

Chapter 4: Movement of Personnel

Introduction

This chapter provides checklists, guides and information required for the movement of personnel.

In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	Permanent Change of Station (PCS)	4-3
B	PCS/TEMDUINS Orders	4-8
C	How to Prepare NATO Travel Orders	4-11
D	Designation of Ports of Embarkation, Ports of Debarkation and Vehicle Processing Centers	4-13
E	PCS Departing Checklist	4-14
F	Reimbursement of Vehicle Transportation within CONUS	4-19
G	Reimbursement for the Use of More than Two POVs	4-21
H	Authorization to Ship a POV within CONUS due to Medical or Insufficient Time to Drive	4-22
I	PCS Reporting Checklist	4-23
J	Temporary Lodging Allowance (TLA) Claims	4-26
K	Temporary Duty (TDY)	4-27
L	Blanket Travel Orders	4-31
M	Leave and Liberty Combined with TDY Travel	4-33
N	Pay Entitlements Affected by TDY	4-35
O	TDY Checklists	4-37
P	Reimbursement Methods	4-40
Q	Premium-Class Travel Request	4-44
R	Evacuation	4-46
S	Other Forms of Written Orders	4-50

T	Amendments to Orders	4-54
U	Accounting Data	4-57
V	Invitational Travel and Dependent Claims	4-59
W	TPAX Audits (Reviews)	4-61
X	Patrol Forces Southwest Asia (PATFORSWA)	4-65

Timelines

Please follow the timelines established in Chapter 2, Section 2.B.2. of this publication unless otherwise stated on a checklist.

Section A: Permanent Change of Station (PCS)

A.1. This section explains the Permanent Change of Station (PCS) process.

Introduction

- A.2. **References**
- (a) [Foreign Affairs Policy Manual, COMDTINST M5710.5 \(series\)](#)
 - (b) [Joint Travel Regulations \(JTR\)](#)
 - (c) [Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 \(series\)](#)
 - (d) [Coast Guard Supplement to the Joint Travel Regulations \(CGS-JTR\), COMDTINST M4600.17 \(series\)](#)

A.3. **PCS Process** The SPO, P&A Office and unit are to build a relationship that ensures these items are completed using the most expeditious means possible.

NOTE:

This process does NOT apply to No-Cost Orders (unless transferring to another unit, even within the same geographical area). PCS Departing/Reporting Worksheets are NOT required. Use the effective date listed on the No-Cost Orders for the depart/report date. See the [PCS Orders & Endorsements](#) user guide for more information. No-Cost Orders include Extensions, Fleet Ups, Humanitarian Assignments, and Interoffice Transfers.

Step	Who Does It	What Happens
1	Member	Submits an eResume in Direct Access using the user guide.
	NOTE:	Per the PSC Overseas Screening Page, members wanting to apply for overseas locations must do pre-screening for their eResumes as well as have command endorsement on their eResume.
2	PSC	Issues transfer order in Direct Access (Airport Terminal).
3	P&A Office	Notifies unit when order is received. Notification includes any obligated service requirements. Members not serving on an indefinite enlistment contract must obligate service within 5 days of receipt of PCS orders.
4	Member/Unit	<ul style="list-style-type: none"> • Completes forms and worksheets for PCS departure, request for advance of travel funds, career intentions (obligated

		<p>service), BAH rate protection and passports. After receiving command approval, forwards to the P&A Office.</p> <ul style="list-style-type: none"> • If an Official Passport is required, follows instructions in Chapter 9 of Reference (a).
5	P&A Office	<p>Verifies all PCS-related documents and forwards to the SPO. Emails BAH Rate Protection request to PSC (PSD-FS) and copies the SPO.</p>
6	SPO	<p>Approves, prints orders in Direct Access using the PCS Orders & Endorsements guide and forwards orders to P&A Office. Files in SPO-PDR.</p>
7	P&A Office	<p>Forwards orders to the member.</p>
8	PAO/PPC (tvl)	<p>If requested, processes travel advances no more than 30 days prior to departure.</p>
9	PSC (psd-fs)	<p>If requested, processes member's BAH rate protection request.</p>
10	Member	<p>After receiving their original orders, sets up an account in https://planmymove.militaryonesource.mil to "Plan My Move" to arrange shipment of Household Goods (HHG) and/or Personally Procured Move (PPM). Once the new move is submitted, they will be notified via email by their assigned Transportation Officer (TO).</p>
11	Transportation Officer	<ul style="list-style-type: none"> • Emails member to answer questions regarding move and to request the appropriate forms. • Completes the move in https://planmymove.militaryonesource.mil.
12	Unit	<ul style="list-style-type: none"> • Ensures member submits a CGFIXIT request for transfer of CGSWSIII account (see Instructions to PCS Transfer your CGOne Standard User Account). • Ensures member's, and dependents' ID cards are up-to-date. • Ensures member's compliance with weight standards IAW Reference (c). • Notifies SPO that the member actually departed.
13	SPO	<p>Approves and transmits PCS Departing Transactions using the PCS Orders & Endorsements user guide.</p>
14	Member	<ul style="list-style-type: none"> • 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 TPAX. • Goes to https://cgpaas.uscg.mil/ and updates contact information. • Completes PCS travel claim(s) using the ETS user guides and forwards to approving official no later than 30 calendar days after arriving at the command IAW Reference (d).
	WARNING:	<p><i>When submitting PCS Claims manually, if there is missing documentation and or a reason PPC cannot process it, they will mail it back. This may end up in transit for more than a month.</i></p> <p><i>If the PCS claim is entered via TPAX and there is an issue, the member will immediately receive an e-mail letting them know there is an issue. They can then log into TPAX and fix the issue and resubmit, speeding up the process by at least a month.</i></p>
15	New Unit	<ul style="list-style-type: none"> • Completes PCS Reporting Worksheet and BAH/Housing documents and forwards to the P&A Office. • Forwards the reviewed and signed approved travel claim(s) with orders to PPC (tv1) no later than 2 calendar days after receipt of claim(s) from the member or no later than 32 calendar days after member’s arrival at unit, whichever is earlier.
16	P&A Office	Verifies all PCS-related documents and forwards to the SPO.
17	SPO	Within three business days upon receiving documentation, completes PCS Reporting transactions. Files supporting documentation in SPO-PDR and forwards copies to PSC (bops-mr) for inclusion in the I-PDR.
18	PPC (tv1)	Processes travel claim(s).

Table 4-1 PCS Process

A.4. PCS User Guides

Refer to the appropriate PCS User Guide/Reference for the following topics:

- [PSC Overseas Screening Page](#)

- [PCS Orders & Endorsements](#)
- [PCS Entitlements Auto Stops and Starts in DA](#)
- [ETS Process for PCS Travel Advances and Claims](#)

A.5. Requesting Travel Advances in TPAX

- Refer to the [ETS Process for requesting Travel Advances](#) user guide for data entry procedure.
- A completed PCS Travel order signed by the Approving Official must be scanned and uploaded to TPAX to request a PCS travel advance. Before you begin the advance request, ensure the PCS travel advances are correctly listed on the order. The PCS order must show what is being requested and at the 80% amount as shown in the example below:

MEMBER PER DIEM	_____	@ 80%	_____
MEMBER MALT	_____	@ 80%	_____
DEPENDENT (S) PER DIEM	_____	@ 80%	_____
DEPENDENT (S) MALT	_____	@ 80%	_____
DLA	_____	@ 80%	_____
TLE	_____	@ 80%	_____
TOTAL	_____	@ 80%	_____

PCS TRAVEL ADVANCE AUTHORIZED FOR \$ _____

- PPC (tv1) will process advances up to the day before the member is supposed to report.

WARNING:

Do not submit the PCS advance to PPC more than 35 days before the member detaches. The additional 5 days accounts for processing time and making payment to the member. If you need to submit a PCS advance to PPC more than 35 days due to extenuating circumstances, the SPO Approving Official must submit a PPC Customer Care Ticket with details.

A.6. Submission of Personally Procured Move (PPM) Claims

- A PPM (formerly known as Do-It-Yourself (DITY)) is a separate claim specific to your transportation of household goods. For instructions and guidance on submitting a claim for personally procured transportation of household goods, refer to [CG FINCEN website](#). For questions concerning the particulars of this claim, contact CG FINCEN Customer Service Team at (757) 523-6940.
- Send PPM/DITY claim(s) to the following address:
Commanding Officer
U.S. Coast Guard Finance Center

PO Box 4102
Chesapeake, VA 23327-4102

A.7.
**Amendments to
Orders**

Please see Section T of this chapter for guidance on amendments to orders.

Section B: PCS/TEMDUINS Orders

B.1. Introduction This section provides an overview of entitlements and options for members ordered Permanent Change of Station (PCS)/Temporary Duty Under Instruction (TEMDUINS).

- B.2. References**
- (a) [Joint Travel Regulations \(JTR\)](#)
 - (b) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)

B.3. Household Goods Members ordered PCS/TEMDUINS to an “A” school for a period of less than 20 weeks are authorized to store their Household Goods (HHG) at their current Permanent Duty Station (PDS) in non-temporary storage (NTS). Once assigned to a new PDS, shipment of HHG to the new PDS is authorized.

- B.4. Shipment of Privately Owned Vehicle (POV)** The following restrictions apply for members who are ordered PCS/TEMDUINS from OCONUS:
- Members can elect to leave their POV at the current PDS and execute a Power of Attorney allowing a responsible individual to act on their behalf once they are in receipt of orders to their new PDS.
 - Members, who elect to ship their POV while in receipt of TEMDUINS orders, are liable for all excess costs incurred.
 - Members must pay the entire cost of transportation if a PCS authorization is not issued later.
 - The authorization is specific to the Vehicle Processing Center (VPC): the entitlement is limited to the VPC closest to the new PDS.
 - Members electing to transport their POV ICW PCS/TEMDUINS to A-School for less than 20 weeks must be counseled IAW Reference (a), Section 0530.

B.5. Storage of POV Long term storage of POVs is limited to those members in receipt of PCS orders to a country in which the POV cannot be shipped.

NOTE: **Consult the processing VPC as to time limits applicable to pick-up.**

- B.6. Travel/Transportation of Dependents** The following restrictions apply to dependents of members in receipt of TEMDUINS orders:
- Dependents are authorized to remain in government housing pending eventual PCS assignment.

- Dependents are authorized to remain in the vicinity of the current PDS pending eventual PCS assignment.
- Dependent entitlement cannot exceed the entitlement from the previous PDS to the next PDS.
- Dependent travel and transportation allowances are not authorized when members are assigned to a school as a student if the course of instruction is less than 20 weeks (Reference (a), Section 0504).
- Dependent travel and transportation allowances commence upon member's receipt of PCS orders to the new PDS.
- A member authorized a housing allowance based solely for the purpose of paying child support is not authorized PCS travel entitlements for that dependent child(ren).

**B.7. If
Transporting
POV ICW PCS/
TEMDUINS**

The following statement is placed on orders by PSC-EPM-2:

Members assigned to an OCONUS unit who receive PCS/TEMDUINS orders to A-School for less than 20 weeks can elect to transport their privately owned vehicle (POV) under provisions of JTR, Section 0530. JTR, Section 0530 states that POV transportation is permitted before PCS authorization/order is issued (i.e. prior to issuance of PCS orders from A-School) provided you agree by signing these orders that: You are financially responsible for the entire cost of transportation if a PCS authorization/order to authorize POV transportation is not later issued, or that you agree to pay any additional costs for POV transportation based upon the location of your new PDS. Should you elect to transport your POV, your authorization is from the POV port/Vehicle Processing Center (VPC) serving your OCONUS unit to the POV unloading port/VPC serving the PDS that will be identified at some time during your A-School assignment. If you receive orders back to your PDS or to another OCONUS PDS or to a PDS where transportation charges to the POV port/VPC exceeds transportation charges to the POV port/VPC where you shipped your POV ICW your A-School assignment, you are financially responsible for excess POV transportation charges.

**B.8. BAH for
members with
dependents**

See Reference (b), Section 3-G-4 for guidance on the payment of BAH for members with dependents assigned PCS/TEMDUINS.

