

Chapter Overview

Introduction The objective of this chapter is to provide a concise, user friendly job aid for transferring personnel. This chapter provides checklists, guides, and information required to complete this task.

In this chapter

Section	Description	See Page
A	Permanent Change of Station - PCS	2-A-1
B	Temporary Additional Duty - TDY	2-B-1
C	Active Duty for Training - ADT	2-C-1
D	Active Duty Other than Training - ADOT	2-D-1

This page left blank intentionally.

Section Overview

Introduction This section will guide you through the Permanent Change of Station (PCS) process.

In this section

Topic	See Page
The PCS Transfer Process	2-A-2
PCS Departing Checklist	2-A-3
PCS Reporting Checklist	2-A-5
Overseas Transfer Checklist	2-A-6
Automatic Stops of Pay and Allowances	2-A-7
How to Prepare NATO Supplemental Orders	2-A-9

Section A
PERMANENT CHANGE OF STATION

The PCS Transfer Process

Introduction The transfer process depends on communication between many participants. This process is broken down into stages identifying what needs to be completed and who is responsible.

Process This is the process.

Stage	Who Does It	What Happens
1	Member	Prepares E-Resume in Direct Access.
2	Issuing Authority	Issues transfer order in Direct Access (Airport Terminal).
3*	SPO	Notifies unit when order is received if unit does not have access to Direct Access.
4*	Member/Unit	<ul style="list-style-type: none"> • Completes PCS Departing/Separation Worksheet (PSC-2000); PSC Travel Entitlements Worksheet, (PSC-2003) and forward to the servicing SPO. If attending “A” school complete a Departing TDY or PCS/TEM DUINS to “A” School Worksheet (PSC-2001) and forward to the SPO. • Schedules appointment with servicing Transportation Officer (TOPS site) to arrange shipment of HHG.
5*	SPO	<ul style="list-style-type: none"> • Approves and prints Direct Access orders.
6*	PAO/PSC (TVL)	<ul style="list-style-type: none"> • If requested, will process travel advances (preferably by facsimile).
7*	TO (TOPS site)	<ul style="list-style-type: none"> • Counsels member and arranges shipment of HHG.
8*	Unit	<ul style="list-style-type: none"> • Endorses order upon departure.
9*	SPO	<ul style="list-style-type: none"> • Approves and transmits PCS Departing Transactions.
10	Member	Reports to new unit, prepares: <ul style="list-style-type: none"> • Travel Voucher, DD-1351-2 (for self and dependents). • Updates information (e.g. email, address, Emergency Contacts) in Direct Access . • PCS Reporting Worksheet (CG PSC-2005). • BAH/Housing Worksheet (CG PSC-2025).
11	New Unit	<ul style="list-style-type: none"> • Endorses order with date and time reported and messing status (e.g. REG BAS, ENL BAS, ENL BAS MINUS DISC MEAL RATE). • Forwards the reviewed travel claim(s) with original order/s to PSC (TVL). • Forwards worksheets to SPO w/ copy of the endorsed order.
12	SPO	<ul style="list-style-type: none"> • Completes PCS Reporting Transactions.
13	PSC (TVL)	<ul style="list-style-type: none"> • Processes travel claim(s).

*The SPO and unit are to build a relationship that ensures these procedures are completed using the most expeditious means possible.

Section A
PERMANENT CHANGE OF STATION

PCS Departing Checklist

Introduction This checklist has been provided as a job aid to assist the unit/SPO in completing all necessary tasks required for departing PCS. This job aid is to be reproduced locally.

Departing Checklist Action upon receipt of a PCS Order.

