



COMDTINST 7210.2
12 MAR 2009

COMMANDANT INSTRUCTION 7210.2

Subj: COAST GUARD TRAVEL DEBIT CARD PROGRAM

- Ref: (a) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2(series)
 (b) Government Travel Charge Card (GTCC) Program, COMDTINST 4600.14(series)
 (c) Physical Security and Force Protection Program, COMDTINST M5530.1(series)
 (d) Information and Life Cycle Management Manual, COMDTINST M5212.12(series)
 (e) Privacy Act of 1974, U.S.C., 552a
 (f) Privacy Incident Response, Notification and Reporting Procedures for Personally Identifiable Information (PII), COMDTINST 5260.5(series)

1. PURPOSE. This Instruction promulgates the Coast Guard travel debit card program policy and procedures.
2. ACTION. Area, district, and sector commanders, commanders of maintenance and logistics commands, Commander Deployable Operations Group, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure that the provisions of this Instruction are followed. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. BACKGROUND.
 - a. The Coast Guard travel debit card program operates under a Department of Homeland Security (DHS) Memorandum of Understanding (MOU) with the U. S. Department of the Treasury's Financial Management Service (FMS) and FMS's financial agent, JP Morgan Chase Bank (JPMC). The intent of the debit card program is to provide a means of paying emergency

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advance travel funds when time does not allow for the use of the routine travel advance process and non receipt of a travel advance would cause financial hardship on the traveler.

- b. The travel debit card program replaces the Coast Guard travelers check program and will only be deployed at selected units. Designated unit personnel, or Debit Card Agents, will be authorized to maintain an inventory of and issue preprogrammed debit cards provided by JPMC. Using JPMC's web-based application; the Debit Card Agent will load a monetary value on a debit card before its issuance. A loaded debit card represents a disbursement of Federal Government funds and is considered the same as cash. Debit Card Agents will not load the monetary value on a debit card until they are in physical receipt of documents that authorize an individual to receive a debit card travel advance. These documents include 1) endorsed original travel orders authorizing a debit card travel advance and 2) a completed SF-1038 (Advance of Funds Application and Account). The debit card agent will fax the supporting documents to the Coast Guard Finance Center (FINCEN) within *two hours* after a debit card is loaded. If the supporting documents cannot be faxed within the two hour period, the Debit Card Agent will not load or issue the debit card, since FINCEN requires the supporting documents for its payment to JPMC once every 24 hours for the full monetary value of debit cards issued by Debit Card Agents during a 24 hour period. The debit card program will immediately be discontinued at any unit that fails to provide supporting documents within the specified time frame.

5. POLICY.

- a. Commandant (CG-10) has overall program management responsibility for the Coast Guard travel debit card program.
- b. Issued debit cards are classified as single deposit branded cash cards. A designated Debit Card Agent can load funds on the debit card only one time, and once the funds are loaded, they become the responsibility of the traveler in the same manner as other types of travel advance payments. Funds loaded on a debit card represent payment of advance travel funds, and the full amount must be liquidated by the traveler through the travel claim process which is outlined in reference (a). The traveler is responsible for repaying the Coast Guard all advance travel funds that are not fully liquidated by the submission of a travel claim. The debit card can be used both domestically and internationally, and there are no restrictions placed on its use, since it is the responsibility of the traveler to use a travel advance for its intended purpose.
- c. Any officer member (commissioned or warrant), enlisted member (E-4 and above), or civilian employee (GS-6 or above) may be designated as a primary or an alternate Debit Card Agent. No individual with documented financial irresponsibility may be designated a Debit Card Agent. There are no other qualifications; however, a financial or administrative background is preferred.
- d. Debit cards will only be held and disbursed by individuals who have been 1) designated a Debit Card Agent in writing by the Commanding Officer of a unit authorized to have a debit card program, 2) approved by the Commandant (CG-10) Program Manager, and 3) granted access credentials to JPMC's electronic debit card application Agent Service Center (ASC).
- e. Debit cards have an 18-month life cycle, which begins when JPMC receives the Debit Card Agent's request for debit card inventory. The 18-month period commences on the 1st day of the

full month following the month of the inventory request and expires on the last day of the 18th month from the commencement month. For example, if JPMC receives a debit card inventory request on 17 November 2008; the 18 month period is 1 December 2008 to 31 May 2010. A Debit Card Agent cannot program a debit card's expiration date. Debit cards may be issued and used prior to the commencement of the 18 month period. The Debit Card Agent will manage debit card inventory to ensure that debit cards with a minimal remaining usage time are not issued.

