



Commandant  
United States Coast Guard

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COMDTINST 12570.3E

COMMANDANT INSTRUCTION 12570.3E

Subj: INVITATIONAL TRAVEL ORDERS

- Ref: (a) Title 5, U.S.C., Section 5703  
 (b) Title 31, U.S.C., Section 1345  
 (c) Federal Travel Regulation, Title 41, C.F.R., Subtitle F, Sections 300 – 304  
 (d) Joint Federal Travel Regulations, Volume 1, Uniformed Service Members  
 (e) Aviation Management and Safety, DHS MD #0020.1, of 02 Feb 2005

1. PURPOSE. This Instruction provides specific guidance on the preparation and approval of invitational travel orders (ITOs) within the Coast Guard. ITOs allow the Federal Government to reimburse the travel expenses of a non-governmental individual when the individual is providing a direct benefit or service to the Coast Guard (55 Comp. Gen. 750 (1976); B-260896, October 17, 1996).
2. ACTION. Area and district commanders; commanders of maintenance and logistics commands; commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure compliance with the provisions of this Instruction. Internet release authorized.
3. DIRECTIVES AFFECTED. Invitational Travel, COMDTINST 12570.3D is canceled.
4. AUTHORITY. The Coast Guard is authorized by references (a) and (c) to issue ITOs.
5. TO WHOM ITOs MAY BE ISSUED. In accordance with 5 U.S.C. § 5703, ITOs may only be issued to individuals who are:
  - a. not otherwise employed by the Government;

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- b. employed intermittently by the Government as consultants or experts and paid on a daily, when-actually-employed basis; or,
  - c. serving without pay or at \$1 a year.
6. POLICY ON USE OF ITOs. Coast Guard policy is that ITOs will only be issued to individuals described above in section 5 when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government,<sup>1</sup> and,
- a. appropriated funds are not expended for the individual's travel except with advance approval by one of the authorities listed in Enclosure 3; and,
  - b. the individual will provide a direct benefit or service to the Coast Guard, which means acting in an official capacity to directly accomplish or contribute to an authorized Coast Guard mission or function.
7. WHEN ITOs ARE AUTHORIZED. Circumstances in which an approving official may authorize an ITO include, but are not limited to, when:
- a. an individual, singly or as part of a group, confers on an official Coast Guard matter with Coast Guard officials and thereby performs a direct service to the Coast Guard, such as providing advice or guidance (27 Comp. Gen. 183 (1947)). However, 31 U.S.C. § 1345 precludes ITOs for individuals who merely attend an official meeting related to a Coast Guard mission – the individual must be an active and necessary participant in the meeting (e.g., making a speech or substantive presentation, or participating in a panel discussion and the contribution constitutes a direct service to the Coast Guard).<sup>2</sup> (55 Comp. Gen. 750 (1976); B-260896, October 17, 1996);
  - b. it is in the Service's interest to invite an individual outside the Coast Guard, such as a college or university official or a representative of industry, to observe the work performed by, or the operations of, a Coast Guard activity, where the opportunity will result in a foreseeable and direct benefit to the Coast Guard;<sup>3</sup>
  - c. an individual is requested to lecture, instruct, or give a demonstration at a Coast Guard activity (B-260896, October 17, 1996);
  - d. an individual's attendance at an award ceremony is related to an award presentation, for example, where a citizen receives an award for unusual achievement at a Coast Guard ceremony or another Federal ceremony related to the Coast Guard. (32 Comp. Gen. 134 (1952));
  - e. the spouse of an award recipient, or another person of the recipient's choosing, attends a ceremony referred to in 7.d., or to attend a, major, Federal or non-Federal, award ceremony,

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<sup>1</sup> 41 C.F.R. § 300-3.1 (2003).

<sup>2</sup> *Example:* Although most non-Federal participants of a Coast Guard conference cannot travel at Government expense, if the Assistant Commandant for Marine Safety and Environmental Protection (G-P) convenes a conference and invites an industry representative to attend in order to obtain industry views on Coast Guard regulatory initiatives and selects this individual to lead discussions or to make a particular presentation, G-P may fund the representative's travel.