- The same rules apply to members en route PCS as to members assigned TEMDUINS.
- These members continue to receive BAH at the locality rate for their old PDS while TEMDUINS, unless the member had a previously approved BAH-rate protection request in place, in which case they would continue to receive BAH at the locality rate for their dependent's location/previous PDS.

- BAH is not payable while the member's dependents occupy government quarters at the old PDS.
 - A BAH rate protection request must be submitted and approved by PSC (psd-fs) per Reference (b) Section 3-C, in order for the SPO to pay BAH for any locality other than the member's old PDS or as provided in a previously approved BAH rate protection request.
-

Section C: How to Prepare NATO Travel Orders

C.1. Introduction This section describes how to prepare North Atlantic Treaty Organization (NATO) Travel Orders. NATO orders, 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. The NATO Travel Order Statement is placed on the back of the PCS or TDY order or as a separate sheet to accompany the TDY/PCS order.

C.2. References (a) [Military Assignments and Authorized Absences, COMDTINST M1000.8 \(series\)](#)

C.3. Format for the order The table below describes how to complete a NATO order.

Item	Entry
1	Top of letterhead/page type: Grading of Form: NATO UNCLASSIFIED
2	Include in the heading: Country of origin, Employee ID and the date the order is 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 signs the order.

Table 4-2 Format for NATO Order

**C.4. Sample
Recommended
Format**

Here is the recommended format for NATO travel orders.

NOTE:

NATO travel orders are prepared in English and French. Any instructions printed on the reverse of the orders are to 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>	Employee ID Number Date order issued
1. The bearer (and group as shown hereon 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 carte d'identite</i> <i>(s'il y a lieu)</i>	Name: _____ Rank/Grade <i>Nom:</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	

Figure 4-Error! No text of specified style in document.-1 Sample Recommended NATO Format

Section D: Designation of Ports of Embarkation, Ports of Debarkation and Vehicle Processing Centers

- D.1. **Introduction** This section provides guidance on POV shipping and travel options when conducting a Permanent Change of Station to/from a CONUS location to/from an OCONUS location and the designation of Port of Embarkation (POE), Port of Debarkation (POD), and Vehicle Processing Centers (VPC).
-
- D.2. **References** (a) [Joint Travel Regulations \(JTR\)](#)
-
- D.3. **Procedure** Designated passenger Ports of Embarkation (POE), Ports of Debarkation (POD), and Vehicle Processing Centers (VPC) are considered the closest POE, POD, and VPC servicing a member's old and new permanent duty station (PDS). However, members traveling from/to a CONUS PDS to/from an OCONUS PDS by mixed modes (POV and commercial carrier) may be authorized to travel to/from an authorized alternate CONUS POE/POD, and/or VPC. Travel to/from a location other than the designated or authorized alternate location would be considered circuitous travel for which actual travel and transportation expenses would be reimbursed up to the travel and transportation costs to/from the authorized alternate location. Per the JTR, Section 053001, a member is responsible for any excessive POV shipping cost beyond the cost to ship to/from the designated VPCs. A member electing POV shipment from/to a designated CONUS VPC may be authorized MALT plus to drive another vehicle (i.e., up to two POVs for a member with dependents) to/from the authorized alternate CONUS POE/POD, the circuitous travel rules above would apply for a member traveling by mixed modes to an alternate non-official location (e.g., leave location). Per the JTR, Section 050203, payment of MALT for more than two POVs requires authorization/approval by COMDT (CG-1332), this does not affect the POV shipping entitlement.
- A member performing PCS travel solely by commercial carrier via an alternate non-official location would be authorized the costs for travel not to exceed the policy constructed airfare for the designated locations (i.e., designated POE/POD or if applicable designated VPC).
-

Section E: PCS Departing Checklist

E.1. Introduction This section provides a checklist for completing all necessary tasks required for departing PCS in conjunction with the Overseas Transfer Information (see Section A.4 of this chapter) for members transferring OCONUS.

-
- E.2. References**
- (a) [Military Assignments and Authorized Absences, COMDTINST M1000.8 \(series\)](#)
 - (b) [Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 \(series\)](#)
 - (c) [Enlistments, Evaluations and Advancements, COMDTINST M1000.2 \(series\)](#)
 - (d) [Joint Travel Regulations \(JTR\)](#)
 - (e) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - (f) [Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel, COMDTINST M5512.1 \(series\)](#)
 - (g) [Coast Guard Personal Property Transportation Manual, COMDTINST M4050.6](#)
 - (h) [Foreign Affairs Policy Manual, COMDTINST M5710.5 \(series\)](#)
 - (i) [Government Travel Charge Card \(GTCC\) Program Policies and Procedures, COMDTINST M4600.18 \(series\)](#)
 - (j) [Personnel Security and Suitability Program, COMDTINST M5520.12 \(series\)](#)
 - (k) [Military Personnel Data Records \(PDR\) System, COMDTINST M1080.10 \(series\)](#)
 - (l) [Safety and Environmental Health Manual, COMDTINST M5100.47 \(series\)](#)
 - (m) [Coast Guard Housing Manual, COMDTINST M11101.13 \(series\)](#)

**E.3. PCS
Departing
Checklist**

Follow these steps when a member receives a PCS transfer order:

Step	Action	Reference	Date/ Initials

1	Ensures member is eligible for transfer.	Ref (a) 1-B	
	Ensures member meets weight standards within 30 days of PCS departure.	Ref (b)	
	Ensures member meets obligated service requirements for transfer. Completes CG-2045 , Career Intentions Worksheet and forwards to SPO if member needs to extend enlistment. Members not serving on an indefinite enlistment contract must obligate service within 5 days of receipt of PCS orders.	Ref (a) 1-B-6	
	Counsels member on SRB entitlement if additional obligated service is required.	Ref (c) 1-E-6	
NOTE:	<p>If member decides NOT to obligate service, see Reference (a) for Retirement or Separation in Lieu of Orders.</p>	Ref (a) 1-A-2-E	
2	Completes member screening for assignment to semi-isolated units (if applicable) and administrative assignments.	Ref (a) 1-E	
3	Completes Coast Guard Sponsor Notification Form CG-6058 , and sends it to the member’s destination.	Ref (a)	
4	Counsels member on PCS travel entitlements, and completes PCS Entitlements Worksheet (CG-2003).	Ref (d), Ch 5	
NOTE:	<p>Alaska Marine Highway System (AMHS) Ferry tickets and other commercial carrier reservations shall be made through the Travel Management Center (TMC). Charges are made against the member’s Individually Billed Account (IBA/GTCC). The Centrally Billed Account (CBA) shall be used and annotated on the orders “Authorized use of the CBA” when the PCS delay exceeds 15 days or when the member does not possess an IBA/GTCC.</p> <p>A member authorized a housing allowance based solely for the purpose of paying child support is not authorized PCS travel entitlements for that dependent child(ren).</p>	Ref (i), Ch 1	

5	<ul style="list-style-type: none"> Verifies member’s entitlement to FSH and/or FSA-R and BAH allowances. Completes Basic Allowance for Housing Rate Protection Worksheet (CG-2025A) if member is eligible for, and desires BAH Rate Protection. Forwards completed worksheet to Commander, PSC (psd-fs) for approval. 	Ref (e), Ch 3	
6	<ul style="list-style-type: none"> Completes PCS Departing Worksheet (CG-2000), and, if applicable, a PCS/TEMDUINS to “A” school worksheet (CG-2001). Forwards to SPO for data entry. If applicable, completes request to COMDT (CG-1332) for travel by more than 2 POVs IAW Sec. 4. G. of this publication. 		
7	Submits a PPC Customer Care Ticket to revoke “All” TPAX permissions other than self-service. (Unless the member is separating, then request TPAX account to be locked).		
8	If member has any outstanding TPAX Audit requests, gather audit information <u>before member departs</u> and mail to PPC (tv1).	Sec W of this chapter	
9	Verifies that member’s dependents are enrolled in DEERS and instructs member on procedure for reporting change of address to DEERS.	Chapter 6 of this publication	
	Ensures Common Access Card for member and ID cards for dependents are valid (Note: Ensure member knows his/her PIN number).	Ref (f)	
NOTE:	Ensures member knows his/her PIN number.		
10	If PCS assignment is to a unit/position outside of the Coast Guard (e.g., Liaison Duty, Joint Duty, Advanced Education, MEPS), works with local Electronics Support Detachment (ESD) shop to establish access.		
11	Provides members with original orders so they can set up an account in https://planmymove.militaryonesource.mil to “Plan My Move” to arrange shipment of HHG. Once the new move is submitted, they will be notified via email by		

	their assigned Transportation Officer (TO).		
12	Ensures an Application for Assignment to Military Housing, Form DD-1746 , is submitted to the housing office at the member's new duty station.	Ref (m)	
13	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 an official passport to enter or exit that country, (see electronic Foreign Service Guide) ensure member completes official passport application.	Ref (h) Procedures for obtaining official (no-fee) passports can be found on the	
14	If member and/or dependents are 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 official passport application is completed.	CG-DCO-1 CGPortal Page	
15	<ul style="list-style-type: none"> SPO prepares orders and the Advance Signature Proxy submits PCS Advance in WEB TPAX for travel advances up to 80% of the PCS travel entitlements. AO reviews PCS Advance in WEB TPAX approves no more than 30 days before the member detaches, except under extenuating circumstances. (Submit a Customer Care Ticket to PPC Travel for authorization of payment beyond 30 days.) 	Ref (d), Sec 0504, Sec 4.A.5 of this publication	
NOTE:	<p>The PCS advance shall not be submitted to PPC, except under extenuating circumstances, more than 35 days before the member detaches. Include a complete breakdown of all advances in the remarks block of the orders (Order notes in DA) see A.5 of this chapter for an example entry. Also, note in the remarks block of the orders if the member is married to another member.</p>		
16	SPO prepares PCS Departing Transactions using PCS Orders – Depart user guide.	PCS Orders – Depart	
NOTE:	<p>For PHS Officers assigned to the Coast Guard, notify PSC (opm-2) when an Officer departs. They are the SPO for PHS Officers.</p>		

17	Completes an Enlisted Evaluation Report (EER) using the user guide (if required).	Enlisted Evaluation Report (EER)	
18	Ensures security debriefing is conducted.	Ref (j)	
19	Reviews PDR. Within 5 working days after a member's departure date, forwards SPO PDR and Unit PDR to receiving SPO unless member is authorized to hand-carry IAW Reference (k).	Ref (k)	
20	Notifies Health Record Custodian to forward Medical PDR.	Ref (k)	
21	Members who are traveling more than 400 miles in their private motor vehicle shall complete a TRiPS assessment and have their supervisor review and approve the assessment prior to detaching from their command. TRiPS can be accessed at: https://trips.safety.army.mil/coastguard/	Ref (l)	
22	Ensures IT support staff (CG FIXIT) is notified of member's PCS so they can initiate an "Employee Transfer". It is imperative that users properly check-out with their computer support staffs prior to PCS departure to ensure proper account transfers. See: Instructions to PCS Transfer your CGOne Standard User Account .		

Table 4-3 PCS Departing Checklist

Section F: Reimbursement of Vehicle Transportation within CONUS

- F.1. Introduction** This section describes the process of receiving reimbursement for the shipment of a Privately Owned Vehicle (POV), JTR, Section 052902.
-
- F.2. Requirements** Keep in mind the following requirements when applying for reimbursement:
- Member must receive approval for shipment prior to detachment from the old Permanent Duty Station (PDS).
 - Requests to ship a vehicle are made on the PCS Departing/Separation Worksheet ([CG-2000](#)).
 - The Servicing Personnel Office (SPO) must determine eligibility, do the computations and counsel the member concerning entitlement and reimbursement limitations.
 - PCS orders must be annotated to authorize transportation to include the maximum reimbursement computation.
 - Reimbursement is limited to the transportation of one (1) authorized POV.
 - This is a member-with-dependents entitlement.
 - Member and/or eligible dependent(s) must possess more than one POV to be relocated to the new PDS.
 - Member and dependents must travel at one time in one POV.
 - Transportation costs should not exceed the remainder of the MALT-Plus for driving two POVs to the new PDS.
 - Member is financially responsible for all excess costs/additional expenses associated with POV transportation.
 - Commercial travel at Government expense is not authorized for the member or any dependent if reimbursement for vehicle transportation within CONUS is authorized.
-
- F.3. Submission Requirements** To properly facilitate the processing of your claim, submit the following documents:
- Travel Voucher ([DD-1351/2](#)) for commercial vehicle shipment
 - Receipt for commercial vehicle shipment
 - Copy of signed PCS travel orders **annotated with the vehicle shipment authorization to include the maximum reimbursement**

computation.

