Chapter Overview

Introduction

The objective of this chapter is to provide a concise, user-friendly job aid for starting and stopping special pay and allowances. This chapter provides checklists, guides, and information required to complete these tasks.

In this chapter

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Section Overview

Introduction

This section provides the information needed to understand how the different kinds of special pay work, who is entitled to them, and how to get members paid.

In this section

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7.A.1	Aviation Career Incentive Pay (ACIP)	7-A-2
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7.A.1 Aviation Career Incentive Pay (ACIP)

7.A.1.1 Introduction

Aviation Career Incentive Pay (ACIP) is authorized for rated/designated officers, and officers in flight training. Aviation service information used to establish an aviator's JUMPS record is contained in the Coast Guard Pay Manual, COMDTINST M7220.29 (series), Sec. 5-A

7.A.1.2 Reference

(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series), Section 5-A, Aviation Career Incentive Pay (ACIP) for Rated/Designated Officers
(b) Coast Guard Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series), Part II, Pay Entitlements, Chap. 11-A.

7.A.1.3 Procedures

Follow these procedures to start, stop, suspend, and reinstate ACIP. Data entry/SPO procedures can be found in reference (b).

If	And	Then
Officer becomes first eligible for ACIP	prior aviation service	enclose documentation to substantiate flying time/status and notify SPO to start entitlement. SPO will enter an ***Establish officer as an aviator*** (earnings code "ESACIP") transaction and another transaction to start ACIP based on the officer's PCS orders.
	without prior aviation service	notify SPO to start entitlement. SPO will enter an ***Establish officer as an aviator*** (earnings code "ESACIP") transaction and another transaction to start ACIP based on the officer's PCS orders.
Aviator fails to qualify for continuous ACIP		notify SPO to stop entitlement
	member later qualifies	notify SPO to start entitlement
Reinstating ACIP for aviators with over 25 years aviation service	performing flying duty	notify SPO to start entitlement
	not performing flying duty	JUMPS automatically stops entitlement
Reporting suspension from flight status	affects eligibility for ACIP	notify SPO to stop entitlement
	does not affect eligibility for ACIP	no action taken to stop entitlement
Reporting errors in ACIP	inaccurate information on LES	send letter to PPC (mas) via SPO. Include supporting documentation from aviation flight record, PDR and/or member's file

Note: USCGR officers ordered to active duty are only entitled to ACIP if the officer is assigned to flight status (DIFOPS).

7.A.2 Hazardous Duty Incentive Pay (HDIP)

7.A.2.1 Introduction

Members issued flight orders in accordance with Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series) or Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series), and meeting all requirements of the Coast Guard Pay Manual, COMDTINST M7220.29 (series), Section 5-B are entitled to Hazardous Duty Incentive Pay (HDIP).

7.A.2.2 Reference

(a) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series), Article 4.A.4, Technical Observers
(b) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series), Article 4.A.6, Flight Orders for Enlisted Personnel
(c) Coast Guard Pay Manual, COMDTINST M7220.29 (series), Section 5-B, Hazardous Duty Incentive Pay for Enlisted Members and nonrated or nondesignated Officers
(d) Coast Guard Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series), Part II, Pay Entitlements, Chap. 11-B.

7.A.2.3 How to start HDIP

To start HDIP for members qualified in accordance with reference (a) (officers) or (b) (enlisted personnel) and meeting all the requirements of reference (c), forward copies of flight orders to the SPO.

The SPO will complete data entry in accordance with reference (d).

7.A.2.4 When to stop HDIP

To stop HDIP forward a letter to the SPO if one of these situations occur:

- Member's order is revoked
- Member fails to meet minimum flying time
- Member is suspended from flying

Note: HDIP automatically stops on a PCS departure.

7.A.3 Flight Deck Hazardous Duty Incentive Pay (FDHDIP)

7.A.3.1 Introduction

Flight Deck Hazardous Duty Incentive Pay (FDHDIP) is an entitlement to members assigned to duty involving frequent and regular participation in flight operations on the flight deck of a cutter.

7.A.3.2 Reference

(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series), Section 5-C, Flight Deck Hazardous Duty Incentive Pay (FDHDIP)
(b) Coast Guard Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series), Part II, Pay Entitlements, Chap. 11-G

7.A.3.3 Procedures to start FDHDIP

Use these procedures to start FDHDIP when a member becomes entitled in accordance with reference (a):

Step	Action	
1	Complete letter authorizing payment **Note**: Unit commanding officer must sign authorization	
2	Ensure authorization contains a start and stop date using this criteria:	
	If	**Then**
	the entitlement is for a full month, and the start date will be the first of the month,	the stop date will be the last day of the month.
	the entitlement is for part of the month,	provide the appropriate start and stop dates.
3	Forward authorization to SPO. The SPO will complete the data entry in accordance with reference (b).	

7.A.4 High Pressure Chamber Hazardous Duty Incentive Pay (HPCHDIP)

7.A.4.1 Introduction

High Pressure Chamber Hazardous Duty Incentive Pay (HPCHDIP) is an entitlement to qualified Coast Guard Divers serving under Duty Involving Diving Orders (DUID) and who meet the special conditions described in the CG Pay Manual.

7.A.4.2 Reference

(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series), Section 5-D, High Pressure Chamber Hazardous Duty Incentive Pay (HPCHDIP)
(b) Coast Guard Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series), Part II, Pay Entitlements, Chap 11-J

7.A.4.3 Payments

Payments for HPCHDIP are made on a monthly basis.

- Members must qualify for HPCHDIP on a monthly basis.
- HPCHDIP may be prorated to adjust for issuance or revocation of DUID orders.

7.A.4.4 Procedure

Each month that the member is qualified for HPCHDIP the unit commanding officer will send a letter to the SPO authorizing payment.

- If the member was not serving under DUID orders for the entire month, indicate the date of issuance or revocation of the DUID orders.

7.A.4.5 Amount of HDIP

See reference (a) for current rates.

7.A.4.6 SPO Data entry procedures

See reference (b) for Direct Access data entry procedures.

7.A.5 Special Pay - Duty Subject to Hostile Fire or Imminent Danger (HF/ID)

7.A.5.1 Introduction

Special pay for Duty Subject to Hostile Fire or Imminent Danger (HF/ID) is an entitlement to members who meet the special conditions described in the CG Pay Manual. This special pay is in addition to any other pay and allowances a member may be entitled.

7.A.5.2 Reference

(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series), Section 4-H, Special Pay - Duty Subject to Hostile Fire or Imminent Danger
(b) Coast Guard Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series), Part II, Pay Entitlements, Chap. 11-L

7.A.5.3 Qualified Areas for HF/ID Pay

Areas designated as qualifying for HF/ID pay are listed in the DoD Financial Management Regulation, Volume 7a: Military Pay Policy and Procedures - Active Duty And Reserve Pay, Chap 10, Figure 10-1 Designated Hostile Fire or Imminent Danger Pay Areas. The listing of qualified areas may be modified, from time to time, via ALCOAST messages.

