

THE RESERVIST



People Taking Care of People

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

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

Course Overview

Welcome

Welcome to The Reservist Course. This course was designed focusing on you, the Reservist.

The material for this course was created based on inquiries for information and assistance from Reservists throughout the Coast Guard via Customer Care Help Tickets and PPC surveys.

We welcome your input into YOUR course of information.

All the information contained in this course is available by using the Direct Access On-Line Guide. These guides are available to you on PPC's web site or the internet at: <http://www.uscg.mil/ppc/ps/>

If you have questions concerning any reserve pay issues, and your chain of command is unable to assist you, you may submit a Customer Service help request available at: <http://www.uscg.mil/ppc/ccb/>, or send an e-mail to CustomerCare@PSC.uscg.mil.

Objective

Upon completion of this course, you will be able to confidently navigate DA using the On-Line Guides and tutorials and competently apply this training to enter pay and personnel data using DA Self-Service.

To accomplish this objective, we will provide you with basic information on specific points of interest that have been requested. It is not intended to provide you with an all encompassing background on all reserve matters; rather, to:

- Provide you the web links to Coast Guard policies,
 - Give you an understanding of procedures, and
 - Provide you with the skills to enter accurate data into Direct Access (DA) that affect your pay and personnel issues.
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Ground Rules

- Cell Phones
 - Food & Drink
 - Breaks
 - Being on time for class discussion
 - Web Usage
 - Please Refrain from Working during Presentations
 - Any other Ground Rules/Questions
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Course Overview, Continued

Contents

This course will discuss the following topics.

Topic	See Page
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PPC Web Overview

Introduction There are many resources available on the PPC Intranet web page.

Objective The objective of this section is to provide quick reference for navigation of the PPC Topeka Intranet web page.

Reference <http://cgweb.ppc.uscg.mil>

Basic Navigation The following page will appear at initial navigation. All PPC Branches will be identified across the top of the web page in the green area. On the left side of the page are other pay and personnel links.

The screenshot shows the United States Coast Guard Pay & Personnel Center Intranet homepage. At the top, there is a header with the Coast Guard logo and the text "United States Coast Guard U.S. Department of Homeland Security" and "PAY & PERSONNEL CENTER INTRANET". A search bar labeled "CGPORTAL Search" is located in the top right. Below the header is a navigation bar with tabs for "CG Portal", "CGMS", "Headquarters Intranet", "COMDT (CG-1)", "CG PSC", and "CG FIXIT".

The main content area is titled "U. S. Coast Guard Pay & Personnel Center" and includes the tagline: "We are the premier military pay & personnel resource, providing unsurpassed service to our nation's guardians." A prominent yellow box contains the following information:

Announcements, System Outages and Known Issues

JUMPS Outage Scheduled 14 December

The contractor will be performing maintenance on the IBM Friday, December 14th from 1300-1500 hours (CST). JUMPS will not be accessible during that time.

Direct Access Upgrade Planned for December

The [DA Tech Refresh project](#) continues in December with an upgrade to the Dependency Data application for SPOs. The SPO functionality for managing dependency data will be migrated to DA/PS version 9.1 to support Global Payroll implementation. The upgrade is scheduled for 20 December.

- [Direct Access II Dependent Information SPO User Guide](#)

Newsletters

- [Travel AO News](#)
- [Servicing Personnel Office News](#)
- [Coast Guard/NOAA Retirees Newsletter, Issue 01/13](#)

Procedural Updates

- [Change to EI-PDR Scanning and Verification Process](#)
- [Payroll Processing Schedule For Calendar Year 2013](#)
- [Combined Federal Campaign CFC Allotment Procedures](#)
- [State Tax Exemption Status For Residents Of Iowa](#)
- [Segregation of Duties, Review and Approval for Disciplinary Transactions](#)
- [Reserve Mobilization/Demobilization Under Title 14 U.S.C.](#)
- [Evacuation Travel Voucher Assistance](#)
- [E-Mail ALSPO I/12: Direct Access Technology Refresh - Allotments and Direct Deposit](#)
- [E-Mail ALSPO H/12: FY 2013 Special Duty Assignment Pay Codes](#)
- [Advance Pay and PCS Allowance Policy Changes](#)

On the left side of the page, there is a navigation menu with the following links: PPC Home, Welcome Aboard, PPC Branches, BlueZone, TPAX, Direct Access, Frequently Asked Questions (FAQs), Latest Rates Benefits, PPC News Updates, Tutorials & Training, Manuals, Messages, Forms, Instructions & Notices, Online Help Systems, SPO Contact List, More Pay & Personnel Links, Contact PPC Customer Care, and Contact PPC Web Content Manager.

Continued on next page

PPC Web Overview, Continued

PPC Branches Below is a list of some of the information available on each PPC Branch web page.

Advancements & Evaluations (ADV)

- Personnel Data Extract (PDE) Information
- SWE, Supplemental & Striker Advancement Information
- Enlisted Employee Review
- SWE eligibility Information

Customer Service

- Submit Trouble Tickets

Military Accounts Support (MAS)

- Pay Tables and Information
- Payroll Processing Schedule
- News/Updates on Pay and Entitlements

Procedures and Development (P&D)

- On-line Tutorials & Presentations
- Manuals, Messages and Newsletters
- HRS and RES Workshop Information

Retiree & Annuitant Services (RAS)

- Retirement Requests & Processing
- Survivor Benefit Plan (SBP) Information

Separations & Service Validation (SES)

- Separation Processing & Payments
- Statements of Creditable Service and Sea Service (SOCS/SOCSS)
- Duplicate W-2's
- Reserve Retirement Point Statements

Continued on next page

PPC Web Overview, Continued

Tutorials & Training

Hover over Tutorials & Training to view available links.

Tutorials & Training	▶	Understanding Your LES
Manuals	▶	Direct Access
Messages	▶	Travel (General) and the Travel Preparation and Examination System (TPAX)
Forms	▶	
Instructions & Notices	▶	
Online Help Systems	▶	Joint Uniform Military Pay System (JUMPS)

Manuals

Hover over Manuals to view options.

Manuals	▶	PPC Manuals	▶
Messages	▶	Commandant Manuals	▶
Forms	▶	Travel Regs	▶

Online Help Systems

Hover over Online Help Systems to view options.

Online Help Systems	▶	Direct-Access
SPO Contact List		GetThere (SATO)

Summary

In this section we discussed:

- Basic navigation of PPC Web page
 - Responsibilities of PPC Branches
-

Direct Access and Direct Access Self-Service

Introduction to Direct Access

What is Direct Access (DA)? DA is the Coast Guard's system for entering and maintaining military pay and personnel information that affects your pay, allowances, and personal data.

All reference materials available at PPC's website will provide you with the tools to access the information and procedures for completing all Pay and Personnel transactions in DA. They will be referred to throughout this course.

Both DA and PPC's On-Line Guides and tutorials may be accessed from your CG SWSIII terminal, from home, or any other non-Coast Guard computer system having internet accessibility.

Objective

Upon completion of this section you will be able to navigate Direct Access and complete pay and personnel transactions.

References

- PPC Topeka – Intranet: <http://cgweb.ppc.uscg.mil/>
Internet: <http://www.uscg.mil/ppc/>
 - DA On-Line Guides - <http://www.uscg.mil/ppc/ps/>
 - PPC DA Tutorials - <http://www.uscg.mil/ppc/multimedia.asp>
 - PPC Customer Care - <http://www.uscg.mil/ppc/ccb/>
[Personnel and Pay Procedures Manual \(3PM\), PPCINST M5231.3](#)
 - [Reserve Policy Manual COMDTINST M1001.28A](#)
 - [Pay Manual, COMDTINST M7220.29](#)
 - [Military Assignments and Authorized Absences, COMDTINST M1000.8](#)
-

Sign-on and Using Direct Access

To sign on to DA you will need to know your DA User ID and Password.

Your User ID will be your Employee ID number **unless you have been assigned a different ID by PPC.**

DA (sign-on page) via Internet: [MyPortalDirect](#)

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Direct Access and Direct Access Self-Service, Continued

Passwords and Forgot Password Feature

You will not be able to access DA without your password.

If you do not remember your password, you can obtain a new password by using the Forgotten Password feature. It is very important that your DA account correctly identifies your CG Global e-mail address. An incorrect e-mail address may result in you not being able to:

- Use the DA Forgotten Password feature
- Receive notification of PCS or TDY orders

The following links will guide you through the verification, and if necessary show you how to update your e-mail address.

The DA On-Line Guide for changing your password, using the forgotten password feature, and verifying/updating your email address, may be viewed by clicking on the following link.

[Direct Access On-Line Guide - How to change and use forgotten password in DA](#)

Direct Access Tutorial – Forgotten Password

United States Coast Guard
U.S. Department of Homeland Security

The system will be unavailable between Friday 12/7 2100 EST and Saturday 12/8 1500 EST.

Home Add to My Links Sign Out

My Links Select One: ▾

My Page Requests

Announcements Updated 30 November

November LESs and Retirement Point Statements Posted

Upgrades Planned for December
The DA TSP Refresh project continues in December with upgrades to Thrift Savings Plan (TSP) and Dependency Data applications. Members will be able to enroll in the TSP as well as manage their contribution amounts. The SPO functionality for managing dependency data will be migrated to DA/PS version 9.1 to support Global Payroll implementation. The upgrades are scheduled for 20 December. Links to procedures for using the new applications will be posted here within the next few weeks.

2012 Wage and Tax Statements (IRS Form W-2)
2012 W-2 forms will be mailed next January. Take a moment and verify your [mailing address](#) to ensure timely receipt of your W-2 form.
Note: W-2s are sent to your MAILING address not your HOME address. [Address update procedures are in the Online Help.](#)

Allotment Procedures
Self-Service users see the following topics for procedures.
[Allotments Overview](#) | [Starting a New Allotment](#) | [Changing an Allotment](#) | [Stopping an Allotment](#)

View video-demo of the [Self-Service Allotment Start](#) procedure.

Servicing Personnel Offices (SPOs): Read [E-Mail ALSPQ V12](#) and view video-demo of the [SPO Allotment Start](#) procedure.

Also see [Combined Federal Campaign CFC Allotment Procedures](#)

Guides:

- [Self Service Electronic Leave / Absence Request System](#): **Reminder! Do not input leave for PCS or separations using self-service.** Your SPO will include the leave on your orders.
- [Person Profile \(Competencies, Languages, Memberships, Education and Licenses\)](#)
- [Navigation Demos and Guides](#)
- [Direct Access Online Help](#)

Employee

Profile	Tasks	View
Workflow User Preferences	Languages	View Paycheck
	Memberships	Test Results
	Emergency Contacts	View Reserve Points
	Home and Mailing Address	Personal Information
	Phone Numbers	Member Information
	Allotments	Member Info Additional
	Direct Deposit	View My Worklist
	W-4 Tax Information	My CGHRMS Orders
	State Tax Information	My Employee Reviews
	10 More...	10 More...

Manager

Tasks	View
Schedule Multiple Drills	View My Worklist
Schedule Drills	Personal Information
Manage Reserve Member	All Duty
Reserve Orders	

Travel Charge Card Program

Credit Card Data	Business Expenses
----------------------------------	-----------------------------------

Travel Charge Card Reports

Self Service for Commands

Reports	Use
Emergency Contact Info by Post	Command Information
PDE By Dest Report	Positions at a Department
	Separation Requests
	SWE PDE

Servicing Personnel Office

Email Address	Accrue and Cadet Pay
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Direct Access and Direct Access Self-Service, Continued

Direct Access, Self-Service



DA Self-Service was designed for you to enter pay and personnel information directly into DA. Some of this data may be effective as soon as you complete the entries; other items will not take effect immediately and will be discussed later in this section.

In this section we will discuss a few most commonly used topics, including:

- Direct Deposit
 - Allotments
 - Home/Mailing Addresses
 - Thrift Savings Plan (TSP)
 - Annual Screening Questionnaire
 - E-Resume
-

Direct Deposit

This section provides guidance on direct deposit information. Before you attempt to change your direct deposit information, you need to verify that your current account information is contained in DA.