Step	Action	Reference	Date
1	Ensure member is eligible for transfer	PERSMAN, 4-B	
2	Ensure member meets obligated service requirements for transfer	PERSMAN, 4-B-6	
3	Ensure member meets requirements for overseas transfer (if applicable) utilizing this job aid	PPPM, 2-A-6	
4	Complete member screening for assignment to semi-isolated units (if applicable) and administrative assignments	PERSMAN, 4-E	
5	Complete NAVPERS 1330/2 Navy sponsor Notification for mandatory sponsor	PERSMAN, 4-A-15.b.7	
6	Counsel member on PCS travel entitlements, when completing PCS Entitlements Worksheet (CG PSC-2003)	CGS-JFTR, Chapter 5	
7	Verify member's entitlement to FSH and/or FSA-R and BAH allowances	PAYMAN, 3-F	
8	Complete PCS Departing/Separation Worksheet (CG PSC-2000), and PCS/TEMDUINS to "A" school worksheet (CG PSC-2001) if applicable	PPPM, Encl. (1)	
9	Complete an Enlisted Employee Review (EER) <u>Mandatory</u> - if on the date of detachment 92 or more days have elapsed since the last EER was completed <u>Optional</u> - if on the date of detachment less than 92 days have elapsed since the last EER was completed	PERSMAN, 10-B-5	

Continued on next page

Section A
PERMANENT CHANGE OF STATION

PCS Departing Checklist, Continued

Departing Checklist (continued)

Step	Action	Reference	Date
10	Review PDR	PDR Manual	
11	Ensure member has a valid ID card	PPPM, 5-D-6	
12	Verify that member's dependents are enrolled in DEERS	PPPM, 5-B-17	
13	Ensure member meets weight standards	Weight Instruction	
14	Prepare PCS Departing Transactions (SPO)	Direct Access Online User Guide	
15	Complete SF-1038 for travel advances, if requested	CGS-JFTR 2300	
16	If requested, fax original order and SF-1038 to PSC (TVL) for travel advances	CGS-JFTR 2300	
17	Ensure member has an appointment scheduled with transportation office (TOPS site) to arrange shipment of HHG	None	
18	Transfer Government Travel Charge Card account to coordinator at the new PDS	Charge Card Instruction	
19	Return order to unit/member (SPO)	PPPM	
20	Ensure security debriefing is conducted	PERSEC	
21	Distribute order	PPPM	
22	Forward SPO PDR and Unit PDR to receiving SPO	PDR Manual	
23	Ensure medical record custodian forwards Medical PDR directly to the receiving medical facility via certified mail.	MEDMAN, Chapter 4	

Section A
PERMANENT CHANGE OF STATION

PCS Reporting Checklist

Introduction This checklist has been provided as a job aid to assist the unit and SPO in completing all necessary tasks for reporting in from PCS. This job aid is to be reproduced locally, and modified as necessary to unit unique departments.

Reporting checklist Action upon member reporting.

Step	Action	Reference	Date
1	Endorse orders	PPPM, 2-A-2	
2	Verify member's entitlement to FSH and/or FSA-R, and BAH allowances	PAYMAN, 3-F	
3	Complete PCS Reporting and BAH/Housing Worksheets and forward to SPO with copy of endorsed order	CG PSC-2005 CG PSC-2025	
4	Update address in DEERS.	PPPM, 5-B-17	
5	Ensure member has a valid ID card	PPM, 5-D-6	
6	Update emergency contacts, e-mail and mailing addresses, allotment and bond addresses in Direct Access.	PPPM, 5-D-11	
7	If unable to complete address changes in Direct Access, ensure member completes PSC-2040, Allotment Worksheet and PSC-2060, Bond Worksheet	CG PSC-2040 CG PSC-2060	
8	If member is from one of the states that stop taxing when a member is no longer stationed in the state or starts taxing again when stationed back in the state, ensure member submits state tax withholding form.	PPPM, 8-B-3	
9	Ensure member completes travel claim for self and dependents, if applicable	PPPM, 2-B-4	
10	Ensure supervisor reviews travel claim and initials block 16 within 2 working days	PPPM, 2-B-4	
11	Ensure the travel claim and original order are forwarded to PSC (TVL) for processing	PPPM, 2-B-4	
12	Conduct security briefing	PERSEC	
13	If applicable, ensure Government Travel Charge Card account was transferred from old PDS	Charge Card Instruction	
14	Ensure an Enlisted Employee Review was completed by the previous unit within 92 days of detachment	PERSMAN, 10-B-5	
15	Update Family Member/Beneficiary/SGLI Information in Direct Access	PPPM, 5-A-2	
16	Review PDR	PDR INST	

Section A
PERMANENT CHANGE OF STATION

Overseas Transfer Checklist

Introduction This checklist has been provided as a job aid to be used when a member receives an order for overseas. It is designed to be reproduced locally and should be used along with the PCS Departing Checklist.