<sup>3</sup> *Example:* Civilian instructors participating in the National Graduate School program are invited to observe Coast Guard activities that are being studied by Coast Guard students whose research projects involve analysis of those activities.

which recognizes the unusual achievement of a Coast Guard member or employee, which is not typically recognized in Coast Guard awards (69 Comp. Gen. 38 (1989));

- f. an individual is an attendant for a handicapped employee or Uniformed Service member who is to be given an Office of Personnel Management (OPM) award, a major department or agency award, or a non-federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));
- g. an individual's attendance at an official Coast Guard ceremony is for the purpose of serving as a sponsor, or in a similar official position (32 Comp. Gen. 134 (1952));
- h. an individual is authorized pre-employment interview travel (60 Comp. Gen. 235 (1981));
- i. individuals are serving, without compensation, on Boards of Visitors as provided for in departmental governing regulations consistent with statutory authority (e.g., 14 U.S.C. § 194);
- j. a witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in adverse action type cases. The testimony can be on the Government's behalf or on behalf of the civilian employee or the Uniformed Service member. The presiding hearing officer must determine that the testimony of the witness is substantial, material, and necessary for a proper disposition of the case and that an affidavit from the desired witness cannot accomplish the same objective adequately (48 Comp. Gen. 644 (1969));
- k. an individual is called to testify as a witness at a pretrial investigation conducted under the Uniform Code of Military Justice, Article 32, 10 U.S.C. § 832 (50 Comp. Gen. 810 (1971));
- l. a complainant attends an administrative hearing, provided that all pertinent conditions below are met:
  - (1) the complaint is related to the complainant's Federal employment (33 Comp. Gen. 582 (1954));
  - (2) the hearing is provided for by applicable Federal employment regulations (33 Comp. Gen. 582 (1954)); and,
  - (3) it would be unreasonable to require the complainant to appear at personal expense (B-180469, February 28, 1974);
- m. an individual is an attendant for:
  - (1) a disabled employee on official travel who is incapable of traveling alone (56 Comp. Gen. 661 (1977)); or,
  - (2) an employee who interrupts Temporary Additional Duty (TAD) because of incapacitated illness or injury and the employee is incapable of traveling alone;
- n. a spouse accompanies an official, usually a flag officer (or selectee) or Senior Executive Service (SES) employee, and meets the conditions below:

- (1) the spouse's travel:
- (a) involves actual and substantial participation in an official capacity at a scheduled event or events (e.g., participation in training or orientation that relates to activities periodically undertaken by the spouse that directly benefits the Coast Guard, or participation in an event at a Coast Guard unit in which the spouse will convey information concerning the Coast Guard or obtain articulable experience or knowledge that will assist the sponsor in carrying out the sponsor's duties);<sup>4</sup> **or**,
  - (b) is in the national interest because of a diplomatic benefit to the United States, including overseas or domestic travel to interact with high-level foreign dignitaries and their spouses;<sup>5</sup> **or**,
  - (c) is in the national interest because of a public relations benefit to the United States where the spouse and sponsor will attend a scheduled event that will afford a significant opportunity to engage on a personal level with persons of influence and their spouses.<sup>6</sup>
- (2) justification for travel is documented in an itinerary and in the order authorizing travel;
- (3) the travel does not interfere with the sponsor's planned mission;
- (4) the spouse is accompanying the sponsor unless exceptional circumstances involving the sponsor's mission requirements preclude travel together and the spouse's presence is vital to the success of the official function, in which case the spouse shall travel by the most cost-effective commercial means available;
- (5) the travel must be supported with an ITO which authorizes reimbursement of transportation costs only (per diem and/or other actual expense allowances are not authorized); and,
- (6) family members of senior federal officials (i.e., O-9 and above and SES employees) who will be traveling on Government aircraft must have their air travel reviewed and approved on a case-by-case basis by the Judge Advocate General or Deputy Judge Advocate General.<sup>7</sup>

