

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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About the PPC Customer Newsletter: An authorized publication, the PPC Customer Newsletter is published under the direction of the U.S. Coast Guard Pay & Personnel Center. Views and opinions expressed are not necessarily those of the Department of Homeland Security or the U.S. Coast Guard. The PPC Customer Newsletter shall not be considered an authority for any official action and is non-record material. The PPC Customer Newsletter is published quarterly. Articles are solicited from all readers.

How to submit an article: Articles for the PPC Customer Newsletter may be submitted by e-mail to [the Procedures & Development branch e-mail address "PPC-PF-PD"](#). All items approved for publication will immediately be posted on our [SPO news web page](#).

Publication schedule: The PPC Customer Newsletter is published monthly. Articles received prior to the last working day of the month will be included in the current issue.

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[Updates To The Temporary Separation Program](#)

Are you considering separating from the Coast Guard but not sure if you want to take a one-way ticket to civilian life? Well, you don't have to!

Service members can request a temporary separation, also known as TEMPSEP, to keep one foot in the organization while exploring life in the civilian world. The program enables you to leave active duty service for anywhere between six months and two years, effectively putting your military career on hold until you choose to re-join the ranks.

[ALCOAST 241/16](#) announces a major overhaul of the TEMPSEP program. As one of the 31 initiatives of the Human Capital Strategy, the previous TEMPSEP policy has been updated and is now its own manual, [COMDTINST M1040.6 \(series\)](#).

Read more about the updated policy at [Coast Guard All Hands](#).

[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 (10 February 2016) are hi-lighted in blue text on the spreadsheet.

- 12 Competency Created
- 2 Competencies Removed
- 10 Competency Modified

Also not highlighted was a bulk change within the "Category" column that ensured the uniformity of nomenclature (Knowledge, Skill, Ability, Other).

[SPO Disestablishment](#)

Sector Lake Michigan's SPO (007855) has been disestablished in DA. All records previously serviced by Sector Lake Michigan's SPO have been moved to Base Cleveland SPO (042191).

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[June End-Month Payroll Processing Complete](#)

"Payslips" for 1 July payday are available in Direct Access. 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 June pay date is 1 July 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.

Note: Please see this [Frequently Asked Question \(FAQ\) entry](#) if you have any difficulty opening your payslip or other files in Adobe Acrobat (PDF) file format from within Direct Access.

[July Enlisted Advancements](#)

[ALCGENL message 100/16](#) lists enlisted advancements authorized on 1 July 2016. In addition to the message, a spreadsheet is available which also shows the member's unit:

[EPAA0716.xls](#) (CGPortal Link)

[ALCGRSV message 027/16](#) lists enlisted reserve advancements authorized on 1 July 2016. In addition to the message, a spreadsheet is available which also shows the member's unit:

[ERAA0716.xls](#) (CGPortal Link)

[Defense Travel Management Office Allowances and Regulations Update](#)

The Defense Travel Management Office has updated the following information for 01 February 2016. To access this information, visit the [DTMO Website](#).

[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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[E-Mail ALSPO F/16; Electronic based Distributed Learning \(EBDL\) Courses](#)

E-Mail ALSPO message F/16 promulgates an update to the Personnel and Pay Procedures Manual, PPCINST M1000.2 (series). The message provides procedures to report completion of Electronic Based Distributed Learning (EBDL) Courses for Reserve Component members who complete eligible non-Coast Guard correspondence courses.

[E-Mail ALSPO F/16; Electronic based Distributed Learning \(EBDL\) Courses](#) .

[SPO Alignment Changes](#)

SPO at Air Station Borinquen, PR closed:

AIRSTA Borinquen SPO (000012) has been disestablished and all records previously serviced have been moved to Base Miami Beach (041675).