- f. A debit card issued under this program is classified as a bank issued negotiable instrument. The personal information obtained during the individual card recipient enrollment process is required by JPMC in accordance with 31 USC 5318 (USA Patriot Act).
- g. Debit cards will only be disbursed to individuals with a United States Social Security Number (SSN).
- h. Debit cards will only be disbursed to individuals traveling under Coast Guard-issued travel orders containing an official line of accounting and a travel order number (TONO) that starts with 11, 12 or 13.
- i. Debit cards will only be disbursed for advance of travel funds when **all** three of the following conditions are met:
 - (1) The traveler does not possess a government travel charge card (GTCC) or is exempt from mandatory use of the GTCC as outlined in reference (b)
 - (2) Time constraints do not allow for receipt of a travel advance through the routine travel advance process
 - (3) Non-receipt of an immediate advance would cause financial hardship on the traveler
- j. A debit card will not be issued if the required supporting documents cannot be faxed to FINCEN within **two hours** of the debit card being loaded with funds. The Commandant (CG-10) Program Manager will immediately take the following actions when notified of any unit's non-compliance with this policy:
 - (1) The first occurrence of non-compliance will result in immediate suspension of the unit's debit card program. The suspension will be removed after the Commandant (CG-10) Program Manager is in receipt of written correspondence from the unit's Commanding Officer, outlining the documented and implemented internal controls that are designed to prevent any further occurrences of non-compliance.
 - (2) The second occurrence of non-compliance will result in the unit's debit card program being immediately and permanently terminated.
- k. At no time can a debit card be issued and disbursed to a traveler more than **three business days** prior to the actual commencement of travel.

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- l. The debit card program will not be used as a routine means for providing advance travel funds.
- m. Debit cards may be disbursed for payment of Temporary Lodging Allowance (TLA) only when other means of payment would be untimely and nonpayment would create a severe financial hardship on the traveler.
- n. A debit card will not be disbursed for an advance or settlement payment for Personally Procured Transportation (PPT).
- o. A debit card will not be disbursed for an advance or settlement payment for Dislocation Allowance (DLA).
- p. A debit card will only be disbursed for the purpose authorized in this Instruction.
- q. The Debit Card Agent will process a debit card only after he/she is in receipt of the traveler's original, signed travel orders authorizing a debit card travel advance and a complete, signed SF-1038. The SF-1038 must have the words "Debit Card" typed or written in Block 1.
- r. At no time will the signature on the orders authorizing the advance or on the SF-1038 be that of the issuing Debit Card Agent.
- s. The only way to remove the funds on a loaded debit card is for the traveler to use it. After receipt of a loaded debit card, the traveler is responsible for the funds and cannot return the debit card to the issuing Debit Card Agent.
- t. The Command will establish and maintain internal controls to provide reasonable assurance that the unit debit card program operates in accordance with the policy and procedures outlined in this Instruction.
- u. The Command will ensure that it provides to the Debit Card Agent a *current* list of Command individuals authorized to approve debit card travel advances.
- v. The Command will conduct an unannounced, *quarterly* audit of its debit card operation.
- w. Debit card inventory is considered to be accountable material and must be stored, at a minimum, in a 1) General Services Administration (GSA) approved security container that carries a Class 1 or Class 5 rating or 2) burglary resistant safe carrying at least a UL classification of Tool-Resistant Safe, TL-15 and having a Group 1R combination lock. The administration of the security container combination shall be in accordance with reference (c). The storage container will be compartmentalized if it is used for other purposes, and there will be a physical, secure separation between the debit cards and other material. There will be an immediate inventory of debit cards whenever there is a breach of the security container and the Commandant (CG-10) Program Manager and JPMC will be immediately notified of any inventory discrepancies.
- x. At no time will a loaded, issued debit card be stored or commingled with debit card inventory in the security container.