If you attended CG Basic Training at Cape May, NJ your initial direct deposit account information was entered by TRACEN Cape May Servicing Personnel Office (SPO) directly into the pay system. Since DA was not used for this initial entry, you cannot use the Self-Service feature to update/correct information.

Direct Deposit

To view/verify your Direct Deposit data, you will need to navigate to the account information. Using the DA On-Line link, navigate to Self-Service for Member>Change Direct Deposit/Payment Option Election.

Direct Access On-Line Guide - Changing Direct Deposit

Direct Access Tutorial - Direct Deposit Change

If	Then
No direct deposit information (Blank)	You cannot enter initial account data and you will need to provide your SPO with the account information for entry into DA.
Current Account Recorded	You can use DA Self-Service procedures to update/correct your Direct Deposit account information.

Continued on next page

Direct Access and Direct Access Self-Service, Continued

Allotments



As a Reservist, you must be serving on “long-term” Active Duty orders to take advantage of the allotment payroll deductions from your monthly pay. You can start an allotment as soon as your orders begin.

DA Self-Service allows you to start, stop, and change your allotments using DA Self-Service. Allotments can be used for savings, loans, insurance, U.S. Savings Bonds, charities, support of dependents, education, CG Association dues, and any other legal purposes.

The most common issue for Reservists is their inability to start an allotment. This occurs when DA isn’t correctly identifying you as being on active duty for the minimum required period of time.

When you are under Active Duty Orders, sometimes the system does not accurately update your CG Duty Row. If you are on active duty greater than the period described above and are unable to start an allotment, you need to contact PPC to have DA updated to allow allotments to process.

You are strongly encouraged to review the following link to the DA On-Line Guide before you engage in any allotment transactions.

[Direct Access On-Line Guide - Allotments and Bonds Overview](#)

[Direct Access Tutorial - Allotments](#)

Continued on next page

Direct Access and Direct Access Self-Service, Continued

Home/Mailing Addresses



It is very important to keep your address updated in DA. The home address can be any address you want to enter, but **the mailing address is where the W-2 form and any Coast Guard official correspondence will be mailed.** When changing your address, you can select the date the address change will become effective.

The DA On-Line guide provides you with complete procedures to change your home and mailing addresses.

[DA On-Line Guide - Home/Mailing Address Change](#)

[Direct Access Tutorial - Changing Home/Mailing Address](#)

Note: The address changes entered into DA are not provided to the government charge card providers. You will need to contact them directly to notify them of your address change.

Thrift Savings Plan



This section provides the procedure for changing the percentage of your contribution to the Thrift Savings Plan (TSP) from your base pay, incentive pay, special pay and bonuses.

For complete details concerning the TSP program visit the TSP web site at:
<http://www.tsp.gov/>.

You may not start a new TSP contribution or terminate your TSP contribution using Self-Service. If you want to enroll or disenroll from TSP, you need to complete Form TSP-U-1 and fax it to the Pay & Personnel Center (MAS-TSP) at (785)339-3760. Or you can mail the form to:

Commanding Officer (MAS-TSP)
Coast Guard Pay & Personnel Center
444 SE Quincy Street
Topeka, KS 66683-3591

Only one change per plan type (basic pay, incentive pay, special pay and bonus) per month using self-service is permitted. If you need to submit subsequent changes in the same month, you must submit Form TSP-U-1 to PPC (MAS) to be entered into the system.

Continued on next page

Direct Access and Direct Access Self-Service, Continued

Thrift Savings Plan

(continued)

There are two basic rules to remember:

- Changes to your TSP account will be effective on the first day of the month following your election.
- TSP deductions are made when pay is earned and recorded on your monthly LES.

Caution: Reservists not on active duty should not elect a 100% TSP contribution because your monthly drill pay earned would not leave any funds available for payments of other monthly deductions or debts such as:

- TSP Loans
- SGLI/FSGLI elections
- Dependent Dental Plan
- Travel debts

A 100% election may cause you to incur an in-service debt and possibly lead to termination of your TSP election.

[Direct Access On-Line Guide - Thrift Savings Plan](#)

[Direct Access Tutorial - Thrift Savings Plan](#)

TSP Catch-up

Members age 50 and over, or who will reach age 50 on or prior to 31 December of the current tax year, are eligible to invest an additional \$5,500 into TSP under the TSP catch-up program. Catch-up contributions are made in whole dollar amounts and are not based on a percentage of pay.

These contributions cannot be made using Self-Service. An election form [TSP-U-1-C Form](#) must be completed and forwarded to PPC(MAS) for processing at:

Commanding Officer (MAS-TSP)
Coast Guard Pay & Personnel Center
444 SE Quincy Street
Topeka, KS 66683-3591

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Direct Access and Direct Access Self-Service, Continued

Annual Screening Questionnaire



Federal law requires all Ready Reservists (Selected Reservists - SELRES and Individual Ready Reservists - IRR) to be regularly screened to ensure availability and fitness for duty if mobilized and submit updated information.

Some important information concerning the ASQ:

- Required to be submitted annually between 1 August and 31 October 31.
- If you are currently serving on long term ADOS-AC (180 days or greater) or EAD orders, you do not have to complete the ASQ until you are released from active duty (RELAD).
- Once you complete and save your ASQ, it cannot be reviewed in DA.
- An ASQ can be submitted at any time. If you are unsure as to the last time you submitted an ASQ, submit a new entry. A subsequently submitted ASQ will override any entries previously submitted in DA.

Follow the procedures outlined in the DA On-Line Guide for procedures to complete and submit your ASQ.

[Direct Access On-Line Guide - Annual Screening Questionnaire](#)

[Direct Access Tutorial - Annual Screening Questionnaire](#)

Continued on next page

Direct Access and Direct Access Self-Service, Continued

E-Resume



This section provides guidance on the preparation and submission of an E-Resume into DA. Centralized Assignment Control (CAC) is here! It is currently in effect as per ALCGRSV 048/10 and PSC-RPM.

The E-resume will be the primary tool to communicate to your assignment officer. The DA on-line guide provides you with complete instructions to create and submit your E-Resume. You must change the **Position Source** dropdown to **SELRES PCS**.

Direct Access On-Line Guide - E-Resume Direct Access Tutorial – E-Resume

View Job Postings
Enter your search criteria then click Search

Search Criteria

Position Source:	<input type="text"/>	Select a Position Source Code
Position:	<input type="text"/>	Select a Position Nbr or leave blank for all
Dept Type:	<input type="text"/> 🔍	Select a Type or leave blank for all
Department:	<input type="text"/> 🔍	Select a Dept or leave blank for all
State:	<input type="text"/> 🔍	Select a State or leave blank for all
Job Family:	YN 🔍	Select a Job Family or leave blank for all
Job Code:	<input type="text"/> 🔍	Select a Jobcode or leave blank for all
Accomplishment:	<input type="text"/> 🔍	Select an Accomplishment or leave blank for all
Competency:	<input type="text"/> 🔍	Select a Competency or leave blank for all
Keyword(s):	<input type="text"/>	Optional

Include positions NOT on shopping list

From the Position Source drop down, select **SELRES PCS**

View Job Postings
Enter your search criteria then click Search

Search Criteria

Position Source:	Active Duty PCS ▼	Select a Position Source Code
Position:	Active Duty PCS	Select a Position Nbr or leave blank for all
Dept Type:	Advanced Training	Select a Type or leave blank for all
Department:	CWO -> LT Board	Select a Dept or leave blank for all
State:	Career Extension	Select a State or leave blank for all
Job Family:	Command Screening	Select a Job Family or leave blank for all
Job Code:	First Tour Jr. Officer Assign	Select a Jobcode or leave blank for all
Accomplishment:	Integration	Select an Accomplishment or leave blank for all
Competency:	PCTS Appointment	Select a Competency or leave blank for all
Keyword(s):	RPA Appointment	Optional

Include positions NOT on shopping list

Continued on next page

Direct Access and Direct Access Self-Service, Continued

Leave and Earnings Statement (LES)

The LES contains a monthly accounting of your leave and earnings. This information originates from pay and personnel documents submitted by you, your unit administrative staff, your SPO, and from automatic system updates.

Where is my LES?



A monthly LES is created and viewable in DA when:

- You perform any CG duty when pay and/or allowances are paid.
- Any changes/updates are made to the LES information.
- You have monthly deductions for participation in SGLI/FSGLI.
- Any system updates are completed by PPC.

Your current and previous 12 LES's can be viewed in Direct Access at the following path:

[Home>Self-Service>Employee>View>View Paycheck.](#)

Remember, you are responsible for reviewing your LES to ensure the accuracy of the information and to advise your command of any discrepancies.

Reading the LES

A complete itemized description of your LES can be found in Appendix F of the Pay Personnel and Procedures Manual titled, You and Your LES at:

[Personnel Pay and Procedures Manual \(3PM\)](#)

It is very important for you to review and validate your monthly LES. As a Reservist, your LES serves two important purposes. It:

- Documents all pay and allowances credited for Reserve duties performed; and
 - Documents any Reserve Retirement Points earned.
-

Continued on next page

Direct Access and Direct Access Self-Service, Continued

Verification of your LES There are a few entries in specific sections of the LES that will be discussed in this section.

- Leave
- Entitlements
- Deductions
- Remarks

Sample LES

View Paycheck				000450			
Marvin Martian				Active Coast Guard Employees			
For a prior pay period, click Paycheck Selection				Comments			
Marvin T. Martian		Employee ID: 1234567		TAX DATA: Federal		KS State	
111 Moon Way		Department: 000450		Marital Status: Married			
TOPEKA KS 66683		Location: CG PPC		Allowances:			
Job Title: Chief Yeoman		Pay End Date: 11/30/2012		Addl. Percent:			
		Check Date: 12/01/2012		Addl. Amount: 100.00		50.00	
Leave							
Begin	Earned	Used	Balance	Sold CP	Lost Prv FY	Sold CTD	
0.0	0.0	0.0	0.0	0.0	0.0	4.0	
Current	Total Earnings	Cur TaxableGrs	Total Taxes	Total Deductions	Net Pay		
	676.36	642.12	191.26	64.00	421.10		
YTD		9,310.74					
Earnings				Taxes			
Description	Hours	Rate	Amount	Description	Amount	YTD Amount	
IDT PAY			642.12	Fed Withholdng	100.00	1,337.06	
RSERVE CMA			24.96	Fed MED/EE	36.29	526.06	
IDT COMRTS			9.28	KS Withholdng	54.97	683.34	
Total:			676.36	Total:	191.26		

Continued on next page

Direct Access and Direct Access Self-Service, Continued

Sample LES (continued)

Before-Tax Deductions		After-Tax Deductions		Employer Paid Benefits		
Description	Amount	Description	Amount	Description	Amount	YTD Amount
		Fam SGLI	64.00			
				* Taxable		
Total:		Total:	64.00	Total:		

Net Pay Distribution					
Payment Type	Paycheck Number	Account Type	Account Number		Amount
Direct Deposit		Checking			
Direct Deposit		Checking			421.10
Total:					421.10

Continued on next page

Direct Access and Direct Access Self-Service, Continued

Sample LES

Comments	View 25
<p>* YOUR W-2 FOR 2012 WILL BE MAILED IN JAN 2013 TO THE MAILING ADDRESS AT THE TOP OF THIS E-LES. IF THIS ADDRESS IS INCORRECT, PLEASE CORRECT IT THROUGH DIRECT ACCESS SELF-SERVICE AT HTTPS://EP.DIRECT-ACCESS.US, OR ASK YOUR SPO TO INPUT AN ADDRESS CHANGE FOR YOU.</p> <p>* THE CEILING ON CONTRIBUTIONS TO THE THRIFT SAVINGS PLAN WILL CHANGE IN 2013. A MAXIMUM OF \$17,500 ANNUALLY MAY BE CONTRIBUTED BY MEMBERS LESS THAN AGE 50. \$23,000 MAY BE CONTRIBUTED BY MEMBERS AGE 50 OR OLDER. \$51,000 MAY BE CONTRIBUTED BY MEMBERS SERVING IN A COMBAT ZONE. FOR MORE INFORMATION, SEE HTTP://WWW.USCG.MIL/PPC/TSP.ASP. IF YOU ARE AGE 50 OR OLDER AND MAKING ADDITIONAL TSP CATCH UP CONTRIBUTIONS, REMEMBER CATCH UP CONTRIBUTIONS MUST BE RENEWED EACH CALENDAR YEAR.</p> <p>* THIS LES REFLECTS TRANSACTIONS PROCESSED AS OF 20NOV12.</p> <p>* 00.0 DAYS LEAVE EARNED AND 00.0 DAYS LEAVE USED TO DATE IN FY13.</p> <p>* EMPLOYEE REVIEW SUBMITTED: 30SEP12</p> <p>* MULTIPLE DRILL PAY FOR 17NOV12.</p> <p>* MULTIPLE DRILL PAY FOR 18NOV12.</p> <p>* IDT COMRATS STARTED 17NOV12.</p> <p>* IDT COMRATS STOPPED 17NOV12.</p> <p>* IDT COMRATS STARTED 18NOV12.</p> <p>* IDT COMRATS STOPPED 18NOV12.</p> <p>* 008 IDT PAID DRILLS COMPLETED TO DATE IN FY13.</p> <p>* 000 IDT NON PAID DRILLS COMPLETED TO DATE IN FY13.</p> <p>* TOTAL CURRENT ANNIVERSARY YR POINTS 12 IDT 8 REG AD 0 RSV AD 0 FHD 0 RMP 1 MBR 3 CORR 0</p> <p>* PLEASE SEE CH 8 SEC C OF THE RESERVE POLICY MANUAL M1001.28A.</p>	

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Direct Access and Direct Access Self-Service, Continued

Net Pay Distribution

The Net Pay Distribution represents the amount processed for payment (your actual deposit amount) for your mid-month and end month paychecks.