- Copy of the vehicle registration

NOTE:

- **Ensure member's name and EMPLID are on all documents.**
- **Retain a copy of all documents/receipts.**

**F.4. Where to
Submit?**

Mail all documents to:

Commanding Officer
U.S. Coast Guard Finance Center (opb-1a)
1430A Kristina Way
Chesapeake, VA 23326

Section G: Reimbursement for the Use of More than Two POVs

- G.1. **Introduction** This section lists the conditions for which payment of Monetary Allowance in Lieu of Transportation (MALT) for PCS travel by more than two privately owned vehicle (POVs) can be requested IAW the JTR, Section 050203.
-
- G.2. **Conditions** One or more of the following conditions must be met **before** requesting authorization for PCS travel by more than two POVs:
- The number of family members, including their luggage, cannot be transported in two vehicles.
 - A dependent requires special accommodations due to physical conditions or age-related restrictions and two POVs are required for the service member or dependent.
 - A service member must report to the new PDS before the dependents and the delayed travel is for reasons acceptable to the AO, such as school-term completion or personal business-affairs settlement and there are more dependents than can reasonably fit together with luggage in a single POV.
 - The dependents perform unaccompanied travel between authorized points other than those that the service member uses, such as travel to a designated place or to the new PDS while the service member has a TDY en route, and there are more dependents than can reasonably fit together with luggage in a single POV.
 - The dependents perform unaccompanied travel to the new PDS before the service member's reporting date for reasons acceptable to the AO, such as to enroll dependents in school at the beginning of the term, and there are more dependents than can reasonably fit together with luggage in a single POV.
-
- G.3. **Authorization Request Procedure** The command from which the member is departing shall submit requests for approval of PCS travel by more than two POVs to Commandant (CG-1332) well in advance of the members (or dependents) planned departure date. Requests shall be submitted by memo to hqs-dg-1st-cg-1332-travel@uscg.mil.
-

Section H: Authorization to Ship a POV within CONUS due to Medical or Insufficient Time to Drive

H.1. Introduction This section lists the conditions for which Commandant (CG-1332) would authorize a POV shipment within CONUS in connection with a PCS, due to a member's medical condition or insufficient time for the member to drive.

H.2. Reference (a) [Joint Travel Regulations \(JTR\), par. 052901](#)

H.3. Conditions One of these conditions must be met before requesting authorization from Commandant (CG-1332) to ship a POV within CONUS:

- The member is physically unable to drive as documented by a competent medical authority (i.e., a licensed medical practitioner); or
- There is insufficient time for the member to drive and report to the new PDS as ordered. A statement is required from the departing and reporting commands that the member is unable to take the applicable travel time to safely travel by POV because of operational reasons.

NOTE: **A dependent's inability to drive does not satisfy this criterion.**

H.4. Authorization Request Procedure The command from which the member is departing shall submit the request with the endorsement from the reporting command (if applicable) or medical documents (if applicable) for authorization to Commandant (CG-1332) well in advance of the members planned departure date. There is no authority to approve requests after the fact. Reimbursement for Personally Procured transportation of a POV is not authorized under this regulation, shipment of a POV must be contracted through the Government with the Transportation Officer.

Requests shall be submitted by memo to: hqs-dg-lst-cg-1332-travel@uscg.mil.

Section I: PCS Reporting Checklist

I.1. **Introduction** This section provides the checklist for 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.

- I.2. **References**
- (a) [PPC \(p&d\) DA and Travel – User Guides](#)
 - (b) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - (c) [Personnel Security and Suitability Program, COMDTINST M5520.12 \(series\)](#)
 - (d) [Government Travel Charge Card \(GTCC\) Program Policies and Procedures, COMDTINST M4600.18 \(series\)](#)
 - (e) [Military Personnel Data Records \(PDR\) System, COMDTINST M1080.10 \(series\)](#)
 - (f) [Discipline and Conduct, COMDTINST M1600.2 \(series\)](#)

I.3. **PCS Reporting Checklist** Use the checklist below once the member reports, using the timelines established in Chapter 2, Section 2.B.2. of this publication:

Step	Action	Reference	Date/ Initials
1	Member: Complete PCS Reporting, Designation of Beneficiaries and Record of Emergency Data, BAH/Housing Worksheet, Qualification to Possess Firearms or Ammunition forms IAW Reference (f).	CG-2005 CG-2020D CG-2025 CG-2025B DD 2760	
2	P&A Office: Review the worksheets and forwards to the SPO with a copy of the orders.		
3	SPO: Report member in DA (Note: For PHS Officers, notify PSC (opm-2) when Officer reports, they are the SPO for PHS Officers).	Ref (a) – PCS Orders - Report	
4	Verify member's entitlement to Family Separation Housing (FSH) and/or Family Separation Allowance - Restricted (FSA-R), CSP/CSPP and BAH allowances.	Ref (b) – 3-H 4-B, 4-C	
5	Update address in DEERS.		

6	Ensure member has a valid ID card.		
7	Member: Update emergency contacts, e-mail, mailing address, and allotment addresses in Direct Access.	Ref (a)	
8	If member is unable to complete allotment changes in DA, ensure member completes an Allotment Worksheet.	CG-2040	
9	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 the appropriate state tax withholding form.	IRS.Gov	
10	Ensure member completes PCS travel claim for self and dependents and PPM claim, if applicable. Claim(s) must be completed and forwarded to unit Authorizing Official no later than 30 calendar days after arriving at the command.	ETS PCS Process Guide	
11	Ensure the Authorizing Official approves the travel claim, no later than 2 calendar days after receipt of claim(s) from the member or not later than 32 calendar days after member's arrival at unit, whichever is earlier.		
12	Ensure the travel claim and orders are forwarded (by mail or in TPAX) to PPC (tvl) for processing.		
NOTE:	If the member received an advance for dependent travel, do not submit travel claim until dependent(s) complete relocation. Submitting the claim without dependent travel information will result in collection of the dependent portion of the advance travel and per diem. If more than 30 calendar days have elapsed since the member's arrival and all PCS travel is not completed, contact PPC Customer Care for guidance.		
13	Conduct security briefing.	Ref (c)	
14	For Reservists, check and update member's Training/Pay code in DA.	Ref (a) – Reserve Status Change	

15	Review “other than self-service/traveler” permissions in DA and TPAX, if required.		
16	<ul style="list-style-type: none"> • Advise member to request user roles (other than self-service) in DA. • Advise member to request user roles (other than traveler) for TPAX, using CG-7421A. 	Ref (a) – Requesting New User Roles	
17	Review PDR and file supporting documentation.	Ref (e)	
18	SPO: Start appropriate pay entitlements.	Ref (b)	

Table 4-4 PCS Reporting Checklist

Section J: Temporary Lodging Allowance (TLA) Claims

- J.1. Introduction** This section provides guidance for submitting Temporary Lodging Allowance (TLA) claims. TLA is an allowance intended to partially reimburse a member and/or dependents for expenses incurred while occupying temporary lodging outside the contiguous United States.
-
- J.2. References**
- (a) [Joint Travel Regulations \(JTR\)](#)
 - (b) [USCG Finance Center Intranet Site for TLA](#)
 - (c) [USCG Finance Center Standard Operating Procedure \(SOP\)](#)
 - (d) [DoD FMR, Volume 7A, Military Pay Policy, \(BAH, OHA, CONUS COLA, Overseas COLA and TLA\)](#)
-
- J.3. Procedure** TLA claims are completed by the OCONUS unit. Follow submission guidelines listed in Reference (b).
-
- J.4. Web-based Application** Units processing TLA claims can use a web-based application on the **Coast Guard Finance Center (FINCEN)** Intranet. The following restrictions apply:
- Prior to acquiring access, a signed request assigning the Payment Authorizing Official (PAO) must be submitted by the Unit Commander.
 - PAOs must be E6 and above or GS7 and above.
 - Request (via signed memo) must be routed through Commandant (CG-1332) who reviews and forwards to the FINCEN (OPA-MT).
 - FINCEN Comptroller issues the authorization.
 - The PAO does not need a password.
 - There must be (at a minimum) one PAO/Data Entry Operator (DEO) from a qualifying unit.
-
- J.5. DEO Specific Information**
- The PAO assigns the DEO for the respective unit.
 - DEO passwords are assigned by FINCEN.
-
- J.6. Submission Guidelines for Fax/Email** Fax or email to FINCEN for processing to:
- Fax: (757) 523-6734
 - Email: FIN-SMB-TLA@uscg.mil

Section K: Temporary Duty (TDY)

K.1. Introduction	This section prescribes processes necessary to the effective execution of Temporary Duty (TDY) travel. 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.
K.2. Traveler	The traveler remains the single most important person involved in the travel claim liquidation process. Without a properly completed claim, full reimbursement is not possible.
K.3. Purpose of a TDY Order	The 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, complete, and follows applicable regulations/Agency Policy.
K.4. Requirements for a TDY Order	<p>The written TDY order is a document that meets several practical and mandated administrative requirements. The travel order expresses:</p> <ul style="list-style-type: none"> • Detailed information for personnel or agencies to provide support services to the traveler, (i.e., Travel Management Centers, Transportation Officers, etc.). • Accounting information to enable correct funds accounting.
K.5. Information Elements	<p>The TDY Order must answer several elemental questions, which are:</p> <ul style="list-style-type: none"> • WHAT mode of transportation is authorized and/or directed? • WHAT type of quarters are authorized and/or directed? • WHAT type of messing is authorized and/or directed? • IS the traveler a government travel charge card holder? • WHAT is the 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.)?
K.6. While Traveling TDY	The traveler must obtain receipts for ALL expenses incurred while traveling. Although itemized receipts are only required for lodging, rental vehicles, air fare and individual expenditures of \$75 or over, the receipts

collected during the trip act as a record of expenses and are an invaluable tool when completing a travel claim. As per JTR 010301.A, an AO can require additional receipts to substantiate reimbursement if a traveler's claim contains doubtful reimbursement.

K.7. Lost or Damaged Receipts

Review this document (found on the [PPC \(tv1\)](#) webpage) for guidance on lost or damaged receipts:
[Lost or Damaged Receipt Guidance](#)

K.8. TDY User Guides

Refer to the appropriate [TPAX TDY User Guides](#) for step-by-step instructions on entering TDY claims in TPAX.

K.9. Sample TDY Travel Voucher

See Figure below for Sample TDY DD FORM 1351-2.

