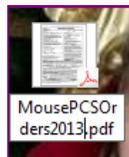


Advance Signature Proxy Tutorial

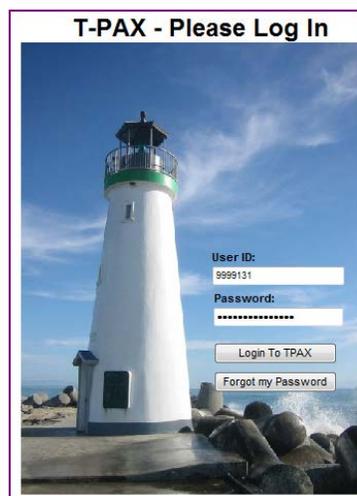
Updated May 2014

Advance Signature Proxy (ASP) permissions are given to SPOs to input PCS travel advances on behalf of the member through Web TPAX. These permissions are granted by PPC Travel based on a properly marked CG7421-A form. The ASP block must be checked and the form must be accompanied by CMD signature before permissions are granted.

- The new form will supersede all previous forms. As such, if you are an AO or Travel Manager, you need to ensure that these permissions are annotated on this new form as well.
- This form will automatically expire 1 year from the date the command signs.
- ASP are **cautioned** on the following advance processing steps:
 - Orders should be in a READY status in DA prior to processing an advance request
 - Effective 08 May 2014, PSC/DCMS-831 has confirmed funds availability for all FY14 PCS Travel events. It is no longer necessary to confirm that a PCS TONO is obligated in FPD.
 - Advances should be processed 35 days prior to traveler departure date from current PDS.
 - Advances are not sent to Treasury for payment during the last 8 calendar days of each month due to FINCEN end of month (EOM) shutdown.
 - Advances will not be processed for payment AFTER traveler has departed PDS except in extreme circumstances as determined by PPC TVL.
 - **Advances should be complete and accurate the first time they are processed.** Additional advances will only be processed due to extreme extenuating circumstances. Secondary advances must be requested by submitting a PPC customer service ticket with attached orders and SF-1038 and will be approved by PPC Travel on a case by case basis.
- First thing you MUST do in WebTPAX, as the ASP is to scan the orders/authorization, applicable amendments and save it as a PDF document to a place/pathway that you can access. Once back at your computer, find the PDF document and rename it as appropriate. Example: MousePCSOders2013.pdf



- Log into Web TPAX as you normally would with your own ID/CAC logon.



- Change your view from 'Traveler' to 'PROXY'

DOO, SCOOPY View: **Traveler** ▼

Expert Mode ▼ [\[Reservations\]](#) [\[Regulations\]](#) [\[Currency\]](#) [Load Test](#)

T-PAX Inbox

- Click 'Create New'

DOO, SCOOPY View: **Proxy** ▼

Expert Mode ▼ [\[Reservations\]](#) [\[Regulations\]](#) [\[Currency\]](#) [Load Test](#)

T-PAX Inbox

Profile and History » **Create New »** Tools » Help » [Logout](#)

- Click 'Advance Request'

DOO, SCOOPY View: **Proxy** ▼

Expert Mode ▼ [\[Reservations\]](#) [\[Regulations\]](#) [\[Currency\]](#) [Load Test](#)

Profile and History » **Create New »** Tools » Help » [Logout](#)

SSN
 Advance Request
 Start Date
 End Date
 Category
 Created By
 Auth. Official
 Status

- Input the member's EMPLID and click 'Search for Name', when the screen matches the member, click 'OK'.

Select Traveler

Emp. ID:
 SSN:
 Last Name:

Address-1:
 Grade/Rank:

Address-2:
 Organization:

City:
 DSSN:

State/Country:

Zip Code:

- Enter the TONO in the field and click 'OK'.