Leave

When you perform any period of active duty of 30 or more consecutive days, you earn leave at the rate of 2.5 days per month. A breakdown of leave earned for portions of a month is found in Chapter 2.A of Reference (d).

At the completion of your active duty you can elect to:

- Use earned leave
- Sell earned leave
- Carryover leave

Under the Special Leave Accrual (SLA) program, you may elect to carryover leave from one active duty period to another, subject to the limitations outlined in ALCOAST 519/11.

If you do not elect to use or sell your leave, the balance at the end of your active duty period will be carried over on your leave record until used or sold. Leave may also be carried forward when performing back-to-back AD with no break in service. Complete details for carrying forward leave are found in the Reserve Policy Manual.

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.

Any leave you choose to sell at the end of your active duty period will be reflected on your final LES.

Continued on next page

Direct Access and Direct Access Self-Service, Continued

Entitlements The entitlements section identifies all pay and allowances paid during the period. All IDT paid during the current period will be combined for one entry. You should also see any other entitlements due for the drills performed.

Deductions The deductions section identifies all tax withheld as well as any deductions for SGLI/FSGLI, overpayments, service debts, etc.

SGLI/FSGLI – If you have elected SGLI/FSGLI and you do not perform any reserve duty for premiums to be deducted, a debt to the government will be initiated for a maximum of 5 months before it will be cancelled. Once cancelled, you will still be liable for the 5 months of premiums and will be required to reelect coverage.

Combat SGLI – If you are currently serving in a combat zone, your premiums are paid for you. If you are not currently enrolled in SGLI, your SGLI enrollment will automatically begin at the maximum rate once you report to the combat zone.

**Comments/
Remarks** **The comments are viewable for the current month plus one year.** Any reserve service performed during the month will be identified with specific inclusive dates. Any **new** entry on the LES will generate a remark.

Corrections In accordance with Appendix F of Reference (b), you are responsible for the accuracy of payments made on the LES. As such, any discrepancies should immediately be brought to the attention of your command and/or SPO for correction.



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Direct Access and Direct Access Self-Service, Continued

Wage and Earnings W-2's

In this section we will discuss the process of forwarding your annual Wage and Tax Statement (IRS W-2) by PPC. Detailed information may be found on [PPC \(SES\) web page](#).

The Wage and Tax Statement – IRS W-2 is prepared and mailed after the December end-month pay system compute cycle of each year, and forwarded to your mailing address identified on your LES.

To ensure you receive your W-2 at your mailing address, you should ensure that the address on your LES is correct and if necessary submit a correction to your mailing address outlined in Home/Mailing Address section of this course, prior to the December mid-month pay system compute cycle.

If you do not receive your W-2 after the initial mailing process, you may request a duplicate by completing and faxing a **W-2 request form** located on PPC(SES) web page. Completely fill in the pertaining areas, and fax it to the U.S. Coast Guard Pay & Personnel Center (PPC) SES in Topeka at 785 339-3784.

In mid-January of each year, PPC loads IRS Form W-2 information into DA Self-Service for CG military personnel. The W-2 data is not an "*electronic*" W-2 that you can print and mail with your tax return. However, the W-2 data reflects the information on the paper W-2 that is mailed annually at the end of January. If you are an electronic filer, you can use the information on the DA Self Service W-2 data page to prepare and file your return. Earnings and withholding information from our pay system is transmitted to the IRS, but we do not exchange W-2 data with any commercial software or tax preparation firms.

Summary

In this section we have discussed a few options available using Direct Access Self Service.

For a complete guide for using DA Self Service refer to the DA On-Line guide and PPC Tutorials referenced at the beginning of this chapter.

Reserve Retirement Points Statement

Introduction

The Reserve Retirement Points Statement is one of the most important documents for a reservist. The statement is produced annually and mailed to your 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 your statement, **Total Satisfactory Years of Service**, is a cumulative total of your creditable time towards earning Reserve Retirement eligibility. The total creditable points are very important as your Reserve Retired Pay is calculated based on your total points earned throughout your career.

Objective

This section will provide you with the knowledge and ability to read and understand your Reserve Points Statement and where and how to submit corrections.

References

(a) [Reserve Policy Manual, COMDINST M1001.28](#)

Where's my Points Statement?

You may view your Reserve Retirement Points Statement in Direct Access at any time by following this path:

[Self-Service>Employee>View>View Reserve Points](#)

Pay Entry Base Date

The Pay Entry Base Date (PEBD) is established at the time of accession.

The PEBD is used to:

- Determine your rate of basic pay and eligibility for Longevity pay increases.
- Determine the beginning date for calculating 30 years of service.

Complete information for determination of PEBD may be found in:

- [Coast Guard Pay Manual, COMDTINST M7220.29\(series\)](#)
 - [Coast Guard Reserve Policy Manual, COMDTINST M1001.28\(series\)](#)
 - [Pay and Personnel Procedures Manual, PPCINST M1000.2\(series\)](#)
-

Continued on next page

Reserve Retirement Points Statement, Continued

Pay Entry Base Date (cont.) Title 10 USC 12103 established when military service is NOT creditable for PEBD computations. The following chart outlines specific periods for creditable service:

If Reserve member enlisted...	Then their PEBD is...
Before 1 Jan 1985	The day they enlisted (unless there is a break in service)
Between 1 Jan 85 - 28 Nov 89	The first day of Active Duty (a drill does not start PEBD)
29 Nov 89 or later	The first day of Active Duty, unless IDT Drill(s) performed prior to Active Duty, then PEBD is date of enlistment

Rate of Basic Pay: Under Title 37 USC 205, your cumulative years of military service is used to determine your rate of basic pay by adding **ALL** periods of active and inactive service in any Regular or Reserve component of a Uniformed Service. If your PEBD is not accurate, the result could be you being under or overpaid.

30 Year Service Date: Reservists shall be removed from active status after completing 30 total years of service. The 30 years of service is determined from your PEBD.

Fiscal Year (FY) vs. Anniversary Year (AY)

A **Fiscal Year** begins on 1 October and ends 30 September. The 48 drills maximum for creditable service must be completed during this time (unless authorized 60).

The **Anniversary Year** is the 365 or 366 (Leap Year) day period starting from your original "Date of Initial Entry into Military Service" (DIEMS), as long as there was no break in service. If you have a break in service, your Anniversary Year will be the date you came back into the service. Reservists need a minimum of 50 creditable points in an Anniversary year to have a satisfactory year for retirement purposes.

Continued on next page

Reserve Retirement Points Statement, Continued

Creditable Points

You should review the contents of Chapter 8 of the Reserve Policy Manual for complete information on earning and receiving credit for Reserve retirement points.



You must earn a minimum of 50 Reserve retirement points each full AY for it to be considered a satisfactory year of service that is creditable towards earning a Reserve retirement. You must accumulate 20 satisfactory years of service for Reserve retirement eligibility.

Creditable retirement points are earned in the following way:

- Membership - 15 points per year (does not include service in an inactive component of an armed service).
- Active Duty - 1 point for each day of active duty.
- IDT/RMP - 1 point for each IDT drill, RMP (Readiness Management Period) or FHD (Funeral Honors Duty).
- Correspondence Course Completions - You may earn creditable points for Coast Guard and Non-Coast Guard (i.e. U.S. Navy courses).

CG Correspondence Courses - Retirement point credits are automatically entered into DA by the CG Institute. Complete provisions of creditable correspondence course point credit may be found in Chapter 8-C-9 of the Reserve Policy Manual. You may view the current listing of CG correspondence course points and the retirement point credits at: http://uscg.mil/hq/cg1/cgi/reservist/reserve_points.pdf

Non-CG Correspondence Courses - If you complete a non-CG correspondence course as a CG Reservist during your current AY, you should submit a copy of the course completion letter (which will include the number of creditable Reserve retirement points) to your SPO to be entered into DA. A list of authorized courses can be found in:

http://www.uscg.mil/reserve/docs/pay_benefits/Correspondence%20Courses%20for%20RRPs%20Info%20Sheet_June2010.xls

For courses that are not identified on this list, you will need to submit a copy of the correspondence course completion letter along with any certificates for completion, via your SPO to Commandant (CG-131) for determination of creditability and the number of retirement points credit.

Important Note: The Reserve Policy Manual Chapter 8.C states that no retirement points will be credited for any courses completed while you are on active duty or on an inactive status list. Active duty is defined as: ADT, IADT, ADT-AT, ADT-OTD, ADOT, ADOS-AC, ADOS-RC, EAD, RPA, ADHC, or Involuntary Recall.

Continued on next page

Reserve Retirement Points Statement, Continued

Maximum Points

The maximum number of Reserve points that may be earned for retirement purposes in any AY are based on:

- IDT Drills
- Readiness Management Periods (RMP)
- Correspondence Course Points
- Membership Points (15 max per AY)



Maximum Reserve points breakdown by date:

Max Pts	Beginning on or After	Ending Prior to
130	10/30/07	Present
90	10/30/00	10/30/07
75	9/23/96	10/30/00
60	Any Previous AY	9/23/96

The maximum number of IDT Drills for Pay is 48 (with the exception of members assigned to deployable units, such as PSUs, who are authorized 60 drills for pay per fiscal year).

The maximum Total Creditable Reserve Retirement Points (all categories) cannot exceed 365 (366 points during Leap Year) points in any full AY.

Examples

Here are two examples to help interpret these rules:

Example 1 – Prior to 10/30/07

Corr Crs	Drills	Mbrshp	Sub Total	Adj Total	Active Duty	Total
36	52	15	103	90	180	270

In this example, you exceed the maximum 90 total points allowed for retirement and would receive credit for 90 total adjusted points vs. 103. The second point in this example is that you may have only received pay for 48 of the 52 drills performed which means 4 drills could have been performed without pay.

Example 2 - Present

Corr Crs	Drills	Mbrshp	Sub Total	Adj Total	Active Duty	Total
36	52	15	103	103	180	283

Since the total points did not exceed the 130 maximum, you would be credited all 103 points earned during this AY. You are now authorized to add any Funeral Duty and Active Duty/ADT points you have earned in the same AY.

Continued on next page

Reserve Retirement Points Statement, Continued

**Reading /
understanding
points
statement**



This section discussed the issuance, importance and how to review/validate your Annual Reserve Retirement Points Statement.

As previously noted, the point statement is one of the most important documents for a Reservist, and should be reviewed monthly in Direct Access for accuracy. This document contains both the point breakdown for the previous AY and the cumulative total of your entire military career.

The best time to ensure you're receiving all your retirement points is now, rather than waiting until you are planning retirement.