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<sup>4</sup> *Examples:* Appropriate travel includes attending a luncheon to which spouses of enlisted personnel or officers are invited for the purpose of meeting and talking with the spouse of a senior federal official; when the spouse is an official part of the Ombudsman program and the spouse tours a child development center or family quarters and provides information to the sponsor concerning its adequacy since the spouse's management of quarters impacts the Coast Guard resources on a daily basis. Inappropriate travel may include: (1) an Area Commander's spouse traveling to a district headquarters with no scheduled events during the visit except to have lunch with the District Commander's spouse, (2) having a planned luncheon which includes only spouses of senior level officials who are invited because of their acquaintance, (3) a spouse who accompanies a flag officer who travels to the Coast Guard Academy for a Board of Trustees meeting, and who attends an Academy football game and sits with families of Academy staff and faculty (i.e., the spouses attendance is incidental to an event that is primarily social in nature).

<sup>5</sup> *Examples:* Appropriate travel includes the Commandant's spouse attending receptions, dinners and cultural events at the invitation of a foreign official in a foreign country where she will interact with the spouses of foreign dignitaries.

<sup>6</sup> *Examples:* Appropriate travel is demonstrated through the attendance of the spouse of a senior level official at a reception and banquet in honor of a retiring senator to which numerous federal, state, and local officials and corporate CEOs, and their spouses will be invited. Inappropriate travel includes funding of the Commandant's spouse to attend the Secretary's Cup at Kings Point where dignitaries are limited to senior officials of the Departments of Homeland Security and Transportation.

- o. military family members are requested to attend briefings and training if the Coast Guard determines it necessary to prepare the family members for overseas assignment in areas where they may be in danger of terrorist activities or political unrest (71 Comp. Gen. 6 (1991));
  - p. a volunteer is requested to travel for training or otherwise in connection with the Coast Guard's Work-Life Program to provide family services (10 U.S.C. § 1588);
  - q. a spouse of an alcohol dependent member is invited to participate in a codependency treatment or training program (Coast Guard Health Promotion Manual, COMDTINST M6200.1, chap. 2.I.3.);
  - r. retired flag officers are invited to represent the Coast Guard on committees, board meetings, conferences, and other functions directly related to the official business of the Coast Guard;
  - s. private persons assigned under the Intergovernmental Personnel Act (IPA) travel on behalf of the Coast Guard while working with the Coast Guard for extended periods of time (5 U.S.C. § 3371);
  - t. travel is by an individual who serves as an organ donor for a Uniformed Services member when the donation is authorized under Service regulations.
8. EXCLUSIONS TO USE OF ITOs. Other travel of non-governmental individuals, specifically authorized under separate statutory authority, is excluded from the provisions of this Instruction, as follows:
- a. Witnesses at Military Courts-Martial. Witnesses subpoenaed for attendance at military courts-martial under the authority of 10 U.S.C. § 846 may be paid under 28 U.S.C. § 1821. This type of travel is governed by the Military Justice Manual, COMDTINST M5810.1 (series). The Office of Military Justice (Commandant (G-LMJ)) is the responsible office.
  - b. International Students Training Under the Security Assistance Program (SAP). The Security Assistance Program (SAP) is a Department of State (DOS) foreign relations program, implemented by the Department of Defense (DOD), executed by the five military services, and funded by the Foreign Military Sales (FMS) and the International Military Education and Training (IMET) programs. Guidance for these programs fall under the provisions of the Joint Security Assistance Training (JSAT) Regulation. Director, International Affairs and Foreign Police Advisor (Commandant (G-CI)) is the responsible office.
  - c. Non-appropriated Fund Employees. Non-appropriated fund officials or employees traveling on non-appropriated fund business will not be authorized to travel under the provisions of this Instruction. For guidance on the appropriate method of travel using non-appropriated funds see the Non-Appropriated Fund Personnel Manual, COMDTINST M12271.1.(series).
  - d. Contractors. ITOs shall not be issued to contractor personnel.

