENT	DEDUCTION	NET EARN	AMT C/FWD						
.00	3077.02	.00	637.44	2439.58	.00						
STATE TAX INFORMATION					/ FICA INFORMATION						
INCOME YTD	W/H YTD	EXEMPT	STATE /	CUR WAGES	WAGES YTD	TAX YTD					
4740.00	295.90	5-00	KS /	2528.00	4740.00	267.81					
FEDERAL INCOME TAX INFORMATION											
TAX INCOME	INC YTD	W/H YTD	ALLOW	ADD'L W/H /							
2528.00	4740.00	638.59	M00	100.00 /							
ENTITLEMENTS		ALLOTMENTS			DEDUCTIONS						
BASIC PAY	1896.00				SGLI/FAMILY	64.00					
IDT DRILL	316.00				FEDERAL TAX	309.62					
IDT DRILL	316.00				FICA TAX	142.84					
BAH RC WITH DEP	384.72				STATE TAX	120.98					
RESERVE CMA	12.82										
RESERVE CMA	12.82										
ENL BAS	130.02										
IDT COMRATS	4.32										
IDT COMRATS	4.32										
TOTALS	3077.02				.00	637.44					

Continued on next page



## Summary of Reserve Orders Types

**Introduction** This table lists the Reserve order types and shows how the duration of each type of duty relates to the funding, PCS/TDY entitlements, and the type of transaction sent to JUMPS. (See JFTR U10428-F for further details).

Duty	Cat.	Contingency?	Duration	Fund	Is Considered...	JUMPS
ADOS-AC	ADOT	No	0-30 Days	AFC 30/TONO	Short Term/TDY	R990
ADOS-AC	ADOT	No	31-180 Days	AFC 30/TONO	Short Term/TDY	R990
ADOS-AC	ADOT	No	181 Days +	AFC 01	Long Term/ PCS/ HHG	8C
ADOS-AC	ADOT	Yes	Any	AFC 01	Contingency/ TDY	8C
ADOS-RC	ADOT	No	0-30 Days	AFC 90	Short Term/ TDY	R990
ADOS-RC	ADOT	No	31-180 Days	AFC 90	Short Term/ TDY	R990
ADOS-RC	ADOT	No	181 Days +	AFC 01	Long Term/PCS/HHG	8C
ADHC	ADOT	No	31-180 Days	AFC 01	Short Term/ TDY	R990
ADHC	ADOT	No	181 Days +	AFC 01	Long Term/PCS/ HHG	8C
ADT-AT	ADT	No	0-30 Days	AFC 90	Short Term/TDY	R990
ADT-AT	ADT	No	31-139 Days	AFC 90	Short Term/TDY	R990
ADT-AT	ADT	No	140 Days +	AFC 01	Long Term/PCS/ HHG	8C
ADT-OTD	ADT	No	0-30 Days	AFC 90	Short Term/ TDY	R990
ADT-OTD	ADT	No	31-139 Days	AFC 90	Short Term/ TDY	R990
ADT-OTD	ADT	No	140 Days +	AFC 01	Long Term/ PCS/ HHG	8C
EAD	ADOT	No	1 years +	AFC 01	Long Term/PCS/ HHG	8C
IADT	ADT	No	0-30 Days	AFC 01	Short Term/ TDY	R990
IADT	ADT	No	31-139 Days	AFC 01	Short Term/ TDY	R990
IADT	ADT	No	140 Days+	AFC 01	Long Term/PCS/ <b>HHG Authorized</b>	8C
Title 10	ADOT	Yes	Any	AFC 01	Contingency/ TDY	8C
Title 14	ADOT	No	0-30	AFC 01	Short Term/ TDY	R990
Title 14	ADOT	No	31-60	AFC 01	Short Term/ TDY	R990

Note 1: IAW JFTR U9154C, member authorized OUTCONUS COLA if called/ordered to active duty for less than 31 days from an OCONUS location **if there is no per diem authority.**

Note 2: If PCS HHGs transportation is authorized BAH & COLA location is the new PDS. If PCS HHGs is not authorized BAH & COLA is at the rate prescribed for the principal place of residence at time member was called/ordered to AD.

Note 3: Yes if 140 or more days. No if 139 or less days. Reservists on orders for 140 or more days are entitled to CONUS COLA. See JFTR, para **U8038.**

## Title 14 – Mobilization

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**Introduction** Under the authority of 14 USC 712, the Secretary of Homeland Security may, with or without the consent of the member affected, order to active duty an organized training unit during a serious natural or manmade disaster, accident, or catastrophe. The active duty must be for no more than 60 days in any four month period and no more than 120 days in any two year period.

\*ALCOAST 458/06 081811Z SEP 06, Changes to Title 14 Reserve Recall Authority (on next page).

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**Objective** Given a Title 14 recalled member, validate the member's pay entitlements utilizing various Coast Guard Human Resource Systems in accordance with appropriate Coast Guard policies.

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**References**

- (a) Reserve Policy Manual, COMDINST M1001.28
- (b) Coast Guard Manpower Mobilization and Support Plan, COMDTINST M3061.1
- (c) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part VII
- (d) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part IX

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**Background** Any duty served under Title 14 satisfies on a day-for-day basis the annual ADT requirement outlined in reference (a).

---

**Required Statement for Title 14 Orders** “If you have any questions regarding your employment / reemployment rights, you may call 1-800-336-4590 (National Committee for Employer Support Of the Guard and Reserve), check online at [www.esgr.org](http://www.esgr.org) or the CG Legal Fact Sheet about The Servicemembers’ Civil Relief Act (SCRA) at [www.uscg.mil/legal/la/Legal\\_Assistance\\_SCRA\\_Guide.asp](http://www.uscg.mil/legal/la/Legal_Assistance_SCRA_Guide.asp) .

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*Continued on next page*

## Title 14 – Mobilization, Continued

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ALCOAST  
458/06

R 081811Z SEP 06 ZUI ASN-A00251000020 ZYB  
FM COMDT COGARD WASHINGTON DC//CG-13//  
TO ALCOAST  
BT  
UNCLAS //N03061//  
ALCOAST 458/06  
COMDTNOTE 3061  
SUBJ: CHANGES TO TITLE 14 RESERVE RECALL AUTHORITY  
A. TITLE 14, SECTION 712, U.S. CODE  
B. COAST GUARD MANPOWER MOBILIZATION AND SUPPORT  
PLAN, COMDTINST M3061.1  
C. RESERVE POLICY MANUAL, COMDTINST M1001.28A  
1. REF A, THE AUTHORITY TO RECALL RESERVISTS IN  
SUPPORT OF  
INCIDENTS SUCH AS SERIOUS NATURAL OR MANMADE  
DISASTERS, ACCIDENTS, CATASTROPHES, AND ACTS OF  
TERRORISM HAS BEEN AMENDED BY THE COAST GUARD AND  
MARITIME TRANSPORTATION ACT OF 2006 TO INCREASE THE  
DURATION OF AN INVOLUNTARY RECALL FROM 30 TO 60 DAYS  
IN ANY 4-MONTH PERIOD. THE CEILING IS INCREASED TO  
A MAXIMUM OF 120 DAYS IN ANY 2-YEAR PERIOD. THE  
CHANGE ALSO AUTHORIZES RECALL OF RESERVISTS PRIOR TO  
AN INCIDENT OR EVENT "TO AID IN PREVENTION OF AN  
IMMINENT CATASTROPHE, ACT OF TERRORISM, OR  
TRANSPORTATION SECURITY INCIDENT."  
2. RECALL REQUESTS SHALL FOLLOW THE PROCEDURES  
OUTLINED IN REFERENCE B. RESERVISTS RECALLED UNDER  
TITLE 14 MAY BE ISSUED ORDERS FOR UP TO 60 DAYS.  
3. THESE CHANGES WILL BE REFLECTED IN THE NEXT  
UPDATE TO REFERENCES B AND C.  
4. ANY QUESTIONS SHOULD BE DIRECTED TO LT RICHARD  
LAVIGNE,  
E-MAIL RICHARD.J.LAVIGNE(AT)USCG.MIL.  
5. INTERNET RELEASED AUTHORIZED.  
6. RELEASED BY CAPT F. A. DUTCH, ACTING DIRECTOR OF  
RESERVE AND  
TRAINING.  
BT  
NNNN

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*Continued on next page*

## Title 14 – Mobilization, Continued

**DA Input** Detailed instructions for creating Title 14 orders are contained in reference (c).

Home > [Administer Workforce](#) > [Track Global Assignments \(GBL\)](#) > [Use](#) > **Reserve Orders**

Reserve Specific Info | **Reserve Orders** | Contingency/Disaster Data | Partial Entitlements | Record Arrive/Depart Info ▶

EmplID: 7654321 Sailor, Popeye T. Empl Rcd Nbr: 0  
Sequence: 1673250

\*Operational ID:  DEEPWATER HORIZON RESPONSE

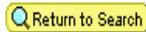
Authority: 14 U.S.C. 712

Department:  D8 PERSONNEL BRNCH(AP)

Start Date:  End Date:

Reference/Authority:

Notification Date:  

[Reserve Specific Info](#) | [Reserve Orders](#) | [Contingency/Disaster Data](#) | [Partial Entitlements](#) | [Record Arrive/Depart Info](#) | [Reserve Leave Disposal](#)

**JUMPS Effect** Title 14 will have the same JUMPS effect as the ADT-AT that we previously viewed with a few exceptions.

*Continued on next page*

# Title 14 – Mobilization, Continued

**Recents**            Recents will show us a new PAC that we haven't seen before, a R975.

What is a R975? \_\_\_\_\_

RECENT-FILE INQUIRY								PAGE	4
SSN: 111/11/1111								TODAY IS 11/30/2011	
								TIME 09:37:53	
DIST/OPFAC/RU	PAT	PAT-DATE	FORM	EFF-DATE	VARIABLE INFORMATION			PAGE	
79	47400	53	PPS	101110	L67A	10SEP26	P 2612 R985	98	
79	47400	53	PPS	101110	L67A	10SEP26	R 2612 R985	99	
79	47400	53	PPS	101004	L67A	10SEP24	P 2603 R985	100	
79	47400	53	PPS	101004	L67A	10SEP24	R 2603 R985	101	
79	47400	53	PPS	101004	L67A	10SEP23	P 2602 R985	102	
79	47400	53	PPS	101004	L67A	10SEP23	R 2602 R985	103	
79	47400	53	PPS	101004	L67A	10SEP22	P 2601 R985	104	
79	47400	53	PPS	101004	L67A	10SEP22	R 2601 R985	105	
79	47400	53	PPS	100920	L67A	10SEP19	P 2600 R985	106	
79	47400	53	PPS	100920	L67A	10SEP19	R 2600 R985	107	
79	47400	53	PPS	100920	L67A	10SEP18	P 2599 R985	108	
79	47400	53	PPS	100920	L67A	10SEP18	R 2599 R985	109	
79	47400	53	PPS	100719	L67A	10JUL18	P 2598 R985	110	
79	47400	53	PPS	100719	L67A	10JUL18	R 2598 R985	111	
79	47400	53	PPS	100701	L67A	10JUL05	P 2597 R975	112	
79	47400	53	PPS	100701	L67A	10JUL05	R 2597 R975	113	

**Expanded Recents**            Entering "112" will take you to Expanded Recents which will show specific information about this transaction.

RECENT-FILE INQUIRY							PAGE	112
SSN: 111/11/1111							TODAY IS 11/30/2011	
							TIME 09:37:53	
PERSONNEL ACTION								
REC-ID	FRM-ID	PAY-CAT	PROC-COD	EXC-REL-COD	PAT	PAT-DT		
L67B	L67A	ORD2	P		PPS	100701		
ACT-COD	TYP-ENTRY	EFF-DT	EFF-TM	ABBR-LSTNM	PROG-ID	PREP-UNIT		
R975		100705	2597	SAILO	K	79-47400-53		
SFDY-PAY						UNIT-SB-COD		
*****VARIABLE DATA ELEMENTS*****								
01.	01-2V0SZ172950N100	07.	00-					
02.	02-33272117H7110	08.	-					
03.	03-290VX82B7000	09.	-					
04.	06-0005	10.	-					
05.	07-0005	11.	-					
06.	08-0000							

*Continued on next page*

# Title 14 – Mobilization, Continued

**Segment 75**      Segment 75 will show the Lump Sum Leave Sale as seen below.

SEG	HIST	COMPUTE	RESERVE LSL ENTITLEMENT								
75	201007	4									
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20100705	9999	20100707	0	PPS	20100701	79	53	67		R975
STOP	20100705	9999	20100707	0	SCP	36787					
TYPE-RET	TYPE-75	SEP-DT	SAVED-LV	REG-LV	LV-FORWARD						
E	4	20100705	0.0	0.5	0.0						
SRB-DATE	INIT-INST-AUTH	LENGTH-RET									
999999999	0										
1ST LEAVE FROM	TO	TYPE	2ND LEAVE FROM			TO	TYPE				
999999999	999999999	XX	999999999			999999999	XX				
SEVERENCE-OBJ	STANDARD-PERF	RES-SEP-PAY-CD									
DAFIS ACCOUNTING STRING											
2VSZ_172950N1003633272117H7110290VX82B7000_____											

**Segment 62**      Segment 62 shows the leave the member has earned/sold while on Title 14. Notice the Reserve Balance/Reserve Sold.

