

USCG International Affairs staff has designed the below crosswalk to assist you in cross disbursing funds between the Department of State and the U. S. Coast Guard. Please crosswalk the data element from the middle column "U. S. Coast Guard" to the parallel DOS column. We have made every effort to name and number sequence the corresponding DOS data element properly. The order of data elements may vary from Post to Post, therefore, it is a good idea to become familiar with the order of data elements at your particular location. *Includes New FY04 DHS Treasury Account Fund Symbol changes effective November 7, 2003 (DHS USCG). For questions contact COMDT G-CI at (202) 267-2280. FAX: 4014.

Example of Financial Data Elements

<u>Bangkok & Charleston FSC (DOS)</u>	<u>U.S. Coast Guard (DHS)</u>
LanSpfms System SF-1166 / SF-1034	CGOF (CG Oracle Financials) LUFSP/FPD
1. OBL DOC – NO	Blank
2. TRANS - AMT:	Blank Country Currency Amt
3. USE – AMT:	\$0,000.00 U. S. Dollar Amt
4. APPROPRIATION:	7 0 4 0 6 1 0 Treasury Symbol (Agency 70) USCG Annual Operating Expenses
5. BU:	06 (Treasury Bureau Code: 2 Characters)
6. OBLIGATION:	(System Data or Blank: MAX 11)
7. EXPND AUTH:	(Document Number, Requisition Number or TONO: Travel Order Number: MAX 13)
8. FUNC:	(Program Element (PE): MAX 2)
9. OBJ:	(Object Class: MAX 4)
10. PROJ:	(Cost Center (OPFAC): MAX 5)
11. PROP:	(Bureau/Region/Approp/ALC/AFC/ ALIC: MAX 10)
12. ORG:	Blank

***To Correct a Treasury Symbol.** FY04 transactions rejected using Treasury Symbol 7040600.1, change to new Treasury Symbol 7040610 and transmit again. To correct a prior FY transaction transmitted under FY03 Treasury Symbols 7030600.1, 6930201 or 69X0201: Change Treasury Symbol to 7030610 and transmit again. All other information will remain the same. New Treasury Symbol: 7020610 FY= 3rd digit

DIRECT FUND CITES

The information provided in this package on the process of cross disbursing direct fund cites or individual cash advances are unique to the office of Coast Guard International Affairs.

Direct fund cites from the International Affairs office will either be issued via Cable, USCG Miscellaneous Document, DD Form 1149 or fax. In order to issue a direct fund cite we will need as much of the following information as can be provided:

Point of Contact with telephone numbers, including country code, faxes and email address.

Office Code and complete U. S. mailing address.

Through our research we have found that when issuing a direct fund cite for multiple purposes or people, it is much easier to issue one fund cite for each SF-1166 voucher the Post will invoice. This is due to the different accounting programs the Department of State and the U. S. Coast Guard use.

FINANCIAL DATA

USCG financial data elements are upper case alpha and/or numeric characters. We utilize all alpha characters with the exception of the letters O and I. These will be numerals zero (0) or one (1).

CASH ADVANCES or AIRFARE

The Coast Guard has several forms it currently utilizes for Official Travel Orders. Coast Guard members traveling for the office of International Affairs will provide a copy of these orders if requesting cash advances or airfare. These orders shall be from one to three pages in length and have a Cross Disbursing Crosswalk shown.

The Expenditure Authority or Allotment will be 13 characters. Called a Document Identification Number, Document ID, Coast Guard Travel Order Number (TONO) or Invitational Travel Order Number (ITO), this number will begin with a block titled: TYPE or Document TYPE (2 digits). Moving to the right, the next block is FY or Fiscal Year (2 digits). Then TONO NO., Document Sequence or Number (9 digits). There are to be no spaces between characters. Please disregard the block marked Suffix.

The number will start with an 11 for cash advances. If providing airfare, please replace the 11 with a 14 (GTR) if a document type 14 is not shown.

On form CG-4251 it will be in block 15 after Object Class.

On form CG-5131 (Rev. 11-94) it will be in block 7 after Object Class

On form CG-ITO it will state Invitational Travel Order Number.

International Affairs receives numerous inquires for assistance from Posts that have disbursed funds to U. S. Coast Guard members or provided services to Coast Guard Cutters, Aircraft or Units. Unfortunately, we are only knowledgeable of the Coast Guard members or Units our office has issued travel orders in conjunction with a mission or program we are currently supporting. Included in this package is information about the U. S. Coast Guard Finance Center, FINCEN, that is the ultimate processing point of all U. S. Coast Guard financial obligations. If assistance is needed processing a SF-1166 voucher that did not originate from the International Affairs office, the Finance Center will be able to assist. The FINCEN Cross Disbursing Section number is (757) 523-6083.

Information required for prompt assistance:

Cash Advances or Airfare

Member's Last name, First name & MI and Rank

Member's Social Security Number

Member's Unit name, Unit address including City, State, Zip Code and Phone number

If Member's unit is a Cutter: Ship name, Hull Number and Homeport

If Member's unit is an Aircraft: Type of craft, Hull/Tail Number and Homeport

Member's Unit OPFAC

Coast Guard Order Number

Services

Unit name the services were provided to

Cutter: Ship name, Hull Number and Homeport

Aircraft: Hull/Tail Number and Homeport

Complete Unit mailing address and Phone number

Unit Cost Center (OPFAC)

Unit Point of Contact including Rank

Coast Guard Purchase Order Number; Invoice / Voucher Number; Document Number or Requisition Number.

INTERNET REFERENCES

U. S. Coast Guard Finance Center <http://www.fincen.uscg.mil>

1430A Kristina Way

Chesapeake, VA 23326

FADO FADO@FINCEN.uscg.mil Cross Disbursing Contact

Includes Financial Standard Operating Procedures (SOP)

Point's of Contact

Telephone Numbers

U. S. Coast Guard <http://www.uscg.mil>

2100 2nd Street, S.W.

Washington, DC 20593-0001

U. S. Coast Guard International Affairs <http://www.uscg.mil/hq/g-ci/intl.htm>

2100 2nd Street, S.W.

Washington, DC 20593-0001

Attn: Room 2114

PLAD / Cable Address: COMDT COGARD WASHINGTON DC//G-CI

