

# *THE RESERVIST*



People taking care of People

<http://cgweb.ppc.uscg.mil/>  
<http://www.uscg.mil/ppc/>



# THE RESERVIST

## Overview

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### Introduction



Welcome to The Reservist Direct Access Course. This course was designed focusing on you, the Reservist.

The material for this course was created based on inquiries for information and assistance from Reservists throughout the Coast Guard via Customer Care Help Requests and PPC surveys.

We welcome your input into YOUR course of information.

All the information contained in this course is available by using the Direct Access On-Line Guide. These guides are available to you on PPC's web site or the internet at: <http://www.uscg.mil/ppc/ps/>

If you have questions concerning any reserve pay issues, and your chain of command is unable to assist you, you may submit a Customer Service help request available at: <http://www.uscg.mil/ppc/ccb/>, or send an e-mail to [CustomerCare@PSC.uscg.mil](mailto:CustomerCare@PSC.uscg.mil).

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### Objective

Upon completion of this course, you should be able to confidently navigate DA using the On-Line Guides and tutorials and competently apply this training to enter pay and personnel data using DA Self-Service.

To accomplish this objective, we will provide you with basic information on specific points of interest that has been requested. It is not intended to provide you with an all encompassing background on all reserve matters; rather, to:

- Provide you the web links to Coast Guard policies,
  - Give you an understanding of procedures, and
  - Provide you with the skills to apply this information to enter accurate data into Direct Access (DA) that affects your pay and personnel issues.
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## Overview, Continued

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### Contents

This course will discuss the following topics.

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# Direct Access and You

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## Introduction



What is Direct Access (DA)? DA is the Coast Guard's system for entering and maintaining military pay and personnel information that affects your pay, allowances, and personal data.

All reference materials available at PPC's website, will provide you with the tools to access the information, procedures for completing all Pay and Personnel transactions in DA, and will be referred to throughout this course.

Both DA and PPC's On-Line Guides and tutorials may be accessed from either your CG SWSIII terminal, from home, or any other non-Coast Guard computer system having internet accessibility. The DA On-Line guides may be found at: <http://www.uscg.mil/ppc/ps/>

In this first section we will discuss the basic procedures for accessing DA, including:

- Sign-On to DA, and
  - Forgotten Password Feature
- 

## Objective

Upon completion of this section you will be able to navigate and logon to the DA system using the On-Line guide.

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## References

PPC Topeka – Intranet: <http://cgweb.ppc.uscg.mil/>  
Internet: <http://www.uscg.mil/ppc/>  
DA On-Line Guides - <http://www.uscg.mil/ppc/ps/>  
PPC DA Tutorials - <http://www.uscg.mil/ppc/multimedia.asp>  
PPC Customer Care - <http://www.uscg.mil/ppc/ccb/>

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## Signing-On DA

To sign on to DA you will need to know your DA User ID and Password.

Your User ID will be your Employee ID number **unless you have been assigned a different ID by PPC.**

DA (sign-on page) via Internet: [DA Sign-On](#)

The On-Line guide and DA tutorial for logging into DA may be viewed using the following link.

[DA On-Line Guide - Sign-On to DA](#)  
[On Demand Tutorial – Sign On to DA](#)

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## Direct Access and You, Continued

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**DA Password**      **You will not be able to access DA without your password.**

If you do not remember your password, you can obtain a new password by using the Forgotten Password feature. It is very important that your DA account correctly identifies your CG Global e-mail address. An incorrect e-mail address may result in you not being able to:

- Use the DA Forgotten Password feature
- Receive notification of PCS or TDY orders

The following links will guide you through the verification, and if necessary show you how to update your e-mail address.

The DA On-Line Guide for changing your password, using the forgotten password feature, and verifying/updating your email address, may be viewed by clicking on the following link.

[DA On-Line Guide - How to change and use forgotten password in DA On-Demand Tutorial – Forgotten Password](#)

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# Direct Access Self-Service

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## Introduction



DA Self-Service was designed for you to enter pay and personnel information directly into DA. Some of this data may be effective as soon as you complete the entries; other items will not take effect immediately and will be discussed later in this section.

In this section we will discuss a few most commonly used topics, including:

- Direct Deposit
  - Allotments
  - Home/Mailing Addresses
  - Thrift Savings Plan (TSP)
  - Annual Screening Questionnaire
  - E-Resume
- 

## Objective

The objective of this section is to help you understand your DA profile and enable you to confidently complete common pay and personnel transactions in DA.

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## References

- (a) [DA On-Line Guide](#)
  - (b) [Personnel and Pay Procedures Manual \(3PM\)](#)
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## Direct Deposit

This section provides guidance on direct deposit information. Before you attempt to change your direct deposit information, you need to verify that your current account information is contained in DA.

**If you attended CG Basic Training at Cape May, NJ your initial direct deposit account information was entered by TRACEN Cape May Servicing Personnel Office (SPO) directly into the pay system. Since DA was not used for this initial entry, you cannot use the Self-Service feature to update/correct information.**

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## Direct Access Self-Service, Continued

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### Direct Deposit (continued)

To view/verify your Direct Deposit data, you will need to navigate to the account information. Using the DA On-Line link, navigate to Self-Service for Member>Change Direct Deposit/Payment Option Election.

[DA On-Line Guide - Changing Direct Deposit](#)  
[On-Demand Tutorial – Direct Deposit](#)

If	Then
No direct deposit information (Blank)	You cannot enter initial account data and you will need to provide your SPO with the account information for entry into DA.
Current Account Recorded	You can use DA Self-Service procedures to update/correct your Direct Deposit account information.

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### Allotments



**As a Reservist, you must have 140 consecutive days or more of Active Duty to take advantage of the allotment payroll deductions from your monthly pay.**

DA Self-Service allows you to start, stop, and change your allotments using DA Self-Service. Allotments can be used for savings, loans, insurance, U.S. Savings Bonds, charities, support of dependents, education, CG Association dues, and any other legal purposes.

The most common issue for Reservists is their inability to start an allotment. This occurs when DA isn't correctly identifying you as being on active duty for the minimum required period of time.

When you are under Active Duty Orders, sometimes the system does not accurately update your CG Duty Row. If you are on active duty greater than the period described above and are unable to start an allotment, you need to contact PPC to have DA updated to allow allotments to process.

**You are strongly encouraged to review the following link to the DA On-Line Guide before you engage in any allotment transactions.**

[DA On-Line Guide - Allotments and Bonds Overview](#)  
[On-Demand Tutorial - Allotment](#)

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## Direct Access Self-Service, Continued

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### Home/Mailing Addresses



It is very important to keep your address updated in DA. The home address can be any address you want to enter, but **the mailing address is where the Leave and Earning Statement (LES), your Annual Reserve Retirement Point Statement and the W-2 form will be mailed.** When changing your address, you can select the date the address change will become effective.