SEG	HIST	COMPUTE	OBJECT	LV ADJ	BASE DT	SEP DT					
62	201007	4		999999999	999999999	20100705					
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20100701	9999	20100720	0	LSL	20100720					
STOP	20100731	9999	20100720	0	LSL	20100720					
BF FY	LOST	PRV FY	SAVED	SAVED SOLD	SOLD CUMM	NON-ACC CTD	DEDUCT				
0.0	0.0	0.0	0.0	0.0	45.5	0.5	1.0				
EARN	USED	EXCESS	SOLD CP	END-LV	NON-ACC BALANCE	EARN-CUM	USED-CUM				
0.5	5.0	0.0	0.5	0.0	0.0	5.5	5.0				
ADJUSTMENT START						ADJUSTMENT STOP					
ACC LV	GT 60	BWFD:	RESERVE BALANCE			0.5	COMBAT EARNED			0.0	
YEAR 2010	0.0		RESERVE SOLD			0.5	COMBAT USED			0.0	
YEAR 2009	0.0						COMBAT SOLD			0.0	
YEAR 2008	0.0						COMBAT LOST			0.0	
YEAR 2007	0.0						COMBAT BALANCE			0.0	
YEAR 2006	0.0										

*Continued on next page*



## Title 10 Recall

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**Introduction** Title 10 U.S. Code Sections 12301 through 12304 contains various authorities for recall of military personnel. The largest recall in recent history was in connection with 9/11/2001 under 10 U.S.C. 12302.

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**Objective** Given a Title 10 recalled member, validate the member's pay entitlements utilizing various Coast Guard Human Resource Systems in accordance with appropriate Coast Guard policies.

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**Background** Title 10 U.S.C. 12302, Ready Reserve:

(a) In time of national emergency declared by the President after January 1, 1953, or when otherwise authorized by law, an authority designated by the Secretary concerned may, without the consent of the persons concerned, order any unit, and any member not assigned to a unit organized to serve as a unit, in the Ready Reserve under the jurisdiction of that Secretary to active duty for not more than 24 consecutive months.

(b) To achieve fair treatment as between members in the Ready Reserve who are being considered for recall to duty without their consent, consideration shall be given to—

(1) the length and nature of previous service, to assure such sharing of exposure to hazards as the national security and military requirements will reasonably allow;

(2) family responsibilities; and

(3) employment necessary to maintain the national health, safety, or interest.

The Secretary of Defense shall prescribe such policies and procedures as considered necessary to carry out this subsection. Those policies and procedures shall be reported on at least once a year to the Committee on Armed Services of the Senate and the Committee on Armed Services of the House of Representatives.

(c) Not more than 1,000,000 members of the Ready Reserve may be on active duty, without their consent, under this section at any one time.

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*Continued on next page*

## Title 10 Recall, Continued

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**Direct Access** Guidelines for completion of Title 10 orders are contained in the SPO Manual, Part VII. The example below shows the affect of recall orders processed in JUMPS.

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**Pay entitlements** The various pay entitlements are determined by the type of recall and are outlined in Part II of the SPO Manual.

After the orders have processed through DA and are transmitted, JUMPS builds the appropriate pay segments.

Additional pay entitlements will need to be started in Direct Access, such as BAH, BAS, and COLA.

---

**JUMPS** After documents have processed, you can view them in JUMPS. Type "SEG 00" to view the SEG 00, page 1. Note the EXP AD TERM DATE has changed to the ending date of the AD orders. Press enter to go to page 2.

```
SSN 555-55-5555  EMPLID 5555555  K1B8XXX  11/30/2011  14:29  ONLINE PAY MASTER
FIRST-NAME      MI  LAST-NAME      RANK  P-G MB-TY SEX OFF-SOR P-CH
PEPE            L  PEW            YN2   E5  U-HEZ  M      0
PERMANENT UNIT          79-47400  LATEST COMPUTE CYCLE DATE      20111120
REPORTING UNIT          79-47400-00  LEAVE STATUS DATE              20111201
COST CENTER            79902  EXPECTED AD TERMINATION DATE  20120930
DATE REPORTED PERM UNIT 20070302  EFFECTIVE AD TERM DATE        99999999
IN/OUT CONUS INDICATOR          I  SEPARATION FLAG
PAY ENTRY BASE DATE      19980901  EXPECTED LOSS DATE            20150731
PEBD VERIFIED            EFFECTIVE LOSS DATE            99999999
ACTIVE DUTY BASE DATE    19990331  BAH CODE                       L
EFF DATE PAY AND ALLOWANCES 20070302  BAH DEPENDENT DATA            03
CMA DATE                19980901  CUMULATIVE SEA TIME            000000
EXTENSION AGREEMENT DATE 20111001  SEA POINTS START DATE          19980901
SEPARATION DATE FOR EXTEN 20110930  SEA PAY RETRO FLAG              0
DT INITIAL ENTRY MIL SRVC 19980820  CFTRR CD                        SEA SAVE FLAG
YEAR TO DATE FICA        $1843.06
E ALLOTMENT AMOUNT      $0.00  IMPLEMENTATION DATE            999999
TOTAL CAREER DEF TSP     $0.00  PREV LAST NAME ABBREVIATION
TOTAL CAREER NON-DEF TSP $0.00  CSB ELIGIBILITY N      CSB ELECTION N
MODL ID                  MLL2  MODL DATE                      20100614
YOU ARE IN THE ONLINE PAY MASTER. PLEASE ENTER A COMMAND, OR TYPE 'HELP'.
```

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*Continued on next page*

# Title 10 Recall, Continued

**Segment 00,** SEG 00, Page 2 identifies the appropriate Pay Segments that open with the  
**Page 2 & 3** processing of the orders. Seg 00, Page 3 shows Reserve-specific information.  
 After viewing SEG 00 type "REC" to go to the Recents file.

01	BASIC PAY.....1	21	FSH.....	41	ADV BAQ/OHA.....0
02	25 % INCREASE.....	22	FSA-II.....0	42	SEP/SRB/CSB.....
03	MISC CREDIT.....0	23	MISC ALLOWANCE....	43	LUMP SUM CREDIT....0
04	MISC DEBIT.....0	24	BAS .....1	44	LUMP SUM DEBIT.....0
05	HOSTILE FIRE.....	25	UNUSED 0	45	SPECIAL PAYMENT....0
06	SDAP.....	26	IDT COMRATS.....0	46	OHA.....
07	CAREER SEA PAY....	27	DISCOUNT MEALS....	47	OPEN END CREDIT....
08	HARDSHIP DUTY....	28	CADET COMRATS.....0	48	OPEN END DEBIT.....
09	RESPONSIBILITY....	29	COLA.....	49	FLIGHT DECK PAY....
10	DIVING PAY.....	30	NEW ENLIST BONUS..	50	DEDUCT FINES.....
11	ACIP.....	31	CONUS COLA.....1	51	DEDUCT FORFEITURE..
12	CREW FLIGHT PAY...	32	SGLI DEDUCTION....1	56	DEDUCT AFRH.....
13	NON-CREW FLIGHT...	33	PARACHUTE PAY.....	61	DEDUCT DENTAL-LTC..1
14	SUB / FLP PAY.....	34	BAH WITH DEP.....1	85	THRIFT SAVINGS.....
15	DEMOLITION PAY....	35	BAH WITHOUT DEP...0		
16	GOVERNMENT QTRS...0	36	UNUSED		RTB FLAG.....
17	BAH II WITH DEP...0	37	PREMIUM SEA PAY...		POINTS CHANGE.....0
18	BAH II W/O DEP...0	38	DEBT LIQUIDATION..0		REMISSION WAIVER.....
19	BAH PARTIAL/DIFF..	39	ADV PAY/ALLOW.....0		RETENTION CODE.....0
20	CMA/OUA.....1	40	ADVANCE PAY.....0		SOI FLAG.....0

**** RESERVE FIELDS ****			
BIRTH-DT	19780531	SELRES DENTAL DATE	20111101
RESERVE ANNIVERSARY DATE	0820	RES CMA DATE	19980901
		HIGH 36 AVERAGE	\$0.00
TOTAL QUALIFYING SERVICE	130000		
20 YEAR LETTER ISSUED	99999999	TOTAL ACTIVE DUTY POINTS	004206
15-19 YEAR LETTER ISSUED	99999999	TOTAL IDT POINTS	000102
LATEST POINTS COMPUTE DATE	20111130	TOTAL POINTS	04273
CURRENT FYTD PAID DRILLS	000	PRIOR YEAR FYTD PAID DRILLS	000
CURRENT FYTD NON-PAID DRILLS	000	PRIOR YEAR FYTD NON-PAID DRILLS	000
CURRENT FYTD PAID RMP	000	PRIOR FYTD PAID RMP	001
CURRENT FYTD NON-PAID RMP	000	PRIOR FYTD NON-PAID RMP	000
CURRENT FYTD TOTAL PAID DUTY	000	PRIOR YEAR FYTD TOTAL PAID DUTY	001
CURRENT FYTD MAX DRILLS	048	PRIOR YEAR FYTD MAX DRILLS	048
CURRENT FYTD UNEXCUSED ABSENCES	000	PRIOR FYTD UNEXCUSED ABSENCES	000
REC			

Continued on next page

# Title 10 Recall, Continued

**Recents/  
Expanded  
recents**

In Recents, you can view the Orders and the applicable Pay Action Codes entered in DA.

We will expand Recents pages:

- 85 and 83 to review the Departing and Reporting endorsements to orders,
- 81 to review the Change in BAH, and
- 79 and 77 to review the BAS and CONUS COLA.

RECENT-FILE INQUIRY										PAGE	2	
SSN: 555/55/5555										TODAY IS 11/30/2011		TIME 14:31:11
DIST/OPFAC/RU	PAT	PAT-DATE	FORM	EFF-DATE	VARIABLE INFORMATION					PAGE		
79	47400	53	PPS	101005	L67A	10OCT04	P	2611	P607		77	
79	47400	53	PPS	101005	L67A	10OCT04	R	2611	P607		78	
79	47400	53	PPS	101005	L67A	10OCT04	P	2610	P607		79	
79	47400	53	PPS	101005	L67A	10OCT04	R	2610	P607		80	
79	47400	53	PPS	101005	L67A	10OCT04	P	2609	P606		81	
79	47400	53	PPS	101005	L67A	10OCT04	R	2609	P606		82	
79	47400	53	PPS	101005	L68C	10OCT04	P	0106	22R 7947400		83	
79	47400	53	PPS	101005	L68C	10OCT04	R	0106	22R 7947400		84	
79	47400	53	PPS	101005	L68C	10OCT04	P	0058	12R 7947400		85	
79	47400	53	PPS	101005	L68C	10OCT04	P	0058	12R 7947400		86	
79	47400	53	PPS	101005	L68C	10OCT04	R	0058	12R 7947400		87	

Expanded Recents, Page 85

RECENT-FILE INQUIRY										PAGE	85	
SSN: 555/55/5555										TODAY IS 11/30/2011		TIME 14:31:11
ENDORSEMENT ON ORDERS												
REC-ID	FRM-ID	PROG-ID	PAT-DT		PREP-UNIT	TYP-ENTRY						
L68B	L68C	K	101005		79-47400-53							
PAY-CAT.0RA2		PROC-COD.P		EXC-REL-COD.		PAT.PPS		REC-IN.				
ABBR-LSTNM.PEW		EFF-DT.101004		EFF-TM.0058		TONO.		BUD-COD.				
DEP-REP-COD.1		DU-COD.2		UNIT-ID.79-47400		COST-CTR.79902						
NATURE-DU.R		DLY-COD.1		TOT-ABS-DYS.00		PERSRU-ID.79-47400-00						
FROM-STAT.		CONUS-FLTG.3		SFDY.		UNIT-SB-COD.						
VARIABLE DATA ELEMENTS										LEAVE CODE/DAYS		
01.	75-11SEP30		07.	-	01.							
02.	76-N		08.	-	02.							
03.	77-00362		09.	-	03.							
04.	78-A		04.									
05.	-		05.									
06.	-		06.									

Continued on next page

# Title 10 Recall, Continued

Expanded Recents, Page 83

RECENT-FILE INQUIRY				PAGE 83	
SSN: 555/55/5555				TODAY IS 11/30/2011	
				TIME 14:31:11	
ENDORSEMENT ON ORDERS					
REC-ID	FRM-ID	PROG-ID	PAT-DT	PREP-UNIT	TYP-ENTRY
L68B	L68C	K	101005	79-47400-53	
PAY-CAT.BPC1		PROC-COD.P	EXC-REL-COD.	PAT.PPS	REC-IN.
ABBR-LSTNM.PEW		EFF-DT.101004	EFF-TM.0106	TONO.NONE	BUD-COD.
DEP-REP-COD.2		DU-COD.2	UNIT-ID.79-47400	COST-CTR.79902	
NATURE-DU.R		DLY-COD.	TOT-ABS-DYS.00	PERSRU-ID.79-47400-00	
FROM-STAT.		CONUS-FLTG.3	SFDY.	UNIT-SB-COD.	
VARIABLE DATA ELEMENTS				LEAVE CODE/DAYS	
01.	-	07.	-	01.	00
02.	-	08.	-	02.	00
03.	-	09.	-	03.	00
04.	-			04.	00
05.	-			05.	00
06.	-			06.	