7.A.5.4 Rules for HF/ID Pay

The following rules apply when determining entitlement to HF/ID Pay:

- On 1 January 2012 HF/ID Pay changed from a monthly entitlement to a prorated day-for-day entitlement. Members who performed qualifying service in designated areas prior to this change were entitled to the full monthly amount, $225, for service during any part of a month (i.e. 1 day in a designated area = $225). Members who perform qualifying service for less than a full month, on after 1 January 2012, will receive a daily prorated amount (i.e. 1 day in a designated area = $7.50).
- In those areas where airspace is designated, personnel who fly through the area are eligible for payment if the members are assigned to official temporary duty to the airspace of the combat zone.
- Some members entitled to Imminent Danger Pay may be entitled to Income Tax Exclusion due to their location. Refer to reference (a), Section 8-G to verify income tax exclusion locations.
- HF/ID pay for Cuba is limited to service members performing duties **within** the Joint Task Force Guantanamo Bay Detention Facilities.

Continued on next page

Special Pay - Duty Subject to Hostile Fire or Imminent Danger (HF/ID) Continued

7.A.5.5 Amount of HF/ID Pay

See reference (a), Section 4-H-2 for current rates.

7.A.5.6 Procedure for payment of HF/ID Pay

This is the procedure utilized when a member qualifies for or loses an entitlement to HF/ID pay. Notification of eligibility for HF/ID pay will normally be included with a notification of eligibility for combat tax exclusion. See section 8-B of this manual for the procedures for reporting entitlement to combat tax exclusion and, if applicable Combat Servicemembers' Group Life Insurance (SGLI) Allowance. See section 7-B of this manual for Combat SGLI procedures.

Step	Action	
1	The unit commanding officer sends a letter or message to the SPO authorizing HF/ID. In addition to the name, rank, employee ID number and designated HF/ID area, include one of these entitlements in the letter:	
	Entitlement	**Description**
	Continuing	If starting, include: • Date the event occurred (e.g., reporting date) • Statement indicating the member is entitled on an ongoing basis. • If stopping, include: • Date the event occurred (e.g., departing date) • Statement indicating the exact nature for termination.
	One time	Include: • Dates the event occurred (e.g., date member entered a designated HF/ID area and the date the member departed a designated HF/ID area) • Statement indicating the member is entitled on a one-time basis. • For Cuba, include copies of logs showing dates member was actually on duty within the detention facility.
2	The SPO Submits a Direct Access Start Pay transaction, following the procedures in reference (b).	

7.A.6 Funeral Honors Duty Allowance for Reservists

7.A.6.1 Introduction

The fiscal year 2000 Legislative Pay Change created an entitlement for Reservists performing funeral honors duty. The entitlement grants the member one retirement point and a daily allowance of $50. This section provides procedures for processing the funeral duty pay and points.

7.A.6.2 Reference

(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series), Sec. 12-O
(b) Reserve Policy Manual, COMDTINST M1001.28 (series), Chap 2
(c) Coast Guard Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series), Part VII, Reserve Unique Transactions, Chap 3.
(d) Direct Access Online Help Schedule/Approve Drills Topic (http://www.uscg.mil/ppc/ps/idt/schedule_drills_commands.htm)

7.A.6.3 Procedures

All members of the Ready Reserve may volunteer to perform funeral honors duty. If the member performs at least two hours of funeral duty, including any associated training and travel time, the drill is recorded in Direct-Access as described in Section 6-D of this Manual or in accordance with reference (c) or reference (d). Reimbursement for travel expenses require separate TDY orders to be issued and claims filed in accordance with Section 2-B of this manual.

7.A.6.4 Amount of Funeral Duty Pay for Reservists

See reference (a) for the current rate.

7.A.7 Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure Boarding Teams (HDIP-VBSS)

7.A.7.1 Introduction

Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure Boarding Teams (HDIP-VBSS) is an entitlement to members participating in maritime interdiction operations boardings taking place within a designated combat theatre of operations.

7.A.7.2 Reference

(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series), Sec. 5-E
(b) Coast Guard Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series), Part II, Pay Entitlements, Chap. 11-K

7.A.7.3 Procedures to start HDIP-VBSS

Use these procedures to start HDIP-VBSS when a member is eligible in accordance with reference (a). SPOs will complete the data entry in accordance with the procedures provided in reference (b).

Step	Action
1	Member completes at least three eligible boarding evolutions in a calendar month. **Notes** : Members may not receive concurrent payment of FDHDIP and HDIP-VBSS. Members must be assigned to an authorized HDIP-VBSS eligible billet. See reference (a) for additional qualifications.

Continued on next page

7.A.7 Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure Boarding Teams (HDIP-VBSS), Continued

7.A.7.3 Procedures to start HDIP-VBSS, Continued

Step	Action
2	Each calendar month that the member is qualified for HDIP-VBSS the unit commanding officer will send a letter, message or e-mail to the SPO authorizing payment. The authorization must include the name, rank, EMPLID, date of boardings and designated HDIP-VBSS areas. Below is a sample format:
	Subj: QUALIFICATION FOR HDIP-VBSS Ref: (a) Coast Guard Pay Manual, COMDTINST M7220.29 (series) 1. I certify that the member listed below has completed three operational HDIP-VBSS boardings during the calendar month of _____. The member is assigned an authorized HDIP-VBSS eligible billet. The following information is provided: Rate/Name: _____ EMPLID: _____ HDIP-VBSS Location: Boarding Dates: _____ _____ _____ _____ _____ _____ 2. Process transaction in Direct Access (earn code VBS) to credit member for one month HDIP-VBSS as per reference (a).
	Note: A new authorization is required for each calendar month the member is qualified to receive HDIP-VBSS.
3	Forward authorization to SPO for input into Direct Access.

7.A.8 Combat-Related Injury Rehabilitation Pay

7.A.8.1 Introduction

This section provides the procedures for payment of Combat-Related Injury Rehabilitation Pay (CIP).

7.A.8.2 About CIP

ALCOAST 002/07 implemented Section 642 of the National Defense Authorization Act for Fiscal Year 2006, which amended Title 37 U.S.C. Section 328, to authorize monthly special pay to a member of the armed forces who, while in the line of duty, incurs a wound, injury, or illness in a combat operation or combat zone designated by the Secretary of Defense (SECDEF) and is evacuated from the theater of the combat operation or from the combat zone for medical treatment.

CIP may be paid in addition to any other pay and allowances to which the member is entitled or authorized. CIP will be paid at the full monthly rate for any month in which the member is eligible for the pay in the full amount. The monthly amount of CIP shall equal $430 less any payment of Hostile Fire/Imminent Danger Pay received by the member for the same month.

7.A.8.3 Entitlement

A member, who is hospitalized for a wound, injury, or illness as a result of hostile action, is entitled to CIP for each month that hospitalization continues and the member does not meet termination criteria described below:

- CIP will terminate at the end of the first month during which any of the following applies:

  (1) The member is paid a benefit under Traumatic Servicemembers Group Life Insurance (T-SGLI), or

  (2) The member receives notification of the eligibility to T-SGLI and a period of 30 days expires after the date of such notification, or

  (3) The member is no longer hospitalized in a military treatment facility or a facility under the auspices of the military health care system.

- Once the member loses entitlement to CIP and if a military member is re-hospitalized for the same injury, wound, or illness, eligibility for CIP cannot be reestablished.

Continued on next page

7.A.8 Combat-Related Injury Rehabilitation Pay, Continued

7.A.8.4 Procedure

The member's Commanding Officer shall notify Commandant (CG-1332) and the Pay and Personnel Center (mas), via message, to commence payment of monthly CIP to an eligible member when the member is evacuated from the theater of the combat operation or the combat zone for medical treatment.

Pay and Personnel Center (mas) will commence payment of CIP the month beginning after the date on which the member is eligible.

