

Chapter Overview

Introduction The objective of this chapter is to provide concise, user friendly job aids for entering and updating general personnel data, such as information on dependency, insurance, identification cards, and other miscellaneous items not covered in other sections of this manual.

In this chapter

Section	Description	See Page
A	Decedent Affairs	5-A-1
B	Dependent Affairs	5-B-1
C	Maintenance of Personnel Information	5-C-1
D	Miscellaneous	5-D-1

Section Overview

Introduction This section will guide you through the process of electing, increasing, reducing, declining, or canceling SGLI coverage and reporting casualties.

In this section

Topic	See Page
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Servicemembers' Group Life Insurance (SGLI)	5-A-4
SGLI Family Coverage	5-A-11
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Designation of Beneficiaries and Emergency Contacts

Introduction To designate beneficiaries, complete a Designation of Beneficiaries form (CG PSC-2020D, from <http://www.uscg.mil/hq/psc/forms/psc2020d.pdf>) and submit to the SPO. The CG PSC-2020D is not used to designate Servicemembers' Group Life Insurance (SGLI) beneficiaries. Changes to a member's Emergency Contact Information should be made by the member in Direct Access.

Reference (a) PAYMAN, Chap 3-F and 10-K
(b) Direct Access, Dependency/Emergency Data Activity Guide

Purpose The Designation of Beneficiaries form and the computer generated Emergency Contact Report are official documents required by law for the use pertaining to:

- Person(s) to notify in case of emergency or death
- Name of person(s) receiving death gratuities
- Person(s) who receive allotment of pay if missing or unable to transmit funds
- Person(s) who receive unpaid pay and allowances
- Person(s) to notify in case of emergency or death
- Person(s) who receive unpaid pay and allowances

Annual Verification Annually, during the month of November, members must verify their Designation of Beneficiaries form (CG PSC-2020D) and computer generated Emergency Contact Information. Refer to Section 5-C of this manual for procedures on the annual verification.

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Designation of Beneficiaries and Emergency Contacts, Continued

When to submit the CG PSC-2020D The Designation of Beneficiaries (CG PSC-2020D) will be submitted by all active duty and reserve members and cadets upon:

- Initial entry into the Coast Guard or Coast Guard Reserve
 - Reenlistment after a break in service
 - Change in status from enlisted to officer or officer to enlisted
 - Recall to active duty of retired members
 - Reporting to a new Permanent Duty Station
 - Changes to the form occurring in any item
-

When to submit or update the Emergency Contact Information The Emergency Contact Information will be submitted and/or updated by all active duty and reserve members and cadets upon:

- Initial entry into the Coast Guard or Coast Guard Reserve
 - Reenlistment after a break in service
 - Change in status from enlisted to officer or officer to enlisted
 - Recall to active duty of retired members
 - Reporting to a new Permanent Duty Station
 - Changes to the information occurring in any item
-

Servicemembers' Group Life Insurance (SGLI)

Introduction Servicemembers' Group Life Insurance was established for the purpose of making life insurance protection available to members of the Uniformed Services at a reasonable cost.

Reference

- (a) [Servicemembers' and Veterans' Group Life Insurance Handbook](http://www.insurance.va.gov/SgliSite/handbook/handbook.htm) (<http://www.insurance.va.gov/SgliSite/handbook/handbook.htm>)
- (b) <http://www.insurance.va.gov/sgliSite/SGLI/SGLI.htm> (CG SGLI Homepage)
- (c) <http://www.uscg.mil/hq/g-w/g-wp/g-wpm/g-wpm-2/SGLI.htm> (CG Military Personnel's SGLI homepage)
- (d) [Direct Access Online Manual, SGLI](http://www.uscg.mil/hq/psc/ps/persru/elections_and_beneficiaries.htm) (http://www.uscg.mil/hq/psc/ps/persru/elections_and_beneficiaries.htm)

Automatic coverage SGLI automatically insures all newly accessed members for \$400,000 and then allows them to either:

- Decline SGLI coverage, or
 - Elect a reduced level of SGLI coverage, in multiples of \$50,000.
-

Traumatic Injury Protection (TSGLI) Traumatic injury protection under the SGLI program provides payments to service members who are severely injured due to a traumatic event. All members with SGLI coverage are automatically covered by Traumatic SGLI (TSGLI) and will be charged an additional monthly premium of one dollar. Members cannot decline TSGLI coverage unless they also decline all SGLI coverage. TSGLI will provide a payment of \$25,000 to \$100,000 to members who sustain specific traumatic injuries. Example of covered injuries include, permanent loss of a foot, hand, eyesight, hearing, or speech. The policy also covers severe burns, extensive paralysis or long-term coma.

Combat SGLI Allowance Members serving in certain areas (as designated by SECDEF/SECDEF), will receive an allowance in an amount equal to the amount of the deduction made for the maximum amount of SGLI coverage plus the amount for TSGLI coverage. All members serving in designated areas will have automatically have maximum SGLI coverage.

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Servicemembers' Group Life Insurance (SGLI)

**Payment of
SGLI
Premium**

Active duty members and reservists eligible to receive drill pay will make SGLI payments through automatic payroll deductions which will be reflected on the member's LES.

Note: Reservists enrolled in SGLI who do not drill temporarily, but remain in a good pay status, will accrue a negative SGLI premium. Upon resumption of a drilling status, the system will deduct the negative premium balance from the member's pay. If the member does not drill for pay within five months and no SGLI payments is made SGLI coverage will be administratively terminated. To avoid cancellation of SGLI Coverage, reservists with a negative balance may pay off that balance with a check or money order or credit card (Visa or Master Card).

For payment by credit card (Visa or Master Card) or call PSC (MAS/DC) at (785) 339-3610.

Check or money order payments should:

- Be made payable to "U.S. Coast Guard,"
- Be clearly marked "SGLI PAYMENT,"
- Include member's name and EMPLID

Sent Check/MO Payments to: COMMANDING OFFICER (MAS)
USCG PERSONNEL SERVICE CENTER
ATTN: SGLI
444 SE QUINCY STREET
TOPEKA KS 66683-3591

**Procedures
for electing
coverage or
increased
coverage
previously
declined or
decreased**

Use Request for Insurance, form SGLV-8285, in accordance with instructions contained on the back of the form.

Visit <http://www.insurance.va.gov/sgliSite/forms/forms.htm> for SGLV forms.

Use the table on the following page to determine if approval by the Office of Servicemembers' Group Life Insurance (OSGLI) is required before coverage can be increased or restored:

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**Section A
DECEDENT AFFAIRS**

Servicemembers' Group Life Insurance (SGLI), continued

If	Then
Member answers "NO" to item 11, and all parts of items 12 and 13	Member meets the "proof of good health" requirement. SGLI is increased or restored effective the date the USCG receives the form. The original and photocopies of the completed form are distributed as follows: Original - SPO Photocopy 1 - CGPC (adm-3) to be scanned as an E1 document Photocopy 2 - Member Photocopy 3 - Unit PDR (optional)
Member answers "YES" to item 11 or any part of item 12 or 13	The original SGLV-8285 is filed in the member's personnel file and a copy of the completed form is sent to the OSGLI for review and approval. SGLI may not be increased or restored until approval has been received from OSGLI.
Approval has been obtained by OSGLI on the member	The copy returned from OSGLI is filed with the original SGLV-8286 at the SPO. Photocopies of the "Approval" are distributed as follows: Photocopy 1 - CGPC (adm-3) to be scanned as an E1 document Photocopy 2 - Member Photocopy 3 - Unit PDR (optional)

Procedures for reducing or declining coverage

Members may elect to reduce or decline coverage by completing form SGLV-8286, Servicemembers' Group Live Insurance Election and Certificate (SGLV-8286). The procedures for completing the form are described below.

Servicemembers' Group Life Insurance Election and Certificate (SGLV-8286)

Members with SGLI coverage must complete the Servicemembers' Group Life Insurance Election and Certificate (SGLV-8286) whenever they make a beneficiary designation or changes to a previous designation. The Service members' and Veterans' Group Life Insurance Handbook (VA Handbook 29-98-1) should be available for the member to read when completing this form. The SGLV-8286 should be available at most admin offices and/or may be downloaded from the web at the following site:

<http://www.insurance.va.gov/sgliSite/forms/8286.pdf>.

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Servicemembers' Group Life Insurance (SGLI), Continued

Instructions for completing the SGLV-8286

Instructions for completing the SGLV-8286 are on page 3 of the form.

Designating the Beneficiary(ies) Member's absolute authority to designate or change a beneficiary

- Under federal law, the member has the absolute right to name whomever they want as their beneficiary and to change their beneficiary at any time without the knowledge or consent of the prior beneficiary.
 - When a member does not designate a surviving dependent or parent as their beneficiary, a responsible representative should counsel the member to the fact that the Servicemembers' Group Life Insurance Act was specifically designed to provide some form of security for dependents or parents. The member should be encouraged to designate such dependents or parents as beneficiaries. When dependents or parents are disregarded as beneficiaries, it is desirable that the member files a written statement in their PDS along with their SGLV-8286 stating they voluntarily selected their beneficiary (ies).
-

Designations of beneficiaries who are minors

See Ref (a), 6.04.

If member does not designate a Beneficiary (ies)

See Ref. (a), 6.06.

Continued on next page

Servicemembers' Group Life Insurance (SGLI), Continued

Changing a beneficiary and accepting the SGLV-8286 from the member.

When a member asks to change a beneficiary, have the member immediately put the new beneficiary's name on an SGLV-8286 and sign and date it, even if the rest of the form is incomplete. Then immediately sign and date the form as the USCG representative. This legally changes the beneficiary and makes it effective immediately.

The minimum information needed to change a beneficiary and have an effective form is:

Member's Name
Beneficiary Name
Member's Signature and date
USCG Representative Signature and date

Have the member then get the additional information and complete a new SGLV-8286 when they return. However, never send the member away for more information without first getting a signed and dated partially completed SGLV-8286.

A unit representative must sign and date when the SGLV-8286 is received from the member

An authorized representative of the U. S. Coast Guard (i.e., CO, XO, OINC, XPO, Yeoman, etc.) must sign his or her name below the member's signature to indicate that he/she received the form from the member (whether in person, by mail or electronically) and should include the date he/she received it. The date the form is received and signed should be accurately recorded as it determines the exact time and date when the insurance becomes effective or is reduced or cancelled and is the basis for establishing or changing payroll deductions.

