

Chapter Overview

Introduction The objective of this chapter is to provide a concise, user friendly job aid for transferring personnel. This chapter provides checklists, guides, and information required to complete this task.

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Section Overview

Introduction This section will guide you through the Permanent Change of Station (PCS) process.

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Section A
PERMANENT CHANGE OF STATION

The PCS Transfer Process

Introduction The transfer process depends on communication between many participants. This process is broken down into stages identifying what needs to be completed and who is responsible.

Process This is the process. The SPO and unit are to build a relationship that ensures these items are completed using the most expeditious means possible.

Stage	Who Does It	What Happens
1	Member	Prepares E-Resume in Direct Access.
2	CG PERSCOM	Issues transfer order in Direct Access (Airport Terminal).
3	SPO	Notifies unit when order is received.
4	Member/Unit	Completes forms and worksheets for PCS departure, request for advance of travel funds, obligated service, passports, etc.
5	Member/Unit	If Official Passport is required, follow instructions in ALCOAST 113/07
6	SPO	Approves and prints Direct Access orders.
7	PAO/PSC (tvl)	If requested, will process travel advances.
8	TO (TOPS site)	Counsels member and arranges shipment of HHG.
9	Unit	Endorses order upon departure. Ensures that member checks-out with ESU/ESD for transfer of CGSWSIII account. Ensures member's, and dependents ID cards are up-to-date.
10	SPO	Approves and transmits PCS Departing Transactions.
11	Member	Reports to new unit, prepares forms and worksheets for PCS reporting, travel claim(s), housing allowances, etc. <ul style="list-style-type: none"> • Updates information (e.g. email address, home and mailing addresses, Emergency Contacts, etc.) in Direct Access. • Updates information (e.g. email address, home and unit addresses, default AO, etc.) in T-PAX. Note: Do not submit final travel claim until all member/dependent travel is completed, when and advance of funds of taken.
12	New Unit	<ul style="list-style-type: none"> • Endorses order with date and time reported and messing status (e.g. ENL BAS, ENL BAS MINUS DISC MEAL RATE). • Forwards the reviewed and signed approved travel claim(s) with original order/s to PSC (tvl). • Forwards worksheets to SPO w/ copy of the endorsed order.
13	SPO	Completes PCS Reporting Transactions.
14	PSC (tvl)	Processes travel claim(s).

Section A
PERMANENT CHANGE OF STATION

PCS Departing Checklist

Introduction This checklist is provided as a job aid to assist the member, unit and SPO in completing all necessary tasks required for departing PCS. Use this checklist in conjunction with the Overseas Transfer Checklist (see page 2-A-6) for members transferring OUTCONUS.

Checklist Follow these steps when a member receives a PCS transfer order.

Step	Action	Reference	Date
1	Ensure member is eligible for transfer.	PERSMAN, 4-B	
	Ensure member meets weight standards	Weight and Physical Fitness Standards, COMDTINST 1020.8(series)	
	Ensure member meets obligated service requirements for transfer. Complete CG PSC-2045 , Career Intentions Worksheet and forward to SPO if member needs to extend enlistment	PERSMAN, 4-B-6	
	Counsel member on SRB entitlement if additional obligated service is required.	PERSMAN, 3-C	
2	Complete member screening for assignment to semi-isolated units (if applicable) and administrative assignments.	PERSMAN, 4-E	
3	Complete Coast Guard Sponsor Notification (CG-6058), and send it to the member's destination unit to arrange for sponsor services.	PERSMAN, 4-A-15.b.7	
4	Counsel member on PCS travel entitlements, and complete PCS Entitlements Worksheet (CG PSC-2003). Note: Per ALCOAST 514/05 ferry tickets for transfers to and from Alaska and airline tickets for travel to or from OUTCONUS <u>shall be charged against a GTA account</u> and not the member's individually billed government travel charge card. All other airline tickets for PCS travel may be charged against a GTA account or the member's individually billed account.	CGS-JFTR, Chapter 5	
5	Verify member's entitlement to FSH and/or FSA-R and BAH allowances. <ul style="list-style-type: none"> Complete Basic Allowance for Housing Rate Protection Worksheet (CG PSC-2025A) if member is eligible for, and desires to apply for, BAH Rate Protection. Forward completed worksheet to COMDT (CG-1222 for approval). 	PAYMAN, 3-F	
6	Complete PCS Departing Worksheet (CG PSC-2000), and, if applicable, a PCS/TEMDUINS to "A" school worksheet (CG PSC-2001). Forward to SPO for data entry.		

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PCS Departing Checklist, Continued

Checklist (continued)

Step	Action	Reference	Date
7	Ensure Common Access card for member and ID cards for dependents are valid (Note: Ensure member knows his/her PIN number).	ID CARD INST	
	Verify that member's dependents are enrolled in DEERS and instruct member on procedure for reporting change of address to DEERS.	PPPM, 5-B-17	
8	Ensure member has an appointment scheduled with transportation office (TOPS site) to arrange shipment of HHG.	CG Personnel Property Transportation Manual	
9	If member is being assigned to a unit where his/her official duties are expected to result in international travel into or out of a country requiring that U.S. service personnel present an official passport to enter or exit that country (see www.fcg.pentagon.mil), ensure member completes application for Official Passport.	ALCOAST 113/07 (Procedures for obtaining Official (no-fee) Passports can be found at the CG-00I web site at www.uscg.mil/international/)	
10	If member and/or dependents will be required to travel outside of the U.S. in order to reach new duty station (e. g. PDS is in Alaska and travel via Canada), ensure member and dependents obtain passports.		
11	Complete SF-1038 for travel advances.	CGS-JFTR 2300	
	Fax copy of original order and SF-1038 to PSC (tvl) for travel advances.	PPPM 2-A-12	
12	Prepare PCS Departing Transactions (SPO). (Note: For PHS Officers, notify CGPC (OPM-2) when Officer departs, they are the SPO for PHS Officers).	Direct Access Guide, PCS	
13	Transfer Government Travel Charge Card account to coordinator at the new PDS.	Charge Card Instruction	
14	Complete an Enlisted Employee Review (EER). <u>E7 and above</u> - if on the date of detachment 184 or more days have elapsed since the last EER was completed.	PERSMAN, 10-B-5	
	<u>All Others</u> - if on the date of detachment 92 or more days have elapsed since the last EER was completed.	Direct Access Guide, EER	
15	Ensure security debriefing is conducted.	PERSEC	
16	Review PDR.	PDR Manual	
	Forward SPO PDR and Unit PDR to receiving SPO unless member is authorized to hand-carry IAW COMDTINST M1080.10(series) .		
17	Notify Health Record Custodian to forward Medical PDR to the receiving medical facility.	Enclosure (9) to the PDR Manual ,	
18	Ensure IT support staff (ESU/ESD/ESDD) is notified of member's PCS so they can initiate an "Employee Transfer". The CGSWSIII/ Windows 2003 environment requires user accounts to be moved from one location to another within active directory by the staff at the CG Enterprise Management Facility (EMF) located at TISCOM. It is imperative that users properly check-out with their computer support staffs prior to PCS departure to ensure that required information is provided to process the account moves.	ALCOAST 389/06	

Section A
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PCS Reporting Checklist

Introduction This checklist has been provided as a job aid to assist the unit in completing all necessary tasks for reporting in from PCS. This job aid is to be reproduced locally, and modified as necessary to unit unique requirements.

Reporting checklist Action upon member reporting.

Step	Action	Reference	Date
1	Endorse orders (Note: For PHS Officers, notify CGPC (OPM-2) when Officer reports, they are the SPO for PHS Officers).	PPPM, 2-A-2	
2	Verify member's entitlement to FSH and/or FSA-R, and BAH allowances.	PAYMAN, 3-F	
3	Complete PCS Reporting and BAH/Housing Worksheets and forward to SPO with copy of endorsed order.	CG PSC-2005 CG PSC-2025	
4	Update address in DEERS.	PPPM, 5-B-17	
5	Ensure member has a valid ID card.	PPPM, 5-D-6	
6	Update emergency contacts, e-mail and mailing addresses, allotment and bond addresses in Direct Access.	PPPM, 5-D-11	
7	If unable to complete address changes in Direct Access, ensure member completes PSC-2040, Allotment Worksheet and PSC-2060, Bond Worksheet.	CG PSC-2040 CG PSC-2060	
8	If member is from one of the states that stops taxing when a member is no longer stationed in the state or starts taxing again when stationed back in the state, ensure member submits state tax withholding form.	PPPM, 8-B-3	
9	Ensure member completes travel claim for self and dependents, if applicable.	PPPM, 2-B-4	
10	Ensure supervisor or Authorizing Official sign block 20c or 21a within 2 working days.	PPPM, 2-B-4	
11	Ensure the travel claim and original order are forwarded to PSC (tv1) for processing.	PPPM, 2-B-4	
12	Conduct security briefing.	PERSEC	
13	If applicable, ensure Government Travel Charge Card account was transferred from old PDS.	Charge Card Instruction	
14	For Reservists, check and update member's Training/Pay code in DA	DA Online Help	
15	Update Family Member/Beneficiary/SGLI/FSGLI Information in Direct Access.	PPPM, 5-A-2	
16	Review PDR.	PDR Manual	

Section A
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Overseas/OUTCONUS Transfer Checklist

Checklist This checklist is provided as a job aid to be used when a member receives an order for overseas. **It must be used along with the PCS Departing Checklist (page 2-A-3).**

Step	Action	Reference	Date
1	Ensure that message concerning overseas transfer with list of screening questions is received from entry approval point. Member must be in compliance with all Overseas Duty Suitability requirements as well as the requirements listed in the Overseas Transfer Message. An Entry Approval Request Message must then be sent IAW Step 7 below.	PERSMAN, 4-H-2	
2	Screen member and/or dependents to determine for suitability for overseas assignment within 10 days of receipt of transfer order. Use the “Command Checklist for Overseas Screening”, Exhibit 4-H-2 of the PERSMAN, “Overseas Screening for Active Duty Dependents”, Exhibit 4-H-2.b of the PERSMAN, and the list of screening questions sent by the overseas command to complete the interview.	PERSMAN, Exhibit 4-H-2	
3	Ensure the servicing SPO supervisor has verified for completeness and signed the “Command Checklist for Overseas Screening” and that has been faxed to Entry Approval Point within 15 days of receipt of transfer authority with copies filed in SPO and Unit PDR.	PERSMAN, Exhibit 4-H-2	
4	Ensure the member <u>and dependents</u> are medically qualified for overseas transfer. The member must have an approved overseas physical including immunizations and any essential dental treatment completed within the last 6 months. Note: Per ALCOAST 098/06 commands may submit screening packages with the medical screenings and physicals portion still pending, but must indicate the exact dates the physicals and screenings are scheduled. In addition, the requirement to complete blocks 9.B. and 9.C. of Part Two, of PERSMAN Exhibit 4.H.2.B is waived by ALCOAST 098/06 and ALCOAST 235/05 .	PERSMAN, 4-H-3 MEDMAN, 3-B-3	

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Overseas/OUTCONUS Transfer Checklist, Continued

Checklist (continued)

Step	Action	Reference	Date
5	Ensure member and dependents <ul style="list-style-type: none"> • have valid CAC and ID cards • have International Certificates of Vaccination PHS-731 (if required) • are provided with detailed information concerning tour length and have elected an appropriate tour • are counseled regarding overseas station allowances when member is assigned to a restricted area and dependents reside in an area outside the U.S. • are counseled regarding requirements for the transportation of pets and/or firearms to new PDS 	PERSMAN, 4-H-7	
6	Ensure the member has made arrangements for a Passport and Passports for dependents. If PDS is outside the U.S. or if the member and/or the member's dependents will be required to travel outside of the U.S. in order to reach new duty station (e. g. PDS is in Alaska and travel via Canada), passports may be required.	ALCOAST 113/07	
7	Send entry approval request message to overseas command. Note: Ensure that the overseas command has received a copy of the Command Checklist for Overseas Screening prior to requesting approval. Exceptions: 1) Per ALCOAST 020/06 TRACEN Cape May can grant entry approval for recruit graduates without dependents who do not intend to acquire dependents enroute to new PDS. 2) Per ALCOAST 078/06 CG Academy can grant entry approval for Academy, OCS and DCO graduates without dependents who do not intend to acquire dependents enroute to new PDS	PERSMAN, 4-H	
8	Ensure entry approval has been granted prior to member receiving ORIGINAL orders or travel advances.	PERSMAN, 4-H-4-a	

Automatic Stops of Pay and Allowances

Introduction Certain pay entitlements are automatically stopped when the departing or reporting endorsement on orders transaction processes.

- References**
- PAYMAN
 - Chapter 3, Allowances
 - Chapter 4, Special Pay
 - Chapter 5, Incentive Pay
 - [JFTR](#), para. U9100, Housing and Cost-of-Living Allowances
-

Auto Stops on PCS This table shows pay entitlements, which will be automatically stopped when PCS transfer occurs.

Note: Automatic stops will not occur on interoffice transfers.

Entitlement Description	When the Entitlement Stops
Basic Allowance for Housing - Child (BAH Diff) (Codes P or Q)	On the day prior to PCS Departure.
Basic Allowance for Housing (BAH)-Without Dependents	On the day prior to reporting.
Basic Allowance for Housing - Partial (BAH Partial)	On the day prior to the effective date of departure.
Enlisted Discount Meal Rate deduction	On the day prior to the effective date of departure.
Enlisted Basic Allowance for Subsistence (ENL BAS)	On the effective date of reporting PCS.
Career sea pay/time and premium	On the effective date of departure.
Combat SGLI Allowance	On the last day of the month of the effective date of departure.
Combat Tax Exclusion	On the last day of the month of the effective date of departure.
CONUS Cost of Living Allowance (COLLA)	On the day prior to the effective date of reporting.

Note: Effective 1 January 2006, BAH for members without dependents auto-stops effective the date of PCS departure. These members are entitled to BAH W/O while in transit and the system (JUMPS) will credit any BAH due when the reporting endorsement on orders transaction processes.

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Section A
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Automatic Stops of Pay and Allowances, Continued

Auto Stops on PCS (continued)

Entitlement Description	When the Entitlement Stops
OUTCONUS-Cost of Living Allowance (OCOLA), with or without dependents and partial	On the day prior to the effective date of departure.
If dependents are delayed	Date last dependents departs within 60 days.
Crew flight pay (enlisted only)	On the effective date of departure
Diving Pay	On the effective date of departure
Family Separation - Housing (FSH)	On the day prior to the effective date of PCS departure.
Family Separation Allowance	On the day prior to reporting, less any leave, proceed time or compensatory absence.
Hardship duty pay-location	On the effective date of departure.
Hostile Fire, Imminent Danger Pay	On the last day of the month of the effective date of departure.
Noncrew flight pay	On the effective date of departure.
Overseas Housing Allowance (OHA), with and without dependents	On the day prior to the effective date of departure.
If dependents are delayed	Date last dependent departs (Delay not to exceed 60 days).
Responsibility Pay	On day prior to departure.
Diving Duty Pay	On the effective date of departure
Special Duty Assignment Pay (SDAP)	On the day prior to the effective date of departure.
Flight Deck Hazardous Duty Incentive Pay	On the day prior to the effective date of departure.
Foreign Language Proficiency Pay	On the day prior to the effective date of departure.
Hazardous Duty Incentive Pay for Visit, Board, Search & Seizure	On the day prior to the effective date of departure.
Exclusion from State Income Tax Withholding (SITW)	Member's exclusion from SITW ends the day prior to PCS reporting if member is assigned to unit in a state that taxes military pay while member is stationed within the state (See Chap. 8-B)

How to Prepare NATO Supplemental Orders

Introduction A NATO order, along with proper identification, allows an individual to pass without difficulty from one NATO nation to another. This order is only for the movement of military personnel, their personal baggage, individual weapons, and official documents.

References PERSMAN, 4-A-18

Format for order The below table describes how to complete a NATO order.

Step	Action
1	Top of letterhead type: Grading of Form: NATO UNCLASSIFIED
2	Include in the heading: country of origin, SSN, date order prepared.
3	In the first paragraph include: <ul style="list-style-type: none">• Name, rank, grade and ID card number• Destination, within NATO country.• Date of departure from original country.• Number of days member will remain in NATO country, if PCS, so indicate.
4	In the second paragraph include: Authorization for member to possess and carry firearms.
5	In the third paragraph include: The number of official dispatches and that they are official documents.
6	In the fourth paragraph include: A certification that the travel is under the provisions of the NATO Status of Forces Agreement.

Note: Officer authorizing the NATO travel will sign the order.

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Section A
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How to Prepare NATO Supplemental Orders, Continued

Recommended format Here is the recommended format for NATO travel orders
Note: NATO travel orders will be prepared in English and French. Any instructions printed on the reverse of the orders will appear in English only.

Grading of form: NATO UNCLASSIFIED		
<u>NATO TRAVEL ORDER</u>		<u>ORDRE DE MISSION OTAN</u>
Country of Origin: <i>Pays de provenance:</i>	Social Security Number Date order issued	
1. The bearer (and group as shown heron or on attached list) <i>Le porteur (et personnel porte ci-dessus ou sur la list jointe)</i>		
Personal/Identity Card No. (if any) <i>No Mle/de la cazrte d'identite</i>	Name: <i>Nom:</i>	Rank/Grade
<i>(s'il y a lieu)</i>		
will travel to: <i>fera mouvement a:</i> _____		
Date of departure <i>Date du depart, le (ou vers le):</i> _____		
____For a period of approximately _____days ____For permanent change of station, <i>Pour a peu pres _____jors _____ Pour changement permanent de garnison.</i>		
2. Authority (is)(is not) granted to possess and carry arms. <i>Autorisation dep port d'armes (accordee) (non accordee).</i>		
3. The person named in paragraph 1 is authorized to carry ____ sealed dispatches. <i>La personne indequee au paragraphe 1 est autorisee a porter _____ plis scelles.</i>		
a. These dispatches contain only official documents. <i>Ces plis ne contiennent que des documents officiels.</i>		
4. I hereby certify that this individual/group is/are member(s) of a Force as defined in the NATO Status of Forces Agreement, and that this is an authorized mover under the terms of this agreement. <i>Je soussigne certifie que le personnel vise appartient a une armee telle definie dans l'Accord OTAN sur le statu des Forces Armees et que ce deplacement est officiel selon les termes de cet accord.</i>		
Signature of Officer Authorizing Movement		

FAX of PCS Advance Requests

Introduction This section provides the procedure for requesting advances of PCS travel funds.

PCS Advance Requests: Fax the following documents for PCS Advance:

- A fax cover sheet that identifies the originator, the member’s full name and SSN, authorizing official’s name, and unit name with phone number.
- A completed original PCS Travel Order signed by the authorizing official. Ensure PCS travel advance entitlements are authorized on orders.
- A completed original [SF-1038 “Advance of Funds Application and Account”](#) with the authorizing official’s signature (Original signature in ink, not stamped). Blocks 1 through 10 on the SF-1038 must be completed. A traveler who submits a command approved PCS Departing Worksheet requesting an advance does not need to sign the SF-1038. Their signature is on the PCS Departing Worksheet; type “Signature on File” in the signature block of the SF-1038.

