

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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New Mailing Address for Sector Jacksonville Servicing Personnel Office (SPO)

The SPO at Sector Jacksonville is moving to a new location the week of 07 March 2016.

The new address is:

Commander (SPO)
U. S. Coast Guard Sector Jacksonville
10426 Alta Drive Jacksonville, FL 32226-2370

This change is only for the SPO.

February End-Month Payroll Processing Complete

"Payslips" for 01 March pay day will be available in Direct Access on **28 February 2016**. Report any discrepancies through the P&A Office (Admin) to the SPO. If SPOs cannot address or need assistance, the SPO will submit trouble ticket. Payslips can be accessed via the [Self-Service "View" menu](#). Refer to [this guide](#) for an overview of the new payslip.

The End-Month February pay date is 01 March 2016. Paydays are the 1st (end of month (EOM)) and the 15th (Mid-Month) of each month, or the business day preceding the 1st or the 15th if either should fall on a federal holiday, Saturday or Sunday. Members should not set up automated payments or assume funds will be available prior to published paydays. Members should verify with their financial institutions as to the actual time funds are available to their account. See [When is Payday?](#) for more information.

Defense Travel Management Office Allowances and Regulations Update

The Defense Travel Management Office has updated the following information for 01 March 2016:

[OCONUS Non-Foreign and Foreign Per Diem Rates](#)
[Overseas Housing Allowances \(OHA\)](#)
[Overseas Cost of Living Allowances \(COLA\)](#)
[Joint Travel Regulations \(JTR\) and Appendices](#)

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March Enlisted Advancements

- [ALCGENL message 024/16](#) lists enlisted advancements authorized on 1 March 2016. In addition to the message, a spreadsheet is available which also shows the member's unit:
 - [EPAA0316.xls](#) (CGPortal Link)
 - [ALCGRSV message 003/16](#) lists enlisted reserve advancements authorized on 1 March 2016. In addition to the message, a spreadsheet is available which also shows the member's unit:
 - [ERAA0316.xls](#) (CGPortal Link)
-

New User Guide: Department Role Query

We've added a user guide for the [Department Role Query \(Field\)](#). This query provides a report of all Direct Access users at a department, or at departments serviced by a Servicing Personnel Office or Base.

Call Center Staffing on Wednesday, 2 March

PPC offices will be minimally manned from 1100 (CST) to close of business on Wednesday, 2 March 2016. Call center phones will not be attended. Customers may continue to submit trouble tickets online.

Resolve Common Direct Access Menu and Page Errors by the Clearing Browser Cache

Clearing the Internet Explore cache may resolve these common Direct Access issues:

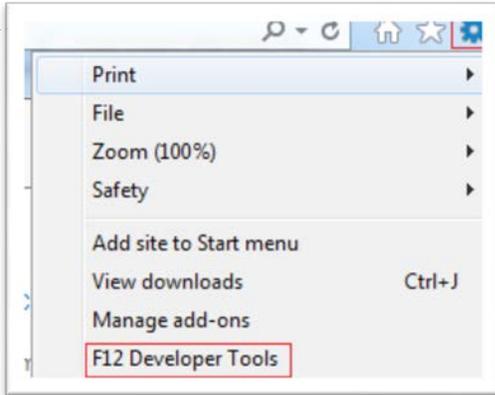
- If a menu item or PAGELET doesn't show up for you and you have been told it should.
- If you get one or more PAGELETS that are collapsed and/or the headings say *User Access is not Authorized*.
- You receive an error when you click a menu item - *Authorization Error -- Contact your Security Administrator*.
- If you get *Internet Explorer cannot display this page*.

Follow the steps below to clear the Internet Explore cache. If the problem persists after clearing the cache and restarting Internet Explorer, contact PPC customer care.