The points statement breaks down all retirement points earned into several sections:

- Correspondence Course Points
- Drill Duty (IDTs)
- Membership Points
- Sub and Adjusted Totals
- Funeral Duty
- Active Duty
- Total

Continued on next page

Reserve Retirement Points Statement, Continued

Reading / understanding points statement
(continued)

Direct Access Reserve Retirement Points Statement – The Reserve Retirement Points Statement is viewable in Direct Access. Sign-in to DA and use the following path to navigate to the point statement:

[Self-Service>Employee>View>View Reserve Points](#)

The Points Summary page will appear.

EmplID: 1234567	Empl Rcd: 0	Boop, Betty			
Rank: YNC			Pay Entry Base Date: 09/24/1984		
Dept: CG PAY AND PERSONNEL CENTER			Reserve Anniversary Date: 09/24/1984		
			20 Year Letter Date: 09/30/2004		
Totals Calculated as of: 23-SEP-12		Total Qualifying Service (YMMDD): 280000	Total Points: 7184		
Service Period Data			View All	First ◀ 1 of 14 ▶ Last	
Points Summary		Points Detail			
Begin Date	End Date	Statement Issued	Prior Svc Branch	Tot Qual Svc	Total Points
09/24/2012	09/23/2013		Coast Guard Reserve	000107	7

Click the **View All** link to display all Anniversary Years.

Continued on next page

Reserve Retirement Points Statement, Continued

**Reading /
understanding
points statement**
(continued)

The Points Summary page now displays all AY's documented in the system.

Service Period Data							
				View 1	First	1-14 of 14	Last
Points Summary		Points Detail					
Begin Date	End Date	Statement Issued	Prior Svc Branch	Tot Qual Svc	Total Points		
09/24/2012	09/23/2013		Coast Guard Reserve	000107	7		
09/24/2011	09/23/2012		Coast Guard Reserve	010000	75		
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

Click the **Points Detail** tab to display individual points for each period of service.

Reading /
understanding
points
statement
(continued)

Service Period Data								
View 1 First 1-14 of 14 Last								
Points Summary			Points Detail					
IDT	RMP	Corr Course	Mbrship	Total Non Adj	Total Adj	Funeral Dty	Rsv Active Duty	Reg Active Duty
4	1		2	7	7			
46	2		15	63	63		12	
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

**Reading /
understanding
points statement**
(continued)

The Points Summary page now displays all AY's documented in the system.

Click on the **Show All Columns** Button to see the Points Summary and Points Details pages displayed together.

Service Period Data															View 1	First	1-14 of 14	Last
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				
09/24/2012	09/23/2013		Coast Guard Reserve	000107	7	4	1		2	7	7							
09/24/2011	09/23/2012		Coast Guard Reserve	010000	75	46	2		15	63	63		12					
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	76	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	206	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	160026	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

Verifying your Points Statement

If you have any prior military service not identified in this section of your points statement, you should immediately report the discrepancy to your command and be ready to provide any documentation of that service. Without official documentation, your prior service may not be credited. Some examples of official documentation are:

- DD214s for any Active Duty performed
- Prior Service Retirement Points Statements
- NGB-22s from the National Guard

The Total Satisfactory Service is the key to your retirement eligibility. It should accurately total all of your AYs of creditable service. When the total service reaches approximately 20 years and 03 months, PPC (RAS) will forward a letter to your mailing address stating that you have reached 20 years of creditable Reserve service and will identify the date you will be eligible for retirement. Until the total years of service reaches 20 00 00, the system will not correctly identify your pending retirement eligibility.

Your Total Points is the sum of ALL creditable Reserve retirement points earned during your military career and is used in the formula to calculate your Reserve retired pay. If you are missing any points not documented on your points statement, your retirement will be less than you have earned and are entitled.

Complete details on crediting prior military service are outlined on the [PPC \(SES\)](#) web site.

Corrections



Any Reserve duty performed with or without pay can be verified by reviewing your monthly LES. Duty performed with pay will be documented in the Entitlements section of your LES, as well as the Remarks, identifying the inclusive dates the IDT or ADT was performed. Non pay duty will be reflected in the Remarks section of the LES.

If you are missing any Reserve duty, your SPO should be the first point of contact to verify if documentation has been submitted into DA.

Continued on next page

Reserve Retirement Points Statement, Continued

Corrections (continued)

Correspondence Course Points:

- Coast Guard correspondence course retirement points are automatically entered into DA by the CG Institute. If you are not credited with course retirement points, you should contact the CG Institute. Your unit Educational Services Officer (ESO) will have contact information.
- Non-Coast Guard correspondence course point corrections are forwarded to your Servicing Personnel Office (SPO) for entry into DA. You will need an official course completion letter or other documents displaying a completion date, along with the amount of retirement points it is worth.

Prior Military Service: All corrections to prior military service must be submitted to PPC (SES). Copies of Official documentation of prior service must be forwarded for correction. Some examples of documentation include:

- DD214s for any Active Duty performed
- Prior Service Retirement Points Statements
- NGB-22s (National Guard)

Requests for corrections should be forwarded via your command to:

Commanding Officer (SES)
Coast Guard Pay & Personnel Center
444 SE Quincy Street
Topeka, KS 66683-3591

Summary

In this section we have discussed how to read, understand and submit corrections to a Reserve Retirement Points Statement.

Reserve Policy Manual

8.C.11 Computing Retirement Points for Partial Anniversary Years

The following worksheet may be used to determine if a partial anniversary year may count toward qualifying service.

Gratuitous points for membership in an Active Status in a Reserve component for less than a full anniversary year.					
Days in an active status		Points to be credited	Days in an active status		Points to be credited
From	Through		From	Through	
01	12	0	183	206	8
13	36	1	207	231	9
37	60	2	232	255	10
61	85	3	256	279	11
86	109	4	280	304	12
110	133	5	305	328	13
134	158	6	329	352	14
159	182	7	353	365(6)	15
Minimum points required to establish a partial year as qualifying service					
Days in an active status		Points to be credited	Days in an active status		Points to be credited
From	Through		From	Through	
01	07	01	183	189	26
08	14	02	190	197	27
15	21	03	198	204	28
22	29	04	205	211	29
30	36	05	212	219	30
37	43	06	220	226	31
44	51	07	227	233	32
52	58	08	234	240	33
59	65	09	241	248	34
66	73	10	249	255	35
74	80	11	256	262	36
81	87	12	263	270	37
88	94	13	271	277	38
95	102	14	278	284	39
103	109	15	285	292	40
110	116	16	293	299	41
117	124	17	300	306	42
125	131	18	307	313	43
132	138	19	314	321	44
139	146	20	322	328	45
147	153	21	329	335	46
154	160	22	336	343	47
161	168	23	344	350	48
169	175	24	351	357	49
176	182	25	358	366	50

Retirement/RC-SBP

Introduction In this section we will discuss eligibility, benefits and processing for Reserve Retirement.

We will discuss the following topics:

- 20 Years of Satisfactory Service letter
 - Retirement Options
 - Benefits
 - Retired Pay Calculator
 - RC-SBP
-

Objective The objective of this section is to provide information and procedures to earn Reserve Retirement eligibility.

- References**
- (a) Reserve Policy Manual, COMDTINST M1001.28 (series)
 - (b) Military Civil and Dependent Affairs Manual, COMDTINST M1700.1
 - (c) PPC Topeka Retirement and Annuitant Services (ras) web-site
 - (d) Reserve Job Aid Tools
-

Satisfactory Service To be eligible for Reserve Retirement and receive a 20 year Reserve Satisfactory Service letter, you must have completed 20 years of satisfactory federal service and it must be documented on your Reserve Retirement Point Statement.

A qualifying year of satisfactory service for non-regular retired pay is a full anniversary year, during which you are credited with a minimum of 50 retirement points.

An accumulation of 20 years of creditable service is required to qualify for non-regular retired pay.

Continued on next page

Retirement/RC-SBP, Continued

20 Year Letter Upon receipt of your 20 years of Reserve Satisfactory Service letter, you may either:

- Continue to serve in the SELRES
- Submit a retirement request in writing using Form CG-2055A for either RET-1 or RET-2 status.

Note: Federal Law requires that you MUST declare RCSBP election via Form CG-11221 upon reaching retirement eligibility. Failure to submit required documentation will default to maximum coverage election.

Sample 20 Year Letter

MEMORANDUM	
From: CG PPC (RAS)	Reply to Attn of:
To: «RNK» «FIRST» «MI». «LAST» «SSN», USCGR	
Subj: NOTIFICATION OF COMPLETION OF SATISFACTORY FEDERAL SERVICE FOR RETIREMENT	
Ref: (a) 10 U.S.C. 12732	
<p>1. You are hereby notified that you have completed at least twenty years of satisfactory federal service in accordance with reference (a). You will be eligible to receive retired pay when you reach age 60 on «M_60_BDAY».</p> <p>2. You must continue to reenlist or extend your current enlistment contract until you are approved for transfer to retired without pay (RET-2) status, placed in the Inactive Status List (ISL), or reach age 60.</p> <p>3. Public Law 106-398 entitles you to participate in the Reserve Component Survivor Benefit Plan (RCSBP). The RCSBP permits you to provide an annuity for your spouse, spouse and children, children alone, or persons with an insurable interest in the event you die before reaching age 60. It is very important that you carefully read the options provided in the RCSBP Election Certificate (CG-PPC-11221), enclosure (1). <u>By law, you must make your choice within 90 days of the date of this letter.</u></p> <p>4. Enclosure (2) is your U.S. Coast Guard Reserve Retirement Point Statement (CG-4175A). Retirement points accrue up to age 60 unless you are placed in ISL or RET-2. After reaching age 60, no retirement points can be accrued unless you are recalled to active duty.</p> <p>5. Safeguard this letter of notification and a copy of your RCSBP Option Election Certificate because they will be used to determine your retired pay when you reach age 60. Provide a copy of this notification to your unit Commanding Officer.</p>	

Continued on next page

Retirement/RC-SBP, Continued

Retirement Options/Benefits

RET-1 - Retirement with Pay.

When you have completed 20 years of satisfactory federal service **and have reached age 60**, you are eligible for transfer to RET-1 status. Benefits are the same as Active Duty Retirement.

These are some of the benefits:

- Receive Retired Military ID Card DD Form 2 CG
- Commissary/Exchange Benefits
- TRICARE Medical Plan
- TRICARE Retired Dental Plan
- Eligible to convert SGLI to VGLI

RET-2 - Retirement Awaiting Pay at age 60.

Reservists who have satisfied all requirements for RET-1 except having reached age 60 may request transfer to the administrative status RET-2. No longer entitled to pay/allowances or earning retirement points. Tricare Reserve Select terminates.

These are some of the benefits:

- Receive Retired Military ID Card DD Form 2 RESRET
 - Commissary/Exchange Benefits
 - TRICARE Retired Reserve
 - TRICARE Retired Dental Plan
 - Eligible to convert SGLI to VGLI
-

Early Retirement Eligibility

If you served on qualifying Active Duty as authorized by the National Defense Authorization Act for FY 2008, the eligibility age for receipt of retired pay may be reduced below 60 years of age.

The eligibility age for retired pay will be reduced by 3 months for each qualifying aggregate period of 90 days on which you performed active duty in any one fiscal year.

A request for eligibility and computation of time must be submitted in writing to PSC-rpm via a CG-2055A.

Complete eligibility requirements are contained in:

- ALCOAST 399-09
 - ALCGRSV 051/09
-

Continued on next page

Retirement/RC-SBP, Continued

Retirement Request Procedures

Reserve retirements are processed by PPC(ras).

RET-1 Procedures:

When	Who	What Happens	Notes for Mbr
After receipt of Reserve Retirement Points Statement and retirement forms.	PPC(ras)	Mail Reserve Retirement Points Statement, Retirement Package and Retirement Certificates.	You will only receive this information if you NEVER requested Ret-2 status.
After receipt of Reserve Retirement Points Statement and retirement forms.	Member	Request transfer to RET-1 status by completing forms CG- 2055A (Reserve Retirement Transfer Request) and CG-4700 (Coast Guard & NOAA Retired Pay Account Worksheet and Survivor Benefit Plan Election from http://www.uscg.mil/ppc/forms/ . Requests must be for a future date and not sooner than three months from submission date to provide sufficient processing time.	
Retirement day	PPC(ras)	Transmit Endorsement on Orders transaction.	