7.A.9 Foreign Language Proficiency Pay (FLPP)

7.A.9.1 Introduction

This section provides the procedures for Foreign Language Proficiency Pay (FLPP).

7.A.9.2 References

The following references provide additional information about FLPP.

(a) U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Sec. 4-K
(b) Performance Education and Training Manual, COMDTINST 1500.10(series), Sec 9-B.
(c) Coast Guard Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series), Part II, Pay Entitlements, Chap. 11-H

7.A.9.3 Auto-stop upon PCS departure

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

7.A.9.4 Auto-stop on lapse date

FLPP stops automatically on the date the member's language proficiency exam certification expires. Normally 1-year after the date the exam was administered. The lapse date is visible on the Foreign Language Test Results page and the Licenses and Certificates page. The stop date will not be reflected on the member's Employee Entitlements page until the compute cycle for the pay period in which the FLPP is stopped and the JUMPS/DA resynch process is completed.

7.A.9.5 Supporting documentation

Per section Figure 4-8 of reference (a), the Commanding Officer of the unit shall designate members for Interpreter or Linguist positions in writing. A copy of the designation is supporting documentation for this transaction.

Continued on next page

7.A.9 Foreign Language Proficiency Pay (FLPP), Continued

7.A.9.6 Unit Interpreter and Linguist allocations

FLPP for Foreign Language Speakers (FLS) is limited by the type/number of allocations assigned to a unit. Unit Interpreter and Linguist allocations are listed in the Coast Guard Portal (Home » Training & Education » Education » Foreign Language) on the *Interpreter and Linguist Allocations* spreadsheet.

https://cgportal.uscg.mil/delivery/Satellite/TRAINED/FOREIGNLANGUAGE

7.A.9.7 FY 2011 FLPP Rates

Effective 1 October 2011, the monthly rates for FLPP increased and the Defense Language Proficiency Test (DLPT) score levels for which FLPP is paid expanded.

The new rates and FLPP levels are as follows:

Interpreter Level	DLPT Score	FLPP Monthly Rate
Interpreter 1	1 +/1 +	$100
Interpreter 2	1 +/2 or 2/1 +	$125
Interpreter 3	2/2 or 2 +/2 or 2/2 +	$150
Interpreter 4	3/2 or 2/3 or 2 +/2 +	$200

Linguist Level	DLPT Score	FLPP Monthly Rate
Linguist 1	3/2 + or 2 +/3	$250
Linguist 2	3/3 or higher	$300

7.A.9.8 FLPP for Linguists filling Interpreter allocations

FLPP for Foreign Language Speakers (FLS) is limited by the type/number of allocations assigned to a unit. A member in an Interpreter Allocation is limited to the highest authorized level for an Interpreter with the maximum monthly rate of $200, **even if their DLPT score is higher**.

7.A.9.9 FLPP for Interpreters filling Linguist allocations

A member in a Linguist Allocation draws FLPP based on their DLPT score and is authorized to collect FLPP at the lower interpreter rates. For example, if a member is filling a Linguist Allocation with a 2 +/2 + DLPT score, the member be is paid $200 a month at the Interpreter 4 level.

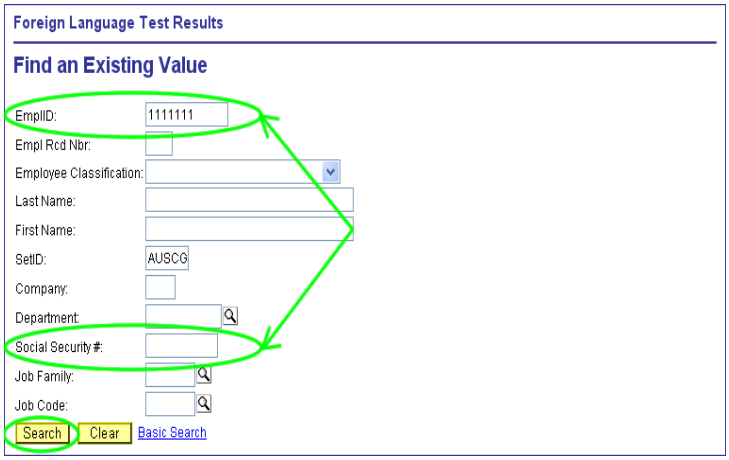
Continued on next page

7.A.9 Foreign Language Proficiency Pay (FLPP), Continued

7.A.9.10 Entering DLPT Results

This section provides the procedure for the unit **Educational Services Officer (ESO)** to enter a member's Defense Language Proficiency Test (DLPT) results in the system. Entering DLPT test results will automatically add/update the member's language skills and certifications in the system.

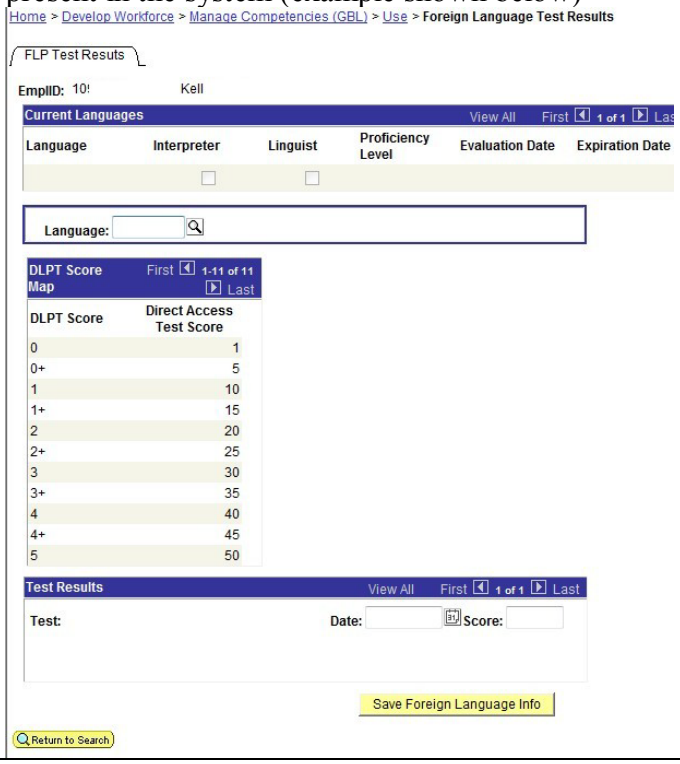
Note: In order for the member to be eligible for FLPP, Foreign Language/DLPT Test results must be entered following this procedure. Attempting to enter Foreign Language/DLPT Test results in the Test Results or Licenses and Certifications menus will not update the appropriate areas of the system.

Step	Action
1	Select menu items in the following order: Enterprise Menu or Direct Access Content Menu > Develop Workforce > Manage Competencies (GBL) > Use > **Foreign Language Test Results**
2	The **Foreign Language Test Results** screen will display. Enter the member's Employee ID Number in the **EmplID** field or the SSN in the **Social Security #** field and click the **Search** button.  ***Note:*** When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.