Common errors on the SGLV-8286

Common errors that are made to the SGLV-8286 Form:

- The member does not sign the form.
 - When the form is completed by the member, there is no received by or received date.
 - The form is not filed in the member's unit PDR and SPO PDR.
 - The sum total of either the primary or contingent beneficiaries does not equal 100%.
-

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**Section A
DECEDENT AFFAIRS**

Servicemembers' Group Life Insurance (SGLI), Continued

Process and Distribution of SGLV-8286 The following table describes the responsibilities associated with the SGLV-8286 and the distribution of the form:

Stage	Who Does It	What Happens
1	Member	Completes Form SGLV-8286 per instructions on the form
2	Unit	<p>Unit representative signs and dates form upon receipt from member (whether in person, by mail or electronically).</p> <p>Photocopies are made of the original form and distributed as follows:</p> <p>Original - SPO Photocopy 1 - CGPC (adm-3) to be scanned as an E1 document Photocopy 2 - Member Photocopy 3 - Unit PDR (optional)</p> <p>Note: The distribution printed on the SGLV-8286 itself should be disregarded.</p>
3	SPO	<p>Enters SGLI information in Direct-Access</p> <p>Direct Access path: <u>Home</u> > <u>Compensate Employees</u> > <u>Administer Base Benefits</u> > Life and AD/D</p> <p>Note: If SGLI was administratively terminated due to the arrears of premiums, the SPO shall not restart SGLI until delinquent premiums have been paid and Form SGLV-8286 has been completed per page 5-A-6 of this section.</p>

Spousal Notification Units must notify the member's spouse, by letter, when the member elects no or reduced coverage or names someone other than the spouse, or child of the member, as the beneficiary. An example of the spousal notification letter is on the following page.

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Section A
DECEDENT AFFAIRS

Servicemembers' Group Life Insurance (SGLI), Continued

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
U. S. Coast Guard
Any Unit

123 Any Street.
Any City, ST 12345-1234
Staff Symbol: (xx)
Phone: 785-555-1234
Fax: 785-555-4321
Email: i.am.sender@uscg.mil

1741
DD Month Year

<SpouseFirstName> <SpouseLastName>
<Address1>
<Address2>
<City>, <ST> <Zip>

Dear <Mr. or Ms.> <SpouseLastName>: *(Salutation may be omitted)*

Your spouse, <MemberFirstName>, recently made changes to the amount of coverage or beneficiary designations for a life insurance policy. The change may affect you. In accordance Public Law 109-63 we are required to notify a servicemember's spouse whenever a member declines coverage, reduces the amount of insurance coverage or names a principal beneficiary other than the member's spouse or child.

The insurance coverage is provided under Servicemembers' Group Life Insurance (SGLI). It is a low-cost group life insurance program for active duty and ready reserve members of all military services. Coverage is available in \$50,000 increments up to the maximum of \$400,000. The monthly premium rate is \$3.25 per \$50,000. For the maximum coverage the premium is \$26 per month. <MemberFirstName> has \$<coverage> in effect.

*(This section may be omitted member named spouse or child as beneficiary)*The revised beneficiary designations are listed below. The change was effective as soon as it was signed, on <DateChanged>.

<Beneficiary1> <Benefit1> *(Label clearly as dollars or percent)*
<Beneficiary2> <Benefit2>

There is no requirement for you to reply to this letter. We are merely required to keep you informed of changes.

Sincerely,

F. M. LAST
Rank/Rate
U.S. Coast Guard
Commanding Officer or By direction

Copy: Member

SGLI Family Member Coverage

Introduction The Veterans' Survival Benefits Improvement Act of 2001 extends life insurance coverage to spouses and children of members insured under the Servicemembers' Group Life Insurance (SGLI) program. The section offers background information and procedural guidance for implementing SGLI Family Member Coverage.

Reference:

- (a) Servicemembers' and Veterans' Group Life Insurance Handbook Chap 10
- (b) <http://www.insurance.va.gov/sgliSite/SGLI/SGLI.htm> (CG SGLI Homepage)
- (c) <http://www.uscg.mil/hq/g-w/g-wp/g-wpm/g-wpm-2/SGLI.htm> (CG Military Personnel's SGLI homepage)
- (d) ALCOAST 282/03

Eligibility The spouses and children of Active duty service members and members of the Ready Reserve of a uniformed service are eligible for SGLI coverage only if their sponsors also have SGLI coverage.

Each dependent child (under age 18), of every sponsor covered by SGLI, is automatically covered by SGLI under family insurance regardless of the child's health. In addition, children between the ages of 18 and 23 who are full-time students, as well as any child who, before the age of 18, has been declared legally incompetent, are covered.

Ready Reserve members, who have had their SGLI coverage terminated due to non-payment, must have their accounts up-to-date before SGLI can be restarted or Family Member SGLI can be started. See page 5-A-5 of this manual for payment procedures and termination policy.

Family coverage is available only in the SGLI program, not in the Veterans' Group Insurance (VGLI) program.

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**Section A
DECEDENT AFFAIRS**

SGLI Family Member Coverage, Continued

Coverage Amounts See Ref. (a), 10.01

Cost of Coverage See Ref. (a), 10.04

Deduction of Premiums Premiums for spouse coverage will automatically be deducted from the member's pay beginning with the pay period following the date a family election is recorded in Direct Access.

Form for Reducing or Declining Coverage If the member does not want insurance coverage for his/her spouse or wants a reduced amount of coverage, he/she must complete form [SGLV-8286A, Family Coverage Election](#) (from <http://www.insurance.va.gov/SgliSite/forms/8286a.pdf>), and submit the completed form to the SPO.

Members may also reduce or decline coverage for their spouse at any later date. When a member cancels spousal coverage, the coverage remains in effect at the original level, at no cost to the member, for 120 days after the cancellation date.

Reinstating/Increasing Family Coverage See Ref. (a), 10.07

Spousal Notification Units must notify the member's spouse, by letter, when the member declines SGLI or Family Member SGLI coverage. This is to inform the spouse that they have 120-days from the date the coverage is terminated to convert Family Member SGLI to commercial coverage. A recommended format for the spousal notification letter follows. A copy of the letter, the unit has sent to the spouse, should accompany any SGLV-8286/8286A forms sent to the SPO from members declining coverage.

An example of the spousal notification letter is on the following page.

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Section A
DECEDENT AFFAIRS

**U.S. Department of
Homeland Security**

**United States
Coast Guard**



Commanding Officer
United States Coast Guard
Any Unit

123 Any Street.
Any City, ST 12345-1234
Staff Symbol: (xx)
Phone: 785-555-1234
Fax: 785-555-4321
Email: i.am.sender@uscg.mil

1741
DD Month Year

First Name Last Name
Street Address
City, ST Zip

Dear (Mr. Mrs.) (Salutation may be omitted)

We are writing to inform you of Servicemembers' Group Life Insurance (SGLI) or Family SGLI (spouse) coverage changes made by your active duty or reserve member spouse. The purpose of this letter is to notify you of the cancellation of [or impending termination of] your coverage so you may exercise the 120-day conversion benefit. When a member cancels spousal coverage, the coverage remains in effect, at no cost to the member, for 120 days after the cancellation date

You have 120-days from (*enter date of member's election*) to exercise this conversion benefit.

During this 120-day period you can convert this coverage to a policy with a commercial insurance company. Upon request, the Office of Servicemembers' Group of Life Insurance (OSGLI) will provide you with conversion information and a list of participating companies. You can get more information at the VA insurance website at www.insurance.va.gov, or by calling OSGLI at (800) 419-1473. You may also request this information by e-mail to OSGLI.OSGLI@PRUDENTIAL.COM, or writing to:

Office of Servicemembers' Group Life Insurance
290 West Mt. Pleasant Avenue
Livingston, New Jersey 07039

The block checked below indicates what action your spouse has taken in declining coverage. Your spouse elected to:

Decline his/her SGLI life insurance. When a member declines SGLI for self or family coverage, coverage for the spouse is terminated.

Decline his/her SGLI Family (spouse) Coverage

Sincerely,

F. M. LAST
Rank/Rate
U. S. Coast Guard
Commanding Officer/By direction

Casualty Reporting

Introduction This information is provided to direct you through the process of casualty reporting.

Reference (a) PERSMAN, Chap 11-A, Casualties
(b) PPPM, Encl. (7)

Reporting procedures Casualty reporting procedures and disposition of personal effects are described in Ref: (a).

Examples of the following are contained in Ref: (b) of this manual.

- Personnel casualty report message
 - Next of kin notification
 - Commanding Officer's letter to the next of kin
 - Letter request for death determination
-

Inventory and Disposition of Personal Effects In cases where a member dies or is missing, complete a CG-3853 (Personal Effects Inventory and Disposition) in accordance with Ref: (a). Distribute the form as follows:

Original and two copies: To the officer designated by the Commanding Officer to assume custody of the effects.

- Officer retains original
- One copy is to be packed with personal effects.
- Second copy is sent to next of kin (If personal effects are shipped to next of kin. Otherwise, second copy goes to Supply Center, Baltimore. IAW PERSMAN, Art. 11-A-11.b (3)

Copy: Unit PDR

Copy: COMDT (G-1222) (if deceased, captured, missing or incapacitated) PERSCOM ((epm), for enlisted/(opm) for officers) if absent at time of sailing, AWOL, AOL, or deserter.

Copy: Unit File

Continued on next page

Casualty Reporting, Continued

Disposition of Military Personnel Data Records (PDRs) The unit shall forward Unit and Medical PDRs to the SPO within two days of:

- Declaring member a deserter
- Member's death

The SPO shall forward Unit, Medical, and SPO PDRs to Commander (adm-3), Coast Guard Personnel Command within 5 days of the date of death or date member was declared a deserter.

Note: Complete instructions for PDR maintenance and disposition can be found in the Military Personnel Data Records (PDR) System, which is reprinted as Appendix (D) to this manual.

Section Overview

Introduction This section will guide you through the procedures required for members with dependents. It will assist you in reporting dependency changes, and issuing dependent ID cards.