SPO Records Shift for Some San Diego Area Units (Not All)

The below departments have been moved from Sector San Diego SPO (007213) to Base LA/LB SPO (042632). Sector San Diego is still a SPO, only the following records have shifted to Base LA/LB. Check the SPO [Relationship Report](#) (Hosted on the CGPortal) for a list of Department IDs they maintain responsibility for.

Dept ID	Description
046730	MSST SD ARMORY DIV
046729	MSST SD INTEL/COMMS DEPT
046728	MSST SD MEDICAL DIV
046727	MSST SD SUPPLY/FINANCE DIV
046726	MSST SD ADMIN DIV
046725	MSST SD DIRECT ACTION DIV
046724	MSST SD PRECISION MARKSMAN DIV
046723	MSST SD CBRNE DIV
046722	MSST SD TACT DELIVERY TEAM DIV
046617	OL-ATO SW SAN DIEGO-SEA PAY CA
044750	TACLET PACAREA LEDET 110
007038	MSST SAN DIEGO (91109)
009199	REGIONAL DIVE LOCKER WEST

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Dept ID	Description
038414	TACLET PACAREA OPERATIONS DEPT
038415	TACLET PACAREA TRAINING DEPT
038416	TACLET PACAREA LOGISTICS DEPT
038417	TACLET PACAREA LEDET 101
038418	TACLET PACAREA LEDET 102
038419	TACLET PACAREA LEDET 103
038420	TACLET PACAREA LEDET 104
038421	TACLET PACAREA LEDET 105
038424	TACLET PACAREA LEDET 106
038425	TACLET PACAREA LEDET 107
038426	TACLET PACAREA LEDET 108
038427	TACLET PACAREA LEDET 109
038584	MSST SD COMMAND STAFF
038585	MSST SD CURRENT OPS DEPT
038587	MSST SD ENGINEERING DIV
038589	MSST SD WSS
038590	MSST SD WHETSTONE DIV
043793	DD-MSST SD-SMT DET

[How to Request a Presidential Letter of Appreciation for Members Retiring With 30 or More Years of Service](#)

Per [COMDTINST 1800.6A - Presidential Recognition on Retirement from the Coast Guard](#), service Members who retire with at least 30 years of military service shall receive a standard letter of appreciation upon retirement, prepared by the White House and signed by the President of the United States.

To request a letter for a member at your unit, complete and sign the [the memo template - Presidential 30 YR Request Memo - from Enclosure \(4\) of the Personnel and Pay Procedures Manual, PPCINST M1000.2\(series\)](#) and send it via email to PSC (OPM-1/EPM-1/or RPM-1) with a copy of the DA Retirement Authorization. You must allow at least 90 days for processing.

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Requests MUST be sent to the appropriate PSC email addresses for processing:

If	Email Memo to
Active Duty Officer	ARL-PF-CGPSC-OPM-1-Separations@uscg.mil
Active Duty Enlisted	ARL-PF-CGPSC-EPM-1-Retirements@uscg.mil
Reserve Officer or Enlisted	ARL-PF-CGPSC-RPM-Query@uscg.mil

[How to Request Active Duty Retirement Certificates](#)

Per U. S. Coast Guard Internet content policy, the web-based form for requesting Active Duty Retirement Certificates has been removed from PPC's Retiree and Annuitant Services (RAS) Branch web page.

The form has been replaced with a memo template. Retirement certificates for active duty members are not automatically sent by PPC (RAS). Certificates must be requested, at least 60 days in advance of the retirement ceremony date, by the member's unit via memo to PPC (RAS). Submit memo requests via e-mail to PPC-DG-CERT@uscg.mil.

Please fill out the following [memo](#) to order retirement certificates. A PPC representative will review the information, print the certificates, and mail to the address provided as soon as possible.

If you are a Reservists transferring into a RET-2 status or if you are a drilling reservists reaching age 60, your certificates will be sent to you automatically based on your [Reserve Retirement Transfer Request \(CG-2055A\)](#).