Where to Fax: Fax #: (785) 339-3775

Status of Advance of Funds Requests Members may check the status of their advance of funds requests and payment summaries in T-PAX.

Section B
Temporary Duty

Section Overview

Introduction This section prescribes processes completed for the execution of Temporary Duty (TDY).

In this section

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The Temporary Duty (TDY) Order

Introduction It is critical for Coast Guard travelers and their supervisors to understand the administrative responsibilities for completing and reviewing TDY Travel Orders and Travel Claims.

For the Traveler The traveler is the single most important person involved in the travel claim liquidation process. Without a properly completed claim, full reimbursement will not be possible.

Purpose of a TDY Order The Temporary Duty (or TDY) Order establishes the conditions for official travel and transportation and provides the basis for traveler entitlement and reimbursement. An effective TDY Order provides information that is clear and is complete.

Requirements for a TDY Order The written TDY order is a document that meets several practical and mandated administrative requirements. The travel order expresses:

- Detailed information for personnel or agencies to provide support services to the traveler, (i.e., Travel Management Centers, Commercial Ticketing Offices (CTO), Transportation Officer, etc.).
- Accounting information to enable correct funds accounting.

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The Temporary Duty (TDY) Order, Continued

Information elements

The TDY Order must answer several elemental questions. The questions are:

- **WHAT** mode of transportation is authorized and/or directed?
 - **WHAT** type of quarters is authorized and/or directed?
 - **WHAT** type of messing is authorized and/or directed?
 - **IS** the traveler a government travel charge card holder?
 - **WHAT** is maximum amount of travel funds authorized?
 - **WHAT** is the accurate Travel Order Number (TONO) and Accounting line data?
 - **WHAT** are the specific reimbursable expenses that must be pre-authorized on the Travel Order, (i.e., Conference costs, Registration fees, Rental vehicle and size authorization, Communication services, Excess baggage, etc.)
-

While You Are Traveling

Obtain receipts for **ALL** expenses while you are traveling. Although receipts are required only for lodging, rental vehicles, air fare and individual expenditures of \$75 or over, the receipts you collect during your trip will act as a record of expenses and be an invaluable tool when you complete your travel voucher.

Section B
Temporary Duty

The Travel Claim Process and Responsibilities

Introduction This section outlines the travel claim process and shows the responsibilities associated with each stage of the travel claim process.

Integrated Automated Travel System (WINIATS) The Coast Guard uses a system called Integrated Automated Travel System (WINIATS) for the liquidation of travel claims. With this system the Coast Guard can liquidate travel settlements in a matter of days.

Process This table shows the manual travel claim process and responsibilities.

Stage	Who Does It	When	What Happens	
1	Traveler	Within 3 days of completion of TDY or PCS travel. (For PCS, submit after dependents travel, if dependents travel separately)	Submits travel voucher to Supervisor for administrative review. <ul style="list-style-type: none"> Retains copy of travel voucher, orders, and receipts. Member must retain copies for 6 years, three months. 	
2	Supervisor	Within 2 days of receipt from member.	Reviews claim for completeness. <ul style="list-style-type: none"> Dates and signs claim indicating the traveler completed the ordered travel. Forwards original claim to PSC. 	
3	PSC (TVL) Examiner	Within 4 days after receipt, depending on workload. (e.g., For periods of heavy travel it may take longer.)	Review travel voucher and enter into WINIATS.	
			If travel voucher is	Then
			Correct and complete	Forward reviewed claim and voucher summary to PAO. (Go to Step 4)
			Incorrect or incomplete	Examiner returns claim to member.
4	PSC (TVL) PAO	Claim is received from examiner	Certifies travel voucher for payment and returns to examiner for filing and mailing. Note: A traveler whose entitlements are less than a Government travel advance will be sent a letter of overpayment at this point. See the section about advances for more information on the recoupment procedures.	
5	Coast Guard Finance Center	Upon receipt from PSC (TVL)	If payment is	
			Direct Deposit	Payment will be transferred to the traveler's account within 10 days.
			Check (For non-military traveler)	Check will be mailed to the address listed on the travel claim within 15 days.

NOTE: Travelers utilizing industrial site funding MUST contact their respective industrial site to ascertain if payment has been made.

Travel Preparation and Examination System (T-PAX) Process

Introduction T-PAX is an application that provides standard drop-down menu boxes and tabs to complete and process TDY transactions.

Benefits Utilizing stored data from the T-PAX Travel Order to complete the T-PAX Request for Travel Settlement eliminates paperwork and improves data accuracy.

- Increased percentage of correct entitlements and payments for travelers.
- Per Diem rates are available to ALL system users on a “real-time” basis.
- Travelers can verify/inquire about the status of claim(s) on-site by accessing the T-PAX main menu.
- A single system that can create and produce ALL travel documents necessary to execute government travel.
- Eliminating manual processes decreases reimbursement cycle time.

Description Travel Preparation and Examination System (T-PAX) is a software application designed to run on Coast Guard Standard Workstation III (CGSWSIII). T-PAX provides an electronic link between the traveler, the Authorizing Official and the Integrated Automated Travel System (WINIATS). WINIATS is the software application used by PSC (TVL) to compute claim/voucher entitlements and transmit the information to FINCEN for payment. T-PAX deployment is a significant stride toward the travel claim process becoming a “paperless” system.

Purpose T-PAX has been developed to be the primary TDY Travel Claim Settlement System for the U.S. Coast Guard.

Uses T-PAX may be used to create a Temporary Duty (TDY) Travel Order, Request for TDY Travel Advance and/or Request for TDY Settlement. It is not used for PCS authorizations, advances, or claims at this time.

Section B
Temporary Duty

Travel Preparation and Examination System (T-PAX) Process, Continued

Process This table shows the automated travel claim process and responsibilities.

Stage	Who	When	What Happens	
1	Traveler	For TDY Order: Prior to departure on TDY. For TDY Settlement: Within 3 days of completion of TDY.	Complete Request For TDY Authorization and "Send to AO" for approval. Complete Request For TDY Settlement and "Send to AO" for approval. <ul style="list-style-type: none"> Forward original travel order and receipts to AO. 	
2	AO	Within 2 days of receipt from member.	Reviews TDY Authorization and TDY Settlement in T-PAX for accuracy and completeness. <ul style="list-style-type: none"> If error, return to Traveler w/remarks to correct. If accurate and complete, release in T-PAX, as approved, to PSC. 	
3	PSC (TVL)	Daily. In WINIATS:	<ul style="list-style-type: none"> Conduct export routine to create batch of T-PAX transactions. Conduct import routine to download T-PAX batch to WINIATS for computation and release to FINCEN. 	
			If travel voucher is:	Then:
			Complete and accurate	Release claim blocks to FINCEN for payment.
			Incorrect or incomplete	<ul style="list-style-type: none"> Utilize workaround if one exists for the particular problem. Return claim for subsequent submission by traveler if workaround doesn't exist.
4	PSC (TVL) PAO	PAO requests original travel claim for member on a random basis	Conduct audit to verify as complete, accurate and in accordance with Federal Travel Rules and Regulations. <ul style="list-style-type: none"> If underpayment due to traveler and/or AO oversight, the responsibility is on the traveler to submit a supplemental claim to receive entitlement. If underpayment due to system error, supplemental will be processed by PSC (TVL). If overpayment due to system error or due to traveler and/or AO oversight, PSC (TVL) will submit supplemental to establish collection of debt. Note: A traveler, whose total entitlement is less than an applicable government travel advance, will be sent a letter of indebtedness for collection of overpayment.	
5	Member	If audited	Mails <i>copies</i> of original orders, claim, and receipts within 2 days of notification. <i>See the page 2-B-17 for audit procedures and mailing address.</i>	

Travel Preparation and Examination System (T-PAX) Process, Continued

**Critical
Elements**

These “Critical Elements” should be addressed to successfully manage the T-PAX process at your unit:

Number of T-PAX Approving Officials. Designate enough T-PAX Approving Officials at your unit to approve T-PAX transactions and avoid backlogs or process delays. It is recommended that one T-PAX AO be designated in each section, or otherwise at a ratio of 1:12.

Obligating Travel Funds. T-PAX *will not* obligate travel funds. Normally, the obligating of funds is done prior to creating travel orders. Coordinate the flow & timing of this activity with Accounting or Admin offices. Develop internal procedures that streamline and coordinate this activity at your unit.

Empowering T-PAX Approving Officials. It is critical to empower T-PAX AO’s by granting them the authority to request, retrieve, and input Travel Order Numbers (TONO’s/Document ID numbers) in T-PAX. The T-PAX AO cannot approve a T-PAX transaction without first having a valid TONO and fund accounting string. Develop internal procedures that streamline and coordinate this activity at your unit.

Record-keeping. The traveler is required to maintain complete and accurate records of all travel claims for 6 years and 3 months.

Airline or Hotel Reservations. Use your designated Travel Management Center and coordinate this activity at your unit.

User Identification and Passwords. User identification and passwords are the most common method of controlling access to the system. Identification involves the identifier or name by which the user is known to the system (e.g., user). Each user should have a unique user identification (Normally the member’s Employee ID Number) and password. Passwords will be eight characters long and must be alphanumeric (no special characters, such as @!?). The traveler is required to change their password and confirmation codes every six months.

**User
Categories**

There are four categories of T-PAX users, each with a different role and responsibility. These T-PAX user categories are:

1. Traveler
2. Proxy
3. Signature Proxy
4. Approving Official

Continued on next page

Travel Preparation and Examination System (T-PAX) Process, Continued

**User
Categories/
Privileges**

T-PAX allows users more than one access capacity, if authorized. All T-PAX users initial view when they log in is as “*Traveler*”. If the user is authorized more than one type of access (Proxy or AO) they must select the **Log in as** menu item and change their view to access the additional privileges. After completing actions as a Proxy or AO, the user must select the **Log in as Traveler** option to complete the T-PAX logout process or to work on or view their own requests and settlements.



Figure 1: T-PAX Log in as menu.

USER CATEGORY	T-PAX Log In As Menu Selection	THIS PRIVILEGE CAN...	HOW TO SET PRIVILEGE
TRAVELER	Traveler	Create your own travel documents and forward to a Unit AO for approval.	Set automatically, this is a basic, universal user setting.
PROXY	Proxy This privilege supports all travelers of the same business unit.	Create all travel documents on behalf of another traveler, BUT such documents can only be forwarded to the traveler.	Set automatically by unit OPFAC number. Any traveler can act as a proxy for another member of the same unit.
SIGNATURE PROXY	Proxy This privilege only supports one specific traveler.	A traveler can designate another user (Proxy) to create, sign for, and forward travel documents to a Unit AO.	The traveler would designate a signature proxy, someone of the same unit, in the Personal Profile, Security & Access Information.
APPROVING OFFICIAL Administrative Reviewer	Authorizing This privilege supports all travelers of the same unit or as designated.	Approves travel documents. Ensures that mission was completed and that travel expenses were reasonable, justified, and consistent with the mission.	Each business unit designates enough AO's to keep T-PAX work flowing. ONLY PSC Travel can turn on and off AO privileges

The Traveler

Introduction The basic user access level in T-PAX is called “TRAVELER”.

Authorized T-PAX Travelers Any Coast Guard active duty, reserve, and civilian employees having access to CGSWSIII can use T-PAX as a “TRAVELER”. Passwords must be carefully guarded and not shared.

Non-T-PAX Travelers Other travel customers/claimants must continue to submit paper-based travel claims, using form DD-1351-2. These customers must mail their travel claims to PSC for processing.

Non-T-PAX Travelers are:

- Anyone who does NOT have access to CGSWSIII
 - Other service members or civilians traveling on behalf of the USCG
 - Dependents
 - Non-appropriated fund activity employees
 - Members who separate or retire from the service (who depart their unit)
 - Coast Guard Auxiliarists
-

Traveler Database PSC (TVL) downloads, maintains and updates the customer database once every two weeks, following the JUMPS and civilian payroll update cycles. This updates unit OPFACs, but members must keep other profile information (e.g. e-mail address, default AO, etc.) up to date.

Problems with Traveler Database Each TRAVELER profile is linked to a Unit OPFAC number. If you have an employee/member assigned to your unit who is unable to access T-PAX, contact PSC Customer Care for assistance:

Phone: 1-866-772-8724 or 1-785-339-2200.

Online Trouble Ticket – <http://www.uscg.mil/hq/psc/customerservice.shtm>

The Proxy

Definition A Proxy is a person designated to create (but not sign for or deliver) travel documents (travel orders and claims) for another individual.

Who Can Be a Proxy Any traveler can act as a Proxy for another member of the same unit.

Limits Travel documents prepared by a Proxy can only be forwarded to the traveler.

The Signature Proxy

Definition A Signature Proxy is a person designated by a traveler to create, sign for, and forward travel documents.

Who Can Be a Signature Proxy Any person in the same unit can be designated a Signature Proxy by a traveler.

Designation Procedure The traveler designates the Signature Proxy in their personal profile.

Note: A member shall not serve as both the Signature Proxy and Approving Official.

The Approving Official (AO)

Introduction The Approving Official (AO) authorizes travel, approves expenses and forwards e-claims to PSC. Each unit must designate AO's to approve their T-PAX transactions. PSC (TVL) controls the maintenance of AO privileges in T-PAX for all units. **AO's are required to physically possess the hardcopy order and all required receipts for the advance or settlement request prior to electronic approval in T-PAX.**

Who Can Be an AO Any E-5 or GS-6 and above, operating in the capacity of supervisor or manager, can be designated an AO.

**AO
Duties**

AO's must:

- Confirm individual travelers possess a Government-sponsored Travel Charge Card (GTCC) when commencing official travel.
- Authorize and approve travel in support of the required mission(s).
- Make certain that directed travel is performed in the most efficient manner.
- Determine that travel expenses were necessary, reasonable, justified, and consistent with completing the assigned objective or mission.
- Deny/disapprove travel and travel expenses that DO NOT adhere to Federal Travel Rules and Regulations.
- Review and approve travel documents within two days of receipt.
- **Physically possess the hardcopy order and all required receipts for the advance or settlement request prior to electronic approval in T-PAX.**

The **Approving Official Checklist** is available to assist AO's in completing their duties. The Approving Official Checklist is available from PSC's web site at <http://www.uscg.mil/hq/psc/travel/aocchecklist.pdf>.

Continued on next page

The Approving Official (AO), Continued

Designation T-PAX profiles must be set up with user's password and general information required prior to faxing a request for T-PAX AO designation. T-PAX AO designation requests without a member's basic profile will not be updated in T-PAX by PSC.

Procedure To designate a T-PAX AO, complete T-PAX Approving Official (AO) Designation form, CG PSC-7421 (<http://www.uscg.mil/hq/psc/forms/psc7421.pdf>).

1. Complete the first three sections of the form at the unit level.
2. Fax the form to PSC Travel at (785) 339-3774.
3. Within 3 business days of receipt, PSC Travel will enable AO privileges in T-PAX.

The unit shall retain the original CG PSC-7421 until the member/employee departs the unit (transfer, discharge, etc.), or the T-PAX AO designation is otherwise terminated or revoked. The unit must complete the termination section of the form when a member/employee departs the unit (transfer, discharge, etc.). Follow the procedure in the Terminating Privileges section below.

Terminating Privileges To terminate T-PAX AO designation and privileges, complete the final section of CG PSC Form 7421 and fax to PSC Travel at (785) 339-3774.

**Section B
Temporary Duty**

PSC

Introduction As the Process Owner of T-PAX, PSC (TVL) conducts system management, maintenance, and development.

Support Services This list identifies T-PAX support services provided by PSC (TVL).

Service	Description
Technical Support	Assistance troubleshooting T-PAX software errors, providing feedback to the field, and reporting corrections and enhancements to programmers.
Maintenance	Download/update T-PAX database(s) of AO's, user profiles, CG standard accounting lines, city per diem rates, and Reimbursable Agreement Numbers (RAN).
Travel Entitlement Computation	Process T-PAX transactions through WINIATS to calculate entitlements.
FINCEN Liaison	Act as liaison by releasing WINIATS data electronically to FINCEN for payment processing and resolving reported errors.
Reports	Provide query reports of value to units.
Resources	Travel Branch maintains several valuable links on travel entitlements at: http://www.uscg.mil/hq/psc/tvl.htm and T-PAX specific guidance at: http://cgweb.psc.uscg.mil/t-pax.shtm

The CG Finance Center (FINCEN)

Introduction The CG Finance Center (FINCEN) is responsible for verifying WINIATS downloads from PSC and processing travel claim data for payment.

Support Services This list identifies T-PAX support services provided by CG FINCEN.

Service	Description
Payment Status	Travelers can call 1-800-564-5504 (or 757 523-6940 for OCONUS travelers) to use FINCEN's auto-attendant that reports the status of a travel payment.
FINCEN Website	To electronically view payment status of claims go to: http://cgweb.fincen.uscg.mil/ or http://www.fincen.uscg.mil/

Records Maintenance

Traveler It is the traveler's responsibility to manage records for all travel transactions related to T-PAX. This includes printing travel authorizations **BEFORE** traveling, printing claims **AFTER** approval by the AO and retaining authorizations, claims (both with signatures of traveler and AO) and required receipts for a period of not less than six years and three months following completion of travel.

Travel Document Verification Prior to approving transactions for claim settlement in T-PAX, the AO must have all supporting documentation, including printed original signed authorization, claim and receipts, and verify the data entered in T-PAX is accurate. Without the original travel authorization/order, amendments, receipts, and advance requests, the AO *should not* approve the transaction for payment.

Records Retention The member must retain travel claim records (listed below) for six years and three months.

- Original Travel Authorization/Order with signatures of the traveler and AO.
- Amendments to the Travel Authorization/Order, if applicable.
- Claim (DD-1351-2) with signatures of the traveler and AO.
- Receipts as required by current regulation (JFTR). A receipt must show what and when specific services were rendered or articles purchases, and the unit price. See JFTR, U2500.

Receipts are required for:

- Lodging expenses regardless of dollar amount
- Any claimed expenditures of \$75.00 or more.
- Rental vehicles and commercial travel (airfare, train, etc.), regardless of cost.

Note: See page 2-B-41 for guidance on the documentation necessary in the event a required receipt is lost or missing.

Audits (Reviews)

Auditing Due to requirements of the JFTR, ALL travel claims submitted via T-PAX are subject to the audit review process to ensure funds accountability, unit controls, and process integrity.

PSC (TVL) will notify a member by email of Travel Claims selected for audit. Members are not to submit an audit package prior to receiving a request.