The DA On-Line guide provides you with complete procedures to change your home and mailing addresses.

[DA On-Line Guide - Home/Mailing Address Change](#)  
[On-Demand Tutorial – Home/Mailing Address Change](#)

**Note: The address changes entered into DA are not provided to the government charge card providers. You will need to contact them directly to notify them of your address change.**

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### Thrift Savings Plan



This section provides the procedure for changing the percentage of your contribution to the Thrift Savings Plan (TSP) from your base pay, incentive pay, special pay and bonuses.

For complete details concerning the TSP program visit the TSP web site at: <http://www.tsp.gov/>.

**You may not start a new TSP contribution, or terminate your TSP contribution using Self-Service.** If you want to enroll, or disenroll from TSP, you need to complete Form TSP-U-1 and fax it to the Pay & Personnel Center (MAS-TSP) at (785)339-3760. Or you can mail the form to:

Commanding Officer (MAS-TSP)  
Coast Guard Pay & Personnel Center  
444 SE Quincy Street  
Topeka, KS 66683-3591

Only one change per plan type (basic pay, incentive pay, special pay and bonus) per month using self-service is permitted. If you need to submit subsequent changes in the same month, you must submit [Form TSP-U-1](#) to PPC (MAS) to be entered into the system.

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## Direct Access Self-Service, Continued

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### Thrift Savings Plan

(continued)

There are two basic rules to remember:

- Changes to your TSP account will be effective on the first day of the month following your election.
- TSP deductions are made when pay is earned and recorded on your monthly LES.

**Caution: Reservists not on active duty should not elect a 100% TSP contribution** because your monthly drill pay earned would not leave any funds available for payments of other monthly deductions or debts such as:

- TSP Loans
- SGLI/FSGLI elections
- Dependent Dental Plan
- Travel debts

**A 100% election may cause you to incur an in-service debt and possibly lead to termination of your TSP election.**

[DA On-Line Guide - TSP](#)  
[On-Demand Tutorial - TSP](#)

### TSP Catch-up

Members age 50 and over, or who will reach age 50 on or prior to 31 December of the current tax year, are eligible to invest an additional \$5,500 into TSP under the TSP catch-up program. Catch-up contributions are made in whole dollar amounts and are not based on a percentage of pay.

These contributions cannot be made using Self-Service. An election form [TSP-U-1-C Form](#) must be completed and forwarded to PPC(MAS) for processing at:

Commanding Officer (MAS-TSP)  
Coast Guard Pay & Personnel Center  
444 SE Quincy Street  
Topeka, KS 66683-3591

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## Direct Access Self-Service, Continued

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### Annual Screening Questionnaire



Federal law requires all Ready Reservists (Selected Reservists (SELRES) and Individual Ready Reservists (IRR)) to be regularly screened to ensure availability and fitness for duty if mobilized, and submit updated information.

Some important information concerning the ASQ:

- Required to be submitted annually between August 1<sup>st</sup> and October 31<sup>st</sup>.
- If you are currently serving on long term ADOS-AC (formerly ADSW-AC), (140 days or greater) or EAD orders, you do not have to complete the ASQ until you are released from active duty (RELAD).
- Once you complete and save your ASQ, it cannot be viewed/reviewed in DA.
- An ASQ can be submitted at any time. If you are unsure as to the last time you submitted an ASQ, submit a new entry. A subsequently submitted ASQ will override any entries previously submitted in DA.

Follow the procedures outlined in the DA On-Line Guide for procedures to complete and submit your ASQ.

[DA On-Line Guide - Annual Screening Questionnaire](#)  
[On-Demand Tutorial - ASQ](#)

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## Direct Access Self-Service, Continued

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### E-Resume



This section provides guidance on the preparation and submission of a new E-Resume into DA.

Centralized Assignment Control (CAC) is coming! The current implementation plan is for ALL Reservists to submit requests for PCS reassignment beginning 1 January 2010, to PSC (CGPC-RPM).

The E-resume will be the primary tool to communicate to your assignment officer.

The DA on-line guide provides you with complete instructions to create and submit your E-Resume.

[DA On-Line Guide - E-Resume](#)  
[On-Demand Tutorial – E-Resume](#)

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# Reserve Retirement Point Statements

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## Introduction

The Reserve Retirement Point Statement is one of the most important documents for a reservist. The statement is produced annually and mailed to your home mailing address identified in DA. The statement lists all points earned that have been entered into DA during each Anniversary Year (AY).

The final entry on your statement, **Total Satisfactory Years of Service**, is a cumulative total of your creditable time towards earning Reserve Retirement eligibility. The total creditable points are very important as your Reserve Retired Pay is calculated based on your total points earned throughout your career.

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## Objective

This section will provide you with the knowledge and ability to read and understand your Reserve Point Statement and where and how to submit corrections.

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## References

(a) [Reserve Policy Manual, COMDINST M1001.28](#)

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## Where is my Point Statement?



Your Reserve Retirement Point Statement is created and mailed annually within 3 months of completion of each Anniversary Year (AY). For example: If your AY is 9/12, then the point statement will be created and mailed after the December end-month compute cycle.

It is very important to keep your mailing address updated in DA to ensure you receive your annual statement. Since the LES is mailed to your mailing address, you can verify this address every month.

If...	Then...
The address is correct	Your point statement should arrive at your home within 90 days upon completion of your AY.
The address is incorrect	Then you need to correct your LES mailing address by following the procedures outlined in the <a href="#">DA Self-Service Home/Mailing Address</a> section previously discussed in this course.

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## Fiscal Year (FY) vs. Anniversary Year (AY)

A fiscal year begins on 1 October and ends 30 September. The 48 drills maximum for creditable service must be completed during this time.

The Anniversary Year is the 365 or 366 (Leap Year) day period starting from your original date of entry into the military, as long as there was no break in service. The minimum 50 creditable points to qualify for a satisfactory year is based on your anniversary year.

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## Reserve Retirement Point Statements, Continued

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### Creditable Points



You should review the contents of Chapter 8 of the Reserve Policy Manual for complete information on earning and receiving credit for reserve retirement points.

You must earn a minimum of 50 reserve retirement points each full AY for it to be considered a satisfactory year of service that is creditable towards earning a reserve retirement. You must accumulate 20 satisfactory years of service for reserve retirement eligibility.