Please submit requests for certificates to PPC-ras in memo format. [Here is a template showing all the information we need to process the request.](#) Submit memo requests via e-mail to PPC-DG-CERT@uscg.mil.

The following information is required for all retirement certificate requests:

a.	Is this request for replacement certificates?	Yes/No If yes, explain.
b.	Member's full name:	First Middle Last
c.	Member's gender:	Male / Female
d.	Member's employee ID number:	1234567
e.	Member's Rate/Rank:	Yeoman First Class / Lieutenant Commander

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f.	Member's branch of service:	Active Duty /Reserve
g.	Member's marital status:	Married / Single
h.	Spouse's Name:	If married – First MI Last
i.	Spouse's Gender:	If married – Male /Female
j.	Relationship:	If married – Husband / Wife / Spouse
k.	Date of retirement ceremony:	Enter date. Submit at least 60 days prior to this date.
l.	Retirement date:	Enter date.
m.	Retiree's total years in service:	Enter total years of service
n.	Active Duty Base Date (ADBBD)	Enter Date.
o.	Unit name:	Name of unit
p.	Unit mailing address:	Full mailing address Including City, State, and zip code.
q.	Unit point of contact (POC) name:	Enter the name of the POC
r.	POC rank/rate/title:	Enter the POC's title
s.	POC daytime telephone number:	Enter the POC's phone number with area code.
t.	POC e-mail address:	First.m.last@uscg.mil
u.	Permanent Disability:	Yes / No.
v.	Comments/Requests:	Enter any additional information.

REMINDERS

The Pay and Personnel Retiree and Annuitant Services Branch no longer pre-mails active duty retirement certificates. Retirement certificates must be requested by the member's unit using this [memo template](#). The unit must submit the certificate request memo **at least 60 days prior to the date planned for the member's retirement ceremony**.

- PPC (RAS) issues three types of certificates: Retirement, Spousal Appreciation and Presidential. We do **NOT** issue certificates to significant others, children or pets. Children's certificates are processed at the unit level.

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- The information on the Direct Access/Global Pay database is what is used to populate the names on the certificates. PPC-RAS **cannot deviate from this for nicknames or AKA situations.**
- Certificate request will be accepted for member's with **APPROVED SEPARATION AUTHORIZATIONS** vice APPROVED ORDERS.

For information on the **Presidential Letter of Appreciation - 30 Years** go to the PSC website www.uscg.mil/epm/epm1/Retiredefault.asp
This is not a service provided by PPC (RAS).

[New Procedure for Submitting PPC Customer Care Trouble Tickets](#)

Effective 10 June 2016, per U. S. Coast Guard Internet content policy, our web-based trouble ticket form will be removed from our [Customer Care web page](#).

We have created a new template for submitting trouble tickets to PPC via e-mail. It works like this:

1. Open the MS word template at <http://cglink.uscg.mil/PPCticket> (CG Portal access required).

Note: If you cannot access the CGPortal you can still contact us by telephone (866-772-8724) or by email to PPC-DG-CustomerCare@uscg.mil.

