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FM COMDT COGARD WASHINGTON DC//CG-102//
TO ALCOAST
BT

UNCLAS //N04600//
ALCOAST 301/07
COMDTNOTE 4600

SUBJ: USE OF THE GOVERNMENT TRAVEL CHARGE CARD (GTCC) CENTRALLY
BILLED ACCOUNT (CBA)

- A. [Coast Guard Personnel Manual, COMDTINST M1000.6 \(series\)](#)
- B. [Personnel and Pay Procedures Manual, PSCINST M1000.2 \(series\)](#)

1. Over the past several months the Coast Guard has moved from locally managed to centrally managed CBAs. The change in CBA management did not affect the use of the CBA or the supporting document requirements, however, the change did bring to light the deficiency of the supporting documents being provided to the Coast Guard travel management center provider, SATO. The following readdresses usage of the CBA and the required documents to support the purchase of transportation tickets charged to the CBA.

2. CBA usage is limited to:

- a. The purchase of commercial transportation tickets. It cannot be used for the purchase of any other products or services, e.g. rental car, lodging expense.
- b. The purchase of commercial transportation tickets for individuals who do not possess an individually billed GTCC. Individuals who possess an individually billed GTCC may use the CBA only when the cost of the commercial transportation ticket exceeds one thousand dollars or the duration of the TDY trip exceeds 21 days.
- c. The purchase of Alaska Marine Highway System (AMHS) ferry reservations that are in conjunction with a PCS. This applies even if the individual possesses an individually billed GTCC.

3. Use of the CBA is prohibited when traveling under non funded government orders, e.g. Permissive Orders.

4. At Coast Guard direction, SATO will only purchase transportation tickets using the CBA if they are in receipt of properly prepared and signed official travel orders. References (a) and (b) address travel order preparation and signature authority.

5. At Coast Guard direction, SATO will not accept and therefore not purchase any transportation tickets when the itinerary of the travel order does not exactly match the actual requested travel itinerary. Any authorized variance from the travel order itinerary must be explicitly addressed in the remarks section of the travel order. The travel origin and destination on one time TDY orders must be explicit in that they must contain the travel origin and destination city and state, **no exception**. Examples of an unacceptable origin and/or destination are: unit name, home, COMDT, station, district, CGC, etc. The travel origin on repeat type TDY orders must be explicit in the same manner as one time TDY orders. Destination on repeat type TDY orders

must contain sufficient verbiage to show authorization to travel to the requested destination, e.g. Various CONUS and OCUNUS locations, CONUS Coast Guard locations, etc.

6. At Coast Guard direction, SATO will not accept and therefore not purchase any transportation tickets when the travel order does not contain an authorized signature. Ref (a) addresses who is authorized to issue and approve TDY travel orders.

7. At Coast Guard direction, SATO will not accept and therefore not purchase any transportation tickets if the travel order does not contain a TONO and line of accounting.

8. Any variance in the travel order itinerary as a result of leave must be specifically authorized in the remarks block of the TDY order. **The remarks must specifically state the inclusive dates of leave and the leave location city and state.** A statement shall also be included in the remarks section that the traveler is personally liable for any additional transportation expense incurred as a result of a travel itinerary variance caused by the authorized leave. The additional expense cannot be charged to the CBA or individually billed GTCC.

9. The remarks block of orders being used to support the purchase of AMHS ferry reservations must include all the names of the individuals authorized a reservation and specifically state the services authorized at government expense.

10. Individuals who are having transportation ticket(s) charged to the CBA are highly encouraged to contact SATO before departing on travel to confirm the faxed or e-mailed orders have been received and accepted by SATO.

11. At no time shall reimbursement be requested for commercial transportation and/or a SATO service fee when the CBA was used to purchase the transportation ticket.

Additionally, at no time is a travel voucher approving official authorized to approve a travel voucher that includes a reimbursable expense for commercial transportation that is supported by a SATO invoice that indicates ticket purchased with CBA.

12. Cutters deployed that do not have immediate capability of faxing or e-mailing the required travel orders to SATO shall follow these procedures when contacting SATO and making transportation reservations that are to be charged to the CBA:

- a. Identify yourself as an individual onboard a deployed Coast Guard cutter.
- b. Provide the traveler's first and last name.
- c. Provide the traveler's employee ID number.
- d. Provide the inclusive dates of travel.
- e. Provide the travel origin and destination, specific city and state or city and country.
- f. Provide the TONO as it appears on the travel order.
- g. Provide the line of accounting as it appears on the travel order.

- h. Provide the name of the individual who authorized the travel and signed the travel order.
- i. If the individual making the call is not the traveler, provide full name, rank and authority for making the travel reservation.
- j. Providing the verbal information does not, repeat does not, eliminate the requirement to provide SATO with a copy of the orders. A copy of the orders must be provided to SATO when the first opportunity of providing an electronic copy is available. When the orders are provided ensure the reservation record locator number is included on the fax cover sheet or in the e-mail subject line so that SATO can associate the orders with the actual reservation.
- k. Again, the above procedure is only authorized for cutters deployed that do not have immediate capability of faxing or e-mailing orders to SATO. There is no authority to use the process in any other situation.

13. For questions, please contact Mr. Scott Arndt at 202-475-3664, e-mail scott.r.arndt@uscg.mil or Mr. Les Weisbeck at 202-475-3687, e-mail les.r.weisbeck@uscg.mil.

14. Internet release authorized.

15. RADM Clifford I. Pearson Assistant Commandant for Human Resources, sends.

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