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.					
<input type="checkbox"/> Electronic Fund Transfer (EFT)		Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$					
<input checked="" type="checkbox"/> Payment by Check							
2. NAME (Last, First, Middle Initial) (Print or type)		3. GRADE	4. SSN		5. TYPE OF PAYMENT (X as applicable)		
PIERCE, PAUL A		CIV	123-45-6789		<input checked="" type="checkbox"/> TDY <input checked="" type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA		
8. ADDRESS a. NUMBER AND STREET		b. CITY	c. STATE	d. ZIP CODE			
100 LEGENDS WAY		BOSTON	MA	02114			
e. E-MAIL ADDRESS		10. FOR D.O. USE ONLY					
PPIERCE@BOSTONCELTICS.COM							
7. DAYTIME TELEPHONE NUMBER & AREA CODE		8. TRAVEL ORDER/AUTHORIZATION NUMBER		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES		a. D.O. VOUCHER NUMBER	
555-555-5555		1118B34NBA047000				b. SUBVOUCHER NUMBER	
11. ORGANIZATION AND STATION		13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)					
BOSTON CELTICS							
12. DEPENDENT(S) (X and complete as applicable)							
<input type="checkbox"/> ACCOMPANIED		<input checked="" type="checkbox"/> UNACCOMPANIED					
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE		c. PAID BY		
		14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)					
		<input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)					
16. ITINERARY		c. MEANS/ MODE OF TRAVEL		d. REASON FOR STOP	e. LODGING COST	f. POC MILES	
a. DATE 2018	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)						
03/19	DEP	Home, Chatham, MA	PA				
03/19	ARR	Logan Int'l Airport Boston	TP	AT		100	
03/19	DEP	Oakland Int'l Airport	CA	AT			
03/19	ARR	Waterfront Hotel	CA	TD	195.00		
03/22	DEP	Oakland Int'l Airport	TP	AT			
03/22	ARR	Logan Int'l Airport Boston	PA	AT			
03/22	DEP	Home, Chatham, MA		MC		100	
03/22	ARR						
e. SUMMARY OF PAYMENT							
(1) Per Diem							
(2) Actual Expense Allowance							
(3) Mileage							
(4) Dependent Travel							
(5) DLA							
(6) Reimbursable Expenses 0.00							
(7) Total 0.00							
(8) Less Advance							
(9) Amount Owed 0.00							
(10) Amount Due							
18. POC TRAVEL (X one)		<input checked="" type="checkbox"/> OWN/OPERATE		17. DURATION OF TRAVEL			
		PASSENGER		12 HOURS OR LESS			
18. REIMBURSABLE EXPENSES				MORE THAN 12 HOURS BUT 24 HOURS OR LESS			
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED				
03/19	taxi to hotel	42.24					
03/22	parking at airport	140.00					
03/22	taxes on hotel	87.54					
				<input checked="" type="checkbox"/> MORE THAN 24 HOURS			
19. GOVERNMENT/DEDUCTIBLE MEALS							
a. DATE		b. NO. OF MEALS		a. DATE		b. NO. OF MEALS	
20. a. CLAIMANT SIGNATURE							
Paul Pierce						b. DATE	
						03/23/2018	
c. REVIEWER'S PRINTED NAME			d. REVIEWER SIGNATURE		e. TELEPHONE NUMBER		
Larry Bird			L Bird		111-111-1111		
21. APPROVING OFFICIAL'S PRINTED NAME			b. SIGNATURE		c. TELEPHONE NUMBER		
Larry Bird			L Bird		111-111-1111		
22. ACCOUNTING CLASSIFICATION			27. RECEIVED (Payee Signature and Date or Check No.)		d. DATE		
2-M-123-457-78-0-PP-70400-2100C					3/27/18		
23. COLLECTION DATA							
24. COMPUTED BY		26. AUDITED BY		28. TRAVEL ORDER/ AUTHORIZATION POSTED BY		28. AMOUNT PAID	

DD FORM 1351-2, MAY 2011

PREVIOUS EDITION IS OBSOLETE.

Exception to SF 1012 approved by OSA/IRMS 12-81. Adobe Designer 8.0

Figure Error! No text of specified style in document.-2 Sample TDY DD Form 1351-2

K.10.
**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.uscg.mil/fincen/Payment/> to receive information for travel claims processed.

If the Finance Center has no record of the travel payment, [verify the status of the claim](#) in TPAX and discuss with your AO. If you still have questions regarding your payment, your AO must contact PPC’s Customer Care Branch (see Chapter 2, Section D of this publication).

NOTE:

If you have waited more than 15 working days from the date the claim was mailed your AO should check TPAX before contacting PPC Customer Care to ascertain the claim’s status.

K.11. **Mailing
Procedures**

When submitting claims to PPC (tvl) for processing, use this address:

Commanding Officer (TVL)
U. S. Coast Guard
Pay & Personnel Center
444 SE Quincy St
Topeka, KS 66683-3591

NOTE:

Mail (unfolded) in a large envelope with all documents and receipts stapled together as one package. Receipts should be taped to an 8 ½ X 11 sheet of paper. This helps to reduce the risk of lost documents. DO NOT fold travel claim documents. Remember to keep a complete copy of your submitted package.

Section L: Blanket Travel Orders

- L.1. **Introduction** This section describes the purpose of blanket travel orders. A Blanket Travel Order is a TDY Order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties.
-
- L.2. **Reference** (a) [Joint Travel Regulations \(JTR\), APP A](#)
-
- L.3. **Guidelines** Blanket travel orders should meet the following guidelines:
- 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.
 - The reason(s) making the blanket/repeat TDY order necessary.
 - Excess accompanied baggage authorization, if necessary; and
 - Other conditions, limitations, and instructions appropriate such as the use of GOV'T QTRS/dining facility/mess is required if available to the member.
- NOTE:** **Generic actual expense allowance is not authorized on blanket orders. If necessary, an amendment to the order must be completed.**
-
- L.4. **Geographic Area for Blanket Orders** For geographic area(s) the Blanket Travel Orders must list the following:
- **Unlimited Open** - Allows the traveler to travel anywhere on official business without further authority for a specified period of time within a fiscal year.
 - **Limited Open** - Allows the traveler to travel on official business without further authority under certain specific conditions, i.e., travel to specific geographic area(s) for a specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year.
 - **Repeat** - Allows the traveler to travel on official business without further authority to a specific destination for a specified period of time within a fiscal year.
-
- L.5. **Timeframes**
- **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 could be appropriate.
 - **Excess of a Quarter Order** - 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.
-

Section M: Leave and Liberty Combined with TDY Travel

- M.1. **Introduction** This section explains the details regarding combining leave and liberty with TDY travel.
- A traveler could sometimes combine leave and/or liberty (LV/LIB) with TDY travel.
- The member could 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 "constructively" begins on the necessary departure date and/or ends on the necessary return date, exclusive of LV/LIB time.

NOTE:

Any leave input into TPAX does not charge against the leave balance in Direct Access. DA entry is required.

- M.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.**

- M.3. **Member to Depart Early/Return Late** Enter your claim in TPAX as per your orders. Anything that deviates from the orders (e.g. departure/return dates) must be annotated in the remarks block. Reference the GTCC manual for proper use of GTCC.
- Example: Orders state member departs on January 3rd and returns on January 8th, but member takes leave before/after travel. TPAX would reflect January 3rd-8th, but the remarks block would state the dates of leave (i.e. airfare has a different date than the TDY period).

- M.4. **Recording of Leave Taken** Members shall indicate all leave days used on the TDY travel claim. Leave shall be indicated in TPAX on the Itinerary and the Daily Exceptions screens.

NOTE:

(1) Do not start or end a TPAX claim in a leave status.

(2) Reservists Mobilized in Support of an Operational Deployment or Contingency Operation are entitled to Per Diem for lodging

while on leave per JTR, Section 032902.

Section N: Pay Entitlements Affected by TDY

N.1. **Introduction** This section describes the pay entitlements that can be affected by TDY assignment. The SPO/Unit must ensure the traveler is aware of all entitlements affected by TDY orders.

N.2. **Reference** (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)

- Section 3-A – Enlisted Basic Allowance for Subsistence (ENL-BAS)
- Section 3-H – Family Separation Allowance (FSA)
- Section 4-A – Hardship Duty Pay – Location (HDP – L(DA))
- Section 4-B – Career Sea Pay (CSP)

N.3. **Affected Pay Entitlements** Use this table when counseling a member on which pay entitlements can be affected by a TDY order.

WHEN member goes TDY	THEN member
to a unit without a government dining facility,	is entitled to ENL-BAS while TDY.
to a unit with a government dining facility,	is entitled to ENL-BAS minus Coast Guard Standard Meal Rate (CGSMR) 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,	could be entitled to Family Separation Allowance - Temporary (FSA-T).
from a career sea pay eligible vessel,	cannot combine ship underway time with TDY time to qualify for FSA-T.
over 30 days,	could lose entitlement to hardship duty pay-location and/or diving pay.
away from overseas permanent station,	entitlement to Family Separation Housing (FSH) terminates on the 59th consecutive day of TDY.
to a career sea pay eligible vessel/mobile unit,	is entitled to sea pay/time equivalent to the sea-time and level of that cutter.

Table 4-5 Pay Entitlements Affected by TDY

NOTE:

When a member receives travel allowances for residing in

commercial quarters and subsistence, they are not performing “sea duty” and are not eligible for sea pay/time. To be eligible for sea pay/time the member must be berthed and subsisted aboard a vessel while TDY.

Section O: TDY Checklists

O.1. **Introduction** This section provides checklists to assist the member, unit, and 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.

-
- O.2. **References**
- (a) [Joint Travel Regulations \(JTR\)](#)
 - (b) [Military Assignments and Authorized Absences, COMDTINST M1000.8 \(series\)](#)
 - (c) [Personnel Security and Suitability Program, COMDTINST M5520.12 \(series\)](#)
 - (d) [Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 \(series\)](#)
 - (e) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - (f) [Coast Guard Supplement to the Joint Travel Regulations \(CGS-JTR\), COMDTINST M4600.17 \(series\)](#)
-

O.3. **TDY Departing Checklist** Use this checklist when a member requires a TDY order.

Step	Action	Reference	Date/ Initials
1	AO counsels member on travel and pay entitlements.	Ref (a) Chapter 4, Sec N of this Publication	
2	Member or designated unit admin staff, acting as the member's proxy, submits request in ETS. Note: Travelers must receive their command's permission to travel prior to ETS entries.	ALCOAST 456/22	
3	If member is going TDY to "A" School, and an airline ticket is issued, ensure it is a round trip ticket. The Travel Management Office must be used to arrange official travel.	Local policy	
4	Complete travel order.	Chapter 4, Sec K and S	

		of this publication	
5	Ensure member has sufficient funds; arrange for advances if needed.	Ref (a), 010204	
6	Ensure member has sufficient obligated service.	Ref (b)	
7	Ensure member has proper security clearance.	Ref (c)	
8	Ensure member meets weight standards (if applicable) 15 to 30 days prior to class convening.	Ref (d)	
9	Complete PCS/TEMDUINS to “A” School worksheet (CG-2001) if member is going TDY to “A” School.	Sec B of this publication	
10	If the TDY period is expected to be over 30 days or could involve changes to member’s CGSMR 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 forwards the SPO PDR to TDY unit’s SPO if TDY is over 60 days.	Chapter 4, Sec N of this publication	
11	If the member has dependents and the TDY period is expected to be over 30 days, provide the member with an FSA worksheet (CG-2035). Instruct the member to complete and submit the FSA Worksheet to the P&A Office, with a copy of the TDY order on the 31st day away from the permanent duty station to be forwarded to the SPO.	Ref (e), Chapter 3-H	
NOTE:	The unit must 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).		

Table 4-6 TDY Departing Checklist

O.4. TDY Duty Site Checklist Use this checklist for members TDY at your duty site:

Step	Action	Reference	Date/Initials
1	Receive copy of TDY order.		
2	Verify member reports for TDY. If member fails to report, notify the permanent unit.	Chapter 9 of this	

		publication	
--	--	-------------	--

Table 4-7 TDY Duty Site Checklist

O.5. TDY Return Checklist Use this checklist when a member returns from TDY:

Step	Action	Reference	Date/ Initials
1	Ensure member traveled IAW 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.	Ref (a), 020201	
2	Within 3 days of completion of travel, ensure the travel claim is prepared and submitted through ETS.	Chapter 4, Sec W of this publication Ref (f), 0204	
3	Provide the SPO with a copy of the orders, annotated with the date and time that the member returned to the unit. The SPO might need to submit a Direct Access transaction to start/stop CGSMR entitlement (if applicable).	Ref (e), Chapter 3-A	
4	Forward Career Development Worksheet (CG-2030) to SPO to report school completion or addition of enlisted competency codes.		
5	Review and complete PCS/TEM DUINS to "A" School (CG-2001) if member is returning from TDY to "A" School.		

Table 4-8 TDY Return Checklist

Section P: Reimbursement Methods

P.1. Introduction This section covers various reimbursement methods used during TDY.

P.2. 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
<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

P.3. Per Diem Types

For examples, see [JTR](#) 020304:

- Normal Lodging Plus Rate (LDP):
 Entitlement to per diem is based on the actual lodging cost incurred plus meals and incidental expenses (M&IE). 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 [JTR](#), Chapter 3.