Creditable retirement points are earned in the following way:

- 15 points per year for reserve membership (does not include Inactive Ready Reserve (IRR)).
- 1 point for each day of active duty performed.
- 1 point for each IDT drill, RMP (Readiness Management Period) or FHD (Funeral Honors Duty).
- Points for Correspondence Course completion. You may earn creditable points for Coast Guard and Non-Coast Guard (i.e. U.S. Navy courses).

CG Correspondence Courses - Retirement point credits are automatically entered into DA by the CG Institute. Complete provisions of creditable correspondence point credit may be found in Chapter 8-C-9 of the Reserve Policy Manual. You may view the current listing of CG correspondence points and the retirement point credits at: [CG Correspondence Course Retirement Point Credit](#).

Non-CG Correspondence Courses - If you complete a non-CG correspondence course as a CG Reservist during your current AY, you should submit a copy of the course completion letter (which will include the number of creditable reserve retirement points) to your SPO to be entered into DA. A list of authorized courses can be found in [Volume 7, Chapter 8 of the DA SPO Manual](#). For courses that are not on this list, or if they were completed during any other time (other than your current AY), you will need to submit a Customer Care Help Request to PPC and attach the documentation of completion to your request as a .pdf or word document. Copies of Certificates of Completion do not usually state the retirement points associated with the course. You must forward documentation that clearly identifies the course completed and the number of reserve retirement points associated with the course.

**Important Note:** The CG Reserve Policy Manual Chapter 8.C states that no retirement points will be credited for any courses completed while you are on active duty or on an inactive status list. Active duty is defined as: ADT, IADT, ADT-AT, ADT-OTD, ADOT, ADOS-AC, ADOS-RC, EAD, RPA, ADHC, or Involuntary Recall.

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## Reserve Retirement Point Statements, Continued

### Maximum Points



The maximum number of Reserve points that may be earned for retirement purposes in any AY are based on:

- IDT Drills
- Readiness Management Periods (RMP)
- Correspondence Course Points
- Membership Points (15 max per AY)

Maximum reserve points breakdown by date:

Max Pts	Beginning on or After	Ending Prior to
130	10/30/07	Present
90	10/30/00	10/30/07
75	9/23/96	10/30/00
60	Any Previous AY	9/23/96

The maximum number of IDT Drills for Pay is 48 (with the exception of members assigned to deployable units, such as PSUs, who are authorized 60 drills for pay per fiscal year).

Here are two examples to help interpret these rules:

#### Example 1

Corresp Courses	Drill Duty	Membership	Sub Total	Adjusted Total
36	48	15	99	99

Since the total points did not exceed the 130 maximum, you would be credited all 99 points earned during this AY. You are now authorized to add any Funeral Duty and Active Duty/ADT points you have earned in the same AY. We can now add:

- 2 RMP's
- 12 ADT days

You would now be credited with 113 Total Reserve Retirement Points earned for your AY.

#### Example 2 (AY between 10/30/00-10/29/07)

Corresp Courses	Drill Duty	Membership	Sub Total	Adjusted Total
36	52	15	103	90

In this example, you exceed the maximum 90 total points allowed for retirement and would receive credit for 90 total adjusted points vs 103. The second point in this example is that you only received pay for 48 of the 52 drills performed, which means 4 drills were performed without pay.

The maximum Total Creditable Reserve Retirement Points (all categories) can not exceed 365 (366 points during Leap Year) points in any full AY.

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## Reserve Retirement Point Statements, Continued

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### Reading / understanding point statements



This section discusses the issuance, importance and how to review/validate your Annual Reserve Retirement Point Statement.

A Reserve Retirement Point Statement is created and mailed by PPC approximately three months following the end of each AY. It documents the number of points earned during the last AY, and the cumulative total of your complete military career.

The point statement is one of the most important documents for a reservist. You should review and validate your statement each year upon receipt. **The best time to ensure you receive all your retirement points is upon receipt of the statement, rather than waiting until you are planning retirement.**

The point statement breaks down all retirement points earned into several sections:

- Correspondence Course Points
- Drill Duty (IDT's)
- Membership Points
- Sub and Adjusted Totals
- Funeral Duty
- Active Duty
- Total

The first section of the statement contains important general identification and career information. You should verify that all identifying information is correct and immediately report any discrepancies to your command.

U. S. COAST GUARD RESERVE  
RETIREMENT POINT STATEMENT

09/12/2008

EMPLID:	1234567	BIRTH DATE:	10/03/1967
SSN:	123-45-6789	PAY BASE DATE:	05/08/1991
RANK:	PSC	ANNIVERSARY DATE:	01/14
PERMANENT UNIT:	53-47400	20 YEAR LETTER DATE:	
REPORTING UNIT:	53-47400		

JOHNNY T. SAILOR  
11111 MOCKINGBIRD LANE  
TOPEKA, KS 66683-1111

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## Reserve Retirement Point Statements, Continued

**Reading /  
understanding  
point  
statements  
(continued)**

The second section identifies all IDT's and ADT's performed during your current AY. This is the best time to validate the information because it lists the actual date your duty was performed and the total points earned for the AY.

RECORD OF DUTY PERFORMED FROM 01/14/2007 THRU 01/13/2008											
			PTS	DUTY	PAY				PTS	DUTY	PAY
01/13/2008 - 01/13/2008	2	IDT	YES	06/08/2007 - 06/08/2007	2	IDT	YES				
01/12/2008 - 01/12/2008	2	IDT	YES	05/20/2007 - 05/20/2007	2	IDT	YES				
01/11/2008 - 01/11/2008	2	IDT	YES	05/19/2007 - 05/19/2007	2	IDT	YES				
12/09/2007 - 12/09/2007	2	IDT	YES	05/18/2007 - 05/18/2007	2	IDT	YES				
12/08/2007 - 12/08/2007	2	IDT	YES	04/22/2007 - 04/22/2007	2	IDT	YES				
12/07/2007 - 12/07/2007	2	IDT	YES	04/21/2007 - 04/21/2007	2	IDT	YES				
11/03/2007 - 11/16/2007	14	AT	YES	04/20/2007 - 04/20/2007	2	IDT	YES				
10/21/2007 - 10/21/2007	2	IDT	YES	03/18/2007 - 03/18/2007	2	IDT	YES				
10/20/2007 - 10/20/2007	2	IDT	YES	03/17/2007 - 03/17/2007	2	IDT	YES				
10/19/2007 - 10/19/2007	2	IDT	YES	03/16/2007 - 03/16/2007	2	IDT	YES				
09/16/2007 - 09/16/2007	2	IDT	YES	02/11/2007 - 02/11/2007	2	IDT	YES				
09/15/2007 - 09/15/2007	2	IDT	YES	02/10/2007 - 02/10/2007	2	IDT	YES				
09/14/2007 - 09/14/2007	2	IDT	YES	02/09/2007 - 02/09/2007	2	IDT	YES				
07/07/2007 - 07/21/2007	15	AT	YES	01/21/2007 - 01/21/2007	2	IDT	YES				
06/10/2007 - 06/10/2007	2	IDT	YES	01/20/2007 - 01/20/2007	2	IDT	YES				
06/09/2007 - 06/09/2007	2	IDT	YES	01/19/2007 - 01/19/2007	2	IDT	YES				
DRILL POINTS: AT=29 IDT=60											
-----											
NO CORRESPONDENCE COURSES COMPLETED FROM 01/14/2007 THRU 01/13/2008											
POINTS EARNED FROM 01/14/2007 THRU 01/13/2008											
DRILL POINTS:	60	FUNERAL DUTY POINTS:	0								
CORRESPONDENCE COURSE POINTS:	0	INACTIVE DUTY ADJUSTED POINTS:	75								
MEMBERSHIP POINTS:	15	ACTIVE DUTY POINTS:	29								
	---		---								
INACTIVE DUTY POINTS:	75	TOTAL POINTS THIS PERIOD:	104								