Continued on next page

7.A.9 Foreign Language Proficiency Pay (FLPP), Continued

7.A.9.10 Entering DLPT Results **(continued)**

Step	Action
3	The **FLP Test Results** page will display. All the fields will be blank if the member does not have any Foreign Language skills present in the system (example shown below) 

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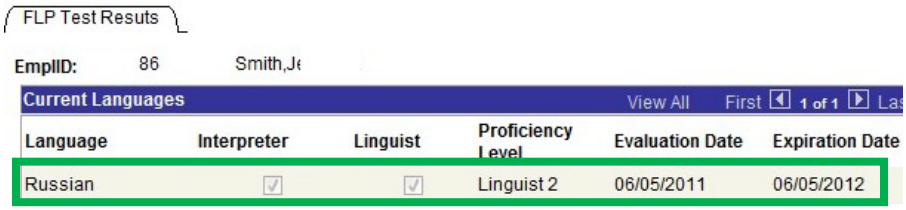
7.A.9 Foreign Language Proficiency Pay (FLPP), Continued

7.A.9.10 Entering DLPT Results **(continued)**

Step	Action
3	The **Current Languages** section will display any language data for a member who has previous test results entered (example shown below). These fields are **READ ONLY**. The **Interpreter** and **Linguist** qualification check-boxes will be marked by the system, based on the test scores entered. The Language and Test Results will not be displayed. Historical test data is not displayed on this page. Go to **Test Results** to view a member's previous test scores.  If the member has been tested in more than one language you can use the View All or arrow links to view the other results
4	Click the lookup icon in the **Language** field to search for and select a language skill code.

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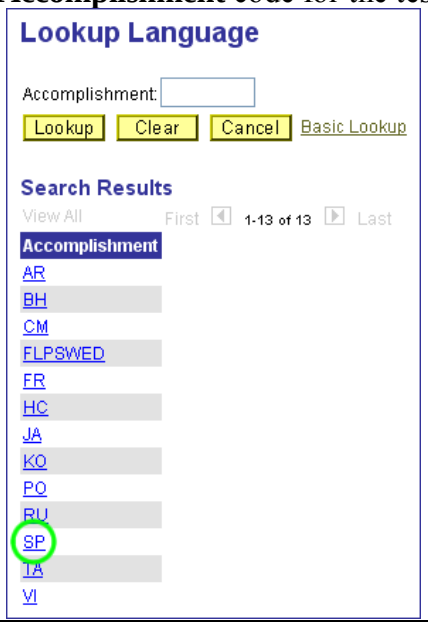
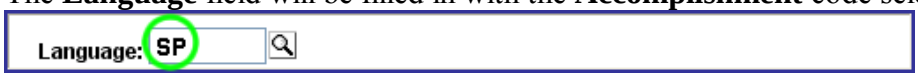
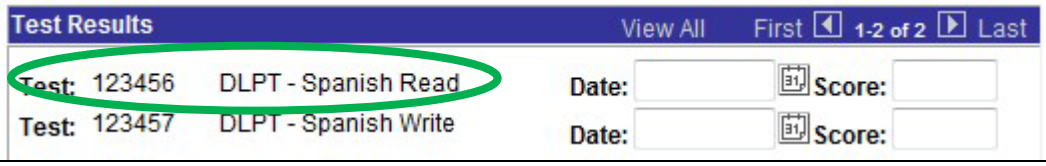
7.A.9 Foreign Language Proficiency Pay (FLPP), Continued

7.A.9.10 Entering DLPT Results **(continued)**

Step	Action
5	The **Lookup Language** page will display. From the **Search Results**, click the **Accomplishment** code for the test you are recording  **Accomplishment** / **Meaning** AR – Arabic BH – Bahasa (Indonesian) CM – Mandarin Chinese FLPSWED – Swedish FR – French HC – Haitian-Creole JA – Japanese KO – Korean PO – Portuguese RU – Russian SP – Spanish TA – Tagalog (Phillipines) VI – Vietnamese
6	The **FLP Test Results** page will display again. The **Language** field will be filled in with the **Accomplishment** code selected.  The **Test Results** section will display the test number and description based on the **Accomplishment** code selected. 

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Entering Foreign Language Test Results, Continued

7.A.9.10 Entering DLPT Results **(continued)**

Step	Action
7	Enter the test **Date** and test **Score** into the **Test Results** section. For **DLPT-4** tests, ignore the Converted Score and use the **Level** score as shown: RATE, NAME / SSN AND / LANGUAGE — DATE TEST TAKEN — LISTENING COMPREHENSION CONVERTED SCORE — LEVEL — READING COMPREHENSION CONVERTED SCORE — LEVEL BM1 M. HADDOCK 000-00-0000 SPANISH — 12/29/05 — ~~49~~ — LC-2+ — ~~53~~ — RC-3 For **DLPT-5** tests, use the **Test Score** as shown below. Language — Test Type — Range — Status — Date Taken — Test Score — Retest Waiver — Upper Range Spanish — Listening Multiple Choice — Lower — Completed — 2006/08/28 — 1+ Spanish — Reading Multiple Choice — Lower — Completed — 2006/08/28 — 1 Utilize the **DLTP Score Map** to convert the **Level** score (DLPT-4) or the **Test Score** (DLPT-5) into the **Direct Access Test Score**. DLPT Score Map — First 1-11 of 11 Last DLPT Score — Direct Access Test Score 0 — 0 0+ — 5 1 — 10 1+ — 15 2 — 20 2+ — 25 3 — 30 3+ — 35 4 — 40 4+ — 45 5 — 50
8	Enter the test **Date** and **Direct Access Test Score** into the **Test Results** section. Note: You cannot enter a “0”. Leaving the score as blank results in writing a "0" to the database. Test Results — View All — First 1-2 of 2 Last Test: 123456 — DLPT - Spanish Read — Date: 08/10/2011 — Score: 15 Test: 123457 — DLPT - Spanish Write — Date: 08/10/2011 — Score: 10

Continued on next page

7.A.9 Foreign Language Proficiency Pay (FLPP), Continued

7.A.9.10 Entering DLPT Results **(continued)**

Step	Action
9	Click the Save Foreign Language Info button to save the test scores. This will update the member's **Test Results**, **Languages**, and **Licenses & Certifications** and permit the SPO to start **Foreign Language Proficiency Pay** if the member's Commanding Officer authorizes it. **Note**: If you receive an error when attempting to save, it may be due to a missing test date on the member's **Test Results** page. Click the ***Open a New Window*** link and path to Enterprise Menu > Develop Workforce > Manage Competencies (GBL) > Use > **Test Results.** Review the existing test results entries and ensure each entry has a date. If a date is missing, enter the test completion date if known. If you do not know the test completion date use 01/01/1951, this is the default entry when an actual date is not available. Save any changes to the Test Results page, close the new window and return to the Foreign Language Test Results page and attempt to save again.

7.A.9.11 Process

This is the process for authorizing Active Duty and Reserve Component members' entitlement to FLPP or Foreign Language Proficiency Bonus (FLPB), for Reservists on IDT.

Stage	Description
1	The Foreign Language Program Manger (CG-132-2) designates authorized Linguist positions (billets) and Unit Collateral Duty Interpreter (UCDI) Allocations.
2	Member completes and obtains qualifying scores on the Defense Language Proficiency Test (DLPT) for an eligible language skill.
3	Unit Educational Services Officer (ESO) enters DLPT results in Direct-Access per section 7.A.9.10 of this manual. • The menu item is Develop Workforce > Manage Competencies (GBL) > Use > **Foreign Language Test Results**. It is only accessible to users with the ESO (CGFTESO) user role. Unit ESOs may request the role by completing a Direct-Access User Authorization Form (CG-7421B) and forwarding it to PPC Customer Care for account update.