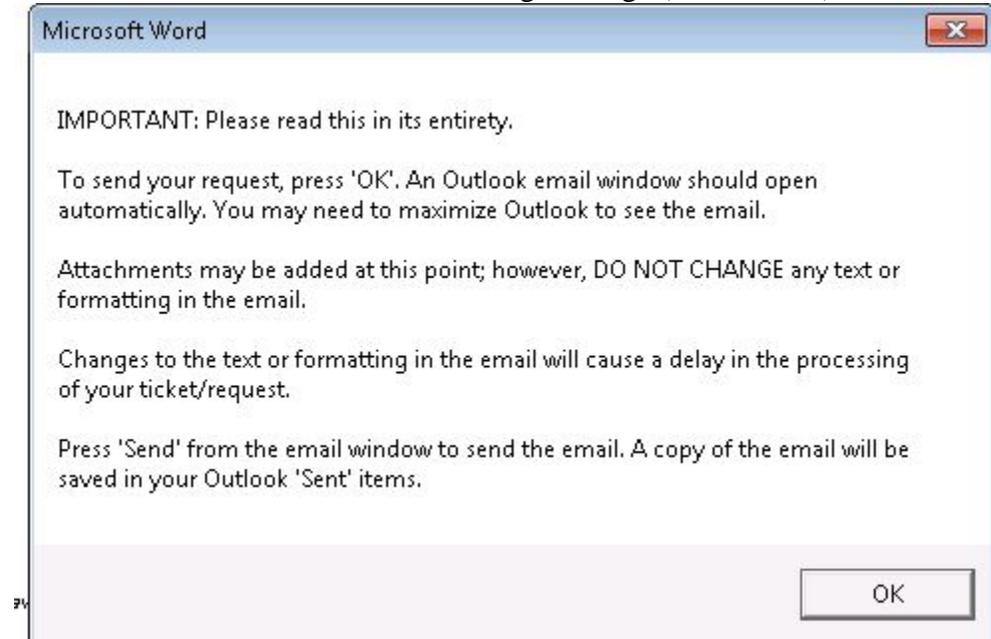
2. You will be prompted to open or save the file. Choose "Open"
3. MS word will open with the template form. **You may see a security warning at the top of the window.** If so, click "Options" and then click "Enable this content" and "OK" as shown in the image below.



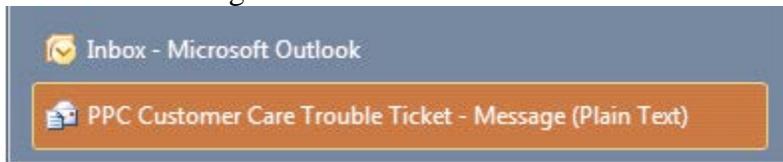
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4. Fill out the ticket as you have filled out the web ticket in the past.
5. Click the "Submit" button.
6. Review the information in the warning message (show below) and click "OK"



7. If you have MS Outlook open, the icon in the task bar will blink. Click it and you will see you have a new message in draft form.



8. Open the draft message by clicking on the icon in the task bar. The message is addressed to PSC-bpam@uscg.mil this is the correct address for our tracking system. **Do not change it.**
 9. You can add attachments if desired. **Do not make any other changes to the message.**
 10. Click "Send" and **cancel the spell check.**
 11. Click "Yes" when prompted to send the message.
 12. Your ticket will be loaded into our tracking system. You may close the MS word document. A copy of the message is available in your "sent items" folder in Outlook.
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May 2016 Government Travel Charge Card Bulletin

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

In this issue:

- Reporting Delinquencies
 - PCS and GTCC
 - Hurricanes and Limits
 - Good to Know
 - Travel Order Requirements
 - ADTRAV Lodging Fees
 - Conference-Tuition Fees
 - In The Spotlight
 - Premium Class Travel
-

CGHR: On the Radar Screen June 2016

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/2016/6.7.16.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
- Infographic

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

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PSC Transfer Season 2016 - Don't Leave Your User Account Behind

The 2016 Transfer Season is in full swing, and similar to years past, an automated method is being used to move CGOne Standard User accounts from one unit to another. This process, which reconfigures user accounts for use at a new location, does not move user data (such as files maintained on local C4IT resources) but does archive them for a specific time. Because of this, transferring personnel are responsible for performing a number of tasks on their own before departing their unit. More information about end user responsibilities to ensure a smooth and successful transfer of IT resources is on the [Transfer Tech Tips site](#).

The automated portion of a PCS Transfer is triggered by the transferring member submitting a CGFIXIT ticket at least two weeks before departing their unit. Once a ticket is submitted, the User Transfer Service (UTS) system completes the account transfer process. If a ticket is not submitted in CGFIXIT before departing your old unit, you will experience delays at your new unit.

