

Chapter Overview

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

In this chapter

Section	Description	See Page
A	Special Pay	7-A-1
B	Allowances	7-B-1
C	Savings Deposit Program	7-C-1
D	Bonuses	7-D-1

Chapter 7
SPECIAL PAY AND ALLOWANCES

Section Overview

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

In this section

Topic	See Page
Aviation Career Incentive Pay (ACIP)	7-A-2
Hazardous Duty Incentive Pay (HDIP)	7-A-3
Flight Deck Hazardous Duty Incentive Pay (FDHDIP)	7-A-4
High Pressure Chamber Hazardous Duty Incentive Pay (HPCHDIP)	7-A-5
Special Pay - Duty Subject to Hostile Fire or Imminent Danger (HF/ID)	7-A-6
Funeral Honors Duty Allowance for Reservists	7-A-8
Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure Boarding Teams	7-A-9
Combat-Related Injury Rehabilitation Pay	7-A-11
Foreign Language Proficiency Pay	7-A-13

Aviation Career Incentive Pay (ACIP)

Introduction Aviation Career Incentive Pay (ACIP) is authorized for rated/designated officers, and officers in flight training. Aviation service information used to establish an aviator’s JUMPS record is contained in the PAYMAN, Chapter 5.

Reference (a) [PAYMAN](#), Section 5-A, Aviation Career Incentive Pay (ACIP) for Rated/Designated Officers
(b) Direct Access Online Manual, [Aviation Career Incentive Pay \(ACIP\)](#)

Direct Access Path (SPO) Compensate Employees > Maintain Entitlements > Use > Employee Entitlements

Procedures Follow these procedures to start, stop, suspend, and reinstate ACIP.

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

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

Hazardous Duty Incentive Pay (HDIP)

Introduction Members issued flight orders in accordance with the PERSMAN and meeting all requirements of the PAYMAN are entitled to Hazardous Duty Incentive Pay (HDIP).

Reference

- (a) [PAYMAN](#), Section 5-B, Hazardous Duty Incentive Pay for Enlisted Members and nonrated or nondesignated Officers
- (b) [PERSMAN](#)
[Article 6-A-4](#), Technical Observers
[Article 6-B-4](#), Flight Orders for Enlisted Personnel
- (c) Direct Access Online Manual, [Aviation Crew/Non-Crew Hazardous Duty Incentive Pay](#)

Direct Access Path (SPO) Compensate Employees > Maintain Entitlements > Use > Employee Entitlements

How to start HDIP To start HDIP forward copies of flight orders to the SPO.

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

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

Note: HDIP automatically stops on a PCS departure.

Flight Deck Hazardous Duty Incentive Pay (FDHDIP)

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

Reference (a) [PAYMAN](#), Section 5-C, Flight Deck Hazardous Duty Incentive Pay (FDHDIP)
(b) Direct Access Online Manual, [Flight Deck Hazardous Duty Incentive Pay](#)

Direct Access Path (SPO) Compensate Employees > Maintain Entitlements > Use > Employee Entitlements

Procedures to start FDHDIP Use these procedures to start FDHDIP.

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

High Pressure Chamber Hazardous Duty Incentive Pay (HPCHDIP)

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

Reference (a) [PAYMAN](#), Section 5-D, High Pressure Chamber Hazardous Duty Incentive Pay (HPCHDIP)
(b) Direct Access Online Manual, [Hazardous Duty Incentive Pay for High Pressure Chamber](#)

Direct Access Path (SPO) Compensate Employees > Maintain Entitlements > Use > Employee Entitlements

Payments Payments for HPCHDIP are made on a monthly basis.

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

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

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

Amount of HDIP See reference (a) for current rates.

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

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

Reference (a) [PAYMAN](#), Section 4-H, Special Pay - Duty Subject to Hostile Fire or Imminent Danger
(b) Direct Access Online Manual, [Imminent Danger \(Hostile Fire\) Pay](#)

Direct Access Path (SPO) Compensate Employees > Maintain Entitlements > Use > Employee Entitlements

Qualified Areas for HF/ID Pay Areas designated as qualifying for HF/ID pay are listed in the [PAYMAN](#), Figure 4-11. The listing of qualified areas may be modified, from time to time, via ALCOAST messages.