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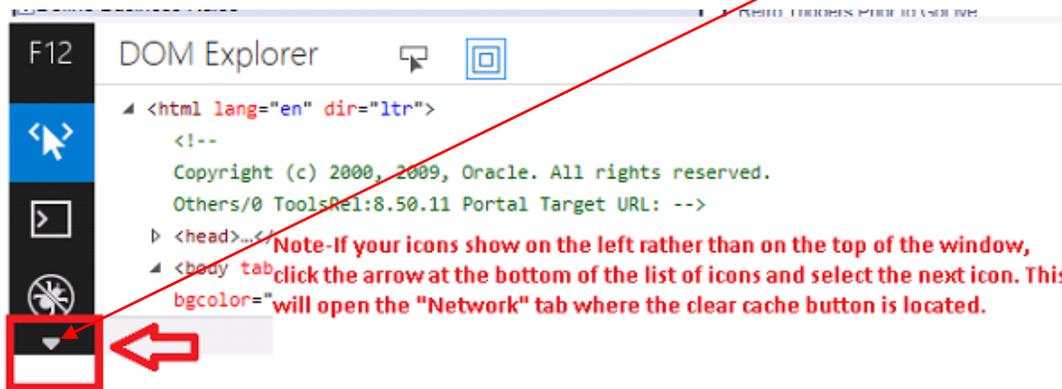
1. Click on the **Tools** icon (Or just press the F12 key).



2. In the **Developer Tools** window (which will open at the bottom of the Internet Explorer window), click on the **Network** tab.



Note: The developer tools may display as a list of icons on the left side of the window. If this is the case, click the arrow and then click the Network Icon (just below the debugger icon) as shown below:

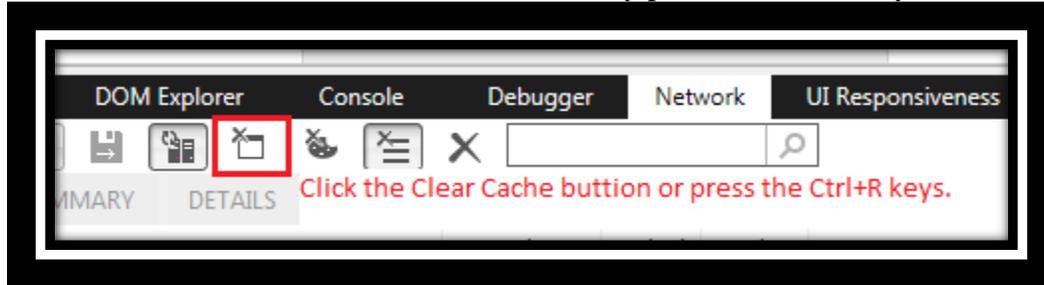


Note-If your icons show on the left rather than on the top of the window, click the arrow at the bottom of the list of icons and select the next icon. This will open the "Network" tab where the clear cache button is located.

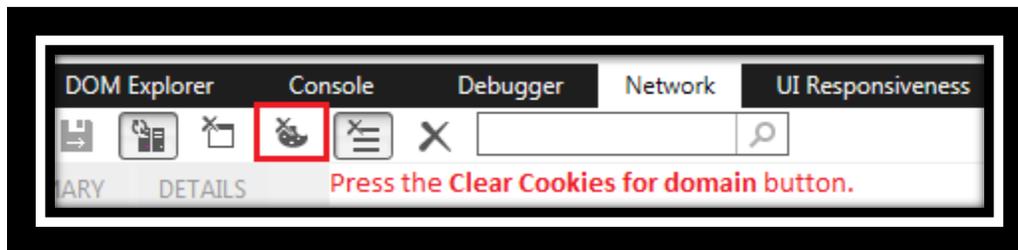
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3. Click the Clear Cache button or simultaneously press the Ctrl+R keys on the keyboard..



4. Click the **Clear Cookies** for domain button.



5. **Close** and **restart** Internet Explorer.

Requirement to submit copies of PCS Departing Worksheets (CG-2000) to PSC is canceled

Last April PSC-BOPS requested SPOs to provide them with copies of all FY-2015 PCS Departing Worksheets (CG-2000). That requirement is not in effect for FY-2016. PSC-BOPS will find other, less labor intensive, ways to track PCS expenditures.