- y. The Debit Card Agent will maintain two official debit card inventory ledgers, electronic or manual, in a timely manner. The purpose of the ledgers will be to 1) record receipt and disbursement of debit card inventory, 2) track the on hand balance of un-issued debit card inventory, and 3) record destruction of un-issued debit card inventory. At a minimum the ledgers will include:
- (1) A ***Receipt and Disbursement Ledger*** that shows the 1) receipt dates for blank inventory from JPMC, 2) individual debit card sequence numbers, 3) individual debit card control numbers, 4) debit card expiration dates, 5) debit card issuance dates, 6) amount of funds loaded on each issued debit card, 7) name of individuals who witnessed inventory receipt, 8) names of travelers who received debit cards, 9) dates and times when supporting documents were faxed to FINCEN, 10) names of issuing Debit Card Agents, and 11) running balance of debit card inventory. Enclosure (1) provides a sample ledger format.
 - (2) A ***Destruction Ledger*** that shows the 1) dates debit card inventory was destroyed, 2) debit card sequence numbers, 3) debit card inventory control numbers, 4) debit card expiration dates, 5) names of Debit Card Agents who destroyed the debit card inventory, 6) names of individuals who witnessed debit card inventory destruction, 7) reason for destruction, and 8) methods of destruction. Enclosure (2) provides a sample ledger format.
- z. All debit card stock shipments will be immediately inventoried upon receipt from JPMC. Two individuals, the Debit Card Agent and a witness designated by the Command, will perform the inventory. The shipment manifest will be used to validate the physical inventory and record discrepancies, which are immediately reported to JPMC's Client Service Unit.
- aa. The Debit Card Agent will destroy un-issued debit card inventory when debit cards have reached their expiration dates or their expiration dates do not allow for reasonable usage times if the debit card is issued. The Debit Card Agent will notify JPMC's Client Service Unit before destroying debit card inventory and record all destructions in the ***Destruction Ledger***. Methods to destroy debit cards include shredding, grinding, or any other method that will render them unusable.
- bb. The amount loaded on a debit card will be in whole dollars.
- cc. The maximum amount authorized to be loaded on a single debit card will be \$5,000.
- dd. The Debit Card Agent may issue only one debit card per day to any one traveler.
- ee. The Debit Card Agent may issue additional debit cards for a specific travel period if travel has commenced and all funds on previously-issued debit card(s) have been expended.
- ff. The Debit Card Agent will not issue a debit card to himself/herself.
- gg. The required documents supporting the issuance of a debit card will be retained for a period of ***three years*** from the date of its issuance, in accordance with reference (d).

- hh. Debit card transaction fees will automatically be deducted from the debit card's available balance. These fees include automated teller machine (ATM) withdrawal fees, ATM inquiry fees, point of sale (POS) declined authorization fees, over the counter cash withdrawal fees, card replacement fees and card reactivation fees. A reactivation fee will be charged to an issued debit card after *three consecutive months* of inactivity. Current travel regulations may allow reimbursement for some of the above fees.
- ii. A Debit Card Agent will not issue a replacement debit card for a lost, stolen, or inactive debit card. Replacement of an issued debit card and associated replacement debit card fees are the sole responsibility of the individual to whom the debit card was initially issued.
- jj. Issued debit cards that are lost, stolen or become inactive must be immediately reported to JPMC by the individual to whom the debit card was initially issued. JPMC procedures for reporting a lost, stolen or inactive debit card are included in the sealed envelope in which the debit card was contained. JPMC will provide a replacement debit card with the appropriate funding level if they determine the debit card should be replaced.
- kk. Funds remaining on a debit card after travel completion belong to the traveler; however, the traveler will use the funds to immediately repay the Coast Guard any advanced travel funds that were not fully liquidated by submission of a travel claim. The travel claim process is outlined in reference (a).
- ll. The traveler will destroy the debit card when all the funds loaded on the debit card have been used.

6. PROCEDURES.

- a. The Command's Compliance Audit Process. The Command will perform a *quarterly* unannounced compliance audit of its debit card operation to ensure that 1) debit cards are being received, stored, issued, and destroyed in accordance with this Instruction and 2) Command internal control procedures are in place and operating effectively. Additional audits will be required prior to the relief of any Debit Card Agent or when a Debit Card Agent is on unauthorized absence. The following minimum audit procedures are required:
 - (1) The Command must appoint in writing two auditors, who are independent of the debit card program, to conduct the compliance audits. The appointment document must be specifically for appointment as an auditor of the Debit Card operation, a Command collateral duty assignment document is not acceptable. The auditors will present the appointment document to the primary and/or alternate Debit Card Agent(s) immediately following the audit announcement.
 - (2) The auditors will conduct the audit in the presence of the primary and/or alternate Debit Card Agent(s).
 - (3) The auditors will verify the validity of all Debit Card Agent designation documents. Each Debit Card Agent will have two designation documents, including the Command's

designation memo and a completed JPMC Agent Service Center User ID / Access Request form signed by the Commandant (CG-10) Program manager.