**Travel
Claim
Package**

The Audit Travel Claim package will consist of:

- Copy of signed original orders (all original travel orders MUST be signed by an approving official including those generated by Direct Access).
- Copy of all signed amendments.
- Copy of travel claim (DD-1351-2 signed by traveler and AO).
- Copy of itemized receipt(s) for all lodging.
- Copy of airfare itinerary(s) (must reflect cost of airfare).
- Copy of rental vehicle contract(s) (estimate receipts are not acceptable).
- Copy of receipts for all reimbursable expenses of \$75 or more.

Note: Credit card statements are not authorized to be used as a receipt.

Responsibilities This table describes the responsibilities associated with T-PAX travel claim audits.

Who	Responsibility
PSC (TVL)	<ul style="list-style-type: none">• Initiate audit requests for specific claims by e-mail to the traveler. Further instructions will be provided at the time of the audit request.• Audit claims by comparing T-PAX travel claim information with submitted audit package.• If an incorrect payment is found during the audit, a credit or pay adjustment authorization (PAA) will be issued to resolve the travel discrepancy.

Continued on next page

**Section B
Temporary Duty**

Audits (Reviews), Continued

Who	Responsibility
PSC (TVL)	<ul style="list-style-type: none"> • Notify traveler of first audit request via e-mail. If a requested audit is not received within one month, a second request is sent. If a requested audit is not received within two months, a third and final request is sent via email to the traveler and traveler's command. If a requested audit is not received within three months after the initial audit request, the traveler will be placed in an overpayment status and collection action will be taken. All of these e-mail notifications are sent first using the travelers T-PAX email address and secondly using their Direct Access e-mail address. It is imperative that members ensure their e-mail address in both T-PAX and Direct-Access are current. • Claims received from units will NOT be returned. • Claims that do not result in an overpayment of travel entitlements and have original orders and/or receipts will be returned to traveler using their most current address in Direct Access. • Notifies traveler via e-mail that audit package has been received at PSC. • Initiate and mail Pending Audit Reports to units providing notification of audit requests. • Return incomplete audit packages to travelers for corrective actions.
Traveler	<ul style="list-style-type: none"> • Mail travel claims package for T-PAX audits to: Commanding Officer (TVL- T-PAX Audits) U. S. Coast Guard Personnel Service Center PO Box 3551 Topeka, KS 66601-3551 • For travel claim packages being sent via DHL or other express service, mail to the following address as these companies do NOT deliver to a PO Box: Commanding Officer (TVL- T-PAX Audits) U. S. Coast Guard Personnel Service Center 444 SE Quincy Street Topeka, KS 66683-3591

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Section B
Temporary Duty

Audits (Reviews), Continued

Who	Responsibility
Traveler (cont)	<ul style="list-style-type: none">• Do NOT mail original orders, amendments, and receipts with your travel claims package, send copies. You are required to keep the original documents for six years and three months following completion of travel.• Notify T-PAX AO immediately of any known discrepancies or changes to audited original travel claims.• Travelers can request a suspension of an audit due to operational commitments. Requests need to be submitted to PSC Customer Care. Requests must include the claim number and the estimated ending date of suspension. Submit requests via the PSC web site: http://www.uscg.mil/hq/cg1/psc/ccb/• Is responsible for repayment of monies received due to erroneous information provided on original claim submission. Do NOT send any cash, checks, or money orders to PSC (tv1). Please make your check or money order payable to “U.S. Coast Guard”, and write your TONO on your payment. Include a copy of your official notice of travel overpayment letter and send your payment to: U. S. COAST GUARD TRAVEL & ART PO BOX 70969 CHARLOTTE, NC 28272-0969• If an audit results in an overpayment, travelers are not authorized to submit subsequent claims in T-PAX to cancel the debt. If a supplemental travel claim is necessary to offset the debt the supplemental claim package must be mailed to PSC (TVL-T-PAX Audits).• Take corrective action on returned claims and resubmit for audit within 10 days.• Maintain original orders, amendments, travel claim, and receipts for a period of 6 years and 3 months.

Continued on next page

Audits (Reviews), Continued

Audit Request Information Packages

Monthly, all units will receive a T-PAX Audit Request Information Package containing four reports. These reports list all members who have been sent audit requests.

1. The first report lists those members who have been sent three audit requests with an action date when PSC will adjust the claim for the monies in question if no response is received. If a member listed on the report has transferred, please notify the member's new unit immediately.
 2. The second report lists members who have been sent two audit requests.
 3. The third audit report lists members who have been sent the first request.
 4. The fourth report will be the "T-PAX Monthly Audit Error Report" for the unit. This report shows claims submitted by the unit that were audited during the past 45 days. This will include the AO's name, traveler's name, TONO, travel dates, percentage of correct claims and the value of the errors found by the audit. The error information is being provided to the unit for possible training topics and improving T-PAX claim submission accuracy.
-

Audit Status Reports

To assist travelers and commands in tracking the status of audit requests, PSC and FINCEN have reports on the web.

The most recent audit request reports can be accessed the first week of each month via the PSC intranet (CGWEB) page at <http://cgweb.PSC.uscg.mil/travel/audits/>. Enter the unit 7 digit OPFAC in the search box to find the link to your unit page, which contains 5 reports: 1st requests; 2nd requests; 3rd requests; suspended requests; and requests being recouped.

Travelers can also view audit request status by going to the FINCEN website http://cgweb.FINCEN.uscg.mil/tvs_aux2/. This shows the following information on a requested audit: claim number, TONO, travel dates, dates of requests, date received at PSC, date suspended, suspension end date, date cancelled, date returned to the traveler for further documentation, and date when the audit was completed.

Amendments to TDY Orders

Amendment to Orders Orders can be amended after-the-fact to document verbal authority given during the TDY travel period when unforeseen circumstances emerge that require the traveler to incur costs not originally anticipated.

The Order Issuing Official who directed and funded the travel makes amendments to TDY Orders. The amendment should identify:

- Traveler
- TONO/ACCTNG Data
- Entitlement specified
- Reason for change
- Authorized Official Signature (Original signature in ink, not stamped)

Amendments are done on memo, letterhead, or handwritten note and attached to the original TDY order. Amendments require the AO's original signature.

When Amendments Are NOT Authorized

There are some provisions that, if not authorized in the TDY order BEFORE travel starts, CANNOT be approved for payment after travel is completed.

Example: An order DIRECTING use of common carrier cannot be amended after the fact to permit some other form of transportation when common carrier was the order issuer's intended form of transportation for the member.

Amendments Cannot Be Used to Deny an Entitlement

Under NO CIRCUMSTANCES can a TDY order be amended after the fact to deny a travel entitlement originally contained in the travel order

Example: Orders may not be revoked or modified retroactively so as to increase or decrease the rights that have accrued or becomes fixed, after the travel has been performed.

After travel is completed, an authority cannot retroactively modify travel orders to direct a reduced per diem rate when a commercial meal rate was initially authorized.

Blanket Travel Orders

Definition A Blanket Travel Order is a TDY Order that covers repeated travel over an extended period of time.

Reference JFTR, U2140-B and U2015

Requirements Blanket Travel Orders must meet the following requirements.

- Be an order for an individual.
 - Define the time period covered by inclusive dates.
 - Inclusive dates to not cross fiscal years (30 Sep/01 Oct).
 - Define the geographic area in which travel can be performed.
-

Monthly Order The period covered by a Blanket Travel Order that is one month in duration.

Quarterly Order In a situation of almost constant travel (e.g., the sum of the TDY travel is expected to be 1 out of 3 months), a quarterly travel order may be appropriate.

Order For a Period in Excess of a Quarter Only under the most continuous travel circumstances (e.g., the sum of the traveler's TDY period is expected to equal or exceed 6 months) should a Blanket Travel order for a period in excess of a quarter be issued.

Note: Generic actual expenses, i.e. Actual Expense or Super Actual Expense, are not authorized. Authority must list specific dates and locations for each trip.

Group Travel Orders

Definition A group Travel Order is a no cost order that covers a group while traveling between the permanent duty station and a TDY location or between TDY locations. Travel claims are not required to be submitted.

Reference

- JFTR, U4000 and U2015
- PERSMAN, Exhibit 4-G-1, Page 4

Travel Entitlements

- Group travel affects travel entitlements for travelers of the group **ONLY** while traveling between locations. Group travel has no impact on travel entitlements for travelers of the group while at TDY location(s).
- For unexpected expenses, attach form SF-1164 to orders.

Identifying the Travelers The name of the senior traveler of the group will appear on the order with other travelers listed on an attachment that is a part of the order.

Example: TO: LTJG/O2 SAFE T. HATCH 000-00-0000, USCGR and group (see attached)

- This procedure generally enables changing only the attached list when the membership of the group changes before travel begins.
- If the senior member changes, the basic order must be redone.

Preparing the Attachment The attachment will list and fully identify each traveler of the group by the following information:

- rate/rank/grade
- name
- SSN
- document identification number suffix

Note: The document identification # for each member will be the same EXCEPT each traveler will have a unique suffix specifically identifying that member.

The command and staff symbol and duty phone need only be shown if the travelers are from different commands than that of the senior member.

The last entry must be “AND NO OTHERS”.

Leave and Liberty Combined With TDY Travel

Introduction A traveler will sometimes combine leave and/or liberty (LV/LIB) with TDY travel.

- The member may be...
 - Taking LV/LIB time to depart on TDY early or
 - Taking LV/LIB time and returning from TDY late

An entry in the "remarks block" of the travel order specifying the traveler's LV/LIB status in connection with TDY travel is required. The entry needs to denote the travel status will "constructively" begin on the necessary departure date and/or end on the necessary return date, exclusive of LV/LIV time.

The traveler will note LV/LIB in the itinerary section 15 of DD-1351-2.

Rationale TDY Orders where LV/LIB liberty is combined with travel MUST be annotated to prevent per diem from being erroneously paid for liberty days. THERE ARE NO TRAVEL ENTITLEMENTS EARNED DURING LEAVE OR LIBERTY.

**Example 1:
Member
Departs Early** Situation: Travel that should commence on January 8 but actually commences on January 6.

Entry: "You are to depart for TDY on 08JAN(YR) for about 6 days. You are authorized to depart on 06JAN(YR) in a liberty status. Travel status for per diem will begin constructively on 08JAN(YR). Note on your travel claim in block 16 the time and date your official duties at the TDY site began."

**Example 2:
Member to
Return Late** Situation: Travel that should commence on January 8, and should end back at the permanent duty station on January 13 but will actually end on January 15.

Entry: "You are to depart for TDY on 08JAN(YR) for about 6 days. You are authorized to remain at (TDY location) in a liberty status until 15JAN(YR). Travel status for per diem will end constructively on 13JAN(YR). Note on your travel claim in block 16 the time and date when your official duties at the TDY site ended."

Continued on next page

Leave and Liberty Combined with TDY Travel, Continued

**Example 3:
Member to
Depart Early
and Return
Late**

Situation: Travel, which should commence on January 8 but actually will commence on January 6 and should end back at the permanent duty station on January 13 but actually will end on January 15.

Entry: “You are to depart for TDY on 08JAN(YR) for about 6 days. You are authorized to depart on 06JAN(YR) in a liberty status. You are authorized to remain at (TDY location) in a liberty status until 15JAN(YR). Travel status for per diem will begin constructively on 08JAN(YR) and end constructively on 13JAN(YR). Note on your travel claim in block 16 the time and date when your official duties at the TDY site began and ended.”

Section B
Temporary Duty

Pay Entitlements Affected by TDY

Introduction Some pay entitlements may be affected by TDY assignment. The SPO/Unit must ensure the traveler is aware of all entitlements affected by TDY orders.

Reference PAYMAN

- Section 3-B, Basic Allowance for Subsistence - Enlisted Members
- Section 3-G, Family Separation Allowance (FSA)
- Section 4-A, Hardship Duty Pay - Location
- Section 4-B, Career Sea Pay

Affected pay entitlements Use this table when counseling a member on which pay entitlements may be affected by a TDY order.

WHEN member goes TDY	THEN member
to a career sea pay eligible vessel/mobile unit,	is entitled to sea pay/time at the Level One rate (unless the member is permanently assigned to a CSP-eligible unit with a higher level of sea pay).
to a unit without a government dining facility	is entitled to ENL BAS while TDY (both during travel and while at the TDY site).
to a unit with a government dining facility,	is entitled to ENL BAS during travel days, and ENL BAS minus DISCOUNT MEAL RATE while at the TDY site.
to a shore unit from a career sea pay eligible vessel/mobile unit over 30 days,	is not entitled to sea pay after 2400 on the 30th day.
over 30 days and has dependents	may be entitled to Family Separation Allowance (FSA-T).
from a career sea pay eligible vessel,	may not combine ship underway time with TDY time to qualify for FSA-T.
over 30 days	MAY lose entitlement to hardship duty pay-location and/or diving pay.
away from overseas permanent station	entitlement to Family Separation Allowance - Housing (FSH) will terminate on the 59th consecutive day of TDY.

Section B
Temporary Duty

Preparation of TDY Order (CG-4251) Blocks 1-11

Introduction The CG-4251 is a form for issuance of civilian and military Temporary Duty (TDY) orders. The CG-4251 can be prepared using the USCG Adobe Forms application software or a typewriter.

Procedure Here are specific directions to complete blocks 1 through 11 of the CG-4251.

Block	Entry	Ref.
1. Name	For individual travel enter the traveler's name in the following format: LAST, FIRST, MI, SUFFIX	
	For group travel enter the senior traveler's name in the following format: LAST, FIRST, MI, SUFFIX, AND GROUP (SEE ATTACHED)	
2. Grade/Rate	The traveler's rate/rank and pay grade Example 1: MK2/E5 Example 2: LTJG/O2	
3. DIV/Branch	The traveler's command (and staff symbol) if any. Example 1: ISC ALAMEDA (pru) Example 2: COMDT (G-WPM-2)	
4. Ext	The traveler's duty phone number, including area code, and extension. Example: 7853573691X35	
5. Depart Date	The date that the traveler is to depart the PDS and begin TDY travel, in the following format: DDMMYYYY Example: 08DEC1996 ♦ Note: If the traveler is taking leave or liberty and departing early enter the "constructive" date that the traveler would have departed to report on time had there been no leave or liberty authorized.	
6. Est. Days Absent	The number of days the traveler is expected to remain away from the PDS in a TDY status (do not include leave and liberty days) ♦ Note: This is the maximum number of days for which travel allowances can be paid. If the traveler is authorized to depart early and/or return late, an endorsement to the order authorizing the additional travel day(s) is required for additional travel allowances to be paid.	
7. Est. Cost	An estimate of the costs anticipated to be incurred to complete the ordered travel. Comment: The estimate is used to reserve (or obligate) funds for the travel, so accuracy is important. Costs that are more or less than the estimate will cause financial adjustments when the travel is completed and the actual costs are posted to the accounting system.	
8. Repeat Travel Orders	For a Blanket Travel Order enter the beginning and ending dates for the period the order covers, use the DDMMYYYY format Example: FROM <u>01OCT1998</u> TO <u>31OCT1998</u> ♦ If this is NOT a Blanket Travel Order enter "N/A"	PPPM 2-B-20

Continued on next page

Section B
Temporary Duty

Preparation of TDY Order (CG-4251) Blocks 1-11, Continued

Procedure,
continued

Block	Entry	Ref.
9.a Cmd, Dist., Firm or Org.	The name(s) of the TDY activity(ies) Example: TRACEN PETALUMA CGDSEVEN	
9.b Location	The geographic location(s) including county(ies) if in CONUS Example: Sonoma County, CA Miami (Dade County) FL	
9.c Date/ Time	Used if desired by the order issuing command to specify the reporting date and time. Time is expressed using the 24-hour clock and the date is expressed in the DDMMYYYY format. Example: 2400 22OCT1998	
9.d Revisit	<ul style="list-style-type: none"> • YES if traveler is authorized to revisit the TDY location(s) • NO if traveler is not authorized to revisit the TDY location(s) 	
10.a Registration Fee	<ul style="list-style-type: none"> • Registration fees reimbursement is authorized/approved when such fees are a condition for attendance. • Indicate in remarks (block 12) if the registration fee includes the cost of any meals and/or lodging. 	JFTR U4535
10.b Excess Baggage	<ul style="list-style-type: none"> • Any accompanied / excess baggage to be carried at government expense in connection with the TDY travel. 	JFTR U3015
10.c Local Travel	<ul style="list-style-type: none"> • Check the box if reimbursement for travel in the area of the temporary duty station is authorized. 	JFTR U3300 JFTR U3510
10.d 1st class jet	<ul style="list-style-type: none"> • Leave blank, unless approval for use of first-class air accommodations has been received from the Commandant or Vice Commandant. • See DOT Travel Guiding Principles and submit Exhibit B – Request for Approval of Premium – Class Accommodations to COMDT (G-WPM-2) 	JFTR U3125, DOT Travel
10.e U-Drive GSA Veh.	<ul style="list-style-type: none"> • <u>Leave blank</u>, rental car authorization (if any) will be entered in block 12 (remarks) 	
10.f Days Leave	<ul style="list-style-type: none"> • The number of days leave authorized (if any). The leave must also be authorized on a CG-2519 (Leave Authorization) 	PPPM 5-D-2
11 Mode of Travel	<ul style="list-style-type: none"> • <u>Leave blank</u>, use block 12 (remarks) to authorize or direct the mode of travel. 	PPPM Enclosure (3)

Section B
Temporary Duty

Preparation of TDY Order (CG-4251) Block 12

- Introduction** Block 12 of the CG-4251 is used to
- document WHY the travel is being performed
 - document WHAT is intended to be accomplished
 - show HOW the travel is to be performed
 - indicate expenses authorized
 - indicate travel advances authorized
 - enter any special provisions for the travel
 - document the availability/non-availability of government quarters
 - indicate TYPE of messing available
-

- Reference** (a) JFTR, U2015
 (b) PPPM, Encl. 3
-

- Instruction** Follow these instructions to complete block 12 of the CG-4251.
- Example entries can be found in enclosure (3) to this manual.