Known Issue: DD-214 Block 2

Some DD-214s Showing wrong component for Release From Active Duty (RELAD) Transactions: When members are RELAD and a DD-214 is not started until after the RELAD row has been built in Job Data, the DD-214 populates block 2 as "USCG RSV" instead of "USCG AD". Follow these steps to avoid this error:

- Immediately after a RELAD type separation is submitted for approval, go to the DD-214 form in the Separations pagelet. Enter the member's employee and hit Search. Verify that block 2 (Dept, Comp & Branch) reads "Homeland Security: USCG AD" and save it. The DD-214 can be completed and finalized later. The DD-214 must be initiated (simply by

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opening it and saving it) BEFORE the RELAD transaction is approved or block 2 will show "USCG RSV".

Updated user guides are linked below:

- [RELAD - AD to SELRES or IRR.pdf](#) **NEW!**
 - [RELAD with Sep Request - AD Officers and Members on EAD](#) **NEW!**
-

PPC Travel eNewsletter February 2016

The [February 2016 Travel eNewsletter](#)  is now available.

In this issue:

- *New* CG-7421-A TPAX/WinIats User Role Designation form
- *New* Travel Management Center
- Travel Management Center (TMC) Contract Award FAQs
- CY 2016 Mileage Rates
- Advance System Errors
- WEB TPAX PCS Advances
- PCS Travel Advance - Do it Right the First Time
- Shared Rooms -Military Travelers Only
- Government Travel Charge Card (GTCC) Policies and PCS
- AO Reference Links
- Fax numbers for PPC Travel

[February 2016 Travel eNewsletter](#) 

May 2016 SWE Personal Data Extracts (PDEs) Posted

Commands and members may now view the May 2016 SWE Personnel Data Extracts in Direct Access self service for commands and self service for members. Please pass to your customers that the Personnel Data Extract correction period runs from today to 01 April 2016.

Any member with a Personnel Data Extract showing a status of "not eligible" will NOT receive a SWE in May, regardless if they were eligible for the last cycle or not. Any member with a "not eligible" Personnel Data Extract must ensure it is updated to show "eligible" by the Personnel Data Extract correction deadline if they have met all eligibility requirements. Typical reasons for a "not eligible" Personnel Data Extract is due to missing current EER, missing the required "Rating Competency Code" indicating that RPQs were completed by 01 February 2016, or

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incorrect record data requiring correction. Personnel Data Extract review guidelines are provided in [ALCGENL 007/16](#) and [PPCINST M1414](#).

Related post: [MAY 2016 SWE Eligibility Requirements and SWE Announcement Message](#)

Direct Access Competency Dictionary Update

The [Direct Access Competency Dictionary](#)  (a spreadsheet which shows all authorized competency codes and descriptions) has been updated by Comdt (CG-1B-1).

Changes made since last update (25 January 2016) are hi-lighted in blue text on the spreadsheet. Five new competencies were added:

Competency	Title
LRIBCM	LRI BCM
CXNLRI	LRI COXN
PCXNLRI	LRI PURSUIT COXN
PBCMLRI	LRI PURSUIT BCM
LRIENG	LRI ENG

The following competencies are obsolete and shall not be assigned after 10 February 2016.

Competency	Title
BOOMOP45	BU Boom/Crane Operator
BOOMOP63	63' ANB Boom/Crane Operator
BUDKCM45	BU ATON BCM
BUDKCM63	63' ANB ATON BCM
BUDKSP45	BU Buoy Deck Supervisor
BUDKSP63	63' ANB Buoy Deck Supervisor
CNTRWRB	RB-S Reserve BCM
CNTCXNRB	RB-S Reserve COXN
CRWUG	UTB BCM
CRWUF	63' ANB BCM
CRWUATAC	CB-S,M,L Tactical BCM
CRWUGTAC	UTB Tactical BCM
CRWUJ45	BU BCM
CXNSG	UTB COXN
CXNHW45	45'RBM HWX Coxswain
CXNSI45	BU COXN
CXNSGTAC	UTB Tactical COXN
ENGTG	UTB ENG
ENGTF	63' ANB ENG
ENGTJ45	BU ENG
ATNNB	Petty Off in Charge, ANB

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January 2016 Government Travel Charge Card Newsletter

The latest issue of the [Government Travel Charge Card \(CTCC\) Newsletter](#)  is available.