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

- A member who serves on official duty in one of the designated areas for any part of a month is entitled to imminent danger pay for the entire month;
- In those areas where airspace is designated, personnel who fly through the area are eligible for payment if the members are assigned to official temporary duty to the airspace of the combat zone.
- Some members entitled to Imminent Danger Pay may be entitled to Income Tax Exclusion due to their location. Refer to the [PAYMAN](#), Section 8-G-2 to verify income tax exclusion locations.

Amount of HF/ID Pay See PAYMAN, Section 4-H for current rates.

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

Procedure for payment of HF/ID Pay

This is the procedure utilized when a member qualifies for or loses an entitlement to HF/ID pay. Notification of eligibility for HF/ID pay will normally be included with a notification of eligibility for combat tax exclusion. See page 8-B-11 of this manual for the procedures for reporting entitlement to HF/ID and, if applicable Combat Servicemembers' Group Life Insurance (SGLI) Allowance. See page 7-B-10 of this manual for Combat SGLI procedures.

Step	Action						
1	The unit commanding officer sends a letter or message to the SPO authorizing HF/ID. In addition to the name, rank, EmplID and designated HF/ID area, include one of these entitlements in the letter:						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Entitlement</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Continuing</td> <td> If starting, include: <ul style="list-style-type: none"> • Date the event occurred (e.g., reporting date) • Statement indicating the member is entitled on an ongoing basis. If stopping, include: <ul style="list-style-type: none"> • Date the event occurred (e.g., departing date) • Statement indicating the exact nature for termination. </td> </tr> <tr> <td style="vertical-align: top;">One time</td> <td> Include: <ul style="list-style-type: none"> • Date the event occurred (e.g., date member entered a designated HF/ID area) • Statement indicating the member is entitled on a one-time basis. </td> </tr> </tbody> </table>	Entitlement	Description	Continuing	If starting, include: <ul style="list-style-type: none"> • Date the event occurred (e.g., reporting date) • Statement indicating the member is entitled on an ongoing basis. If stopping, include: <ul style="list-style-type: none"> • Date the event occurred (e.g., departing date) • Statement indicating the exact nature for termination. 	One time	Include: <ul style="list-style-type: none"> • Date the event occurred (e.g., date member entered a designated HF/ID area) • Statement indicating the member is entitled on a one-time basis.
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One time	Include: <ul style="list-style-type: none"> • Date the event occurred (e.g., date member entered a designated HF/ID area) • Statement indicating the member is entitled on a one-time basis. 						
2	The SPO Submits a Direct Access Start Pay transaction for imminent danger pay. There are two options available: Option 1: HF/ID pay for a single month only Option 2: Continuous HF/ID pay until submission of a subsequent stop transaction.						

Funeral Honors Duty Allowance for Reservists

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

Reference (a) [PAYMAN](#), Section 12
(b) [RPM](#), Chapter 2
(c) Direct Access Online Manual, [Schedule/Approve Drills](#)

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

Amount of Funeral Duty Pay for Reservists See [PAYMAN](#), Section 12-O, Funeral Honors Duty Allowance for the current rate.

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

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

Reference (a) [ALCOAST 353/04](#)
(b) [ALSPO N/04](#)
(c) Direct Access Online Manual, [HDIP-VBSS](#)

Direct Access Path (SPO) Compensate Employees > Maintain Entitlements > Use > Employee Entitlements

Procedures to start HDIP-VBSS Use these procedures to start HDIP-VBSS.

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

Continued on next page

Section A
SPECIAL PAY

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

Procedures to start HDIP-VBSS, Continued

Step	Action										
2	<p>Each calendar month that the member is qualified for HDIP-VBSS the unit commanding officer will send a letter, message or e-mail to the SPO authorizing payment. The authorization must include the name, rank, EMPLID, date of boardings and designated HDIP-VBSS areas.</p> <p>Below is a sample format:</p> <p>Subj: QUALIFICATION FOR HDIP-VBSS</p> <p>Ref: (a) ALCOAST 353/04</p> <p>1. I certify that the member listed below has completed three operational HDIP-VBSS boardings during the calendar month of _____ . The member is assigned an authorized HDIP-VBSS eligible billet. The following information is provided:</p> <p style="text-align: center;">Rate/Name: _____</p> <p style="text-align: center;">EMPLID: _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><u>HDIP-VBSS</u></td> <td style="width: 40%;"><u>Location:</u></td> </tr> <tr> <td><u>Boarding Dates:</u></td> <td></td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </table> <p>2. Process transaction in Direct Access (earn code VBS) to credit member for one month HDIP-VBSS as per Ref. (a).</p> <p>Note: A new authorization is required for each calendar month the member is qualified to receive HDIP-VBSS.</p>	<u>HDIP-VBSS</u>	<u>Location:</u>	<u>Boarding Dates:</u>		_____	_____	_____	_____	_____	_____
<u>HDIP-VBSS</u>	<u>Location:</u>										
<u>Boarding Dates:</u>											
_____	_____										
_____	_____										
_____	_____										
3	Forward authorization to SPO for input into Direct Access.										