*Continued on next page*

## Reserve Retirement Point Statements, Continued

**Reading /  
understanding  
point statements  
(continued)**

The final section is where your cumulative totals of each prior AY are recorded. The AY's are grouped into individual military branches (i.e., CG Reserve, CG Active Duty, USN Reserve, USN Active Duty).

***** SUMMARY OF POINTS *****										
	CORRESP COURSES	DRILL DUTY	MEMBER SHIP	SUB TOT	ADJ TOT	FUNERAL DUTY	ACDU /ADT	TOTAL		
COAST GUARD RESERVE										
01/14/2007 - 01/13/2008	0	60	15	75	75	0	29	104		
01/14/2006 - 01/13/2007	0	60	15	75	75	0	15	90		
01/14/2005 - 01/13/2006	0	54	15	69	69	0	20	89		
01/14/2004 - 01/13/2005	0	50	15	65	65	0	100	165		
01/14/2003 - 01/13/2004	0	24	15	39	39	0	203	242		
01/14/2002 - 01/13/2003	0	65	15	80	80	0	14	94		
01/14/2001 - 01/13/2002	0	59	15	74	74	0	13	87		
01/14/2000 - 01/13/2001	8	40	15	63	63	0	16	79		
01/14/1999 - 01/13/2000	0	57	15	72	72	0	13	85		
U.S. ARMY RESERVE										
04/18/1994 - 08/30/1994	0	0	6	6	6	0	0	6		
12/29/1993 - 04/17/1994	0	0	5	5	5	0	0	5		
12/29/1992 - 12/28/1993	0	0	15	15	15	0	0	15		
U.S. ARMY										
08/12/1986 - 12/28/1992	0	0	0	0	0	0	2331	2331		
U.S. ARMY RESERVE										
04/18/1986 - 08/11/1986	0	0	5	5	5	0	0	5		
TOTAL SATISFACTORY SERVICE:		15 YEARS, 04 MONTHS, 17 DAYS.					3,397 POINTS.			

**Retired Pay  
Multiplier  
Equation**

**Total credited Retirement Points ÷ 360 x 2.5% = Retired Pay Multiplier**

**EXAMPLE:**

$$6,751 \div 360 = 18.752, \text{ or } 18.75$$

$$18.75 \times 2.5\% (.025) = .46875, \text{ or } .4688$$

**RETIRED PAY MULTIPLIER = 46.88%**

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## Reserve Retirement Point Statements, Continued

### Verifying your Points Statement

If you have any prior military service not identified in this section of your point statement, you should immediately report the discrepancy to your command and be ready to provide any documentation of that service. Without official documentation, your prior service may not be credited. Some examples of official documentation are:

- DD214's for any Active Duty performed
- Prior Service Retirement Point Statements
- NGB-22's from the National Guard

The Total Satisfactory Service is the key to your retirement eligibility. It should accurately total all of your AY's of creditable service. When the total service reaches 19 years and 06 months, PPC (RAS) will forward a letter to your mailing address stating that you are approaching 20 years of creditable reserve service and will identify the date you will be eligible for retirement. Until the total years of service reaches 19 06 00, the system will not correctly identify your pending retirement eligibility.

Your Total Points is the sum of ALL creditable reserve retirement points earned during your military career and is used in the formula to calculate your reserve retired pay. If you are missing any points not documented on your point statement, your retirement will be less than you have earned and are entitled.

Complete details on crediting prior military service are outlined on the [PPC \(SES\)](#) web site.

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### Corrections



Any reserve duty performed with or without pay can be verified by reviewing your monthly LES. Duty performed with pay will be documented in the Entitlements section of your LES, as well as the Remarks, identifying the inclusive dates the IDT or ADT was performed. Non pay duty will be reflected in the Remarks section of the LES.

If you are missing any reserve duty, your SPO should be the first point of contact to verify if documentation has been submitted into DA.

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## Reserve Retirement Point Statements, Continued

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### Corrections (continued)

#### **Correspondence Course Points:**

- Coast Guard correspondence course retirement points are automatically entered into DA by the CG Institute. If you are not credited with course retirement points, you should contact the CG Institute. Your unit Educational Services Officer (ESO) will have contact information.
- Non-Coast Guard correspondence course point corrections are forwarded to PPC (SES) for entry into DA. You will need an official course completion letter or other documents displaying a completion date, along with the amount of retirement points it is worth.

**Prior Military Service:** All corrections to prior military service must be submitted to PPC (SES). Copies of Official documentation of prior service must be forwarded for correction. Some examples of documentation include:

- DD214's for any Active Duty performed
- Prior Service Retirement Point Statements
- NGB-22's (National Guard)

Requests for corrections should be forwarded via your command to:

Commanding Officer (SES)  
Coast Guard Pay & Personnel Center  
444 SE Quincy Street  
Topeka, KS 66683-3591

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# Requesting Reserve Orders

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## Introduction

DA provides you the ability to request several types of Reserve orders using the DA Self-Service procedures. Self-Service may be used for requesting:



- Inactive Duty for Training (IDT) including;
    - Regular Drills
    - Readiness Management Period (RMP)
    - Funeral Honors Duty (FHD)
  - All Active Duty (AD) including;
    - Active Duty for Training (ADT)
    - Active Duty Operational Support (ADOS)
    - Voluntary Title 10
- 

## Objective

This section will provide you the knowledge and skills for requesting Reserve orders using DA Self-Service.