In this issue:

- GTCC Compromise
- GetThere and Internet
- How to Use Delinquency Alert
- Good To Know
- AK Ferry Reservations
- How to Report Misuse
- In The Spotlight
- DA Reporting and GTCC
- Cardholder Profile Report

Alaska Ferry Reservation/Payment Process Update

The [Government Travel Charge Card \(GTCC\) web site](#), [Traveler Information page](#) has been updated with Alaska Marine Highway System (AMHS) ferry reservation and payment process information.

UPDATE - Per the [AMHS letter to the CGD17 Commander on 21 Dec 2015](#) an exception for military members seeking to make reservations for official Permanent Change of Station (PCS) orders was provided.

- Reservations without signed PCS Orders (more than 60 days ahead of travel) - Member's who are PCSing into or out of AK and desire to use the AMHS should call the AMHS Juneau Reservations Central Office at 1-800-642-0066 in order to complete the reservation. AMHS will hold the desired reservation until 60 days prior to the sailing date without payment. At 60 days before the sailing date, unless other arrangements are made by the military member, unpaid reservations will be automatically canceled to allow AMHS to sell that space in an effort to improve capacity utilization. Travelers should fax the travel orders to SATO with the AMHS Itinerary number noted as soon as they are available and then wait 30 to 60 minutes before calling SATO to finalize their AMHS reservations/booking. It is critical that this be done more than 60 days prior to the sailing date to avoid cancellation of the reservation. If there is anything on the itinerary that is not authorized on the travel orders (pet, trailer, etc.), the member must call AMHS after completing the transaction with SATO on the same day to make the rest of the payment on a personal credit card.
- Reservations with signed PCS Orders - If travel is within 60 days or if you have not made reservations prior to receiving your signed PCS orders, the following process should be

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used. AMHS advised that payment needs to be made the same day the reservation is made. Therefore, USCG travelers should not contact AMHS directly for reservations. Travelers should fax the travel orders to SATO and then wait 30 to 60 minutes before calling SATO to make their AMHS reservations/booking. Travel orders will no longer require the AMHS itinerary numbers be listed.

Please refer to the [GTCC web site](#), [Traveler Information web page](#) for ferry itinerary changes or reservation cancellation penalties.

CGHR: On the Radar Screen, 09 February

Welcome to the latest issue of CGHR: On the Radar Screen. You can access the newsletter when (and how) it's convenient for you - from work, from home, your smartphone, or your tablet. CGHR is your calendar for upcoming training and professional development events, as well as time-sensitive news.

You can read CGHR in its entirety by going to <http://www.uscg.mil/hq/cg1/cghr/2016/2.9.16.asp>.

If you have trouble accessing any of the newsletter links from your Coast Guard workstation, forward this email so you can read CGHR at home (or share with your family).

In this issue, you will find:

- On the Horizon
- Articles and Resources
- Tips and Tricks
- Coast Guard All Hands and Compass Blogs
- Recent Messages
- CG SUPRT
- SETA Newsletter
- Infographic

Earlier issues of CGHR can be accessed at <http://www.uscg.mil/hq/cg1/cghr/default.asp>.

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New Policy and Procedure for Updating Educational Accomplishments

Policy:

When a member completes a course of study (college degree, GED, etc.), the member shall forward the official education transcript showing degree completion to the CG Institute for validation and data entry.

Procedure:

Visit the CG Institute's website <http://www.uscg.mil/hq/cg1/cgi/> then click on the "Go to college" link, then click on the ["Adding a degree" link near the bottom of the page for specific procedures.](#)

These changes were announced to the field via [ALCOAST message 043/16](#) on 09 February 2016.