MOUSE, MICKEY View: Proxy

Travel Order Selection

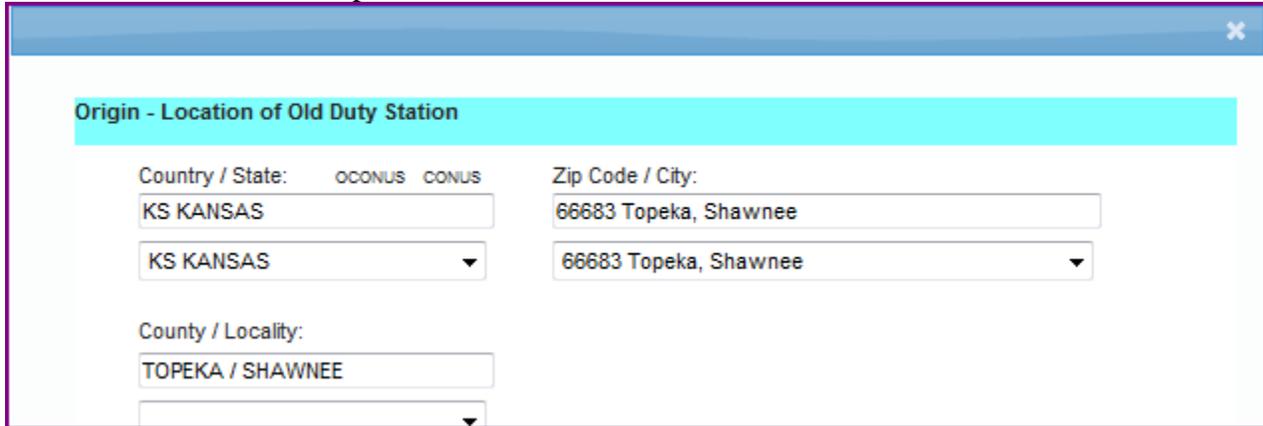
TONO:

Order Number	Category	Start Date	End Date
1110G80LCLMAR000	Local	3/1/2010	3/30/2010
1110G80AELP44000	Normal	4/11/2010	4/14/2010
1110G80CONF55000	Normal	2/26/2010	2/28/2010
1210G80PCS999000	PCS	10/20/2009	11/5/2009
1110G81LCL999000	Local	11/29/2009	12/8/2009

Select an existing order or enter a new order number with which you wish to work and then click the OK button

- On the screen below, you will select:
 - the member's CURRENT Rank,
 - Select the Type of Order as 'PCS', select the type of PCS orders
 - Click the hyperlink to enter in the 'current PDS/Origin'
 - Enter state and then zip code of PDS
 - Click the hyperlink to enter in the 'receiving PDS/Destination'
 - Enter state and then zip code of PDS
 - Enter the ISSUE date of the orders
 - Format MM/DD/YYYY
 - Can use calendar (red box to the right)
 - Enter the Detach date of the orders (the date the member is scheduled to check out of unit/PDS)
 - Format MM/DD/YYYY
 - Can use calendar (red box to the right)
 - Enter the Report date of the orders (the date the member is scheduled to report to new unit/PDS)
 - Format MM/DD/YYYY
 - Can use calendar (red box to the right)
 - Then click the 'What's Authorized' tab
 - Select the items that will be authorized on this PCS travel
 - Shipment of POV, DLA with or w/o, TLE, etc.
 - **DO NOT advance TLA even though the system will allow you to do it. That is handled by FINCEN not PPC.**
 - Entitlements to TLE and DLA with dependents are the primary causes for members being overpaid and placed in debt once the claim is settled. Be cautious advancing these entitlements.
 - If you skip this step or input it incorrectly, then you will not be able to advance the traveler all of their entitlements.
 - Then click on the 'Dependents' Tab

- If member has PCS previously, you may select 'get dependents' and the system will automatically input what it has from previous claims.
- If you need to at this point, add/edit or delete the dependents to ensure accuracy.
- If there are any special instructions or comments that you think will be necessary, input those into the 'remarks' tab
- Review your work to ensure accuracy. If you make a mistake on this order information, ONLY a default AO for the member can fix it, or a trouble ticket will have to be submitted to PPC.
- When the screen is completed, click 'Save'

