

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
PCS DEPARTING/SEPARATION WORKSHEET

Name (Last, First, MI)	Rate/Rank	Permanent Unit	Employee ID
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UNIT COMPLETE THIS SECTION

PURPOSE: Use this form to request PCS/Separation entitlements and provide information needed for completion of Official Travel Orders. If you have any questions, **ASK YOUR YEOMAN.**

New Duty Station (PCS Only)	Authorized Proceed Time (PCS Only)	Authorized Travel Time
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Date to Report _____ or date to depart _____ (as specified by transfer order)

Note: This block for PCS Only.

Does member meet obligated Service as required in COMDTINST M1000.8(series) Art 1-B-6? Yes No
(If no, complete and attach a Career Intentions Worksheet, CG-2045)

Does member meet all requirements for PCS as required in COMDTINST M1000.8(series) Art. 1-B-1? Yes No

Does member meet weight standards IAW COMDTINST M1020.8(series)? Yes No

Note: Does the PCS meet a BAH or OHA rate protection provision? (If yes, submit a Housing Allowance Protection Worksheet (CG -2025A)(available at <http://www.uscg.mil/ppc/forms/>) to CG PSC (PSD-FS)).

MEMBER COMPLETE THIS SECTION

Departure Date (Last Day of Duty at current unit)	Leave Address/Phone No.
No. of Days Leave Requested Current Leave Balance	
If Married, is your spouse in the service? Yes No or N/A	

DEPENDENTS TRAVELING

Dependent Name	Relationship	DOB/DOM	Caution: Only request dependent travel advances for confirmed members of your family who will actually travel to your new PDS. Otherwise delay receipt of such dependent travel advances and DLA until travel is confirmed.

If dependents are traveling on a different date than you, enter date:

MODE OF TRAVEL

Mode of Travel:	Privately Owned Conveyance (POC)	Personally-procured commercial transportation	(If more than one mode selected (mixed modes) please attach an explanation/itinerary.)
	GOV'T – procured commercial transportation	GOV'T transportation	

If traveling via POC, complete below (authorized two POC's) (may be authorized 3 POC's if requirements of U5015-B, JFTR are met)

Year	Make/Model	Tag Number

POV INFORMATION

If shipping a POV (only authorized one) list locations: From: _____ To: _____

(Overseas or INCONUS with COMDT approval IAW JFTR, U5415 or INCONUS without COMDT approval IAW JFTR U5417)

REQUEST FOR ADVANCES (SEPARATIONS AUTHORIZED MALT ADVANCES ONLY)*

Advance Pay	_____ # months requested (max. of 3); or, _____ specific amount requested	Liquidation period (12 months is max., 24 with CO approval due to hardship caused by PCS, see reverse): # of months _____	
*Advance TLE	Member _____ Dependents _____ # of Depns	Locality: _____ # of days: _____	Locality: _____ # of days: _____
*Advance Dislocation Allowance (DLA) Note: Signal members must obtain certification that gov't qtrs are not available.			
*Advance MALT plus Per Diem for POC Travel		From: _____	To: _____
*Advance Dependent MALT plus Per Diem		From: _____	To: _____
Government Procured Transportation	Mbr Depns	From: _____	To: _____

Note: when requesting advanced, complete and attach an Application for Advance of Funds (form SF-1038)

Continued on next page

MISCELLANEOUS

Do you currently live in government quarters? If yes, enter date you will terminate quarters:		Yes		No
Do you hold a government Charge Card?		Yes		No
Do you want to hand carry your SPO-PDR (See Par. 2.E.1,COMDTINST M1080.10I(series))?		Yes		No