Entry	Travel Data
A	TDY Quarters availability (Select only one per TDY site): (1) Government Quarters (Includes Contract) directed by TDY site. (2) Commercial Facilities. **NOTE: Per JFTR U4400, for CG Personnel only: Govt Qtrs are available only if use is directed in the order.
B	Type of Messing directed at TDY location (Select only one): (1) Government Mess for all 3 meals. (2) Government Mess at the proportional Meal Rate. (3) Commercial Rate. (4) Reduced Per Diem in the amount of (\$) per day IAW COMDT (G-WPM-2) letter 4600 of (Date) NOTE: When travel orders do not direct the Government Meal Rate, or Proportional Meal Rate, or a Reduced Per Diem Rate, the settlement will result in the locality M&IE rate being paid. (See JFTR U4125-A3g for “deductible meals”)
C	State the mode of transportation directed to, from, and around TDY locality. One or more of these example attachments may apply. (1) AUTH (compact, mid, full-size) rental car at TDY location. (2) AUTH Commercial Air Trans between PDS/TDY location. (3) AUTH local travel/public transportation or taxi at TDY site. (4) AUTH local travel in vicinity of PDS incident to TDY. **NOTE: Always arrange Official travel from either a CTO, in-house travel office or TMC, JFTR U3120

Section B
Temporary Duty

Preparation of TDY Order (CG-4251) Block 12, Continued

D	Government Travel Charge Card availability (Select only one): (1) Member possesses a Govt Travel Charge Card. (2) Member does not possess a Govt Travel Charge Card. (3) When either a Govt or Personal ATM Travel Advance is requested and authorized, the orders will state the following: (4) Travel Advance is authorized in the amount of (\$).
E	Travel Expense reimbursable items that require pre-authorization on the travel order are: (1) AUTH Registration or Seminar fee, JFTR U4535. (2) AUTH Reimbursement for Conference Costs, JFTR U2550. (3) AUTH Actual Expense Allowance in the amount of (\$) at (City, ST) for TDY period (Dates of TDY), JFTR U4200.
F	A statement must be on each travel order indicating whether transportation tickets are purchased using a "Centrally Billed Account" (CBA) or an "Individually Billed Account" (IBA).

Section B
Temporary Duty

Preparation of TDY Order (CG-4251) Blocks 13-19

Introduction This will assist you in completing the remainder of the CG-4251.

Procedure Use these instructions to complete blocks 13-19.

Block	Description
13	Enter the date the individual requesting the travel signs the order, and the individual's signature. (OPTIONAL)
14	Enter the accounting data from the message (or other document) ordering the member's TDY. Object codes can be found in the Finance Center SOP, Appendix F.
14a	Approving official signs and dates.
15	Accounting division will complete.
15a	Accounting division official signs and dates.
16	Enter appropriate information as required.
17	Enter appropriate information as required.
18	From: Enter the approving official's command. To: Enter the name of the traveler.
Dist.	Original and 4 copies to the member. Copy for unit files. Copy for accounting/finance office Copy for each command to which the member is to report Copy for SPO
19	Authorizing Official signs and dates. Include the AO's phone number.

Section B
Temporary Duty

Letter Travel Orders

U.S. Department of
Homeland Security

United States
Coast Guard



COMMANDING OFFICER
USCG PERSONNEL
SUPPORT CENTER

444 SE QUINCY St. Topeka, KS
66683-3591 Staff Symbol: (xxx)
Phone: (xxx) xxx-xxxx
Fax: (xxx) xxx-xxxx
Email:

XXXX
3 Jan 2004

MEMORANDUM

From: JOE BOSN, CGC NEVERSAIL

Reply to: TONO
Attn of: XX/XX/XXXXXXXXXX000

To: BM1 C. Sick XXX XX XXXX, USCG

Subj: ORDERS; TEMPORARY DUTY; TRAVEL ORDERS

1. You are authorized to proceed from time to time during Fiscal Year _____ to such places within and beyond the continental limits of the United States as may be necessary on official business of the Coast Guard. Upon completion thereof, you will return to your permanent duty station for resumption of regular duty.
2. **Your TONO is XX/XX/XXXXXXXXXX000.** Travel necessary to the execution hereof is required by the public interests and is authorized chargeable against Coast Guard Accounting Data X/X/XXX/XXX/XX/X/XX, cost center XXXXX. Travel within CONUS is chargeable against object code XXXX.
3. Travel via government transportation is directed beyond the continental limits of the United States wherever available. Travel via commercial carrier is authorized when government contract carrier is authorized in order to satisfy travel schedule requirements. For MAC, Class Two priority is certified.
4. Travel via privately owned conveyance is authorized providing it has been administratively determined, for each travel segment, that this mode of travel is clearly more advantageous to the government. Local travel via streetcar, bus, subway, street railway, train, etc., is authorized. The use of taxicabs at your temporary duty station is authorized subject to the restrictions outlined in paragraph JFTR U3510. Hire of special conveyance (GSA vehicle or rental vehicle) is authorized as set forth in paragraph JFTR U3415. Excess baggage is authorized.
5. Registration fees for conferences, seminars, etc., are authorized.
6. The provisions of chapter 4 of the Joint Federal Travel Regulation, governing per diem rate and reimbursable expenses shall apply under these orders. Authorizations for Actual Expenses Allowance must be authorized on a trip by trip basis made by a separate endorsement. The endorsement must indicate the location and of Actual Expense.
7. Possession of valid TOP SECRET clearance is certified. Prior to departure, you will, as required, avail yourself of Defensive Security Briefing procedures as set forth in Coast Guard Security Manual, M5500.11A.
8. No proceed time is allowed under these orders.
9. The authority contained herein will expire 30 September, 2004, or upon relief of your duties as Director of Resources.

#

Authenticated Original Message Order

Introduction In our effort to improve and simplify the travel process. There are three very acceptable methods of travel order production. When the use of a Coast Guard travel order form is not necessary, these methods can be used.

Types

- That official telecommunication message traffic may be used as a travel order. Messages that fund and direct official travel can be modified in a travel order authenticating process and used instead of TDY travel order forms CG-4251 or CG-5131. The message would contain the same travel data as the form. Simple – Print it, Endorse it, Sign it, and mark as “Original”.

Message Traffic

E-mail

- Like message traffic, electronic mail (e-mail) can also be used as a travel order. Such e-mail must comply with COMDTINST 5270.1d (Management of Electronic Mail).

TQC

- TDY training orders issued by Training Quota Management Center (TQC) via the Direct-Access Airport Terminal are on form CG5131. Simple – Print it, Endorse it, Sign it, and mark as “Original”.

Message Authentication The message travel order authentication process has the potential to reduce travel order preparation time and eliminate duplicative effort.

To qualify and use as a travel order form, the message/E-mail travel order, should possess this type of travel data (just like that of form CG-4251):

- A. Travel order number (TONO) and accounting line data;
 - B. Traveler name, SSN, rank and unit;
 - C. Traveler PDS subsistence allowance (as shown in example below);
 - D. The Temporary Duty destination, Purpose and Location (City/County/St);
 - E. Reporting Time/Date;
 - F. Duration of TDY;
 - G. Mode of transportation authorized or directed;
 - H. Type of Quarters authorized or directed;
 - I. Type of Messing authorized or directed;
 - J. Whether traveler is (is not) a Gov't travel charge card holder;
 - K. Maximum amount of TDY travel advance funds authorized; and
 - L. Specifically name reimbursable expenses that must be pre-authorized on the travel order, i.e., Conference costs, Registration fees, Rental vehicle & size authorization, Communication fees, Excess baggage, or Actual expense allowance in the amount of (\$) for (Locality name)(TDY period), etc.
-

Continued on next page

Section B
Temporary Duty

Authenticated Original Message Order, Continued

**Message
Endorsement**

Make the following authentication endorsement on the top of the first (front) page of the E-mail or if using a message, immediately above the date time group (DTG) number:

QUOTE

(Type in the current date)

FROM: CO (OINC), LONG TITLE NAME OF UNIT

TO: RANK/RATE TRAVELER'S FULL NAME, SSN

1. YOU ARE DIRECTED TO TRAVEL TDY AS DESCRIBED HEREIN AND RETURN AND RESUME REGULAR DUTIES THEREAFTER. FOLLOW GUIDELINES ESTABLISHED IAW THIS MESSAGE TRAVEL ORDER CONSISTING OF (#) PAGES. UNLESS OTHERWISE DIRECTED, THE ACCEPTED MODE OF TRANSPORTATION IS: (AS APPROPRIATE).

2. YOU ARE (ARE NOT) A GOVERNMENT TRAVEL CHARGE CARD HOLDER. A TRAVEL ADVANCE IN THE AMOUNT OF (\$000.00) IS AUTHORIZED AND SHOULD BE OBTAINED VIA (ATM OR TRAVELERS CHECKS). IF TRAVEL ADVANCE IS CHARGED TO THE USCG, ATTACH SF-1038 ADVANCE APPROVAL.

3. YOUR PERMANENT DUTY SUBSISTENCE ALLOWANCE IS:

(INDICATE EITHER: PARTIAL BAS, SEPRATS, OR ENL REG BAS OR OFF BAS)

4. (PLACE ADMIN MATTERS HERE, IE, AUTH LEAVE, MAW COMPLIANCE, ETC) SUBMIT YOUR TRAVEL CLAIM WITHIN 3 DAYS AFTER RETURNING FROM TDY FOR REVIEW AND APPROVAL BY YOUR SUPERVISOR.

//S//

AUTHORIZING OFFICIAL SIGNS MSG/E-MAIL

INSERT AO PHONE NUMBER AND DATE.

UNQUOTE

- AFTER AO SIGNATURE (Original signature, in ink, not stamped)
(AUTHENTICATION) HAVE MSG STAMPED: ORIGINAL.

Continued on next page

**Section B
Temporary Duty**

Temporary Duty (TDY) Checklists

Introduction These checklists have been provided to assist the unit/SPO in completing all necessary tasks required for departing and reporting members who are performing TDY. These job aids are designed to be reproduced locally.

TDY Departing checklist Use this checklist when a member requires a TDY order.

Step	Action	Reference	Date
1	Counsel member on travel and pay entitlements	JFTR, Chap. 4 PPPM, 2-B-26	
2	Set up travel arrangements. If member is going TDY to "A" School, and an airline ticket is issued, ensure it is a round trip ticket.	Local policy	
3	Get Commandant (CG-1222) approval if TDY will be over 180 days	CGS-JFTR, 2145	
4	Complete travel order	PPPM, 2-B-27	
5	Ensure member has sufficient funds; arrange for advances if needed	CGS-JFTR, 2300	
6	Ensure member has sufficient obligated service	PERSMAN	
7	Ensure member has proper security clearance	PERSEC	
8	Ensure member meets weight standards (if applicable)	Weight Instruction	
9	Complete PCS/TEM DUINS to "A" School worksheet (CG PSC-2001) if member is going TDY to "A" School.	Local Policy	
10	If the TDY period is expected to be over 30 days or may involve changes to member's BAS and/or Career Sea Pay/Time , send a copy of the orders, annotated with the date and time the member departed, to the SPO so that pay entitlements affected by TDY can be stopped/started. The SPO will forward SPO PDR to TDY unit's SPO if TDY is over 60 days.	PPPM, 2-B-26 Direct Access Online Manual, TDY Entitlements	
11	If the member has dependents	And the TDY period is expected to be over 30 days	Then provide the member with an FSA Worksheet
	Instruct the member to complete and submit the FSA Worksheet to the SPO, with a copy of the TDY order on the 31st day away from the permanent duty station		
		PPPM, 7-B-3	

Note: The unit will notify the SPO if the member does not travel on the dates of the original TDY orders (e.g. send copies of the amendments or annotations).

Continued on next page

Section B
Temporary Duty

Temporary Duty (TDY) Checklists, Continued

TDY Duty Site checklist Use this checklist for members TDY at your duty site:

Step	Action	Reference	Date
1	Receive copy of TDY order		
2	Verify member reports for TDY. If member fails to report, notify the permanent unit.	PPPM, 10-B-5	

TDY return checklist Use this checklist when a member returns from TDY

Step	Action	Reference	Date
1	Ensure member traveled in accordance with the order. If member was required to deviate from the order as issued, ensure any necessary amendments and/or endorsements have been affixed to the original order	JFTR, 4400	
2	Ensure member submits travel claim to supervisor within 3 working days of return	PPPM, 2-B-4	
3	Ensure supervisor reviews the travel claim and signs and dates block 16 within 2 working days	PPPM, 2-B-4	
4	Provide the SPO with a copy of the orders, annotated with the date and time that the member returned to the unit. The SPO will submit Direct Access transaction to change BAS (unless the member is not required to eat at a government messing facility at <u>both</u> the permanent unit <u>and</u> the TDY unit).	PPPM, 2-B-26 Direct Access Online Manual , TDY Entitlements	
5	Ensure the travel claim is prepared and submitted through T-PAX with documentation retained by the member for a period of 6 years & 3 mos, or travel claim, original orders, and receipts are forwarded to PSC (tv1) if T-PAX is not used	PPPM, 2-B-4	
6	Forward Career Development Worksheet (PSC-2030) to SPO to report school completion or addition of enlisted competency codes.		
7	Review and complete PCS/TEM DUINS to "A" School (CG PSC-2001) if member is returning from TDY to "A" School.		

Reimbursement Methods

Introduction This section covers various reimbursement methods used during TDY.

Reference (a) JFTR
(b) PAYMAN
(c) FTR

Per Diem Definition Per Diem is a daily fixed allowance based on geographic locality used to reimburse travelers for lodging, meal and incidental expenses incurred while performing official travel. This allowance is separate from transportation and other miscellaneous expenses.

*Note: Current locality per diem rates are available at
<https://secureapp2.hqda.pentagon.mil/perdiem/rateinfo.html>*

Per Diem Types Normal Lodging Plus Rate (LDP):

Entitlement to per diem is based on the actual lodging cost incurred plus meals and incidental expense (M&IE) allowances. The total amount is limited to the maximum locality rate established for the TDY area. This per diem type is known as the Lodging Plus (LDP) System. See Joint Federal Travel Regulations (JFTR), Chapter 4.

- ◆ *Note:* 1. This type of per diem is commonly listed on orders as “Government Quarters & Messing Not Available.”
 - 2. For INCONUS daily lodging, taxes are **not** included in the daily amount. These taxes are an allowable reimbursable expense under the “miscellaneous reimbursement section.” OUTCONUS lodging taxes are included in the daily lodging amount.
-

Continued on next page

Reimbursement Methods, Continued

**Per Diem
Types,
continued**

Actual Expense (AE) & Super Actual Expense (SAE):

For circumstances where lodging plus per diem reimbursement would not be sufficient to cover traveler expenses, entitlement to an actual expense allowance may be authorized. Actual expense (AE) permits the traveler to exceed the maximum locality rate for both lodging and M&IE expenses. When the traveler is authorized to exceed the maximum lodging portion only, the per diem rate is actual expense for lodging with the M&IE portion at the LDP rate (AELP). Normally actual expense is limited to 150% of the maximum locality rate for the area where duty is performed. In certain cases, such as short notice TDY or TDY in seasonally high cost areas, actual expense may be authorized not to exceed 300% (SAE). Actual expense cannot be a blanket authorization. Each trip and locality must be authorized separately listing the locality, dates, and amounts. See JFTR, U4200.

Note: This type of per diem is listed on orders as either "Government Quarters & Messing Not Available, Authorized Actual Expense not to exceed \$_____ per day or Actual Expense Authorized for Lodging only not to exceed \$_____ per night for the dates of _____ through _____."

Example: Locality is city "A" – Maximum is \$80.00 per day
Lodging - \$50.00 & M&IE - \$30.00
150% Actual Expense for Lodging & M&IE is
 $150\% \times \$80.00 = \120.00 per day for lodging & M&IE
150% Actual Expense for Lodging only is
 $(150\% \times \$80.00) - \$30.00(\text{M\&IE}) = \$90.00$ per night for lodging.

Training (TNG):

When military traveler's attend various courses of instruction and are required to use government quarters and unit essential messing, per diem is paid at the current government meal rate (unless provided meals at no cost) and an incidental rate of \$2.00 for INCONUS or \$3.50 for OUTCONUS. Travelers may also be reimbursed for government quarters fees, if charged. See JFTR, U4125.

Field Duty:

Travelers on field duty are not entitled to per diem unless circumstances per reference JFTR, U4105.D apply. The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400, the day before the day on which it ends. See JFTR, U4102.L & U4105.D.

Continued on next page

Reimbursement Methods, Continued

**Per Diem
Types,
continued**

Sea Duty (SD) or Government Ship (GS):

Military members are not entitled to per diem for any period of TDY or training while in a sea duty status or aboard a government vessel. Per diem entitlement ceases at 0001 on the day after the date of arrival aboard and ends at 2400 on the day before the date of departure from the vessel. This duty is considered unbroken when a member transfers from one vessel to another and the transfer is made within a 10 hour period. See JFTR, U4102

Special or Reduced Per Diem (SPR):

Special or Reduced per diem is a flat rate that is below the normal lodging and M&IE rate for the locality. This per diem rate must be approved by COMDT (G-WPM-2) and are established for a particular mission/operation. If used, the special rate must be listed on the travel order. See JFTR, U4135.

Inpatient:

There is no per diem entitlement for travelers in an inpatient status. However, travelers who must remain on TDY at a medical facility for follow-up appointments or therapy are entitled to per diem allowances. See JFTR, U7125.

- Assigned to Rehab Center (REH)
There is no per diem entitlement for travelers while assigned TDY to a rehabilitation center where both government quarters and mess are available. See JFTR, U7125.
- No Per Diem (NP)
There are some other circumstances where per diem is not authorized for travel. Some examples are:
 - Travel or TDY Within PDS Limits - Except as for JFTR, U4105.H per diem is not payable for travel or TDY within the limits of the PDS.
 - Round Trips Within 12 Hours - Per diem is not payable for any period of TDY that is performed entirely within 12 hours.

*Note: 1. See JFTR, U4100 & U7125 for more info about non-per diem status.
2. Occasional meals may be reimbursement for certain circumstances for the above types duty. See JFTR, U4102.*

Continued on next page

Reimbursement Methods, Continued

Travel Settlement Defaults

TDY travel rules have several ‘defaults’ or assumptions when information is inadequate or absent on the travel order. The protection against these defaults is a TDY order that contains clear, adequate, and correct information. The defaults include:

- **Government Messing**
Default meal settlement standard (JFTR, U4400). When Travel Orders do not direct the government or proportional meal rate, the locality meal and incidental (M&IE) rate shall be paid.
- **Quarters**
Government Quarters are available ONLY IF use is directed in the Official Travel Order.
- **Transportation**
Unless the order-issuing official directs a specific transportation mode(s) or any exception(s), transportation expenses will be paid on the assumption common carrier air transportation is the most cost efficient and expeditious way to travel. For ticketing purposes, always use an in-house Travel Office, Contract Travel Office (CTO), or Travel Management Center (TMC) to ensure the traveler receives the government contracted reimbursable rate. See JFTR, Chapter 3.
- **Other Expenses**
ONLY EXPENSES that are pre-authorized and clearly implied by the order (e.g., transportation to/from common carrier terminals when common carrier transportation is necessary) or specifically addressed by the order (e.g., rental car) are available to the traveler.
- **Receipt Requirements.** A receipt must show what and when specific services were rendered or articles purchased, and the unit price. See JFTR, U2500.

Receipts are required for:

- Lodging expenses regardless of dollar amount (must list the daily lodging rate and daily tax rate)
 - Any claimed expenditures of \$75.00 or more.
 - Rental vehicles (regardless of dollar amount)
Commercial travel (airfare, train, etc.).
-

Manual Submission of Travel Claims

Introduction This section provides the procedure for the manual submission of travel claims. T-PAX is the primary method for submitting TDY claims. The procedures in this section apply to PCS claims (which cannot be submitted in T-PAX). The procedures in this section may also be used to submit a TDY claim in the event T-PAX is not available.