Documentation for Alaska Permanent Fund Dividend

PPC has submitted the file of all Coast Guard members claiming Alaska residency to the State of Alaska for the 2015 Alaska Permanent Fund Dividend. Coast Guard members claiming the PFD are not required to provide a copy of their 2014 December LES as the State of Alaska already has your proof of residency. Please refer to State of Alaska PFD Military Eligibility guide here: <https://pfd.alaska.gov/Eligibility/Military-Eligibility>.

Known Issue: W-2s Missing State Code (Resolved)

If your mailed W-2 did not contain the state code in Block 15, you may log in to Direct Access Self-Service to print a W-2 containing the State code.

[How to View and Print Your W-2 Form](#) (PDF User Guide)

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Known Issue: Career Sea Pay Premium Retroactive Transactions

When entering a retroactive start of Careers Sea Pay Premium be aware that if the entitlement begin date is greater than one year from current date, use current date minus 1 year as the begin date (Example: If today is 3/1/16, use 3/1/15 as the begin date). Then, notify PPC (MAS), via Customer Care trouble ticket, of the member's actual entitlement begin date. PPC (MAS) will compute the retroactive amount due (beyond the begin date entered) and make payment. If you attempt to enter a begin date greater than one year from current date, you will not be able to save the transaction due to an error condition.

Tip: The [Career Sea Pay Premium Start Date Calculator](#) will help you determine the correct date to use when starting Career Sea Pay Premium.

Training for Passport Acceptance Agents Offered

Official Passport Acceptance Agent (OPPA) Certification Course

Commandant (CG-DCO-I-1), Department of State (DoS) and the Foreign Clearance Guide (FCG) will be hosting a three day Official Passport Acceptance Agent (OPPA) Certification Course March 15 - 17 2016 at USCG Headquarters, Washington, DC.

Annually the Coast Guard processes 3,500+ passports for official travel, with the majority of these passports originating from field units. Passport Agents work with local CG members to ensure that passport applications meet CG, DoS and FCG requirements before packages are submitted to CG-DCO-I-1 for processing. Without this face to face assistance to immediately correct errors, there could be significant delay in passport processing, as DoS is forced to return incorrect applications.

The OPPA training, which is conducted by DoS, FCG and CG-DCO-I-1 at USCGHQ, allows the CG to maintain a trained cadre of Passport Agents to supplant those lost through transfers and RELAD.

DCO-I considers this training vital to facilitating CG operations overseas including crewmember swaps, as well as LEDET, maintenance assist teams, and other operational and support teams.

Location of training: USCG Headquarters, Washington, DC.

Training times: 0800 - 1630

Target Audience: OPPA Training is targeting Yeoman but is open to all E-4 and above of any Rate including Officers that are US citizens or Naturalized.

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Funding: Certification/Training is funded by member's unit.

To request a seat in the upcoming training class, please follow the below:

1. Open the link: <http://hqs-spweb10-001:10115/I1/Lists/Agent%20Training%20Request/Default%20View.aspx>
2. Click on NEW at the top.
3. Click on attach file at the top to upload your scanned documents as one attachment. (Copy of Birth Certificate, Security Clearance data out of DA and approved TDY request or orders)
4. Fill out every block but the Agent number (this will be filled in after training.) If you are an agent already and this is a refresher course, please enter your agent number and note that you are already an agent in the notes block.
5. Click on ok to submit form to CG-DCO-I-1.

Once completed, you will receive an auto generated confirmation email.

Approximately 2 weeks prior to the class start date, an email with TDY and training information will be sent to all class attendees.

The deadline to request a seat is February 19, 2016.

If you have any questions, please send an email to uscgpassports@uscg.mil

Projected future training dates:

- August 23-25, 2016 (USCGHQ)

Supplemental and Striker Advancement Eligibility Lists Updated

The advancement eligibility lists for [active duty striker and supplemental advancements](#) have been updated to reflect requests processed prior to 2 February 2016.

The advancement eligibility lists for [reserve supplemental advancements](#) have been updated to reflect requests processed prior to 2 February 2016.

The lists and other helpful information are available on the [Advancements branch CG Portal page](#).