Expanded Recents Page 81

RECENT-FILE INQUIRY				PAGE 81	
SSN: 555/55/5555				TODAY IS 11/30/2011	
				TIME 14:31:11	
PERSONNEL ACTION					
REC-ID	FRM-ID	PAY-CAT	PROC-COD	EXC-REL-COD	PAT
L67B	L67A	0BQ2	P		PPS
					PAT-DT
					101005
ACT-COD	TYP-ENTRY	EFF-DT	EFF-TM	ABBR-LSTNM	PROG-ID
P606		101004	2609	PEW	K
					PREP-UNIT
					79-47400-53
SFDY-PAY				UNIT-SB-COD	
*****VARIABLE DATA ELEMENTS*****					
01.	01-L	07.	-		
02.	11-66606	08.	-		
03.	-	09.	-		
04.	-	10.	-		
05.	-	11.	-		
06.	-				

Continued on next page

# Title 10 Recall, Continued

Expanded Recents, Page 79

RECENT-FILE INQUIRY						PAGE	79
SSN: 555/55/5555						TODAY IS 11/30/2011	
PERSONNEL ACTION						TIME 14:31:11	
REC-ID	FRM-ID	PAY-CAT	PROC-COD	EXC-REL-COD	PAT	PAT-DT	
L67B	L67A	0BU2	P		PPS	101005	
ACT-COD	TYP-ENTRY	EFF-DT	EFF-TM	ABBR-LSTNM	PROG-ID	PREP-UNIT	
P607		101004	2610	PEW	K	79-47400-53	
SFDY-PAY						UNIT-SB-COD	
*****VARIABLE DATA ELEMENTS*****							
01.	36-		07.	-			
02.	-		08.	-			
03.	-		09.	-			
04.	-		10.	-			
05.	-		11.	-			
06.	-						

Expanded Recents, Page 77

RECENT-FILE INQUIRY						PAGE	77
SSN: 555/55/5555						TODAY IS 11/30/2011	
PERSONNEL ACTION						TIME 14:31:11	
REC-ID	FRM-ID	PAY-CAT	PROC-COD	EXC-REL-COD	PAT	PAT-DT	
L67B	L67A	0KQ2	P		PPS	101005	
ACT-COD	TYP-ENTRY	EFF-DT	EFF-TM	ABBR-LSTNM	PROG-ID	PREP-UNIT	
P607		101004	2611	PEW	K	79-47400-53	
SFDY-PAY						UNIT-SB-COD	
*****VARIABLE DATA ELEMENTS*****							
01.	90-66606		07.	-			
02.	-		08.	-			
03.	-		09.	-			
04.	-		10.	-			
05.	-		11.	-			
06.	-						

Continued on next page

## Title 10 Recall, Continued

**JUMPS Segments** JUMPS converts the member from a SELRES drilling pay status (R1) to an Active Duty status (GD) in segment 57. In addition, the Reserve Orders will create both a Departing and Reporting 8C, and open the appropriate pay segments for the member. Additional pay entitlements based on the unit/locality will need to be started by the SPO as a separate action.

Below are samples of segments effected by a Title 10 Recall:

### Segment 57

SEG	HIST	COMPUTE	OBJECT								
57	999999	3									
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20101004	0001	20101006	1	PPS	20101005	79	53	68		
STOP	99999999	9999	99999999	0	PPS	20101005	79	53	68		
STATUS CODE		MEMBER TYPE		SERVICE BR			HIGH GRADE				
GD		HEZ		B							
RCAT		RCLAS		RTRPA/CAT							
R		Q		A							
SEG	HIST	COMPUTE	OBJECT								
57	201010	4									
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20100706	0001	20100607	0	PPS	20100527	79	53	67		R991
STOP	20101003	2400	20101006	1	PPS	20101005	79	53	68		
STATUS CODE		MEMBER TYPE		SERVICE BR			HIGH GRADE				
R1		HEZ		B							
RCAT		RCLAS		RTRPA/CAT							
R		Q		A							

*Continued on next page*

# Title 10 Recall, Continued

## Segment 01

SEG	HIST	COMPUTE	OBJECT	AMOUNT	
01	999999	3	1105	\$2924.70	
	EFFDTE	TIME	DTPROC	SLC PAT DTPREP	DIST RU FORM ENT ACTION
START	20101004	9999	20101006	0 PPS 20101005	79 53 68
STOP	99999999	9999	99999999	0 PPS 99999999	
DUTY STOP DT	D-TYPE	PG-1	PG-2	TCSTORDER	DUTY SITE A-ST RAN
99999999	TY			*****	
<-----DAFIS ACCOUNTING STRING-----> <----PURPOSE OF DUTY----> _____79902_____					

## Segment 20

SEG	HIST	COMPUTE	OBJECT	AMOUNT	
20	999999	3	12352	\$36.76	
	EFFDTE	TIME	DTPROC	SLC PAT DTPREP	DIST RU FORM ENT ACTION
START	20101004	9999	20101006	0 PPS 20101005	79 53 68
STOP	99999999	9999	99999999	0	
CLAIM CODE	ELIGIBILITY DATE	SUP CMA			
		00			

## Segment 24

SEG	HIST	COMPUTE	OBJECT	AMOUNT	
24	999999	3	1155D	\$323.87	
	EFFDTE	TIME	DTPROC	SLC PAT DTPREP	DIST RU FORM ENT ACTION
START	20101004	9999	20101006	0 PPS 20101005	79 53 67 P607
STOP	99999999	9999	99999999	0	

Continued on next page

# Title 10 Recall, Continued

## Segment 31

SEG	HIST	COMPUTE	OBJECT	AMOUNT							
31	999999	3	1145C	\$0.00							
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20101004	9999	20101006	0	PPS	20101005	79	53	67		P607
STOP	99999999	9999	99999999	0							
	CCOLA-ZIP	INDEX	TABLE-RATE	DEP	GRADE	YRS					
	66606	0.000	\$0.00	WD	E5	12					

## Segment 34

SEG	HIST	COMPUTE	OBJECT	AMOUNT							
34	999999	3	1145G	\$1026.00							
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20101004	9999	20101006	0	PPS	20101005	79	53	67		P606
STOP	99999999	9999	99999999	0							
	BAH-II-AMT	BAH-ZIP	MHA	CURR-TABLE-AMT	RATE-P						
	\$804.00	66606	105	\$1026.00	N						

*Continued on next page*

# Title 10 Recall, Continued

## Leave and Earnings Statement

The Leave and Earnings Statement (LES) generated for this member regarding the Title 10 orders is shown below:

CG-5209(REV 4-91)		U.S. COAST GUARD			ID: K1B8XXX K1B4824D	
LEAVE AND EARNINGS STATEMENT FOR: PEW /PL						
PERIOD COVERED	SSN	PEBD	ABBD	EX AD TERM	EX LOSS DT	
01-31 OCT 10	555-55-5555	98-09-01	99-03-31	11-09-30	11-10-07	
NET PAY		PAY SENT TO		LEAVE INFORMATION		
MID	2911.30 ACCT	DIRECT	/BEGIN	EARN USED	SOLD	BAL LOST SOLD
EOM	1934.70 ROUTE	NBR: DEPOSIT	/ .0	2.5 .0	.0 2.5	.0 45.5
TRA/PAY PAYGRADE		NAME/MAILING ADDRESS		NEXT MONTH PAY		
A E-5		YN2 PEPE L. PEW		/ PERIOD ESTIMATES		
COST CODE: 79902		1234 SW SKUNK ST		/ DATE AMOUNT		
PERSRU 79-47400-00		PARIS KS 66606		/ 10-11-15 1984.49		
UNIT: 79-47400				/ 10-12-01 1984.47		
PAY BREAKDOWN						
BALANCE FWD	ENTITLEMENT	ALLOTMENT	DEDUCTION	NET EARN	AMT C/FWD	
.00	5451.88	.00	605.88	4846.00	.00	
STATE TAX INFORMATION			FICA INFORMATION			
INCOME YTD	W/H YTD	EXEMPT	STATE /	CUR WAGES	WAGES YTD	TAX YTD
0.00	0.00		FL /	4094.58	12817.08	980.51
FEDERAL INCOME TAX INFORMATION						
TAX INCOME	INC YTD	W/H YTD	ALLOW	ADD'L W/H		
4094.58	12865.53	393.99	M03	0.00		
ENTITLEMENTS		ALLOTMENTS		DEDUCTIONS		
IDT DRILL	194.98			SGLI/FAMILY	32.00	
IDT DRILL	194.98			FEDERAL TAX	260.65	
IDT DRILL	194.98			FICA TAX	313.23	
IDT DRILL	194.98					
IDT DRILL	194.98					
IDT DRILL	194.98					
IDT DRILL	194.98					
BASIC PAY	97.49					
BASIC PAY	2632.23					
RESERVE CMA	11.30					
RESERVE CMA	11.30					
RESERVE CMA	11.30					
RESERVE CMA	11.30					
TOTALS	5451.88			.00	605.88	

Continued on next page

## Title 10 Recall, Continued

LES Remarks Any changes to a member's pay will show up as a Remark on the LES.

```
* THIS LES REFLECTS TRANSACTIONS PROCESSED AS OF 21OCT10.
* 02.5 DAYS LEAVE EARNED AND 00.0 DAYS LEAVE USED TO DATE IN FY11.
* ALL INCOME EARNED FROM SERVICE IN THE USCGR (IDT/ADT/IADT/SADT/TEMAC)
  IS REQUIRED TO BE REPORTED TO YOUR LOCAL STATE UNEMPLOYMENT INSURANCE
  OFFICE WHEN APPLYING FOR UNEMPLOYMENT BENEFITS. WHILE SPECIFIC STATE
  LAWS VARY, PART TIME INCOME IN ALL BUT TWO STATES (OREGON & COLORADO)
  MAY REDUCE OR OFFSET UNEMPLOYMENT BENEFITS.
* MULTIPLE DRILL PAY FOR 22SEP10.
* MULTIPLE DRILL PAY FOR 23SEP10.
* MULTIPLE DRILL PAY FOR 24SEP10.
* MULTIPLE DRILL PAY FOR 27SEP10.
* MULTIPLE DRILL PAY FOR 28SEP10.
* MULTIPLE DRILL PAY FOR 29SEP10.
* MULTIPLE DRILL PAY FOR 30SEP10.
* APPROPRIATE DUTY PAY FOR 01OCT10.
* TITLE 10 PAY AND ALLOW STARTED 04OCT10.
* CLOTHING STD STARTED 04OCT10.
* ENL BAS STARTED 04OCT10.
* IDT COMRATS STARTED 22SEP10.
* IDT COMRATS STOPPED 22SEP10.
* IDT COMRATS STARTED 23SEP10.
* IDT COMRATS STOPPED 23SEP10.
* IDT COMRATS STARTED 24SEP10.
* IDT COMRATS STOPPED 24SEP10.
* IDT COMRATS STARTED 27SEP10.
* IDT COMRATS STOPPED 27SEP10.
* IDT COMRATS STARTED 28SEP10.
* IDT COMRATS STOPPED 28SEP10.
* IDT COMRATS STARTED 29SEP10.
* IDT COMRATS STOPPED 29SEP10.
* IDT COMRATS STARTED 30SEP10.
* IDT COMRATS STOPPED 30SEP10.
* BAH WITH DEP FOR ZIP CODE 66606 STARTED 04OCT10.
* 000 IDT PAID DRILLS COMPLETED TO DATE IN FY11.
* 000 IDT NON PAID DRILLS COMPLETED TO DATE IN FY11.
* TOTAL CURRENT ANNIVERSARY YR POINTS      50  IDT      18
      REG AD      0  RSV AD      28  FHD      0
      RMP        1  MBR        3  CORR      0
* PLEASE SEE CH 8 SEC C OF THE RESERVE POLICY MANUAL M1001.28A.
```



# Reserve Retirement Points Statement

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**Introduction** The Reserve Retirement Point Statement is one of the most important documents for a Reservist. The statement is produced annually and mailed to the member's home mailing address identified in DA. The statement lists all points earned that have been entered into DA during each Anniversary Year (AY).

The final entry on the statement, **Total Satisfactory Years of Service**, is a cumulative total of creditable time towards earning a Reserve Retirement. The total creditable points are very important as the Reserve Retired Pay is calculated based on the total points earned throughout the member's career.

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**Objective** Given a Reserve member's JUMPS record, review the data in the Reserve Member Inquiry, Segments 57, 81, and 82, and access the online points statement to determine retirement eligibility and calculate the retirement pay multiplier.

---

**References**

- (a) Reserve Policy Manual, COMDTINST M1001.28
- (b) Coast Guard Servicing Personnel Office Manual PPCINST M5231.3, Part IX

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**Background** A minimum of 50 retirement points must be earned each AY to qualify as a Satisfactory Year. A Reservist must accumulate 20 Satisfactory Years of service for Reserve Retirement eligibility. Retired Reserve members begin receiving retirement pay upon reaching age 60.