Combat-Related Injury Rehabilitation Pay

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

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

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

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

- CIP will terminate at the end of the first month during which any of the following applies:
 - (1) The member is paid a benefit under Traumatic Servicemembers Group Life Insurance (T-SGLI), or
 - (2) The member receives notification of the eligibility to T-SGLI and a period of 30 days expires after the date of such notification, or
 - (3) The member is no longer hospitalized in a military treatment facility or a facility under the auspices of the military health care system.
 - Once the member loses entitlement to CIP and if a military member is re-hospitalized for the same injury, wound, or illness, eligibility for CIP cannot be reestablished.
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Combat-Related Injury Rehabilitation Pay, Continued

Procedure

The member's Commanding Officer shall notify Commandant (CG-1222) and the Personnel Service Center (mas), via message, to commence payment of monthly CIP to an eligible member when the member is evacuated from the theater of the combat operation or the combat zone for medical treatment.

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

Foreign Language Proficiency Pay (FLPP)

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

References

- (a) [ALCOAST 585/05](#)
- (b) [ALCOAST 275/06](#)
- (c) [Direct Access Online Manual; Foreign Language Test Results \(ESO\)](#)
- (d) [Direct Access Online Manual; Foreign Language Proficiency Pay \(SPO\)](#)
- (e) [Direct Access Online Manual; Schedule Drills \(Commands and SPOs\)](#)

Discussion Reference (a) authorizes payment of FLPP, Phase I, effective 1 January 2006 for members meeting the eligibility criteria. Reference (b) addresses Foreign Language Proficiency Pay (FLPP) at the **Linguist** level. Reference (a) identified seven languages of strategic importance to Coast Guard missions. Reference (b) added Arabic, French, Indonesian, Portuguese and Tagalog.

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

Stage	Description
1	The Foreign Language Program Manger (CG-132-2) designates authorized Linguist positions (billets) and Unit Collateral Duty Interpreter (UCDI) Allocations. <ul style="list-style-type: none">• UCDI Allocations are listed in reference (a), para. 4.• Linguist positions are listed in reference (b), para. 2.
2	Member completes and obtains qualifying scores on the Defense Language Proficiency Test (DLPT) for an eligible language skill.
3	Unit Educational Services Officer (ESO) enters DLPT results in Direct-Access. <ul style="list-style-type: none">• The menu item is Develop Workforce > Manage Competencies (GBL) > Use > Foreign Language Test Results. It is only accessible to users with the ESO (CGFTESO) user role. Unit ESOs may request the role by completing a Direct-Access User Authorization Form (CG-PSC-7421/2) and forwarding it to PSC Customer Care for account update.

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Foreign Language Proficiency Pay (FLPP), Continued

Process (continued)

Stage	Description
3 (cont'd)	ESO Procedures are available in reference (c).
4	<p>For FLPP-Linguist:</p> <ul style="list-style-type: none">• Ensure qualified member is assigned to a position designated by CG-132 as requiring linguist skills. <p>For FLPP/FLPB-Interpreter:</p> <ul style="list-style-type: none">• Unit Commanding Officer designates qualified member to occupy a command interpreter allocation and forwards a copy of the designation to the SPO. <p style="text-align: center;">Note: For Reservists on Active Duty for less than 140 days ADT/181 days ADOT, orders must specifically authorize FLPP.</p>
5	<p>For Active Duty members and Reservists on Active Duty, the SPO enters the start FLPP transaction using the Employee Entitlements Component in Direct-Access.</p> <ul style="list-style-type: none">• SPO Procedures are available in reference (d). <p>For Reservists on IDT or RMP, the Unit "Reserve IDT" or "Command User" (user roles in Direct-Access) records FLPB entitlement using the Schedule Drills (<i>Individual</i>) Component in Direct-Access.</p> <ul style="list-style-type: none">• IDT/RMP drill pay procedures are available in reference (e).