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<sup>7</sup> See DHS MD #0020.1, Articles VI.B.7.f.(2); and VI.B.7.g.(2): "Such approvals may be issued only on a trip-by-trip basis and must be signed by the OE's senior legal official or principal legal deputy."

- e. Federal Government Employees or Members of the Uniformed Services. Federal Government employees or members of the Uniformed Services will be issued TAD travel orders. For guidance on issuing TAD travel orders see the Personnel and Pay Procedures Manual, PSCINST M1000.2. (series).

9. RESPONSIBILITIES.

- a. Requesting Official. The Coast Guard official who requests issuance of ITOs shall prepare necessary documentation, obtain program manager concurrence, and forward ITOs to the designated approving official for review and approval. In preparing the ITO, the requesting official should follow the procedures contained in enclosure (1). The requesting official should also ensure the traveler is aware of the guidelines provided in enclosure (2).
- b. Approving Officials. Area Commanders; District Commanders; Commanders of Maintenance and Logistics Commands; Assistant Commandants for Directorates; Judge Advocate General; Special Staff Offices at Headquarters; and Commanding Officers of Headquarters Units. These officials shall review and approve ITOs for domestic travel within their commands or directorates or personally endorse other ITOs prior to forwarding to higher commands for final review and approval. ITOs must receive the same thorough review for sufficiency and effective use of Coast Guard funds germane to any other stewardship issue. An ITO that approves travel for the family member of a commander, and not involving travel by other family members of the command at the same time, will be referred to the next higher level of command for approval.
- c. Other Approving Officials. Other officials delegated authority to approve invitational travel orders, and other exceptions to section 9.b. are identified in enclosure (3).

10. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.

11. FORMS/REPORTS. Military Temporary Additional Duty (TAD) or Civilian Temporary Duty (TD) Request and Travel Order, CG4251 is available at the U. S. Coast Guard Adobe Forms Library or on the Internet at <http://www.uscg.mil/ccs/cit/cim/forms1/welcome.htm> or the Intranet at <http://cgweb2.comdt.uscg.mil/cgforms/>

PAUL J. HIGGINS /s/  
 RADM, FS, USPHS  
 Acting Assistant Commandant  
 for Human Resources

- Encl: (1) Guidelines on Preparation of ITOs  
 (2) Sample ITO Letter  
 (3) ITO Approving Officials

## **GUIDELINES ON PREPARATION OF INVITATIONAL TRAVEL ORDERS**

1. LETTER OF JUSTIFICATION. The travel requesting official shall provide written justification for endorsement by the travel approving official. This justification must clearly detail the need for an ITO, the official duty to be performed, and the direct benefit to a Coast Guard mission or function.
2. PREPARATION OF INVITATIONAL TRAVEL ORDERS.
  - a. Required Forms. Upon review of the letter of justification, the issuing office shall prepare either CG Form 4251 or Letter Orders to the traveler.
    - (1) Use of CG Form 4251. CG Form 4251, "Military Temporary Additional Duty (TAD) or Civilian Temporary Duty (TD) Request and Travel Order" must have the requesting command's address and phone number in the remarks section of all ITOs.
    - (2) Letter Orders. Letter Orders must contain complete and accurate data on all appropriate travel entitlements. Enclosure (2) contains a sample "Letter Order" which may be modified as appropriate. Letter Orders must have the requesting command's address and phone number at the top of the letter.
  - b. Required Data (CG Form 4251 or Letter Orders). Travel orders shall:
    - (1) cite specific dates and point(s) of departure (city and state), temporary duty site, and return location. The departure and return points are usually the traveler's home, but may be another point, depending on where the employee is located when the orders are issued;
    - (2) contain a **detailed** statement of the work to be performed and its direct benefit for the Government. The Order must state an authorized Coast Guard function or mission and provide an explanation of the nature of the official duty. This would include the wording: ". . . the nature of official duty to be performed directly supports an authorized mission or function of the Coast Guard;"
    - (3) contain the statement "Commercial carrier tickets have been (will be) provided to you, unless traveling on government aircraft. (Tickets must be for coach or economy class only. First class and business travel is prohibited.) Total reimbursement will be limited to the cost of travel by the usual mode of common carrier. Per diem is (is not) authorized.<sup>8</sup> In the event that your travel is canceled or altered, all unused tickets for transportation must be returned to the appropriate travel office along with your original travel orders and your completed travel voucher. All such tickets are the property of the United States Government and are not to be used for any travel that is not authorized;"