In this section

Topic	See Page
Dependency Information	5-B-2
BAH/Dependency Data Form	5-B-4
TRICARE Dental Plan	5-B-6
Applying for a Uniformed Service Identification and Privilege Card (DD Form 1173)	5-B-8
Verification of Eligibility for the DD Form 1173	5-B-10
Reserve Family Member Identification Card (DD Form 1173-1)	5-B-12
Information concerning the Application For Uniformed Services Identification Card-DEERS Enrollment (DD Form 1172)	5-B-14
Defense Enrollment Eligibility Reporting System (DEERS)	5-B-16

Dependency Information

Introduction In order to avoid overpayment, underpayment and to determine eligibility for benefits and privileges administered by the uniformed services, members must notify their units/SPOs immediately upon a change in dependency status.

References

- (a) [PAYMAN](#)
- (b) ID Cards ([DODINST 1000.13](#)) Procedures for manually issued (non-RAPIDS) ID cards.
- (c) [COMDTINST M5512.1\(series\)](#), Identification cards for members of the uniformed services, their eligible family members, and other personnel.
- (d) [Direct Access, Dependency/Emergency Data Activity Guide](#)

Responsibility The member has responsibility for reporting dependency status changes. Complete a [Dependency Worksheet \(CG PSC-2020\)](#) (and other supporting worksheets if required by the instructions in this section and on the reverse of the Dependency Worksheet) upon initial accession **and if a member:**

- Gets Married, Separated or Divorced
- Has an incapacitated child who turns 18 (If the member is approaching retirement, forward supporting documentation regardless of the age of the child)
- Gains or loses a dependent (e.g., after a dependent dies, marries or divorces and reverts to dependent status)
- Has a questionable case of dependency

Also submit form [SGLV-8286A, Family Coverage Election \(SGLI\)](#), whenever a married member is accessed into the service and when a member's marital status changes.

Final divorce decree not available To avoid overpayment, members with no other dependents who are awaiting a copy of a final divorce decree should request payment of BAH, OHA and/or COLA at the with dependents rates be stopped effective the date the divorce will become final. The divorce decree must be provided when it becomes available.

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**Section B
DEPENDENT AFFAIRS**

Dependency Information, Continued

Systems that need to be updated When a member reports a change in dependency, the information is recorded in Direct Access, JUMPS for pay purposes, and in the Defense Eligibility Enrollment System (DEERS), to record eligibility for benefits and privileges.

Forms This table shows the forms that are needed, as indicated, when a member has a change in dependency or there is a need to verify dependency status (e.g. Child over age 21). To determine when to use a form and the procedures for completing the form, consult the reference.

Form	Purpose	Reference
Application For Uniformed Service Identification Card- DEERS Enrollment (DD-1172)	Determine entitlement to ID cards, medical care, exchange, theater, and commissary privileges. Update DEERS database	COMDTINST M5512.1 (series)
Designation of Beneficiaries (CG PSC-2020D)	Casualty reporting, list next of kin and designate beneficiaries	PPPM 5-A
Dependency Worksheet (CG PSC-2020)	Provide dependency information to SPO and also to determine eligibility for payment of BAH with dependents	PAYMAN Chap 3-F
DOD Guard and Reserve Family Member ID Card DD-1173-1	Identify dependents of Ready Reserve Members	COMDTINST M5512.1 (series)
Full-Time Student Statement (CG PSC-2020B)	Supporting documentation for a member claiming a child over age 21 as a dependent (Support Statement CG PSC-2020A also required, see below).	COMDTINST M5512.1 (series) & PAYMAN Chap 3-F
SGLI Election and Certificate (SGLV-8286)	Elect SGLI amount and designate beneficiaries	PPPM 5-A
SGLV-8286A, Family Coverage Election	Married members must make an election or specifically decline Family SGLI coverage	PPPM 5-A
Support Statement (CG PSC-2020A)	Supporting documentation for a member claiming a child over age 21 (incapacitated or full-times student status), parent or parent-in-law as a dependent.	COMDTINST M5512.1 (series) & PAYMAN Chap 3-F
Uniformed Services Identification and Privilege Card (DD-1173)	Identify individual eligible for dependent benefits and privileges	COMDTINST M5512.1 (series)

BAH/Dependency Data Form

Introduction The BAH/Dependency Data form is computer generated via Direct Access. Members update the information contained in the BAH/Dependency Data form by submitting a [Dependency Worksheet \(CG PSC-2020\)](#) with the new data to their SPO. Instructions for completing the CG PSC-2020 are on the back of the form. Members must also submit form [SGLV-8286A, Family Coverage Election \(SGLI\)](#), whenever their marital status changes.

References

- (a) [PAYMAN](#), Chap 3-F
- (b) ID Cards ([DODINST 1000.13](#)) Procedures for manually issued (non-RAPIDS) ID cards.
- (c) [COMDTINST M5512.1\(series\)](#), Identification cards for members of the uniformed services, their eligible family members, and other personnel.
- (d) [Direct Access, Dependency/Emergency Data Activity Guide](#)

Purpose The BAH/Dependency Data form is an official document required by law for the use pertaining to:

- Person(s) to notify in case of emergency or death
 - Name of person(s) receiving death gratuities
 - Person(s) who receive allotment of pay if missing or unable to transmit funds
 - Person(s) who receive unpaid pay and allowances
 - Record dependents as defined in the PAYMAN to determine dependency for BAH entitlement purposes
 - Verify (on an annual basis) that dependents, on who BAH is being paid, continue to be related to and supported by the member.
-

Annual Verification Annually, during the months of October and November, members must verify their computer generated BAH/Dependency Data form. Refer to Section [5-C](#) of this manual for procedures on the annual verification.

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BAH/Dependency Data Form, Continued

Other uses for the BAH/Dependency Data form

The BAH/Dependency Data form may be used as partial supporting documentation as long as the individual claimed as a dependent remains a dependent.

Here are some examples of when the BAH/Dependency Data forms may be used as partial supporting documentation:

- Payment of family separation allowance and/or family separation - housing
 - Payment of station allowances at the with dependents rate
 - Payment of dislocation allowance at the with dependents rate
 - When applying for dependent ID cards and DEERS privileges
-

Cases not to use the Dependency Worksheet (CG PSC-2020)

Do not use the CG PSC-2020 to designate a beneficiary or change amount of coverage for:

- National Service Life Insurance
 - Servicemembers' Group Life Insurance (use VA Form [SGLV-8286](#))
 - SGLI Family Coverage (Use form [SGLV-8286A, Family Coverage Election \(SGLI\)](#)).
 - Government Life Insurance
-

When to submit the Designation of Beneficiaries (CG PSC-2020D)

The CG PSC-2020D must be submitted by all active duty and reserve members and cadets upon:

- Initial entry into the Coast Guard or Coast Guard Reserve
- Reenlistment after a break in service
- Change in status from enlisted to officer or officer to enlisted
- Recall to active duty of retired members
- Reporting to a new Permanent Duty Station
- Anytime a member acquires an initial or additional dependents
- When any material change occurs in dependency status.
- (Separation, divorce, death of dependent, dependent entering the Armed Forces, voluntarily withdrawing dependency claim, etc.)
- Changes to the form occurring in any item

Note: When removing any dependent from the BAH/Dependency Data that originally required PSC approval of the dependent, a copy of the new BAH/Dependency Data form must be forwarded to PSC (1gl).

Tricare Dental Plan

Introduction The TRICARE Dental Program (TDP) replaced TRICARE dental programs for active duty family members (TFMDP) and Selected Reserve (SELRES) personnel (TSRDP). There are no Direct Access entries associated with the Tricare Dental Plan.

Reference

- (a) [PAYMAN](#) Chap 6-C
- (b) <http://www.tricare dental program.com/tdptws/home.jsp> (TRICARE Dental Program Contractor website).
- (c) TRICARE Dental Program Benefit Booklet
http://www.tricare dental program.com/tdptws/forms/TDP_Booklet_Lo_Res.pdf

Discussion Members desiring coverage under the TRICARE Dental Plan must enroll through the contractor, United Concordia Companies, Inc. (UCCI). Enrollment in the plan is automatic for members previously enrolled in the Family Member Dental Plan (FMDP). All other active duty members and SELRES and IRR personnel must enroll to participate.

- TDP provides the same dental benefits to all participants.
- Premiums will be paid through payroll allotment from the sponsor's pay for family members of active duty personnel. In some cases, it may be direct billing.
- Premiums for reservists will be paid by deduction from the member's pay or by direct billing. Premium payments for a reservist's family members will be made by direct billing.

Eligibility / Enrollment requirements See reference (b) (<http://www.tricare dental program.com/tdptws/enrollees/eligibility/eligibility.jsp>) OR reference (c), chapter 2.

TDP premiums and changes TDP premium amounts change annually on February 1st. See reference (b) (http://www.tricare dental program.com/tdptws/enrollees/premiums/costshares_premiums.jsp) or reference (c), chapter 5.

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Section B
DEPENDENT AFFAIRS

Tricare Dental Plan, Continued

Enrollment options	Individual and family enrollment options are available. See reference (b) (http://www.tricare dental program.com/tdptws/enrollees/enrollment/enrollment.jsp) or reference (c), chapter 2 for more information.
Enrollment period	The minimum enrollment period is 12 months. See reference (b) (http://www.tricare dental program.com/tdptws/enrollees/enrollment/enrollment.jsp) or reference (c), chapter 2 for exceptions.
Disenrollment procedure	See reference (b) (http://www.tricare dental program.com/tdptws/enrollees/enrollment/enrollment.jsp) or reference (c), chapter 2 for disenrollment procedures.
Automatic disenrollment	Separation, retirement or a family member's loss of eligibility (e. g. dependent child reaches age 21) will result in automatic disenrollment. See reference (b) (http://www.tricare dental program.com/tdptws/enrollees/enrollment/enrollment.jsp) or reference (c), chapter 2 for more information.
Effective date of coverage / Evidence of coverage	Enrollment will be confirmed with the issuance of dental identification cards. Please do not seek dental treatment without confirmation of enrollment. If a member has received their identification card and are seeking care, contact United Concordia's Enrollment and Billing Member Services Department at 1-888-622-2256. See reference (b) (http://www.tricare dental program.com/tdptws/enrollees/enrollment/enrollment.jsp) or reference (c), chapter 2 for more information.
New enrollment in the TDP	United Concordia handles the enrollment process. Enrollment must be initiated by the sponsor and is accomplished by completing a TDP Enrollment Form. Forms are available by calling United Concordia at 1-888-622-2256 to request a form, by accessing the United Concordia website at http://www.tricare dental program.com/tdptws/enrollees/enrollment/enrollment.jsp , or from your Health Benefits Advisor. With the initial enrollment application, all new enrollees must submit a payment equal to the member's portion of one month's premium.