- (4) The auditors will verify that the primary and alternate Debit Card Agents do not also function as debit card travel advance approving officials.
 - (5) The auditors will verify that the Debit Card Agent has a **current** list of unit personnel authorized to approve debit card travel advances.
 - (6) The auditors will review the safekeeping container to ensure it is in compliance with his Instruction.
 - (7) The auditors will use shipment manifest documents to verify that receipted debit card inventory has been accurately recorded in the debit card ***Receipts and Disbursements Ledger***.
 - (8) The auditors will verify that the physical, on-hand inventory reconciles with the on-hand inventory listed in the debit card ***Receipts and Disbursements Ledger***.
 - (9) The auditors will verify that all the information required by this Instruction is being recorded in both debit card ledgers.
 - (10) The auditors will use the supporting disbursement documents to verify that debit cards are issued in accordance with this Instruction and all documents contain the required signatures(s).
 - (11) The auditors will provide a written audit report to the Commanding Officer, with a copy to the Debit Card Agent and a copy to the Commandant (CG-10) Program Manager.
 - (12) An audit/review by Department of Homeland Security Office of Inspector General, Coast Guard Compliance Teams and/or Commandant (CG-10) Program Manager is authorized.
- b. Other Command Responsibilities. In addition to establishing a debit card program audit process, the unit's Commanding Officer will:
- (1) Establish and maintain internal controls to provide reasonable assurance that the unit's debit card program operates in accordance with the policy and procedures outlined in this Instruction.
 - (2) Designate, in writing, a primary Debit Card Agent and at least one alternate Debit Card Agent. The designation document must be specifically for designation as a primary or alternate Debit Card Agent, a Command collateral duty assignment document is not acceptable. Any officer member (commissioned or warrant), enlisted member (E-4 and above), or civilian employee (GS-6 or above) may be designated a Debit Card Agent. There are no other qualifications; however, a financial or administrative background is preferred. No individual with documented financial irresponsibility may be designated a Debit Card

Agent. At a minimum, the designation document will direct the Debit Card Agent to 1) become familiar with the contents of this Instruction, 2) operate the debit card program in accordance with this Instruction, and 3) follow the Command's established debit card program internal controls. A copy of the designation document will be provided to the Commandant (CG-10) Program Manager, who will use it to prepare and submit the required designation form to JPMC. A designated Debit Card Agent will have no authority to hold or disburse debit cards until JPMC issues the agent access credentials to the JPMC ASC system.

- (3) Revoke, in writing, the designation of any Debit Card Agent who is being relieved for any purpose. A copy of the revocation document will be provided to the Commandant (CG-10) Program Manager.
 - (4) Designate, in writing, at least one witness to be present during the debit card stock receipting process. A Debit Card Agent cannot be a designated witness.
 - (5) Provide the proper safekeeping container for un-issued debit card inventory.
 - (6) Ensure that Debit Card Agents cannot approve debit card travel advances.
 - (7) Provide to Debit Card Agents a **current** list of Command individuals who are authorized to approve debit card travel advances.
- c. Debit Card Agent Responsibilities: When administering the Command's debit card program, the Debit Card Agent will do the following:
- (1) Upon receipt of access credentials to JPMC's ASC program, perform and document a transfer of the Command's debit card program assets including the on hand inventory, debit card ledgers and all current and historical disbursement supporting documents. The transfer will include validation that the debit card control numbers of the on-hand inventory reconcile with those of the **Receipts and Disbursement Ledger** on-hand inventory. The departing Debit Card Agent will correct or resolve all discrepancies prior to the actual transfer of debit card assets. Upon transfer of the assets, the incoming Debit Card Agent will:
 - (a) Prepare and provide a signed and dated written document to the departing Debit Card Agent to acknowledge acceptance of the Command's debit card assets. At a minimum, the document will list the assets received, including the total number of un-issued debit cards. A list of the individual debit card control numbers is not required.
 - (b) Place a one line entry in the **Receipts and Disbursement Ledger** to show that Command debit card assets have been transferred to (Debit Card Agent's name) on a specified date.
 - (2) Ensure that un-issued debit card inventory is stored in the required safekeeping container at all times and only removed from the container when the debit card is being loaded and issued.
 - (3) Maintain the required electronic or manual debit card ledgers and ensure that they are current at all times.