 This type of per diem is listed on orders as such: “Government Quarters & Messing Not Available.” Or “Commercial Quarters & Messing authorized.”
- Actual Expense Allowance (AEA):
 Actual and necessary expenses that exceed the maximum locality per diem rate could be required when there are unusual circumstances (e.g. short notice TDY or seasonally high cost areas) in which lodging plus reimbursement is insufficient to cover travel. Actual expense allowance (AEA) can be authorized before travel or approved after travel. The normal limit is 150% but can be limited up to 300% of the locality per diem rate (rounded to the next higher dollar). The daily reimbursement is the lesser of the actual expenses incurred or the AEA maximum amount. Blanket authority cannot be authorized/approved prescribing AEA for all travel to an area. Each trip and locality must be authorized/approved separately listing the locality, dates and amounts.
- AEA Authorized for Lodging and M&IE (AE) – [JTR](#) 020307.F:
 Reimbursement of actual cost for lodging and meals is allowed. Itemization for M&IE on a per meal basis IS required. Reimbursement for incidental expense may not exceed the Incidental Expense rates in [JTR](#) 020304.F.

This type of per diem is listed on orders as such: “Government Quarters & Messing Not Available, Authorized Actual Expense for Lodging and Meals not to exceed _____% per day for the dates of _____ through _____ at _____ (city), _____ (state).”

- AEA Authorized for Lodging Only (AELP) – [JTR 020307.E](#):
The lodging portion is reimbursed on an actual expense basis while M&IE is reimbursed under Lodging Plus. The amount allowed for M&IE and lodging cannot exceed the daily maximum authorized in the AEA for the locality. Itemization for M&IE IS NOT required.

This type of per diem is listed on orders as such: “Actual Expense Authorized for Lodging only not to exceed _____% per night for the dates of _____ through _____ at _____ (city), _____ (state).”
- Training (TNG) – [JTR 020303.D/020304.D](#):
When military traveler's attend various courses of instruction and are required to use government quarters and government messing, per diem is paid at the current government meal rate (unless provided meals at no cost) and an incidental rate of \$5.00 for INCONUS or \$3.50 for OCONUS. Travelers can also be reimbursed for government quarters fees, if charged.
- Field Duty – [JTR 032801](#):
Travelers on field duty are not entitled to per diem unless circumstances per reference [JTR 020315.D](#) apply. The field duty rules on per diem begin 0001 on the day after arrival and end at 2400 on the day before the field duty status ends.
- Sea Duty (SD) or Government Ship (GS) – [JTR 020315.F](#):
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.
- Special or Reduced Per Diem (SPR) – [JTR 020308](#):
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 (CG-1332) and are established for a particular mission/operation. If used, the special rate must be listed on the travel order.
- Proportional Meal Rate (PMR) – [JTR 020304](#):

Proportional Meal Rate applies when one or two deductible meals are provided at no cost to the traveler (for example, as part of a registration fee) or when a member is lodged in government quarters on a U.S. installation and one or two meals are available and directed in the government dining facility on that installation. PMR must be directed on the orders.

- 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 [JTR 033001](#).

- 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 [JTR 033001.B4](#).

- 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 for [JTR 020601](#), 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. See [JTR 020309](#).

NOTE:

~For INCONUS daily lodging, taxes are not included in the daily amount of LDP. These taxes are an allowable reimbursable expense next to the lodging amount in the itinerary. OCONUS lodging taxes are included in the daily lodging amount.

~Occasional meals can be reimbursement for certain circumstances for the above types of duty. See [JTR 020305](#).

P.4. 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:

- Quarters and Messing:

When Travel Orders do not direct the government or proportional meal rate, the locality meal and incidental expenses (M&IE) rate shall be paid. 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 are 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 [JTR](#) Chapter 2.

- Miscellaneous Reimbursable 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. See [JTR](#) Chapter 2 for items that are exempt from this requirement.

- Valid itemized 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 vehicle expenses to include fuel (regardless of dollar amount)
 - Commercial travel (airfare, train, etc.)
-

Section Q: Premium-Class Travel Request

- Q.1. Introduction** This section discusses the eligibility criteria for premium-class travel and the standard procedures for requesting such common carrier accommodations.
-
- Q.2. References** (a) [Federal Travel Regulation \(FTR\)](#) (civilian employees)
(b) [Joint Travel Regulations \(JTR\)](#) (military personnel)
-
- Q.3. Discussion** Premium-class travel includes first-class accommodations, business-class accommodations, and extra-fare train service (e.g. Amtrak, Acela and Metroliner). The authority to approve premium-class travel is held at the Commandant/Vice Commandant level with no further re-delegation authorized.
- The use of premium-class travel can be authorized prior to travel or approved after the fact. However, by regulation, authorization/approval for the use of premium-class travel is strictly limited to travel that meets specific eligibility criteria as indicated in Reference (a) and Reference (b). For commercial air the length of flight in and of itself is not sufficient justification to authorize premium-class travel.
-
- Q.4. Submission of Premium-Class Travel Request** Commands shall ensure members and employees are eligible to use premium-class travel prior to submitting the Premium-Class Travel Request Form ([CG-4600](#)) via COMDT (CG-1332) for military or COMDT (CG-1215) for civilians.
- The [CG-4600](#) is available at: <https://www.dcms.uscg.mil/ppc/pd/forms/>
- In order to allow time for processing and routing, [CG-4600](#) should be submitted immediately when the need for premium-class travel is known. Normal processing time is 21 calendar days.
-
- Q.5. Supporting Documentation** The following shall be included with the [CG-4600](#): a copy of the travel orders, itinerary, and any supporting documentation/justification. For medical travel, a statement is required from a competent medical authority of the need for a patient to travel by premium-class and the need for an attendant, if applicable. A separate [CG-4600](#) must be submitted for an attendant.
-
- Q.6. Submit Approved Requests with Travel Claims** A copy of the approved [CG-4600](#) is required to support the claim for reimbursement of premium-class travel and must be referenced in TPAX (comment block) when filing an electronic voucher.

Section R: Evacuation

R.1. Introduction	This section describes processes necessary to the effective execution of evacuation travel and the reimbursement of evacuation entitlement as found in The Joint Travel Regulations (JTR) Chapter 6.
R.2. References	(a) Joint Travel Regulations (JTR)
R.3. Officials Authorized to Order Evacuations	<p>Message, memo or oral evacuation orders must be provided by the Area/District Commander or CG-1332 to PPC (tv1) and include the authorization to create evacuation travel orders. The decision of the local civil official to evacuate an area is not sufficient to reimburse entitlement. The appropriate military official must authorize/order an evacuation as local evacuation allowances can only be paid from the date that the evacuation is ordered. The method announcing the evacuation (usually by message) designates the safe haven or designated place location. PPC shall be copied on all safe haven location message traffic. The message or memo should specify the evacuation termination date (if available). If a Personnel Support Team (PST) is not established, the evacuation order should be included with the claim packet. Evacuation orders are not Invitational Travel Authorizations (ITA). ITAs are only required for non-dependent escorts.</p>
R.4. Evacuation Travel Orders	<p>All evacuation and TDY travel due to evacuations including, Advances/Orders/Claims for Member/Employee/Spouses/Dependent Children will be issued to the sponsoring Service Member/Civilian Employee.</p> <p>All evacuation entitlements for spouses and dependents will be processed and paid under the Service Member and/or Civilian Employee.</p> <p>Active Duty Members ordered to evacuate must be TDY or PCS. TDY may be authorized within the PDS limits for emergency circumstances if eligibility is met as per Reference (a), par. 020602. Reserve Component Members who are not on Active Duty are not authorized evacuation or TDY orders.</p> <ul style="list-style-type: none"> • The Travel Order Number (TONO) for evacuations can be an 11 or 13 document type. When the evacuation is expected to exceed 21 days and incremental claims must be submitted, issue a doc-type 13. • Authorized dependent minors under 18 must be listed on the Service Member/Civilian Employee's (or spouse of either) orders. If the Service Member/Civilian Employee is not traveling with minor dependent(s), annotate this in the remarks block of the orders.

- A [CG-4251](#) or a memo travel order may be used.
- Must contain the dependency dates; date of marriage, date(s) of birth.
- Must include the evacuation/safe haven/designated place location(s), as appropriate.
- Use of more than one Privately Owned Vehicle (POV) must be authorized.

NOTE:

Use the order notes section of the orders to clarify if the Service Member/Civilian Employee traveled with their dependents or did not travel at all.

R.5. Safe Haven

The locality utilized for the authorized Safe Haven per diem and mileage is determined by the Defense Travel Management Office (DTMO) website: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Safe haven locations may also be ordered as a not to exceed (NTE) mileage radius from the evacuated PDS location or from an authorized Safe Haven location. Locations in the local area of a specific authorized Safe Haven are considered as at the Safe Haven location. Dependents who travel to locations outside of the Safe Haven local area but within an authorized radius are provided allowances determined by the locality rate of that location.

R.6. Use Centrally Billed Account (CBA) for Purchase of Transportation

Commercial transportation should be arranged through the Travel Management Center (TMC) contractor. Centrally Billed Account (CBA) use must be authorized on travel orders and dependent transportation tickets should be charged to the CBA. Use of the uniformed member's travel charge card for dependents is not authorized and would constitute misuse.

R.7. Escort When Dependent(s) not able to Travel Alone

The AO may authorize an escort for a dependent evacuated under JTR Chapter 6 who is incapable of traveling alone between the member's PDS and the safe haven or designated place, whichever applies, due to age, physical or mental incapacity, or other extraordinary circumstances. The escort may be a member authorized TDY, a U.S. government civilian employee authorized TDY or another person authorized by an invitational travel authorization (ITA). The minor dependents shall be listed on Service Member/Civilian Employees orders.

R.8. Advances

Travel and transportation allowances (including safe haven allowances) may be paid in advance when an order is issued for dependent's travel from the evacuation area. Advances may not exceed the estimated amount for 30 days at the safe haven/designated place. Advances for transportation are provided only for necessary expenses incurred by dependents or

civilian employees for travel to and while at the safe haven/designated place. Advances for evacuees are paid to the Service Member or Civilian Employee for which the evacuation travel orders are issued. Travelers should be notified of the TDY location per diem rates which define their maximum reimbursements.

Advance requests must be entered in TPAX and approved by the AO.

R.9. Who Submits Evacuation Claims

Claims must be submitted by the Service Member/Civilian Employee or their Designated Full Signature Proxy.

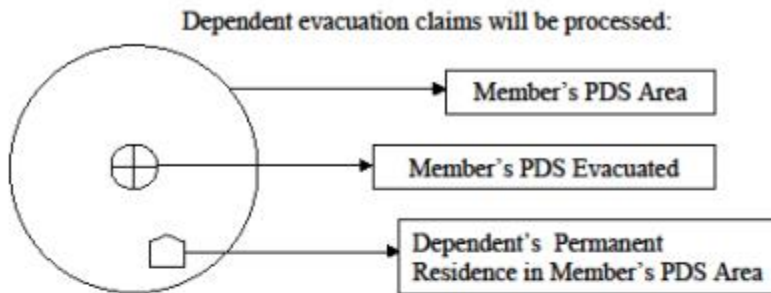
R.10. Evacuation Claims in TPAX

- All evacuation travel claims shall be submitted via TPAX.
 - The claim packet must include an evacuation travel order with the AO's signature and valid lodging receipts. If a PST is not established, the claim packet should include a copy of the evacuation order authorizing the evacuation as well as the cancellation order if available.
 - ITAs will be submitted as per this chapter, Section J.
-

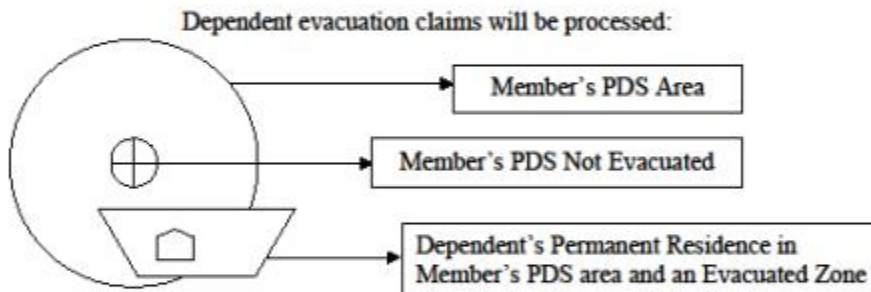
R.11. Common Evacuation Claim Scenarios

See Figure below.