Applying for a DD Form 1173

Introduction The DD Form 1173 is an ID Card used to identify individuals eligible for privileges administered by the uniformed services. This will guide you through the application process.

- References**
- (a) [PERSMAN](#), Chap. 18-C, Uniformed Service Identification and Privilege Card, DD Form 1173
 - (b) ID Cards ([DODINST 1000.13](#)) Procedures for manually issued (non-RAPIDS) ID cards.
 - (c) [COMDTINST M5512.1A](#), Identification cards for members of the uniformed services, their eligible family members, and other personnel, Chap. 15,
-

How to apply This is the process for applying for a DD Form 1173

When	Then
the member is active duty CG and at the command,	submit a DD Form 1172 to any military installation that issues ID cards.
the active duty member is away from the command,	submit a DD Form 1172 to any military installation that issues ID cards.
the active duty member is on extended deployment outside CONUS	the dependent can renew an expired card at any military installation that issues ID cards.
the active duty member is retiring,	before retiring submit a DD Form 1172 for the dependent(s) to any military installation that issues ID cards.
the active duty members is placed on the Temporary Disability Retirement List,	submit a DD Form 1172 to any military installation that issues ID cards.
the reserve member is retired with pay,	submit a DD Form 1172 for the dependent to any military installation that issues ID cards.
the member is a 100% disabled veteran,	submit a DD Form 1172 for the dependent(s) to any military installation that issues ID cards.
the member is separating and is eligible for Transition Assistance benefits	submit a DD Form 1172 for the member and dependent(s) to the command holding the PDR.

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**Section B
DEPENDENT AFFAIRS**

Applying for a DD Form 1173, Continued

How to apply (continued)

When	Then
The member is from an armed force of a foreign nation	<ul style="list-style-type: none"> • DD Form 1172
The member has a foreign marriage or divorce	<ul style="list-style-type: none"> • DD Form 1172 • Translated copy of foreign marriage certificate/divorce decree
The member has a dependent parent or parent-in-law	<ul style="list-style-type: none"> • DD Form 1172 • Support Statement, (CG PSC 2020A) • Copy of member's tax return (IRS Form 1040/1040A showing parent claimed as dependent)
Member has a child, full-time in college, over age 21 but less than age 23.	<ul style="list-style-type: none"> • Support Statement, (CG PSC 2020A) (<i>See note</i>) • Full-Time Student Statement, (CG PSC-2020B) <p>Note: The Support Statement, (CG PSC 2020A) is required to be completed with the first application for an ID card when the child is age 21 or over. If there is a need to reissue a card, prior to the child's 23rd birthday, the sponsor may certify in block 89 of the DD Form 1172 that he or she is providing over 50% of the child's support.</p>
Member has a child over age 21 incapable of self support	<ul style="list-style-type: none"> • DD Form 1172 • Support Statement, (CG PSC 2020A) • Medical/psychological statement of incapacitation • Social Security Administration determination concerning Medicare Part A entitlement • Copy of member's tax return (IRS Form 1040/1040A showing child claimed as a dependent)
The member has an unremarried or unmarried former spouse AND this is an initial ID card issuance (the former spouse is not enrolled in DEERS)	<ul style="list-style-type: none"> • DD Form 1172 • Statement for Former Spouse, (CG PSC 2020C) • Certified copies of marriage and divorce decrees

How to complete the DD Form 1172 and DD Form 1173

Detailed instructions on how to complete the DD Form 1172 and DD Form 1173 can be found in [COMDTINST M5512.1A](#), Identification cards for members of the uniformed services, their eligible family members, and other personnel.

Verification of Eligibility for the DD Form 1173

Introduction This information is provided to aid you in determining the eligibility of a member's past and present dependents for the DD Form 1173.

Reference (a) [PERSMAN, Article 18-C-2, Eligibility](#)
(b) [COMDTINST M5512.1A](#), Identification cards for members of the uniformed services, their eligible family members, and other personnel, Chap. 15,

Verification of eligibility Any ID card issuing unit can verify eligibility and issue original cards by using DEERS or by presentation of:

- Retirement orders
 - DD-214
 - Marriage, birth, or death certificate
 - VA letter of certification
-

If eligibility cannot be established When eligibility cannot be established through DEERS or by documentation presented then contact these offices;

Coast Guard	COMMANDER (RAS) COAST GUARD PERSONNEL SERVICE CENTER 444 SE QUINCY STREET TOPEKA KS 66683-3591 (800) 772-8724/(785) 357-3416
Air Force	HQ AFCGPC/DPMDOP NORTHEAST OFFICE PLACE 9504 I H 35 NORTH SAN ANTONIO TX 78233-6636 (210) 652-2089
Marine Corps	COMMANDANT OF THE MC CODE: MMSR6 WASHINGTON DC 20380-0001 (202) 614-1031/1038

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Section B
DEPENDENT AFFAIRS

Verification of Eligibility for the DD Form 1173, Continued

If eligibility cannot be established continued	Army	COMMANDER, TAPC ATTN: TAPC-PDO-IP 200 STOVALL AVE. ALEXANDRIA VA 22332-0474 (703) 325-9590
	Navy	COMMANDING OFFICER BUREAU OF PERSONNEL PERS-334 WASHINGTON DC 20370-5334
	USPHS	(301) 443-9000
	NOAA	(301) 443-8616

Entitlements on the DD Form 1173 Eligibility of the spouse and unmarried children of active duty members may be certified if information on the DD Form 1172 is the same as indicated on the approved BAH/Dependency Data form.

Reserve Family Member Identification Card

Introduction The Reserve Family Member Identification Card (DD Form 1173-1) was developed for use by all military services. The Coast Guard uses it for identification only. It has no authorization for access to military benefits unless accompanied by a set of valid active duty orders or pay voucher.

Reference

- (a) ID Cards ([DODINST 1000.13](#)) Procedures for manually issued (non-RAPIDS) ID cards.
- (b) [COMDTINST M5512.1A](#), Identification cards for members of the uniformed services, their eligible family members, and other personnel, Chap. 16,

How to apply The process for applying for a DD Form 1173-1:

If	Then
the member is from the Selective Reserve,	submit a DD Form 1172 to any unit authorized to issue ID cards
the member is from the Ready Reserve or Retired Reserve,	submit a DD Form 1172 to PSC (RAS)

Dependent eligibility A dependent is considered to be a spouse, child, stepchild, or ward.

If	Then the dependent is
the dependent's sponsor is in the Ready Reserve (which includes the Selective Reserve and the Individual Ready Reserve) or Retired Reserve,	eligible.
the dependent is over 21 or under 10, a former spouse, or requires dependency determination,	ineligible.

Continued on next page

Section B
DEPENDENT AFFAIRS

Reserve Family Member Identification Card, Continued

Preparation Commands designated as issuing activities for DD Form 2 CG (Reserve) are designated issuing activities for DD Form 1173-1. Issuing activities may issue DD Form 1173-1 upon receipt of a properly completed and verified DD Form 1172.

Application over 90 days old At the discretion of the commanding officer, a DD Form 1172 verified more than 90 days before presentation to the issuing activity may be considered questionable for issuance of the DD Form 1173-1. Before refusing any person in this situation, the issuing activity should assist the applicant in attempting to contact the officer who verified the DD Form 1172.

Dependent not able to visit issuing office In unusual circumstances where an eligible dependent cannot get to an issuing activity, a notarized statement setting forth sufficient facts to establish identity, a completed DD Form 1173-1, and the reasons for not going to the issuing office may be accepted as a basis for issuing a DD Form 1173-1.

Corrections No DD Form 1173-1 will be issued which contains an erasure, alteration or strikeover. When a change is required on a card in the preparation stage, a new card will be prepared.

Instructions See [Ref. \(b\)](#) article 16.6 (How to Prepare the DD 1173-1) for detailed preparation instructions.

DEERS enrollment ID issuing activities should handle DD Form 1172 for the reserve family member ID card in the same manner as those for all other ID cards. In addition, place "X" in the pre-enrollment block in the upper left-hand corner of the form.

Information Concerning the DD Form 1172

Introduction	This information has been provided to guide you through the process of completing a DD Form 1172.
Reference	(a) PERSMAN, Chap 18-C , Uniformed Service Identification and Privilege Card. (b) ID Cards (DODINST 1000.13) Procedures for manually issued (non-RAPIDS) ID cards. (c) COMDTINST M5512.1A , Identification cards for members of the uniformed services, their eligible family members, and other personnel, Chap. 11 and Attachment 3
Preparation of DD Form 1172	Detailed instructions on how to complete the DD Form 1172 can be found in Ref. (b) and (c) which are available from the PPPM web page at http://www.uscg.mil/hq/psc/3pm.htm . Ref (c) gives block-by-block descriptions.
Section I, sponsor information	This section will be completed by or for the sponsor or applicant. Complete block 9 only when an ID card is issued to the sponsor.
Section II, dependent information	This section will be completed by or for the sponsor. Dependents under age 10 will be listed for DEERS enrollment purposes using the same guidelines for expiration of eligibility as though they were receiving a card. Do not list dependents already enrolled in DEERS every time a DD Form 1172 is submitted. For additional space use another DD Form 1172.
Section III, sponsor declaration and remarks	A DEERS check should be the first source for verification and the only substantiation if the applicant is enrolled. An active duty sponsor's refusal to apply for a DD Form 1172 shall be treated as nonsupport.

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**Section B
DEPENDENT AFFAIRS**

Information Concerning the DD Form 1172, Continued

**Reporting loss
or theft of an
ID card**

The loss or theft of an identification card will be reported by entering the following statement in Section III:

“I certify that the identification card previously issued to (insert name of cardholder) was (insert “lost” or “stolen”) under the following circumstances (give complete circumstances surrounding loss or theft). If the card is recovered I will surrender it to proper military authority.”

**Questionable
cases**

If the eligibility of a claimed dependent is questionable, call PSC (RAS), 1-800-772-8724, for determination.

**Privileges
authorized**

See Ref. (c), Attach. 3 for detailed instructions.

Defense Enrollment Eligibility Reporting System (DEERS)

Introduction DEERS is a database operated by the Department of Defense that houses data on all military sponsors and dependents to support the benefits system.

