

DEPARTMENT OF HOMELAND SECURITY

U.S. Coast Guard

**OCONUS Early Return of Dependents (ERD) – Request for TONO/LOA**

Purpose: Command request to CG PSC-PSD-FS for ERD TONO/Line of Accounting (LOA).

1. EMPLID:	2. Name (last, first, MI):	3. Rank/Rate:	4. OCONUS Duty Station:
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5. Reason for ERD (Cite specific Joint Travel Regulations (JTR) paragraph (e.g. "5098", "5100", "5102", etc., and provide detailed narrative to support JTR paragraph cited. Attach extra pages as required)):

6. Name/relationship of dependent(s) executing the ERD (relationship of dependent(s)) (e.g. "Spouse", "Son", "Step-Daughter", etc.) (Continue on separate sheet (plain, bond paper with member employee ID and name) if necessary).

Name (Last, First, MI)	Relationship	Name (Last, First, MI)	Relationship

7. Are all of the dependents executing the ERD (check one)?      Yes /    No

8. Effective date dependent(s) will depart the OCONUS PDS location: \_\_\_\_\_

9. Effective date dependent(s) will arrive at new residence location: \_\_\_\_\_

10. Are you assigned to government owned/leased family-type quarters at your PDS?      Yes /    No  
**Note: If assigned to family-type quarters, BAH cannot be based on the new dependents location until you officially vacate quarters assignment. Have your housing official notify CG PSC by e-mail with the effective date quarters are vacated.**

11. Dependents relocating to:  
 Address \_\_\_\_\_  
 Town/City \_\_\_\_\_ State/Country \_\_\_\_\_ Zip Code \_\_\_\_\_

**Note: If ALL of the dependent(s) are executing the ERD, the CG-2026 will also serve as the member's request to CG PSC to base BAH on their dependent's new residence location. Upon receipt CG PSC will process the request and issue the member a BAH protection memo in accordance with the CG Pay Manual, Ch. 3, sec. G-12. If all of the dependent(s) are NOT executing the ERD from the OCONUS PDS, BAH/OHA will remain based on the members OCONUS PDS.**

12. Remarks:

13. Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Command Certification**

This member's ERD request has been thoroughly reviewed and meets the ERD eligibility criteria. Request a TONO/LOA.

14. Command Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Privacy Act Statement**

In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U.S. Coast Guard – 10 USC Section 2771, Principal Purpose(s) – Used to indicate member's request of an early return of dependents (ERD). Routine Uses – Same. Disclosure – Disclosure of this information if voluntary, but without disclosure the member's request may not be approved.

Submit worksheet to CG Personnel Service Center (PSD-FS):

1. Scan/E-mail to:  
ARL-PF-CGPSC-PSDFS-BAH@uscg.mil

2. Mail: COMMANDER (PSD-FS)  
 PERSONNEL SERVICE CENTER  
 US COAST GUARD STOP 7200  
 4200 WILSON BLVD SUITE 1100  
 ARLINGTON, VA 20598-7200

3. Fax: (202) 493-1939

CG PSC-PSD-FS action:

Approved on: \_\_\_\_\_

PSC-PSD-FS Approving official: \_\_\_\_\_

Date forwarded to COMDT (DCMS 831) for TONO/LOA: \_\_\_\_\_

Questions/comments, send E-mail to:  
ARL-PF-CGPSC-PSDFS-BAH@uscg.mil