Note:

Normally, reservists are voluntarily transferred to RET-2 status upon their request. There is one instance, however, where a reservist may be involuntarily transferred to RET-2 status. If an enlisted reservist has over 20 years satisfactory service, the reservist's enlistment expires, and the reservist fails to reenlist, the reservist may be involuntarily transferred to RET-2 status per Military Separations, COMDTINST M1000.4. In such cases, the reservist's SPO shall notify the CGPSC (rpm-2) that the reservist has failed to reenlist. CGPSC (rpm-2) shall in turn notify PPC (ras). PPC (ras) shall transmit Endorsement on Orders transactions to transfer the reservist to RET-2 status.

Continued on next page

Retirement/RC-SBP, Continued

Retirement Request Procedures (continued)

RET-2 Procedures

When	Who	What Happens	Mbr Notes
After completing 20 years of satisfactory service.	PPC(ras)	Sends "20 Year Letter" notifying member of eligibility for RET-2 Retirement. Include Reserve Component Survivor Benefit Plan election forms.	Do NOT mail Retirement Package until you are within one year of age 60 or early retirement age (if approved by RPM).
After receipt of "20 year letter".	Member	May request transfer to RET-2 status by completing form CG-2055A from http://www.uscg.mil/ppc/forms/ . Written requests are submitted to CGPSC (rpm-2) via the unit commanding officer. Requests must be for a future date and not sooner than three months from submission date to provide sufficient processing time.	
Upon receipt of request for RET-2 Retirement	PPC(ras)	Forwards to member Retirement Information Package. Note: Members requesting RET-2 status who are not yet age 60 will receive retirement certificates now rather than at age 60 when transferred to RET-1 status.	
RET-2 Retirement day	PPC(ras) Member	Transmits Endorsement on Orders transactions to RET-2 status. Visit the nearest Real-Time Automated Personnel Identification System (RAPIDS) facility for retired ID card. To find the nearest RAPIDS facility go to the following website: https://www.dmdc.osd.mil/rsl .	

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Retirement/RC-SBP, Continued

Retired Pay Calculator

Monthly retired pay will not be computed until eligible for Retired Pay (60 years of age unless authorized early retirement with pay).

The following examples are using the CURRENT Basic Pay rates.

Total credited Retirement Points \div 360 x 2.5% = Retired Pay Multiplier

EXAMPLE 1: $7,109 \div 360 = 19.747$ or 19.75

$19.75 \times 2.5\% (.025) = .49368$, or $.4937$

RETIRED PAY MULTIPLIER = 49.37%

$\$4815.90$ (Base Pay E-7 over 26) X 49.37% = $\$2377.60$

EXAMPLE 2: 75 Points per year X 27 years

$2025 \div 360 = 5.625$ or 5.62

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

RETIRED PAY MULTIPLIER = 14.06%

$\$4815.90$ (Base Pay E-7 over 26) X 14.06 = $\$677.12$

RC-SBP

Reserve Component Survivor Benefit Plan – Effective 1 January 2001 upon completion of 20 years of Satisfactory service, you are required to either elect or decline enrollment in the RC-SBP program.

You will be automatically enrolled at the maximum level coverage unless you:

- Decline Coverage or
- Elect Reduced Coverage

Both elections require spousal concurrence.

Complete policy concerning RC-SBP can be found in Chapter 2.D.12 of the Military Civil and Dependent Affairs Manual, COMDTINST M1700.1

Continued on next page

Retirement/RC-SBP, Continued

RC-SBC Election Options

A: Defer election until age 60

- Automatic maximum coverage unless decline or elect reduced coverage
- No benefit of death occurs prior to age 60
- Opportunity to elect at age 60

B: Elect RC-SBP

- Elect annuity based on full or reduced amount
- Benefit when you **would have** reached age 60

C: Elect RC-SBP

- Elect annuity based on full or reduced amount
 - Benefit if death occurs **prior** to age 60
-

RC-SBP Election Variables

There are many variables in eligibility and payment to beneficiaries under RC-SBP. You should refer to the Military Civil and Dependent Affairs Manual, COMDTINST M1700.1. Some examples are:

No Spouse, Children or Insurable Interest at the 20 year point.

- If you have no spouse, children or insurable interest at your 20 year service point then you are enrolled under option A. However, if you acquire a spouse and/or children at a later date, then you may elect to enroll **WITHIN ONE YEAR** from that date.
- If you do not elect an option within one year, you will remain under option A.

If you incur a change in dependency after initial election of Option B or C, you may:

- Suspend RC-SBP
- Voluntarily elect to cover former spouse

If you remarry after losing (divorce/death) your RC-SBP spouse, you may within one year of remarriage:

- Provide same coverage as previously elected
- Terminate spouse coverage
- Increase Base amount up to full

A useful tool to calculate SBP-RC costs using the 2012 Military Pay Scales can be found at: www.hrc.army.mil/calculators/SurvivorBenefitPayCalc.aspx

Summary

In this section we have discussed eligibility, requesting, processing and benefits for Reserve Retirement.

Reserve Advancements

Introduction

This section provides you an overview of the Reserve Advancement process. The following topics will be discussed:



- Reserve Service-wide Examination (RSWE) Announcement
- Eligibility Requirements/Deadlines
- Personnel Data Extract (PDE)
- RSWE
- Eligibility List/Profile letters
- Advancement of prior Active Duty members
- Supplemental Advancements
- “A” School Graduates

PPC (ADV) is the main point of contact for any questions concerning the RSWE process. Any inquiries can be sent directly to PPC-DG-ADV.

Objective

The objective is to provide you with an understanding of the Reserve Advancement process.

Reference

- (a) [Reserve Policy Manual COMDTINST M1001.28A](#)
 - (b) [Enlisted Accessions, Evaluations and Advancements, COMDTINST M1000.2](#)
-

RSWE Announcement

Each year an ALCGRSV will announce the RSWE cycle. This very important message identifies the requirements and responsibilities to participate in the October RSWE. This is the only announcement for the RSWE cycle and any changes or new requirements are announced in this ALCGRSV.

You should read this message in its entirety.

All eligibility requirements to compete in the RSWE must be met by 1 July preceding the October exam. Some examples of eligibility requirement changes that are outlined in the ALCGRSV are:

- End of Course Test (EOCT) changes/waivers
 - SWE waivers, and
 - Correspondence Course requirements.
-

RSWE

Chapter 7-C of reference (a) identifies the RSWE shall be held each year on the third Saturday in October.

Continued on next page

Reserve Advancements, Continued

Eligibility Requirements

Eligibility requirements are contained in Chapter 7-C of references (a), Chapter 3.A of reference (b), and in the ALCGRSV. A link to the OCT12 RSWE announcement message ([ALCGRSV 038/12](#)) is provided as an example for review.

PPC (ADV) has created a reference tool as a quick review of eligibility requirements in a single spreadsheet. **Remember, this is a tool and is not official policy.** You should review the actual policies and procedures outlined in the references.

[October 2012 PPC\(ADV\) SWE Eligibility Criteria](#)

PDE's

The Personnel Data Extract (PDE) is viewable in Direct Access. **It is your responsibility to review and validate your PDE!**

The PDE extracts data from your DA record and determines eligibility for the RSWE. All the eligibility criteria and deadlines for the RSWE are outlined in the annual ALCGRSV. You should review your PDE immediately upon receipt and bring any discrepancies to the attention of your command. You can view your PDE in DA using Self-Service.

[Direct Access On-line Guide - View My SWE PDE](#)

[Direct Access Tutorial – View My Information](#)



Failure to review and correct your PDE could result in your ineligibility to participate in the RSWE or could incorrectly identify your final placement on the Reserve Advancement Eligibility List.

Continued on next page

Reserve Advancements, Continued

PDE's
(continued)

Sample PDE – NOT Eligible:

PERSONAL DATA EXTRACT FOR YNC OCT 2012							
Rate, Name:	YN1	Mouse, Mickey T.	EmpIID:	1234567			
Perm Unit:	007385	PPC TOPEKA- MAIL TOOM, TOPEKA, KS	OPFAC:	79 47400			
Exam Board:	007374	PPC TOPEKA- TOPEKA, KS	OPFAC:	79 47400			
Cand Status:	Not Eligible						
Points Start Date (PSD):	06/01/1987	Award Points up to SED:	7				
SWE Eligibility Date (SED):	07/01/2012	EER Points up to SED:	43.1400				
Terminal Eligibility Date (TED):	01/01/2013	Time in Service up to TED: Yr:	25	Mo:	07	Da:	00
Pay Base Date (PBD):	06/01/1987	Time in Rating up to TED: Yr:	03	Mo:	00	Da:	00
Date of Rank in Rating (DOR):	01/01/2010						
Evaluations				Creditable Awards			
Effective Date	Competency Type	Total Points	Rating	Description	Award Points	Issue Date	
05/31/2012	CON		S	CG Reserve Good Conduct Medal	1	05/31/2010	
05/31/2012	MIL	10					
05/31/2012	PERF	48		CG Good Conduct Medal	1	05/31/2007	
05/31/2012	LEAD	41					
05/31/2012	PROF	47		CG Good Conduct Medal	1	05/31/2004	
05/31/2011	CON		S	CG Reserve Good Conduct Medal	1	05/31/2001	
05/31/2011	MIL	9					
05/31/2011	LEAD	38		CG Reserve Good Conduct Medal	1	05/31/1997	
05/31/2011	PROF	44					
05/31/2011	PERF	44		CG Reserve Good Conduct Medal	1	05/31/1994	
05/31/2010	CON		S	CG Reserve Good Conduct Medal	1	05/31/1991	
05/31/2010	MIL	12					
05/31/2010	LEAD	41					
05/31/2010	PERF	47					
05/31/2010	PROF	46					
As of 09/04/2012 you are not qualified for advancement due to the following reason(s):							
-- Missing Evaluations							
PDE Verification							
The member must verify all data on this PDE. If errors are found, note them on a printed copy of this form and inform your admin personnel. It is the member's responsibility to ensure that incorrect or missing data is updated in Direct Access prior to the PDE verification deadline date for each SWE.							
Certification: I have reviewed my PDE for accuracy. If any data is missing or incorrect, I have so noted it on this form and will ensure correction is made prior to the PDE correction deadline date.							
Signature: _____				Date: _____			
After signing, give this form to your unit admin personnel.						11/05/2012	

Continued on next page

Reserve Advancements, Continued

PDE's
(continued)

Sample PDE - Eligible:

PERSONAL DATA EXTRACT FOR FSC OCT 2012						
Rate, Name:	FS1	Dog, Goofey T	EmpID:	1234567		
Perm Unit:	000001	CG PSC - Topeka, KS	OPFAC:	79 47400		
Exam Board:	000002	CG PSC - Topeka, KS	OPFAC:	79 47400		
Cand Status:	Eligible					
Points Start Date (PSD):	06/19/1990	Award Points up to SED:	5			
SWE Eligibility Date (SED):	07/01/2012	EER Points up to SED:	41.3900			
Terminal Eligibility Date (TED):	01/01/2013	Time in Service up to TED: Yr:	22	Mo:	06	Da: 13
Pay Base Date (PBD):	06/19/1990	Time in Rating up to TED: Yr:	04	Mo:	00	Da: 00
Date of Rank in Rating (DOR):	01/01/2009					
Evaluations				Creditable Awards		
Effective Date	Competency Type	Total Points	Rating	Description	Award Points	Issue Date
05/31/2012	CON		S	CG Reserve Good Conduct Medal	1	06/18/2011
05/31/2012	MIL	12		CG Reserve Good Conduct Medal	1	06/18/2008
05/31/2012	PERF	44		CG Reserve Good Conduct Medal	1	06/18/2002
05/31/2012	LEAD	36		CG Comdt Ltr of Comm Ribbon	1	02/27/2002
05/31/2012	PROF	46		CG Reserve Good Conduct Medal	1	06/18/1999
05/31/2011	CON		S			
05/31/2011	MIL	12				
05/31/2011	LEAD	40				
05/31/2011	PROF	46				
05/31/2011	PERF	45				
05/31/2010	CON		S			
05/31/2010	MIL	8				
05/31/2010	LEAD	32				
05/31/2010	PERF	38				
05/31/2010	PROF	43				
YOUR FSC SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 000002 CG PSC Topeka, KS						
IF YOU WILL NOT BE AT THE EXAM UNIT LISTED ABOVE ON THE SCHEDULED SWE DATE DUE						
PDE Verification						
The member must verify all data on this PDE. If errors are found, note them on a printed copy of this form and inform your admin personnel. It is the member's responsibility to ensure that incorrect or missing data is updated in Direct Access prior to the PDE verification deadline date for each SWE.						
Certification: I have reviewed my PDE for accuracy. If any data is missing or incorrect, I have so noted it on this form and will ensure correction is made prior to the PDE correction deadline date.						
Signature: _____				Date: _____		
After signing, give this form to your unit admin personnel.				12/04/2012		

Continued on next page

Reserve Advancements, Continued

Profile Letter/ Eligibility List



The Profile Letter and the RSWE Eligibility List are created upon completion of the exam cycle. All creditable points are calculated into a final multiple which determines your placement on the RSWE Eligibility List, and the Profile Letter breaks down the final multiple into separate categories.