Continued on next page

7.A.9 Foreign Language Proficiency Pay (FLPP), Continued

7.A.9.11 Process (continued)

Stage	Description
4	**For FLPP-Linguist:** • Ensure qualified member is assigned to a position designated by CG-132 as requiring linguist skills. **For FLPP/FLPB-Interpreter:** • Unit Commanding Officer designates qualified member to occupy a command interpreter allocation and forwards a copy of the designation to the SPO. Note: For Reservists on Active Duty for less than 140 days ADT/181 days ADOT, orders must specifically authorize FLPP.
5	For Active Duty members and Reservists on Active Duty, the SPO enters the start FLPP transaction using the Employee Entitlements Component in Direct-Access. • SPO Procedures are available in reference (c). For Reservists on IDT or RMP, the Unit “Reserve IDT” or "Command User” (user roles in Direct-Access) records FLPB entitlement using the Schedule Drills (*Individual*) Component in Direct-Access. • IDT/RMP drill pay procedures are available in the Direct Access online help at http://www.uscg.mil/ppc/ps.

Continued on next page

7.A.9 Foreign Language Proficiency Pay (FLPP), Continued

7.A.9.12 Terminating FLPP

FLPP will automatically stop when the:

- Member is separated from active duty.
- Member departs on PCS orders.
- Member's certification lapses (shown as the Expiration date in the member's Licenses & Certifications in Direct Access for the language skill). Members must retest annually to maintain their eligibility for FLPP. If a member's FLPP is automatically stopped, a new transaction must be input in Direct-Access to restart it after the member's test scores are entered.

FLPP must be manually stopped when the member is no longer performing interpreter/linguist duties or when the command wishes to designate other qualified members to fill unit allocations.

Section Overview

Introduction

This section will guide you through the procedures for payment of Basic Allowance for Subsistence, Family Separation Allowance, Overseas Housing Allowance, Family Subsistence Supplemental Allowance, and Officer Uniform Allowance.

In this section

Topic ID	Topic	See Page
7.B.1	Refund for Missed Meals – Discounted Meal Rate (DMR)	7-B-2
7.B.2	Family Separation Allowance (FSA)	7-B-3
7.B.3	Family Separation Housing Allowance (FSH)	7-B-8
7.B.4	Overseas Housing Allowances (OHA)	7-B-9
7.B.5	Family Subsistence Supplemental Allowance (FSSA)	7-B-10
7.B.6	Officer Uniform Allowance Claim Worksheet (CG-5102)	7-B-11
7.B.7	Combat SGLI Allowance	7-B-12

7.B.1 Refund for Missed Meals – Discounted Meal Rate (DMR)

7.B.1.1 Introduction

This section provides procedures for crediting Discount Meal rate charges to a member who is unable to eat meals that are normally furnished at a government dining facility.

7.B.1.2 Reference

(a) U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Sec. 3-A-5(f)
(b) Coast Guard Servicing Personnel Office Manual, PPCINST M5231.3 (series), Chapter 5, Subsistence Allowance, Sec. B, Refund of Discount Meal Rate for Missed Meals

7.B.1.3 Discounted Meal Rate Credits

This is the procedure utilized for crediting Discount Meal Rate charges to a member who is assigned to a mandatory messing unit and the member's duties, or dining facility exigencies, prevent government furnished meals from being provided.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Log meals throughout the month</td></tr>
<tr><td>2</td><td>Forward the following information to the SPO at the end of the month:

Subj: CERTIFICATION OF MISSED MEALS

Ref: (a) CG Pay Manual, Section 3-A-5(f), Enlisted BAS Policy

1. I certify that the member listed below was assigned to a mandatory messing unit and their duties or dining facility exigencies prevented government furnished meals (including box lunches) from being provided as follows:
<table>
<tr><td>Rate/Name:</td><td colspan="3">BM2 John G. Smith, USCG</td></tr>
<tr><td>EMPLID:</td><td colspan="3">1234567</td></tr>
<tr><td>Date(s)</td><td>Breakfast</td><td>Lunch</td><td>Dinner</td></tr>
<tr><td>2/14/12</td><td>X</td><td></td><td></td></tr>
<tr><td>2/15/12</td><td>X</td><td>X</td><td></td></tr>
<tr><td>2/18/12</td><td></td><td></td><td>X</td></tr>
<tr><td>Total for month</td><td>2</td><td>1</td><td>1</td></tr>
</table>
2. Process transaction in Direct Access (earn code RMM) to credit the member for the missed meals per reference (a).</td></tr>
</table>

7.B.2 Family Separation Allowance (FSA)

7.B.2.1 Introduction

This section provides the procedure for reporting entitlement to Family Separation Allowance (FSA).

7.B.2.2 Reference

(a) U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Sec. 3-H
(b) Coast Guard Servicing Personnel Office Manual, PPCINST M5231.3 (series), Chapter 11, Special and Incentive Pays, Section F, Family Separation Allowance

7.B.2.3 Types of FSA

See PAYMAN, Section 3.H.1, Family Separation Allowance (FSA).

7.B.2.4 Eligibility of FSA Entitlement

Refer to PAYMAN, Section 3-H for detailed information concerning "with dependent" requirements for FSA.

7.B.2.5 Verification of FSA on the FSA Worksheet

FSA entitlement verification will be completed on the FSA Worksheet (CG -2035), which is available on PPC's web site at: http://www.uscg.mil/ppc/forms/.

Continued on next page

7.B.2 Family Separation Allowance (FSA), Continued

7.B.2.6 Procedures for FSA-R

Use the following procedures if the member becomes entitled to FSA-R:

Step	Action
1	The member must complete an FSA Worksheet when he/she becomes entitled to FSA-R.
2	The unit will endorse the FSA Worksheet and forward to the SPO. An E-mail or message may be sent by the unit to the SPO to notify the SPO that this entitlement needs to be started on the member (this will allow the SPO to start the entitlement on the member in a timely manner). However, the unit must still submit the FSA Worksheet to the SPO).
3	Upon Receipt of the FSA Worksheet, E-mail or message, the SPO will submit a FSA transaction in Direct Access on the member to start FSA-R. **Note:** After the FSA transaction has been submitted, the SPO will ensure that a FSA Worksheet has been received by the unit, if an E-mail or message was sent by the unit (See section 1.2.5 of this manual).

7.B.2.7 Procedures for FSA-S 60 days or less

For ship deployments of 60 days or less, use the following procedures:

Step	Action
1	The unit must ensure that each eligible member has completed an FSA Worksheet for FSA-S and the worksheet must have a command endorsement.
2	The unit will endorse the FSA Worksheet and forward to the SPO. An E-mail or message may be sent by the unit to the SPO to notify the SPO that this entitlement needs to be started on the member (this will allow the SPO to start the entitlement on the member in a timely manner). However, the unit must still submit the FSA Worksheet to the SPO).
3	Upon Receipt of the FSA Worksheet, E-mail or message, the SPO will submit a FSA transaction in Direct Access on the member to start FSA-S. **Note:** After the FSA transaction has been submitted, the SPO will ensure that a FSA Worksheet has been received by the unit, if an E-mail or message was sent by the unit (See section 1.2.5 of this manual).