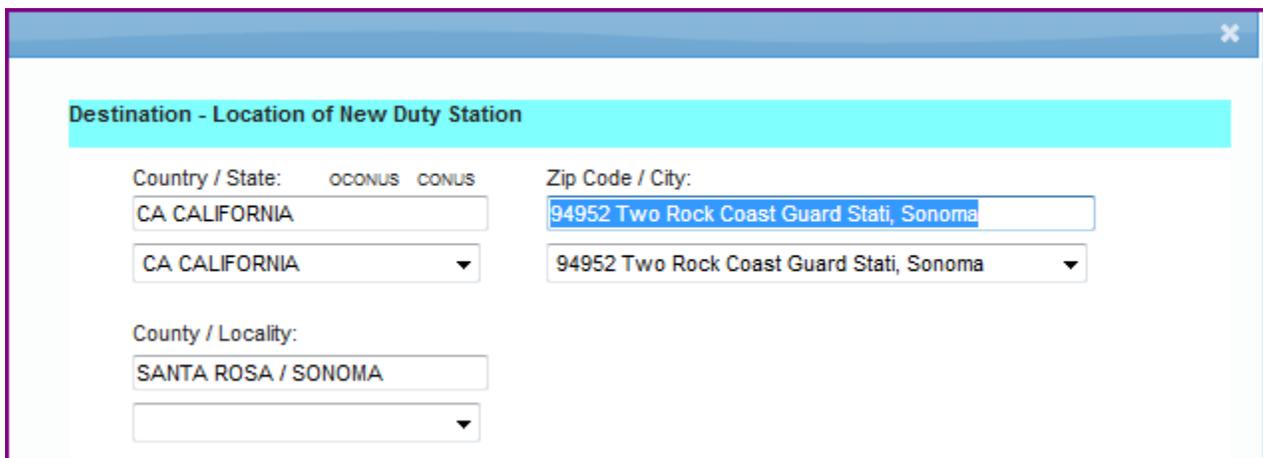


Origin - Location of Old Duty Station

Country / State: oCONUS CONUS
KS KANSAS
KS KANSAS

Zip Code / City:
66683 Topeka, Shawnee
66683 Topeka, Shawnee

County / Locality:
TOPEKA / SHAWNEE



Destination - Location of New Duty Station

Country / State: oCONUS CONUS
CA CALIFORNIA
CA CALIFORNIA

Zip Code / City:
94952 Two Rock Coast Guard Stati, Sonoma
94952 Two Rock Coast Guard Stati, Sonoma

County / Locality:
SANTA ROSA / SONOMA

* Grade/Rank:
E5

* Order Number(s):
1213G83ASPTST000

* Type of Order:
PCS

Description What's Authorized Dependents Remarks

* Type of PCS Station to Station
Trip Name:
Issuing Organization 7947400
Paying Organization 7947400
Group Travel
Funds Coast Guard
* Origin 66683 Topeka, KS, Shawnee
* Destination 94952 Two Rock Coast Guard Stati, CA, Sonoma

* Issue Date 10/01/2012
* Detach Date 12/05/2012
* Report Date 01/05/2013

Back Next Save Cancel Help

Description **What's Authorized** Dependents Remarks

Ship POV TLE Emergency TLE
DLA With Dependents Proceed Time Separate COT Travel
Household Goods None

- On the screenshot below, verify the TONO, the Dates, the TYPE of Order and the address. If the address needs to be updated, please do so from this screen. Typically, you will only do this if the member has already obtained housing at the new location. Click Entitlements when completed.