Data on sponsors Data on sponsors is provided to DEERS through magnetic tape submission from PSC and other uniformed services finance centers. USCG sponsors are enrolled and updated on DEERS when changes in the Direct Access database are transmitted to DEERS.

Procedures for transmitting data to DEERS Procedures for updating the DEERS database using electronic on-line systems or floppy diskette applications are provided by the DEERS Support Office (DSO).

- Manual submissions of completed DD Form 1172s are not authorized.
 - ID card issuing activities that do not have the capability to update the DEERS database using electronic on-line systems or floppy diskette applications should contact the appropriate district or MLC personnel office for local procedures used to update DEERS.
-

When to update DEERS DEERS must be updated when:

- An ID card is issued.
- A member reports a change in dependency (e.g., birth, divorce) or a change of address that does not involve issuance of an ID card.
- The member's residence address must be updated within 30 days of a residential move such as during PCS or any other exchange in residence. Exceptions to this rule are those circumstances when a member is:
 - Permanently assigned overseas.
 - Assigned to a vessel.
 - Assigned to a routinely deployable unit.
 - Assigned to units the Commandant has determined should not be disclosed due to national security or safety concerns.

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Defense Enrollment Eligibility Reporting System (DEERS), Continued

**Updating
residential
address**

Member's can update their residential address one of the following ways:

- At any Real time Automated Personnel Identification System (RAPIDS).
 - By calling the DEERS Support office (DSO) listed below.
 - In writing to: DSO, 400 Gigling RD, Seaside, CA 93955-6771.
 - By faxing address change to DSO at: (831) 655-8317.
 - By E-mail to DSO at: addrinfo@osd.pentagon.mil.
 - At any Military Treatment Facility (MTF).
-

**DEERS
inquiries**

Beneficiaries with questions or problems with DEERS enrollment may call the DEERS beneficiary telephone center to verify the information contained in the database.

Note: The beneficiary center can only update residence address information in DEERS over the phone. If information other than the residence address is incorrect, the caller will be instructed to contact their servicing personnel office to have the database updated.

**Phone numbers
for DEERS
beneficiary
telephone
center**

If calling from	Then dial
California	800-334-4162
Alaska or Hawaii	800-527-5602
All other states	800-538-9552

**Reports from the
DEERS database**

Information in the DEERS database can be used to produce enrollment listings, pantograph listings, demographic reports and other type of reports.

**Obtaining DEERS
database reports**

Units may request DEERS database reports from the USCG Liaison at the Defense Manpower Data Center (DMDC).

The phone number for USCG Liaison at DMDC is:
(831)-583-2400 Ext 4361.

Section B
DEPENDENT AFFAIRS

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Section C
MAINTENANCE OF PERSONNEL INFORMATION

Section Overview

Introduction This section provides you with the necessary procedures for annual verification of entitlements, statement of creditable service, security clearances, and information regarding the PDIF and PDE.

In this section The following topics are covered in this section.

Topic	See Page
Annual Verification of BAH, Dependency, Beneficiaries, SGLI, and Emergency Data	5-C-2
Requesting Statements of Creditable Service	5-C-4
Personnel Data Information File (PDIF)	5-C-8
Personnel Data Extract (PDE)	5-C-9
Security Clearances	5-C-10
Transcript of Sea Service (TOSS)	5-C-11

Annual Verification of BAH, Dependency, Beneficiaries, SGLI and Emergency Contacts

Introduction Annually beginning in October, members must verify their BAH, dependency, beneficiaries, SGLI and emergency data.

Reference (a) PAYMAN
 (b) PERSMAN
 (c) Direct Access Guides

- Annual BAH/Dependency Validation
- Emergency Data
- SGLI Election

Verification Procedures Here is how verification of the BAH, Dependency, SGLI, Beneficiaries and Emergency Contacts works:

Stage	Who Does It/ When	What Happens
1	SPO/1st Week of October	<p>Forwards the following forms and worksheets to units:</p> <ul style="list-style-type: none"> • Direct Access BAH/Dependency Data Forms • Direct Access Emergency Contact Information Report • Copies of member’s SGLI Elections forms (SGLV-8286 & SGLV-8286A) • Copy of member’s Designation of Beneficiaries (CG PSC-2020D) form <p>Note: If the unit has sufficient administrative capability and maintains Unit PDR copies of SGLI forms and Designation of Beneficiaries forms, this step is unnecessary as the unit can generate the BAH/Dependency Forms and Emergency Contact Information Reports from Direct Access using Command Self-Service access.</p>
2	Unit/ Upon Receipt	Forwards all forms and Emergency Contact Reports to the member for verification. Also provides members with blank, or with instructions to access, Designation of Beneficiaries Form (CG PSC-2020D).

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Section C
 MAINTENANCE OF PERSONNEL INFORMATION

Annual Verification of BAH, Dependency, Beneficiaries, SGLI and Emergency Contacts, Continued

Verification Procedures, Continued

Stage	Who Does it/ When	What Happens
3	Member NLT 30 Nov	<ol style="list-style-type: none"> 1. Completes Designation of Beneficiaries Form (CG PSC-2020D). Forwards original to SPO, retains copy for Unit PDR if one is maintained. 2. Reviews BAH/Dependency Data for accuracy: <ul style="list-style-type: none"> • Annotates any necessary changes or corrections. • If single member with dependents, or member married to member with dependents, certify availability for worldwide assignment IAW reference (b), Art. 4.A.6.g. • Signs and dates in the “Members Certification” area. • Returns to SPO, includes Dependency Worksheet (CG PSC-2020), and supporting documentation if adding/removing BAH eligible dependents. 3. Reviews Emergency Contact Report for Accuracy: <ul style="list-style-type: none"> • Enters any changes or corrections to Emergency Contact info in Direct Access using self-service. Or, if unable to access the system, annotates changes on report and returns to SPO/SPO data entry.
4	SPO	<p>Enter, into Direct Access, any changes or corrections the member noted using the appropriate process:</p> <ul style="list-style-type: none"> • Dependent/Beneficiary to add or change information about dependents (Note: Appropriate Direct Access entries must be completed if dependency change impacts entitlements). Generates a new BAH/Dependency form and forwards to member for signature. • Emergency Contact to add or change emergency contact information. • Life and AD/D Benefits to make SGLI election changes (Note: Data entry is only required when member is changing a SGLI/Family SGLI election, i.e. increasing, decreasing or declining coverage. No data entry is required if the member is only updating beneficiary designation.) • Files SGLI forms, BAH/Dependency forms and CG PSC-2020D forms in section 4 of SPO PDR.

Requesting Statements of Creditable Service

Introduction This will assist you in requesting a Statement of Creditable Service (SOCS) and/or a Statement of Creditable Sea Service (SOCSS).

When to Request Always request a SOCS/SOCSS for members who meet any of these criteria:

- Newly accessed USCG/USCGR member with prior service that has not been verified by prior issuance of SOCS. Request for SOCS should be submitted by the accession processing point (as listed in section 3-A-4 of this manual).
- Any reserve member entering Extended Active Duty (EAD) must have request for a SOCS submitted for ADBD verification regardless of the fact that a SOCS may have been previously completed.
- Any disputed service.

Note: Do not ignore suspected sea time errors simply because a member is not currently assigned to a sea pay eligible vessel. Take immediate action.

Procedure for requesting Statements of Creditable Service This is the procedure for requesting statements of creditable service/sea service.

Stage	Who Does It	What Happens
1	Unit/Member	<p>Reviews the member's PDR and any supporting documents the member has, notes the specific period of service/sea service the member is disputing and forwards to the SPO.</p> <ul style="list-style-type: none"> • Members can help the process by providing any documents they have that substantiate prior service, such as a DD Form 214, any reserve point statements, orders, or a Navy Statement of Service. • If a member requests career sea service validation for the purpose of Merchant Marine licensing, be aware that the document required by the Merchant Marines is a Transcript of Sea Service (TOSS) (PSC 1075). Do not confuse this with a SOCSS, because the TOSS will include periods of service aboard vessels not eligible for sea pay/time (see 5-C-9 of this section for requirements on requesting TOSS).
2	Unit	<p>Forwards SOCS request (memo) to SPO. Include:</p> <ul style="list-style-type: none"> • Member's full name, Employee ID Number, service branch, and period of service

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Requesting Statements of Creditable Service Continued

Procedure for requesting Statements of Creditable Service, Continued

Stage	Who Does It	What Happens
2	Unit (Cont'd)	<ul style="list-style-type: none"> • Supporting documentation (DD-214s, AD orders, etc.) • A Privacy Act Release Statement if the member is claiming credit for service in any branch other than the Coast Guard or Coast Guard Reserve (other service personnel centers and the National Archives require a Privacy Act Release Form, signed by the member, before they will release documentation to the Coast Guard). A sample Privacy Act Release Statement is shown as Exhibit 5-C-1 on page 7 of this section
3	SPO	<p>Reviews the Direct Access database to verify whether or not a SOCS has already been completed.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Direct Access path:</p> <p style="text-align: center;">Home > Administer Workforce > Administer Workforce (GBL) > Use > Statement of Creditable Service</p> </div> <ul style="list-style-type: none"> • If a SOCS has not been completed, and it can be verified that the member is not receiving credit for a specific period of <i>prior</i> service/sea service, endorse the memo request from the unit accordingly and forward it to PSC (SES) <p>VERY IMPORTANT: If there is a DD-214 or other documents supporting creditable service and/or sea service, and the member's pay base date, active duty base date or sea pay longevity is incorrect, the member can request an immediate adjustment.</p> <p><u><i>The request must be sent to PSC (SES) and must indicate: "The member has been counseled and understands that if the pay base date, active duty base date or total sea time, based on the DD-214, is not supported by the prior service records, the member may be in an overpaid status".</i></u></p> <p>Note: Please ensure that periods of Coast Guard sea service or ADT that are in dispute are processed by the SPO in Direct-Access. There is no need to request a SOCS/SOCSS in these instances because the transmitted documents will result in the member's JUMPS account being adj.</p>

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Section C
MAINTENANCE OF PERSONNEL INFORMATION