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Foreign Language Proficiency Pay (FLPP), Continued

Terminating FLPP

FLPP will automatically stop when the:

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

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

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**Section B
ALLOWANCES**

Section Overview

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

In this section

Topic	See Page
Refund for Missed Meals – Discounted Meal Rate (DMR)	7-B-2
Family Separation Allowance (FSA)	7-B-3
Overseas Housing Allowances (OHA)	7-B-7
Family Subsistence Supplemental Allowance (FSSA)	7-B-8
Officer Uniform Allowance Claim Worksheet (CG PSC-5100)	7-B-9
Combat SGLI Allowance	7-B-10

**Section B
ALLOWANCES**

Refund for Missed Meals – Discounted Meal Rate (DMR)

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

Reference (a) [PAYMAN](#), Section 3-B
(b) Direct Access Online Manual, [Refund of DMR for Missed Meals](#)

Direct Access Path (SPO) [Home](#) > [Compensate Employees](#) > [Maintain Entitlements](#) > [Use](#) > Employee Entitlements

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

Step	Action																								
1	Log meals throughout the month																								
2	<p>Forward the following information to the SPO at the end of the month:</p> <p>Subj: CERTIFICATION OF MISSED MEALS</p> <p>Ref: (a) CG Pay Manual, Section 3-B, Basic Allowance for Subsistence (BAS - Enlisted)</p> <p>1. I certify that the member listed below was assigned to a mandatory messing unit and their duties or dining facility exigencies prevented government furnished meals (including box lunches) from being provided as follows:</p> <table style="margin-left: 40px;"><tr><td>Rate/Name: _____</td><td></td><td></td><td></td></tr><tr><td>EMPLID: _____</td><td></td><td></td><td></td></tr><tr><td><u>Date(s)</u></td><td><u>Breakfast</u></td><td><u>Lunch</u></td><td><u>Dinner</u></td></tr><tr><td>2/14/02</td><td></td><td>x</td><td></td></tr><tr><td>2/15/02</td><td>x</td><td></td><td></td></tr><tr><td>2/18/02</td><td></td><td>x</td><td></td></tr></table> <p>2. Process transaction in Direct Access (earn code RMM) to credit the member for the missed meals per reference (b).</p>	Rate/Name: _____				EMPLID: _____				<u>Date(s)</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	2/14/02		x		2/15/02	x			2/18/02		x	
Rate/Name: _____																									
EMPLID: _____																									
<u>Date(s)</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>																						
2/14/02		x																							
2/15/02	x																								
2/18/02		x																							

**Section B
ALLOWANCES**

Family Separation Allowance (FSA)

Introduction This is provided to assist in the process of starting and stopping Family Separation Allowance (FSA) and Family Separation Housing (FSH).

Reference (a) [PAYMAN](#), Section 3-G, Family Separation Allowance (FSA)
(b) Direct Access Online Manual, [Family Separation Allowance \(FSA\)](#)
(c) [CG PSC-2035 \(FSA Worksheet\)](#)

Types of FSA See [PAYMAN](#), Section 3-G, Family Separation Allowance (FSA).

Eligibility of FSA Entitlement Refer to [PAYMAN, Section 3-G-5](#) for detailed information concerning “with dependent” requirements for FSA.

Verification of FSA on the FSA Worksheet FSA entitlement verification will be completed on the [FSA Worksheet \(CG PSC-2035\)](#), which is available on PSC’s web site at: <http://www.uscg.mil/hq/psc/forms/psc2035.pdf>.

Procedures for Family Separation Housing (FSH) For members who are entitled to Family Separation Housing (See [PAYMAN](#), Section 3-G-3, entitlement rules), use the following procedure:

Step	Action
1	The member must complete an FSA Worksheet when he/she becomes entitled to FSH.
2	The unit will endorse the FSA Worksheet and forward to the SPO.
3	Upon Receipt of the FSA Worksheet the SPO will: 1. Submit a BAH transaction on the member to start BAH W/dependents using the zip code of the member’s dependents. 2. Forward the FSA Worksheet to PSC (mas), via fax to (785) 339-3760.
4	PSC (mas) will start the member’s FSH entitlement in a monthly amount equal to the BAH or OHA payable (for the PDS) to a member without dependents in the same pay grade.