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*Continued on next page*



## Reserve Retirement Points Statement, Continued

**Segment 57**      Navigate to a Reserve members SEG 57. This will show the members current Pay Status.

- Status Code – R1  
What does R1 mean?

---

- Member Type – HEZ  
What does HEZ mean?

---

- Service Branch – B (CG Reserve)
- Reserve Training Pay/Category – A

A complete breakdown of the SEG 57 can be found in the SPO Manual, Part IX – JUMPS.

SEG	HIST	COMPUTE	OBJECT								
57	999999	3									
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20051001	0001	20050908	0	PPS	20050906	32	00	67		R990
STOP	99999999	9999	99999999	0							
STATUS CODE		MEMBER TYPE		SERVICE BR			HIGH GRADE				
R1		HEZ		B							
RCAT		RCLAS		RTRPA/CAT							
R		Q		A							

*Continued on next page*

## Reserve Retirement Points Statement, Continued

**Segment 81** Segment 81 – Reserve Points contains a listing of all Reserve retirement points earned for each AY. There should be a SEG 81 for ALL military service.

Entries to note:

- Start/Stop Date – Should identify each AY or Partial AY for all military service.
- Reason Code – there are 3 valid codes  
Blank = \_\_\_\_\_  
1 = \_\_\_\_\_  
9 = \_\_\_\_\_
- Total Points – Summation of ALL Reserve retirement points earned for AY.

A complete breakdown of the SEG 81 can be found in the SPO Manual, Part IX – JUMPS.

SEG	HIST	COMPUTE	OBJECT									
81	999999	3										
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION	
START	20100924	9999	20100820	0	COM	20100820						
STOP	20110923	9999	20100820	0	COM	20100820						
REASON CODE												
STATEMENT ISSUED												
POINTS VERIFIED												
SERVICE CODE												
QUALIFYING SVC												
REG ACTIVE DUTY												
RES ACTIVE DUTY												
FUNERAL (FHD)												
APP DUTY (RMP)												
IDT												
RES (MBR)												
CORR COURSE												
IDT SUB TOTAL												
IDT ADJ TOTAL												
TOTAL POINTS												

*Continued on next page*

## Reserve Retirement Points Statement, Continued

- Segment 82** SEG 82 must exist to include ALL military service.
- If a member has no break in military service, the SEG 82 should begin from the Date of Initial Entry into Military Service (DIEMS).
  - If a member has a break in service, or service other than Coast Guard, a SEG 82 must exist to include the prior service.

A complete breakdown of the SEG 82 can be found in the SPO Manual, Part IX – JUMPS.

SEG	HIST	COMPUTE									
82	999999	3									
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	19840924	9999	20030819	0	501	20030816	53	23	67		R900
STOP	99999999	9999	99999999	0							

**Point Statement** A complete Reserve Retirement Point Statement can be viewed/printed from JUMPS.

From the JUMPS Main Menu enter “PT” for the Online Point Statements, and type the members Employee ID.

The Statement will be broken down into 4 sections:

- Identification and General member information,
- Record of Duty Performed for Current AY,
- Total Points Earned Current AY, and
- Summary of Points.

U.S.C.G. RESERVE RETIREMENT POINT STATEMENT			
12/05/2011			
EMPLID:	222222	BIRTH DATE:	04/24/1965
SSN:	222-22-2222	PAY BASE DATE:	09/24/1984
RANK:	YNC	ANNIVERSARY DATE:	09/24
PERMANENT UNIT:	79-47400	20 YEAR LETTER DATE:	09/30/2004
REPORTING UNIT:	79-47400		
SANDY CHEEKS			
123 SQUIRREL AVE			
BIKINI BOTTOM, TX 75460			

*Continued on next page*

## Reserve Retirement Points Statement, Continued

**Point  
Statement**  
(continued)

RECORD OF DUTY PERFORMED FROM 09/24/2010 THRU 09/23/2011											
			PTS	DUTY	PAY				PTS	DUTY	PAY
09/18/2011 - 09/18/2011	2	IDT	YES	03/20/2011 - 03/20/2011	2	IDT	YES	03/19/2011 - 03/19/2011	2	IDT	YES
09/17/2011 - 09/17/2011	2	IDT	YES	02/13/2011 - 02/13/2011	2	IDT	YES	02/12/2011 - 02/12/2011	2	IDT	YES
08/21/2011 - 08/21/2011	2	IDT	YES	01/22/2011 - 01/22/2011	2	IDT	YES	12/12/2010 - 12/12/2010	2	IDT	YES
07/17/2011 - 07/17/2011	2	IDT	YES	12/11/2010 - 12/11/2010	2	IDT	YES	11/21/2010 - 11/21/2010	2	IDT	YES
07/16/2011 - 07/16/2011	2	IDT	YES	11/20/2010 - 11/20/2010	2	IDT	YES	10/17/2010 - 10/17/2010	2	IDT	YES
06/12/2011 - 06/12/2011	2	IDT	YES	10/16/2010 - 10/16/2010	2	IDT	YES				
06/11/2011 - 06/11/2011	2	IDT	YES								
05/03/2011 - 05/03/2011	2	IDT	YES								
05/02/2011 - 05/02/2011	2	IDT	YES								
04/18/2011 - 04/29/2011	12	AT	YES								
04/17/2011 - 04/17/2011	2	IDT	YES								
04/16/2011 - 04/16/2011	2	IDT	YES								

DRILL POINTS: AT=12 IDT=44

-----

NO CORRESPONDENCE COURSES COMPLETED FROM 09/24/2010 THRU 09/23/2011

-----

POINTS EARNED FROM 09/24/2010 THRU 09/23/2011			
DRILL POINTS:	44	FUNERAL DUTY POINTS:	0
CORRESPONDENCE COURSE POINTS:	0	INACTIVE DUTY ADJUSTED POINTS:	59
MEMBERSHIP POINTS:	15	ACTIVE DUTY POINTS:	12
	---		---
INACTIVE DUTY POINTS:	59	TOTAL POINTS THIS PERIOD:	71

*Continued on next page*

## Reserve Retirement Points Statement, Continued

**Point  
Statement**  
(continued)

***** SUMMARY OF POINTS *****									
	CORRESP	DRILL	MEMBER	SUB	ADJ	FUNERAL	ACDU		
	COURSES	DUTY	SHIP	TOT	TOT	DUTY	/ADT	TOTAL	
<b>COAST GUARD RESERVE</b>									
09/24/2010 - 09/23/2011	0	44	15	59	59	0	12	71	
09/24/2009 - 09/23/2010	0	42	15	57	57	0	12	69	
09/24/2008 - 09/23/2009	0	49	15	64	64	0	12	76	
09/24/2007 - 09/23/2008	0	42	15	57	57	0	12	69	
09/24/2006 - 09/23/2007	0	46	15	61	61	0	12	73	
09/24/2005 - 09/23/2006	0	44	15	59	59	0	19	78	
09/24/2004 - 09/23/2005	0	44	15	59	59	0	42	101	
09/24/2003 - 09/23/2004	0	4	15	19	19	0	240	259	
09/24/2002 - 09/23/2003	0	14	15	29	29	0	177	206	
10/12/2001 - 09/23/2002	0	56	14	70	70	0	12	82	
<b>U.S. COAST GUARD</b>									
09/16/1985 - 10/11/2001	0	0	0	0	0	0	5870	5870	
<b>U.S. ARMY RESERVE</b>									
09/24/1984 - 09/15/1985	0	0	15	15	15	0	140	155	
<b>TOTAL SATISFACTORY SERVICE: 27 YEARS, 00 MONTHS, 00 DAYS. 7,109 POINTS.</b>									

*Continued on next page*

## Reserve Retirement Points Statement, Continued

**Direct Access Point Statement** The Reserve Retirement Point Statement is also available in DA at:  
[Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Inquire](#) > **View Reserve Points**

The Points Summary Tab appears listing the **current** Anniversary Year (AY). Click the View All link to view the Point Summaries for all AYs.

<b>EmplID:</b> 2222222	<b>Empl Rcd:</b> 0	Cheeks, Sandy			
<b>Rank:</b> YNC	<b>Pay Entry Base Date:</b> 09/24/1984				
<b>Dept:</b> CG PPC	<b>Reserve Anniversary Date:</b> 09/24/1984				
					<b>20 Year Letter Date:</b> 09/30/2004
<b>Totals Calculated as of:</b> 23-SEP-11		<b>Total Qualifying Service (YYMMDD):</b> 270000		<b>Total Points:</b> 7109	
<b>Service Period Data</b>					
				<a href="#">View All</a>	First  1 of 13  Last
Points Summary		Points Detail			
Begin Date	End Date	Statement Issued	Prior Svc Branch	Tot Qual Svc	Total Points
09/24/2011	09/23/2012		Coast Guard Reserve	000000	

*Continued on next page*

## Reserve Retirement Points Statement, Continued

**Points Summary Tab** The Points Summary page now displays all AYs documented in the system. Click the Points Detail Tab to review a summary of all Retirement Points credited.

Service Period Data						
			View 1	First	1-13 of 13	Last
Points Summary		Points Detail				
Begin Date	End Date	Statement Issued	Prior Svc Branch	Tot Qual Svc	Total Points	
09/24/2011	09/23/2012		Coast Guard Reserve	000000		
09/24/2010	09/23/2011	12/31/2011	Coast Guard Reserve	010000	71	
09/24/2009	09/23/2010	12/31/2010	Coast Guard Reserve	010000	69	
09/24/2008	09/23/2009	12/31/2009	Coast Guard Reserve	010000	76	
09/24/2007	09/23/2008	12/31/2008	Coast Guard Reserve	010000	69	
09/24/2006	09/23/2007	12/31/2007	Coast Guard Reserve	010000	73	
09/24/2005	09/23/2006	12/31/2006	Coast Guard Reserve	010000	78	
09/24/2004	09/23/2005	12/31/2005	Coast Guard Reserve	010000	101	
09/24/2003	09/23/2004	12/31/2004	Coast Guard Reserve	010000	259	
09/24/2002	09/23/2003	12/31/2003	Coast Guard Reserve	010000	206	
10/12/2001	09/23/2002		Coast Guard Reserve	001112	82	
09/16/1985	10/11/2001		Coast Guard	160026	5870	
09/24/1984	09/15/1985		Army Reserve	001122	155	

*Continued on next page*

## Reserve Retirement Points Statement, Continued

**Points Detail Tab** The details for each AY will appear. Click the Expand All Tab to review both the Summary and Detail pages together.

Service Period Data								
View 1 First 1-13 of 13 Last								
Points Summary			Points Detail					
IDT	RMP	Corr Course	Mbrship	Total Non Adj	Total Adj	Funeral Dty	Rsv Active Duty	Reg Active Duty
44			15	59	59		12	
41	1		15	57	57		12	
48	1		15	64	64		12	
42			15	57	57		12	
46			15	61	61		12	
42	2		15	59	59		19	
44			15	59	59		42	
4			15	19	19		240	
13	1		15	29	29		177	
56			14	70	70		12	
								5870
			15	15	15		140	

Continued on next page

## Reserve Retirement Points Statement, Continued

**Expanded Data** The Points Summary and Points Detail Tabs are now viewable together.

Service Period Data														
Begin Date	End Date	Statement Issued	Prior Svc Branch	Tot Qual Svc	Total Points	IDT	RMP	Corr Course	Mbrship	Total Non Adj	Total Adj	Funeral Dty	Rsv Active Duty	Reg Active Duty
09/24/2011	09/23/2012		Coast Guard Reserve	000000										
09/24/2010	09/23/2011	12/31/2011	Coast Guard Reserve	010000	71	44			15	59	59		12	
09/24/2009	09/23/2010	12/31/2010	Coast Guard Reserve	010000	69	41	1		15	57	57		12	
09/24/2008	09/23/2009	12/31/2009	Coast Guard Reserve	010000	78	48	1		15	64	64		12	
09/24/2007	09/23/2008	12/31/2008	Coast Guard Reserve	010000	69	42			15	57	57		12	
09/24/2006	09/23/2007	12/31/2007	Coast Guard Reserve	010000	73	46			15	61	61		12	
09/24/2005	09/23/2006	12/31/2006	Coast Guard Reserve	010000	78	42	2		15	59	59		19	
09/24/2004	09/23/2005	12/31/2005	Coast Guard Reserve	010000	101	44			15	59	59		42	
09/24/2003	09/23/2004	12/31/2004	Coast Guard Reserve	010000	259	4			15	19	19		240	
09/24/2002	09/23/2003	12/31/2003	Coast Guard Reserve	010000	208	13	1		15	29	29		177	
10/12/2001	09/23/2002		Coast Guard Reserve	001112	82	56			14	70	70		12	
09/16/1985	10/11/2001		Coast Guard	180028	5870									5870
09/24/1984	09/15/1985		Army Reserve	001122	155				15	15	15		140	

*Continued on next page*

## Reserve Retirement Points Statement, Continued

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**Retired Pay Multiplier**      Computation of Reserve Retired Pay multiplier.  
**Total credited Retirement Points ÷ 360 x 2.5% = Retired Pay Multiplier**

---

**Example 1:**

$$7,109 \div 360 = 19.747 \text{ or } 19.75$$

$$19.75 \times 2.5\% (.025) = .49368 \text{ or } .4937$$

$$\text{RETIRED PAY MULTIPLIER} = 49.37\%$$

$$\$4740.00 (\text{Base Pay E7 over 26}) \times 49.37\% = \mathbf{\$2340.14}$$

-----

**Example 2: 75 Points per year X 27 years**

$$2025 \div 360 = 5.625 \text{ or } 5.62$$

$$5.62 \times 2.5\% (.025) = .1406$$

$$\text{RETIRED PAY MULTIPLIER} = 14.06\%$$

$$\$4740.00 (\text{Base Pay E7 over 26}) \times 14.06\% = \mathbf{\$666.44}$$





# Bonuses

## Overview

---

**Introduction** Bonus programs are designed as incentives to attract and retain qualified personnel in critical ratings and at critical tenure points in member's careers. There are three basic active duty programs (enlistment, reenlistment, and career status), and three reserve programs (enlistment, prior service, and affiliation). We will also briefly discuss the two Critical Skills Bonuses (Retention and Training).