For further information concerning calculation of final multiple, refer to Article 3.A of Reference (b).

You can view your Profile Letter using DA Self-Service at:

[Direct Access On-Line Guide - View SWE Profile Letter](#)

[Direct Access Tutorial – View My Information](#)

PROFILE LETTER FOR THE RESERVE FSC OCT 2012 SWE			
FS1	Dog, Goofey T	1234567	USCG
Perm Unit:	000001	CG PSC TOPEKA	OPFAC: 79 47400
The profile below lists the section references, which show the exam section titles or the qualification sections for your rating in the COMDTINST M1414 (series). The profile also gives your percentage of answers correct and your rank order among other candidates who took the same form of the FSC exam. The total test percentage is not an average of the individual section percentages since the sections are unequal in length.			
	SECTION TITLES OR QUAL REFERENCES	% ANSWERS CORRECT	
1	FOOD PREPARATION	40.00	
2	SANITATION SAFETY EQUIPMENT	56.00	
3	PROCUREMENT RECEIPT & STORAGE	38.24	
4	INVENTORY MANAGEMENT TRAINING	30.56	
5	EPME - E7	48.00	
	TOTAL TEST	41.33 %	RANK 2 OF 8
The Final Multiple Points which will determine your placement on the eligibility list are:			
SERVICEWIDE EXAM:	53.62	TIR PRESENT PAYGRADE:	8.00
PERFORMANCE FACTOR (MARKS):	41.3900	MEDALS/AWARDS:	5.00
TIME IN SERVICE:	20.0000	CREDITABLE SEA POINTS:	0.00
		SURF DUTY POINTS:	0.000
TOTAL FINAL MULTIPLE:	128.0100		

Maximum Final Multiple Points

SWE – _____ Evals – _____ TIS – _____ TIG – _____ AWD – _____

Total Possible Final Multiple Points: 170.

Continued on next page

Reserve Advancements, Continued

Continued on next page

Advancement of Prior Active Duty Members

If you were previously placed on an Active Duty SWE Advancement Eligibility List to E-5 or E-6 within one year of separation, but were not advanced for any reason other than disciplinary, you may be advanced to E-5 or E-6 without competing in the Reserve SWE if you meet the requirements of Section 7-C-7 of Reference (a).

Supplemental Advancements

In addition to the RSWE process, you may be eligible for advancement via the CG Reserve Supplemental Advancement (RSA) process. Coast Guard Personnel Command (RPM) will announce annually via ALCOAST, all eligibility requirements and procedures for the RSA process. The current ALCOAST can be reviewed on [PPC Advancements Web Page](#)

All eligibility requirements for advancement via the RSA process are the same as for the RSWE with the following exceptions:

- You may be placed on the RSA Eligibility List at any time upon completion of eligibility requirements, and
 - It requires your command to submit a request via Coast Guard Message System (CGMS) recommending your placement on RSA list.
-

Advancement of "A" School Graduates

Advancement of "A" School Graduates to E-3 or E-4 is **NOT** automatic!

- Not all members who graduate A School are advanced to the next pay grade due to not meeting the Time in Grade requirement (6 months as E3).
 - You must initiate advancement by submitting a request via your chain of command.
 - Verify your advancement by reviewing your LES!
-

Summary

In this section we have discussed:

- Personnel Data Extracts
 - Service-wide Examination Process
 - Supplemental Advancement processing
 - Advancement of prior active duty member
 - Advancement of Class A school graduates
-

Requesting Reserve Orders

Introduction

DA provides you the ability to request several types of Reserve orders using the DA Self-Service procedures. Self-Service may be used for requesting:



- Inactive Duty for Training (IDT) including;
 - Regular Drills
 - Readiness Management Period (RMP)
 - Funeral Honors Duty (FHD)
 - All Active Duty (AD) including;
 - Active Duty for Training (ADT)
 - Active Duty Other than for Training (ADOT)
 - Voluntary Title 10
-

Objective

This section will provide you the knowledge and skills for requesting Reserve orders using DA Self-Service.

References

- (a) [Reserve Policy Manual, COMDTINST M1000.29 \(series\)](#)
 - (b) [Servicing Personnel Office Manual, PPCINST M5231.3](#)
 - (c) [Reserve Job Aid Tools](#)
 - (d) [COMDINST 1330.1D](#)
-

Types of Reserve Orders

- IDT: Inactive Duty for Training
 - AD: Active Duty for Training (ADT)
Active Duty Other than for Training (ADOT)
-

How to submit request for orders

The procedures for requesting IDT or AD orders are completed in separate sections within DA Self-Service. The IDT's shall be scheduled prior to the requested drilling date, per ALCOAST 462/07.

After you have completed and saved the request, it will be forwarded to the person you selected in the final step. They will be notified via email that you have submitted a request for reserve orders. It will appear in their Direct Access Worklist.

You can also check the status of your request after submission.

Continued on next page

Requesting Reserve Orders, Continued

Types of IDT

Regular IDT

- 1 drill (Single) – Minimum 4 hours per day, 1 retirement point each.
- 2 drills (Multiple) Minimum 8 hours per day, 2 retirement points.

Readiness Management Periods (RMP).

- Must meet requirements for RMP authorizations.
- Minimum 3 hours.

[Readiness Management Period \(RMP\) Policy](#)

Funeral Duty - Minimum 2 hours.

Requests for IDT Orders

To request IDT Orders using Direct Access Self-Service, click on the following link for appropriate guidance:

[Direct Access On-Line Guide - Scheduling IDT's](#)

[Direct Access Tutorial – Reserve Schedule Drill](#)

Home > Self Service > Manager > Tasks > Schedule Drills

Schedule Drills Detail

Mouse, Mighty

'Begin Date/Time: 01/04/2013 07:30 'End Date/Time: 01/04/2013 16:00

'Duty Type: IDT 'Drill Type: Multiple Drill Status: Unexcused

'Pay Code: Full Meal Elig.: Lunch

'Duty Purpose 1: AP Personnel

Duty Purpose 2: AP Personnel

SDAP: [Search]

Supervisor ID: [Search]

Email Address: [Text]

Comments: [Text]

Save Return to Drill Summary Page

Return to Search Previous in List Previous tab

Continued on next page

Requesting Reserve Orders, Continued

IDT Meals

Single Drill – No meals entitlement.

Multiple Drills – Usually Lunch only. May be authorized other meals during a multiple drill. See ALCOAST 337/03 for IDT subsistence policy. The following chart is part of the “Reserve Force Readiness System Quick Reference Guide for IDT” found on the CG-131/Member Resources web page.

When Enlisted Reservist	Meal Entitlements are
Commutes, arriving night before drill	1 st day – all meals 2 nd day – breakfast and lunch
Stays overnight between drills	1 st day – lunch 2 nd day – breakfast and lunch
Lives local or commutes but does not stay overnight	Lunch
Works past 1800	Supper

IDT Berthing

A Reservist may be authorized berthing at duty location. Check local policy for your unit’s berthing process. You may be authorized berthing when:

- Traveling more than 50 miles to perform drills/RMP’s on consecutive days.
 - Traveling prior to 0545 to report for duty.
 - Arriving home from duty after 2100 hours.
 - SELRES are not entitled to per diem while on IDT.
-

IDT Pay Entitlements

Single Drill

- One day of Active Duty Pay

Multiple Drill

- Two days of Active Duty Pay
- COMRATS Prorated
- Reserve CMA

Funeral Duty

- \$50.00
-

Continued on next page

Requesting Reserve Orders, Continued

Types of Active Duty for Training (ADT)

- **IADT** – Initial Active Duty for Training.
 - **ADT-AT** – Active Duty for Training – Annual Training.
 - **ADT-OTD** – Active Duty for Training – Other Training Duty.
-

Types of Active Duty Other than for Training (ADOT)

- **ADOS-RC** – Active Duty for Operational Support – Reserve Component.
 - **ADOS-AC** – Active Duty for Operational Support – Active Component.
 - **Title 10 USC 12302** – National Emergency – (Iraqi Freedom)
 - Recall for up to 24 months.
 - **Title 10 USC 12304** – Presidential Call Up – (Haiti Earthquake)
 - Recall for up to 365 days.
 - **Title 14 USC 712** – Domestic Emergencies –(Deepwater Horizon Response)
 - Secretary of Homeland Security.
 - 60 days in a four-month period.
 - 120 days in a two-year period.
 - **EAD** – Extended Active Duty.
-

Short Term vs. Long Term

Short Term Active Duty Orders:

- ADT – 139 day or less
- ADOT – 180 days or less

Long Term Active Duty Orders:

- ADT – 140 days or more
 - ADOT – 181 days or more
-

Pay Entitlements

- Basic Pay – one day Basic Pay for each day of Active Duty.
 - Subsistence Allowance (BAS) – Enlisted Members
 - Orders with Pay and Allowances, BAS authorized one day BAS for each day of Active Duty.
 - Orders without Pay and Allowances, no BAS authorized.
-

Continued on next page

Requesting Reserve Orders, Continued

Pay Entitlements (continued)

- Basic Allowance for Housing (BAH)
 - Orders for 30 days or Less:
Non-Contingency Operation – BAH-RC (if extended, BAH entitlement may change).
Contingency Operation – BAH with or without dependents.
 - Orders for 31 days or greater:
Short Term Orders – BAH - Home
 - Long Term Orders – PCS Authorized - BAH - Duty Station.
-

Per Diem

- Outside the Reasonable Commuting Distance (RCD), may be authorized Per-Diem (Lodging + M&IE) and Travel time.
- Within RCD, no Per-Diem authorized, entitled to mileage for one round trip between home and duty station.
- Per-Diem authorized but NOT utilized, entitled to mileage rate for one round trip between home and duty station.

ALCOAST 412/12:

- Effective 1 October 2012 – Flat Per Diem rate of 55% for all long term Contingency orders for 180 days or greater.
- Effective 1 October 2013 – All Reserve ADOS contingency orders for 180 days or greater in the same location will be PCS will full PCS entitlements.

**** Does not apply to Involuntary Recall ****

Requests for AD Orders

To request Active Duty Orders using Direct Access Self-Service, click on the following link for appropriate guidance:

[Direct Access On-Line Guide - Requesting AD Orders \(Self-Service\)](#)

[Direct Access Tutorial – Reserve AD Orders](#)

Note: Non-consecutive ADT is authorized, however non-consecutive orders are no longer supported in Direct Access. Submit a new request for orders for each non-consecutive duty period.

Continued on next page

Requesting Reserve Orders, Continued

**AD Orders/
SELRES Billet**

When going on long-term AD orders away from your permanent SELRES unit, your position may not be vacant upon completion of your active duty and you may be required to re-compete for the SELRES billet.

**Service
Obligation**

Prior to approval of any request for active duty orders, you will be required to either voluntarily extend or reenlist as necessary to ensure sufficient obligated service.

**Point Statement
Updates**

You should maintain a record of any reserve duty you perform. You should review/verify that any active duty was accurately recorded as previously outlined in the Retirement Points Statement section.

Continued on next page

Requesting Reserve Orders, Continued

Amendments to Active Duty Orders When Active Duty Orders are amended, it may be necessary to either change the ending date of the current orders or end current orders and NEW orders must be issued.