MOUSE, MICKEY
TONO: 1213G83ASPTST000

Advance Request

View: Proxy

Type of order: Covered from: to:

Type of Advance: Type of Partial:

Remit To Entitlements Computations Financial Remarks

* Address 1:

Address 2:

* City:

* Country/State:

* Zip:

- Claim is Pre-Computed – this means that you have calculated the exact amount of the PCS advance and have computed the correct percentages authorized as per entitlements and stated on the PCS order. All advanced amounts must be broken down on the orders, see chapter 2.A of the PPM for an example.

- **CHECK THE “CLAIM IS PRE-COMPUTED” BOX**, which will bring up the different entitlements and dollar values. Input the amount authorized for each entitlement for this advance. Ensure the amount is at the correct percentage authorized. Example, if member is entitled to \$1000 DLA and the current percentage authorized to advance is 80% (ALCOAST 422/12), then you need to input \$800 in this field. Do this for each entitlement. If you don’t see an entitlement on this screen, click the NEXT hyperlink at the bottom of that box.
- **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 \$ _____

- Do not submit the PCS advance to PPC more than 35 days before the member detaches. The additional five days accounts for processing time and making payment to the member. Per the Coast Guard Supplement to the Joint Federal Travel Regulations (CGS-JFTR), COMDTINST M4600.17(series), par. 5020, payment of advances must not be made more than 30 days before the member detaches, except under extenuating circumstances. 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.
- **The “From Date” and the “To Date” will automatically default to the order dates. Do NOT change these dates.**
- Additional advances will only be processed due to extreme extenuating circumstances. Secondary advances must be requested by submitting a PPC customer service ticket with attached orders and SF-1038 and will be approved by PPC Travel on a case by case basis.

MOUSE, MICKEY
TONO: 1213G83ASPTST000

Advance Request

View: Proxy

Type of order: Covered from: to:

Type of Advance: Type of Partial:

Remit To **Entitlements** Computations Financial Remarks

Claim is Precomputed

Type	Amount
Memb/Emp PCS Per Diem	<input type="text" value="590.40"/>
Memb/Emp Transportation	<input type="text" value="0.00"/>
Memb/Emp Reimbursables	<input type="text" value="0.00"/>
Memb/Emp MALT	<input type="text" value="330.04"/>
Ship POV	<input type="text" value="0.00"/>
Dep. Per Diem	<input type="text" value="738.00"/>

From Date:
To Date:

Previous [Next](#)

Back Next Manage Images SAVE Cancel Help

Claim is Precomputed

Type	Amount
Dep. Transportation	<input type="text" value="0.00"/>
Dep. Reimbursables	<input type="text" value="0.00"/>
Dep. MALT	<input type="text" value="333.04"/>
DLA	<input type="text" value="1788.89"/>
TLE	<input type="text" value="0.00"/>
TLA	<input type="text" value="0.00"/>

From Date:
To Date:

Previous [Next](#)

- Next click the Computations Tab
 1. Double check your figures here.
 2. Enter the '**Date Advance Due**' as the day prior to member's departure
 3. Click '**Apply Advances**' button.
 - This will open a "pop-up" – click accept changes
 - The authorized advance will be \$0.00 until you apply advances, then this field will populate

MOUSE, MICKEY
TONO: 1213G83ASPTST000

Apply PCS Advances

View: Proxy

Entitlement	Computed	Given
-------------	----------	-------

Total:

Default

Accept Changes

Cancel Changes

Help

Remit To	Entitlements	Computations	Financial	Remarks												
		<table border="1"><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td>590.40</td></tr><tr><td>Memb/Emp MALT</td><td>330.04</td></tr><tr><td>Dep Per Diem</td><td>738.00</td></tr><tr><td>Dep. MALT</td><td>333.04</td></tr><tr><td>DLA</td><td>1,788.89</td></tr></tbody></table>	Description	Total	Memb/Emp PCS Per Diem	590.40	Memb/Emp MALT	330.04	Dep Per Diem	738.00	Dep. MALT	333.04	DLA	1,788.89	Computed Advance	<input type="text" value="3,780.37"/>
Description	Total															
Memb/Emp PCS Per Diem	590.40															
Memb/Emp MALT	330.04															
Dep Per Diem	738.00															
Dep. MALT	333.04															
DLA	1,788.89															
Method of Payment		<input type="text" value="Direct Deposit"/>	Date Advance Due	<input type="text" value="12/4/2012"/>												
			Authorized Advance	<input type="text" value="3,780.37"/>												
			Due Employee	<input type="text" value="3,780.37"/>												