---

**Objective** Given a bonus eligible member, address bonus entitlements utilizing various Coast Guard Human Resource Systems in accordance with appropriate Coast Guard policies.

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**References**

- (a) Military Bonus Programs, COMDTINST M7220.2
- (b) Weight/Physical Fitness Standards for Coasts Guard Military Personnel, COMDTINST M1020.8 (series)
- (c) ALCOAST 190/01
- (d) CG Pay Manual, COMDTINST M7220.29 (series)
- (e) Coast Guard Servicing Personnel Office Manual, PPCINST M5231.3, Part II, Chapter 6
- (f) Coast Guard Servicing Personnel Office Manual, PPCINST M5231.3, Part IX

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**Contents** This chapter contains the following topics.

Topic	See Page
<a href="#">Active Duty Enlistment Bonus (EB)</a>	8-3
<a href="#">Active Duty Selective Reenlistment Bonus (SRB)</a>	8-5
<a href="#">Career Status Bonus (CSB)</a>	8-7
<a href="#">Selected Reserve (SELRES) Enlisted Bonus Programs</a>	8-11
<a href="#">Critical Skills Bonus Programs</a>	8-13
<a href="#">Suspension, Thrift Savings Plan, and Combat Tax Exclusion</a>	8-15

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# Active Duty Enlistment Bonus (EB)

**Introduction** The Enlistment Bonus (EB) program is an incentive to attract qualified personnel to critical skills or ratings to help meet the Coast Guard's recruiting needs. This program only applies to new enlistments.

**Segment 30** Segment 30 establishes and pays Enlistment Bonuses. Additional information may be found in reference (e) and a complete breakdown of segment 30 can be found in reference (f).

SEG	HIST	COMPUTE	OBJECT	AMOUNT	RATE						
30	201110	4	12653	\$5000.00	FS						
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20110329	9999	20111005		PPS	20111004	79	53	67		H600
STOP	20111031	9999	20111020		COM	20111020					
DT RECOUP	AMT RECOUP	NXT INST	BALANCE	INST	INSTALLMENT	AMOUNTS					
99999999	\$0.00	20110329	\$0.00	01 1-\$	\$5000.00	2-\$0.00					
MONTHLY INFORMATION											
INSTALLMENT DATES			INSTALLMENT FLAGS			START DT	AMOUNT				
1-20110329	2-99999999	1-1 2-1	MONTHLY-1	99999999	\$0.00						
RETRO DATE	RETRO	AMT DUE	RETRO COMPUTE	FLAG	SUSPENSE FLAG	SUSPENSE DT					
99999999		\$0.00				99999999					
		MONTH 0	MONTH -1	MONTH -2	MONTH -3						
PRIOR PAYMENT		\$0.00	\$0.00	\$0.00	\$0.00						



## Active Duty Selective Reenlistment Bonus (SRB)

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**Introduction** The Active Duty Selective Reenlistment Bonus (SRB) program is an incentive to members possessing highly desired skills or who are in eligible ratings at specific points in their career.

---

**Terminology** The following table clarifies the terms that have caused some confusion in the past.

<b>Term</b>	<b>Definition</b>
Within 3 months prior to EOE	Current EOE minus 3 months <i>plus 1 day</i> .
Within 3 months after EOE	The date of separation plus 3 months.
Agree to Extend (P154) or Agree to Re-Extend (P159)	An agreement to Extend/Re-Extend (CG-3301B) has been signed, but has not gone into effect.
Begin Extension/Re-extension (P198 or P199)	The date the extension begins (the member is now serving in the period obligated by the extension, box has been checked in DA).

---

**Method of Payment** SRBs are paid Lump Sum, however, bonuses previously processed under installments may continue to be paid as installments. The number of installments shall not exceed the term of the contract.

In special circumstances, Commanding Officers may authorize an accelerated payment. An accelerated payment is one paid before the anniversary date, but within the same fiscal year.

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*Continued on next page*

## Active Duty Selective Reenlistment Bonus (SRB), Continued

**Segment 42** Segment 42 establishes and pays Selective Reenlistment Bonuses. Additional information may be found in reference (e) and a complete breakdown of segment 42 can be found in reference (f).

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	20110906	9999	20111107	0 PPS	20111104	79 53	67	H600 0			
STOP	20140905	9999	20111107	0 PPS	20111104	79 53	67	H600			
DT RECOUP	AMT RECOUP	NEXT INSTALL	TOTAL AMT	NBR INST	INSTALLMENT	COMPUTE	FLAGS				
99999999	\$0.00	20110906	\$7344.90	1	1-0 2-1 3-1 4-1 5-1 6-1						
I N S T A L L M E N T A M O U N T S											
1-	\$7344.90	2-	\$0.00	3-	\$0.00	4-	\$0.00	5-	\$0.00	6-	\$0.00
I N S T A L L M E N T D A T E S											
1-	20110906	2-	99999999	3-	99999999	4-	99999999	5-	99999999	6-	99999999
RETRO DATE	RETRO AMT	DUE	RETRO COMPUTE	SUSPENSE	SUSPENSE DT						
99999999	\$0.00				*****						

**SRB Message** An ALCOAST will be released providing the most recent rates eligible for an SRB, the multiple for each rate by zone, and any special rules that may apply.

## Career Status Bonus (CSB)

---

### **Introduction**

In 1999, Congress passed Public Law 106-65, part of which authorized the Career Status Bonus (CSB). With the passing of this law, members initially entering a uniformed service on or after 1 August 1986 who were initially under the REDUX retired pay system, were placed under the High-3 retired pay system. These members have the option, upon completion of 15 years of active duty, to receive a \$30,000 CSB, and return to the REDUX retired pay system.

---

### **Election Process**

When qualifying members reach 14 years and six months of active duty, PPC e-mails a cover letter and appropriate forms to the member's Commanding Officer, providing specific instructions for completion. To elect CSB, members must complete the enclosed CG-2426 prior to completion of 15 years of active duty. Failure to complete the required form constitutes the member's election to remain in the High-3 retired pay system.

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*Continued on next page*

## Career Status Bonus (CSB), Continued

### CSB Retirement Multiplier Charts

Multipliers for Members who first become a member of a Uniformed Service on or before 21 July 1986 or for Members who first became a member of a uniformed service after 31 July 1986, but **did not elect** the 15 Year Career Status Bonus (REDUX) Plan.

Yrs	Mos	%									
20	0	50	23	0	57.50	26	0	65	29	0	72.50
	1	50.20		1	57.70		1	65.20		1	72.70
	2	50.43		2	57.93		2	65.43		2	72.93
	3	50.63		3	58.13		3	65.63		3	73.13
	4	50.83		4	58.33		4	65.83		4	73.33
	5	51.05		5	58.55		5	66.05		5	73.55
	6	51.25		6	58.75		6	66.25		6	73.75
	7	51.45		7	58.95		7	66.45		7	73.95
	8	51.68		8	59.18		8	66.68		8	74.18
	9	51.88		9	59.38		9	66.88		9	74.38
	10	52.08		10	59.58		10	67.08		10	74.58
	11	52.30		11	59.80		11	67.30		11	74.80

Multipliers for Members who first became a member of a Uniformed Service on or After 1 August 1986 and **did elect** to receive the 15 Year Career Status Bonus (REDUX) Plan.

Yrs	Mos	%									
20	0	40	23	0	50.50	26	0	61	29	0	71.50
	1	40.29		1	50.79		1	61.29		1	71.79
	2	40.58		2	51.08		2	61.58		2	72.08
	3	40.88		3	51.38		3	61.88		3	72.38
	4	41.17		4	51.67		4	62.17		4	72.67
	5	41.46		5	51.96		5	62.46		5	72.96
	6	41.75		6	52.25		6	62.75		6	73.25
	7	42.04		7	52.54		7	63.04		7	73.54
	8	42.34		8	52.84		8	63.34		8	73.84
	9	42.63		9	53.13		9	63.63		9	74.13
	10	42.92		10	53.42		10	63.92		10	74.42
	11	43.21		11	53.71		11	64.21		11	74.71

*Continued on next page*

## Career Status Bonus (CSB), Continued

**Segment 42** Segment 42 establishes and pays Career Status Bonuses. Additional information may be found in reference (c).

**Bonus Payment** Career Status Bonuses are usually paid as a Lump Sum. However, a member may request that a CSB be paid out in a maximum of 6 installments.

The first SEG 42 shows a Lump Sum payment. The second SEG 42 shows a member who requested 3 installments of \$10,000 each.

SEG	HIST	COMPUTE	OBJECT	CSB					
42	201110	4	1265P						
	EFFDTE	DTPROC	SLC PAT	DTPREP	DIST RU	FORM ENT	ACTION	TYPE-42	
START	20111008	9999	20111013	0 PPS	20111011	79 53	67 H600	1	
STOP	20111031	9999	20111020	0 COM	20111020				
DT RECOUP	AMT RECOUP	NEXT INSTALL	TOTAL AMT	NBR INST	INSTALLMENT	COMPUTE	FLAG		
99999999	\$0.00	20111008	\$30000.00	1	1-1 2-1 3-1 4-1	5-1			
I N S T A L L M E N T A M O U N T S									
1-	\$30000.00	2-	\$0.00	3-	\$0.00	4-	\$0.00	5-	\$0.00
I N S T A L L M E N T D A T E S									
1-	20111008	2-	99999999	3-	99999999	4-	99999999	5-	99999999

SEG	HIST	COMPUTE	OBJECT	CSB					
42	999999	3	1265P						
	EFFDTE	DTPROC	SLC PAT	DTPREP	DIST RU	FORM ENT	ACTION	TYPE-42	
START	20100227	9999	20100609	0 PPS	20100607	53 00	67 H600	1	
STOP	20120226	9999	20100609	0 PPS	20100607	53 00	67 H600		
DT RECOUP	AMT RECOUP	NEXT INSTALL	TOTAL AMT	NBR INST	INSTALLMENT	COMPUTE	FLAG		
99999999	\$0.00	20120116	\$30000.00	3	1-1 2-1 3-0 4-1	5-1			
I N S T A L L M E N T A M O U N T S									
1-	\$10000.00	2-	\$10000.00	3-	\$10000.00	4-	\$0.00	5-	\$0.00
I N S T A L L M E N T D A T E S									
1-	20100227	2-	20110116	3-	20120116	4-	99999999	5-	99999999



## Selected Reserve (SELRES) Enlisted Bonus Programs

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**Introduction** The Selected Reserve (SELRES) Enlisted Bonus Programs are incentives to encourage the recruitment, proficiency, and retention of members in designated ratings, billets, or units in the SELRES.

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**Payment Method** **Initial payment** is 50% of the bonus, with the remaining balance paid one year after the qualifying date (on the 6<sup>th</sup> anniversary for affiliation bonus) as noted below.

**Subsequent payments** must be requested by the member via the chain of command. Satisfactory participation is required. The governing authority provides specific guidance on requesting this payment.

---

**Segment 42** Segment 42 establishes and pays Selected Reserve (SELRES) Bonuses. Additional information may be found in references (a),(e), and (f).

SEG	HIST	COMPUTE	OBJECT	SEP/SRB/INCENTIVE/SELRES								
42	201110	4	1265G									
	EFFDTE	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION	TYPE-42	
START	20090302	9999	20100707	0	PPS	20100629	79	53	67	H600	0	
STOP	20111031	9999	20111020	0	PPS	20111020						
DT	RECOUP	AMT	RECOUP	NEXT	INSTALL	TOTAL	AMT	NBR	INST	INSTALLMENT	COMPUTE	FLAGS
99999999		\$0.00		20111019		\$6000.00		2		1-1 2-1 3-1 4-1 5-1 6-1		
I N S T A L L M E N T                      A M O U N T S												
1-	\$3000.00	2-	\$3000.00	3-	\$0.00	4-	\$0.00	5-	\$0.00	6-	\$0.00	
I N S T A L L M E N T                      D A T E S												
1-	20090302	2-	20111019	3-	00000000	4-	00000000	5-	00000000	6-	00000000	
	RETRO DATE		RETRO	AMT DUE	RETRO	COMPUTE		SUSPENSE		SUSPENSE	DT	
	00000000			\$0.00							00000000	

---



# Critical Skills Bonus Programs

## Introduction

There are two types of Critical Skills Bonuses. The Critical Skills Retention Bonus (CSRB) is used as an incentive to encourage the retention of officers and enlisted members in designated critical skills. The Critical Skills Training Bonus (CSTB) authorizes incentive payments to non-rated members in the field who affiliate with critical ratings by attending Class "A" school or enrolling in a Striker Program. The CSTB is similar to an Enlistment Bonus (EB), but is intended for current active duty members rather than recruits.