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<sup>8</sup> Per diem is never authorized for the spouse of a senior federal official traveling with their spouse.

- (4) include a travel order number and accounting data to be charged. The travel order number shall be assigned by the travel requesting official and charged to the sponsoring unit's account;
  - (5) contain the traveler's Social Security number;
  - (6) contain the written statement that the traveler must file the travel claim within three (3) working days upon completion of travel; and,
  - (7) contain the appropriate address for the traveler to submit their claim. A preaddressed envelope and travel voucher shall be included with the orders.
- c. Timeliness of Submission. Invitational travel orders should be submitted for approval at least **five** (5) working days in advance of the travel. The orders **must** be signed by the appropriate approving official **before** the individual can travel. In no instance should travel begin prior to the orders being approved by the appropriate approving official. In cases requiring separate approval of associated transportation on Coast Guard aircraft, requests should be submitted 10 working days in advance of the travel.
3. MODE OF TRANSPORTATION. All costs are limited to the cost of coach travel on commercial transportation. Therefore, the mode of transportation should be evaluated carefully. Travel arrangements should be made through the command's local Travel Management Center (TMC) with tickets either forwarded to the traveler's home or office, or arrangements made with the airline for pick up upon airport departure. Itineraries and travel expenses should be as cost-efficient as possible. (Federal Travel Regulation, 41 C.F.R. §§ 300 – 304).
  4. LODGING AND INCIDENTAL EXPENSES. ITOs are subject to the same limitations on reimbursement as regular civilian employee travel orders (e.g., prohibitions on: use of travel agents, cash purchases for common carrier services exceeding \$100, use of Government lodging rates). Therefore, it is best that all lodging be arranged by Coast Guard personnel for the traveler. (Federal Travel Regulation, 41 C.F.R. §§ 300 – 304).
- Note: Ombudsman incidental expense reimbursement is explained in Ombudsman Program, COMDTINST 1750.4 (series).
5. LOCAL TRAVEL. The use of a rental car, if necessary and authorized, shall be indicated in the ITO. One rental car should serve a group of travelers. Reservations should be made through the command's local TMC. (Federal Travel Regulation, 41 C.F.R. §§ 300 – 304).
  6. TRAVEL ORDER NUMBER AND FUND CITATION. The travel order number and accounting data for each ITO must be assigned from the unit's account.



7. COPY OF ITO FOR FINANCE CENTER. A copy of the approved ITO must be sent to the Finance Center (Attention: TVL) at the time the travel order is issued in order to track outstanding travel advances or claims.
8. COORDINATION. The travel requesting official assures accuracy and completeness (i.e., inclusion of proper letter of justification) of all requests and certifies that:
  - a. Interest of Government. The travel is in the interest of the Government and the justification is endorsed;
  - b. Traveler's Information. Travelers are given travel information. This information ensures that all travelers are aware of the applicable travel regulations and prohibitions (e.g., the prohibition of cash purchases for common carrier services exceeding \$100, prohibition on use of first class travel).
9. RATES AND REIMBURSEMENT. Travel entitlements frequently change with little, if any, notice. Therefore, prior to preparing any travel authorization, including ITOs, it is suggested that travel requesting officials check current rates with the travel office.



