

UTS AUTHORIZING OFFICIAL (AO) DESIGNATION

Name: _____ Rank: _____ SSN: _____
Last First MI

Work Ph: _____ Official Duty Station _____ OPFAC _____

UTS AO Statement of Responsibility and Liability

Read and be familiar with:

- (a) [Contractor's UTS User Guide at PSC Website](http://www.uscg.mil/hq/psc/uts/UTSUsersGuide.pdf).....(<http://www.uscg.mil/hq/psc/uts/UTSUsersGuide.pdf>)
- (b) [JFTR, Appendix O](http://www.dtic.mil/perdiem/jftr/jftr-ao.txt), Temporary Duty (TDY) Travel Entitlements (**Information Only**).....(<http://www.dtic.mil/perdiem/jftr/jftr-ao.txt>)
- (c) [CG Supplement to JFTR](http://www.uscg.mil/CCS/CIT/CIM/DIRECTIVES/CIM/CIM_4600_17.pdf),.....(http://www.uscg.mil/CCS/CIT/CIM/DIRECTIVES/CIM/CIM_4600_17.pdf)
- (d) [Chapter 2, 3PM](http://www.uscg.mil/hq/psc/Manuals-Pubs-Newsletters/PPPM/PPPM-PDF-BYCHAP/CHAP02.pdf).....(<http://www.uscg.mil/hq/psc/Manuals-Pubs-Newsletters/PPPM/PPPM-PDF-BYCHAP/CHAP02.pdf>)
- (e) [Federal Travel Regulations \(FTR\)](http://www.gsa.gov/gsa/cm_attachments/GSA_DOCUMENT/FTR-508_R2QA53_0Z5RDZ-i34K-pR.pdf).....(http://www.gsa.gov/gsa/cm_attachments/GSA_DOCUMENT/FTR-508_R2QA53_0Z5RDZ-i34K-pR.pdf)

Unit Travel System Approving Officials (UTS AO) have authority to review and approve travel payment transactions in UTS and therefore, shall become knowledgeable in the matters of document(s) being approved. UTS AO's have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements and authorize travel expenses incurred in connection with the travel. UTS AO shall ensure documents are carefully reviewed before approval and not signed only as a matter of formality. The UTS AO shall not compromise system integrity by revealing their personal passwords.

The UTS AO is fully accountable to the Coast Guard and may be found liable for erroneous or improper payments. UTS AO designation is terminated with a permanent transfer, inter-unit transfer, or when deemed necessary by competent authority.

By my signature I certify I understand and agree to the Statement of Responsibility and Liability.

AO Signature

For User Reference

Your UTS Profile should be updated within 05 business days from the date this form is received at PSC Travel.
(Please ensure that it has been 05 days & that you have reviewed your UTS profile for AO status prior to contacting PSC-TVL for designation status.)

- [PSC-TVL WEBPAGE](http://www.uscg.mil/hq/psc/tvl.htm)...<http://www.uscg.mil/hq/psc/tvl.htm>
- [UTS AO Quick Reference Guide](http://www.uscg.mil/hq/psc/uts/aoref.pdf).. <http://www.uscg.mil/hq/psc/uts/aoref.pdf>
- [UTS User Quick Reference Guide](http://www.uscg.mil/hq/psc/uts/quickref.pdf) <http://www.uscg.mil/hq/psc/uts/quickref.pdf>
- [UTS FAQ's](http://www.uscg.mil/hq/psc/utsfaq.shtm).. <http://www.uscg.mil/hq/psc/utsfaq.shtm>
- [Complete UTS Users Guide](http://www.uscg.mil/hq/psc/uts/UTSUsersGuide.pdf).. <http://www.uscg.mil/hq/psc/uts/UTSUsersGuide.pdf>
- [Travel Claim Status / Payment History](https://www.fincen.uscg.mil/webdb-signon.asp) <https://www.fincen.uscg.mil/webdb-signon.asp>

UTS Profiles must be set up with user's password and general information required prior to submitting request for AO Designation.
Designation request without basic profile information already entered by traveler will not be updated by PSC.

Command Designation

The person above is designated an UTS AO for the unit shown above.

Commanding Officer (or designee):

Last First MI

Rank Title Ph #

Signature: _____ Date: _____ (YYMMDD)

AO Termination

The UTS AO designation for the above individual is hereby terminated. Eff date: _____ (YYMMDD) Reason: _____

Commanding Officer (or designee):

Last First MI

Rank Title Ph #

Signature: _____ Date: _____ (YYMMDD)

Fax copy of termination to PSC (TVL) 785-339-3774