## Critical Skills Retention Bonus (CSRB)

As the needs of the service dictate, Commandant will convene a panel to identify enlisted, chief warrant officer, and officer skills that should be designated as critical. Those results will be forwarded to the Secretary of Homeland Security, who shall notify Congress at least 90 days in advance of any CSRB offerings. Such notification shall include the necessity for the bonus, the amount and method of payment, and anticipated results.

## Critical Skills Training Bonus (CSTB)

Designed to fill the entry level gap, the CSTB offers non-rated personnel a second opportunity for a bonus to affiliate with a critical rate. To qualify for a CSTB, a member must:

- Graduate from the Class "A" school,
- Receive a designator or advance to PO3, and
- Agree to obligate a minimum of 4 years active service upon graduation.

SEG	HIST	COMPUTE	OBJECT	SEP/SRB/INCENTIVE/SELRES								
42	201109	4	2265									
	EFFDTE	DTPROC	SLC PAT	DTPREP	DIST	RU	FORM	ENT	ACTION	TYPE-42		
START	20110824	9999	20110907	0 PPS	20110831	79	53	67	H601	0		
STOP	20150823	9999	20110907	0 PPS	20110831	79	53	67	H601			
DT	RECOUP	AMT	RECOUP	NEXT	INSTALL	TOTAL	AMT	NBR	INST	INSTALLMENT	COMPUTE	FLAGS
99999999		\$0.00	99999999		\$5000.00			1		1-1 2-1 3-1 4-1 5-1 6-1		
I N S T A L L M E N T                    A M O U N T S												
1-	\$5000.00	2-	\$0.00	3-	\$0.00	4-	\$0.00	5-	\$0.00	6-	\$0.00	
I N S T A L L M E N T                    D A T E S												
1-	20110824	2-	99999999	3-	99999999	4-	99999999	5-	99999999	6-	99999999	
RETRO DATE	RETRO AMT	DUE	RETRO COMPUTE	SUSPENSE	SUSPENSE DT							
20110920	\$5000.00		1		*****							



# Suspension, Thrift Savings Plan, and Combat Tax Exclusion

**Introduction** Various aspects of a member's pay and personnel file affect bonus payments. Three key issues are the weight program, participation in the Thrift Savings Plan, and presence in a Combat Tax Exclusion zone.

**Suspension** The number one reason bonus payments are suspended is due to members not in compliance with reference (b). When an SPO submits a PAC 333 indicating a member is overweight, segments 30 and 42 automatically suspend future bonus payments. Once a member has met the weight standards, a new PAC 333 is submitted. **However, the SPO must submit a P602 to remove the suspension.**

**Remove Suspension in DA** In this example the member's SRB was suspended on two separate occasions due to being overweight. The Remove Suspension (REMSUS) transaction is completed by the SPO once the member is in compliance with weight standards.

[Main Menu](#) > [Compensate Employees](#) > [Maintain Entitlements](#) > [Use](#) > [Bonus Maintenance](#)

<b>Effective Date:</b> 06/05/2007	<b>Bonus:</b> 1265	Selective Reenlistment Bonus (SRB) (Enlisted)			
<b>Stop Date:</b> 06/04/2013	<b>Total Amount:</b> 32014.50	<b>Number Of Installments:</b> 6			
<b>Due:</b>					
<b>Bonus Maintenance</b> <span style="float: right;">View All &lt; &gt;</span>					
*Action	Transaction Date	Approval Status	Role Name	Approver EmplID	Detail
1 REMSUS	11/03/2010	Approved	CGHRSUP	1234567	Detail
2 REMSUS	05/11/2011	Approved	CGHRSUP	1234567	Detail

*Continued on next page*

# Suspension, Thrift Savings Plan, and Combat Tax Exclusion, Continued

**Thrift Savings Plan** Thrift Savings Plan (TSP) elections are recorded in JUMPS segment 85. Bonus contributions are in whole percentages up to 100%. Make sure the member is aware of their bonus election before payment is made.

Segment 85 collects and disburses TSP contributions.

SEG	HIST	COMPUTE									
85	999999	3									
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20080501	9999	20080429	0	MBR	20080424	33	00	67		P820
STOP	99999999	9999	99999999	0							
	BASE PAY	INCENTIVE PAY			SPECIAL PAY			BONUS ELECTION			
	10.0 %	10.0 %			10.0 %			2.0 %			
	ROTH BP	ROTH INCT PAY			ROTH SP PAY			ROTH BONUS PAY			
	0.0 %	0.0 %			0.0 %			0.0 %			
	ROTH CATCHUP				TSP CATCHUP AMT						
	\$0.00				\$0.00						

**Combat Tax Exclusion** Members serving in a Combat Tax Exclusion zone may earn a bonus. Any such bonus is tax exempt. Given the limitations of JUMPS, initial bonus payments are taxed. However, PPC (MAS) runs a special report each month to identify these accounts and manually adjusts members' taxes, credits the monies withheld, and makes a manual adjustment to JUMPS to ensure all subsequent installments are tax exempt.

If the original bonus is taxable, all installments are taxable, even if the member is in a Combat Tax Exclusion zone during receipt of an installment. Taxability is based on the member's location at the time the bonus was earned, not paid.

SEG	HIST	COMPUTE			EXC CD	NR	MARTL	STAT	FOR	CTY	
64	999999	3			C						
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20090101	9999	20091220	0	COM	20081220					
STOP	99999999	9999	99999999	0							
TAX PLN	ALLOW	YR	TAX EXEM	STATUS	ADD	FED TAX	FR	BEN/EIC/DITY	CODE		
S	00					\$0.00					
		YTD	1ST QTR	2ND QTR	3RD QTR	4TH QTR	MONTH				
FED WAGE		\$22994.03	\$9706.14	\$4779.49	\$5115.04	\$3393.36	\$1696.68				
FICA WAGE		\$16872.94	\$4470.54	\$4538.40	\$4638.40	\$3225.60	\$1612.80				





# In-Service Debt Collection

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**Introduction** In-Service Debt is debt incurred by a Coast Guard member while in the service. JUMPS collects money due the Coast Guard through segment 38.

---

**Objective** Given a valid segment 38 from JUMPS, identify the source of the debt and the liquidation schedule, and compute a System Generated Overpayment utilizing various Coast Guard Human Resource Systems in accordance with appropriate Coast Guard policies.

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**References**

- (a) CG Pay Manual, COMDTINST M7220.29 (series).
- (b) CG Servicing Personnel Office Manual, PPCINST M5231.3, Part IX.
- (c) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2(series)

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**Contents** This chapter contains the following topics.

Topic	See Page
<a href="#">Overpayments</a>	9-3
<a href="#">Debt Liquidation - Segment 38</a>	9-7
<a href="#">How to Compute System Generated Overpayments</a>	9-11

---



# Overpayments

## Debts Due To Overpayments

Overpayments are a result of:

- Errors in submission, or
- Delays in processing pay-related transactions.

## Notification

Notification of Overpayments:

- A Notice of Overpayment (NOP) for debts \$750.00 and over will be sent to the member.
- Debts less than \$750.00 will be shown as a remark on the LES.

ENTITLEMENTS		ALLOTMENTS		DEDUCTIONS	
BASIC PAY	2888.70	CGMA 009B	1.00	<b>BAH WITH DEP</b>	<b>2516.20</b>
BAH QTRS OFFSET	1757.12	DENTAL 999	23.31	BAH QTRS OFFSET	1757.12
CLOTHING STD	28.20	LOAN 016B	82.00	SGLI/FAMILY	32.00
ENL BAS	267.18			FEDERAL TAX	192.47
<b>OVERPAYMENT</b>	<b>2516.20</b>			FICA TAX	220.98
TOTALS	7457.40		106.31		4718.77

\* THIS LES REFLECTS TRANSACTIONS PROCESSED AS OF 21SEP11.  
 \* **YOU HAVE BEEN OVERPAID \$2,516.20. COLLECTION IS SCHEDULED TO START 01DEC11 AT \$503.24 PER MONTH. SEE THE PERSONNEL AND PAY PROCEDURES MANUAL FOR WAIVER/REMISSION PROCEDURES**

## Liquidation Schedule

See table below.

If overpayment is	Then collection will be
less than \$150	taken during current month if sufficient net pay exists, with a remark on the LES <b>Note:</b> If sufficient net pay does not exist, then the member will be advanced the overpayment amount and collection will start the next month
\$150 to \$749.99	scheduled for automatic repayment at a rate not to exceed \$150 a month starting the next month with a remark on the LES
\$750 to \$1999.99	scheduled in 5 equal monthly installments 30 days after unit CO receives written notice of member's debt
\$2000 or greater	scheduled as 15% available pay if overpayment was through no fault of the member or \$400 per month whichever is greater unless: <ul style="list-style-type: none"> <li>• 15% of available pay makes repayment less than 5 months, collection will be set at 5 months</li> <li>• repayment exceeds 12 months then repayment rate will be 1/12 of debt, provided it doesn't exceed available pay</li> <li>• if 12 equal installments exceed available pay, then repayment will be amount of available pay</li> </ul>

Continued on next page

## Overpayments, Continued

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### Changing Liquidation Schedule

Any changes to the liquidation schedule:

- Requires CO's approval,
  - Must be at least 10% of available pay,
  - Requires an "open" segment to change, and
  - Cannot exceed 36 months.
- 

### Voluntary/ Involuntary Collections

Voluntary - Collection with Member's consent.

What is an example of a voluntary collection?

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Involuntary - Collection without Member's consent.

What is an example of an involuntary collection?

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### Collection of other Debts

There are several types of debts a member may incur that can be collected directly from their pay.

- Collection Under 37 U.S.C. 1007(c)
  - Collection Under 5 U.S.C. 5514
  - Collection Under 10 U.S.C. 2775
  - Collection Under 10 U.S.C. 1442 and 10 U.S.C. 1453
- 

### Remission/ Waivers

What is the major difference between a Remission and a Waiver?

\_\_\_\_\_ automatically stop collection.

\_\_\_\_\_ can be fully refunded.

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*Continued on next page*

## Overpayments, Continued

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**Deploying/  
Deployed Units**

Units may request suspension of collection immediately if:

- Cutter is 210' or larger,
- Deployed or preparing to deploy upon receipt of Notice of Overpayment,
- They notify PPC (MAS) and SPO, and
- Forward application within 60 days.

---

**Remission  
Considerations**

Criteria for consideration for Remission of Debt include:

- Injustice,
- Hardship,
- Partial Remission or Cancellation, and
- The Member's Value to the Coast Guard.

---

**Approval  
Authority**

- Commandant (CG-1222) for remissions/waivers for debts up to \$1,500.
- Defense Office of Hearings and Appeals (DOHA) can approve anything between \$1,500 and \$10,000.
- Department of Justice for debts over \$10,000.

---

**Standards for  
Waiver**

- Subject to collection when noticed.
  - Must have resulted from an erroneous payment.
  - May be waived in part or completely.
  - Not subject to exception by:
    - Comptroller General
    - General Accounting Office (GAO)
    - Attorney General
  - Covers Pay & Allowances, Travel, and Transportation.
  - Must be claimed within 3 years of discovery.
  - Must be of such a nature it would be unnoticed or undetected by the member.
  - Partially or fully collected debt shall be considered for entire "gross" amount.
  - Collection would be against:
    - Good equity
    - Conscience
    - Best interest
  - Erroneous Payment occurred through Administrative error versus:
    - Fraud
    - Misrepresentation
    - Fault
    - Lack of Good Faith
-



## Debt Liquidation - Segment 38

### Debt Collection

Debts are collected by JUMPS with the establishment of a SEG 38.

There are TWO types of Segment 38.

SEG 38 – “Type 0” is established by processing an H605 and used to collect debts only.

SEG 38 – “Type 1” is established by processing an H606 and used to collect debts and forward the funds via Electronic Funds Transfer (EFT).

### H605

An H605 is designed to establish or change repayment schedules for liquidation of Advance Pay, Collection of Indebtedness, or to credit a cancelled check. The H605 establishes the begin date, total amount due, and the monthly payment.