Requesting Statements of Creditable Service, Continued

Procedure for requesting Statements of Creditable Service, Continued

Stage	Who Does It	What Happens
4	PSC	<p>Verifies and validates all periods of prior service (all branches) and sea service to adjust a member's Pay Base Date (PBD), Active Duty Base Date (ADBD) or cumulative sea service time.</p> <ul style="list-style-type: none"> • With supporting documentation provided by the member, makes interim adjustment to member's service dates and/or sea service time. The member must provide a statement indicating that the interim adjustment may put him/her in an overpaid status (as discussed in stage 3 on previous page). • Request records from Headquarters or from the appropriate record center (if applicable). • Verifies dates. • Issues member a SOCS (PSC Form 1071) and/or a SOCSS (PSC Form 1072). • Makes necessary adjustments to member's pay account. <p>Note: Completing the process can take from 3 to 6 months, depending on how quick the other Service responds to the request. The most difficult part of this process is retrieving the necessary information needed from the other Services. Please allow 90 days for processing of SOCS/SOCSS requests by PSC before submitting any follow-up or tracer requests.</p>
5	SPO	<p>Once the SOCS/SOCSS has been forwarded to the SPO, ensure a copy is retained in the SPO PDR, and forward a copy to the unit requesting verification.</p> <p>Note: If the original SOCS/SOCSS is found to be in error, because of an incorrect date or missing period of service/sea service, please forward the original SOCS/SOCSS with all documentation to PSC (SES) by memo, with the periods in dispute clearly addressed.</p>
6	UNIT	<p>After PSC completes the SOCS/SOCSS and the SPO forwards the package to the unit, the member should be made aware of the impact the SOCS/SOCSS will have on his/her PBD, ADBD, or cumulative sea service. Member should also be aware that a credit or debit to his pay will probably occur due to the change in his/her PBD, ADBD, or cumulative sea service.</p> <p>Note: Unit should ensure member understands and agrees with SOCS/SOCSS and then notify SPO by deadline date contained in the letter.</p>

U. S. Coast Guard Privacy Act Release Statement

NAME : _____
(please print)

SSN# : _____

ADDRESS : _____

PHONE NO. : _____

In accordance with the Privacy Act of 1974 (U.S.C. 552a(e)(3)), I authorize release of the requested military service information/documents to the address below for official use only.

I authorize the release of the following information: ENLISTMENT CONTRACTS, DISCHARGE DOCUMENTS, DD-214s, HISTORY OF ASSIGNMENTS, RESERVE RETIREMENT POINTS STATEMENT, TRANSCRIPT OF SEA SERVICE, NGB22/23, DD-215.

Send all documents to:

Commanding Officer (SES-S4)
U. S. Coast Guard
Personnel Service Center
444 SE Quincy Street
Topeka, Kansas 66683
(785) 339-3554

Signature: _____ Date: _____

Exhibit 5-C-1

Personnel Data Information File (PDIF)

Introduction The Personnel Data Information File (PDIF) is a Direct Access generated summary of personnel data.

Reference (a) Direct Access Guide, Personnel Data Information File Report

When will units receive a PDIF Units can expect a PDIF to be provided by the SPO at the following times:

- Within 5 working days after a member reports in PCS
- Upon the request of the unit

Note: If you are not receiving the PDIFs for all of the members assigned to your unit, contact the SPO and ask them why you are not receiving them.

SPO to Unit Transmission The SPO has the ability to send PDIFs to the unit via E-mail or by printed copy via regular mail. Units should inform their SPO which method is preferred.

Direct Access Path [Home](#) > [Develop Workforce](#) > [Manage Competencies \(GBL\)](#) > [Report](#) > PDIF

Personnel Data Extract (PDE)

Introduction The Personnel Data Extract (PDE), CG-4902, is periodically produced by Direct Access and provides important personnel database information.

Reference [Direct Access Online Manual](#)
 [SWE PDE](#) (Self Service for Members)
 [Warrant PDE](#) (Self Service for Members)
 [Command Access to SWE PDEs](#) (Self Service for Commands)

The PDE The PDE is provided to give the member a description of all the items in the database concerning the next servicewide exam cycle or warrant officer appointment cycle. It is issued prior to each active and reserve exam cycle.

Upon receipt Follow these rules upon receipt of a PDE.

If	Then
no errors are found,	member signs and returns to unit
errors are found or suspected,	forward to the SPO with necessary supporting documents

Direct Access Path Field units have the capability to view/print SWE PDEs for their enlisted members. Once PSC (adv) creates PDEs for a SWE cycle, the unit may access the SWE PDEs for individuals or entire departments. This process is available to DA users with “Self Service for Commands” access level and may be used on a For Official Use Only (FOUO) basis.

Individual SWE PDE:

- Self Service> Self Service for Commands> Use> PDE.

SWE PDEs for all members of a department:

- Self Service for Commands> Reports> PDE by Dept Report

Members may view both their SWE and CWO PDEs by following this menu paths in Direct Access:

- Self-Service > Employee > View > SWE PDE or > Warrant PDE

Note: Members are to verify that any needed corrections have been made by the SPO. This verification must be done before the PDE correction deadline indicated in the SWE announcement message.

Security Clearances

Introduction This has been provided to help you locate the policies and procedures for maintaining personnel security clearance information.

Reference (a) [PERSEC](#), Chap. 2, Administrative Procedures.

Personnel Security Record When the Central Adjudication Facility (CAF) makes a favorable security determination, notification is made via Direct Access updates and by a certificate of clearance known as the source document. This source document shall have a properly executed SF-312 and CG-5588 attached and is filed in Part 3 of the Unit PDR, if Unit PDR is not kept file in Part 2 of SPO PDR.

Preparation and Maintenance of Security Documents Policies and procedures governing the preparation and maintenance of security documents can be found in the PERSEC.

Transcript of Sea Service (TOSS)

Introduction

A Transcript of Sea Service (TOSS (CG PSC-1075)) is used to document service on board Coast Guard vessels for the purpose of obtaining a Merchant Marine License. The Transcript of Sea Service lists information regarding a member's sea service, including:

- Names of vessels
- Shaft Horsepower
- Dates the member served on each vessel
- Rank at time of departure from each vessel

Note: This document does not serve to verify creditable sea service for pay purposes (refer to 5-C-3 of this section).

How to obtain a Transcript of Sea Service

If a member desires that a Transcript of Sea Service be prepared, the following must occur:

Stage	Who does it	Action to be taken
1	SPO	Request TOSS (CG PSC 1075) via Memorandum or E-mail and forward to PSC (SES). Note: The request should include the date the member entered the service and a summary of vessels he/she served on.
2	PSC (SES)	Issues CG PSC-1075 within 30 days of the date PSC received the request. The original and a copy are mailed to the SPO.
3	SPO	Forwards the original TOSS to the member and files the copy in SPO PDR.

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Section Overview

Introduction This section provides you with the information needed to understand and perform miscellaneous personnel transactions that are not covered in any other section of this manual.

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Leave Authorization (CG-2519)

Reference (a) PERSMAN, Chap. 7-A, Leave
(b) [ALCOAST 387/04](#)
(c) Direct Access Guide, Leave

CG-2519 usage The Leave Authorization (CG-2519) is used to authorize:

- Regular, sick or emergency leave
Note: The CG-2519 is only required for sick leave in excess of 2 days.
- Compensatory absence in connection with leave

Do NOT use the CG-2519 for Compensatory Absence in conjunction with TDY/PCS orders The Leave Authorization (CG-2519) must not be used for compensatory absence (CA) in the following instances:

- Periods of CA which are associated with PCS
- Periods of CA in conjunction with TDY orders
- CA, unless such absence is granted consecutively with leave

Do NOT use the CG-2519 for Administrative Absences An administrative absence is a period of authorized absence, not chargeable as leave. Examples of administrative absences include:

- Hometown Recruiting Program.
- Relocation and familiarization when in receipt of PCS orders.
- Allowing members to return to their old duty stations to move their families to their new duty stations when PCS orders were issued and executed on short notice (fewer than 60 days).
- Allowing retiring and involuntarily separated members time to participate in pre-separation job search and house hunting activities prior to separation.
- Authorizing a member to attend to associated family needs following the birth or adoption (Note: Adoption “*Leave*” (up to 21 days in a calendar year) is an Administrative Absence it is not chargeable as leave) of a child.

The policy for granting administrative absences is provided in Chapter 7-A-10, CG Personnel Manual. Procedures for administrative absences are provided on page 5-D-16 of this manual.

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Section D
MISCELLANEOUS

Leave Authorization (CG-2519), Continued

Preparation of the CG-2519

The CG-2519 can be typed, prepared using **USCG Adobe Forms**, or handwritten.

Items 1-7 are completed prior to departing.

The space below item 8 is used to indicate if the member used more than one type of absence. Only units outside CONUS need to list regular leave outside CONUS (AO) and regular leave inside CONUS (AI). List types and inclusive date in chronological order.

Follow these procedures for completing the CG-2519.

Item	Description
1	Enter the member's last name, first and middle initials.
2	Enter rate/rank of the member.
3	Enter member's SSN.
4	Enter the unit where the member is assigned.
5	Enter the complete address and phone number.
6	Enter the number of days of authorized absence.
7	DEPARTURE: Enter the time and date absence begins. Note: This entry would normally be the time and date normal liberty begins (a day of duty) and the day before the actual first day of leave/absence.
	RETURN: Enter the time and date the absence expires. Note: This entry would normally be the time and date the member is expected to be back at the work site/unit (a day of duty) and is the first day after the last day of leave/absence.
	AUTHORIZED OFFICIAL: Sign and date.
8	CHANGE ENDORSEMENT Pen and ink changes to item 7 are NOT allowed. Enter leave date and times if different from those authorized.

Disposition

Forward parts 1 and 2 to the SPO upon member's return from leave. If part 2 was given to the member (e.g., for AMC flight) forward only part 1.

Leave Carried over in Excess of 75 Days

Introduction

Members may be authorized to carry more than 75 days leave into a new fiscal year, if the provisions of Article 7.A.15 of the PERSMAN (as may be modified by temporary program expansion or enhancements) are met.

Reference

- (a) PERSMAN, Article 7.A.15
 - (b) [ALCOAST 396/08](#)
-

Period in which to use leave carried over from previous fiscal year(s)

Members who are authorized to carry over leave in excess of 75 days to a maximum of 120 days due to service in an Imminent Danger Pay area for a continuous period of at least 120 days in a fiscal year, assignment to a deployable ship or mobile unit, and deployed or operated away from their designated homeport or home base for a continuous period of at least 60 days, or performed duty, on or after 29 Aug 2005, designated by the Secretary of Homeland Security as duty qualifying for carryover leave, have 3 years to use any carryover leave. Any such leave will automatically be carried forward until used, or until the three year “window” has closed. The carry over balance will not be reduced until all of the regular leave accrued for the year has been used.