Whenever orders are amended your BAH entitlement may also change. The following chart is provided concerning BAH entitlement.

If original order was for	and amendment is for	and new total duration of order is	then
any duration	the begin date	any	Cancel the order and reissue. Both the Estimated Begin Date and the Actual Begin date must match.
30 or less days	any number of days and, as of the date of the amendment, the prospective remaining duty period is less than 31 days	less than 140 days (ADT) or less than 181 days (ADOT)	Change the order end date. Member will continue entitlement to BAH-RC. The prospective remaining duty period must be more than 30 days for the member to become entitled to BAH.
		more than 139 days (ADT) or more than 180 days (ADOT)	End current order on date of amendment and issue a new Short Term order. The system will not allow you to extend a short term ADT order beyond 139 days or a short term ADOT order beyond 180 days.
	any number of days and, as of the date of the amendment, the prospective remaining duty period is 31 or more days	less than 140 days (ADT) or less than 181 days (ADOT).	End current order on date of amendment and issue a new Short Term order with BAH-RC code "W". The member is now entitled to BAH because the new period of active duty, from the date of the amendment, is more than 30 days
31 or more days but less than 140 days (ADT) or less than 181 days (ADOT)	any number of days	less than 140 days (ADT) or less than 181 days (ADOT)	Change the order end date and the stop date of the member's BAH or OHA.
		more than 139 days (ADT) or more than 180 days (ADOT)	End current order on date of amendment and issue a new Short Term order for more than 30 days. The system will not allow you to extend a Short Term order beyond 139 ADT days or 180 ADOT days. The new order must be issued for more than 30 days for the member to remain entitled to BAH or OHA.
140 or more days (ADT) or 181 or more days (ADOT)	any number of days	N/A	Change the order end date.

Continued on next page

Requesting Reserve Orders, Continued

Summary of Orders Types

This table lists the reserve orders types and shows how the duration of each type of duty relates to the funding, PCS/TDY entitlements, BAH entitlement, INCONUS COLA (ICC)/OUTCONUS COLA (OCC) entitlement and the type of transaction sent to JUMPS.

Note: ADOS is active duty for operational support it was formerly active duty for special work (ADSW),

Duty	Cat.	Contingency?	Duration	Fund	Is Considered...	JUMPS
ADOS-AC	ADOT	No	0-30 Days	AFC 30	Short Term/TDY	R990
ADOS-AC	ADOT	No	31-180 Days	AFC 30	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/HHG Authorized	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.**

Continued on next page

Requesting Reserve Orders, Continued

**Mobilization/
Demobilization** Coast Guard Manpower Mobilization and Support Plan COMDTINST M3061.1, directs Reservists to receive training or be briefed on mobilization issues on a regular basis.

ALCOAST 542/09 announces a new On-Line electronic training course designed specifically for Reservists and replaces previous training for mobilization and Demobilization.

Course objectives include:

- Identifying and understanding various mobilization types
- Five components of personal readiness
- Key processing steps for mobilization/demobilization
- Most importantly, a self-evaluation of personal and mobilization readiness.

The course is available online under **Reserve Courses** in the Course Catalog at: <https://elearning.uscg.mil>

Chapter 11 of the Personnel Pay and Procedures Manual (PPPM), COMDTINST M1000.2(series) contains important information concerning Mobilization/De-Mobilization.

A copy of the Mobilization Check-List is located at the end of this section.

Continued on next page

Mobilization Unit Checklist

This checklist provides a listing of tasks to be completed by the member's unit or units (both the regularly assigned unit and the unit the member is reporting to) required when a Reservist is mobilized on active duty.

Step	Action	Date
1	Send letter to member's employer concerning mobilization status (see sample on page 11-26).	
2	Counsel member to ensure legal documents are up to date (will, power of attorney, and legal support documents). See previous page.	
3	Ensure member has enough obligated service.	
4	Ensure member's dependents have a telephone number for reaching the member during mobilization, as well as the process for contacting the Red Cross in an emergency situation.	
5	Ensure member and his/her dependent/s are issued active duty ID card/s. If the member's mailing address is changing, update address in DEERS through local DEERS site or by calling the DEERS support office (Phone: 1-800-538-9552 except in CA, HI, and AK; for CA 1-800-334-4162; for HI and AK 1-800-527-5602).	
6	Advise member to update mailing/e-mail address and direct deposit information in Direct Access if they are changing. If member does not have access to the CG intranet, supply address and direct deposit information to SPO for data entry into Direct Access.	
7	Advise member that changes in marital or dependency status while in a mobilization status need to be immediately reported to the SPO to avoid potential overpayments/underpayments.	
8	Upon reporting to the mobilization site, ensure member's orders are endorsed to show date member reported, the mobilization unit's subsistence status, the quarters the member will occupy during mobilization, and the member's current dependent status. Ensure endorsed orders are forwarded to SPO.	
9	If the member is assigned outside his/her state of legal residence, and that state does not tax military pay while assigned outside the state (i.e., applies to residents of AZ, CA, CT, ID, MN, MO, MT, NJ, NY, OH, OR, PA, VT, PR), advise the member that he/she may submit a state tax withholding form to claim exemption from state tax withholding.	
10	Ensure member completes travel claim. Administratively review & approve the travel claim and forward to PSC (tvl).	
11	Conduct appropriate security briefing. (i.e. Vehicle/Access Passes and Information/Clearances)	
12	Ensure member has physical exam if he/she has not had a physical within the past 5 years (within past 12 months if over age 50).	

Continued on next page

Mobilization Unit Checklist, Continued

Step	Action	Date
13	Ensure member verifies dependency information on the Direct Access generated BAH/Dependency Data form. Members can update this information by submitting a <u>Dependency Worksheet (CG-2020)</u> to their SPO.	
14	Ensure member verifies beneficiaries on the <u>Designation of Beneficiaries form (CG-2020D)</u> . Submit a new form to the SPO if updates are needed.	
15	Ensure member verifies their Emergency Data in Direct Access. SPOs and/or the member can make changes to the emergency data as needed via Direct Access.	
16	Counsel member concerning SGLI benefits during mobilization (as detailed on page 11-14). If member has spouse, have member complete Form <u>SGLV-8286A</u> (Spouse SGLI Election). Ensure member reviews Form <u>SGLV-8286</u> (Member SGLI Election) to verify that beneficiaries are correct; have member complete new SGLV-8286 if maximum member SGLI coverage is not desired. Forward updated/new Forms to SPO.	
17	Counsel member concerning available Work Life Resources (Employee Assistance Program, Relocation Assistance Program, Transition Assistance Program, Special Needs Program).	
18	Counsel member concerning financial responsibilities. Advise member that if he/she has child support garnishments being deducted from his/her civilian pay, the member needs to make arrangements for payment of such obligations while in a mobilization status; delinquent child support payments will be subject to involuntary collection from the member's military pay under the Treasury Offset Program.	
19	Member affirms that he/she is not in receipt of a claim for disability compensation, pension or retired pay from the DVA. If so, the member is responsible for waiving the amount of compensation he/she has received on days in which they received military pay.	
20	Counsel member on availability of the Tricare Reserve Select Program (<u>ALCOAST 189/05</u>).	
21	Counsel member on Educational Assistance (if served on active duty in support of a contingency operation for 90 consecutive days or more).	
22	Counsel member on the Reserve Income Replacement Program. Member must complete 18 continuous months of service; or complete 24 months of active duty during the previous 60 months; or is involuntarily mobilized for service on active duty for a period of 180 days or more within 6 months or less following the member's separation from a previous period of involuntary active duty for a period of 180 days or more. Eligible members must complete <u>DD Form 2919</u> and forward it to PSC (MAS) via their command and SPO. See http://www.defenselink.mil/ra/ for more information.	

Release from Active Duty (RELAD)

Introduction

In this section we will discuss a few key issues when you are Released from Active Duty (RELAD).



When you are RELAD, you are being released back to your reserve status prior to active duty, usually back to the Selected Reserve (SELRES). Specific policies when a reservist would be RELAD are contained in Reference (a).

RELAD procedures are outlined in Reference (c) and the DA On-Line guide.

To ensure your transition from active duty, you will need to report your intentions by submitting a [CG-2045](#) a minimum of 45 days prior to your expected RELAD date.

This section will discuss some key areas that affect Reservists upon RELAD, including:

- Leave
- Final Pay, and
- DD-214
- E-Resume

Objective

The objective is to provide you with information in specific areas affecting reservists upon RELAD.

References

- [Reserve Policy Manual, COMDTINST M1000.28A](#)
- [Military Assignments and Authorized Absences Manual, COMDTINST M1000.8](#)
- [Personnel Pay and Procedures Manual PPCINST M1000.2A](#)
- [Active Duty For Operational Support \(ADOS\), COMDTINST 1330.1D](#)

Continued on next page

Release from Active Duty (RELAD), Continued

Leave Section 2.A.11 of Reference (b) provides that while performing any Active Duty for 30 consecutive days or more, you earn leave at the rate of 2.5 days per month. At the completion of active duty when you accumulate earned leave, disposition of the leave must be reported to your SPO at least 45 days prior to the end of your orders.

All earned leave must be used, sold or carried forward at the completion of your active duty period.

After 1OCT01, leave sold when mobilized under 10 U.S.C. 12302 or served on AD for more than 30 days but less than 365/366 days is not subject to the 60 day career maximum.

Final Pay To ensure you receive timely and accurate final pay, it is very important to report any changes in your orders. Any changes are to be submitted to your command and forwarded to your SPO at least 45 days prior to the end of your orders.

DD-214 The DD-214 is one of the most important documents you receive as a military member. 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">• National Emergency declared by the President or Congress• In time of war declared by Congress	Upon RELAD regardless of the length of AD.

Note: Any Reservist separated for cause or for physical disability will be issued a DD214 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.

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.

Continued on next page

Release from Active Duty (RELAD), Continued

E-Resume

Reservists on long-term ADOS must compete for assignment to a permanent reserve position on PAL as part of the de-activation process. Reservists who fail to successfully compete will be released from active duty to the Individual Ready Reserve (IRR) until they successfully compete for assignment to a permanent reserve position on PAL.

Reservists performing long-term (contingency) ADOS at the deployable specialized forces (DSF) unit to which they are permanently assigned to a funded reserve position on PAL will not be re-assigned to an ADOS position. They will remain assigned to their permanent funded reserve position on PAL.

Exemption: Deployable Specialized Forces (DSF) reservists on long term at their own unit are exempt from this policy.

Summary

In this section we discussed the process for release from active duty and the importance of providing information for processing:

- Leave
 - Final active duty pay
 - DD 214
 - Reassignment to SELRES billet.
-

Selected Reserve (SELRES) Enlisted Bonus Programs

Introduction SELRES Enlisted Bonus Programs (SEBP) are incentives to encourage the recruitment, proficiency and retention of individuals in designated ratings or units in the SELRES. The Office of Commandant (CG-131) is the authority for eligibility and payments of any CG SELRES Bonuses.

Objective The objective is to provide you with the basic knowledge and understanding of SELRES Bonuses currently available to reservists.

References

- (a) [Military Bonus Programs, COMDTINST M7220.2](#)
- (b) [Title 37, U.S. Code](#)
- (c) [Personnel and Pay Procedures Manual PPCINST M1000.2](#)

Affiliation Bonus Section 308e of Reference (b) authorizes a bonus for eligible personnel leaving active duty who affiliate with the Selective Reserve (SELRES) and meet specific eligibility requirements contained in Article 3.E.5 of Reference (a).

To be eligible to receive a bonus for SELRES affiliation a person:

- Must be released from active duty (RELAD) under honorable conditions;
 - Must be eligible for reenlistment or extension of his or her active duty;
 - Must not have previously received an SELRES affiliation bonus;
 - Must have satisfactorily completed term of enlistment or period of obligated AD service, or have 180 days or less remaining AD obligation;
 - Must affiliate with the SELRES within six months of RELAD, for a minimum of three years in rating or unit which the bonus was authorized unless authorized to change to another bonus eligible rating or unit;
 - Must not already have a mandatory SELRES obligation at the time of RELAD; and,
 - Must execute a written agreement (see Enclosure (6) of reference (d), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).
-

Continued on next page

Selected Reserve (SELRES) Enlisted Bonus Programs, Continued

Enlistment Bonus

Section 308c of Reference (b) authorizes a bonus to eligible personnel who enlist in the SELRES in ratings or units designated most critical (Level I) or critical (Level II), and meet specific eligibility requirements contained in Article 4.B.2 of Reference (a).