Apply Advances

Enter the "Date Advance Due" as the day prior to member's departure

- Click the Financial Tab, click ‘add/modify Accounting’ button, the line of accounting (LOA) will automatically default to a generic LOA, ensure the amount is correct and click accept changes. **DO NOT CHANGE this LOA** unless instructed by PPC Travel through the AO newsletter or message traffic. This will bring you back to the screen below.
- If you change this LOA, the advance **will not be processed** and will be returned back to the ASP.

Type of order: Covered from: to:

Type of Advance: Type of Partial:

Remit To Entitlements Computations **Financial** Remarks

Db/Cr	Classification String	Amount
Db	1213G83ASPTST000 2 X 000 000 00 0 ADV 00000 0000	3,780.37

Back Next Manage Images

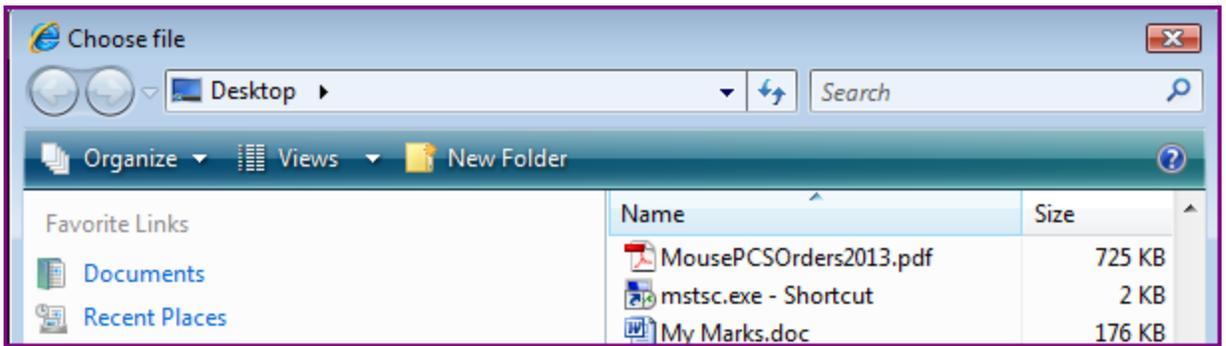
- Next click on the ‘Manage Images’ button at the bottom left on the screen above.
- This will open another screen (see below)

MOUSE, MICKEY **Images and Receipts** View: Proxy
 TONO: 1213G83ASPTST000

Image or Receipt File Name

Image description:

- Click the browse button and choose the file at the appropriate location/pathway (see below screen)



- This will fill out the Image or receipt file name field
- Next enter in an appropriate image description in the field
- Next click the 'Upload Image' button
- You will then see the below screen. Repeat steps if you NEED to add any other documents



- Click 'Done' which will bring you to the screen below

MOUSE, MICKEY
TONO: 1213G83ASPTST000

Advance Request

View: Proxy

Type of order: Covered from: to:

Type of Advance: Type of Partial:

Remit To Entitlements Computations Financial Remarks

* Address 1:

Address 2:

* City:

* Country/State:

* Zip:

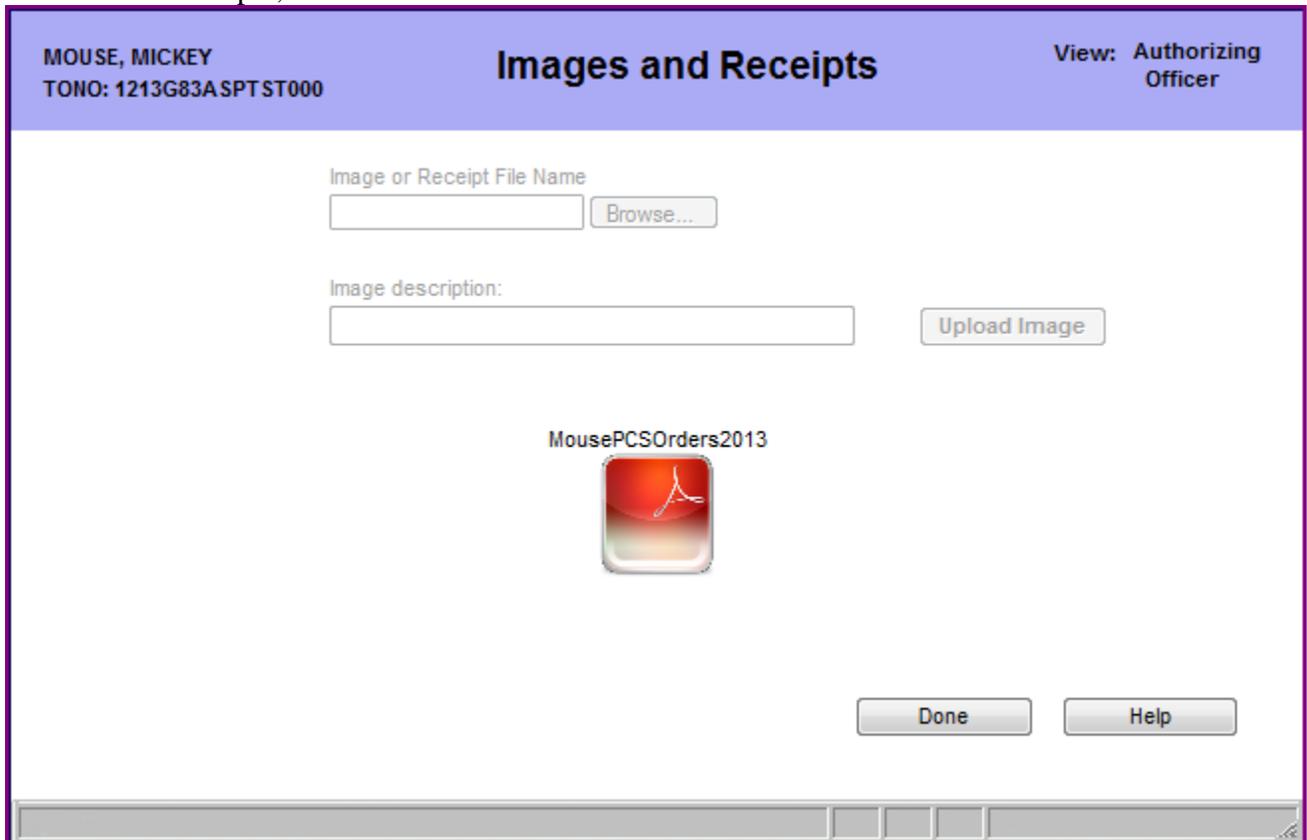
- Once you are at the screen below, click 'SAVE'
- This will bring you back to your inbox where you should see the advance request for that traveler.
 - Click the box to the left of the traveler name, click release to AO. If the AO needs a correction made, they will return it to the 'traveler' and it will go back to the ASP proxy view inbox. The ASP cannot delete the claim once it has been entered into the system.