Household Goods	<p>It is mandatory to contact your servicing Transportation Officer (<i>T.O.P.S site</i>) to arrange for shipment of household goods whether you're planning a government shipment or you plan to move yourself.</p> <p>I request government shipment of household goods.</p> <p>I request personally procured transportation of household goods (<i>see below for information regarding a PPM move</i>)</p> <p>I request both government shipment and a personally procured move of household goods.</p> <p>I have household good items in non-temporary storage.</p> <p>Please enter the date of your HHGs counseling appointment so your SPO will know to have your orders ready in time.</p>
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Personally Procured Move (PPM)	<p>In accordance with JFTR U5320(D), an eligible member may personally arrange for transportation of their HHGs. Member's desiring to use either PPM or non-temporary storage (NTS) of their HHGs are required to receive authorization/approval and counseling from their servicing transportation office.</p> <p>A member who personally arranges for the transportation or NTS of their HHGs is entitled to reimbursement of actual cost not to exceed the government's constructed cost, or payment of a monetary allowance equal to 95 percent of the government's constructed cost.</p> <p>Payment of the PPM incentive requires certified weight tickets from a government or public scale certified for use within the state on all PPMs regardless of weight allowance or type of PPM. Certified weight tickets are the sole documents used to determining a member's HHG weight and is used to calculate their incentive payment amount. Unlike other services the Coast Guard requires that both certified weight tickets be obtained from origin. One weight ticket must indicate the tare (empty) weight of the vehicle/truck/trailer/POV. The second must indicate the gross (loaded) weight of the same vehicle/truck/trailer/POV.</p> <p>In order to expedite the processing of Personally Procured Move (PPM) Claims for retiring and separating USCG personnel, submit an Online EFT Application (https://www.fincen.uscg.mil/secure/enrollment_form.htm) after the effective date of your retirement or separation.</p>
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Certified Weight Tickets not obtained or lost/destroyed	<p>If certified weight tickets were not obtained or were lost/destroyed, use of constructive weights must be authorized/approved under JFTR U5320-D3B by COMDT (CG-1222). The use of a constructive weight will only be approved when unusual circumstances prevented or made obtaining weight tickets impractical or impossible. Members must ensure that weight scales are open and available at the time of the move. If member chooses to move when scales are closed, (e.g. weekend or holidays), then no incentive will be paid, the member will only be reimbursed actual expenses.</p> <p>The following supporting documentation is required to be submitted to COMDT (CG-1222) when requesting the use of constructive weight: (1) Memorandum with a command and transportation officer endorsement explaining why a government or public scale was not available or how weight tickets were lost or destroyed. Include name and telephone numbers of government or public scales used or available, (2) DD Form 1701 (Household Goods Descriptive Inventory) or Surface Deployment Distribution Command (SDDC) weight estimator, (3) Original DD Form 2278, (4) Copy of travel orders and any amendments, (5) SF 1038 (Advance of Funds Application and Account), (6) Legible copy of the vehicle rental contract if applicable.</p>
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HHG Transportation and NTS Upon Separation	<p>Members who are separating from active duty (<i>other than retirement</i>) from the Coast Guard have 180 days following their separation date to ship their HHGs at government expense. In case of extreme hardship (e.g. medical, legal issues), an extension of this time limit may be authorized/approved by COMDT (CG-1222). Requests must be submitted before the 181st day following separation, otherwise entitlement expires on the 181st day. If an extension is approved, the member is liable for all cost of storage at the government rate beginning on the 181st day.</p> <p>Members who are retiring from active duty have 365 days following their retirement date to ship their HHGs at government expense. In cases of education, training or other deserving cases, an extension of this time limit may be authorized/approved by COMDT (CG-1222). Requests must be submitted at least 30 days prior to the one year anniversary of their retirement date; otherwise the entitlement expires after 1 year. If an extension is approved, the member is liable for all costs of storage at the government rate after the first year.</p>
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TRAVEL ADVANCES

Refer to the Personnel and Pay Procedures Manual, PPCINST M1000.2(series). Compute entitlements by using the "PCS (JFTR, Chap 5) Entitlements Worksheet, CG-2003 located on PPC's web site <http://www.uscg.mil/PPC/forms/>.

<p>Temporary Lodging Expense (TLE) (PCS only)</p>	<p>Authorized to members and their dependents when it is necessary for them to occupy temporary lodging. TLE is authorized for a total of 10 days for CONUS to CONUS and OUTCONUS to CONUS transfers. TLE is authorized for a total of 5 days for CONUS to OUTCONUS transfers. TLE may be used before departing the old PDS, during the elapsed time between PDSs (<i>not including travel days for which per diem is payable</i>), after arrival at the new PDS, or a combination equal to the authorized total. (See JFTR U5700 for more information.)</p> <p>NOTE: The days covered must have been spent in the vicinity of the old/new PDS, designated place, or (ICW being ordered to active duty a member's CONUS HOR or initial technical school).</p>
<p>Temporary Lodging Allowance (TLA) (PCS only)</p>	<p>Authorized to partially reimburse a member for the more than normal expenses incurred during occupancy of temporary lodgings and expenses of meals obtained as a direct result of using temporary lodgings outside the continental U. S. which do not have facilities for preparing and consuming meals. The overseas commander will determine if it is necessary for the member and/or dependent(s) to occupy temporary lodgings when they arrive at an overseas PDS. TLA may also be authorized upon departure from and overseas PDS for a period not to exceed 10 days. (See JFTR U9200 for more information.)</p>
<p>Advance Pay (PCS only)</p>	<p>A maximum of 3 months pay or specified amount not to exceed 3 months pay may be requested. Repayment of advance is by payroll deduction and will normally not exceed 12 months. Repayment of Advance Pay in excess of 12 months can only be authorized by your CO and only in the case of severe personal financial hardship caused by the PCS transfer. Attach your letter requesting repayment in excess of 12 months and your CO's endorsement to this worksheet.</p>

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: **Authority** - 10 USC Section 2771. **Principal Purpose(s)** - Used to indicate member's intentions during travel to next permanent duty station. **Routine Uses** - Same. **Disclosure** - Disclosure of this information is voluntary, but without disclosure the member may not receive advances.

Member Initials _____: I understand that all travel advances applied for herein will be compared to actual travel performed when I submit my final PCS Travel Claim. If advances exceed entitlement for MBR or DEPN travel actually performed (or not), I can expect recoupment of such travel advance, including DLA.

I have read and understand the above information regarding HHGs, PPM, and HHG/NTS extensions upon PCS and/or separation.

Member's Signature:	Date:	<p>For SPO Use Only</p> <p>Command Checklist for Overseas Screening verified by SPO Supervisor (<i>if applicable</i>):</p> <p>Initials: _____ Date: _____</p>
Supervisor's Signature:	Date:	
Department Head's Signature:	Date:	<p><i>Action Completed</i></p> <p>Initials: _____ Date: _____</p>
Command Approval:	Date:	<p>For Transportation Officer Use Only</p> <p>Initials: _____ Date: _____</p> <p><i>Action Completed</i></p> <p>Initials: _____ Date: _____</p>

The CG-2000 must be prepared in original and one copy as follows:
The original is given to the SPO (File in Sec. 3 of the SPO PDR), and the copy is taken to the Transportation Officer.