Types of Debts established by H605:

- ~Miscellaneous CG Debt
- ~Government Travel Card
- ~Ditty Bag
- ~Charges for Excess Household Goods
- ~Repayment of Travel Claim/Advance
- ~Debts to Other Services or Exchange
- ~Bad Check to USCG
- ~ Health and Comfort Items
- ~TSP Loan
- ~CG Tuition Assistance
- ~Private Property Damage
- ~CGES Debt Collection

SEG	HIST	COMPUTE	OBJECT	AMOUNT	VDC	TYPE-38					
38	999999	3	D045J	\$717.00	03	0					
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20111101	9999	20111013	0	PPS	20111005	79	53	67		H605
STOP	99999999	9999	99999999	0							
INSTALLMENT	BALANCE	APPN-FY						% W/H		MONTH	MAX
\$358.50	\$358.50	101						00		\$0.00	
ACCOUNT NUMBER		SUSPEND COLL	RESTART COLL	NBR	INSTAL	COLL	FLAG				
		99999999	99999999		002						
APR %	DAILY INT RATE	TOT INT ACCRUED	TOT INT COL	INT COMP	DT						
0.0 %	0.000000	\$0.00	\$0.00	99999999							
		MONTH 0	MONTH -1	MONTH -2	MONTH -3						
PRIOR COLLECTION		\$358.50	\$0.00	\$0.00	\$0.00						
PRIOR INT ACCRUED		\$0.00	\$0.00	\$0.00	\$0.00						
PRIOR INT COLLECTED		\$0.00	\$0.00	\$0.00	\$0.00						

Continued on next page

## Debt Liquidation - Segment 38, Continued

### H606

The H606 is used to establish the begin date, total amount due when applicable, the monthly payment, and the account to which funds are transferred by EFT. The H605 will generate a SEG 38, Type 1.

An H606 is designed to establish collections of:

G - Open Ended Deduction for Child Support

J - Tax Levy

K - Involuntary Allotment

M - Mandatory Support Allotment

P - Bankruptcy

S - Debts to Other Services

E - CGES Debts

SEG	HIST	COMPUTE	OBJECT	AMOUNT	PURPOSE	TYPE-38					
38	999999	3	D0457	\$0.00	G	1					
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	20100101	9999	20100114	0	PPS	20100113	79	53	67		H606
STOP	99999999	9999	99999999	0							
INSTALLMENT	BALANCE	APPN-FY			% W/H	MONTH MAX					
\$397.00	\$0.00	001			00	\$0.00					
	SUSPEND COLL	RESTART COLL	NBR	INSTAL	COLL	FLAG					
	99999999	99999999		UT							
ACCOUNT NUMBER	PAYEECODE	ROUTING NUMBER	CK	DGT	SAV	CD					
0000000123456789	777TX	123450000		9		C					
CASE IDENTIFIER				FIPS	CODE						
001051443											
	MONTH 0	MONTH -1	MONTH -2	MONTH -3							
PRIOR COLLECTION	\$397.00	\$397.00	\$397.00	\$397.00							

Continued on next page

## Debt Liquidation - Segment 38, Continued

---

### LES Remarks/ Entries

The debt will also be identified on a member's LES one month prior to the start date.

Each month the LES will state the remaining balance (if applicable), and the amount paid that month.

The liquidation statement will be removed from the member's LES upon payoff of debt.

Example for H605 (Type 0):

- CG Tuition Asst Debt Collection Status: Total Amount \$717.00.  
Collection Is Scheduled To Start 01NOV11 At \$358.50 Per Month.

Example for H606 (Type 1):

- Court Ordered Child/Spousal Deduction of \$397.00 Per Month Started 01JAN10.
-



# How to Compute System Generated Overpayments

---

## Background

When documents are submitted establishing monies due from a previous month's pay, the system will collect all funds as a deduction.

If the debt is under \$150 and funds are not available, JUMPS will build an "overpayment" as a credit. This overpayment builds a segment 38 and an appropriate liquidation schedule based on the amount of the debt.

If the debt is \$150-\$749.99:

- Collection will be set at \$150 per month, and
- Will begin the following month.

If the debt is \$750 or greater:

- It will be divided into 5 equal monthly installments not to exceed 15% of their net disposable earnings, and
  - Will begin at least 30 days after notice of debt is mailed to the member's Commanding Officer.
- 

## Entitlements

All entitlements are paid on a monthly basis with the following exceptions:

---

---

## Overpayment/ LES Entries

When a member has received pay and allowances to which he/she is no longer entitled, the SPO must submit appropriate documentation to correct the pay discrepancy.

Once the correct documentation has been submitted, JUMPS will automatically collect these funds.

This "collection of funds" will appear as a **deduction** on the LES. For example:

-----  
ENTITLEMENTS \_\_\_\_\_ ALLOTMENTS \_\_\_\_\_ DEDUCTIONS \_\_\_\_\_  
- - CONUS COLA W/O 21.60

\* DEDUCTION OF \$21.60 FOR CONUS COLA W/O FOR THE PERIOD  
06FEB11 TO 14FEB11.  
-----

---

*Continued on next page*

## How to Compute System Generated Overpayments, Continued

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### Overpayment Same Month

If the collection (or deduction) of pay and allowances received but not entitled is *during the same month*, JUMPS will collect the funds from the current month pay and allowances in order to minimize the possibility of a System Generated Overpayment at end month. For example:

- A member moves into housing 6 March – after mid-month pay cut.
- Without documentation to stop BAH w/Dependents submitted, JUMPS will pay BAH w/Dependents at Mid-Month (if the BAH rate is \$1,239/month, then \$619.50 will be paid at mid-month).
- The SPO then submits appropriate documentation before end-month pay cut.
- JUMPS collects the “overpayment” of BAH w/Dependents from 7 – 15 March with the end-month compute. End-month pay collected \$371.70 (\$619.50 paid, less \$247.80 entitled).

---

```
ENTITLEMENTS _____ ALLOTMENTS _____ DEDUCTIONS _____
BAH WITH DEP 247.80
```

```
* BAH WITH DEP FOR ZIP CODE 12345 STOPPED 06MAR11.
```

---

### Exceeds Available Net Pay Due

If the collection (or deduction) of pay allowances exceeds the “Net Pay Due”, JUMPS will build a “System Generated Overpayment” at end month, avoiding a *negative pay status*.

When JUMPS collects pay and allowances paid during a previous month, it will offset the collection with any prior month’s entitlements. ‘Previous Month’ is defined as *every month prior* to the current month

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*Continued on next page*

## How to Compute System Generated Overpayments, Continued

### Debt Greater Than \$150.00

When the debt is over \$150, JUMPS builds an “overpayment” to liquidate the debt over time in accordance with collection schedules.

This overpayment amount also appears under ‘Entitlements’ on the LES, offsetting the debt and ensuring the member receives a regular paycheck. A ‘Remark’ will explain when collection will begin and the rate at which it will be collected.

-----  
 ENTITLEMENTS \_\_\_\_\_ ALLOTMENTS \_\_\_\_\_ DEDUCTIONS \_\_\_\_\_  
 OVERPAYMENT            197.09

\* YOU HAVE BEEN OVERPAID \$197.09 AS A RESULT OF TRANSACTIONS THAT PROCESSED THIS MONTH. COLLECTION WILL START NEXT MONTH AT \$150/MONTH. SEE THE PERSONNEL AND PAY PROCEDURES MANUAL FOR WAIVER/REMISSION PROCEDURES.  
 -----

### Formula for prior months totals

$\frac{\text{Total Amount Shown}}{\text{Total Days}} \times \text{Prior Month Days} = \text{Prior Month Amount}$

### Formula for Overpayment

$\text{Prior Month Deductions} - \text{Prior Month Entitlements} = \text{Overpayment}$

### Example

ENTITLEMENTS	ALLOTMENTS	DEDUCTIONS	
BAH WITHOUT	1478.13	BAH WITHOUT	676.40
OVERPAYMENT	162.27		

- \* THIS LES REFLECTS TRANSACTIONS PROCESSED AS OF 22MAR11
- \* BAH WITHOUT DEP FOR ZIP CODE 12345 STOPPED 14FEB11.
- \* BAH WITHOUT DEP FOR ZIP CODE 98765 STARTED 15FEB11.

$\frac{1478.13}{46} \times 16 = \$514.13$  (prior month entitlement)  
 46 (30 days in March, 16 days in February)

Prior Mo. Ded. - Prior Mo. Ent. = Overpayment  
 \$676.40 - \$514.13 = \$162.27

*Continued on next page*



# Reports and Queries

## Overview

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**Introduction** This chapter covers a sampling of select reports and queries along with ADHOC reports that are accessible in Direct Access.

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**Objective** Upon completion of this chapter, students will know how to successfully navigate, utilize and understand several of the various reports and queries in Direct Access including the SPO Pending Transaction Queries, PCS Orders Query, Unit Roster Report and ADHOC.

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**References** (a) CG Servicing Personnel Office Manual, PPCINST M5231.3, Part X  
(b) SPO Newsletter 4/11

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**Tutorials** The PPC Query tutorial can be found at the following link:  
[http://www.uscg.mil/ppc/training/spo/SPO\\_Query%20Overview.htm](http://www.uscg.mil/ppc/training/spo/SPO_Query%20Overview.htm)

---

**Contents** This section contains the following topics.

Topic	See Page
<a href="#">SPO Pending Pay and Separation Transactions Query</a>	10-3
<a href="#">SPO Pending Statement of Intent (SOI) Transactions Query</a>	10-7
<a href="#">Unit Roster Report</a>	10-9
<a href="#">ADHOC</a>	10-15

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# SPO Pending Pay and Separation Transactions Query

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**Introduction** This section provides the procedure for running the SPO Pending Pay and Separation Transactions Query. Detailed instructions were published in the SPO Newsletter, Issue 04/2011.

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**Usage** SPO supervisors should run this query prior to each payroll processing cutoff date to identify transactions in a pending status. Pending transactions will not transmit to JUMPS for payroll processing.

---

**Description** The SPO Pending Pay and Separations Transactions Query returns the following data elements.

<b>Field</b>	<b>Description</b>
ID	Employee ID of the member
Name	Name of the member (Last, First, MI)
DeptID	Member's assigned department ID
Descr	Department ID Description/Unit Name
Sal Plan	Member's Salary Plan (e.g. ENL-Enlisted, OFF-Officer, WAR-Warrant Officer)
Grade	Member's Pay Grade (e.g. E5, O1, W4)
Eff Date	Effective Date of the transaction (MM/DD/YYYY)
Earn Code	Entitlement Earnings Code (e.g. ADP-Advance Pay, BA1-BAH, ICC-INCNOUS COLA). Note: The "SEP" Earnings Code represents a separation transaction.
Descr	Entitlement Earnings Code description (e.g. Advance Pay, Aviation Career Incentive Pay, Subsistence). Note: The "Separation Pay" description represents a separation transaction. The description is used for all separation transactions with or without entitlement to separation pay.
Origin	Operator ID of the person who entered the transaction.
Description	Name of the person who entered the transaction (Last, First, MI)

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*Continued on next page*

# SPO Pending Pay and Separation Transactions Query, Continued

**Path** Follow the path below to get to the query. Click “Run.”

[Main Menu](#) > [Direct Access PeopleTools](#) > [Query Manager](#) > [Use](#) >

### Query Manager

#### Find an Existing Query

Search by:  begins with

#### Search Results

Query		View All	First	1-2 of 2	Last
CG_SPO_PEND_TRANS_ENTL_SEP	Pending Transactions	Public	<a href="#">Run</a>		
CG_SPO_PEND_TRANS_SOI	Pending Transactions	Public	<a href="#">Run</a>		

**View Results** Select one of the following locations along with the DEPTID and click “View Results.”

### CG\_SPO\_PEND\_TRANS\_ENTL\_SEP - Pending Transactions

DEPARTMENT RELATIONSHIP:

- Human Resource Site
- Integrated Support Command
- Own unit only
- SWE Testing Unit
- Training Quota Mgmt Center
- Unit Relationship

DEPTID:

*Continued on next page*

## SPO Pending Pay and Separation Transactions Query,

Continued

---

### Options

The query will run and the results will be shown in the lower portion of the window. Review each pending transaction.

- Ensure separation transactions have been prepared in accordance with the guidance in Part VI of the SPO Manual. Separation transactions may be approved up to 14 days prior to the departure date (for RELADs and Retirements) or 14 days prior to the effective date (for Discharges).
  - Ensure pay entitlement transactions have been prepared in accordance with the guidance in Part II of the SPO Manual.
  - Delete all unneeded pending transactions.
-



# SPO Pending Statement of Intent (SOI) Transactions Query

**Introduction** This section provides the procedure for running the SPO Pending Statement of Intent (SOI) Transactions Query. Detailed instructions were published in the SPO Newsletter, Issue 04/2011.

**Usage** SPO supervisors should run this query prior to each payroll processing cutoff date to identify SOI transactions in a pending status. Pending SOI transactions will not transmit to JUMPS for payroll processing.