To be eligible to receive a SELRES enlistment bonus a person must enlist in the Coast Guard Reserve via the RX, RA, RP or RK accession program and:

- Must be a graduate of a secondary school;
- Must have never previously served in an armed force;
- Must be assigned to a bonus eligible rating or unit at the time of enlistment, and agree to serve in SELRES for not less than six years in rating or at unit which the bonus was authorized, unless authorized to change to another bonus eligible rating or unit; and,
- Must execute an Administrative Remarks, Form CG-3307, entry. Consult reference (d), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series), for detailed content and formatting requirements.

Continued on next page

Selected Reserve (SELRES) Enlisted Bonus Programs, Continued

Prior Service Enlistment

Section 308i of Reference (b) authorizes a bonus for eligible prior service personnel who enlist in the SELRES in ratings or units designated most critical (Level I) or critical (Level II), and meet specific eligibility requirements contained in Article 4.B.3 of Reference (a).

To be eligible to receive a SELRES prior service enlistment bonus a person must enlist in the Coast Guard Reserve via the RQ accession program, and:

- Must enlist for three-five years in the SELRES to qualify for three-year bonus, six-eight years in the SELRES to qualify for six-year bonus;
- Must have less than 14 years total prior service on date of enlistment, and must have honorable discharge at or after conclusion of the eight-year military service obligation (MSO) (total prior service is the total active and inactive service, regardless of branch, computed from Pay Base Date; inactive service covers all periods of inactive duty served under a qualifying enlistment);
- Must not have previously received a six-year bonus or more than one three-year bonus for enlistment, reenlistment, or extension in any Reserve component (a member who received a bonus for a previous three-year period is ineligible for a six-year bonus);
- Must hold a bonus-eligible rating or be assigned to a bonus-eligible unit at the time of enlistment, and agree to serve in the SELRES in same rating or unit which the bonus was authorized unless authorized to change to another bonus-eligible rating or unit; and
- Must execute an Administrative Remarks, Form CG-3307, entry. Consult reference (d), for detailed content and formatting requirements.

Continued on next page

Selected Reserve (SELRES) Enlisted Bonus Programs,

Continued

Reenlistment/ Extension

Section 308b of Reference (b) authorizes a bonus for eligible personnel who reenlist or extend in the SELRES in ratings or units designated most critical (Level I) and critical (Level II), and meet specific eligibility requirements contained in Article 4.B.4 of Reference (a). To be eligible to receive a bonus for SELRES reenlistment or extension, a person:

- Must be in pay grades E-4 through E-9 (members authorized to pursue a lateral change in rating and assigned a training rating indicator are ineligible for SEBP incentives until the lateral change is complete, the time authorized for change expires, or the authorization to prepare for a change in rating is withdrawn);
- Must reenlist or extend for three-five years in SELRES to qualify for the three-year bonus or six-eight years in SELRES to qualify for six-year bonus;
- Must have less than 14 years total active and inactive service, regardless of branch, computed from Pay Base Date;
- Must not have previously received a six-year bonus or more than one three-year bonus for enlistment, reenlistment, or extension in any Reserve component (a member who received a bonus for a previous three-year period is ineligible for a six-year bonus; to receive a second three-year bonus a member must enter into the subsequent reenlistment or extension for three years, not later than the date on which the enlistment or extension for which the first bonus was paid would expire, and the designated rating or unit must still be bonus-eligible);
- Must hold a bonus-eligible rating or assigned to bonus-eligible unit at time of reenlistment or extension, and must agree to serve in SELRES in same rating or unit which the bonus was authorized unless authorized to change to another bonus-eligible rating or unit;
- Must execute a Administrative Remarks, Form CG-3307, entry. Consult reference (d) for detailed content and formatting requirements;
- Members who have not completed the eight-year MSO may enlist up to 90 days prior to their normal expiration of enlistment (EOE). In cases of early reenlistment, the term of the new contract will begin on the date of reenlistment or extension.

Continued on next page

Selected Reserve (SELRES) Enlisted Bonus Programs, Continued

- Initial Payment of Bonus** Bonuses are paid by PPC (MAS) and will not be paid until:
- Verification of eligibility.
 - Signed written agreement.
 - Documentation faxed/mailed to PPC.
-

- Subsequent Bonus Payments** Subsequent bonus payments will not be made until:
- Request is made in writing.
 - Documentation faxed/mailed to PPC.

Sample request for subsequent bonus payment.

<p>From: Your name, Employee ID To: PPC(mas) Thru: (1) Your Commanding Officer (2) Your Servicing District (dxr/dog) Subj: Request for SRBP Payment Ref: (a) Military Bonus Programs, COMDTINST 7220.2(series) 1. In accordance with reference (a), I request the second installment of my (insert bonus type) bonus. I am satisfactorily participating in the SELRES and am not otherwise disqualified for this bonus payment.</p>
--

- Recoupment** When entitlement to an incentive is terminated, members shall receive no further bonus payments, except for service performed before the termination date. Unless otherwise noted, the effective date of termination is the date the disqualifying event or action occurs. Once terminated, any unearned bonus will be recouped. For more details, see chapter 4.C.3 of reference (a).
-

- Summary** In this section we discussed the eligibility, processing and payment of enlisted reserve bonuses.
-

Travel

Introduction

All Coast Guard members will perform some form of travel during their career requiring the preparation and submission of claims.

Objective

Upon completion of this section, students will know how to successfully locate the references, navigate through Web TPAX, and see the common errors when submitting a PCS Claim (DD Form 1351-2).

Tutorials

All of the PPC TPAX tutorials can be found at the following links:

<http://www.uscg.mil/ppc/multimedia.asp#TPAX>

<http://www.uscg.mil/ppc/webtpax/index.htm>

Important information

Some important information to remember:

- You are required to submit a travel claim within 3 working days after the travel is performed.
 - In case of an audit, you are **REQUIRED** to keep all orders, travel claims and receipts for 6 years and 3 months.
 - It is strongly recommended that you submit your authorization and have it approved in Web TPAX before your travel begins.
 - PCS travel claims must still be mailed to Topeka.
 - Order Numbers (TONO) and Type of Order must match.
 - 11 TONOs are:
 - Normal (One trip 12 hours or greater – ADT).
 - 13 TONOs are:
 - Blanket (Repeat travel under same TONO, and orders where you will be submitting multiple travel claims throughout the duration of the orders).
-

Continued on next page

Travel, Continued

Settlements for Long Term TDY

Either the “Authorization” or the “initial settlement” must be completed identifying the actual inclusive beginning and ending dates for the entire period of the orders.

TPAX allows you to complete a settlement at any time while on long term Reserve Orders. You can only submit multiple claims on orders with “13” type TONOs.

Within TPAX you will be completing settlements using “L.T.TDY.” There are three options in TPAX using this function:

L.T. TDY – Beginning (initial settlement)

L.T. TDY – Middle (any settlement between initial and end of orders)

L.T. TDY – Ending (final settlement upon completion of orders)

A complete Tutorial for processing LT TDY settlements is available in PPC Web at: <http://www.uscg.mil/ppc/multimedia.asp#T-PAX>

PCS Travel Claim Problem Areas

The following blocks show the most common problem areas on PCS Travel Claims.

Block 5

5. TYPE OF PAYMENT <i>(X as applicable)</i>			
<input type="checkbox"/>	TDY	<input type="checkbox"/>	Member/Employee
<input type="checkbox"/>	PCS	<input type="checkbox"/>	Other
<input type="checkbox"/>	Dependent(s)	<input type="checkbox"/>	DLA

- **Member/Employee:** Check if the mbr/employee traveled.
- **Dependent(s):** Check if dependent(s) traveled with member.
- **DLA:** Check if you want to be reimbursed for DLA.

This box MUST be checked even if member was already given advanced DLA prior to PCS travel.

Continued on next page

Travel, Continued

PCS Travel
Claim Problem
Areas
(continued)

Block 6

6. ADDRESS, a. NUMBER AND STREET	b. CITY	c. STATE	d. ZIP CODE
e. E-MAIL ADDRESS			

This block must have member's current residential address at new PDS. If the member has not secured a new residence, put the Duty Station's address and make note of this in block 29 Remarks.

Block 9

9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES
--

Remember that this box only represents **TRAVEL** Advances that you have received, not Advanced Pay or Advanced BAH.

Block 13

13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)
--

This block must list dependent(s) residential address at the old PDS vice the new PDS. **Block 13 cannot be the same address as block 6.** This shows that the dependent(s) relocated and can be reimbursed dependent(s) travel entitlements and DLA with dependents.

Continued on next page

Travel, Continued

**PCS Travel
Claim Problem
Areas**
(continued)

Block 15

15. ITINERARY		c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)				
DEP					
ARR					
DEP					
ARR					
DEP					
ARR					

Make sure you fill out all of the appropriate blocks for each leg of travel. The abbreviations for these boxes can be found on page 2 of the DD Form 1351-2.

Block 16

16. POC TRAVEL (X one)	<input checked="" type="checkbox"/> OWN/OPERATE	<input type="checkbox"/> PASSENGER
-------------------------------	---	------------------------------------

This block must be checked “Own/Operate” for reimbursement of monetary allowance in lieu of transportation (MALT).

Box 20a

20.a. CLAIMANT SIGNATURE (Blue Ink)

This block ***MUST have member’s original hand written signature in blue ink.*** Photo copies (including color copies), electronic signatures, stamped signatures, and certified to be true copies are not authorized.

Summary

In this section we have discussed basic navigation of Web TPAX and a few common errors in submission of PCS travel claims.

Helpful Links

Introduction

Our goal was to provide you with clear, specific and relative information that is beneficial for you and will be a useful reference throughout your CG Reserve career.

Quick Reference Links



The following is a listing of web links that were referenced in this course:

- DA On-Line Guides - <http://www.uscg.mil/ppc/ps/>
 - On-Demand Self Service Tutorials <http://www.uscg.mil/ppc/multimedia.asp>
 - PPC Topeka – <http://www.uscg.mil/ppc/>
 - Direct Access - <https://ep.direct-access.us/psp/UCGP1PP/?cmd=login&languageCd=ENG&>
 - CG Email (accessed from home with CAC card) – <https://cgwebmail.uscg.mil>
 - Coast Guard Reserves – <http://www.uscg.mil/reserve/>
 - CG PC(rpm) – <http://www.uscg.mil/hq/cgpc/rmp/rpmhome.htm>
 - CG Institute – <http://www.uscg.mil/hq/cgi/>
 - Thrift Savings Plan - www.tsp.gov, Start/Stop form - [Form TSP-U-1](#), Catch-Up Form - [Tsp-U-1-C](#), Designation of Beneficiary Form – [TSP-3](#)
 - National Military Records Center St. Louis - www.archives.gov
 - [National Guard - State Adjutant General Roster](#)
 - Request for Duplicate W-2 - [W-2 request form](#)
 - CG Correspondence Courses/Retirement Points - http://uscg.mil/hq/cg1/cgi/reservist/reserve_points.pdf
 - [Commandant Instructions - OLD CG Personnel Manual](#)
 - [Active Duty for Operational Support \(ADOS\), COMDTINST M1330.1D](#)
 - [CG Reserve Policy Manual COMDTINST M1001.28A](#)
 - [CG Personnel and Pay Procedures Manual PPCINST M1000.2A](#)
 - TPAX – Tutorials - <http://www.uscg.mil/ppc/multimedia.asp#T-PAX>
 - <https://www.hrc.army.mil/Calculators/SurvivorBenefitPayCalc.aspx>
-

Recommendations

Please send us any comments and suggestions you have for improvements so that all Reservists may continue to benefit from this course.

Submit recommendations with a brief description of the topic to:

- Commanding Officer (P&D)
Coast Guard Pay & Personnel Center
444 SE Quincy Street
Topeka, KS 66683-3591
 - Email: PPC-PF-PD
-