Continued on next page

7.B.2 Family Separation Allowance (FSA), Continued

7.B.2.8 Procedures for FSA-S over 60 days

For ship deployments of over 60 days, use the following procedures:

Step	On the 31st day away from homeport
1	The unit must ensure that each member that is eligible has completed a FSA Worksheet for FSA-S and the worksheet must have a command endorsement.
2	Unit notifies SPO by message or email of start date and member's names and EMPLIDS who are entitled to FSA-S and/or forwards COPIES of the worksheets.
3	Upon receipt of the message, email or worksheets, the SPO will submit a single FSA transaction for each member to establish a start of FSA-S.
	Upon return to homeport
4	Upon return of the ship to homeport, the unit will notify the SPO by message or email with the names and EMPLIDS of the members. The date FSA-S ends must also be included in the message or email (normally the end date will be the day prior to the day returning to homeport) and forwards the ORIGINAL worksheets, with item 8.c.3 completed.
5	Upon receipt of the message, email or worksheets, the SPO will submit a single FSA transaction for each member to establish a stop of FSA-S.

7.B.2.9 Procedures for FSA-T 60 days or less

For members who are TDY for 60 days or less, use the following procedures:

Step	Action
1	Upon return to the unit from TDY, the member will complete a FSA Worksheet.
2	The unit will endorse the FSA Worksheet and forward it with a copy of the TDY/TEMDU orders to the SPO.
3	Upon Receipt of the FSA Worksheet and copy of TDY/TEMDU orders, the SPO will submit a FSA transaction on the member to establish a one time credit of FSA-T.

Continued on next page

7.B.2 Family Separation Allowance (FSA), Continued

7.B.2.10 Procedures for FSA-T over 60 days

For members who are TDY for over 60 days, use the following procedures:

Step	On the 31st day away from unit
1	The member must complete a FSA Worksheet, leaving block 8.c.3. "Date Returned to PDS" blank.
2	The TDY unit will endorse the FSA Worksheet and send a copy of it with a copy of the TDY/TEMDU orders to the SPO servicing the member. (Unit retains original worksheet until member returns to unit)
3	Upon receipt of the copy of the FSA Worksheet and copy of the TDY/TEMDU orders, the SPO will submit an FSA transaction on the member to establish a start of FSA-T.
	Upon return to unit
4	Upon return from TDY, the member will complete block 8.c.3 of the FSA Worksheet
5	The unit will endorse the FSA Worksheet and send it with a copy of the TYD/TEMDU orders to the SPO.
6	Upon receipt of the FSA Worksheet and copy of the TDY/TEMDU orders, the SPO will submit an FSA transaction on the member to establish a stop of FSA-T.

7.B.2.11 FSA-T entitlements for Reserve Component members on active duty

The table, on the following page, provides the rules for determining FSA-T entitlement for Reserve Component members on active duty.

Continued on next page

7.B.2 Family Separation Allowance (FSA), Continued

FSA-T Entitlement for Reserve Component (RC) Members
With-Dependents on Active Duty (Notes 1 and 2)

RULE	Reserve Component (RC) members with dependents called/ordered to	and	and	and	then FSA-T
1	active duty in support of a Secretary of Defense (SECDEF) designated contingency operation (not T14)	their primary residence at the time called/ordered to active duty is not within a reasonable commuting distance to the unit location ordered to (Note 3)	the member's dependents do not accompany the member to the unit location ordered to	the member remains away from their primary residence for 30 continuous days or more (Note 4)	is authorized effective back to the first day the 30-day qualifying period began
2	ADOT for more than 180 days and not authorized HHG transportation at govt expense				
3	ADT or IADT for 140 days or more and not authorized HHG transportation at govt expense				
4	ADT or IADT for less than 140 days				
5	ADOT for less than 140 days				
6	ADT for 140 days or more and authorized HHG transportation at govt expense				is not authorized
7	ADOT for more than 180 days and authorized HHG transportation at govt expense				
8	active duty for 30 or fewer days (Note 5)				is not authorized (Note 5)

Notes:

1. RC members must be on consecutive active duty for training (ADT) (which includes initial active duty for training – IADT) or active duty-for-other-than-training (ADOT) under temporary duty/temporary additional duty (TDY/TAD) conditions. These rules also apply for involuntary active duty under the authority of title 14, USC §712, which are considered ADOT in nature. RC members on orders of a PCS nature are not eligible for FSA-T – see the CG Pay Manual, section 3-G, for FSA-R general conditions of entitlement.
2. The primary residence is considered the permanent station for RC members under ADT, IADT, or ADOT orders.
3. A member's return or visit to the PDS (see Rule 3 above) for any reason interrupts the initial 30-day qualifying period. The initial 30-day qualifying period count starts from zero on the day the RC member returns to duty away from PDS visitation.
4. A Reserve Component member initially ordered to active duty of 30 or fewer days who during this order receives an order modification or assignment extension with a prospective (new) active duty period of more than 30 days under Rules 1 thru 5, may be authorized FSA-T. **Do not add periods of active duty previously serviced to obtain the 30-day qualifying period for FSA-T. The 30-day qualifying period begins on the order modification or assignment extension effective date.**

7.B.3 Family Separation Housing Allowance (FSH)

7.B.3.1 Introduction

This section provides the procedure for reporting a member's entitlement to Family Separation Housing Allowance (FSH).

7.B.3.2 Reference

(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series), Sec. 3-G-13

7.B.3.3 Procedures for Family Separation Housing (FSH)

Use the following procedure to report entitlement to FSH to the SPO and PPC (mas):

Step	Action
1	The member must complete form CG-2005, PCS Reporting Worksheet, when he/she reports to a new PDS and becomes entitled to FSH.
2	The unit will endorse the PCS Reporting Worksheet and forward to the SPO.
3	Upon Receipt of the PCS Reporting Worksheet the SPO will: (a) Submit a BAH transaction on the member to start BAH W/dependents using the zip code of the member's dependents. (b) Complete the endorsement on the reverse (2nd page) of the PCS Reporting Worksheet and forward it to PPC (mas), via fax to (785) 339-3760.
4	PPC (mas) will start the member's FSH entitlement in a monthly amount equal to the BAH (FSB-B) or OHA payable (FSH-O) (for the PDS) to a member without dependents in the same pay grade.

7.B.4 Overseas Housing Allowance (OHA)

7.B.4.1 Introduction

This is provided to assist in the process of starting Overseas Housing Allowance (OHA) and requesting Move-In Housing Allowance (MIHA). MIHA provides a one-time payment for move-in costs while stationed in an OHA locale.

7.B.4.2 Reference

(a) Joint Federal Travel Regulations (JFTR), Vol I (Military), Chapter 9
Appendix K, Overseas Housing Allowance
Appendix N, Move-In Housing Allowance

7.B.4.3 Starting OHA

To start OHA complete the following forms and forward to the SPO with a copy of the lease/purchase agreement and the BAH/Housing Worksheet, CG-2025:

- Sign an Overseas Housing Allowance Briefing Sheet (found in the JFTR, Appendix K)
- Complete an Individual Overseas Housing Allowance form (DD Form 2367)

7.B.4.4 Requesting MIHA

MIHA is requested by completing a Move-In Housing Allowance Claim form (DD Form 2556) and forwarding it to the SPO. A second payment of MIHA may be paid only after approval from Commandant (CG-1332).

7.B.5 Family Subsistence Supplemental Allowance (FSSA)

7.B.5.1 Introduction

This section provides procedures for payment of the Family Subsistence Supplemental Allowance (FSSA).

7.B.5.2 Reference

(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series), Section 3-M

7.B.5.3 Definition

See reference (a) for definitions, background information and limitations to FSSA.

7.B.5.4 Application

Applications for FSSA, CG-2075 (Family Subsistence Supplemental Allowance Application, can be obtained from the PPC web site: http://www.uscg.mil/ppc/forms/ (CG-2075).