1. Member's PDS is evacuated and the dependent permanently resides in the member's PDS area.

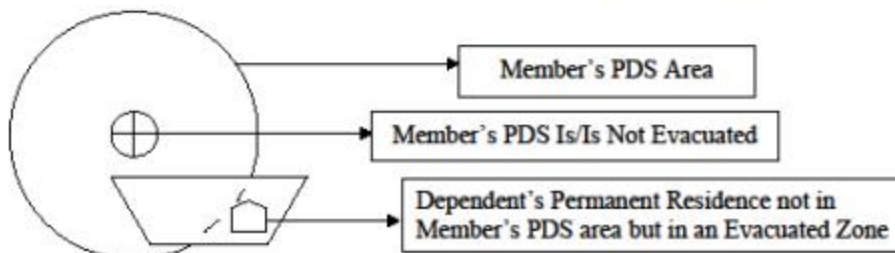


2. Member's PDS is not evacuated but the dependent permanently resides in an evacuation zone located within the member's PDS area.



3. Member's PDS is/is not evacuated and the dependent permanently resides in an evacuation zone located outside the member's PDS area.

CG-1332 will be contacted for determination of claim processing approval:



APRIL 2017

Figure Error! No text of specified style in document.-3 Common Evacuation Claim Scenarios

Section S: Other Forms of Written Orders

S.1. This section describes the other forms of written orders.

Introduction

S.2. Four Acceptable Options

There are four acceptable methods of travel order production. When the use of a Coast Guard travel order form is not necessary, these methods can be used:

1. **Letter/Memo Travel Order** – standard CG Memo that includes all the information necessary (see Figure 4-4 for an example)
2. **Authenticated Message Order** - Official telecommunication message traffic can 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. Print it, endorse it and sign it.
3. **Email Order** - Like message traffic, electronic mail (e-mail) can also be used as a travel order.
4. **Direct Access/CG-5131** - TDY training orders issued by ETQC via the Direct Access Airport Terminal are on form CG-5131. These orders should be printed and endorsed. See Section T.4 of this chapter if amendments to these orders are needed.

WARNING:

CG-2070 is NOT an acceptable form of written orders.

S.3. Letter Travel Order

See sample below.


		Commanding Officer United States Coast Guard Pay & Personnel Center		444 SE Quincy St, Topeka, KS 66683-3591 Staff Symbol: (xxx) Phone: (xxx) xxx-xxxx Fax: (xxx) xxx-xxxx Email:	
MEMORANDUM					
From:	JOE BOSN, CGC NEVERSAIL			Reply to	TONO
				Attn of:	XX/XX/XXXXXXXXXX000
To:	BM1 C. Sick XXXXXXXX, USCG				
Subj:	ORDERS; TEMPORARY DUTY; TRAVEL ORDERS				
<p>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 is necessary for official business of the Coast Guard. Upon completion thereof, you are to return to your permanent duty station for resumption of regular duty.</p> <p>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.</p> <p>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.</p> <p>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 JTR, section 020212. A rental vehicle is authorized as set forth in JTR, section 020209. Excess baggage is authorized.</p> <p>5. Registration fees for conferences, seminars, etc., are authorized. The provisions of chapter 4 of the Joint Federal Travel Regulation, governing per diem rate and reimbursable expenses shall apply under these orders.</p> <p>6. 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.</p> <p>7. Possession of valid TOP SECRET clearance is certified. Prior to departure, you must, as required, avail yourself of the procedures as set forth in the Personnel Security and Suitability Program, COMDTINST M5520.12 (Series).</p> <p>8. No proceed time is allowed under these orders.</p> <p>9. The authority contained herein expires 30 September, 20XX, or upon relief of your duties as Director of Resources.</p> <p style="text-align: center;">#</p>					

Figure Error! No text of specified style in document.-4 Sample Letter Travel Order

**S.4. Message/
Email
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/email travel order, should possess this type of travel data (similar to form CG-4251):

- A. Travel order number (TONO) and accounting line data;

- B. Traveler name, EMPLID, rank and unit;
- C. Traveler PDS subsistence allowance (as shown in example below);
- D. The Temporary Duty destination, Purpose and Location (City/County/St/Zip);
- 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, or Actual expense allowance in the amount of (\$) for (Locality name)(TDY period), etc.

Make the following authentication endorsement on the top of the first (front) page of the email:

QUOTE

(Type in the current date)

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

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

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/EMAIL
INSERT AO PHONE NUMBER AND DATE.

UNQUOTE

AFTER AO SIGNATURE (AUTHENTICATION).

Section T: Amendments to Orders

T.1. Introduction This section describes the amendment to orders process. Orders can be amended after-the-fact to document verbal authority given during the TDY and PCS travel period when there is a change in original entitlements.

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

- Traveler
- TONO/ACCTNG Data
- Entitlement specified
- Reason for change
- Authorized Official Signature

Amendments are done on memo, letterhead, e-mail, or handwritten note and attached to the original travel order. Amendments require the AO's name and EMPLID printed/typed along with their signature.

T.2. Who's Responsible for Amendments?

See the table below.

Type of Order	Time Frame	Responsible Party for Amendments
PCS	Prior to Departure Date	Departing SPO
PCS	After Departure Date	Reporting SPO
Reserve	Always	SPO
TDY	Always	Unit/P&A Office

Table 4-9 Who's Responsible for Amendments?

T.3. 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.

T.4. Amendments CANNOT be used to Deny an Entitlement

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

Example: Orders cannot be revoked or modified retroactively so as to decrease the rights that have accrued, 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.

T.5. Amendments to ETQC Orders

Orders issued by the Education and Training Quota Management Command (ETQC) can be amended by the unit AO to reflect alternate means of travel to and from the TDY location. The cost of alternate travel cannot exceed the constructed cost of airfare. Unit AOs can also authorize and amend orders to cover remain overnights (RON). Unit authorization of RON is limited to delay in travel due to weather, missed connections due to late arrival of a flight, and to accommodate travel IAW JTR, 0502.

Rental vehicles and change in course dates must be approved by ETQC. To request an amendment, contact the POC for the related course at: [ETQC Course List](#). If approved, ETQC replies with an e-mail amendment that must be printed and signed by the unit AO and placed with the original orders.

T.6. Sample of Amendments to Orders

See Figures below.


U.S. Department of Homeland Security United States Coast Guard		Commandant United States Coast Guard Incident Management Assist Team	5505 Robin Hood Rd, Norfolk, VA 23513 Phone: (555) 555-5555 Email: Lady.M.Marian@uscg.mil
			1326 01 Jun 2021
MEMORANDUM			
From: Lady M. Marian, YNC			
To: Little F. John, SKCS			
Subj: AMENDMENT TO TDY ORDERS WITH TONO 112126XXX120000			
Ref: (a) Joint Travel Regulations			
<ol style="list-style-type: none"> 1. IAW Ref (a) your orders are amended to reflect the following: <ol style="list-style-type: none"> a. Member authorized minivan rental. 2. All other provisions remain the same. This amendment is now part of your original orders and shall remain attached thereto at all times. 			
#			

Figure 4-5 Sample TDY Amendment for Enlisted Member (Same Unit)


U.S. Department of Homeland Security United States Coast Guard		Commandant United States Coast Guard Base Detachment Saint Louis	1222 Spruce St St Louis, MO 63103 Phone: (333) 333-3333 Email: Minnie.M.Mouse@uscg.mil
			1321 20 Jan 2021
MEMORANDUM			
From: Minnie M. Mouse, YN1 CG BASE DET ST LOUIS			
To: Donald D. Duck, LCDR CG PPC			
Subj: AMENDMENT TO TDY ORDERS WITH TONO 13211841XXX019000			
Ref: (a) Joint Travel Regulations			
1. IAW Ref (a) your orders are amended to reflect the following: a. Traveler authorized to return to PDS on 15 Mar 2021 vice 18 Jan 2021. 2. All other provisions remain the same. This amendment is now part of your original orders and shall remain attached thereto at all times.			
#			

Figure 4-6 Sample TDY Amendment for Officer (Different Unit)

Section U: Accounting Data

U.1. Introduction This section discusses accounting data. The most common cause for delay in processing travel claims is incorrect accounting data. Use this section to determine whether or not the accounting data on your travel order is correct.

U.2. Reference (a) [U.S.C.G. Finance Center Standard Operating Procedure \(SOP\), Chapters 4 & 5](#)

U.3. 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
TDY	11(FY)234PBZA73000
PCS, Discharge, Retirement	12(FY)234P23704000
Blanket or Repeat	13(FY)234ZM1233000

Table 4-10 Document Type Codes

NOTE: **Industrial site TONOs differ from this restriction.**

U.4. 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 "2" for CG	Region/ District Code	Appropriation Code	Appropriation Limitation Code (ALC)	Allotment Fund Control Code (AFC)	Allotment Level Indicator Code (ALIC)	Program Element (PE)	Cost Center	Object Class

Table 4-11 Accounting String Format

NOTE: **~Travelers should only input two lines of accounting when processing a TDY claim when a FY crossover has occurred. Having multiple lines of accounting other than the FY crossover causes the claim to be removed from the system and the traveler must**

resubmit the claim in TPAX.

~Mismatched fund types with Lines of Accounting (LOAs) suspend and cannot be corrected. The TONO and all associated documents (claims/orders/advances) must be removed from the system and reentered correctly with the appropriate fund type.

U.5.
**Reimbursable
Agreement
Numbers (RAN)**

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

An example of a RAN accounting string and TONO follows:

- ACCT String: 2/H/801/899/80/0/WA/77950/2152
- TONO: 11(YR)238HWA026000

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.

These accounting restrictions do not apply to Industrial accounts.

Section V: Invitational Travel and Dependent Claims

- V.1. **Introduction** This section describes the processes, procedures and authorizations necessary for use of the Travel Support Team (TST) submission inbox. This program is devised to improve the travel claim process for Invitational Travel (ITA) Authorization Settlements, Dependent Medical Travel Settlements and Dependent Evacuation Settlements that cannot be entered in TPAX.
-
- V.2. **References** (a) [Joint Travel Regulations \(JTR\)](#)
(b) [DHS Chapter 7 of the Financial Management Policy Manual \(FMPM\)](#)
-
- V.3. **Authorization** Until TPAX has the ability for the service member/civilian to enter these settlements directly, PPC TST team will accept scanned copies of these specific settlements directly from the AO.
-
- V.4. **Process** PPC will accept ITA, Dependent Medical, and Dependent evacuation Settlements e-mailed directly from the unit AO only. TPAX submissions are mandatory for all other unit travel claims. If unit travelers submit claims directly to the limited access inbox, the claim will be rejected/deleted and the designated AO may be blocked from this program.
-
- V.5. **Submissions** Approved unit AOs shall scan and e-mail travel claims in black and white to PPC-TVL-LimitedAccess@uscg.mil using the following format:
- Subject line: TONO, LAST, FIRST, UNIT, ITA, DEPENDENT MEDICAL, or EVAC for “NAME”
 - Documentation order: 1351-2, Receipts, Amendments, Orders.
- NOTE:** **Do NOT copy the traveler or anyone else on the submission.**
-
- V.6. **AO Responsibilities** The AO must:
- Ensure PPC receives a quality, accurate product.
 - Check TPAX for logged status of all e-mail submitted claims (when available).
 - Retain documentation for 6 years and 3 months IAW the [Records & Information Management Program Roles and Responsibilities, COMDTINST M5212.12 \(series\)](#).
 - Ensure the traveler is aware of their documentation retention requirements.

- Follow the [latest messages](#) for any other PPC communication.

V.7. Revocation

PPC (tvl) reserves the right to limit access to this program and may revoke use for all of, but not limited to, the following reasons:

- Multiple submissions of unreadable claims. Units must ensure all submitted documents are readable and legible.
- Claim submissions with missing documentation. Incomplete travel claims will be returned to the AO.
- Allowing members to submit claims to this inbox. All units participating in this program must ensure only the authorizing AO is submitting travel claims. Claims submitted directly by members will be returned or deleted.
- Using this program as a convenience and as a means to avoid logging into TPAX. TPAX must be used whenever available and practical. Using the limited access e-mail as a convenience is not authorized and will jeopardize a unit's future approval to participate in this program.
- At the PPC Travel Branch Chief's discretion. The goal of this program is to ensure members receive timely travel reimbursements. This program is a manual process that requires PPC staff to enter claims in TPAX for final processing through WINIATS. Units abusing this program or using it as a convenience jeopardizes the program's success.