- (4) Have a *current* list of unit travel advance approving officials.
- (5) Issue debit cards as authorized by this Instruction.
- (6) Maintain an appropriate inventory level by taking into consideration the 1) estimated number of debit cards that will be disbursed over a given period of time, 2) turn-around time of replenishment requests to JPMC, and 3) debit card expiration dates. An appropriate inventory level should minimize the destruction of unused debit cards.
- (7) Order debit card inventory using JPMC's order request form which can be obtained from the Commandant (CG-10) Program Manager. JPMC will only ship debit cards to a physical mailing address; therefore, post office box addresses are not permitted. Before submitting orders, the Debit Card Agent will ensure the shipment can be inventoried within 24 hours of delivery to the Command. The 24-hour clock starts at the time the shipment is accepted at the shipment address.
- (8) Never open an individual debit card envelope. All information required by the Debit Card Agent is either printed on the outside of the debit card envelope or is visible through an envelope window.
- (9) Perform a shipment inventory immediately upon receipt of a debit card shipment from JPMC:
 - (a) In the presence of the Command's designated witness, perform an inventory of the shipment by validating that the individual control numbers printed on the debit card envelopes or visible through envelope windows match exactly to the individual debit card control numbers listed on the shipment's manifest.
 - (b) If no discrepancies are identified, annotate on the shipment manifest "no discrepancies identified". The annotation will be signed and dated by the Debit Card Agent and the witness. The signed manifest will be retained for a minimum of three years.
 - (c) Annotate any discrepancy on the shipment manifest. The annotation will be signed and dated by the Debit Card Agent and the witness. All discrepancies must be immediately reported to JPMC's Client Service Unit and the Commandant (CG-10) Program Manager.
 - (d) Calculate the debit card expiration date which is 18 full months from the date the debit card order was placed. The 18 month period commences on the 1st day of the full month following the month JPMC receives the Debit Card Agent's inventory request and expires on the last day of the 18th month from the commencement month. Debit cards can be issued and used prior to the commencement of the 18 month period.

- (e) Enter the debit card control numbers, sequence numbers and expiration dates in the debit card *Receipts and Disbursements Ledger* and immediately place the debit cards in the required safekeeping container.
- (10) Perform the following pre-disbursement actions:
- (a) Ensure supporting documents can be faxed to FINCEN within *two hours* of the loading of funds on the debit card. Issuance of the debit card is not authorized if the forms cannot be faxed to FINCEN within two hours.
 - (b) Verify the traveler's orders are signed and authorize a debit card travel advance.
 - (c) Verify that the TONO starts with the number 11, 12, or 13. Issuance of a debit card is prohibited if the TONO starts with any other number.
 - (d) Verify that Block 1 of the SF-1038 contains the words "Debit Card" and Block 10 is signed by an individual authorized to approve debit card travel advances.
 - (e) Verify that block 9.g. of the SF-1038 contains a whole dollar amount not greater than \$5,000.
 - (f) Have the traveler sign and date Blocks 9 and 13 of the SF-1038.
- (11) Perform the following debit card enrollment actions:
- (a) Remove the next sequentially-numbered debit card from the un-issued inventory in the storage container. Reminder: Do not open the debit card envelope.
 - (b) Log on to JPMC's ASC application. ASC access passwords expire every 30 days.
 - (c) After logging in, select the "Personalization" option from the menu options listed across the top of the screen.
 - (d) Enter the debit card control number in the "Control #" field and then select "Submit." The debit card control number should be printed on or visible through a window on the debit card envelope.
 - (e) The unit's profile number and debit card control number should be visible on the new screen.
 - (f) Leave the "Sub ID" field blank.
 - (g) In the "Cost Center ID" field, enter the 26 characters from the line of accounting on the traveler's orders as one continuous string, without including spaces between characters or special characters. Do not include the TONO in the line of accounting.