Step	Action	Reference	Date
1	Ensure that message concerning overseas transfer with list of screening questions is received from the overseas command to which the member is ordered.	PERSMAN, 4-H-2	
2	Determine member and/or dependents for suitability within 10 days of receipt of transfer order. Use the "Command Checklist for Overseas Screening", Exhibit 4-H-2 of the PERSMAN and the list of screening questions sent by the overseas command to complete the interview.	PERSMAN, 4-H-2	
3	Ensure the servicing SPO supervisor has verified for completeness and signed the "Command Checklist for Overseas Screening", Exhibit 4-H-2 of the PERSMAN.	PERSMAN	
4	Ensure the member <u>and dependents</u> are medically qualified for overseas transfer. The member must have an approved overseas physical including immunizations and any essential dental treatment completed within the last 6 months.	PERSMAN, 4-H-3 MEDMAN, 3-A-7	
5	Ensure member and dependents <ul style="list-style-type: none"> • have valid ID cards • have International Certificates of Vaccination PHS-731 (if required) • are provided with detailed information concerning tour length and have elected an appropriate tour • are counseled regarding overseas station allowances when member is assigned to a restricted area and dependents reside in an area outside the U.S. 	PERSMAN, 4-H-7	
6	Ensure that the member has made arrangements for PPassports if required.	Passport Instruction	
7	Ensure member, if in pay grade E-2 thru E-6, has a valid drivers license.	PERSMAN, 4-H-7.d	
8	Send entry approval request message to overseas command. Note: Ensure that the overseas command has received a copy of the Command Checklist for Overseas Screening prior to requesting approval.	PERSMAN, 4-H	

Automatic Stops of Pay and Allowances

Introduction Certain pay entitlements are automatically stopped when the departing or reporting endorsement on orders transaction processes.

- References**
- PAYMAN
 - Chapter 3, Allowances
 - Chapter 4, Special Pay
 - Chapter 5, Incentive Pay
 - JFTR, para. U9100, Housing and Cost-of-Living Allowances

Auto Stops on PCS This table shows pay entitlements, which will be automatically stopped when PCS transfer occurs.

Note: Automatic stops will not occur on interoffice transfers.

Entitlement Description	When the Entitlement Stops
Basic Allowance for Housing - Child (BAH Diff) (Codes P, Q, or R only)	On the day prior to reporting.
Basic Allowance for Housing (BAH)-Without Dependents	On the day prior to reporting.
Basic Allowance for Housing - Partial (BAH Partial)	On the day prior to the effective date of departure.
Enlisted Discount Meal Rate deduction	On the day prior to the effective date of departure.
Enlisted Basic Allowance for Subsistence (ENL BAS, REG BAS)	On the effective date of reporting PCS.
Career sea pay/time and premium	On the effective date of departure.
Combat Tax Exclusion	On the last day of the month of the effective date of departure.
CONUS Cost of Living Allowance (CCOLA)	On the day prior to the effective date of reporting.