**The Travel
Claim
Package**

The following items are required for each travel claim:

- Original Travel Voucher
- Original travel orders, including any amendments or endorsements. (For Document Type 13, Repeat Travel Orders: order issuing activity will retain all original orders; orders must indicate in the remarks block the name, phone number and e-mail address of the office where the originals are on file.

Lost or Missing Original Orders

Please provide statement on a separate plain 8-1/2" x 11" paper. Statement must have TONO and accounting data, must be dated, and have employee's printed full name, original signature and Emplid as well as the printed full name, original signature of the Authorizing Certifying Official for the member's permanent duty station.

Member Name: _____ Date: _____

Travel Order Number: _____

Accounting Data: _____

Dates Of Order: _____ to _____

Place Ordered From and To: _____

I hereby certify that my original TAD/PCS (circle one) travel orders under travel order number _____ are lost and/or irretrievable to obtain a certified copy. I will not make another claim against the government under this travel order number unless otherwise authorized through official authority.

I understand that there are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729)

Signature: _____
Printed Full Name, Signature & Emplid

Signature: _____
Printed Full Name, Signature & Emplid
Authorized Certifying Official

Continued on next page

**Section B
Temporary Duty**

Manual Submission of Travel Claims, Continued

**The Travel
Claim Package
(Cont'd)**

- Original itemized receipt for lodging expenses no matter the amount.
- Original Airfare, or primary commercial transportation, receipt.
- Original receipts for reimbursable expenses of \$75 or over. For lost receipts, sign a statement as below in block 29 of your travel claim:

**LOST OR MISSING ORIGINAL RECEIPTS FOR REIMBURSABLE EXPENSES OF \$75
OR OVER AND/OR LOST RECEIPT FOR LODGING EXPENSES**

I will not make another claim against the government for this item on Travel Order Number _____ and travel dates _____ to _____.

I understand that there are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729)

Signature _____
Printed Full Name, Signature & Emplid

Signature _____
Printed Full Name, Signature & Emplid
Authorized Certifying Official

NOTE: Please itemize your costs (i.e. how much spent for each item).
For hotel receipts it is necessary to provide the name of the hotel, phone number including area code, address and a point of contact at the hotel for verification.

- Endorsement(s) or SF-1038 for advance travel payment(s), if any.
-

**Travel
Voucher
Submission**

Review the travel claim package to ensure it is complete, correct; and that all entitlements are claimed. Review with the "Traveler's Checklist".

Prior to submitting the travel claim package to your supervisor for admin review, make a complete copy for your records. It is important to keep a copy in case you need to submit a supplemental claim or the claim is lost in the mail. You must retain copies of your travel claims for six years and three months from the date of settlement of the claim. PSC (TVL) will not return the original travel claim package.

- Securely staple the travel claim package to prevent loss of receipts or separation of package. (Refrain from using paper clips).
 - Remember that you must submit your travel voucher to your supervisor within three days of completion of travel.
 - All permanent change of station and separation travel claims must be filed within 30 days of completion of travel.
 - It is up to your supervisor to complete the administrative review and forward the entire package to PSC (TVL) for processing.
-

Continued on next page

Section B
Temporary Duty

Manual Submission of Travel Claims, Continued

Payment

If all documentation is correct, PSC (tv1) will process your claim then electronically transmit the payment information to the Coast Guard Finance Center (FINCEN) for payment.

NOTE: If you want direct deposit sent to an account other than your current payroll account, complete and forward a Direct Deposit Fast-Start Form (SF-1199A) (available from your financial institution) or a **CG PSC-2015, Pay Delivery Worksheet** to the Coast Guard Finance Center. For the Pay Delivery Worksheet, mark the form “*For Travel Claim Payment Only.*” You can also complete FINCEN’s online enrollment form at https://www.fincen.uscg.mil/secure/enrollment_form.htm to change the account used for the Direct-Deposit of travel payments.

Non-receipt of Payment

Allow 10 working days from the date the Travel Voucher Summary is received to the date you receive payment. If payment or notification of overpayment/claim rejection is not received by the end of this period, contact Coast Guard Finance Center’s automated voice response toll-free number 1-800-564-5504 or visit <https://www.fincen.uscg.mil/secure/TravelPay/TPQuery.htm> to receive information for travel claims processed.

If the Finance Center has no record of the travel payment, contact PSC’s Customer Care Branch for assistance (Travelers using Industrial site accounting should contact their respective site). They will assist the unit/ traveler to verify the claim was processed, the amount due, and the date travel payment authorization was sent to the Finance Center. Contact PSC Customer Care by submitting an online Trouble Ticket at:

<http://www.uscg.mil/hq/psc/customerservice.shtm>
or call: (785) 339-2200 or 1-888-872-8724

Note: If you have waited more than 15 working days from the date the claim was mailed you should contact PSC Customer Care to ascertain the claim’s status.

Continued on next page

Section B
Temporary Duty

Manual Submission of Travel Claims, Continued

**Mailing
Procedures**

When submitting claims to PSC (tvl) for processing, use the address below

Address
COMMANDING OFFICER (TVL) U. S. COAST GUARD PERSONNEL SERVICE CENTER TOPEKA KS 66683-3591

Note: Mail (unfolded) in a large envelope with all documents and receipts stapled together as one package. This will help to reduce the risk of lost documents. DO NOT fold travel claim documents.

Rules for Claiming Official Phone Calls

Introduction This section provides additional information for military personnel and civilian employees who are requesting reimbursement for official telephone calls or other communication charges.

Rules Concerning Official Calls for Military Personnel Military personnel should follow these rules when claiming reimbursement for telephone calls or other communication charges incurred during the course of official business, JFTR, T4060:

- Local calls may only be claimed when the calls were for official business, and you provide an itemized listing when you submit your travel voucher.
- Long distance calls are not reimbursable unless the order-issuing official has completed the certification in block 20 of the travel voucher.
- Travel Orders and their subsequent amendments will authorize reimbursement for communication services as approved by the order issuing activity.

Rules Concerning Personal Calls for Civilian Personnel Civilian personnel should follow these rules when claiming reimbursement for telephone calls or other communication charges incurred during the course of official business:

For calls made within the Continental United States:

- Brief calls (less than 5 minutes) are allowed.
- A claim of no more than \$5 may be made for each day while in a travel status.
- Reimbursement will not be made for more than one call per day.

Outside the Continental United States

- A claim of no more than five documented minutes may be made for each day while in a travel status.
 - Reimbursement will not be made for more than one call per day.
 - The maximum reimbursement allowed for telephone calls is \$10 per day.
-

Accounting Data

Introduction The most common cause for delay in processing travel claims is incorrect accounting data. This section will help determine whether or not the accounting data on your travel order is correct.

Reference (a) FINCEN SOP
 Chap 4, Accounting Line Data
 Chap 5, Document Numbering

Document Number The Document ID Number or Travel Order Number (TONO) consists of 16 digits. The first four digits represent the type of travel and Fiscal Year. The TONO should be similar to one of the following:

Type of order	Example
TAD	<u>1106234PBZA73000</u>
PCS, Retirement, Discharge	<u>1206234P23704000</u>
Blanket or Repeat	<u>1306234ZM1233000</u>

Note: Industrial site TONOs differ from this restriction.

Accounting String The accounting string is used to charge the cost of travel to the appropriate unit and funding account. The string is represented by a series of alphanumeric characters. The general format of Coast Guard accounting line data is:

2/	F/	601/	136/	30/	0/	AB/	12345/	2100
Agency Code	Region/District Code	Appropriation Code	Appropriation Limitation code	Allotment Fund	Allotment Level	Program Element	Cost Center	Object Class
"2" for CG				Control Code	Indicator Code			

Continued on next page

Section B
Temporary Duty

Accounting Data, Continued

**Reimbursable
Agreement
Numbers
(RAN)**

Coast Guard travelers often travel TDY for other Government agencies (**OGA**), such as State Governments, EPA, Treasury, and other U. S. Armed Forces. When an OGA offers to fund TDY, the unit must coordinate how that TDY will be reimbursed through FINCEN.

Produce Travel orders and assign a routine TONO & Accounting String

Note: In Accounting line, change AFC 30 to read 80. Ensure TONO region corresponds to Program Element.

An example of a RAN accounting string and TONO follows:

- ACCT String: 2/H/801/899/80/0/WA/77950/2152
- TONO: 1198238HWA026000

Note: The region H is the 8th character of the TONO. The Program Element WA is the 9th & 10th character of the accounting string. AFC: 30 is also changed to read 80. If the Appropriation limitation code is greater than 400 (899 in the above example), a RAN number is required.

Note: These accounting restrictions do not apply to Industrial accounts.

**Document Type
33 and DITY
Moves**

Claims for reimbursements of Document Type 33 (Miscellaneous items) and Do-It-Yourself (DITY) moves should be forwarded to the Coast Guard Finance Center (FINCEN) for processing. PSC (TVL) does not process these types of claims.

Send Document Type 33 and DITY move claims to:

COMMANDING OFFICER (33)
U S COAST GUARD FINANCE CENTER
1430 A KRISTINA WAY
CHESAPEAKE, VA 23326-1000

ATTN: MISC. REIMB.

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Section Overview

Introduction

Active Duty for Training (ADT) includes:

- Active Duty for Training for Annual Training (ADT-AT)
- Initial Active Duty for Training (IADT)
- Active Duty for Training - Other Training Duty (ADT-OTD)

ADT is a tour of Active Duty that is used for training members of the reserve components to provide trained units and qualified persons to fill the needs of the Armed Forces during war or national emergency and such other times as national security requires. [RPM](#), 3-A defines these duty types in detail. This section will focus on the procedures and processes governing ADT.

In this section

Topic	See Page
The ADT Process	2-C-2
Amendments to ADT Orders	2-C-6
Preparation of Annual Screening Questionnaire	2-C-7

The ADT Process

ADT order processing This table describes the stages of ADT order processing.

Reference (a) [Direct Access Online Guide for Reserve Orders](#)
(b) [RPM](#)
(c) [PDR Manual](#)

Direct Access Path *Member*
Home > Self Service > Tasks > Reserve Orders

Reserve Orders Manager
Home > Self Service > Manager > Tasks > Reserve Orders

Process This is the process.

Stage	Who Does It	When	What Happens
1	Member	At least 45 working days prior to the date of ADT	<ul style="list-style-type: none"> • Negotiates duty dates with unit • Complete the Request for ADT Orders through Direct Access (Reserve Orders module)
2	Reserve Orders Manager	Within 5 days of receipt of request	<ul style="list-style-type: none"> • Complete the Request for ADT Orders through Direct Access if member is unavailable • Completes the Reserve Orders Manager portion of the Request for ADT. <ul style="list-style-type: none"> • Verifies all readiness requirements (ASQ, medical, dental, security, etc.). • Verifies Personal Information is current. • Verifies no other duty/drills are scheduled during timeframe desired. • Completes Per Diem Entitlements (if applicable). • Completes Other Authorized Expenses (if applicable). • Completes Partial Entitlements Tab. • Forward to supervisor or ISC (pf) as appropriate.

Continued on next page

Section C
ACTIVE DUTY FOR TRAINING

The ADT Process, Continued

Stage	Who Does It	When	What Happens
3	Supervisor or Reserve Orders Manager	Within 2 days of receipt of request	<ul style="list-style-type: none"> Administratively reviews orders and forwards to Servicing ISC (pf). <p>NOTE: The orders may go thru several approvers before sending to ISC (pf).</p>
4	ISC (pf)	Within 2 days of receipt of request	<ul style="list-style-type: none"> Approve the Request for ADT Orders in Direct Access. If member is performing IADT Phase II and attending class “A” School, complete the Departing for TDY or PCS/TEMDINST To “A” School Worksheet (CG PSC-2001). Ensure the member has a security clearance if required while on ADT.
5	SPO <i>* Note, Verify that member is not in receipt of any type of disability, compensation, pension or retired pay from the Department of Veterans Affairs.</i>	Within 2 days of receipt of an approved request	<ul style="list-style-type: none"> Administratively reviews the orders. Prints the Orders Signs the Orders Mails the orders to the member. Complete Direct Access start entitlement transactions if the member is entitled to SDAP or COLA while on ADT. Maintain approved request and copy of orders in SPO files and PDR for 1 year. <p>In cases where the ADT is for 60 or more days (e.g., IADT Phase II to “A” School):</p> <ol style="list-style-type: none"> Review and mail the SPO PDR to the SPO servicing the ADT site. Set up tracking of completion date of ADT period.

Continued on next page

Section C
ACTIVE DUTY FOR TRAINING

The ADT Process, Continued

Stage	Who Does It	When	What Happens
6	Member's Unit	Prior to member's arrival at ADT site	Forward Medical/Unit PDR IAW ref. (c).
7	Member	As directed by orders	Reports to ADT site
8	ADT site	Member reports for ADT	Reports actual reporting date to the SPO.
9	SPO	Immediately	Upon arrival notification from ADT site or ISC: <ul style="list-style-type: none"> • Completes actual report date in Direct Access • Completes the Travel Report Dates Section. • Validates partial entitlements. • Starts appropriate pay and allowances.
10	ADT site	Member completes ADT	<ul style="list-style-type: none"> • Endorse Travel Orders to show: <ul style="list-style-type: none"> (1) date and time member reported and departed, and; (2) availability of Gov't qtrs/mess. • Fax copy of endorsed Travel Orders to member's home SPO on the same day. • Complete a performance evaluation using Direct Access.

Continued on next page

Section C
ACTIVE DUTY FOR TRAINING

The ADT Process, Continued

Stage	Who Does It	When	What Happens
11	SPO	Upon departure notification	<p>(Less than 140 days)</p> <ul style="list-style-type: none"> • Enters actual depart date. • Completes Duty to Home dates • If necessary submits action to correct Pay and Points for Reserve Active Duty Periods of Less Than 139 Days via Direct Access IAW reference (b). • If ADT was over 29 days submit Direct Access transaction (Process Lump Sum Leave). • Submit Direct Access transaction to stop SDAP/COLA if appropriate. • In IADT cases, verify that the reservist's school completion and advancements/designator assignment have been recorded in Direct Access.
12	Member	Within 3 days following completion of travel	Complete DD-1351-2 (Travel Voucher) and forward to unit with original Travel Orders.
13	Unit	Within 2 days of receipt from member	Complete administrative review of travel voucher and forward to PSC (TVL) for processing.
14	PSC (TVL)	Upon receipt of voucher	Process travel voucher for payment of travel entitlements.

Amendments to ADT Orders

When orders can be amended

Orders can be amended after the fact to document verbal authority given during the ADT travel period when unforeseen requirements emerge that require the member to incur costs not originally anticipated.

Travelers seek modifications or changes to their orders through the Order Issuing official that directed and funded the travel. The form of the amendment should identify the:

- Traveler
- TONO/ACCTNG Data
- Entitlement specified
- Reason for change

This information should be attached (memo, letterhead, or handwritten note) to the original travel order.

Situations when amendments are not authorized

There are some provisions that, if not authorized in the order BEFORE travel starts, CANNOT be approved for payment after travel is completed.

Example: An order DIRECTING use of common carrier cannot be amended after the fact to permit some other form of transportation when common carrier was the order issuer's intended form of transportation for the member.

Amendments cannot be used to deny an entitlement

UNDER NO CIRCUMSTANCES CAN AN ORDER BE AMENDED AFTER THE FACT TO DENY A TRAVEL ENTITLEMENT CONTAINED IN THE ORDER

Example: An order can't be amended after the fact to "unauthorize" a rental car authorized by the order in order to deny payment to the traveler.

Preparation of Annual Reserve Screening Questionnaire

Introduction Federal law requires that all Ready Reservists (Selected Reservists (SELRES) and Individual Ready Reservists (IRR)) be regularly screened to ensure their availability and fitness for duty if mobilized and submit updated information to their chain of command. Coast Guard reservists will complete the screening annually.

Note: Members who are on Extended Active Duty or serving on a recall to active duty and those who have completed a questionnaire within the four months preceding 1 October are not required to submit a new questionnaire for the current year. The questionnaire is designed to be done as often as the information or recall availability changes at anytime of the year.

References

- (a) [10 USC 10149](#)
- (b) [ALCOAST 485/02](#)
- (c) [ALCOAST 558/02](#)
- (d) [RPM](#)
- (e) [Screening of the Ready Reserve DODD 1200.7](#)
- (f) [Direct Access Guide, How to Complete the ASQ](#)

Direct Access Path

Self-Service:
Home > Self-Service > Employee > Tasks > Annual Screening Questionnaire

SPOs and Reserve Orders Managers:
Home > Administer Workforce > Administer Workforce (GBL) > Use > Annual Screening Questionnaire

Process Overview

Members with access to Direct Access will complete the Annual Screening Questionnaire (ASQ) using Self-Service. SPOs will enter questionnaires on behalf of those members without access to the system.

Reservists who cannot access Direct Access may use [CG PSC-3799R](#), from enclosure (1) of this manual, to provide screening information to the servicing SPO.

Continued on next page

Preparation of Annual Reserve Screening Questionnaire, Continued

**Supervisor
Notification**

When members indicate on the Annual Screening Questionnaire they are not available for recall or do not understand their mobilization requirement Direct Access prompts them (or the Reserve Orders Manager if entering a questionnaire on behalf of a member who cannot access Direct Access) for a supervisor's Operator ID for follow-up counseling or action (transfer to IRR or discharge). The email function to supervisor is only active when the reservist chooses "do not accept/understand mobilization requirement" or any selection other than "available for mobilization." A view-only link of the reservist's Annual Screening Questionnaire is added to the supervisor's worklist.

**Supervisor
Action**

Supervisors must contact and counsel those members who indicate they are not available for recall or do not understand their mobilization requirement. If the counseling results in the member being able to indicate they are available for mobilization a new Annual Screening Questionnaire must be submitted. Members who are not available for mobilization should be processed for transfer or separation as appropriate (consult the references cited at the beginning of this section for additional guidance).

Procedures

- See [Ref. \(f\)](#) for procedures to complete the Direct Access Annual Screening questionnaire.
 - Form [CG PSC-3799R](#) (from enclosure (1) to this manual) includes complete instructions needed to complete the form.
-

Section Overview

Introduction Active Duty Other Than Training (ADOT) includes:

- Involuntary Active Duty
- Voluntary Active Duty for Emergency Operations
- Active Duty for Special Work (ADSW)

This section will focus on the procedures and processes governing ADSW-AC, (formerly TEMAC). Reservists in the Selected Reserve, Individual Ready Reserve (IRR) or the Standby Reserve (Active Status) may perform this duty.

Note: IRR and Standby Reserve include those referred to as Active Status Pool (ASP).