- (h) In the “ID” field enter the first 13 characters of the TONO as one continuous string, without including spaces between characters or special characters. The debit card can only be issued if the first two characters of the TONO are 11, 12 or 13.
 - (i) Beginning with the “First Name” field, enter the required information to the “email ID” field.
 - (j) Leave the “Optional Card Mailing Address” field blank.
 - (k) Enter the traveler’s date of birth in the “Date of Birth” fields.
 - (l) Enter the traveler’s mother’s maiden name in the “Mother’s maiden Name/Password” field. This information may be used by JPMC customer service agents for an additional security verification question.
 - (m) Leave the “Numeric Passcode” field blank.
 - (n) In the field “Are you a US citizen” select the appropriate answer for the traveler.
 - (o) Enter the traveler’s SSN in the field “SSN or “Tax Payer ID#.” The traveler must have a SNN to receive a debit card.
 - (p) Select “Submit.”
 - (q) On the next screen, verify that the previously entered information is correct. Select the “Confirm” button if the information is correct, or select the “Edit” button to correct any errors.
 - (r) On the next screen, select “Adjustments” from the menu options at the top of the screen.
 - (s) On the next screen, showing “Account Detail,” the traveler’s demographics should appear. Select “Credit Adjustment” from the menu options listed below the demographics.
 - (t) On the next screen, showing “Adjustments-Credit,” enter the amount of the authorized travel advance in the “Adjustment Amount” field.
 - (u) From the “Adjustment Reason” drop down menu, select “CR Other,” followed by the “Submit” button on the right-hand side of the screen.
 - (v) On the next screen, showing “Adjustments-Credits Confirmation,” verify that the previously entered information is correct. Select the “Confirm” button if the information is correct, or select the “Edit” button to correct any errors.
- (12) Perform the following debit card post-enrollment actions:

- (a) Endorse the traveler's original orders and sign the endorsement as the issuing agent. Have the traveler sign the endorsement and then make a copy of the orders and the endorsement (wherever it is located on the orders). The endorsement must show the following: "Debit card with control number (the issued control number) in the amount of (the amount loaded on the card) was issued to (traveler's name) on (the issue date)."
 - (b) Update the debit card ***Receipts and Disbursements Ledger*** to record the disbursement.
 - (c) Give the traveler the orders, the envelope containing the debit card and a copy of "Traveler Debit Card Information Sheet".
 - (d) Fax the orders, endorsement and SF-1038 to FINCEN at 757- 413-7224 within ***two hours*** of the debit card disbursement.
- (13) Destroy un-issued debit cards that are expired or have expiration dates that would not allow a reasonable usage time:
- (a) Contact JPMC's Client Service Unit and advise them of the number of debit cards that need to be destroyed.
 - (b) Record in the debit card ***Destruction Ledger*** the debit card sequence number, debit card control number, debit card expiration date, and reason for destruction.
 - (c) In the presence of the Command's designated witness, remove each debit card from its envelope and destroy the debit card, all of the envelope's contents, and the envelope. Immediately record the destruction date and the names of the Debit Card Agent performing the destruction and the witness.
 - (d) Enter "Destroyed" in the "Traveler's Name" field of the debit card ***Receipts and Disbursements Ledger*** for every debit card destroyed.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.
8. PRIVACY COMPLIANCE. During the execution of the Coast Guard Travel Debit Card Program, Sensitive Personally Identifiable Information (SPII) is collected and processed. Reference (e) mandates that agencies establish administrative, technical and physical safeguards to ensure the integrity of records maintained on individuals. The Privacy Act requires the protection against any anticipated threats which could result in substantial harm, embarrassment or compromise to an individual. The Coast Guard has a duty to safeguard all types of Personally Identifiable Information (PII) in its possession to prevent any breach in order to maintain the public's trust. Unintended disclosure or compromise of any individual's PII constitutes a Privacy Incident and must be reported in accordance with reference (f).

9. FORMS/REPORTS. The form called for in this Instruction is available in the U.S. General Services Administration electronic forms library at <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do>

JODY A. BRECKENRIDGE /s/
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Human Resources

Encl: (1) Sample Receipt and Disbursements Ledger
(2) Sample Destruction Ledger