**Description** The SPO Pending SOI Transactions Query returns the following data elements.

Field	Description
ID	Employee ID of the member
Name	Name of the member (Last, First, MI)
DeptID	Member's assigned department ID
Descr	Department ID Description/Unit Name
Sal Plan	Member's Salary Plan (e.g. ENL-Enlisted, OFF-Officer, WAR-Warrant Officer)
Grade	Member's Pay Grade (e.g. E5, O1, W4)
Eff Date	Effective Date of the SOI transaction (MM/DD/YYYY)

**Path** Follow the path below to get to the query. Click "Run."

The screenshot shows the PeopleTools Query Manager interface. At the top, there is a breadcrumb trail: [Main Menu](#) > [Direct Access PeopleTools](#) > [Query Manager](#) > [Use](#) >. Below this, the heading "Query Manager" is followed by "Find an Existing Query". The search criteria are set to "Search by: Name" with a dropdown menu, "begins with" with a dropdown menu, and the text "CG\_SPO\_PEND\_TRANS" in a text box. A yellow "Search" button is visible. Below the search criteria, the "Search Results" section displays a table with two rows. The first row is highlighted in blue and contains the query name "CG\_SPO\_PEND\_TRANS\_ENTL\_SEP", the description "Pending Transactions", and the access level "Public". The second row contains "CG\_SPO\_PEND\_TRANS\_SOI", "Pending Transactions", and "Public". The "Run" button for the second row is circled in red. At the top right of the results table, there are navigation controls: "View All", "First", "1-2 of 2", and "Last".

*Continued on next page*

# SPO Pending Statement of Intent (SOI) Transactions Query, Continued

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## View Results

Select one of the following locations along with the DEPTID and click “View Results.”

The screenshot shows a web interface titled "CG\_SPO\_PEND\_TRANS\_ENTL\_SEP - Pending Transactions". It features a dropdown menu for "DEPARTMENT RELATIONSHIP:" with the following options: Human Resource Site, Integrated Support Command, Own unit only, SWE Testing Unit, Training Quota Mgmt Center, and Unit Relationship. Below this is a text input field for "DEPTID:" with a search icon to its right. A yellow "View Results" button is positioned at the bottom left of the form area.

## Options

The query will run and the results will be shown in the lower portion of the window. Review each pending SOI transaction. Ensure transactions have been prepared in accordance with the guidance in Part VI of the SPO Manual.

- Approve all valid SOI transactions at least 45 days prior to the effective date of separation. SOI transactions may be changed (by submitting a new SOI transaction) up to the payroll processing date prior to the separation date.
- Delete pending SOI transactions for:
  - ~A member in a non-pay status who is involuntarily retained (i.e., members in military confinement or in an appellate leave status).
  - ~Enlisted members being promoted to warrant officer.
  - ~Warrant Officers being promoted to Lieutenant.
  - ~Members in military confinement whose enlistment expires.
  - ~Members on appellate leave whose enlistment expires.
  - ~Members who have already separated (e. g. Separation transaction has been approved and transmitted.)
  - ~Reserve Component members who are not on long-term active duty or EAD.

A SOI transaction is not necessary for a member completing short-term (R990) orders or separating from an inactive duty status.

Note: If the member’s intentions or any information on the SOI transaction changes following submission, re-submission with a new effective date is required. **In addition, immediately notify PPC (SES) by urgent email correspondence if the member’s intentions change within 15 days of the impending separation/retirement date.**

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# Unit Roster Report

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**Introduction** The Unit Roster, delivered via a report in CSV (MS Excel spreadsheet format), provides a listing of all personnel (including civilians and PHS Officers) and positions at a department.

---

**Query Data Fields** The Unit Roster includes the following fields; followed by a brief description of each.

<b>Field</b>	<b>Description</b>
Emplid	Employee ID number
Rank	Rank/Rate
Grade	Paygrade
Member Name	Name (Last, First M)
Employee Class	Employee Classification (Regular, SELRES, IRR, etc.)
DeptID	Department ID Number
Dept Name	Name of Department
ATU	Administrative Target Unit (District/Area)
OPFAC	Operation Facility Code
Exp Loss Dt	Date mbr is expected to be discharged/retired
Exp AD Term Dt	Expected Active Duty Termination date
Rotate Dt	Rotation Date
Birthdate	Date of Birth
AD Base Date	Active Duty Base Date
Date of Rank	Effective date of rank
Report Date	Date reported to current department ID
Trning Rate	Reserve Training Rating (Reserve Only)
Anniv Date	Reserve Anniversary Date (Reserve Only)
Cost Center	Cost Center (for contingency operations)
Sea Pay Prem Dt	Date Career Sea Pay Premium started
BAH/BAQ	Basic Allowance for Housing Entitlement
RES Screen Dt	Date of last Reserve Annual Screening Questionnaire
CUM Sea Time	Cumulative Sea Time
Mar Stat	Marital Status
Ethnic Group	Ethnic Group
Last Good Con Dt	Date of last Good Conduct Award
Position Nbr	Position Number (BCN)
Posn Entry Dt	Date entered current position
Gender	Male/Female
POSNSEN	Position Sensitivity(Moderate, Critical, Non-Critical, Low Risk)
POSNCLRNC	Position Security Clearance (None, Secret)
MBRCLRNC	Member Security Clearance
CITZN	Member Citizenship

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*Continued on next page*

## Unit Roster Report, Continued

### Query Data Fields, (continued)

Field	Description
Leave Balance	Leave Balance (as of the most recent JUMPS end-month compute, e.g. Doesn't reflect leave that has not yet processed through JUMPS)
Obligation	Shows reason for obligated service if member has extended or obligated for a reason other than their own request at normal end of enlistment. Examples: TA = Tuition Assistance PG SCHOOL = Post Graduate School CSRB = Critical Skills Retention Bonus
Effdt	Date member incurred obligated service
Duration	Number of months obligated service

### Processing the Unit Roster Report in DA

The following screenshots provide step-by-step instructions on how to process a Unit Roster in Direct Access.

[Main Menu](#) > [Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Report](#) > [Unit Roster](#)

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### Unit Roster

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### Find an Existing Value

Run Control ID:

Case Sensitive

[Advanced Search](#)

[Add a New Value](#)

If this report has not been run before, click "Add a New Value Link and create a new Run Control ID. The ID can be any name you choose to identify the report. (No spaces permitted)

Enter the roster name and click "Add"

### Add a New Value

Run Control ID:

*Continued on next page*

## Unit Roster Report, Continued

### Processing the Unit Roster Report in DA, (continued)

Select the ISC, PERSRU (SPO), Deptid, or ATU and enter the ID number. Use the magnifying glass to search if necessary.

You may select one or more employee classes for the roster or leave all fields blank for all classes.

Click the RUN button and complete the Process Scheduler Request page as shown below.

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	CGROSTER	CGROSTER	SQR Report	Web	CSV

Select WEB from the Type drop down menu. Select CSV format. The CSV is the only working file format. The other formats cannot accommodate the additional information. Click OK.

*Continued on next page*



## Unit Roster Report, Continued

**Processing the Unit Roster Report in DA,**  
(continued)

The Report Log Viewer page will open in a new window. Access the report by right-clicking the link with the report name and number in it and selecting “Save Target As...”

CGROSTER		
Name	File Size	File Creation Date
<a href="#">Message Log</a>	1352 bytes	2011-12-06 11:51:32
<a href="#">Trace File</a>	97 bytes	2011-12-06 11:51:29
<a href="#">cgroster_8079730.csv</a>	21622 bytes	2011-12-06 11:51:32

When the report is downloaded it will open in MS Excel as shown below. Adjust the column widths to view all of the information.

	A	B	C	D	E	F	G	H	I
1	Emplid	Rank	Grade	Member Name	Employee	Deptid	Dept Name	ATU	OPFAC
2	1234567	SN	E3	COASTIE, JOE G.	Regular	003333	PPC MIL ACCT	79	71237
3	1212121	LT	O3	LIFESAVER, OSCAR C.	Regular	003333	PPC MIL ACCT	79	71237
4	1313131	CDR	O5	BEACHES, SANDY S.	Regular	003333	PPC MIL ACCT	79	71237
5	1414141	YNCM	E9	SQUAREPANTS, SPONGEBOB	Regular	006514	PPC MIL ACCT	79	47400
6	1515151	CAPT	O6	SAILOR, POPEYE T.	Regular	006514	PPC MIL ACCT	79	47400
7	1616161	YNCM	E9	STAR, PATRICK S.	Regular	006517	PPC MIL ACCT	79	47400



# ADHOC

---

## Introduction

If you are unable to locate a report or query in Direct Access that meets your needs, or if data is needed from another system that is managed by PPC such as JUMPS or TPAX, ADHOC reports can be requested via trouble ticket to PPC Customer Care. ADHOC is Latin for “for this purpose.”

---

## Procedure

Use the following procedure to request an ADHOC report from PPC.

- Go to the PPC Customer Care web page at: <http://www.uscg.mil/ppc/ccb/> (scroll down for trouble ticket form)
- Select the “I am a Command, SPO or ADMIN support user” option from the User Role for This Issue list.

Problem/Issue Information	
User Role for this issue:	Select User Role <span>HELP</span>
Category:	Select User Role I am the Member/User (self-service issue) <span>HELP</span>
Type:	I am a Command, SPO or ADMIN support user I am a PPC staff member <span>HELP</span>

- Select “PERSONNEL ACTION” from the Category section of the online Trouble-Ticket form.

Category:	Select Category .....
Type:	Select Category .....
Reason:	PAY ACTION PERSONNEL ACTION TRAVEL EI-PDR/WEBNOW TPAX
Travel Order Number:	

---

*Continued on next page*

# ADHOC, Continued

**Procedure**  
(continued)

- Select “HR DATA REQUEST” option in the Type section of the form.

Type:	Select Type. ....
Reason:	Select Type. ....
Travel Order Number: (If this is a travel related issue)	ACCESSION
Please enter a description <b>Note: Information entered here is sensitive information (e. g. Account numbers, SSN, home address).</b>	ADVANCEMENT
	CHILD SUPPORT VERIFICATION
	CONTRACT DATA
	DA NAVIGATION
	EMPLOYMENT VERIFICATION
	GI BILL POST 9-11
	HR DATA ENTRY
	<b>HR DATA REQUEST</b>
	OTHER PERS ACTION NOT LISTED
	SELF-VALIDATION
	TRAINING AND PERFORMANCE DATA

- Select “ADHOC REPORT” option in the Reason section of the form.

Reason:	ADHOC REPORT	HELP
Travel Order Number: (If this is a travel related issue)	Select Reason. ....	
Please enter a description <b>Note: Information entered here is sensitive information (e. g. Account numbers, SSN, home address).</b>	20-YR LETTER	
	<b>ADHOC REPORT</b>	
	CAT-62/ ESTIMATED EARNINGS	jest
	EMPLOYMENT VERIFICATION	
	IDT SCHEDULED DRILLS REPORT	

- Enter a complete description of the query in the “requirements for the ADHOC report request” section of the form.

<p>Please enter a description of the problem or the requirements for the ADHOC report request</p> <p><b>Note: Information entered below is transmitted via email, do not include sensitive information (e. g. Account numbers, your SSN or home address).</b></p> <p>Please provide a unit history report for all members currently or previously attached to AIRSTA Detroit from 1 July 2010 through 30 September 2011. Please provide results in MS Excel format with the following columns:</p> <p>EMPLID, NAME, UNIT NAME, UNIT BEGIN DT, UNIT END DT, CURRENT UNIT NAME.</p>
---

*Continued on next page*

## ADHOC, Continued

### Procedure (continued)

- The request will be forwarded to PPC (PS&R) for a direct reply.

	A	B	C	D	E	F
1	<b>PRIOR UNIT HISTORY</b>		<b>11/29/2011</b>			
2						
3	<b>EMPLID</b>	<b>NAME</b>	<b>UNIT NAME</b>	<b>UNIT BEGIN DT</b>	<b>UNIT END DT</b>	<b>CURRENT UNIT NAME</b>
4	1234567	COASTIE, JOE G.	CG AIRSTA DETROIT	01-JUL-2010	21-JUL-2010	D17 INCIDENT MGMT BR (DRM)
5	1212121	LIFESAVER, OSCAR C.	CG AIRSTA DETROIT	01-JUL-2010	30-SEP-2011	CG AIRSTA DETROIT
6	1313131	BEACHES, SANDY S.	CG AIRSTA DETROIT	12-NOV-2010	30-SEP-2011	CG AIRSTA DETROIT
7	1414141	SQUAREPANTS, SPONGEBOB	CG AIRSTA DETROIT	01-JUL-2010	30-SEP-2011	CG AIRSTA DETROIT
8	1515151	SAILOR, POPEYE T.	CG AIRSTA DETROIT	01-JUL-2010	30-SEP-2011	CG AIRSTA DETROIT
9	1616161	STAR, PATRICK S.	CG AIRSTA DETROIT	01-JUL-2010	30-SEP-2011	CG AIRSTA DETROIT
10	1717171	OHARA, SCARLETT	CG AIRSTA DETROIT	15-OCT-2010	30-SEP-2011	CG AIRSTA DETROIT
11	1818181	HOLMES, SHIRLOCK A.	CG AIRSTA DETROIT	01-JUL-2010	01-NOV-2010	SEC DEL BAY INSPECTIONS DIV
12	1919191	FINCH, ATTICUS P.	CG AIRSTA DETROIT	01-JUL-2010	14-JUL-2010	ATC MOBILE HH-65 BRNCH
13	1010101	PAN, PETER C.	CG AIRSTA DETROIT	06-JUL-2010	30-SEP-2011	CG AIRSTA DETROIT
14	2020202	BROWN, CHARLIE B.	CG AIRSTA DETROIT	12-JUL-2010	30-SEP-2011	CG AIRSTA DETROIT

