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FM COMCOGARD PSC WASHINGTON DC  
TO ALCGPSC

BT

UNCLAS

ALCGPSC 154/24

SUBJ: DIRECT ACCESS (DA) - YEAR END LIMITED AVAILABILITY

A. ALCOAST 426/24

1. As announced in reference (a), there will be no field access to DA from 0600 18 Dec 2024 until 0600 03 Jan 2025. Commands/SPOs will not have access to view data nor enter any pay and/or personnel actions during this period. System availability will be restored for all users at 0600 03 Jan 2025.

2. Transactions with an effective, start, or end date between 18 Dec 2024 and 02 Jan 2025 for accessions, separations, PCS, and reserve orders should be avoided. If unavoidable, the transactions will need to be entered after system availability has been restored and a trouble ticket must be submitted to PPC to have data corrected in DA.

3. All Reserve E8 evaluations shall be entered and finalized by COB 17 Dec 2024.

4. All leave with a start or end date through 03 Jan 2025 shall be approved by COB 17 Dec 2024.

5. Promotions and advancements with effective date of 01 Jan 2025 will be processed after system availability is restored 3 Jan 2025. Members should expect their 15 Jan 2025 pay to reflect entitlements earned beginning 1 Jan 2025 in their new pay grades.

6. Actions for a decedent affairs case shall be processed as normal. SPOs shall contact PPC Customer Care immediately to have the transaction entered in DA.

7. E-resumes and EERs cannot be submitted during the DA unavailability period.

8. Direct questions during this time to PPC Customer Care Branch (CCB) at 785-339-2200/toll free 1-866- 772-8724, via e-mail to [ppc-dg-customer-care@uscg.mil](mailto:ppc-dg-customer-care@uscg.mil) or by completing a trouble ticket at <https://www.dcms.uscg.mil/ppc/ccb/>.

9. RDML Z. Merchant, Commander, Personnel Service Center (CG-PSC), sends.

10. Internet release authorized.