

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. Coast Guard CG-2001 (03-10)		DEPARTING TDY OR PCS/TEM DUINS TO "A" SCHOOL WORKSHEET	
EMPLID		Name (Last, First, MI)	Permanent Unit
Date Departing	"A" School Departing To		"A" School OPFAC or Dept ID
PURPOSE: Use this worksheet for member's ordered to class "A" school in addition to the PCS Departing Worksheet, CG-2000			
MEMBER'S UNIT (Part 1)			
Step	Verify	Completed	
1	Does member have a disqualifying condition (NJP, Court-Martial or Civil conviction, indebtedness)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Has member failed or refused a urinalysis drug test?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Has member received a Conduct mark of "Unsatisfactory", or a characteristic average less than 3 in any dimension?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Is member physically qualified for transfer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	Does member meet Coast Guard weight standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6	Does member meet obligated service requirements (if no, complete and attach a Career Intentions Worksheet (CG-2045)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	Is a performance evaluation needed and been completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	Has the member been counseled on and received appropriate travel funds?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9	Has member been counseled on entitlements for shipment of household goods as set forth in JFTR Chapters 4 & 5?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
MEMBER'S SPO (Part 2)			
10	Change BAH if member terminates government quarters (to be input by member's permanently assigned SPO)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
11	Mailing Address Change (Member self-service or by member's permanently assigned SPO)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
12	Allotment Address Change (Member self-service or by member's permanently assigned SPO)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
13	Payment Option Change (Member self-service by or member's permanently assigned SPO)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
14	Obligated Service (to be input by member's permanently assigned SPO)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
15	Short Term Reserve Orders Depart/Report ADT (R990) for Reserve members on active duty for training for less than 140 days (to be input by member's permanently assigned SPO)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
16	Long Term Reserve Orders (PCS Departing Event (L68B)) for Reserve members on active duty for training for 140 days or more (to be input by member's permanently assigned SPO)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
17	BAS (start/stop BAS-DMR or refund for missed meals, as appropriate) upon departure for TDY (to be input by member's permanently assigned SPO)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
18	Family Separation Allowance. FSA-T after 30 days TDY (to be input by member's permanently assigned SPO)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
19	Leave Authorization (Vacation Request) to record leave enroute to "A" School, if applicable (to be input by member's permanently assigned SPO)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
20	Stop sea pay or hardship duty pay-location on 31 st day of TDY (to be input by member's permanently assigned SPO.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
21	Advancement/Adding Designator (P555) (TRACEN SPO)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
22	BAS, Sea Pay change upon return from TDY (to be input by member's permanently assigned SPO)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
23	Family Separation Allowance (stop FSA-T upon return from TDY, if applicable.) (to be input by member's permanently assigned SPO)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
24	The PCS Endorsement should be input by the TRACEN SPO if the member was PCS to the TRACEN or by the member's permanently assigned SPO if the member was TDY to the TRACEN.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
25	Review and Mail PDR for member's TDY over 60 days only	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
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 review member's eligibility for Class "A" training. Routine Uses - Same. Disclosure - Disclosure of this information is voluntary, but without disclosure the member may not receive accurate transfer orders.			
Command/Unit Approval (Part 1 verified and complete)			Date
SPO Auditor Signature (Part 2 Review and Approval of transactions verified and complete)			Date