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State Tax Withholding for Residents of Puerto Rico

Units outside of PR: Members with PR as the home of record, please ensure Federal taxes are changed to "none" under the "Special Tax Withholding." Change state tax to "Do Not Maintain Taxable Gross and Do Not Withhold Tax" under the "Special Tax Withholding".

Units within PR: Members with home of record of PR, stationed in PR should not have federal wages reported. Ensure Federal taxes are set to "Do Not Maintain Taxable Gross and Do Not Withhold Tax" under the "Special Tax Withholding". Ensure State tax is set to "None" under the "Special Tax Withholding" block.

See: [State Tax Withholding Exceptions](#) for examples of state tax data entry. And remember, always begin a withholding change (Federal or State) by inserting a new row on the Federal Tax Data tab. Do not insert new rows on the State Tax Tab. See: [State Tax Withholding Procedures](#) for more information.

Separation Processing Reminder - Terminal Leave

All terminal leave must be accounted for on the separation order. Direct Access automatically sells all leave not accounted for. If terminal leave is not entered on the separation order, the member receives an erroneous overpayment of lump sum leave causing the member to incur an out of service debt.

The Retiree Newsletter Issue 01/16

The January 2016 issue of The Retiree Newsletter is now available on the PPC Retiree and Annuitant Services web page (www.uscg.mil/ppc/ras).

Here is a direct link to the newsletter:

<http://www.uscg.mil/ppc/retnews/2016/January16newsletter.pdf>

This issue includes the following items of interest:

- Fiscal Year Adjustments
- Shopping at the CGX
- Retiree Help Desk
- Celebrate USCG History
- Holidays in Hawaii
- Rescue of the Barge Wadena
- Book Review: The Blue-Eyed Ensign

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- Rear Admiral Trent-Adams
 - U.S./Cuba Cooperate
 - Captain Joshua James
 - Captain James' Funeral Cortege
 - Tax Notifications
 - TRICARE Young Adult Premiums
 - Retirements and Reunions
 - Taps
-

2016 Reserve Supplemental Advancement Lists Updated

[ALCOAST 012/16; Reserve Supplemental Advancement](#), establishes 2016 supplemental advancements for the following rates: BM1, BM2, DC2, FS1, FS2, HS2, IS1, IV2, ME1, ME2, and OS1.

[ALCOAST 030/16; Reserve Supplemental Advancement - Update 1](#), added the following rates: GM1, IS2, MK1, MK2, MST1, OS2, PA2, and SK2.

See our [Reserve Supplemental Lists Information guide](#) for list placement procedure.

New WEB TPAX User Access form and Approving Official Designation Procedure

New Form

The [TPAX/WINIATS USER ROLE DESIGNATION FORM CG-7421A \(02/16\)](#) has been updated and published on our forms web page. This form now allows for electronic digital signatures. Simply e-mail the completed and digitally signed form to PPC-SMB-TpaxUserForms using the button on the form.

AO Memo Required

Effective immediately, all newly designated travel Authorizing/Approving Officials (AOs) MUST have the CG-7421A form **and an AO designation Memo signed by the CO/OIC** filed with PPC regardless of the type of claim they are approving. If a current form and designation memo is not on file, claims will not be processed and will be returned for valid AO signature. This written designation requirement will also apply to all AO's who need to submit a new CG-7421A form after 1 March 2016. This AO designation form MUST be electronically attached to the new CG-7421A form. You can locate this Authorizing/Approving Official Designation Memo at: www.uscg.mil/ppc/travel/AO_Designation_Memo.pdf.