NOTE:

Do not e-mail a claim that has already been started in TPAX. Once a claim is started in TPAX, it must be finished in TPAX.

Do not mail claims to PPC that have already been e-mailed. This redundancy will result in delays in processing claims.

PPC relies on the proficiency and expertise of the AOs to ensure claims are submitted accurately and timely. Building a network of other AOs for assistance is imperative for individual AO and unit success.

Suggested scanner is ScanSnap iX500.

Section W: TPAX Audits (Reviews)

W.1. Introduction This section describes the TPAX audit process. ALL travel claims submitted via TPAX are subject to the audit review process to ensure funds accountability, unit controls, and process integrity.

W.2. TPAX Audit Process The table below describes the TPAX audit process.

Step	Who Does It	What Happens
1	PPC (tvl)	As soon as missing documentation is identified, emails the traveler and their AO to explain which information is missing from the claim and what steps must be taken to correct it
2	Traveler	Within 30 days of email, provides their AO with the appropriate missing documentation
3	AO	Upon receipt of missing documentation, submits a trouble ticket to PPC with the missing documentation attached
4	PPC (tvl)	Upon receipt of trouble ticket, resolves each ticket on a first-come, first-served basis
		After 30 days from the initial email, if nothing is submitted by the traveler/AO, creates a travel debt and forwards to FINCEN

Table 4-12 TPAX Audit Process

NOTE:

If a travel debt is built, but the AO sends in the appropriate documentation via PPC trouble ticket, PPC will correct the claim and FINCEN will resolve the debt.

W.3. Audit Travel Claim Package

- If mailing an Audit Travel Claim Package, it must consist of:
- Copy of signed orders (authorization).
- Copy of all signed amendments.
- Copy of travel claim (DD-1351-2 electronically signed).
- Copy of itemized receipt(s) for all hotel/motel lodging (even if less than \$75) that reflects all occupants and single daily lodging rate (Express Check-out receipts are not acceptable).
- Copy of signed Long-Term or month to month lease agreement(s).
- Copy of signed monthly rental receipt (proof of payment includes but

is not limited to copy of money order or front and back of cancelled check).

- Copy of airfare itinerary(s) (must reflect cost of airfare).
- Copy of transportation receipts (even if less than \$75) (including Rental Car receipts; estimated receipts are not acceptable).
- Copy of receipts **for all reimbursable expenses** of \$75 or more.

NOTE:

- (1) Credit card statements are not authorized to be used as a receipt.**
- (2) Excess Baggage Charges: Please be sure the orders (or amendment) indicate authorization for 2 or more checked bags.**

**W.4. Additional
Audit
Information**

If the traveler is audited on multiple claims, a complete individual audit package is required for each claim requested for audit. Multiple audit packages may be sent in the same envelope to PPC Travel-Audit; however, each claim package must be separated by placing each audit in their own individual package that distinguishes them apart from each other. Incomplete/improperly prepared packages will be returned to the member to be separated into the individual audit packages. Additionally, please send only copies of the required documents.

Send to the following address:

Commanding Officer (TVL/TPAX Audits)
U. S. Coast Guard
Pay & Personnel Center
444 SE Quincy St.
Topeka, KS 66683-3591

**W.5. PPC (tv)
Responsibilities**

Once an audit commences, if the traveler did not attach required documents to the original claim or additional documents are needed, PPC will send the traveler an email notice (a kick back email) of what is required and will give 30 business days to scan and attach (or mail) required documents. PPC will no longer send Second, Third, or Final Audit Requests. **It is imperative that members ensure their e-mail addresses in TPAX are current (uscg.mil or dhs.gov).**

- If an incorrect payment is found during the audit, a credit or pay adjustment authorization (PAA) is issued to resolve the travel discrepancy.
- Claims received from units are NOT returned.
- Notify travelers of incomplete travel claim packages and request corrective actions (kickback).

W.6. Traveler Responsibilities

- Do **NOT** mail original orders, amendments, and receipts with your travel claims package, send copies. You are required to keep the documentation for six years and three months following completion of travel.
- Notify TPAX AO immediately of any known discrepancies or changes to audited original travel claims.
- PPC will only notify the traveler ONE (1) time via the Kick Back email indicating there is something wrong with the documentation or if documentation is missing. The traveler will have **30 business days to reply via email** with the documentation for the travel claim.
- The traveler’s AO can request a suspension of an audit due to operational commitments. Requests need to be submitted to PPC Customer Care. Requests must include the claim number and the estimated ending date of suspension. Submit requests via the PPC web site: <https://www.dcms.uscg.mil/ppc/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 PPC (tv). 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:

USCG ART/OTHERS PO BOX 530249 ATLANTA, GA 30353-0249	For Express Mail: BANK OF AMERICA LOCKBOX NO. 530249 1075 LOOP ROAD ATLANTA, GA 30337-6002 ACCOUNT NUMBER: 6731
--	--

- If an audit results in an overpayment, travelers are not authorized to submit subsequent claims in TPAX to cancel the debt. If a supplemental travel claim is necessary to offset the debt, the supplemental claim package must be submitted via help ticket to PPC by the AO.
- If further documentation is needed to reconcile a debt created in the audit process, travelers/AOs can submit a “HOT AUDIT” package including the full original submitted audit package plus the additional documentation. Hot audits can be faxed with the statement “HOT AUDIT” on the cover sheet to 785-339-3777.
- Take corrective action on returned claims and resubmit for audit within 10 days.

NOTE:

Maintain copies or original orders, amendments, travel claim, and receipts for a period of 6 years and 3 months IAW the [Records & Information Management Program Roles and Responsibilities, COMDTINST M5212.12 \(series\)](#).

Section X: Patrol Forces Southwest Asia (PATFORSWA)

X.1. 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 (PATFORSWA), Bahrain or a cutter deployed (for a year or more) in support of current contingency operations.

X.2. Mobile Unit Designation for PATFORSWA Cutters Per [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#), Section 4-B-6, members ordered to serve on PATFORSWA cutters 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 PATFORSWA. 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, as long as they meet the monthly requirements set in Chapter 8, Section C.9 and C.10 of this publication (formerly 6.C. of the 3PM).

X.3. PCS Travel Members will receive PCS Orders from their Assignment Officer to PATFORSWA.

They will also receive TDY Orders to Special Missions Training Center (SMTC) located in Camp Lejeune, NC for the duration of Pre-Deployment training. Following Pre-Deployment training (PDT), members will return to their current Duty Station. **Members are reminded to complete their PDT travel claim before departing for their new PDS.** Members are entitled to two travel days for the flight OCONUS to Manama, Bahrain. Members traveling from Guam, Hawaii, or certain West Coast areas in which flight schedules cannot accommodate two days of travel (per ADTRAV verification) must notify their ADMIN YN for approval for three travel days.

Members without dependents are authorized:

- PCS travel entitlements from their old PDS via airport used for OCONUS flight for transportation to Manama, Bahrain. Members are not allowed round-trip travel between a TDY station and designated place.

Members with dependents are authorized:

- PCS travel entitlements from their old PDS via the designated place per JTR, Section 050802 to assist their dependents in relocating. When possible, dependents should not be relocated until PDT has been completed.

- 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 JTR, Section 050814.
- Designated places must be authorized by PSC (psd-fs). Use form [CG-2025A](#), Housing Allowance Protection Worksheet for requesting BAH or OHA at a designated place of dependents, or if eligible, the previous duty station.

NOTE:

Due to the complexity associated with payment of TDY/PCS travel entitlement throughout a member’s preparation for deployment to PATFORSWA, request for PCS/TEMU orders will normally not be granted. All PCS/TEMU requests must be approved in advance and directed for consideration to PATFORSWA.

X.4. PCS Order Remarks

Include these remarks in the PCS Order notes:

- A. THESE ORDERS CONSTITUTE A PCS MOVE FM _____ FOR FURTHER ASSIGNMENT TO SAUDI ARABIA VIA AUTH DELAY IN JOHN F. KENNEDY INTERNATIONAL AIRPORT (JFK), NEW YORK, NY. USE OF CBA IS AUTHORIZED.
- B. DEPN INFO: WILL BE TRAVELING OOA _____ TO DESIGNATED LOCATION OF _____ OR DEPNS NOT RELOCATING AT THIS TIME.
- C. MBR MEETS OBLIGATED SERVICE AS REQUIRED IN COMDTINST M100.8A ART 1-B-6.
- D. WEIGHT REQUIREMENTS HAVE BEEN MET IAW COMDTINST M1080.8A.
- E. MBR RECEIVED ENTRY APPROVAL ON _____ FROM SMTC PATFORSWA OVERSEAS ENTRY.
- F. IAW JTR PAR 050101: ENTITLEMENTS DEPEND ON THE MBR & DEPN INDIVIDUAL TRAVEL CIRCUMSTANCES. TRAVEL SETTLEMENTS WILL BE DETERMINED BY PPC (TVL) BASED ON TYPE OF ORDERS/TRAVEL VOUCHER AND ACTUAL TRAVEL PERFORMED.
- G. MBR NOT AUTH POV SHIPMENT TO SAUDI ARABIA- COMMAND RESTRICTED, IAW JTR PAR 053002.
- H. MBR AUTH POV STORAGE IN LIEU OF SHIPMENT AT GOVT EXPENSE IAW JTR PAR 0532.
- STORAGE OF A POV IS NOT AUTH IF A POV IS SHIPPED TO DESIGNATED PLACE FOR DEPN USE OR POV SHIPMENT TO DESIGNATED PLACE IS UTILIZED IAW JTR PAR 053002. POV STORAGE WHEN TRANSPORTATION IS AUTHORIZED IS NOT ALLOWED IAW JTR PAR 0532.
- I. AUTH GTR TRANSPORTATION FROM _____ TO SAUDI ARABIA VIA JOHN F. KENNEDY INTERNATIONAL AIRPORT (JFK) NEW YORK, NY, MOST COST ADVANTAGEOUS TO THE COAST GUARD.
- J. OFFICIAL DISTANCE: _____ (MILES) FM (LAST PDS) TO DESIGNATED PLACE OF DEPNS OR VPC IAW JTR 020204 OR NO POV MILES AUTHORIZED.
- K. MBR WAS COUNSELED ON THE TLE (IAW JTR PAR 0506)/TLA (IAW JTR PAR 9150) ENTITLEMENTS.
- L. AUTH TRAVEL ENTITLEMENTS:
1. MALT:
- POV 1 TOTAL MILEAGE: _____ X .18 = \$

POV 2 TOTAL MILEAGE: ____ X .18 = \$

2. PER DIEM/FLIGHT PERDIEM:

\$144.00 X ____ DAYS X MBR = \$

\$108.00 X ____ DAYS X 01 DEPN (12 AND OVER) = \$

\$72.00 X ____ DAYS X 01 DEPN (UNDER 12) = \$

AND/ OR

\$91.50 (75% BAHRAIN M&IE) X 2 DAY FLIGHT = \$

3. IAW JTR 0505 MBR AUTH DLA WITH OR W/OUT DEPN RATE FOR PAYGRADE ____ IN THE AMOUNT OF \$XXXX.XX OR DLA NOT AUTH IAW JTR 050509

4. PCS ADVANCES BREAKDOWN:

MEMBER PER DIEM: \$ ____ @ 80% = \$ ____

MEMBER MALT: \$ ____ @ 80% = \$ ____

DEPENDENT(S) PER DIEM: \$ ____ @ 80% = \$ ____

DEPENDENT(S) MALT: \$ ____ @ 80% = \$ ____

DLA: \$ ____ @ 80% = \$ ____

TLE: \$ ____ @ 80% = \$ ____

TOTAL: \$ ____ @ 80% = \$ ____

PCS TRAVEL ADVANCE AUTHORIZED @ 80% FOR \$ TO BE CHARGED AGAINST THE COAST GUARD OR PCS TVL ADVANCES NOT REQUESTED.