For example:

A member is authorized to carry forward 65.0 days on 1 October 1996 (5 days out of the 65 days is carryover leave). During fiscal year 1997 this member uses 32 days leave and accrues 30 days leave. This reduces the member’s carryover leave balance from the prior year to 3.0 days (the 2.0 days over 30.0 coming off the carry over). On 1 October 1997, Direct Access/JUMPS will automatically carry 63.0 days forward (30 days accrued for fiscal year 1997 plus 33 days carried over from the prior year equals 63 days), since the 3 year window is still open.

Members who are authorized to carry over leave in excess of 75 days to a maximum of 90 days due to (a) service in support of a Commandant approved contingency operation, and (b) do not qualify for 120 days leave carryover as described above, have until the end of the succeeding fiscal year to utilize the carry over leave. The carry over balance will not be reduced until all of the regular leave accrued for the year has been used.

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Section D
MISCELLANEOUS

Leave Carried over in Excess of 75 Days, Continued

Procedures for carrying over leave of more than 60 days for a member

If a member believes that he/she is **qualified** to carry over more than 75 days of leave into a fiscal year, then the following steps must occur:

Note: A new request must be submitted by the member if he/she becomes qualified again for additional days to be carried over.

Step	Who Does It	Action Taken
1	MEMBER	Submits a memo, via the chain of command, to PSC (MAS) with: <ul style="list-style-type: none"> • a description of the reason the member was prevented from using leave. • an estimate of the total number of days to be carried into the new fiscal year.
2	UNIT	Endorse the letter and send to PSC (MAS) NLT 1 December.
3	PSC (MAS)	Will accumulate all requests and will process them immediately following the March end-of-month compute. Note: This timing ensures that any outstanding leave is posted prior to manual adjustments being made. The member's April LES will reflect restoration of any leave credited.

Procedures for multiple members at a unit

If multiple members of a unit are qualified to carry over more than 75 days of leave into a fiscal year, then the unit must utilize this process. A new request must be submitted by the unit if a multiple number of members assigned to the unit become qualified again for additional days to be carried over.

Step	Who Does It	Action Taken
1	UNIT	Must submit a memo or message to PSC (MAS) with: <ul style="list-style-type: none"> • A listing of each entitled member of the unit. • An estimate of the total number of days to be carried into the new fiscal year for each member. • • And the qualifying circumstances (deployed for Operation XXX, back to back ALPATS, etc.).
2	PSC (MAS)	Will accumulate all requests and will process them immediately following the March end-of-month compute. Note: This timing ensures that any outstanding leave is posted prior to manual adjustments being made. The member's April LES will reflect restoration of any leave credited.

Issuance of the Common Access Card (CAC)

Introduction The Common Access Card (CAC) is used as a means of identifying military, DoD and Coast Guard government employees and contractors. The CAC can be issued at any Real-Time Automated Personnel Identification System (RAPIDS) to military, civilian and eligible contractors. Location of RAPIDS sites can be found at: <http://www.dmdc.osd.mil/rsl/owa/home>.

Reference (a) [COMDTINST M5512.1A, Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel.](#)

Use of “RAPIDS” facilities is mandatory for ID Card issuance On 1 November 1996 the issuance of ID Cards through the Real-Time Automated Personnel identification Card System (RAPIDS) became mandatory. Manual preparation of ID cards is prohibited except in the following circumstances:

- Afloat units may issue DD Form 2 (Active) on a case-by-case basis, when underway and a RAPIDS facility is not available.

Availability of RAPIDS Facilities Under the DEERS/RAPIDS Cross-Service Support Agreement, each of the seven Uniformed Services RAPIDS facilities agrees to verify identity and eligibility and issue ID Cards to certain categories of eligible persons regardless of the parent Service or DoD affiliation.

RAPIDS sites have been established within reasonable distances of most units. All Coast Guard ISCs, and most Sector Offices are designated RAPIDS sites. Most large Department of Defense commands, active and reserve, are designated RAPIDS sites.

The following web site gives the three closest Military ID issuing facilities to a person’s zip code, city or state. <http://www.dmdc.osd.mil/rsl>.

Coast Guard units unable to determine their supporting RAPIDS site should contact COMDT (CG-1222) for assistance.

Continued on next page

Issuance of the Common Access Card (CAC), Continued

Categories of Personnel who are eligible for a CAC

The following categories of personnel are authorized a CAC:

- Active duty members.
 - Members of the SELRES.
 - Coast Guard Civilian Employees (both Appropriated and Non-appropriated fund activity (NAFA)).
 - Contractors whose contracts authorize a CAC for computer access or frequent visits to DoD facilities.
-

Categories of personnel that can be cross-serviced

Under the DEERS/RAPIDS Cross-Service Support Agreement, each of the seven Uniformed Services RAPIDS facilities agrees to verify identity and eligibility and issue ID Cards to certain categories of eligible persons regardless of the parent Service or DoD affiliation. This includes:

- Active, Reserve, and Retired members of any service on active duty for 31 days or more.
 - Retired Reserve members of any service who have reached their 60th birthday.
 - Family members of sponsors on active duty for 31 consecutive days or more.
 - Family members of retirees.
 - Family members of reservist.
 - Unremarried or unmarried former spouses previously enrolled DEERS.
 - Medal of Honor recipients and their eligible family members.
 - 100% disabled veteran's and their family members.
 - DoD Civilian and contractor employees.
 - Military affiliate (formerly foreign military).
 - Active Duty, Retired, and Reserve members of any service.
-

Continued on next page

Issuance of the Common Access Card (CAC), Continued

Categories of personnel that cannot be cross-serviced

The following categories of personnel cannot be cross-serviced:

- Initial verification for unremarried or unmarried former spouses.
- Incapacitated children.
- Other individuals who require a dependency determination (over 50% support) (i.e., wards, parents, parents-in-law)
- Retirees from other Services and former members not currently enrolled in DEERS.
- Illegitimate child of a male sponsor, when paternity has not been judicially determined.
- Illegitimate child of sponsor's spouse, when the sponsor is a member of another Service.
- Navy and Marine Corps dependents residing in the Philippines
- Abused Dependents.

Contact Personnel Service Center (RAS) for Coast Guard members, dependents, and beneficiaries who fall into the categories than can not be cross-serviced.

Manual Preparation of the DD Form 2 CG (Active)

Introduction Afloat units may issue DD Form 2 (Active) on a case-by-case basis, when underway and a RAPIDS facility is not available. This section provides the procedure for manual preparation of the DD Form 2 CG (Active). Procedures for all other card types can be found in [COMDTINST M5512.1A, Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel](#).

Preparation Prepare the DD Form 2 CG using a typewriter. All dates will be in YYYYMMDD format. Most entries on the card are self-explanatory, there are a few exceptions:

Block	Description
Grade	<ul style="list-style-type: none">• For pay grades E-1 to E-3, enter NON PETTY OFFICER.• For pay grades E-4, E-5 or E-6, enter PO3 (E-4), PO2 (E-5), or PO1 (E-6).• For pay grades E-7, E-8 or E-9, enter CPO (E-7), SCPO (E-8), or MCPO (E-9).• For pay grades CWO2 to CWO4 enter CWO (W-2), (W-3), (W-4), as appropriate.• For pay grades O-1 to O-10, enter ENS (O-1), LTJG (O-2), as appropriate.• For Cadets enter CDT.
Expiration Date	<ul style="list-style-type: none">• Active duty enlisted, enter expiration of enlistment.• Cadets, enter expected date of graduation.• Reservists on active duty, enter expiration of active duty.• Officers, enter INDEFINITE.
Signature	Type the full name below the line, member signs in black or blue ink above typed name.

Continued on next page

**Section D
MISCELLANEOUS**

Manual Preparation of the DD Form 2 CG (Active), Continued

Preparation (cont'd)

Block	Description	
Social Security No.	Enter 9 digit SSN in format 000000000.	
Blood Type	Enter the member's blood type (e.g., B-, O+).	
Geneva Convention	Refer to the table below or see COMDTINST M5512.1(series) , Attachment 13 , and enter I, II, etc. as appropriate.	
	Pay grade	Geneva Convention Cat.
	E-1 to E-4	I
	E-5 to E-9	II
	W-1 to O-3	III
	O-4 to O-6	IV
O-7 to O-10	V	
Date of Issue	Enter the date of signature by the issuing officer.	
Signature of Issuing Officer	Enter first name or initial, middle initial, last name, rate/rank, and branch of military service. Signature must be in black or blue ink.	

Photograph (for manually prepared ID cards only)

The size of the photo should be approximately 1 inch by 1 inch. The portrait will have the member's full face and consist of the largest image that will include the member's head and information on a title board before a neutral background. The portrait can be black and white or color. The member will be uncovered. An information board is required for members on active duty who are issued a manually prepared ID card. The information board will contain the following information about the member, each on a separate line below each other.

- Last name
- First name and middle initial
- Social security number

Lamination

Use only polyester, polyethylene coated plastic film, preferably .010 mil. in thickness and thermoplastic laminating equipment.

Reporting Change in Mailing Address

Introduction A member's mailing address is shown in block 22 of their LES. This address should be the member's home address and not the unit address. The member's mailing address is used for several purposes, including mailing IRS Form W-2 annually for all personnel, and LESs for reservists as well as members assigned to detached OPFACs.

Reference (a) Direct Access Guide, Changing Mailing Address

Members without access to Direct Access If you do not have access to Direct Access, contact your servicing SPO for instructions.

Members with access to Direct Access Follow the instructions in Reference (a).

Employment Verification

Introduction Requests for employment verification from outside the Coast Guard should be completed at the unit if they have the information requested; if not, forward to the SPO.

Reference (a) Privacy Act Manual, Encl. (7)

Procedure All requests for employment verification will be completed as follows:

IF the information is	THEN
Not Privacy Act sensitive,	complete the request.
Privacy Act sensitive,	complete the request, attach a signed statement by the member authorizing release of the information and make the appropriate entry on the Disclosure Log.