Continued on next page

**Section B
ALLOWANCES**

Family Separation Allowance (FSA), Continued

Procedures for FSA-R

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

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

Procedures for FSA-S 60 days or less

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

Step	Action
1	The unit must ensure that each eligible member has completed an FSA Worksheet for FSA-S and the worksheet must have a command endorsement. This worksheet will be kept on file at the unit level (suspense file). <ul style="list-style-type: none"> • If the current FSA Worksheet on the member is more than 1 year old, a new FSA Worksheet must be completed by the member to re-certify FSA eligibility. • If the current FSA Worksheet on the member is less than 1 year old, then no new FSA Worksheet will have to be completed on the member. Note: This removes the requirement of having the member complete a FSA Worksheet every time he/she becomes entitled to FSA-S.
2	Upon return of the ship to homeport, the unit will notify the SPO by message or E-mail with the names and Employee ID Numbers of the members entitled to FSA-S. The start and stop dates of FSA-S must also be included in the message or E-mail (normally the end date will be the day prior to the day returning to homeport).
3	Upon receipt of the message or E-mail, the SPO will submit a single FSA transaction for each member to establish a one time credit of FSA-S.

Continued on next page

**Section B
ALLOWANCES**

Family Separation Allowance (FSA), Continued

**Procedures for
FSA-S over
60 days**

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

Step	On the 31 st day away from homeport
1	<p>The unit must ensure that each member that is eligible has completed a FSA Worksheet for FSA-S and the worksheet must have a command endorsement. This worksheet will be kept on file at the unit level (suspense file).</p> <ul style="list-style-type: none"> • If the current FSA Worksheet on the member is more than 1 year old, a new FSA Worksheet must be completed by the member to re-certify FSA eligibility. • If the current FSA Worksheet on the member is less than 1 year old, then no new FSA Worksheet will have to be completed on the member. <p>Note: This removes the requirement of having the member complete a FSA Worksheet every time he/she becomes entitled to FSA-S.</p>
2	Unit notifies SPO by message of start date and member's names and EmplID's who are entitled to FSA-S.
3	Upon receipt of the message, the SPO will submit a single FSA transaction for each member to establish a start of FSA-S.
Upon return to homeport	
4	Upon return of the ship to homeport, the unit will notify the SPO by message or E-mail with the names and EmplID's of the members. The date FSA-S ends must also be included in the message or E-mail (normally the end date will be the day prior to the day returning to homeport).
5	Upon receipt of the message or E-mail, the SPO will submit a single FSA transaction for each member to establish a stop of FSA-S.

**Procedures for
FSA-T 60
days or less**

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

Step	Action
1	Upon return to the unit from TAD, the member will complete a FSA Worksheet.
2	The unit will endorse the FSA Worksheet and forward it with a copy of the TAD/TEM DU orders to the SPO.
3	<p>Upon Receipt of the FSA Worksheet and copy of TAD/TEM DU orders, the SPO will submit a FSA transaction on the member to establish a one time credit of FSA-T.</p> <p>Note: SPOs should verify FSA entitlement dates when a copy of the travel claim and/or summary sheet is received from PSC (TVL).</p>

Continued on next page

**Section B
ALLOWANCES**

Family Separation Allowance (FSA), Continued

**Procedures for
FSA-T over
60 days**

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

Step	On the 31st day away from unit
1	The member must complete a FSA Worksheet .
2	The TAD unit will endorse the FSA Worksheet and send it with a copy of the TAD/TEMDFU orders to the SPO servicing the member.
3	Upon receipt of the FSA Worksheet and copy of the TAD/TEMDFU orders, the SPO will submit a single FSA transaction on the member to establish a start of FSA-T.
Upon return to unit	
4	Upon return of TAD, the member will complete a new FSA Worksheet.
5	The unit will endorse the FSA Worksheet and send it with a copy of the TAD/TEMDFU orders to the SPO.
6	Upon receipt of the FSA Worksheet and copy of the TAD/TEMDFU orders, the SPO will submit a single FSA transaction on the member to establish a stop of FSA-T. Note: SPOs should verify FSA entitlement dates when a copy of the travel claim and/or summary sheet is received by PSC (TVL).

**FSA-T
entitlements for
reserves on
active duty**

Reservists (with dependents) on active duty greater than 30 days, but less than 140 days, who are stationed away from their home drilling unit, and whose dependents do not accompany them to the active duty site, are entitled to FSA-T.