AO ROLL

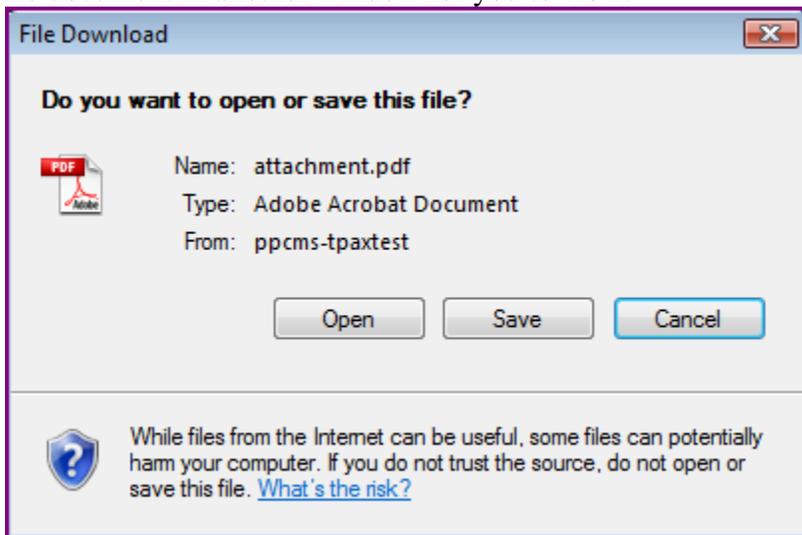
AOs – You will review this advance the same as if it came from the member directly, just like a regular Web TPAX TDY settlement. The difference here is that you will click on the ‘Manage Images’ button to view the orders/authorization that was attached to the claim. You will need to verify the original orders and member’s PCS worksheet prior to approving the advance request.

MOUSE, MICKEY TONO: 1213G83ASPT ST000		Advance Request		View Only	View: Authorizing Officer		
Type of order:	PCS	Covered from:	12/5/2012	to:	1/5/2013		
Type of Advance	Full Advance	Type of Partial:	Not a Partial				
Remit To	Entitlements	Computations	Financial	Remarks			
* Address 1:	PO BOX 275						
Address 2:							
* City:	CHADWICK						
* Country/State:	MO MISSOURI						
* Zip:	66683						
<input type="button" value="Next"/>	<input type="button" value="Manage Images"/>				<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	<input type="button" value="Help"/>

- Clicking the 'Manage Images' button will open the below screen where you will click on the image icon. In this example, the MousePCSOOrders2013.



- Another screen will open (see below). Click the 'Open' button to view the document. This will open the document in another window for you to view.



- View the document against the member's original orders and member's PCS advance worksheet to ensure the accuracy of the document, and ensure there are the proper signatures. Compare the cost estimates to the advance request and ensure that the amounts do not go over the current limitations.
 - If you have 2 screens, you can actually view the PDF on one and the advance request on the other.

ORIGINAL

Department of Homeland Security U.S. Coast Guard Direct Access	STANDARD TRAVEL ORDER	10/06/2012
000279 CG STA KEY WEST	KEY WEST	Seq: 1931693
Period of Travel: 11/01/2012 12/01/2012	Blanket Orders: Transfer	FL DFT

For Medical Travel:	Remain Overnight (RON): 0 days at
---------------------	--------------------------------------

Primary Mode of Travel: CAR	Govt. Credit Card Holder <input checked="" type="checkbox"/>
Commercial Carrier (Own expense, subj to reimbursement).	
Government Procured Transportation	
<input checked="" type="checkbox"/> Authorized Private Owned Conveyance (POC)	Gov't Advantageous \$0

Direct Access Centrally Scheduled Training:

Report To:	Nature Duty	Duty Type	From	To	Revisit
006248 CG STA MENEMSHA	Duty	Act Duty	12/01/2012	07/01/2016	N
01 30108 CHILMARK	MA 02535 USA ()	-			Position: 00072899 EPO/ENG
Per Diem Rate (estimated):					
Authorized Rental Car: Upgrade:		Lodging: \$0	M&IE: \$0		
Quarters:					
Messing:					
Auth. Local Travel (taxi, bus, etc.):					

Accounting:

Travel Order No	Accr String	Agency Req	Approp	Line	Fund	Inv	Fy	Est	Cost Ctr	Obj Cl	Estimate
1213G03	0002P301299210RA780402104	2	P	301	299	21	0	RA	78040	2104	\$7,862.50

