



PSCINST 4650  
22 March 2016

COAST GUARD PERSONNEL SERVICE CENTER (PSC) INSTRUCTION 4650

Subj: TRANSPORTATION AND LODGING FOR PSC BOARDS, PANELS, AND MEETINGS

Ref: (a) Code of Federal Regulations (CFR)  
(b) Joint Travel Regulation (JTR)  
(c) Federal Travel Regulations (FTR)  
(d) Coast Guard Supplement to JTR  
(e) Schedule of Officer Personnel Boards and Panels, PSCNOTE 1401

1. PURPOSE. This Instruction establishes the procedures to be followed for transportation and lodging of personnel scheduled to serve on a Board or Panel sponsored by Personnel Service Center (PSC) and its subordinate commands at the Coast Guard Headquarters St. Elizabeths facility in Washington, DC.
2. DIRECTIVE AFFECTED. None.
3. ACTION. Division Officers, Commanding Officers, and staffs shall ensure their personnel are aware of this Instruction.
4. DISCUSSION. Based on a thorough cost analysis of available lodging and transportation options within the Washington, DC area, the following instruction is set forth as the most reasonable and compliant with references (a-e). PSC (cd) retains the prerogative to modify options, as needed.

Members selected to participate in a PSC-sponsored Board, Panel or meeting have one purpose: To complete their task in accordance with the designated precept. Reference (a) §301-2.3 states "You must exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business." Reference (b) U2000 reiterates this notice stating members should be good stewards of government funds when traveling.

Members should be directed to secure cost-effective lodging options near the Washington Metropolitan Area Transit Association (WMATA) rail/bus system for direct transit to and from PSC. NOTE: Local special events regularly raise lodging rates above the Military District of Washington (MDW) per diem, however local Government Quarters (i.e., Navy Gateway Inn, Navy Lodge, Air Force Inn, etc.) on local military bases remain at or below per diem.

5. PROCEDURES.

- a. Staff elements responsible for PSC-sponsored boards, panels, or meetings shall notify members to make local lodging arrangements well in advance of any convening date.
- b. Lodging: Priority of local lodging options.
  - (1) Commercial lodging within the normal per diem for the MDW region with access to the WMATA system will be utilized.
  - (2) Attending members O-7 and above are invited to use JBAB or Navy Yard Visiting Flag Quarters. Attending members O-6 and below may use JBAB Navy Gateway Inn, JBAB Navy Lodge, or other local MDW lodging facilities.
  - (3) Every effort should be made to keep lodging costs within per diem. Actual expense allowance will only be authorized in accordance with reference (a) U4300.
- c. Local Transportation: Priority of local transportation conveyances.
  - (1) Members shall use the least expensive public transportation (e.g., WMATA bus/rail system and/or base shuttles) in lieu of taxi (reference (a) U2000 B.3.).
  - (2) If at the time of daily recess the normal use of public transportation is unavailable, use of a taxi is authorized. If used, the conveyance will include sharing by official travelers (reference (b) U2000 B.6).
  - (3) Special conveyance (e.g., rental cars) are not authorized unless directed by PSC (cd) when use is to the Government's advantage and is not authorized for a traveler's personal preference or minor inconvenience (reference (b) U3320 A). If used, the conveyance will include sharing by official travelers (reference (b) U2000 B.6).
  - (4) When member attendance is required at a Formal Physical Evaluation Board, a special conveyance (taxi) is authorized when their condition precludes reasonable use of public transportation.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined to be non-applicable.

7. FORMS/REPORTS. None.

W. G. KELLY /s/  
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Commander, Personnel Service Center