Overseas Housing Allowance (OHA)

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

Reference (a) [JFTR](#), Chapter 9
Appendix K, Overseas Housing Allowance
Appendix N, Move-In Housing Allowance
(b) [Direct Access Online Manual, Overseas Housing Allowance \(OHA\)](#)

Direct Access Path (SPO) [Compensate Employees](#) > [Maintain Entitlements](#) > [Use](#) > Employee Entitlements

Starting OHA To start OHA complete the following forms and forward to the SPO with a copy of the lease/purchase agreement:

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

Requesting MIHA MIHA is requested by completing a Move-In Housing Allowance Claim form ([DD Form 2556](#)) and forwarding it to the SPO. A second payment of MIHA may be paid only after approval from Commandant (CG-1222).

Family Subsistence Supplemental Allowance (FSSA)

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

Reference (a) [PAYMAN](#), Section 3-N
(b) [CG PSC-2075 \(Family Subsistence Supplemental Allowance Application\)](#),

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

Application Applications for FSSA can be obtained from the PSC web site:
<http://www.uscg.mil/hq/psc/forms/> ([CG PSC-2075](#)).

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

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

Fax to (785) 339-3760

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

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

Officer Uniform Allowance Claim Worksheet (CG PSC-5100)

Introduction The [CG PSC-5100](#) is used to substantiate payment of uniform allowances to Coast Guard regular and reserve officers.

Reference (a) [PAYMAN](#)
Section 3-I, Clothing Allowances for Officers
Section 3-K, Uniform Allowances for Reserve Officers

Procedure A copy of the [CG PSC-5100](#) can be found at
<http://www.uscg.mil/hq/psc/forms>.

Officers who are appointed:

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

Will automatically be paid the appropriate Officer Uniform Allowance by the CG Pay System. A CG PSC 5100 need not be completed, and no Direct Access input should be completed.

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

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

Then complete an [Officer Uniform Allowance Claim Worksheet \(CG PSC-5100\)](#) and forward to the SPO.

Combat SGLI (Servicemembers Group Life Insurance) Allowance

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

Reference (a) [National Defense Authorization Act for Fiscal Year 2007 \(Public Law 109-364\)](#)
(b) [ALCOAST 523/06](#)
(c) [Direct Access User Online Manual, Combat SGLI Allowance](#)

Discussion Per references (a) and (b), members serving in Operations Enduring Freedom or Iraqi Freedom Theaters or serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom shall receive an allowance equal to the amount of the cost for the maximum SGLI coverage plus the cost of Traumatic SGLI coverage.

Rules for Entitlement to Combat SGLI Allowance A member must be serving in Operations Enduring Freedom or Iraqi Freedom Theaters or be serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom in order to be eligible for Combat SGLI Allowance.

- Orders in support of Operations Enduring Freedom or Iraqi Freedom may be specific orders to the member, or general tasking to an entire unit such as a ship. The member must be outside the U.S. for at least part of the month. No minimum part of a month is defined.

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

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

Continued on next page

Section B
ALLOWANCES

Combat SGLI (Servicemembers Group Life Insurance) Allowance, Continued

**Amount of
Combat SGLI
Allowance**

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

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

**Combat SGLI
Allowance for
members with
no or less than
\$400,000 SGLI
coverage**

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

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

- Temporary SGLI coverage changes, made in JUMPS, due to receipt of Combat SGLI allowance will not appear in the member’s SGLI elections in DA ([Compensate Employees](#) > [Administer Base Benefits](#) > **Life and AD/D Benefits**).

Continued on next page

Combat SGLI (Servicemembers Group Life Insurance) Allowance, Continued

**Unit
Procedures**

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

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

Notification of eligibility for Combat SGLI Allowance will be included with a notification of eligibility for Special Pay - Duty Subject to Hostile Fire or Imminent Danger (HF/ID). See page [7-A-6](#) of this manual for the procedures for reporting entitlement to HF/ID and Combat Tax Exclusion. See page [8-B-11](#) for procedures for reporting entitlement to Combat Tax Exclusion.

SPO Action

SPOs shall record entitlement to Combat SGLI Allowance in Direct-Access for any eligible member. Procedures for recording entitlement to Combat SGLI Allowance are in reference (c).

SPOs are reminded to submit Combat SGLI Allowance transactions in connection with Combat Tax Exclusion transactions. Currently, any member who is entitled to Combat Tax Exclusion while serving in Operations Enduring Freedom or Iraqi Freedom is also entitled for Combat SGLI Allowance.