Or call PPC Customer Service @ (866) 772-8724. Customer Service will fax or mail you a copy of the form and USDA Monthly Income Eligibility Limits.

Submission of the FSSA Application can be done by mail or fax:

Fax to (785) 339-3760

Mail to: Commanding Officer (mas)
Coast Guard PPC
444 SE Quincy
Topeka, KS 66683-3593.

7.B.5.5 Recertification

See reference (a), 3-M-10.

7.B.6 Officer Uniform Allowance Claim Worksheet (CG-5102)

7.B.6.1 Introduction

The CG-5102 is used to substantiate payment of uniform allowances to Coast Guard regular and reserve officers.

7.B.6.2 Reference

(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series),
Section 3-I, Clothing Allowances for Officers
Section 3-K, Uniform Allowances for Reserve Officers

7.B.6.3 Procedure

The CG-5102 can be found at http://www.uscg.mil/ppc/forms/.

Officers who are appointed:

- Upon graduating from the CG Academy; or
- Upon graduating from OCS; or
- To Warrant Officer from Enlisted status;

Will automatically be paid the appropriate Officer Uniform Allowance by the CG Pay System. A CG-5102 need not be completed, and no Direct Access input should be completed.

If an Officer is entitled to a Uniform Allowance due to:

- Direct Commission; or
- Completion of at least 14 days Active duty as a member of a Reserve component; or
- Completion of 14 periods of Reserve IDT;

Then complete an Officer Uniform Allowance Claim Worksheet (CG-5101) and forward to the SPO.

7.B.7 Combat SGLI (Servicemembers Group Life Insurance) Allowance

7.B.7.1 Introduction

This section provides the procedures for payment of Combat Servicemembers' Group Life Insurance (SGLI) Allowance.

7.B.7.2 Reference

(a) National Defense Authorization Act for Fiscal Year 2007 (Public Law 109-364)

(b) DoD Financial Management Regulation, Volume 7a: Military Pay Policy and Procedures - Active Duty And Reserve Pay, Chap 44, Par 440103.A - Combat Zone Defined and Figure 44-2 Combat Zone Tax Relief Areas for list of authorized areas

7.B.7.3 Discussion

Per reference (a), members serving in Operations Enduring Freedom (OEF) or Operation New Dawn (OND) Theaters shall receive an allowance equal to the amount of the cost for the maximum SGLI coverage plus the cost of Traumatic SGLI coverage.

7.B.7.4 Rules for Entitlement to Combat SGLI Allowance

A member must be serving in OEF or OND Theaters in order to be eligible for Combat SGLI Allowance. See reference (b) for authorized areas.

- Orders in support of OEF or OND may be specific orders to the member, or general tasking to an entire unit such as a ship. The member must be in theater. for at least part of the month. No minimum part of a month is defined.

Combat SGLI Allowance can be recorded as a one-time entitlement (allowance for a single month only) or as a continuous entitlement (allowance will continue until submission of a stop transaction). Entries for entitlement to Combat SGLI and Combat Tax Exclusion must match:

- If a member is entitled to Combat Tax Exclusion for one month only, then the entry for Combat SGLI must also be for one month only.

- If a member is entitled to Combat Tax Exclusion continuously, then the entry for Combat SGLI must also be for a continuous entitlement and a stop transaction must be entered when the stop Combat Tax Exclusion is entered.

Continued on next page

7.B.7 Combat SGLI (Servicemembers Group Life Insurance) Allowance, Continued

7.B.7.5 Amount of Combat SGLI Allowance

Combat SGLI Allowance is equal to the monthly cost of $400,000 SGLI coverage plus the cost of Traumatic SGLI coverage. The cost of $400,000 SGLI coverage is currently $28.00 per month and the cost of Traumatic SGLI coverage is $1.00. The total Combat SGLI Allowance is $29.00.

Combat SGLI Allowance entitlements will appear in JUMPS Segment 23 "Miscellaneous Allowances" (Note: The title of Segment 23 has changed, it was previously titled "Personal Money Allowance").

7.B.7.6 Combat SGLI Allowance for members with no or less than $400,000 SGLI coverage

Members with SGLI coverage elections of $0 (declined) or any other amount less than the maximum coverage available, who become entitled to Combat SGLI Allowance, will temporarily have their SGLI coverage increased to $400,000 for the duration of the entitlement to Combat SGLI Allowance. The member's previous SGLI coverage resumes the first day of the month following the month the member's entitlement to Combat SGLI Allowance ends, unless the member submits a new SGLI or SGLI Family election.

JUMPS will open a new Segment 32 to increase the member's SGLI coverage to $400,000 when a start Combat SGLI Allowance transaction processes. The temporary increase is effective the first day of the month in which the member is entitled to Combat SGLI and ends the last day of the month the entitlement to Combat SGLI stops. The letter "S" will appear in the "Combat Code" field of any Segment 32 opened by JUMPS to record a temporary SGLI coverage increase.

- Temporary SGLI coverage changes, made in JUMPS, due to receipt of Combat SGLI allowance <u>will not appear</u> in the member's SGLI elections in DA**.**

Continued on next page

7.B.7 Combat SGLI (Servicemembers Group Life Insurance) Allowance, Continued

7.B.7.7 Unit Procedures

Notify the SPO, via letter or message, when a member qualifies for or loses entitlement to Combat SGLI Allowance. When starting Combat SGLI Allowance, include a statement indicating the member is entitled on either a:

- Continuous basis (tax exclusion will continue until submission of a subsequent stop transaction) or on a,
- One time basis (tax exclusion for a single month only).

Notification of eligibility for Combat SGLI Allowance will be included with a notification of eligibility for Special Pay - Duty Subject to Hostile Fire or Imminent Danger (HF/ID). See section 7-A of this manual for the procedures for reporting entitlement to HF/ID and Combat Tax Exclusion. See section 8-B for procedures for reporting entitlement to Combat Tax Exclusion.

7.B.7.8 SPO Action

SPOs shall record entitlement to Combat SGLI Allowance in Direct-Access for any eligible member.

SPOs are reminded to submit Combat SGLI Allowance transactions in connection with Combat Tax Exclusion transactions. Currently, any member who is entitled to Combat Tax Exclusion while serving in OEF or OND theaters is also entitled for Combat SGLI Allowance.

7.B.7.6 SGLI Beneficiary Designations and FSGLI Elections

When starting Combat SGLI Allowance SPOs shall also:

- Review member's current SGLI Election and Certificate (form SGLV-8286) for accuracy and completeness. If no SGLV-8286 form is on file, provide the member with a blank form with instructions to complete and return to the SPO as soon as possible.

Continued on next page

7.B.7 Combat SGLI (Servicemembers Group Life Insurance) Allowance, Continued

7.B.7.6 SGLI Beneficiary Designations and FSGLI Elections (cont'd)

- Inform married members, who have previously declined SGLI coverage, or have coverage at the $50,000 level, that Family SGLI coverage is available while they are receiving Combat SGLI Allowance. The member must submit a SGLI Family Coverage Election (form SGLV-8286A) and SGLV-8286 form, with a coverage level of at least $100,000, if they desire coverage under the SGLI Family program. Premiums for SGLI and SGLI Family coverage will be deducted from the member's pay and will continue after entitlement to Combat SGLI Allowance ends.

Compare SGLV-8286 (and SGLV-8286A, if applicable) with LES to confirm correct deductions are (or were) in effect.

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Section Overview

Introduction

This section provides the procedures for the Savings Deposit Program.