Continued on next page

Section A
PERMANENT CHANGE OF STATION

Automatic Stops of Pay and Allowances, Continued

Auto Stops on PCS (continued)

Entitlement Description	When the Entitlement Stops
OUTCONUS-Cost of Living Allowance (OCOLA), with or without dependents and partial If dependents are delayed	On the day prior to the effective date of departure. Date last dependents departs within 60 days.
Crew flight pay (enlisted only)	On the effective date of departure
Diving Pay	On the effective date of departure if no leave enroute. or The last day of leave enroute up to 30 days.
Family Separation - Housing (FSH) and Family Separation Allowance (FSA-S only)	On the effective date of PCS departure.
Family Separation Allowance (FSA-R and FSA-T only)	On the day prior to reporting, less any leave, proceed time or compensatory absence.
Hardship duty pay-location	On the effective date of departure.
Hostile Fire, Imminent Danger Pay	On the last day of the month of the effective date of departure.
Noncrew flight pay	On the effective date of departure.
Overseas Housing Allowance (OHA), with and without dependents If dependents are delayed	On the day prior to the effective date of departure. Date last dependents departs within 60 days.
Responsibility Pay	On day prior to departure.
Special Duty Assignment Pay (SDAP)	On the day prior to the effective date of departure.

How to Prepare NATO Supplemental Orders

Introduction A NATO order, along with proper identification, allows an individual to pass without difficulty from one NATO nation to another. This order is only for the movement of military personnel, their personal baggage, individual weapons, and official documents.

References CG Personnel Manual, Article 4-A-18, NATO Supplemental Order

Format for order The below table describes how to complete a NATO order.

Step	Action
1	Top of letterhead type: Grading of Form: NATO UNCLASSIFIED
2	Include in the heading: country of origin, SSN, date order prepared.
3	In the first paragraph include: <ul style="list-style-type: none">• Name, rank, grade and ID card number• Destination, within NATO country.• Date of departure from original country.• Number of days member will remain in NATO country, if PCS, so indicate.
4	In the second paragraph include: Authorization for member to possess and carry firearms.
5	In the third paragraph include: The number of official dispatches and that they are official documents.
6	In the fourth paragraph include: A certification that the travel is under the provisions of the NATO Status of Forces Agreement.

Note: Officer authorizing the NATO travel will sign the order.

Continued on next page

Section A
PERMANENT CHANGE OF STATION

How to Prepare NATO Supplemental Orders, Continued

**Recommended
format**

Here is the recommended format for NATO travel orders

Note: **NATO** travel orders will be prepared in English and French. Any instructions printed on the reverse of the orders will appear in English only.

Grading of form: **NATO UNCLASSIFIED**

NATO TRAVEL ORDER

ORDRE DE MISSION OTAN

Country of Origin:

Social Security Number

Pays de provenance:

Date order issued

1. The bearer (and group as shown heron or on attached list)

Le porteur (et personnel porte ci-dessus ou sur la list jointe)

Personal/Identity Card No. (if any)

Name:

Rank/Grade

No Mle/de la cazrte d'identite _____ Nom: _____

(s'il y a lieuy)

will travel to:

fera mouvement a: _____

Date of departure

Date du depart, le (ou vers le): _____

____For a period of approximately _____days ____For permanent change of station,

Pour a peu pres _____jors _____ Pour changement permanent de garnison.

2. Authority (is)(is not) granted to possess and carry arms.

Autorisation dep port d'armes (accordee) (non accordee).

3. The person named in paragraph 1 is authorized to carry _____ sealed dispatches.

La personne indequee au paragraphe 1 est autorisee a porter _____ plis scelles.

a. These dispatches contain only official documents.

Ces plis ne contiennent que des documents officiels.

4. I hereby certify that this individual/group is/are member(s) of a Force as defined in the NATO Status of Forces Agreement, and that this is an authorized mover under the terms of this agreement.

Je soussigne certifie que le personnel vise appartient a une armee telle definie dans l'Accord OTAN sur le statu des Forces Armees et que ce deplacement est officiel selon les termes de cet accord.

Signature of Officer
Authorizing Movement

Section B
TEMPORARY DUTY

Section Overview

Introduction This section prescribes processes completed for the execution of Temporary Duty (TDY).