**SGLI
Beneficiary
Designations
and FSGLI
Elections**

When starting Combat SGLI Allowance SPOs shall also:

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

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Combat SGLI (Servicemembers Group Life Insurance) Allowance, Continued

**SGLI
Beneficiary
Designations
and FSGLI
Elections**
(cont'd)

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

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

Section B
ALLOWANCES

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Section Overview

Introduction This section provides the procedures for the Savings Deposit Program.

In this section

Topic	See Page
Savings Deposit Program	7-C-2

Savings Deposit Program

Introduction Uniformed Services members assigned outside of the United States, or its possessions, in support of a contingency operation are authorized to make deposits of their unallotted current pay and allowances to the Savings Deposit Program.

Reference (a) [PAYMAN](#), Sec 6-F
(b) 10 USC 1035
(c) Department of Defense Financial Management Regulation, Section 5101

Qualified Areas For Savings Deposit Program The Secretary of Defense designates areas, which are eligible for the Savings Deposit Program. These qualifying areas are prescribed in reference (a), section 6.F.2.

Rules for Savings Deposit Program See Ref. (a).

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

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

Members desiring to make deposits by cash remittance shall mail their deposit to PSC. A letter providing the member's name, social security number, and duty station shall accompany deposits. A copy of the letter shall be provided to the member's SPO. The member shall make a check or money order payable to U.S. Coast Guard, and mail, along with the cover letter, to:

Commanding Officer (DC)
Coast Guard PSC
444 SE Quincy St
Topeka KS 66683-3591

Continued on next page

Section C
SAVINGS DEPOSIT PROGRAM

Savings Deposit Program, Continued

Procedures
(continued)

Members desiring to make deposits via allotment shall complete an [Allotment Worksheet \(CG-PSC-2040\)](#). Complete the CG-PSC-2040 as detailed below, and forward the form to the PSC (MAS) for processing:

- Complete the top 3 blocks titled Employee ID Number, Name, and Permanent Unit.
- In the Purpose of Request section, check the Start block.
- Blanket Code, enter 850.
- Start Amount, show the monthly deposit amount.
- Month of First Deduction, show the first day of the next month.
- In Allotment Type block, enter D.
- Sign and date the form in the Member's Signature and Date blocks.

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

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

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

Section C
SAVINGS DEPOSIT PROGRAM

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Section Overview

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

In this section

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

Career Status Bonus (CSB)

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

Reference (a) [PAYMAN](#), Section 5-E

Procedures This table describes the CSB election process.

When	Who Does It	What Happens
Six months prior to member's fifteenth active duty anniversary	PSC (MAS)	Sends CSB Election Form , CG PSC-2426 and a Fact Sheet of Information for Eligible Career Status Bonus Members to member's unit
Upon receipt of CSB Election Form (CG PSC-2426)	Command	Reviews and verifies Sections I and II of CG PSC-2426. If member is ineligible to complete twenty years of active service (for disciplinary, medical, or other reasons), the command shall correct block 7 of the CG PSC-2426 and initial beside the correction.
Not later than date member reaches fifteen years active service (or no later than six months after issuance of the CG PSC-2426)	Member	Completes Section III, IV, or V of the CG PSC-2426 to indicate his/her election. The commanding officer or his/her designee shall witness member's signature.
After member signs CG PSC-2426	Command	Distributes form: <ol style="list-style-type: none"> 1. Original to PSC (MAS) 2. Copy to member 3. Copy to SPO for filing in Section 2: (Career Documentation of the SPO PDR)

Continued on next page

**Section D
BONUSES**

Career Status Bonus (CSB), Continued

Process (continued)

When	Who Does It	What Happens
Not later than the third month after the member completes fifteen years active service	PSC (MAS)	Issues CSB payment to the member.
Each year in January	PSC (MAS)	Issues CSB installment payments as appropriate.
Member retires upon completion of twenty or more years active service	SPO	<ul style="list-style-type: none">▪ Sends documents from SPO PDR to CGPC (adm-3) as prescribed in Encl (8) of the PDR Manual. The CG PSC-2426 shall be one of these documents.▪ Sends copy of PSC-2426 to PSC (RAS)
	PSC (RAS)	Files copy of CG PSC-2426 in member's retired pay file. Retired pay is calculated per member's election on the CG PSC-2426.
Member separates prior to completion of twenty years active service	PSC (SES)	Recoups CSB as appropriate.

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