Effective and successful transfers are an essential part of Coast Guard operations and affect every member at some point in their career. The Transfer Season team is consistently finding ways to simplify and improve the technical portion of this important process. After you arrive at your new unit, you might receive an email with a survey about the technical portion of your transfer experience. You are encouraged to participate and share your candid feedback so that future transfer seasons may be improved.

Adobe Acrobat PDF Files Do Not Open (Payslips, Tax Statements, etc.) in Direct Access

Sometimes, when you attempt to open a link from Direct Access to a file in Adobe Acrobat (PDF) file format a window will open with just a letter "X". This can be caused by the internet browser's security settings. Here's a workaround which will allow you to open the file directly in Adobe Acrobat reader. This bypasses the browser's security settings and should only be used on trusted sites. Follow these steps to open a file in Adobe Acrobat reader:

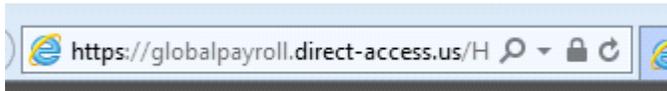
1. Once you are signed into DA, go to open a pay slip or any other document that need to open as a PDF. When the new window opens showing the "X" block in the corner of the screen,

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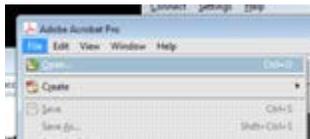
2. Go to the browser address block and copy the address



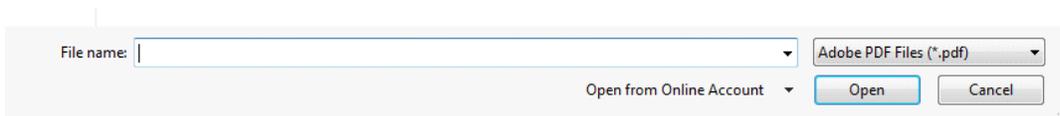
3. Open Adobe Acrobat (from the shortcut on the desktop or the start menu link)



4. From within Adobe Acrobat, go to **File** and chose **Open**.



5. A new window will appear, paste the address that you copied into the File Name block on the bottom.



6. Click the Open button. The file will open in Adobe Acrobat.

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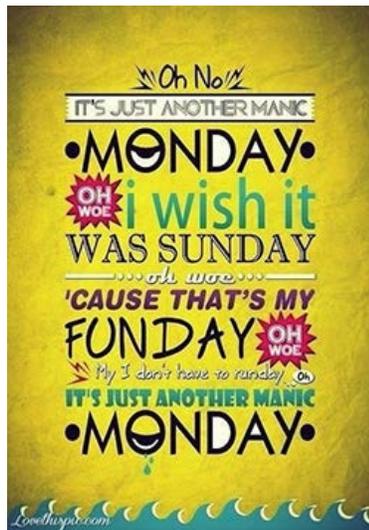
Manic Monday Mayhem

PPC Procedures & Development proudly presents a monthly virtual extravaganza bringing the latest known issues, review of newly released information, best practices for the coming month, and Q&A no holds barred!

NO REGISTRATION REQUIRED

1300 Central Standard Time
60 minute session

Link >>>><https://dhsconnect.connectsolutions.com/manicmonday/><<<< Link



July 25, 2016
August, 29, 2016
September 26, 2016
October 24, 2016
November 28, 2016
December 19, 2016

Here are the recordings, slides, questions, and answers from our previous 2016 "Manic Mondays" discussion sessions. Be sure to join us on 25 July for our next session:

- [25 January 2016](#)
- [29 February 2016](#)
 - [Video Recording](#)
- [28 March](#)
 - [Video Recording](#)
- [25 April](#)
 - [Video Recording](#)
- [23 May](#)
 - [Video Recording](#)
- [27 June](#)
 - [Video Recording](#)