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## How to submit request for orders

The procedures for requesting IDT or AD orders are completed in separate sections within Self-Service. The IDT's shall be scheduled prior to the requested drilling date, as per ALCOAST 462/07.

After you have completed and saved the request, it will be forwarded to the person you selected in the final step of the request and they will be notified via email, that you have submitted a request for reserve orders. It will also appear in their DA Worklist.

You can also check the status of your request after submission.

To request orders using DA Self-Service, click on the following link for appropriate guidance:

- IDT orders –
  - [DA On-Line Guide - Scheduling IDT's](#)
  - [On-Demand Tutorial – Scheduling IDT \(Self-Service\)](#)
- AD orders –
  - [DA On-Line Guide - Requesting AD Orders \(Self-Service\)](#)
  - [On-Demand Tutorial – Requesting AD Orders](#)

**Note:** Non-consecutive ADT is authorized, however non-consecutive orders are no longer supported. Submit a new request for orders for each non-consecutive duty period.

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*Continued on next page*

## Requesting Reserve Orders, Continued

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**AD Orders/  
SELRES Billet**

When going on long-term AD orders away from your permanent SELRES unit, keep the line of communication open with your drilling unit to ensure the availability of your billet for when you are released from active duty.

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**Service  
Obligation**

Prior to approval of any request for active duty orders, you will be required to either voluntarily extend or reenlist to have sufficient obligated service.

---

**Point Statement  
Updates**

You should maintain a record of any reserve duty you perform during each AY. The [Reserve Retirement Point Statement](#) section previously outlined the crediting your retirement points. When you receive your annual point statement, you should verify that any reserve duty performed during the AY was accurately recorded.

---

# Leave and Earnings Statements (LES)

**Introduction** The LES contains a monthly accounting of your leave and earnings. This information originates from pay and personnel documents submitted by you, your unit administrative staff, your SPO, and from automatic system updates.

---

**Objective** The objective is to provide you with basic information and understanding of your Leave and Earnings Statement (LES), and how to submit corrections.

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**References**

- (a) [Personnel Pay and Procedures Manual, PPCINST M1000.2A](#)
- (b) [CG Reserve Policy Manual COMDTINST M1001.28A](#)
- (c) [CG Pay Manual, COMDTINST M7220.29](#)

---

**Where is my LES?** A monthly LES is created and mailed to your mailing address identified in DA when:



- You perform any CG duty when pay and/or allowances are paid (except Extended Active Duty (EAD)).
- Any changes/updates are made to the LES information.
- You have monthly deductions for participation in SGLI/FSGLI.
- Any system updates are completed by PPC.

If you are not receiving your monthly LES, verify your mailing address following the procedures outlined in the **DA Self-Service Home/Mailing Address** section previously discussed in this course.

Your current and previous LES's can also be viewed in Direct Access at the following path: [Home>Self-Service>Employee>View>View Paycheck](#).

If you are serving on Extended Active Duty (EAD), your LES is forwarded to your active duty unit.

**Remember, you are responsible for reviewing your LES to ensure the accuracy of the information and to advise your command of any discrepancies.**

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*Continued on next page*

## Leave and Earnings Statements (LES), Continued

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**Reading the LES** A complete itemized description of your LES can be found in Appendix F of the Pay Personnel and Procedures Manual titled, You and Your LES at:

[Personnel Pay and Procedures Manual \(3PM\)](#)

**It is very important for you to review and validate your monthly LES. As a Reservist, your LES serves two important purposes.**

- Documents all pay and allowances credited for reserve duties you perform; and
  - Serves as confirmation by documenting your reserve retirement points earned.
- 

### Verification of your LES

There are a few entries in specific sections of the LES that will be discussed in this section.



- Active Duty Base Date (ADBD)
  - Pay Entry Base Date (PEBD)
  - Leave
  - Entitlements
  - Deductions
  - Remarks
- 

*Continued on next page*



# Leave and Earnings Statements (LES), Continued

CG-5209 (REV 4-91) U.S. COAST GUARD ID: K1B8CBX K1B4824D  
 LEAVE AND EARNINGS STATEMENT FOR: SAILOR /RA

PERIOD COVERED SSN PEBD ADBD EX AD TERM EX LOSS DT  
 01-31 AUG 08 123-45-6789 84-06-27 00-00-00 03-09-30 14-05-04

NET PAY	PAY SENT TO	LEAVE INFORMATION						
MID 0.00	ACCT DIRECT	BEGIN	EARN	USED	SOLD	BAL	LOST	SOLD
EOM 359.81	ROUTE NBR: DEPOSIT /	.0	.0	.0	.0	.0	.0	49.0

TRA/PAY PAYGRADE	NAME/MAILING ADDRESS	NEXT MONTH PAY
A E-7	PSC JOHNNY T. SAILOR	PERIOD ESTIMATES
COST CODE: 47400	11111 MOCKINGBIRD LANE	DATE AMOUNT
PERSRU 53-47400-00	TOPEKA KS 66683-1111	08-09-15 .00
UNIT: 53-47400		08-10-01 .00

PAY BREAKDOWN						
BALANCE FWD	ENTITLEMENT	ALLOTMENT	DEDUCTION	NET EARN	AMT C/FWD	
.00	459.44	.00	99.63	359.81	.00	

STATE TAX INFORMATION				FICA INFORMATION		
INCOME YTD	W/H YTD	EXEMPT	STATE	CUR WAGES	WAGES YTD	TAX YTD
5081.17	204.47	1-00	KS	432.44	5081.17	388.71

FEDERAL INCOME TAX INFORMATION					
TAX INCOME	INC YTD	W/H YTD	ALLOW	ADD'L W/H	
432.44	5081.17	393.27	S00	0.00	

ENTITLEMENTS		ALLOTMENTS	DEDUCTIONS	
IDT DRILL	216.22		FEDERAL TAX	21.16
IDT DRILL	216.22		FICA TAX	33.08
RESERVE CMA	9.58		STATE TAX	16.39
RESERVE CMA	9.58		SGLI	29.00
IDT COMRATS	3.92			
IDT COMRATS	3.92			
TOTALS	459.44	.00		99.63

\* THIS LES REFLECTS TRANSACTIONS PROCESSED AS OF 20AUG08.  
 \* 00 0 DAYS LEAVE EARNED AND 00 0 DAYS LEAVE USED TO DATE IN FY08.