In this section

Topic ID	Topic	See Page
7.C.1	About the Savings Deposit Program	7-C-2
7.C.2	Procedures for the Savings Deposit Program	7-C-3

7.C.1 About the Savings Deposit Program

7.C.1.1 Introduction

This section provides general information about the Savings Deposit Program and provides references for detailed information.

7.C.1.2 Reference

(a) Coast Guard Pay Manual, COMDTINST M7220.29(series), Sec 6-F
(b) Department of Defense Financial Management Regulation, Vol 7A, Chapter 51 (http://comptroller.defense.gov/fmr/07a/07a_51.pdf)

7.C.1.3 Discussion

Uniformed Services members on permanent or temporary duty assignment in a qualifying area are authorized to make deposits of their un-allotted current pay and allowances to the Savings Deposit Program.

7.C.1.4 Qualified areas for savings deposit program

The Secretary of Defense designates areas eligible for the Savings Deposit Program. These qualifying areas are listed in reference (b).

7.C.1.5 Rules for Savings Deposit Program

Please see reference (a), section 6-F-3 for limitations on amounts of deposits to the Savings Deposit Program.

7.C.2 Procedures for the Savings Deposit Program

7.C.2.1 Introduction

This section provides the procedures for enrolling in, and withdrawing from, the Savings Deposit Program.

7.C.2.2 Enrollment procedure

Members who elect to participate in the Savings Deposit Program may make their deposits into the program via **cash remittance** to PPC or via **allotment** from their pay.

An agent with a power of attorney from the member may make deposits, either by allotment or by cash, into the Savings Deposit Program on behalf of the member, if the power of attorney states the authority to establish, change, or stop allotments.

7.C.2.3 Cash remittance procedure

Members, or their properly designated agents, desiring to make deposits by cash remittance shall mail their deposit to PPC. A memo/letter providing the member's name, employee ID number, and duty station shall accompany deposits. If the request is from other than the member, attach a copy of the power of attorney. A copy of the memo/letter shall be provided to the member's SPO. The member shall make a check or money order payable to "**U.S. Coast Guard"**, and mail, along with the cover memo/letter, to:

Commanding Officer (FAR)
Coast Guard Pay & Personnel Center
444 SE Quincy St
Topeka KS 66683-3591

7.C.2.4 Allotment procedure

Members, or their properly designated agents, desiring to make deposits via allotment shall complete an Allotment Worksheet (CG-2040). Complete the CG-2040 as detailed below, and forward the form, along with a copy of the power of attorney (if applicable) to PPC (FAR) (see 7.C.2.3 for mailing address) for processing:

- Complete the top 3 blocks titled Employee ID Number, Name, and Permanent Unit.
- In the Purpose of Request section, check the Start block.
- Blanket Code, enter 850.

Continued on next page

7.C.2 Procedures for the Savings Deposit Program, Continued

7.C.2.4 Allotment procedure (cont'd)

- Start Amount, show the monthly deposit amount.
- Month of First Deduction, show the first day of the next month.
- In Allotment Type block, enter D.
- Sign and date the form in the Member's Signature and Date blocks.

7.C.2.5 Withdrawal procedure

Once a member's deposit, plus interest, exceeds $10,000, the member may request that the amounts in excess of $10,000 be withdrawn quarterly and deposited to the member's bank account. Requests of this nature shall be in letter/memo form from the member to PPC (MAS), via the member's commanding officer and SPO.

Members departing a contingency operation area will be required to withdraw their funds from the Savings Deposit Program within 90 days of the member's return to the U.S. The member may submit a written request for repayment to PPC (MAS-DC), via the member's commanding officer and SPO upon departure from the overseas duty station. If no letter is received within 90 days of departure from the permanent duty station, PPC (MAS) shall automatically refund the member via electronic funds transfer to the member's bank account.

Members requiring an emergency withdrawal of Savings Deposit funds while stationed in the contingency operation area shall submit a letter request to PPC (MAS) via the member's commanding officer and SPO. The request shall provide the reason motivating the withdrawal and the dollar amount of withdrawal requested. Upon receipt of an approved request, PPC (MAS) shall issue refund to member's bank account via electronic funds transfer.

Section Overview

Introduction

This section will guide you through the procedures for issuing **a Career Status Bonus.**

Career Status Bonus Termination

The National Defense Authorization Act for Fiscal Year 2016 has amended Title 37 U. S. Code, Subsection 354, removing the authority to pay any new CSBs after December 31, 2017 incident to the implementation of the Modernized Retirement System (Blended Retirement System). Service members who have an active duty base date after December 31, 2002 will not receive notification from Coast Guard Pay and Personnel Center (PPC) concerning eligibility to elect the CSB, as these members will not reach 15 years of creditable active duty prior to January 1, 2018.

Service members who have completed 15 years of creditable active duty and have elected to receive the CSB prior to January 1, 2018 may continue to receive any elected payment installments so long as they remain eligible and have executed an agreement to remain continuously on active duty until they have completed 20 years of active duty service.

In this section

Topic ID	Topic	See Page
7.D.1	Career Status Bonus (CSB)	7-D-2

7.D.1 Career Status Bonus (CSB)

7.D.1 Introduction

Under the National Defense Authorization Act for Fiscal Year 2000, members who initially entered a uniformed service on or after 1 August 1986 may elect, upon completion of fifteen years of active duty, to receive a $30,000 Career Status Bonus (CSB).

7.D.2 Reference

(a) U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Sec. 5-F

7.D.3 Procedures

This table describes the CSB election process.
Note: Service members who have an active duty base date after December 31, 2002 will not receive notification from Coast Guard Pay and Personnel Center (PPC) concerning eligibility to elect the CSB, as these members will not reach 15 years of creditable active duty prior to January 1, 2018.

When	Who Does It	What Happens
Six months prior to member's fifteenth active duty anniversary	PPC (MAS)	Sends CSB Election Form, CG-2426 and a Fact Sheet of Information for Eligible Career Status Bonus Members to member's unit
Upon receipt of CSB Election Form (CG-2426)	Command	Reviews and verifies Sections I and II of CG-2426. If member is ineligible to complete twenty years of active service (for disciplinary, medical, or other reasons), the command shall correct block 7 of the CG-2426 and initial beside the correction.
Not later than date member reaches fifteen years active service (or no later than six months after issuance of the CG-2426)	Member	Completes Section III, IV, or V of the CG-2426 to indicate his/her election. The commanding officer or his/her designee shall witness member's signature.
After member signs CG-2426	Command	Distributes form: **1.** Original to PPC (MAS) **2.** Copy to member **3.** Copy to SPO for filing in Section 2: (Career Documentation of the SPO PDR)

Continued on next page

Career Status Bonus (CSB), Continued

7.D.3 Procedures
(continued)

When	Who Does It	What Happens
Not later than the third month after the member completes fifteen years active service	PPC (MAS)	Issues CSB payment to the member.
Each year in January	PPC (MAS)	Issues CSB installment payments as appropriate.
Member retires upon completion of twenty or more years active service	SPO	▪ Sends documents from SPO PDR to CGPSC (PSD-MR) as prescribed in PDR Manual. The CG-2426 shall be one of these documents. ▪ Sends copy of PPC-2426 to PPC (RAS)
	PPC (RAS)	Files copy of CG-2426 in member's retired pay file. Retired pay is calculated per member's election on the CG-2426.
Member separates prior to completion of twenty years active service	PPC (SEP)	Recoups CSB as appropriate.

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