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New Travel Management Center (TMC) Contract

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ALCGPSC 023/16

SUBJ: NEW TRAVEL MANAGEMENT CENTER (TMC) CONTRACT AWARD

1. On 28 January 2016, CG-912 awarded the CG TMC contract to ADTRAV Travel Management. ADTRAV is replacing CWT/SATO and their current subcontractors (Century Travel, Alshamel Travel, and Rodgers Travel) on 2 March 2016. No subcontractors are planned by ADTRAV. This contract requires the contractor to deliver 24x7 support to CG Travelers via both the online booking tool and the contractor's Call Center.
2. Travelers should continue using SATO for all official travel requirements until 2 March 2016. This includes travel reservations for travel which will occur after 2 March 2016.
3. Starting on 2 March 2016, all official travel (e.g. airline, bus, ship, Alaska Marine Highway System (AMHS), rental vehicle) must be arranged through ADTRAV in accordance with the Joint Travel Regulations (JTR) and the Federal Travel Regulations (FTR), even if a non-contract fare is being purchased. All reservations and travel ticketed prior 2 March 2016 by CWT/SATO or their subcontractors will be moved to and under the control of ADTRAV. Travelers should no longer contact SATO and only contact ADTRAV starting on 2 March 2016.
4. ADTRAV will be using the same online booking tool as SATO (i.e. GETTHERE) with a proprietary overlay system called REZDESK. As part of the transition all existing traveler profiles, which include usernames (i.e. EMPLID), passwords, frequent flier numbers, DOD ID numbers/Known Traveler Number, Secure Flight Data, etc., will be transitioned into ADTRAV's REZDESK/GETTHERE system. On or after 2 March 2016, travelers are encouraged to log into the REZDESK system to verify their traveler profile was properly loaded and is up-to-date. The REZDESK system provides a direct connection to the GETTHERE system without requiring a second log on. Changes made in either REZDESK or GETTHERE will automatically flow back to the other system.
5. ADTRAV's contact information including phone numbers, fax number for submitting approved travel orders for charges to the centrally billed account, e-mail addresses, training material, and links with log on instructions to their REZDESK/GETTHERE site will be available on the GTCC website on 2 March 2016. This site will also include FAQs, the new contract rates and statement of work that the contractor is required to comply with. In addition, the ADTRAV site provides a service feedback form for use in providing both positive and negative traveler feedback. The updated Traveler and ADTRAV sites which will be **available on 2 March 2016** are located at - http://www.uscg.mil/psc/bops/govtrvl/Traveler/default_Traveler.asp.
6. All questions should be directed as follows:

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- A. Traveler should direct questions to their unit GTCC Travel Manager. Members can determine who their supporting Travel Managers are under the contacts page located at http://www.uscg.mil/psc/bops/govtrvl/contacts/default_Contacts.asp.
- B. GTCC Travel Managers may direct questions to Mr. Matthew Ruckert at 703-201- 3080 or Matthew.T.Ruckert@uscg.mil or to Ms. Evelyn Curry at 703-258-5996 or Evelyn.C.Curry@uscg.mil
- 7. Released by: RDML W. G. Kelly, Commander, Personnel Service Center. The Service Center for Our Most Important Resource - Our People.
- 8. Internet release is authorized.

[New Travel Management Center Frequently Asked Questions](#) 

Transfer of PDRs from Sector North Bend to Base Seattle SPO

Effective 01 April 2016 Base Seattle (SPO) will assume responsibilities for the SPO PDRs for the following units:

UNIT	DEPT ID	OPFAC
STA YAQUINA BAY	000402	13-30505
STA UMPQUA RIVER	000132	13-30499
STA DEPOE BAY	006251	13-30511
CGC FIR	006413	13-15253
ANT COOS BAY	000523	13-41986
ESD COOS BAY	004522	49-53430
STA COOS BAY	000525	13-30478
STA COQUILLE RIVER DET	002177	13-00146
USCGC ORCAS	000142	13-13427
STA SIUSLAW RIVER	006250	13-30512
STA CHETCO RIVER	000134	13-30678
STA ROGUE RIVER DET	002631	13-30678
SECTOR NORTH BEND	SEE BELOW	13-37410

SECTOR NORTH BEND DEPT IDS: 002172, 044400, 044401, 044402, 044403, 044404, 044405, 044406, 044407, 044397, 044398, and 044381.

The mailing address for Base Seattle (SPO) is:

Commanding Officer (SPO)
 U. S. Coast Guard Base
 1519 Alaskan Way
 Seattle, WA 98134-1102