**SAMPLE INVITATIONAL TRAVEL ORDER LETTER**

Unit's address  
Phone Number  
12570

TONO: (Travel Order Number)  
(Addressee)  
(Mailing Address)

Dear (Addressee):

This is to request that you proceed on or about (date of travel), from (location from which travel is to start) to (destination of travel) for the purpose of (purpose for which travel is authorized) on official duty for the United States Coast Guard. (Insert detailed description of official duty to be performed). This duty will provide a direct benefit or service which will directly accomplish or contribute to an authorized Coast Guard mission or function by (provide an explanation of the nature of the official duty and how it provides a direct service to the Coast Guard). Upon completion of this temporary duty, the duration of which will be approximately (number) days, your return to (location where travel will be completed) is authorized.

You are authorized to travel by coach or equivalent class on commercial plane, common carrier and/or privately-owned conveyance (government aircraft). (Indicate if tickets are enclosed or where tickets are to be obtained). In the event a privately owned automobile is used for all or part of your travel, e.g., to or from airports, train stations, etc., you will be reimbursed for its official use at the rate of (insert current mileage rate) cents per mile provided the total cost to the Government, including per diem, does not exceed the cost of travel by common carrier. Local travel is (or is not) authorized. A Rental car is (or is not) authorized. Per diem is (or is not) authorized.

While in a travel status, you will be allowed traveling expenses in accordance with Federal Travel Regulations (FTR) which currently allows reimbursement for lodging expenses up to (indicate current lodging rate) per day and an allowance for meals and incidental expenses of (indicate current meals and incidental expenses rate) per day, chargeable to accounting data: (accounting data information).

Upon completion of this travel, it is requested that this letter, your travel voucher DD Form 1351-2 (enclosure (1)), with receipts for local travel (if over \$75.00), air fare, and lodging be mailed to: (Insert Name and address of the issuing office for review...claim should be forwarded to PSC from this point of contact) in the enclosed, self-addressed envelope (enclosure (2)) within three (3) **working** days.

In the event that your travel is cancelled or altered, all unused tickets for transportation must be returned to the travel claims office along with your original travel orders and your completed travel voucher. All such tickets are the property of the United States Government and are not to be used for any travel that is not authorized. If you have any

Enclosure (2) to COMDTINST 12570.3E

questions, please call the travel claims office's Customer Service line at 1-866-772-8724 or contact (contact's name) at (contact's address), at (telephone number).

Sincerely,

Encl: (1) DD Form 1351-2, Travel Voucher  
(2) Self-addressed envelope

## **INVITATIONAL TRAVEL ORDER (ITO) APPROVING OFFICIALS**

The following officials are authorized and required to approve travel for the specified categories of invitational travelers:

1. COMMANDANT (G-C).
  - a. Foreign Travel. All invitational travel orders for foreign travel must be signed by the Commandant (G-C). The Vice Commandant (G-CV) may sign invitational travel orders for the Commandant.
  - b. Retired Flag Officers. Retired flag officers are often invited as representatives of the Coast Guard to attend various committees, board meetings, conferences, and other functions which are directly related to the official business of the Coast Guard. All invitational travel orders for retired flag officers must be signed by the Commandant, except for former Commandants and Vice Commandants invited by the Chief of Staff (G-CCS) for Flag/SES conferences, which may be approved by the Office of Quality and Management Effectiveness (G-CQM).
  - c. Spouse of the Commandant and Vice Commandant. The Commandant will approve and sign orders for the Commandant's and Vice Commandant's spouses when traveling under the authority of section 7.n.
  - d. Invitational Travel Orders (ITOs) requiring Commandant approval will be coordinated through the Director, Personnel Management (CG-12) and G-CCS.
2. HEADQUARTERS PROGRAM DIRECTORS. The Commandant has delegated the authority to sign ITOs to each Flag/SES level program director for official business related to his/her respective program. Examples of the use of ITOs include: travel for members of federal working groups, advisory and other standing committees. Program directors shall identify such committees to CG-12 to facilitate management of the ITO program.
3. OFFICE OF QUALITY AND MANAGEMENT EFFECTIVENESS (G-CQM). G-CQM is authorized to sign ITOs, only for invitees pre-approved by G-CCS, as follows:
  - a. scheduled Flag/SES conference speakers.
  - b. facilitate the attendance of former Commandants and Vice Commandants at Flag/SES conferences.
  - c. facilitate attendance of Flag spouses at Flag/SES conferences.
4. DIRECTOR OF PERSONNEL MANAGEMENT (CG-12).