- \* MULTIPLE DRILL PAY FOR 16AUG08.
- \* MULTIPLE DRILL PAY FOR 17AUG08.
- \* IDT COMRATS STARTED 16AUG08.
- \* IDT COMRATS STOPPED 16AUG08.
- \* IDT COMRATS STARTED 17AUG08.
- \* IDT COMRATS STOPPED 17AUG08.
- \* 040 IDT PAID DRILLS COMPLETED TO DATE IN FY08.
- \* 000 IDT NON PAID DRILLS COMPLETED TO DATE IN FY08.
- \* TOTAL CURRENT ANNIVERSARY YR POINTS 21 IDT 14
- REG AD 0 RSV AD 0 FHD 0
- RMP 2 MBR 5 CORR 0

\* PLEASE SEE CH 8 SEC C OF THE RESERVE POLICY MANUAL M1001.28A.

Continued on next page

## Leave and Earnings Statements (LES), Continued

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### Net Pay and Net Earnings

The Net Pay represents the amount processed for payment (your actual deposit amount) for your mid-month and end month paychecks. These two amounts combined equal the Net Earnings amount.

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### Next Month Pay Period Estimates

Taking the information available in the pay system, your next month's paychecks are projected. Keep in mind that they are only estimates and are subject to change.

### Pay Entry Base Date

The PEBD is defined as the actual or constructive date (adjusted for non-consecutive prior military service) of original entry into military service on active or inactive duty. **This date is very important. It is used to determine longevity pay increases in basic pay.**

---

### Active Duty Base Date

The ADBD is defined as the actual or constructive date (adjusted for non-consecutive prior active duty) you entered on active duty in the armed forces.

The ADBD is used to calculate when you would be eligible for active duty retirement. Unless you are currently serving on active duty, this entry may be one of several different dates.

As a Reservist, your retirement eligibility is dependent on completion of 20 qualifying years of Satisfactory Service as defined in Article 8-C-3 of Reference (c).

A Statement of Creditable Service (SOCS) is required if you have prior military service. Requests are to be submitted to PPC (SES). Completion of a SOCS will update your ADBD to zeroes.

---

### Leave

When you perform any period of active duty of 30 or more consecutive days, you earn leave at the rate of 2.5 days per month.

At the completion of your active duty you must either use the leave earned during the period or sell it upon RELAD. If you do not use or sell the leave, the balance at the end of your active duty is lost. There are exceptions where leave may be carried forward when performing back-to-back AD with no break in service. Complete details for carrying forward leave are found in the Reserve Policy Manual.

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*Continued on next page*

## Leave and Earnings Statements (LES), Continued

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- Leave** (continued) You cannot sell more than 60 days in your military career with the following exceptions:
- Leave earned on active duty served in support of a national defense contingency operation (Title 10 recall).
  - Leave earned on consecutive active duty periods (other than in support of a national defense contingency operation), the total of which is not in excess of 365 days combined.

**Note:** If you were released from active duty, without immediate reentry onto active duty within 24 hours, you are not allowed to carry a leave balance forward for payment at a later time.

Any leave you choose to sell at the end of your active duty period will be reflected on your final LES.

---

**Entitlements** The entitlements section identifies all pay and allowances paid during the period. For example, each IDT pay will be identified individually for each day of IDT performed. You should also see any other entitlements due, each individually identified for the number of drills performed.

---

**Deductions** The deductions section identifies all tax withheld as well as any deductions for SGLI/FSGLI, overpayments, service debts, etc.

**SGLI/FSGLI** – If you have elected SGLI/FSGLI and you do not perform any reserve duty for premiums to be deducted, a debt to the government will be initiated for a maximum of 5 months before it will be cancelled. Once cancelled, you will still be liable for the 5 months of premiums and will be required to reelect coverage.

**Combat SGLI** – If you are currently serving in a combat zone, your premiums are paid for you. If you are not currently enrolled in SGLI, your SGLI enrollment will automatically begin once you report to the combat zone.

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**Remarks** Any reserve service performed during the month will be identified with specific inclusive dates for pay in the entitlement section. Any **new** entry on the LES will generate a remark.

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## Leave and Earnings Statements (LES), Continued

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### Corrections



In accordance with Appendix F of Reference (b), you are responsible for the accuracy of payments made on the LES. As such, any discrepancies should immediately be brought to the attention of your command and/or SPO for correction.

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# Selected Reserve (SELRES) Enlisted Bonus Programs

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## Introduction

SELRES Enlisted Bonus Programs (SEBP) are incentives to encourage the recruitment, proficiency and retention of individuals in designated ratings or units in the SELRES. The Office of Commandant (CG-131) is the authority for eligibility and payments of any CG SELRES Bonuses.

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## Objective

The objective is to provide you with the basic knowledge and understanding of SELRES Bonuses currently available to reservists.

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## References

- (a) [Coast Guard Personnel Manual COMDTINST M1000.6 \(series\)](#)
  - (b) Title 37, U.S. Code
  - (c) [CG Personnel and Pay Procedures Manual PPCINST M1000.2](#)
- 

## Bonus Programs

There are several SELRES bonus programs.

Complete eligibility and recoupment details concerning all SEBP may be found in Chapter 3.E of Reference (a).



### • Affiliation Bonus Program

- Section 308e of Reference (b) authorizes a bonus for eligible personnel leaving active duty who affiliate with the Selective Reserve (SELRES) and meet specific eligibility requirements contained in Article 3.E.5 of Reference (a).

### • Enlistment Bonus Program

- Section 308c of Reference (b) authorizes a bonus to eligible personnel who enlist in the SELRES in ratings or units designated most critical (Level I) or critical (Level II), and meet specific eligibility requirements contained in Article 3.E.6 of Reference (a).

### • Prior Service Enlistment Bonus Program

- Section 308i of Reference (b) authorizes a bonus for eligible prior service personnel who enlist in the SELRES in ratings or units designated most critical (Level I) or critical (Level II), and meet specific eligibility requirements contained in Article 3.E.7 of Reference (a).

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*Continued on next page*

## Selected Reserve (SELRES) Enlisted Bonus Programs, Continued

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### Bonus Programs (continued)

- **Reenlistment/Extension Bonus Program**
    - Section 308b of Reference (b) authorizes a bonus for eligible personnel who reenlist or extend in the SELRES in ratings or units designated most critical (Level I) and critical (Level II), and meet specific eligibility requirements contained in Article 3.E.8 of Reference (a).
- 

### Bonus Payments



## Show me the Money!

PPC will process the bonus and payment will be made to your direct deposit account as outlined in Chapter 3.E of Reference (a) after:

- Eligibility has been determined
- You acknowledge/sign the required CG-3307 (Administrative Remarks) entry, and
- The SPO has faxed the signed CG-3307 to **PPC (MAS) at 785-339-3760** for processing.