M. ADV PAY NOT REQUESTED OR ADV PAY REQUESTED FOR ____ MONTHS OR SPECIFIC AMOUNT OF \$X,XXX.XX TO BE LIQUIDATED OVER 12/24 MONTHS.

N. AUTH PARTIAL SHIPMENT OF HHGS NOT TO EXCEED COMMAND RESTRICTED WEIGHT OF 600 LBS IAW JTR 051403. AUTH SHIPMENT OR NTS OF REMAINING HHGS FOR PAYGRADE XX WITH OR WITHOUT DEPN RATE IAW JTR 0513.

HHG SHIPMENT ADDRESS:

USCG PATFORSWA NSA GSK

BANZ WHSE BAY 6

1 JUFFAIR AVE

MANAMA, BAHRAIN 09501

O. IAW JTR 0204, REIMBURSEMENT FOR PASSPORT FEES, VISA, AND LEGAL SERVICES ARE AUTHORIZED FOR A MEMBER ASSIGNED TO A FOREIGN OCONUS AREA.

P. IAW JTR 0204, REIMBURSEMENT IS AUTHORIZED FOR NECESSARY TRAVEL AND TRANSPORTATION-RELATED MISCELLANEOUS EXPENSES INCURRED ON OFFICIAL BUSINESS. THESE EXPENSES INCLUDE: EXCESS BAGGAGE, BAGGAGE TRANSFER, BAGGAGE STORAGE (WITH EXPLANATION), BAGGAGE CHECKING, CURBSIDE BAGGAGE CHECK-IN FEE (REIMBURSEMENT OF A FEE CHARGED FOR THE USE OF OPTIONAL CURBSIDE BAGGAGE CHECK-IN IS NOT AUTHORIZED). A TIP, SEPARATE FROM THE FEE ITSELF, IS REIMBURSABLE.

Q. LEAVE ADDRESS:

R. SPO ADDRESS:

COMMANDING OFFICER
USCG BASE ELIZABETH CITY
1664 WEEKSVILLE RD
ELIZABTH CITY, NC 27909-6725

ATTN: SPO

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

X.5. Proceed Time for Reporting to PATFORSWA

Refer to the following chart from the [Military Assignments and Authorized Absences, COMDTINST M1000.8 \(series\)](#), Exhibit 1-G-2 regarding proceed time.

If member on PCS	And	Then proceed time is
Has dependents	Dependents are relocated (see note)	Authorized
	Dependents are not relocated and member will be provided government quarters permanently at the new duty station location	Not authorized
	Dependents are not relocated but member utilized non-government quarters at the new duty station location (see note)	Authorized
Has no dependents and is in pay grade E-4 (over 2 years' service) or higher pay grade	Maintains non-government quarters at the old duty station which will be terminated (see note)	Authorized
	Will maintain non-government quarters at the new duty station (see note)	Authorized
	Utilizes government quarters at both the old and the new duty stations	Not authorized
Has no dependents and is in pay grade E-4 (over 2 years' service) or lower pay grade	Is required to utilize non-government quarters at either the old or the new permanent duty stations	Authorized
	Utilizes government quarters at both the old and new duty stations	Not authorized
NOTE:	<p>Relocation means the movement of a household (dependents and/or place of residence) from one residence to another. This includes dependents who do not relocate at the time personnel report to the new duty station (due to children in school, home selling, etc.), but dependents will relocate after completion of a specific act. This includes dependents who are relocated in connection with permanent change of station orders prior to detachment.</p>	

Table 4-13 Proceed Time

X.6. Proceed Time for Departing from PATFORSWA

After completing an entire tour, members departing PATFORSWA might be entitled to 30 days of Proceed Time for reintegration and respite following a high op-temp unaccompanied overseas assignment per approval from Commandant (CG-133) IAW [Military Assignments and](#)

[Authorized Absences, COMDTINST M1000.8 \(series\)](#), 1-G-6-a-1-c.

**X.7. HHG/
Unaccompanied
Baggage**

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

- Storage space is limited, so members should only ship those personal effects that can be accommodated in their assigned quarters.
- Members are encouraged to bring their own personal laptop computers. While communal computers are provided in some flats, they are sometimes antiquated and do not provide system function members may be accustomed.
- Partial HHG /Unaccompanied baggage shipments to and from Bahrain are limited to 600 pounds. This 600 pound shipment must be determined PRIOR to any HHG's being placed in government or personal storage as there are no provisions to allow withdraw at a later time.
- Additional information/restrictions on HHG shipments to Bahrain can be found at: <https://installations.militaryonesource.mil/military-installation/naval-support-activity-bahrain/moving/household-goods>. (Click the "Other" link on the page for additional details.)
- 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.
- HHG/Unaccompanied Baggage should be shipped to:

COMMANDING OFFICER
USCG PATFORSWA
NSA GSK, BANZ WAREHOUSE BAY 6
1 JUFAIR AVENUE
JUFAIR, BAHRAIN 09501

**X.8. POV
Transportation/
Storage**

Transportation:

- Coast Guard personnel assigned to PATFORSWA 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 IAW JTR, Sections 053001 and 053002. INCONUS shipment of POV is at the initial expense of the member pending travel claim reimbursement not to exceed standard mileage allowance.
- There is no entitlement to return to that location to pick up a vehicle for single members who ELECT to leave their POV at a location NOT in Government control (i.e. government funded/approved storage). Single

members and member to member that elect to store their POV at a private residence, garage or on a private lot will not receive entitlements to retrieve their vehicle. Members will only be authorized entitlements from PATFORSWA to new PDS location IAW JTR Section 0532 B.3.b.

Storage:

- POV storage is authorized in lieu of 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 JTR, Section 0532. The POV can be stored using the Surface Deployment and Distribution Command (SDDC) global POV storage program.
- For travel entitlement to the storage facility when accomplished concurrently with TDY enroute to the OCONUS PDS, see JTR, Section 0532. For information on POV storage, see the SDDC pamphlet Storing Your POV online at: https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_4.pdf
- Members 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.

X.9.
**Entitlements
Summary**

Review the [Coast Guard Pay Manual](#) for all entitlements, as well as this portal page: <https://cg.portal.uscg.mil/units/psc/psc-epm/SitePages/PATFORSWA-MIPFTAG.aspx> .

X.10. **Station
Allowances
(OHA & 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 OCONUS COLA at the full without dependents rate. IAW [DoD FMR, Volume 7A, Military Pay Policy, \(BAH, OHA, CONUS COLA, Overseas COLA and TLA\)](#), COMDT (CG-1332) may authorize members with dependents concurrent payment of 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-1332) for dependents residing at a designated place OCONUS per [DoD FMR, Volume 7A, Military Pay Policy, \(BAH, OHA, CONUS COLA, Overseas COLA and TLA\)](#). Requests for station allowances must be submitted before the dependents relocation.

X.11.
**Dislocation
Allowance
(DLA)**

Only members with dependents that relocate their dependents to a designated place are authorized DLA. Members that ship UB, which is considered a HHG move, are entitled to DLA without rate leaving PATFORSWA, as long as the member is ordered to a new PDS where Government quarters are not assigned, IAW JTR Section 050504 and

050509-D note and as per determination by CG-1332.

**X.12. BAH,
OHA, COLA for
Members with
Dependents**

To request BAH for either the previous duty station location, if eligible, or a designated place of dependents, or OHA for a designated place of dependents, members with dependents will submit a [CG-2025A](#), Housing Allowance Protection Worksheet to Commander, PSC (psd-fs) for processing.

The payment of BAH based on a previous duty station may be authorized if the member permanently resided with their dependents while serving at the previous duty station, and the member has no intention of relocating their dependent from their residence. If the distance between the previous duty station and the dependents location caused the member to establish a separate private residence from their dependents, the member is considered as not residing with their dependents and BAH will be based on the dependents location.

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 [CG-2025A](#), COMDT (CG-1332), will send an email authorizing the housing allowance for either the designated place of dependents, or if eligible, the previous duty station. COMDT (CG-1332) emails it to the PATFORSWA (SPO) and PPC (mas) and (far), in addition to the member.

NOTE:

Members who receive BAH or OHA with dependents based on the payment of child support are not eligible to submit a CG-2025A (this includes members that have 50/50 custody of dependents). Effective upon their PCS reporting date, these members are entitled to receive BAH-DIFF ONLY, if otherwise so entitled per Section 3-B-6 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-2025A](#) to request BAH or OHA for the designated place of their dependent(s).

**X.13. BAH
Entitlement for
Member
Married to**

Member married to member do not receive any BAH entitlement when stationed at PATFORSWA, unless they have a dependent child together and the member reporting to PATFORSWA claims the child as a BAH

Member eligible dependent for BAH purposes.

Additional examples:

- Member-to-Member, No Dependents, Previously Residing Together
 - Prior to member A's report to PATFORSWA, member-to-member couple shares expenses of a joint household with no dependents, based upon both members' combined BAH entitlements. When member A reports to PATFORSWA while member B remains at the previous duty location, member A is no longer entitled to BAH, which could negatively affect member B.
- Member-to-Member With Child Support Obligations
 - Prior to member A's report to PAWFORSWA, member A receives BAH at the with dependents rate for dependent children from a previous relationship. Member B does not have children and receives BAH at the without dependents rate. When member A reports to PATFORSWA, they are no longer entitled to BAH at the with dependents rate and receive BAH-Differential.

X.14. BAH Entitlement for Members without Dependents

BAH is not authorized for members without dependents in Bahrain since they will be assigned government leased quarters or shipboard berthing. Single members will receive BAH Transit once departed PATFORSWA en route to their new PDS.

X.15. Family Separation Allowance (FSA)

Members with dependents, including member-married-to-member may be entitled to FSA. Reference the [Coast Guard Pay Manual](#), COMDTINST M7220.29 (series), Section 3-H-12. See the PPC (mas) website (<https://www.dcms.uscg.mil/ppc/mas/rates/>) for the latest rates.

X.16. Basic Allowance for Subsistence (BAS)

The table below shows the BAS entitlement:

If the member is...	Then they are entitled to...
An Officer	Officer BAS
An enlisted member assigned ashore	Enlisted BAS
An enlisted member while deployed to a cutter	Enlisted Basic Allowance for Subsistence - Essential Station Messing (BAS-ESM) less Coast Guard Standard Meal Rate (CGSMR) deduction

Table 4-14 BAS Entitlement

**X.17. Hardship
Duty Pay,
Imminent
Danger Pay and
Combat
Allowances**

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

Entitlement	Reference
Combat Tax Exclusion	CG Pay Manual – Section 8-G
Combat SGLI Allowance	Chapter 8 of this publication
Hardship Duty Pay – Location	CG Pay Manual – Section 4-A
Imminent Danger/Hostile Fire Pay	CG Pay Manual – Section 4-H
Responsibility Pay (for cutter COs)	CG Pay Manual – Section 4-D
Savings Deposit Program	Chapter 8 of this publication
NOTE:	Ensure members desiring to make cash deposits are counseled to send checks to PPC, not DoD-DFAS.

Table 4-15 PATFORSWA Entitlements and References

**X.18. PDR
Handling**

Ship SPO PDR's via rapid and accountable means. Send to the following address:

COMMANDING OFFICER
USCG BASE ELIZABETH CITY
1664 WEEKSVILLE ROAD
ELIZABETH CITY, NC 27909-6725
ATTN: SPO

**X.19. Points of
Contact****CG PATFORSWA ADMIN:**

- YNC: 011-973-3930-1088 (Cell), 011-973-1785-3454 (From U.S.)
- Defense Switched Network (DSN) Office: 439-3454
- Email: D05-DG-PATFOR-YN-ADMIN@uscg.mil

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

- Commandant (CG-1332) at (202) 267-1646

Operations/Mission issues:

BAHRAIN:
COMMANDER

3 November 2021

PPCINST M1000.2B
Personnel and Pay Procedures TTP

USCG PATFORSWA
UNIT 3950
FPO AE 09501-3950

Tel: 011-973-3966-0389

Fax: 011-973-1785-4718 or DSN: 318-439-4718

If unable to contact please contact:

SMTC-PDT:

PATFORSWA Stateside Admin Support

Tel: (910) 440-6002

Cell: (757) 334-4348

D05-DG-PDTADMIN@uscg.mil