- a. Private Persons Assigned Under the Intergovernmental Personnel Act (IPA). Under the authority of 5 U.S.C. § 3371 *et. seq.*, the Coast Guard may assign private persons to work with the Coast Guard for extended periods of time. The Coast Guard does not pay the salaries of these individuals, but does provide reimbursement for their travel and per diem expenses while on assignment.
  - b. Travel of Award Recipients and Individuals of the Award Recipient's Choosing to Attend Award Ceremonies. Travel expenses may be paid for award recipients and for the spouse, or another individual of the recipients choosing, to attend ceremonies described in section 7.d. and 7.e. Travel should be direct and per diem should be the minimum necessary to accommodate the actual award ceremony.
  - c. Spouse of the Master Chief Petty Officer of the Coast Guard (MCPOCG). The spouse of the Master Chief Petty Officer of the Coast Guard (MCPOCG) is designated an Ombudsman at Large. All domestic ITOs for the spouse of the MCPOCG must be signed by CG-12.
  - d. Invitational Travel Orders Not Specific to an Individual Program. All ITOs that are not related to a specific program or specified in this enclosure are to be approved by CG-12.
5. OFFICE OF CIVILIAN PERSONNEL, HUMAN RESOURCES OPERATIONS DIVISION (CG-1211). Under 5 U.S.C. § 5706b, the Office of Civilian Personnel (CG-121) may, if recommended by the selecting official, approve payment of expenses for travel to and from a pre-employment interview for an individual being considered for employment with the Coast Guard for a high level and/or hard-to-fill position.
6. COMMANDERS OF MAINTENANCE AND LOGISTICS COMMANDS.
- a. Domestic Travel. The commanders are responsible for the approval of all ITOs which allow for domestic travel within their command.
  - b. Participants in Work-Life Ombudsman Training and Ombudsman Activities. ITOs for volunteers, except those working on behalf of a district commander, are to be approved by the commander of the responsible maintenance and logistics command.
  - c. Spouses of Military Personnel to Attend Alcohol Recovery Treatment Programs. The ITOs for spouses of alcohol dependent members to attend a co-dependency treatment must be approved by a maintenance and logistic command. Alcohol treatment is typically provided through Navy facilities to Coast Guard members who have an identified alcohol problem. In some instances, this includes inpatient treatment for members psychologically or physically dependent on alcohol. Family members often contribute to the member's alcohol dependency through certain behaviors in the relationships with the member (co-dependency).

- d. Foreign Travel. All invitational travel orders for foreign travel must be signed by the Commandant (G-C) and cannot be approved by other commanders.
- e. Spousal Travel. Travel by the spouse of an approval commander, when other family members of the command are not traveling at the same time, must be forwarded to one level higher for review and approval.

7. AREA and DISTRICT COMMANDERS.

- a. Domestic Travel. The commanders are responsible for the approval of all ITOs which allow for domestic travel within their command.
- b. Participants in Work-Life Ombudsman Training and Ombudsman Activities. ITOs for volunteers are approved by the responsible district commander for volunteers within the district or by the area commander for volunteers otherwise serving the area. This may include orders for travel and per diem expenses for Ombudsman training conducted by Integrated Support Command Work-Life staffs.
- c. Foreign Travel. All invitational travel orders for foreign travel must be signed by the Commandant (G-C) and cannot be approved by other commanders.
- d. Spousal Travel. Travel by the spouse of an approval commander, when other family members of the command are not traveling at the same time, must be forwarded to one level higher for review and approval.

An authority that must approve an ITO must attach a concurring signature to the approval request.