References

- (a) [RPM](#)
 - (b) [COMDTINST 1330.1](#) (series) (Temporary Active Duty)
 - (c) [PDR Manual](#)
 - (d) Direct Access Guide, [Reserve Orders Guide](#)
-

In this section

Topic	See Page
Projecting Costs of ADSW-AC Orders	2-D-2
Document ID's (TONO) for ADSW-AC Orders	2-D-3
Accounting Line Data for ADSW-AC Orders	2-D-4
How to Process an ADSW-AC Order	2-D-6

Projecting Cost of ADSW-AC Orders

Introduction All ADSW-AC costs, including pay and benefits, travel and per diem, and permanent change of station (PCS) entitlements (when applicable) are normally the responsibility of the commands using ADSW-AC. Commands using long-term ADSW-AC should keep in mind those personnel ordered to active duty for 181 or more days are entitled to PCS entitlements.

References

- (a) [PERSMAN](#), 4.G and 7.A.19-20
- (b) [PAYMAN](#), Chapter 12
- (c) [JFTR](#), U7G
- (d) Direct Access Guide, [Reserve Orders Guide](#)

Estimating Total Cost The Benefiting Unit shall determine the cost of Pay and Allowances, FICA and Travel. Units are directed to use the Standard Personnel Cost (SPC) worksheet to determine the costs. The SPC worksheet is located on CG Central and at <http://cgweb.comdt.uscg.mil/cg8/cg83/cg832/sct/sr/index.htm>. If the period of ADSW-AC covers a portion, rather than a full 15 day pay period, (i.e.: 25-30 June vice 16-30 June), compute the pay and allowances for the partial period by dividing a full month's entitlement by 30 days then multiply that daily amount by the number of days. Compute total cost taking the following into account:

Pay and Allowances

- Base Pay (including longevity increases)
- BAH/OHA
- Subsistence (actual days)
- FSA (if period of ADSW-AC is over 30 days refer to page 7-B-3)
- CONUS COLA or COLA
- Leave to be earned and sold
- Any other station allowances

FICA

- Multiply .0765 x one month's base pay. This amount is reduced from the base pay accounting line and added to the FICA accounting line.

Travel Entitlements

- Travel costs to and from the ADSW-AC site
- Per diem for travel days

Note: Travel Entitlements are not payable if ADSW-AC site is within the geographical limits of the members' home.

Document ID's (TONO) for ADSW-AC Orders

Introduction **Direct Access does not automatically generate Document IDs for ADSW-AC orders.** The Benefiting Unit shall provide three separate Document ID's. The DOC Type 72 is used to pay the member in JUMPS. DOC Type 11 (single claim), 12 (PCS) or 13 (multiple claims) are used to reimburse the member for travel.

References (a) [FINCEN SOP](#), FINCENSTFINST M7000.1, Chapter 5
(b) Direct Access Guide, [Reserve Orders Guide](#)

Document Number Examples

- 11/07/29/7/8/16/001/000 (for TVL)
- 72/07/29/7/8/16/001/000 (for P&A)
- 72/07/29/7/8/16/001/001 (for FICA)

DOC ID TABLE This table gives guidance on each part of the document number.

Field	Function
11 - Document Type	Use DOC type 11 for ADSW Travel Orders with a duration under 181 days where only a single travel claim will be submitted. Use DOC type 13 for ADSW Travel Orders with a duration under 181 days where multiple travel claim will be submitted (e.g. Monthly claims). Use DOC type 12 for PCS Travel Orders (duty of 181 or more days). Use DOC 72 for Pay and Allowances and FICA.
07 - FY Funded	Last two digits of the FY in which the transaction will be funded.
29 - Procurement Site Code	“29” represents ISC New Orelans. A listing is found in Appendix H to the FINCEN SOP. This number should remain constant for each office.
7 - FY Contract Originated	Last digit of the fiscal year of the initial document.
8 - Region	Region/district from Appendix A, FINCEN SOP . “8” stands for Eighth District.
16 - Program Element (PE)	For most units, this field will be constant. Those units that have several program elements or other than normal 2-digit PE's should use a master 2-digit PE assigned by their Budget Office for document numbering purposes. For reserve orders use only the first two characters of the Accounting Line Program Element.
001 - Document Sequence	Assigned by the unit for expenditure of funds.
000 - Suffix	Subdivision within expenditure. For ADSW-AC Orders, use 000 for Travel and Pay & Allowances, and 001 for FICA Entries.

Accounting Line Data for ADSW-AC Orders

Introduction **Direct Access does not automatically generate Accounting Lines for ADSW-AC orders.**

References (a) [FINCEN SOP](#), FINCENSTFINST M7000.1, Chapter 4
 (b) Direct Access Guide, [Reserve Orders Guide](#)

Accounting Line Data:

- 2/8/701/108/30/0/16xx/12345/2100 (Travel)
- 2/8/701/108/30/0/16xx/12345/117K (P&A)
- 2/8/701/108/30/0/16xx/12345/122R (FICA)

Accounting Line Table This table gives guidance on each part of the document number.

Field	Function
2 - Agency Code	Indicates the Coast Guard. It will always be “2”.
8 - Region/District Code	Normally constant for a particular unit. Example: 8 for Eighth District, F for FINCEN. See Appendix A, FINCEN SOP for additional region codes.
701 - Appropriation Code	Last digit of the fiscal year. (7=2007). Remaining digits are the appropriation account. For ADSW-AC use “01”.
108 - Appropriation Limitation Code (ALC)	First digit is type of funding, direct or indirect. Use “1, 2, 3 or 8” as per Appendix C of reference (a) for Reserve Orders. 1=Direct Funds, 2=Direct Funds (pickup accounts), 3=Direct Funds (HQ Refund Program), and 8=Reimbursable Funds. Second two digits is Administrative Target Unit (ATU): 01 for First Coast Guard District, 07 for Seventh Coast Guard District, 36 for FINCEN, etc.
30 - Allotment Fund Control Code (AFC)	Most units and staff elements will use a constant 30 in this field. Day to day CG operations are generally funded through AFC 30.

Continued on next page

Section D
ACTIVE DUTY OTHER THAN TRAINING

Accounting Line Data for ADSW-AC Orders, Continued

Field	Function
0 - Allotment Level Indicator Code (ALIC)	<ul style="list-style-type: none">• This field will always be 0.
16 - Program Element (PE)	<ul style="list-style-type: none">• This is the “source of funds” for procurement. Up to six positions may be used for projects in other appropriations. Some large units have multiple Program Elements. For most units, this field will be constant, and will be two digits
12345 - Cost Center	<ul style="list-style-type: none">• Normally the benefiting units OPFAC.
117K - Standard Object Class	<ul style="list-style-type: none">• 117J - Commissioned & Warrant Officers Pay & Allowances• 117K - Enlisted members Pay & Allowances• 1220 - FICA Tax - Officers• 122R - FICA Tax - Enlisted• 2100 - General Operational INCONUS Travel. The travel object class may vary. See FINCEN SOP, Appendix F (http://www.fincen.uscg.mil/sop/appendix/appenf.pdf), 2100 series for a complete listing of travel and pay related object class codes.

How to Process an ADSW-AC Order

Introduction The below stages shall be followed in the ADSW-AC Order Process

- References**
- (a) Direct Access Guide, Reserve Orders Guide
<http://www.uscg.mil/hq/psc/da/reserveorders.pdf>
 - (b) [RPM](#), Art. 3-D-12
 - (c) [MEDMAN](#), Art 3.A.7.j.(1)
-

ADSW-AC Order Processing This table describes the stages of ADSW-AC order process where Direct Access cannot be utilized.

Stage	Who Does It	When	What Happens
1	Member & Supervisor	At least 45 working days prior to the date of ADSW-AC	<ul style="list-style-type: none">• Discuss desired consecutive/non-consecutive duty dates.• Coordinates duty days with unit.
2	Member or Designated Unit Reserve Orders Manager		<ul style="list-style-type: none">• Complete the Request for ADSW-AC Orders through Direct Access (Reserve Orders module)• Route to the Unit Reserve Orders Manager.

Continued on next page

Section D
ACTIVE DUTY OTHER THAN TRAINING

How to Process an ADSW-AC Order, continued

Step	Who Does It	When	What Happens
3	Unit Reserve Orders Manager	Within 2 days of receipt of request	<ul style="list-style-type: none"> • Creates the Request for Reserve Orders in Direct Access if member is unable. <ul style="list-style-type: none"> • Enters TONO and Accounting Data provided by unit. • Completes Per Diem Entitlements (if applicable). • Completes Other Authorized Expenses (if applicable). • Completes Partial Entitlements Tab. • Verifies all readiness requirements (ASQ, medical, dental, security, etc.). • Verifies Personal Information is current. • Verifies no other duty/drills are scheduled during timeframe desired.
4	Supervisor or Reserve Orders Manager	Within 2 days of receipt of request	<ul style="list-style-type: none"> • Approve request in Direct Access and forward to the servicing ISC (pf) for final approval Or • Disapprove request and forward back to member/unit.
5	ISC (pf)	Within 5 days of receipt of request	<ul style="list-style-type: none"> • Verifies all previous information. • Reviews TONO. • Approves the orders. • Ensure the member has a security clearance if required.
6	Member's Unit	Prior to member's arrival at ADT site	If ADSW-AC is over 60 days, forward Medical/Unit PDR to ADSW-AC site.

Continued on next page

Section D
ACTIVE DUTY OTHER THAN TRAINING

How to Process an ADSW-AC Order, continued

Stage	Who Does It	When	What Happens
7	SPO <i>* Note, Verify that member is not receiving military retired pay or any type of disability compensation from the Department of Veterans Affairs.</i>	Within 2 days of receipt of an approved request	<ul style="list-style-type: none"> • Ensure member has sufficient obligated service to cover the ADSW-AC period. • Verify direct deposit. • Complete Standard Travel Orders using the Reserve Orders transaction in Direct Access. • Complete other Direct Access pay transactions if the member as necessary (e.g. If member is entitled to SDAP or COLA while on ADSW-AC). • Maintain approved request and copy of orders in SPO files and PDR for 1 year. <p>In cases where the ADSW-AC is for 60 or more days:</p> <ol style="list-style-type: none"> 1. Review and mail the SPO PDR to the SPO servicing the ADSW-AC site. 2. Set up tracking of completion date of ADSW-AC period.
8	Member	As directed by orders	<ul style="list-style-type: none"> • Obtain new I.D. card at nearest issuing unit if ADSW-AC is over 30 days. • Report to ADSW-AC site.
9	ADSW-AC site	Member reports for ADSW-AC	<ul style="list-style-type: none"> • Reports actual reporting date to SPO. • Notify SPO if member deviates from orders by reporting at a different time or fails to report.
10	SPO	Upon notification	<ul style="list-style-type: none"> • Reserve Orders transaction. <ul style="list-style-type: none"> • Completes actual report/depart dates. • Completes the Travel Report Dates section. • Validated partial entitlements and BAH. • Starts appropriate pay and allowances.

Continued on next page

Section D
ACTIVE DUTY OTHER THAN TRAINING

How to Process an ADSW-AC Order, continued

Stage	Who Does It	When	What Happens
11	ADSW-AC site	Member completes ADSW-AC	<p>Reports actual depart date to SPO</p> <ul style="list-style-type: none"> • Endorse Travel Orders to show: <ul style="list-style-type: none"> (1) date and time member reported and departed, and; (2) availability of Gov't qtrs/mess. • Fax copy of endorsed Travel Orders to SPO on the same day. • Complete a performance evaluation using Direct Access. <p>(181 days or more) Submit separation paperwork, e.g. SOL.</p>
12	SPO	Within 2 days of receipt of endorsed Orders	<p>Less than 181 days:</p> <ul style="list-style-type: none"> • Enters number of days leave sold upon completion of orders. <p>181 or more days:</p> <ul style="list-style-type: none"> • (181 days or more) Receives separation information from the member's duty command. Processes member RELAD in the Separations Module.
13	Member	Within 3 days following completion of travel	Complete DD-1351-2 (Travel Voucher) and forward to unit with original Travel Orders.
14	Unit	Within 2 days of receipt from member	Complete administrative review of travel voucher and forward to PSC (tvl) for processing.

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Section Overview

Introduction This section will guide you through the Permanent Change of Station (PCS) assignment process and transfer process for Selected Reserve (SELRES) members.

Reference (a) Reserve Policy Manual, COMDTINST M1001.28 (series)
(b) Personnel Manual, COMDTINST M1000.6 (series), Chapter 10

In this section

Topic	See Page
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RELAD Assignments: E-2 – E-6	2-E-7
Junior Enlisted Reserve Assignments (Other)	2-E-5
Reserve Junior Enlisted Assignments Waiting Lists	2-E-6
Voluntary Transfer from SELRES to IRR/ISL/ASL	2-E-12
Transfer from IRR/ISL/ASL to SELRES	2-E-14
Involuntary Transfer or Recall of SELRES for Unsatisfactory Participation	2-E-16

Junior Reserve Officer and Senior Reserve Enlisted Assignments

Introduction This section outlines the process for PCS assignment of Selected Reserve (SELRES) junior commissioned officers (O-1 through O-4) and senior enlisted members (E-7 through E-9).

Process Annual ISC Assignment Panels: E-7 through E-9 and O-1 through O-4. ISCs will release message traffic during the course of the year with the current timeline and deadlines. The sample below reflects AY/06.

Stage	Who Does It	What Happens
1	ISC (pf)	Advertises shopping list and list of personnel required to compete for new assignments NLT <u>28 April</u> of each assignment year. Positions slated to be filled during the summer by SRDC selectees shall be marked as “filled” in the Direct Access shopping list and shall not be advertised.
2	Unit	Notifies ISC (pf) of any discrepancies to the shopping list or list of personnel required to compete for new assignments.
3	ISC (pf)	Publishes shopping list updates NLT <u>30 SEP</u> for junior officers and 30 June for senior enlisted members. Maintains Direct Access shopping list to ensure accuracy, updating as soon as changes occur.
4	Member	If affected, submits e-Resume in Direct Access to request new assignment NLT <u>04 Nov</u> . A minimum of three positions and a minimum of two commands must be listed on the e-Resume.
5	Unit	Endorses requests for extensions or early rotations (mandatory). For early rotation endorsements, expeditionary units must include statement concerning whether or not on-site relief is required.
6	ISC (pf)	Compiles lists of applicants for positions at each major unit and shares each unit’s list with that unit’s executive officer, NLT <u>26 Aug</u> . Executive officers should treat these lists as FOUO and shall not distribute them further. Note: major units are defined as units overseeing subordinate units, such as Sectors.

Continued on next page

Section E
SELECTED RESERVE ASSIGNMENTS AND TRANSFERS

Junior Reserve Officer and Senior Reserve Enlisted Assignments, Continued

Process (continued)

Stage	Who Does It	What Happens
7	Unit	Submits any command concerns to ISC (pf) NLT 2 Sep. Major units shall coordinate command concerns for all subordinate units.
8	ISC (pf)	Convenes assignment panel NLT Dec-Feb consisting of four officers and one senior enlisted member (E9).
9	Assignment Panel	Determines new assignments based on criteria in the Reserve Policy Manual, COMDTINST M1001.28 (series), to be effective on or about 7 Nov-10 March.
10	ISC (pf)	Once panel results are approved by supported district's Chief of Staff, releases results via message. Authorizes new assignments in Direct Access (posts on Airport Terminal) NLT 10 Mar. Rotation date entered in Direct Access for new assignments should be five years from assignment date. Rotation date entered in Direct Access for extensions or overbilletts should be one year from assignment date.
11	Departing SPO	Executes no-cost PCS orders (departing and reporting transactions) based on Airport Terminal authorizations. Orders must be executed even for members transferring to new positions within the same command.
12	Departing SPO	Approves and prints Direct Access Orders; mails original to member, copies to departing/receiving units and ISC (pf). Forwards SPO PDR to receiving SPO, if applicable.

Continued on next page

Junior Reserve Officer and Senior Reserve Enlisted Assignments, Continued

Process (continued)

Stage	Who Does It	What Happens
13	Departing Unit	Informs affected personnel of new assignments once message is released. Completes a departure OER if more than 6 months have elapsed since last OER was completed or completes a departure Enlisted Employee Review (EER) if more than 19 IDT drills have been performed since last EER was completed, in accordance with the Personnel Manual, COMDTINST M1000.6 (series), Chapter 10.
14	Departing Unit	Forwards unit PDR to receiving unit, if applicable. If servicing clinic changes, ensure that medical record is forwarded to new servicing clinic.
15	Receiving Unit	Designates sponsors to contact new members to confirm initial reporting dates and drill schedules.
16	ISC (pf)	Monitors Direct Access to ensure assignment transactions are properly executed; ensures that correct position assignments and assignment/rotation dates are reflected. Coordinates with SPOs to make any updates/corrections.
17	Member	If out of season assignment is required, submits endorsed e-Resume for temporary assignment (RELADs included).
18	ISC (pf)	Considers temporarily assigned members for permanent assignment during the next scheduled assignment panel.

RELAD Assignments: E-2 through E-6

Introduction This section outlines the process for PCS assignment junior enlisted RELAD members (E-2 through E-6) to Selected Reserve (SELRES) assignments.

Process SELRES RELAD Assignments: E-2 through E-6

Stage	Who Does It	What Happens
1	ISC (pf)	Maintains Direct Access shopping list to ensure accuracy, updating as soon as changes occur. Positions slated to be filled by new recruits who have not yet been accessed shall be marked as “filled” in the Direct Access shopping list and shall not be advertised.
2	SPO/Unit Personnel Admin / ISTT	Initiates counseling concerning CG Reserve opportunities for every active duty member who will be Released from Active Duty (RELAD) or discharged.
3	Member Leaving Active Duty	Completes e-Resume to state reserve affiliation intentions. Requests assignment consideration for SELRES positions on shopping list or requests transfer to IRR (or discharge for members with no remaining military service obligation).
4	Unit	Endorses e-Resume with brief statement concerning suitability for SELRES assignment at least 60 days prior to active duty termination date.
5	ISC (pf)	Assigns member requesting SELRES assignment to position meeting business rules outlined in Reserve Policy Manual, COMDTINST M1001.28 (series).
6	ISC (pf)	As soon as assignment decision is made, authorizes new assignment in Direct Access (posts on Airport Terminal). As a result, the position should then show as “filled” on the Direct Access shopping list. Note: rotation date entered in Direct Access should be end-of-enlistment date.