If you do not receive your bonus payment, you should verify that the CG-3307 was submitted to your SPO and forwarded to PPC.

**You must submit a written request to PPC (MAS) via your chain of command for subsequent installments of the bonus. See Art 3-E-9 of reference (a).**

---

### Recoupment

When entitlement to an incentive is terminated, members shall receive no further bonus payments, except for service performed before the termination date. Unless otherwise noted, the effective date of termination is the date the disqualifying event or action occurs. Once terminated, any unearned bonus will be recouped. For more details, see chapter 3.E of reference (a).

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# Reserve Advancements

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## Introduction

This section provides you an overview of the Reserve Advancement process. The following topics will be discussed:



- Reserve Service-wide Examination (RSWE) Announcement
- Eligibility Requirements/Deadlines
- Personnel Data Extract (PDE)
- RSWE
- Eligibility List/Profile letters
- Advancement of prior Active Duty members
- Supplemental Advancements

**PPC (ADV) is the main point of contact for any questions concerning the RSWE process. Any inquiries can be sent to PPC-DG-ADV.**

---

## Objective

The objective is to provide you with an understanding of the Reserve Advancement process.

---

## Reference

- (a) [CG Reserve Policy Manual COMDTINST M1001.28A](#)
  - (b) [CG Personnel Manual COMDTINST M1000.6A](#)
- 

## RSWE Announcement

Each year an ALCGRSV will announce the RSWE cycle. This very important message identifies the requirements and responsibilities to participate in the October RSWE. This is the only announcement for the RSWE cycle and any changes or new requirements are announced in this ALCGRSV. **You should read this message in its entirety.**

All eligibility requirements to compete in the RSWE must be met by 1 July preceding the October exam. Some examples of eligibility requirement changes that are outlined in the ALCGRSV are:

- End of Course Test (EOCT) changes/waivers
- SWE waivers, and
- Correspondence Course requirements.



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## Reserve Advancements, Continued

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### Eligibility Requirements

Eligibility requirements are contained in Chapter 7-C of references (a), Chapter 5-C of reference (b), and the ALCGRSV. A link to the OCT08 RSWE announcement message ([ALCGRSV 014/09](#)), is provided as an example for review.

[CG Reserve Policy Manual COMDTINST M1001.28\(series\)](#)

[2009 Coast Guard General Message Archive](#)

PPC (ADV) has created a reference tool as a quick review of eligibility requirements in a single spreadsheet. **Remember, this is a tool and is not official policy.** You should review the actual policies and procedures outlined in the references.

[October 2008 PPC\(ADV\) SWE Eligibility Criteria](#)

---

### PDE's

The Personnel Data Extract (PDE) is created and forwarded by PPC (ADV).

The PDE extracts data from your DA record and determines eligibility for the RSWE. All the eligibility criteria and deadlines for the RSWE are outlined in the annual ALCGRSV. You should review your PDE immediately upon receipt and bring any discrepancies to the attention of your command. You can view your PDE in DA using Self-Service for Member at:

[DA On-line Guide - View My SWE PDE](#)



**Failure to review and correct your PDE could result in your ineligibility to participate in the RSWE or could incorrectly identify your final placement on the Reserve Advancement Eligibility List.**

**The key to receiving a RSWE is ensuring your DA on-line PDE identifies your status as “eligible” prior to the PDE correction deadline.**

---

### RSWE

Chapter 7-C of reference (a) identifies the RSWE shall be held each year on the third Saturday in October.

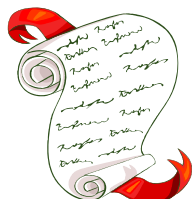
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## Reserve Advancements, Continued

### Profile Letter/ Eligibility List



The Profile Letter and the RSWE Eligibility List are created upon completion of the exam cycle. All creditable points are calculated into a final multiple which determines your placement on the RSWE Eligibility List, and the Profile Letter breaks down the final multiple into separate categories.

For further information concerning calculation of final multiple, refer to Article 5-C-3.b of Reference (b).

You can view your Profile Letter using DA Self-Service at:

[DA On-Line Guide - View SWE Profile Letter](#)

---

### USCG EXAM PROFILE LETTER FOR THE RESERVE FS1 OCT 2008 SWE

Rate, Name:	FS2 Coastie, Ina	EmplID:	1234567
Perm Unit	000450 CG PSC	OPFAC:	53 47400

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The profile below lists the section references, which show the exam section titles or the qualification sections for your rating in the COMDTINST M1414(series). The profile also gives your percentage of answers correct and your rank order among other candidates who took the same form of the exam. The total test percentage is not an average of the individual section percentages since the sections are unequal in length.

<u>SECTION TITLES OR QUAL REFERENCE</u>	<u>% ANSWERS CORRECT</u>
1 FOOD PREPARATION	30.56
2 INVENTORY, MANAGEMENT&TRAINING	60.00
3 PROCUREMENT, RECEIPT & STORAGE	28.57
4 SANITATION, SAFETY & EQUIPMENT	57.69
5 E-6 E-PME	44.00
TOTAL TEST	44.00%
	RANK 2 OF 5

---

The Final Multiple Points which will determine your placement on the eligibility list are:

SERVICEWIDE EXAM:	52.40	TIR PRESENT PAYGRADE:	10
PERFORMANCE FACTOR (MARKS) :	36.14	MEDALS/AWARDS:	5
TIME IN SERVICE:	9.17	CREDITABLE SEA POINTS:	N/A
		SURF DUTY POINTS:	N/A
TOTAL FINAL MULTIPLE	112.71		

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## Reserve Advancements, Continued

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### **Advancement of Prior Active Duty Members**

If you were previously placed on an Active Duty SWE Advancement Eligibility List to E-5 or E-6 within one year of separation, but were not advanced for any reason other than disciplinary, you may be advanced to E-5 or E-6 without competing in the Reserve SWE if you meet the requirements of Section 7-C of Reference (a).

---

### **Supplemental Advancements**

In addition to the RSWE process, you may be eligible for advancement via the CG Reserve Supplemental Advancement (RSA) process. Coast Guard Personnel Command (RPM) will announce annually via ALCOAST, all eligibility requirements and procedures for the RSA process. The current RSA procedures are contained in ALCOAST 054/08, and are provided for review:

[Coast Guard General Message Archive](#)

All eligibility requirements for advancement via the RSA process are the same as for the RSWE with the following exceptions:

- You may be placed on the RSA Eligibility List at any time upon completion of eligibility requirements, and
  - It requires your command to submit a request via Coast Guard Message System (CGMS) recommending your placement on RSA list.
-

# Release from Active Duty (RELAD)

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## Introduction



In this section we will discuss a few key issues when you are Released from Active Duty (RELAD).

