

R 131521Z OCT 05 ZUI ASN-A00286000008 ZYB
FM COMDT COGARD WASHINGTON DC//CG-12//
TO ALCOAST
BT

UNCLAS //N01320//

ALCOAST 514/05

COMDTNOTE 1320

SUBJ: OVERSEAS ASSIGNMENT ADVISORY: PAYMENT FOR PCS FERRY AND
AIRLINE TICKETS

A. COMDT COGARD WASHINGTON DC 140030Z JUL 05/ALCOAST 365/05

1. AS PART OF THE FOLLOW-UP TO REF A, THE FOLLOWING POLICIES ARE
EFFECTIVE IMMEDIATELY.

A. ALL FERRY TICKETS FOR PCS TRANSFERS TO AND FROM ALASKA SHALL BE
PURCHASED THROUGH A SERVICING TMC AND CHARGED AGAINST A GTA ACCOUNT
AND NOT AGAINST AN INDIVIDUAL BILLED GOVERNMENT TRAVEL CHARGE CARD.
WHEN MAKING THIS PURCHASE, MEMBERS WILL BE REQUIRED TO IMMEDIATELY
PROVIDE THE TMC A COPY OF THEIR PCS ORDERS AND BE PREPARED TO
PROVIDE THE FOLLOWING INFORMATION: ALL TRAVELERS FIRST, MIDDLE AND
LAST NAME, DATE OF BIRTH, HOME ADDRESS AND PHONE NUMBER, MAKE,
MODEL, LENGTH, AND HEIGHT OF VEHICLE(S) THAT WILL BE USING THE
FERRY.

B. ALL AIRLINE TICKETS FOR PCS TRAVEL TO AND FROM OUTCONUS SHALL
BE PURCHASED THROUGH A SERVICING TMC AND CHARGED AGAINST A GTA
ACCOUNT AND NOT AGAINST AN INDIVIDUALLY BILLED GOVERNMENT TRAVEL
CHARGE CARD.

C. ALL OTHER AIRLINE TICKETS FOR PCS TRAVEL MUST BE PURCHASED
THROUGH A SERVICING TMC AND MAY BE CHARGED AGAINST A GTA ACCOUNT OR
INDIVIDUALLY BILLED GOVERNMENT TRAVEL CHARGE CARD.

2. PERSONNEL ARE REMINDED THAT PROPER USE OF THE GOVT TRAVEL
CHARGE CARD IS THEIR RESPONSIBILITY AT ALL TIMES. THE ABOVE
POLICIES ARE DESIGNED TO AID MEMBERS IN EFFICIENT MAINTENANCE OF
THEIR ACCOUNTS, AND SHOULD BE ADHERED TO BY ALL PERSONNEL
TRAVELLING ON PCS ORDERS.

3. ACTION. ALL COMMANDS SHALL ENSURE THAT MEMBERS TRANSFERRING
PCS OVERSEAS ARE PROVIDED A COPY OF THIS ALCOAST.

4. MINIMIZE CONSIDERED.

5. RELEASED BY RADM STEPHEN W. ROCHON, DIRECTOR OF PERSONNEL
MANAGEMENT.

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