Continued on next page

Section E
SELECTED RESERVE ASSIGNMENTS AND TRANSFERS

RELAD Assignments: E-2 through E-6, Continued

Process (continued)

Stage	Who Does IT	What Happens
7	ISTT / Departing Unit	Informs member of new assignment
8	Departing Unit	Completes evaluation for departing member in accordance with reference Chap. 10 of the Coast Guard Personnel Manual, COMDTINST M100.6 (series).
9	Departing Unit	Forwards unit PDR to receiving unit. If servicing clinic changes, ensure that medical record is forwarded to new servicing clinic.
10	Departing SPO	Executes no-cost PCS orders (departing and reporting transactions) based on Airport Terminal authorizations. Orders must be executed even for members RELADing to new positions within the same command.
11	Departing SPO	Approves and prints Direct Access Orders; delivers original to member (via mail if member has already departed on terminal leave), copies to departing/receiving units and ISC (pf). Forwards SPO PDR to receiving SPO, if applicable.
12	Receiving Unit	Designates sponsor to contact new member to confirm initial reporting dates and drill schedules.
13	ISC (pf)	Monitors Direct Access to ensure assignment transactions are properly executed; ensures that correct position assignments and assignment/rotation dates are reflected. Coordinates with SPOs to make any updates/corrections.

Junior Enlisted Reserve Assignments (Other)

Introduction This section outlines the process for PCS assignment of Selected Reserve (SELRES) junior enlisted members (E-2 through E-6).

Process SELRES Assignments: E-2 through E-6

Stage	Who Does It	What Happens
1	ISC (pf)	Maintains Direct Access shopping list to ensure accuracy, updating as soon as changes occur. Positions slated to be filled by new recruits who have not yet been accessed shall be marked as “filled” in the Direct Access shopping list and shall not be advertised.
2	Member	Completes e-Resume at least 90 days prior to requested assignment date, including reason for request in comments block (e.g., civilian job transfer, desire for another unit in area, desire for better advancement opportunity, etc.) Note: members who received enlistment bonuses for assignment to PSUs or NCW units must fulfill the bonus obligation before requesting transfer (normally six years).
3	Unit	Endorses e-Resume at least 60 days prior to requested assignment date. Requests for transfer from a member who has been assigned for less than five years shall be treated by the unit as an early transfer request for endorsement purposes.
4	ISC (pf)	Assigns member to vacant position meeting business rules outlined in the Reserve Policy Manual, COMDTINST M1001.28 (series). <i>Note: ISC must check to see if PSU/NCW members have remaining obligation tied to enlistment bonus before authorizing transfers.</i>

Continued on next page

Section E
SELECTED RESERVE ASSIGNMENTS AND TRANSFERS

Junior Enlisted Reserve Assignments (Other), Continued

Process (continued)

Stage	Who Does It	What Happens
5	ISC (pf)	As soon as assignment decision is made, authorizes new assignment in Direct Access (posts on Airport Terminal). As a result, the position should then show as “filled” on the Direct Access shopping list. Note: rotation date entered in Direct Access should be end-of-enlistment date.
6	Departing Unit	Informs member of new assignment. Completes a departure Enlisted Employee Review (EER) if more than 19 IDT drills have been performed since last EER was completed, in accordance with the Personnel Manual, COMDTINST M1000.6 (series), Chapter 10.
7	Departing SPO	Executes no-cost PCS orders (departing and reporting transactions) based on Airport Terminal authorizations.
8	Departing SPO	Approves and prints Direct Access Orders; mails original to member, copies to departing/receiving units and ISC (pf). Forwards SPO PDR to receiving SPO, if applicable.
9	Departing Unit	Forwards unit PDR to receiving unit. If servicing clinic changes, ensure that medical record is forwarded to new servicing clinic.
10	ISC (pf)	Monitors Direct Access to ensure assignment transactions are properly executed; ensures that correct position assignments and assignment/rotation dates are reflected. Coordinates with SPOs to make any updates/corrections.
11	Receiving Unit	Designates sponsor to contact new member to confirm initial reporting dates and drill schedules.

Reserve Junior Enlisted Assignments Waiting Lists

Introduction This section outlines the process for Selected Reserve (SELRES) junior enlisted members (E-2 through E-6) to be placed on unit waiting lists.

Process SELRES Assignment Waiting Lists: E-2 through E-6

Stage	Who Does It	What Happens
1	Member	May request to be placed on a waiting list for an assignment meeting the criteria of the Reserve Policy Manual, COMDTINST M1001.28 (series), if unit assignment is not available due to no vacant positions. (Comments block of e-Resume should be used to request placement on a waiting list.) A member may not be assigned to more than three units' waiting lists at any given time.
2	ISC (pf)	Maintains unit waiting lists for E-6 and below members. A unit waiting list for a particular rating must be cleared before an assignment to that unit can be offered to a new potential transfer (i.e., there must be no BMs on the unit waiting list before a vacant BM position can be offered to a new potential transfer. Priority for placement of members on waiting lists: <ol style="list-style-type: none"> 1. Member at a PSU or NCW unit, assigned for more than five years. 2. Member at any other unit, more than five years. 3. Member at any unit, assigned for less than five years.

Continued on next page

Section E
SELECTED RESERVE ASSIGNMENTS AND TRANSFERS

Reserve Junior Enlisted Assignments Waiting Lists, Continued

Process (continued)

Stage	Who Does It	What Happens
2		Example: There are three BMs on a unit's waiting list; the first BM on the list has been at a PSU for more than five years, the second BM has been at a boat station for more than five years, and the third has been at a PSU for less than five years. If a new request for assignment to the waiting list is submitted from a BM who has been at a PSU for more than five years, then that member is placed in the second position on the list and other two members drop down one position.
3	ISC (pf)	At least once per month, revisits E-6 and below assignments at each unit and assigns reservists to new positions within the same command to ensure best internal paygrade match (e.g., to accommodate advancements, open up positions for members on unit waiting lists, and to push vacancies down to lowest paygrades).
4	ISC (pf)	Makes two contact attempts within five business days to first member on unit waiting list once a vacancy opens up. After second failed attempt, mails inquiry to member, then waits three weeks before crossing member off list and going to next member on list or new member.
5	Member	If still interested in unit assignment, submits e-Resume within two weeks of notification, and follows up with e-mail to ISC (pf) that e-Resume has been submitted.
6	Unit	Endorses e-Resume within three weeks of receipt.
7	ISC (pf)	Follows up with unit if endorsement has not been submitted within three weeks of notification by member that e-Resume was submitted.

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Section E
SELECTED RESERVE ASSIGNMENTS AND TRANSFERS

Reserve Junior Enlisted Assignments Waiting Lists, Continued

Process (continued)

Stage	Who Does It	What Happens
8	ISC (pf)	If agreement is reached, authorizes new assignment in Direct Access (posts on Airport Terminal). As a result, the position should then show as “filled” on the Direct Access shopping list. Note: rotation date entered in Direct Access should be end-of-enlistment date.
9	Departing Unit	Informs member of new assignment. Completes a departure Enlisted Employee Review (EER) if more than 19 IDT drills have been performed since last EER was completed, in accordance with the Personnel Manual, COMDTINST M1000.6 (series), Chapter 10.
10	Departing SPO	Executes no-cost PCS orders (departing and reporting transactions) based on Airport Terminal authorizations.
11	Departing SPO	Approves and prints Direct Access Orders; mails original to member, copies to departing/receiving units and ISC (pf). Forwards SPO PDR to receiving SPO, if applicable.
12	Departing Unit	Forwards unit PDR to receiving unit. If servicing clinic changes, ensure that medical record is forwarded to new servicing clinic.
13	Receiving Unit	Designates sponsor to contact new member to confirm initial reporting dates and drill schedules.
14	ISC (pf)	Monitors Direct Access to ensure assignment transactions are properly executed; ensures that correct position assignments and assignment/rotation dates are reflected. Coordinates with SPOs to make any updates/corrections.

Voluntary Transfer from SELRES to IRR/ISL/ASL

Introduction This section outlines the process for voluntary transfers of reserve members from the Selected Reserve (SELRES) into Inactive Ready Reserve (IRR), or Standby Reserve, Active Status List (ASL) or Inactive Status List (ISL).

Process Voluntary transfers from the SELRES

Stage	Who Does It	What Happens
1	Member	Submits e-Resume requesting position 00062025 at DeptID 002817 (unbudgeted reserve position at Coast Guard Personnel Command, Reserve Personnel Management Division). Indicates IRR, ASL or ISL and describes reason for the request for change of status in the comments block. Transfer requests must meet the criteria of section 5.B of the Reserve Policy Manual, COMDTINST M1001.28 (series).
2	Unit	Conducts records review in coordination with servicing SPO to ensure that member has met all contractual obligations and is eligible for transfer from the SELRES. Endorses e-Resume within three weeks of receipt; must discuss the member's value as a future potential mobilization asset at that unit.
3	ISC (pf)	Confirms that member's request meets criteria for transfer to the IRR or Standby Reserve (ASL or ISL) and verifies that member has completed his or her initial SELRES obligation. If request does not meet the requirements of transfer from the SELRES per Section 5.B of Reserve Policy Manual, COMDTINST M1001.28 (series), informs unit of the reason why and advises the unit on remaining time that the member must remain in the SELRES.
4	ISC (pf)	Confirms that the member is not under any bonus contract that may require recoupment, and confirms that the member is not in receipt of educational benefits including the Montgomery GI Bill or Tuition Assistance benefits that may require suspension or recoupment.

Continued on next page

Section E
SELECTED RESERVE ASSIGNMENTS AND TRANSFERS

Voluntary Transfer from SELRES to IRR/ISL/ASL, Continued

Process (continued)

Stage	Who Does It	What Happens
5	ISC (pf)	Notifies CGPC-rpm that member meets all requirement for transfer and specifies whether transfer is to IRR, ASL or ISL.
6	CGPC-rpm-2	Verifies that member meets all requirements for transfer and issues orders (on airport terminal) assigning member to IRR/ASL/ISL as appropriate.
7	Departing Unit	Informs member of transfer authorization. Completes a transfer OER if more than 6 months have elapsed since last OER was completed or completes a departure Enlisted Employee Review (EER) if more than 19 IDT drills have been performed since last EER was completed, in accordance with the Personnel Manual, COMDTINST M1000.6 (series), Chapter 10.
8	Departing Unit	Ensures that member has appropriate ID card and cancels Government Travel Charge Card account (if applicable).
9	Departing SPO	Executes no-cost PCS orders (departing and reporting transactions) and transfer to IRR, ASL, or ISL based on Airport Terminal authorizations.
10	Departing SPO	Prints Direct Access Orders; mail to member. Ensures that unit and SPO PDRs and medical record are mailed to CGPC-rpm via certified mail.
11	CGPC-rpm	Monitors transfers to IRR, ASL and ISL from field units and if above process was not followed, transfers of member will not be completed and member will remain in the SELRES status at unit for correct processing.

Transfer from IRR/ISL/ALS to SELRES

Introduction This section outlines the process for transfers of reserve members from the Inactive Ready Reserve (IRR), or Standby Reserve, Active Status List (ASL) or Inactive Status List (ISL), to an assignment at a unit in the Selected Reserve (SELRES).

Process Transfers from the IRR/ASL/ISL to a unit assignment in the SELRES

Stage	Who Does It	What Happens
1	Member	Submits written request (e-mail is acceptable) to CGPC-rpm requesting SELRES assignment.
2	CGPC-rpm	Conducts PDR review to determine if member is suitable for transfer to SELRES. Negative page 7s, NJP, etc., can result in denial of request for transfer. Conducts a review of medical record to determine currency of last physical and dental exam. Ensures that member has current ASQ, meets weight standards, has current background check, and has current contact information in Direct Access.
3	CGPC-rpm	Forwards relevant PDR information to ISC (pf). If member is determined suitable for transfer to SELRES, checks shopping list and communicates with appropriate (pf) then conveys assignment options to member.
4	Member	Rank orders unit assignment desires and provides to CGPC-rpm.
5	CGPC-rpm	Passes members assignment desires to the appropriate (pf).
6	ISC (pf)	Works with member to schedule exam and contact CGPC-rpm with appointment information.

Continued on next page

Section E
SELECTED RESERVE ASSIGNMENTS AND TRANSFERS

Transfer from IRR/ISL/ALS to SELRES, Continued

Process (continued)

Stage	Who Does IT	What Happens
7	CGPC-rpm	Issues RMP orders for medical appointment if last physical and dental exam are more than one year old, or if medical record is missing and member cannot provide documentation of physical and dental exam less than one year old.
8	ISC (pf)	Authorizes SELRES assignment in Direct Access (posts on Airport Terminal) within three weeks of receipt of member's assignment desires. As a result, the position should then show as "filled" on the Direct Access shopping list. Note: rotation date entered in Direct Access should be end-of-enlistment date. If decision is not to offer assignment, provides substantive documentation of reason for denial to CGPC via e-mail.
9	CGPC-rpm	Informs member of transfer authorization.
10	ISC (pf)	Ensures appropriate SPO executes no-cost PCS orders (departing, reporting and R910 transactions). SPO prints Direct Access Orders; mails original to member, copies to receiving unit and ISC (pf). Ensures that unit and SPO PDRs and medical record are mailed to reporting SPO via certified mail.
11	Reporting SPO	Ensures that unit PDR and medical record are delivered to unit admin and servicing clinic.
12	Receiving Unit	Designates sponsor to contact new member to confirm initial reporting dates and drill schedules.
13	ISC (pf)	Monitors Direct Access to ensure assignment transactions are properly executed; ensures that correct position assignments and assignment/rotation dates are reflected. Coordinates with SPOs to make any updates/corrections.

Involuntary Transfer or Recall of SELRES for Unsatisfactory Participation

Introduction This section outlines the process for involuntary transfers of reserve members from the Selected Reserve (SELRES) to the IRR or discharge, or recall to active duty, due to unsatisfactory participation.

Process Involuntary transfer or recall to active duty due to unsatisfactory participation

Stage	Who Does It	What Happens
1	Unit	Documents counseling and disciplinary action in accordance with Reserve Policy Manual, COMDTINST M1001.28 (series). Conducts records review in coordination with servicing SPO to determine whether or not member has met all contractual obligations. If member has no remaining SELRES obligation but still has value as a future potential mobilization asset, pursues transfer to IRR. If member has remaining SELRES obligation, pursues discharge or recall to active duty.
2	Unit	Submits request for transfer to the IRR, discharge, or recall to active duty to ISC (pf), attaching copy of previous evaluation and documentation of counseling and disciplinary action. For requests for transfer to IRR, provides substantive statement concerning member's value as a future potential mobilization asset.
3	ISC (pf)	Confirms that unit's request meets criteria for transfer to the IRR, discharge, or recall to active duty. Verifies whether or not member has completed his or her initial SELRES obligation. Informs unit if request is missing any required documentation. Informs unit if request does not meet requirements of Reserve Policy Manual, COMDTINST M1001.28 (series), providing suggestions of other options to pursue.

Continued on next page

Section E
SELECTED RESERVE ASSIGNMENTS AND TRANSFERS

Involuntary Transfer or Recall of SELRES for Unsatisfactory Participation, Continued

Process (continued)

Stage	Who Does It	What Happens
4	ISC (pf)	Confirms that the member is not under any bonus contract that may require recoupment, and confirms that the member is not in receipt of Montgomery GI Bill benefits that may require suspension or recoupment.
5	ISC (pf)	Authorizes PCS order (posts on Airport Terminal) in Direct Access for requests for transfer to IRR. Endorses request for discharge and forwards to CGPC-rpm for processing. Processes request for recall to active duty and forwards authorization and TONO to servicing SPO.
6	CGPC-rpm	Monitors transfers to IRR from field units and if above process was not followed, transfers member back to SELRES status at unit for correct processing. Processes requests for discharge.
7	Unit	Informs member of IRR transfer authorization, discharge action, or recall to active duty. Completes evaluation for departing member in accordance with the Personnel Manual, COMDTINST M1000.6 (series), Chapter 10. Ensures that member has appropriate ID card and cancels Government Travel Charge Card account (if applicable).
8	SPO	For transfer to IRR, executes no-cost PCS orders (departing and reporting transactions) and transfer to IRR based on Airport Terminal authorizations. For transfer to IRR or recall to active duty, prints Direct Access Orders, ensures personal delivery to member or mails to member via certified mail return receipt.
9	SPO	For transfer to IRR or discharge, ensures that unit and SPO PDRs and medical record are mailed to CGPC-rpm via certified mail.

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Section Overview

Introduction This section consolidates information on PCS travel, household goods, privately owned vehicle storage and pay entitlements for members ordered to Patrol Forces Southwest Asia (PATFOR SWA), Bahrain or a cutter deployed (for a year or more) in support of Operation Iraqi Freedom.

In this section

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Mobile Unit Designation

Mobile Unit Designation for PATFOR SWA Cutters

Per Commandant (CG-1) Memo (No SSIC) of 04 Apr 06 (*see below*) members ordered to serve on PATFOR SWA cutters, on or after 4 April 2006, are considered to be assigned to a "Mobile Unit". They receive the same PCS, Household Goods (HHG), Privately Owned Vehicle (POV) storage, and travel entitlements as those personnel assigned ashore to PATFOR SWA. Members assigned to mobile units (other than those assigned in an administrative capacity) are entitled to continuous career sea pay (and career sea pay premium, if otherwise eligible) on the same basis as members assigned to other Coast Guard vessels.

Exhibit 2-F-1: CG-1 Memo of 04 Apr 06

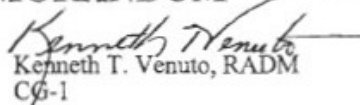


Commandant
United States Coast Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
Staff Symbol: CG-122
Phone: (202) 267-0914

APR 4 2006

MEMORANDUM

From: 
Kenneth T. Venuto, RADM
CG-1

Reply to: CAPT M. C. Cosenza
Attn of: 202-267-0914

To: CG-8

Subj: PATROL FORCES SOUTHWEST ASIA (PATFORSWA) CUTTERS DESIGNATION AS MOBILE UNITS

1. Commander, Atlantic Area presented several concerns regarding pay and entitlement inequities between the PATFORSWA shore side personnel and those Coast Guard members assigned to PATFORSWA cutters. Designating all of PATFORSWA as a mobile unit was proposed as a potential solution. However, this proposal creates a service-wide inequity by providing sea time to the PATFORSWA shore-side personnel. In coordination with LANTAREA and your staff, I have resolved this issue by designating just the PATFORSWA cutters alone as mobile units. This designation for the cutters will remedy the most significant issues of LANTAREA's concern.

2. The key entitlement differences are a result of the cutters being homeported in CONUS when in reality, they are actually located overseas. The proposed solution establishes new sub-OPFACs for each cutter and the augment crew as a subunit of PATFORSWA, and designates them as mobile units. By then assigning the WPB crews to those sub-OPFACs, they would become eligible for OCONUS entitlements, including COLA, and would gain the ability to have vehicles stored at government expense and receive credit of an overseas tour. Under this arrangement, each member would require TAD orders to a cutter in order to properly credit and track career sea pay. This designation will also provide the same entitlement to BAH for members with dependents assigned to the cutter forces as well as those assigned ashore.

3. In an effort to provide uniform entitlements to members who will be arriving in Bahrain this transfer season and to address the inequities as soon as possible, I request expedited establishment of the sub-OPFACs before the incoming personnel report this summer.