TAC code for personal property shipment: ERAC
TAC code for transportation and storage of POV: 2VRC
TAC code to be used for Non-Temporary-Storage if authorized: 2NRC

Authorized Absences:

From	To	Absence Type	Days
11/10/2012	11/24/2012	Leave INCONUS	15
11/25/2012	11/28/2012	Proceed Time	4
11/29/2012	12/03/2012	Travel Time	5

Dependents Authorized to Travel

Name	Relationship	Mar	Married
	Spouse	N	N
	Son	N	N
	Daughter	N	N

Remarks/Comments/Additional Instructions

A. REPORT DATE: 03 DEC 2012
B. THESE ORDERS CONSTITUTE A PCS MOVE FM KEY WEST, FL TO CHILMARK, MA.
C. MBR & DEPNS TO USE 02 POVS FOR TVL.
D. OFFICIAL DISTANCE 1714 MILES FM KEY WEST, FL TO CHILMARK, MA IAW JFTR US105.
E. WEIGHT REQUIREMENTS HAVE BEEN MET IAW COMDTINST M1020.8G.
F. MBR WAS COUNSELED ON TLE (US710) ENTITLEMENTS
G. TOTAL TVL ADV AUTH: \$4,715.80 BY DIRECT DEPOSIT CHARGED AGAINST THE COAST GUARD:
1. MILEAGE:
POV1: 1714 MILES X \$0.23 = \$394.22
POV2: 1714 MILES X \$0.23 = \$394.22

Except as noted orders are authorized and directed. Proceed and report to the places and in the order listed. Deviations should not be made without prior written or verbal orders from the sender.

- Click the 'Done' button on the Images and Receipts page which will bring you back to the Advance Request page. Click on the TONO and ensure all information within it is accurate. Ensure you click on each tab to view ALL information.

MOUSE, MICKEY View: Authorizing Officer

Travel Order

* Grade/Rank: E5 * Order Number(s): 1213G83ASPTST000 * Type of Order: PCS

Description What's Authorized Dependents Remarks

* Type of PCS: Station to Station

Trip Name: _____

Issuing Organization: 7947400

Paying Organization: 7947400

Group Travel:

Funds: Coast Guard

* Origin: 66683 Topeka, KS, Shawnee

* Destination: 94952 Two Rock Coast Guard Stati, CA, Sonoma

* Issue Date: 10/1/2012

* Detach Date: 12/5/2012

* Report Date: 1/5/2013

Back Next Done Help

- When you have finished viewing the order information, click 'Done'.
- Next go through each tab of the advance request and verify the accuracy of each item. Please DO NOT forget to click on the 'Financial Tab' and **ensure that the line of accounting (LOA) has not been changed** from the 'default' LOA of 2 X 000 000 00 0 ADV 00000 0000. An advance that has had the LOA changed **will not be processed** and will be returned to the ASP for correction.

MOUSE, MICKEY View: Authorizing Officer

Advance Request View Only

TONO: 1213G83ASPTST000

Type of order: PCS Covered from: 12/5/2012 to: 1/5/2013

Type of Advance: Full Advance Type of Partial: Not a Partial

Remit To Entitlements Computations **Financial** Remarks

Db/Cr	Classification String	Amount
Db	1213G83ASPTST000 2 X 000 000 00 0 ADV 00000 0000	2,300.00

Add/Modify Accounting

Back Next Manage Images OK Cancel Help

- If any of the information is inaccurate, return the claim to ‘traveler’ and it will be returned to the ASP for corrections and forward again for approval.

- If you have any questions, please contact PPC Customer Service
 - Email: PPC-DG-CustomerCare@uscg.mil
 - Phone: 785-339-2200 or 1-866-PSC-USCG (772-8724)
 - On-line trouble ticket: <http://www.uscg.mil/ppc/ccb/>(Please ensure you include the tono, dates traveled, EMPLID and a description in your inquiry.)