E-Resume

Introduction

The E-Resume is necessary to provide up-to-date information to personnel assignment officers regarding an active duty member's personal status and assignment preferences.

Reservists may request reassignment by completing an E-Resume. Forward the completed transaction to the appropriate ISC (fot) via the Commanding Officer.

References

- (a) PERSMAN, 4-C.2.a thru 4-C-2.f
 - (b) Commissioned and Warrant Officer Billet Manual
 - Section A, Officer Billet Code System
 - Section B, Occupational Field Codes
 - Section C, Organizational Level Codes
 - Section D, Job Position Locator Codes
 - (c) Enlisted Billet Manual, Chapter 4, Tables of General OPFAC Codes & Geographic Areas.
 - (d) Direct Access Guide, E-Resume
-

Submission of the E-Resume

The E-Resume must be submitted by active duty personnel as follows:

- To request a specific duty assignment.
- To request a tour extension at current PDS.
- To request mutual or unilateral transfer.
- 6 to 9 months prior to a member's discharge or RELAD date.
- During the "Engage" phase of the S.P.E.A.R. assignment process, for members who will be tour complete in the upcoming fiscal year.

The E-Resume must be submitted by reserve personnel as follows:

- To request transfer to a new unit. The E-Resume shall be submitted to ISC (PF) via the reservist's unit..
-

Assignment/Termination of Government Quarters

Introduction When a member moves into or out of government quarters, it normally results in a change in BAH entitlements. This job aid will assist you in notifying the SPO to avoid over/under payments.

References (a) CG Housing Manual,
Section 6-E, Assignment to Public Quarters and Rental Housing
Section 6-F, Termination of Assignment: Public Quarters and Rental
Housing

The need for prompt SPO notification Timely input of pay transactions is critical. This is especially true when a pay transaction has a large dollar impact on the member, such as a transaction connected with government quarters occupancy or termination.

- Providing timely notification (within 24 hours) of a change to a member's housing status will enable the SPO to input the required Direct Access/JUMPS transactions and ensure the member receives the correct amount of pay.

Advance notification will avoid incorrect payments Members anticipating assignment to government quarters may submit a special request to the SPO to have the BAH stopped ahead of time to avoid being overpaid.

A member desiring to live on the economy must request permission from their commanding officer to be eligible for BAH entitlements.

Continued on next page

Assignment/Termination of Government Quarters, Continued

Notifying the SPO

SPOs, housing offices and unit administrative staffs must work together to develop local procedures for SPO notification.

Follow these procedures upon notification that a member has been assigned or terminated quarters:

Step	Action
1	The Housing Office, on the date of assignment, (and not later than 24 hours after date of assignment), notifies the servicing SPO of the assignment via E-mail. <ul style="list-style-type: none">• Provide copy of notification to Area Housing Officer.
2	Ensure notification includes: <ul style="list-style-type: none">• Member's name• Rate/Rank• Name & SSN• Date of assignment/termination• Exact BAH code description (e.g. With Dep - member assigned CG Leased Quarters)• Indicate if spouse is in service• Indicate type of quarters• If inadequate quarters indicate the rental fee
3	Upon receipt of the notification, the SPO will acknowledge receipt of the assignment via return e-mail to the housing office within 24 hours and submit the appropriate Direct Access transactions.
4	The Housing Office will run the BAH Verification Report contained in the Housing Management Information System (HMIS) every two weeks.
5	The Housing Office will review all discrepancies and correct HMIS data entry errors within 3-5 days of running the BAH Verification Report. Upon completion, the housing office will notify the SPO via e-mail of any remaining discrepancies involving incorrect BAH codes.

Permissive Travel Authorization

Introduction A Permissive travel authorization must be prepared in Basic Coast Guard Letter format. Use of the CG-2519, CG-4251, CG-5131, or authenticated message is not authorized.

Reference (a) PERSMAN, Chap. 7-A-10

Preparing a Permissive Travel Authorization A Permissive travel authorization must contain the following:

- Reason for the travel authorization
- Location and inclusive date the member will be absent
- This non-cost statement from the PERSMAN

“This authorization is issued with the understanding that you will not be entitled to reimbursement for mileage or expense in connection therewith. In case you do not desire to bear this expense, consider this authorization cancelled.”

- The member’s signature acknowledging understanding of the non-cost statement

Distribution The unit must give the original travel authorization to the member. Upon return, the member must endorse the travel authorization with the time/date of departure and return. After return and endorsement by member, the original travel authorization must be forwarded to the SPO to complete personnel transactions to credit/debit subsistence entitlements.

Note Members performing permissive travel for house hunting in the vicinity of their new permanent duty station should consider taking several certified copies of their latest LES.

Corrections/Changes of Names, SSN, Date of Birth, or Minority Designator

Introduction Changes in official Coast Guard records must be made only after an administrative examination has been made of the documentation presented.

Reference (a) [PDR Manual](#)

- Policy**
- Commands have the authority to approve changes to Names, SSN, Date of Birth and Minority Designator.
 - PSC will run a weekly query for changes to: Names, SSN, DOB and Minority Designators. This query will be forwarded to COMDT (ADM-3) for review.
-

Change of name or correction of date of birth The member will report/request a name change or a request for correction of date of birth to his/her unit. The report or request must be supported by whichever of the following documents is applicable:

- Copy of marriage certificate.
- Copy of final divorce decree containing provisions for restoration of maiden name.
- Copy of court order authorizing name change
- Naturalization certificate authorizing name change
- Birth certificate registered before first enlistment, if not available, provide one of the following:
 - Original or Photostat copy from Family Bible, notarized
 - Baptismal certificate
 - Original or certified copies of school records
 - Census records
 - Birth certificate registered subsequent to first enlistment
 - Corrected birth certificate with supporting evidence
 - Affidavits from officials of business concerns such as banking houses or insurance companies that the individual has in the past carried on business under the desired name.

Upon command authorization the approval will be forwarded to the servicing SPO for Direct Access input.

Continued on next page

Corrections/Changes of Names, SSN, Date of Birth, or Minority Designator, Continued

**Effective date
of name change**

Changes in name are effective on the date of command approval.

- If the request is approved, the command will forward a copy of the authorization to the servicing SPO. The SPO will enter changes into Direct Access and make pen & ink changes to the member's PDR and other official documents.
-

Change of SSN

The member will submit a request for a change/correction to an SSN to his/her unit. A Photostat copy of the social security card must accompany the request.

A change of the social security number in the official records will be made only when authorized by the member's command.

- If the request is approved, the command will forward a copy of the authorization to the servicing SPO. The SPO will enter changes into Direct Access and make pen & ink changes to the member's PDR and other official documents.
-

**Change to
Minority
Designator**

To change a minority designator, members can input the change in Direct Access via Self Service.

TRICARE Selected Reserve Dental Program

Introduction The TRICARE Selected Reserve Dental Program (TSRDP) is an optional government sponsored insurance plan for eligible reserve members. Family members are not eligible. Enrollment in the plan is not automatic, but requires positive enrollment between the reserve member and the contractor.

This program will be administered by the TRICARE Support Office with dental care provided through a civilian contractor, Humana Military Health Care Services, INC

Selected Reserve members who wish to enroll may call the contractor at 1-800-211-3614.

TSRDP Premiums There is only one premium rate and it is for selected reserve members only.

Enrollment Requirements Enrollment into TSRDP is voluntary and is subject to the reserve member being enrolled in DEERS. The reserve must remain enrolled into TSRDP for a minimum of twelve months or be subject to a lockout period of twelve months. The only exception to the twelve-month requirement is if the selected reserve member is called to active duty for greater than 30 days. The twelve-month minimum will not start over for members called to active duty.

Note: The contractor will handle all enrollments (no action is necessary by the SPO). The contractor will collect 4 months of premiums at the time of enrollment. The advance premiums provide a cushion to be used during the period of enrollment due to the lag time involved with collecting enrollee premiums.

Disenrollment requirement The reserve member may disenroll from TSRDP only after being enrolled for a period of twelve months. After the initial twelve month lock-in period or if enrollee is called to active duty, any unused premiums will be returned to the enrollee upon disenrollment.

Note: Disenrollments are between the reserve member and the contractor.

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TRICARE Selected Reserve Dental Program, Continued

Collection of premiums

The following rules apply:

- The monthly deduction for TSRDP will be withheld from the reserve member's pay if the reserve member receives pay during the month.
- If the reserve member did not receive sufficient pay during the month, the contractor will collect the premium directly from the reserve member.

Note: Failure to make monthly renewal premium payments after being billed by the contractor for months when the reserve member did not receive pay will result in the reservists being disenrolled from the TSRDP and subject to a lock-out period of twelve months.

Termination of TSRDP

TSRDP is terminated on the last day of the month in which the SELRES member is discharged, transferred to the Individual Ready Reserve (IRR), Standby Reserve, Retired Reserve, or SELRES ordered to active duty for a period of more than 30 days.

Effective date of coverage

Coverage usually begins on the first day of the following month of initial enrollment.

Issuance of Official Passport

Introduction	This section provides procedures for issuance or termination of official passports.
Reference	<p>The following directives and web pages provide information about travel and official passports.</p> <ul style="list-style-type: none">(a) CG Personnel Manual, COMDTINST 1000.6 (series)(b) Foreign Travel, Passports and VISAS, COMDTINST 5000.5F (as modified/superseded by ALCOAST 113/07)(c) Commandant, CG-00I Webpage http://www.uscg.mil/international/
Policy	<p>Per ALCOAST 113/07, official passports shall only be issued to Coast Guard personnel whose official duties are expected to result in international travel into or out of a country requiring that U.S. service personnel present an official passport to enter or exit that country (see https://www.fcg.pentagon.mil). In such cases, personnel shall only use diplomatic (black) or official (red) passports as credentials. In those countries where official passports are not required, other accepted forms of identification such as military ID and orders shall suffice. Official passports shall not be issued to deploying crews based solely on the prospect of a mid-patrol break or logistics stop in a foreign country.</p>
Passport issuance procedure	<p>The most updated information, forms, detailed instructions, and illustrative examples are maintained on the CG-00I internet site: http://www.uscg.mil/international.</p> <p>Passport acceptance agents are available at servicing ISCs and MLCs to assist with and verify passport applications. A complete listing of these agents and their locations is available in the international affairs community of CG Central and on the CG-00I internet site.</p>

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