#

PCS Travel

Introduction This section provides information on PCS travel entitlements for members ordered to PATFOR SWA.

PCS Travel Members will receive PCS Orders from their current duty station to PATFOR SWA. They also receive TAD Orders to LANTAREA for Pre-Deployment training (Note: **The only exception to this rule is for members coming from outside the U.S. (i.e. Guam, Alaska, etc.).** They may request PCS/TEMDU orders from Atlantic Area (Arec-5). The member's SPO must first obtain TEMDU approval from CGPC (OPM-2 or EPM-2)).

Following the Pre-Deployment training, members either go on leave or return to their current Duty Station. When they depart their PDS, their PCS Orders require a layover at LANTAREA, Portsmouth, VA to await transportation. Transportation from LANTAREA to PATFOR SWA is Government Procured Transportation. Members are entitled to 2 additional travel days for the flight from Portsmouth, VA to Bahrain.

Members without dependents are authorized:

- PCS travel entitlements from their old PDS via Portsmouth VA for transportation to Bahrain. **Members are not allowed round-trip travel between a TDY station and designated place.**
- Members may elect mode of travel to Portsmouth, VA.

Members with dependents are authorized:

- PCS travel entitlements from their old PDS via the designated place per [Joint Federal Travel Regulations, Volume 1](#), par. U5120-g to assist their dependents in relocating before reporting TAD/TDY to Portsmouth for training.

Continued on next page

PCS Travel, Continued

PCS Travel (cont'd)

- Dependents can remain at their current location or travel to a designated place. A designated place is the location where the dependents will establish a permanent residence while the member serves a dependent restricted tour in Bahrain. The designated place can be any location in CONUS or OCONUS locations as indicated in [Joint Federal Travel Regulations, Volume 1](#), par. U5222-d1.
 - Designated places must be authorized by COMDT (CG-1222). Use form CG PSC-2025A, Housing Allowance Protection Worksheet (<http://www.uscg.mil/hq/psc/forms/psc2025a.pdf>) for requesting BAH or OHA at a designated place of dependents, or if eligible, the previous duty station (BAH location only).
-

Section F
PCS TO PATROL FORCES SOUTHWEST ASIA

PCS Orders Remarks

Introduction

Include these standard remarks on all PCS orders for members assigned to PATFOR SWA:

PCS Orders Remarks

A. THESE ORDERS CONSTITUTE A PCS MOVE FM _____ FOR FURTHER ASSIGNMENT TO BAHRAIN VIA AUTH DELAY IN PORTSMOUTH, VA.

B. DEPN INFO: WILL BE TRAVELING OOA _____ TO DESIGNATED LOCATION OF _____. **OR** DEPENDENTS NOT RELOCATING AT THIS TIME.

C. IAW JFTR U5012-B: ENTITLEMENTS DEPEND ON THE MBR & DEPN INDIVIDUAL TRAVEL CIRCUMSTANCES. TRAVEL SETTLEMENTS WILL BE DETERMINED BY PSC(TVL)BASED ON TYPE OF ORDERS/TRAVEL VOUCHER AND ACTUAL TRAVEL PERFORMED.

D. MBR NOT AUTH POV SHIPMENT TO BAHRAIN- COMMAND RESTRICTED, IAW JFTR U5405.

E. MBR AUTH POV STORAGE IN LIEU OF SHIPMENT AT GOVT EXPENSE IAW JFTR U5466. STORAGE OF POV NOT AUTH IF A POV IS SHIPPED TO DESIGNATED PLACE FOR DEPN USE. AUTH POV SHIPMENT TO DESIGNATED PLACE FOR USE BY MEMBER'S DEPENDENTS IAW JFTR, U5410. INCONUS SHIPMENT OF POV IS AT THE INITIAL EXPENSE OF THE MEMBER PENDING TRAVEL CLAIM REIMBURSEMENT NOT TO EXCEED STANDARD MILEAGE ALLOWANCE.

F. AUTH GTR TRANS FROM _____ TO BAHRAIN VIA PORTSMOUTH, VA, MOST COST ADVANTAGEOUS TO THE COAST GUARD.

G. OFFICIAL DISTANCE (MILEAGE) _____ FM _____ TO, IAW JFTR U5222-D.

H. DLA NOT AUTHORIZED FOR SINGLE MEMBERS. MANDATORY GOV'T QUARTERS. **OR** AUTH ADVANCE DLA WITH DEPENDENTS FOR PAYGRADE ____ IN THE AMOUNT OF \$ _____, IAW JFTR U5600.

I. MBR WAS COUNSELED ON THE TLE (U5710) ENTITLEMENTS.

J. TVL ADVANCES REQUESTED THE AMOUNT OF \$ _____, (EXACT AMOUNT) CHARGED AGAINST THE COAST GUARD. **or** TVL ADV NOT REQUESTED.

PER DIEM:

MBR: \$99.00 X (TVL DAYS) =

DEPN: \$74.25 X

DEPN: \$49.50 X

MALT:

(# OF TRAVELERS): (MILEAGE) X (CENTS) =

K. ADV PAY NOT REQUESTED. **OR** REQUESTED ADV PAY FOR ____ MONTHS **or** SPECIFIC AMOUNT TO BE LIQUIDATED OVER 12 MONTHS.

L. AUTH PARTIAL SHIPMENT OF HHG'S NOT TO EXCEED COMMAND RESTRICTED WEIGHT OF 500 LBS. AUTH SHIPMENT OR NTS OF REMAINING HHG'S FOR PAYGRADE ____ WITH **or** WITHOUT DEPN RATE IAW U5012-C.

M. SPO ADDRESS:
COMMANDING OFFICER (SPO)
COAST GUARD INTEGRATED SUPPORT COMMAND
ATTN: PATFOR SWA
4000 COAST GUARD BLVD.
Portsmouth, VA 23703

A template for these standard remarks is available in Direct-Access. The "Orders Note" code is "P4S".

Household Goods/Unaccompanied Baggage

**HHG/
Unaccompanied
baggage**

Bahrain is designated an administrative weight restricted area for Coast Guard personnel assigned to PATFOR SWA. All members should be aware they will be required to reside in fully furnished government quarters equipped with TVs and stereos.

- Storage space is limited, so members should only ship those personal effects that can be accommodated in their assigned quarters.
- Members need not bring personal computers; there are Internet cafes at the residence and on base.
- Partial HHG /Unaccompanied baggage shipments to and from Bahrain are limited to 500 pounds.
- Additional information/restrictions on HHG shipments to Bahrain can be found in Chapter 11 of the *The Personal Property Consignment Instruction Guide – Online (PPCIG-OL)* available online at: <https://tops.ppcigweb.sddc.army.mil/ppcig/menu/query/country.do> (Click the “*Country Instructions*” tab and search for Bahrain.)

For members without dependents, the HHG not shipped to Bahrain should be placed in NTS (non-temporary storage) at origin. Members with dependents may ship HHG to a designated place for dependents use or place them in NTS at origin.

POV Transportation/Storage

**POV
Transportation/
storage**

Transportation:

- Coast Guard personnel assigned to PATFOR SWA are not authorized shipment of a POV to/from Bahrain. However, a POV may be shipped to a designated place, including OCONUS, for use by the member's dependents in accordance with [Joint Federal Travel Regulations, Volume 1](#), par. U5410-b1. INCONUS shipment of POV is at the initial expense of the member pending travel claim reimbursement not to exceed standard mileage allowance.

Storage:

- POV storage is authorized in lieu of a shipment. Since POV shipment to Bahrain is restricted by service regulations, members are entitled to storage of one POV at government expense under the provisions of [Joint Federal Travel Regulations, Volume 1](#), par. U5466. The POV can be stored using the SDDC global POV storage program or self-procured by the member. For travel entitlement to the storage facility when accomplished concurrently with TDY enroute to the OCONUS PDS, see [Joint Federal Travel Regulations, Volume 1](#), par. U5468-e. For information on POV storage see SDDC pamphlet *Storing Your POV* online at: <http://www.sddc.army.mil/sddc/Content/Pub/8810/DBCN8810.pdf>.
 - Members who travel by POV to Portsmouth must arrange to place their POV in storage prior to departing for Bahrain. Storage of a POV is not authorized if a POV is shipped to a designated place for dependents use.
-

Station Allowances

Station Allowances (OHA and COLA).

OHA is not authorized for members in Bahrain since all members will be assigned government leased quarters or shipboard berthing. While stationed in Bahrain members will be entitled to OUTCONUS COLA at the full without dependents rate. Members with dependents are authorized to receive both full OCONUS COLA at the without dependent rate, and, if payable, CONUS COLA at the with-dependents rate for the designated place of dependents. Station allowances may also be authorized by COMDT (CG-1222) for dependents residing at a designated place OCONUS per [Joint Federal Travel Regulations, Volume 1](#), par. U9301-b. Requests for station allowances must be submitted before the dependents relocation.

Entitlements Summary

Exhibit 2-F-2 (page 2-F-15) lists the pay entitlements, described in this section, in a quick reference, tabular format.

Allowances for Members With Dependents

Introduction This section provides information on allowances and entitlements for members with dependents assigned to PATFOR SWA.

Dislocation Allowance (DLA) Only members with dependents that relocate dependents to a designated place are authorized DLA.

BAH, OHA and COLA for Members With Dependents To request BAH for either the previous duty station location or a designated place of dependents, or OHA for a designated place of dependents, members with dependents will submit a CG PSC-2025A, Housing Allowance Protection Worksheet (<http://www.uscg.mil/hq/psc/forms/psc2025a.pdf>) to COMDT (CG-1222) for processing.

For a member stationed OCONUS (non-BAH location), OHA cannot be requested for a previous duty station location, only for a designated place of dependents.

BAH for a previous duty station location may be authorized if the member has no intention of relocating their dependents from the residence established while receiving the BAH rate for their previous duty station. The dependents residence location must be within a reasonable commuting distance (as determined by COMDT (CG-1222) – see Note 2 below) to the previous duty station for a member to be authorized to receive the BAH for their previous duty station, if more equitable than the dependents location.

Note 1: Members who receive BAH or OHA with dependents based on the payment of child support are not eligible to submit a CG PSC-2025A. Effective upon their PCS reporting date, these members are entitled to receive BAH-DIFF, if otherwise so entitled per Section 3-C-2.c. of the [Coast Guard Pay Manual, COMDTINST M7220.29\(series\)](#). If a member acquires a dependent(s) during their OCONUS assignment which changes their dependency status to a member with-dependents, the member will complete and submit a CG PSC-2025A to request BAH or OHA for the designated place of their dependent(s).

Note 2: A reasonable commuting distance is 50 miles one-way or a 2 hour round-trip, whichever is to the member's advantage.

Continued on next page

Allowances for Members With Dependents, Continued

**BAH, OHA,
and COLA
(cont'd)**

COLA Entitlement:

If BAH is authorized for a previous duty station location, CONUS COLA, by law, cannot be paid for the previous duty station location, only the dependent's location.

If BAH or OHA is authorized for the dependents location, COLA will be based on the dependents location.

Upon processing the worksheet, COMDT (CG-1222), will mail the member a memo authoring the housing allowance for either the designated place of dependents, or if eligible, the previous duty station. A copy is also sent to the ISC Portsmouth SPO and CG PSC (MAS & FAIR).

FSA

Members with dependents, including member-married-to-member (see [Coast Guard Pay Manual, COMDTINST M7220.29\(series\)](#), Section 3-G-13), are entitled to FSA. The current rate for FSA is \$250 per month.

**Entitlements
Summary**

Exhibit 2-F-2 (page 2-F-15) lists the pay entitlements, described in this section, in a quick reference, tabular format.

Basic Allowance for Subsistence

BAS

Officers	Officer BAS
Enlisted Members Assigned ashore	Enlisted BAS
While deployed to a cutter	Enlisted BAS-ESM (Essential Station Messing) less DMR (Discount Meal Rate) deduction

Entitlements Summary

Exhibit 2-F-2 (page 2-F-15) lists the pay entitlements, described in this section, in a quick reference, tabular format.

Hardship Duty Pay, Imminent Danger Pay and Combat Allowances

Hardship Duty Pay, Imminent Danger Pay and Combat Allowances

Some members assigned to PATFOR SWA may be eligible for one or more of the following entitlements. Consult the references listed below to determine eligibility:

Entitlement	Reference
Hardship Duty Pay – Location	Sec. 4.A CG Pay Manual
Combat Tax Exclusion	Sec. 8.G CG Pay Manual
Combat SGLI Allowance	ALCOAST 060/06 E-Mail ALSPO B/06
Imminent Danger/Hostile Fire Pay	Sec 4.H. CG Pay Manual
Responsibility Pay (for cutter COs)	Sec 4.D. CG Pay Manual
Savings Deposit Program	Sec 7.C. PPPM (PSCINST M10002.A)

See the Special and Incentive Pays topic in the DA Online Manual for SPO procedures: http://www.uscg.mil/ps/pay_entitlements/special_and_incentive_pays.htm

Entitlements Summary

Exhibit 2-F-2 (page 2-F-15) lists the pay entitlements, described in this section, in a quick reference, tabular format.

PDR Handling

PDR Handling Please ship SPO PDRs to:

COMMANDER (SPO)
USCG PATFORSWA
UNIT 3950
FPO AE 09501-3950

Points of Contact

**Points of
Contact**

PATFOR SWA SPO:

- Tel: 011-973-3930-0265
Email: D05-DG-PFSWA-YN-SPO@uscg.mil

HHGs/POV Storage/Relocation of Dependents (OCONUS):

- Commandant (CG-1222) at (202) 267-1646

Operations/Mission issues: LANTAREA: SKCS Sandra Fletcher
Atlantic Area, (Arec-5)
PATFOR SWA Coordinator
Tel: 757-295-2220, Ext 1
Cell: 757-651-2409
Fax: 757-295-2217
Sandra.J.Fletcher@uscg.mil

Section F
PCS TO PATROL FORCES SOUTHWEST ASIA

Exhibit 2-F-2: Patrol Forces SW Asia (PATFOR SWA) Cutter and Augmented Crew Pay Entitlements (Effective 4 April 2006)

PAY AND ENTITLEMENTS BASED ON DEPENDENCY STATUS

Member Status	Basic Allowance for Housing (BAH)	Conus Cost of Living Allowance (COLA)	Outconus COLA w/ out dpn (FULL)	Family Separation Allowance (FSA) (\$250/month) [3]	Reimbursement of (POV Storage) [4]
Married	BAH w/dpn [1]	YES [1]	YES	YES	YES
Married to service member (w/out child dependent)	Partial	NO	YES	YES	YES
Married to service member (w/ child dependent)	NO [2]	NO[2]	YES	YES	YES
Single w/ child support	BAH-diff only	NO	YES	NO	YES
Single w/out dependents	Partial	NO	YES	NO	YES

Notes:

[1] BAH and COLA is based on dependents location unless otherwise designated by CG-1222. Housing Allowance Protection Worksheet (CG-PSC-2025A) must be submitted to CG-1222 for determination and approval. All OCONUS M-2-M w/minors should claim minors to be entitled to BAH-W or for spouse to receive BAH-Death (in case of fatality).

[2] Member may be entitled to BAH w/ dpn and Conus COLA at dependents location if they are claiming child on BAH/Dependency Data form vice spouse claiming. BAH Protection Worksheet required.

[3] FSA - All eligible members receive FSA-R, no one receives FSA-S.

[4] POV Storage - Member may store vehicle via government sponsored SDDC Global POV storage program or self-procure storage and submit claim for reimbursement. Member will be reimbursed up to government cost.

Continued on next page

Section F
PCS TO PATROL FORCES SOUTHWEST ASIA

Exhibit 2-F-2: Patrol Forces SW Asia (PATFOR SWA) Cutter and Augmented Crew Pay Entitlements (Effective 4 April 2006), continued

PAY AND ENTITLEMENTS REGARDLESS OF DEPENDENCY STATUS

<u>Member Status</u>	<u>Level-3 Career Sea Pay/ Time (CSEAPAY)</u> ^[5]	<u>(BAS)</u> ^[6]	<u>Per Diem (IE Portion)</u>	<u>Responsibility Pay (\$50/ Month)</u>	<u>HDIP Vessel Boarding Search & Seizure (HDIP-VBSS)</u> ^[7]	<u>Imminent Danger Pay (\$225/mont h)</u> ^[8]	<u>Combat Zone Tax Relief (CZTR)</u> ^[9]	<u>Combat SGLI</u> ^[10]	<u>Savings Deposit Program Participatio n</u> ^[11]	<u>IRA and Thrift Savings Plan (TSP)</u> ^[12]	<u>Rest and Recuperati on (R&R) Leave Transporta tion</u> ^[13]
Cutter Crew	YES	YES	NO	NO	YES	YES	YES	YES	YES	YES	YES
Augmented Crew	YES	YES	NO	NO	YES	YES	YES	YES	YES	YES	YES
CO	YES	YES	NO	YES ^[14]	YES	YES	YES	YES	YES	YES	YES

Notes:

[5] CSEAPAY - Member receives continuous sea pay unless member exceeds 30 days ashore, IAW Section 4-B of USCG Pay Manual. Career Sea time runs continuously with CSP; when CSP suspended, career sea time counter goes into neutral until CSP is re-started. CSP-PREM is payable if current career sea time counter exceeds 36 months.

[6] Enlisted members will have Daily Discount Meal Rate deducted from BAS; PAYGO rules apply to officers.

[7] HDIP-VBSS - designated boarding teams only - Commanding Officers will authorize via written correspondence and verify requirements of ALCOAST 353/04 are met.

[8] IDP – Areas defined by SECDEF.

[9] CZTR areas designated by the President or Congress. Applies to all taxable income (up to the highest enlisted pay grade (E-10) plus imminent danger pay), including any bonuses earned while member is in the area (SRBs & Career Status Bonus (CSB) and the Basic Pay for all leave earned in the CZTR area. Federal & State Income Taxes not withheld, however, FICA tax is withheld. Although most states follow Federal rules concerning CZTR, some do not & will still require payment of state income taxes even though SITW not applied to military pay in CZTR areas. See Section 8-A of USCG Pay Manual for details.

[10] Government sponsors first \$150K of SGLI, plus Traumatic SGLI (TSGLI).

[11] SDP – Members may make an allotment or directly deposit up to \$10K with 10% annual interest guaranteed on average quarterly balance. Cannot exceed unallotted pay earned in theatre. May not use advance pay for SDP deposit. See Section 6-F of USCG Pay Manual.

[12] Members may make contributions to IRA and TSP (including special & incentive pays for TSP only), NTE Internal Revenue Code limits.

[13] One R&R trip at government expense per 12 month tour.

[14] Augment crew CO only receives Resp Pay during periods actually in command afloat. At no time will RSPLTY PAY be paid concurrently to more than one officer assigned to the same vessel. Acting CO for less than 30 days is not entitled to RSPLTY PAY.