When you are RELAD, you are being released back to your reserve status prior to active duty, usually back to the Selected Reserve (SELRES). Specific policies when a reservist would be RELAD are contained in Reference (a).

RELAD procedures are outlined in Reference (c) and the DA On-Line guide.

To ensure your transition from active duty, you will need to report your intentions by submitting a [CG PPC-2045](#) a minimum of 45 days prior to your expected RELAD date.

This section will discuss some key areas that affect Reservists upon RELAD, including:

- Leave
  - Final Pay, and
  - DD-214
- 

## Objective

The objective is to provide you with information in specific areas affecting reservists upon RELAD.

---

## References

- (a) [CG Reserve Policy Manual, COMDTINST M1000.28A](#)
  - (b) [CG Personnel Manual, COMDTINST M1000.6A](#)
  - (c) [Personnel Pay and Procedures Manual PPCINST M1000.2A](#)
- 

## Leave

Section 7-A-11 of Reference (b) provides that while performing any Active Duty for 30 consecutive days or more, you earn leave at the rate of 2.5 days per month.

At the completion of active duty when you accumulate earned leave, disposition of the leave must be reported to your SPO at least 45 days prior to the end of your orders.

**All earned leave must be either used or sold at the completion of your active duty period.**

**After 1OCT01, leave sold when mobilized under 10 U.S.C. 12302 or served on AD for more than 30 days but less than 366 days is not subject to the 60 day career maximum.**

[Coast Guard Personnel Manual COMDTINST M1000.6\(series\)](#)

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## Release from Active Duty (RELAD), Continued

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**Final Pay** To ensure you receive timely and accurate final pay, it is very important to report any changes in your orders. Any changes are to be submitted to your command and forwarded to your SPO at least 45 days prior to the end of your orders.

---

**DD-214** The DD-214 is one of the most important documents you receive as a military member. A DD-214 will be issued when:

Duty Performed	DD 214 will be issued
ADT ADOS Full-Time Training Duty	If the period of service was 90 days or more.
Ordered to AD <ul style="list-style-type: none"><li>• National Emergency declared by the President or Congress</li><li>• In time of war declared by Congress</li></ul>	Upon RELAD regardless of the length of AD.

**Note:** Any Reservist separated for cause or for physical disability, will be issued a DD214 regardless of the length of time served on AD.

You can obtain a copy of your DD-214 (or any other official military records) from the National Federal Records Center in St Louis, MO at [www.archives.gov](http://www.archives.gov).

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**DD-214 Corrections** If your DD 214 contains incorrect data, you should bring it to the attention of your command and submit documentation to CGPC (adm-3).

If approved, CGPC will issue a DD-215.

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# Wage and Tax Statement (IRS W-2)

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**Introduction** In this section we will discuss the process of forwarding your annual Wage and Tax Statement (IRS W-2) by PPC.

---

**Objective** The objective of this section is to inform you of Coast Guard processes and procedures for the IRS W-2.

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**References** (a) [PPC \(SES\)](#) web link  
(b) Request for duplicate W-2 - [W-2 request form](#)

---

**W-2 Process** The Wage and Tax Statement – IRS W-2 is prepared and mailed after the December end-month pay system compute cycle of each year, and forwarded to your mailing address identified on your LES.

To ensure you receive your W-2 at your mailing address, you should ensure that the address on your LES is correct and if necessary submit a correction to your mailing address outlined in **Home/Mailing Address** section of this course, prior to the December mid-month pay system compute cycle.



**Requesting Duplicate W-2** If you do not receive your W-2 after the initial mailing process, you may request a duplicate by completing and faxing a [W-2 request form](#) . Completely fill in the pertaining areas, and fax it to the U.S. Coast Guard Pay & Personnel Center (PPC) SES in Topeka at 785 339-3784.

---

**New W-2 Information** In mid-January 2009 we will **begin** loading IRS Form W-2 information into DA Self-Service for CG military personnel. The W-2 data is not an "electronic" W-2 that you can print and mail with your tax return. However, the W-2 data reflects the information on the paper W-2 that is mailed annually at the end of January. If you are an electronic filer, you can use the information on the DA Self Service W-2 data page to prepare and file your 2008 return. Earnings and withholding information from our pay system is transmitted to the IRS, but **we do not exchange W-2 data with any commercial software or tax preparation firms.**

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# Assistance

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## Introduction

Our goal was to provide you with clear, specific and relative information in this course. Our hope is that the course was beneficial for you and will be a useful reference throughout your CG Reserve career.

We are always seeking information from you to make this your course for information and solicit your comments and suggestions for improvements.

---

## Recommendations

If you would like to submit recommendations to the material of this course, please send them to us with a brief description of the topic and any specifics you would like to see included. You may submit your recommendations to:

- Commanding Officer (P&D)  
Coast Guard Pay & Personnel Center  
444 SE Quincy Street  
Topeka, KS 66683-3591
  - Email: PPC-PF-PD
- 

## Quick Reference Links



The following is a listing of web links that were referenced in this course:

- DA On-Line Guides - <http://www.uscg.mil/ppc/ps/>
  - On-Demand Self Service Tutorials - <http://www.uscg.mil/ppc/multimedia.asp>
  - PPC Topeka – <http://www.uscg.mil/ppc/>
  - Direct Access - <https://hr.direct-access.us>
  - CG Email (accessed from home with CAC card) – <https://cgwebmail.uscg.mil>
  - Coast Guard Reserves – <http://www.uscg.mil/reserve/>
  - CG PC(rpm) – <http://www.uscg.mil/hq/cgpc/rmp/rpmhome.htm>
  - CG Institute – <http://www.uscg.mil/hq/cgi/>
  - Thrift Savings Plan - [www.tsp.gov](http://www.tsp.gov), Start/Stop form - [Form TSP-U-1](#), Catch-Up Form - [Tsp-U-1-C](#), Designation of Beneficiary Form – [TSP-3](#)
  - National Military Records Center St. Louis - [www.archives.gov](http://www.archives.gov)
  - [National Guard - State Adjutant General Roster](#)
  - Request for Duplicate W-2 - [W-2 request form](#)
  - CG Correspondence Courses/Retirement Points - [www.uscg.mil/hq/cgi/downloads/reserve\\_points.pdf](http://www.uscg.mil/hq/cgi/downloads/reserve_points.pdf)
  - [CG Personnel Manual COMDTINST M1000.6A](#)
  - [CG Reserve Policy Manual COMDTINST M1001.28A](#)
  - [CG Personnel and Pay Procedures Manual PPCINST M1000.2A](#)
-