In this section

Topic	See Page
The Temporary Duty (TDY) Order	2-B-2
The Travel Claim Process and Responsibilities	2-B-4
Unit Travel System (UTS) Process	2-B-5
The Traveler	2-B-9
The Proxy	2-B-10
The Signature Proxy	2-B-11
The Approving Official (AO)	2-B-12
Personnel Service Center (PSC)	2-B-14
The CG Finance Center (FINCEN)	2-B-15
Records Maintenance	2-B-16
Audits (Reviews)	2-B-17
FAX of PCS Advance Requests	2-B-20
Amendments to TDY Orders	2-B-21
Blanket Travel Orders	2-B-22
Group Travel Orders	2-B-23
Leave and Liberty Combined With TDY Travel	2-B-24
Pay Entitlements Affected by TDY	2-B-26
Preparation of TDY Order (CG-4251) Blocks 1-11	2-B-27
Preparation of TDY Order (CG-4251) Block 12	2-B-29
Preparation of TDY Order (CG-4251) Blocks 13-19	2-B-30
Forms of Written Orders (Examples)	
• Letter Travel Order	2-B-31
• Authenticated Original Message / E-mail Order	2-B-32
Temporary Duty (TDY) Checklists	2-B-34
Reimbursement Methods	2-B-36
Submission of Manual Travel Claims	2-B-40
Rules for Claiming Official Phone Calls	2-B-43
Accounting Data	2-B-44

The Temporary Duty (TDY) Order

Introduction It is critical for both Coast Guard travelers and their supervisors to understand the administrative responsibilities for completing and reviewing TDY Travel Orders and Travel Claims.

For the Traveler The traveler is the single most important person involved in the travel claim liquidation process. Without a properly completed claim, full reimbursement will not be possible.

Purpose of a TDY Order The Temporary Duty (or TDY) Order establishes the conditions for official travel and transportation and provides the basis for traveler entitlement and reimbursement. An effective TDY Order provides information that is clear and is complete.

Requirements for a TDY Order The written TDY order is a document that meets several practical and mandated administrative requirements. The travel order expresses:

- Detailed information for personnel or agencies to provide support services to the traveler, (i.e., Travel Management Centers, Commercial Ticketing Offices (CTO), Transportation Officer, etc.) about the authorized traveler.
- Accounting information to enable correct funds accounting.

Continued on next page

The Temporary Duty (TDY) Order, Continued

Information elements

The TDY Order must answer several elemental questions. The questions are:

- **WHAT** mode of transportation is authorized and/or directed?
- **WHAT** type of quarters is authorized and/or directed?
- **WHAT** type of messing is authorized and/or directed?
- **IS** the traveler a government travel charge card holder?
- **WHAT** is maximum amount of travel funds authorized?
- **WHAT** is the accurate Travel Order Number (TONO) and Accounting line data?
- **WHAT** are the specific reimbursable expenses that must be pre-authorized on the Travel Order, (i.e., Conference costs, Registration fees, Rental vehicle and size authorization, Communication services, Excess baggage, etc.)

While You Are Traveling

Obtain receipts for **ALL** expenses while you are traveling. Although receipts are required only for lodging and individual expenditures of \$75 or over, the receipts you collect during your trip will act as a record of expenses and be an invaluable tool when you complete your travel voucher.

Section B
TEMPORARY DUTY

The Travel Claim Process and Responsibilities

Introduction This section outlines the travel claim process and shows the responsibilities associated with each stage of the travel claim process.

Integrated Automated Travel System (IATS) The Coast Guard has an "on-line" system called Integrated Automated Travel System (IATS) for the liquidation of travel claims. With this system the Coast Guard can liquidate travel settlements in a matter of days.

Process This table shows the manual travel claim process and responsibilities.

Stage	Who Does It	When	What Happens	
1	Traveler	Within 3 days of completion of TDY or PCS travel. (For PCS, submit after dependents travel, if dependents travel separately)	Submits travel voucher to Supervisor for administrative review. <ul style="list-style-type: none"> Retains copy of travel voucher, orders, and receipts. Member must retain copies for 6 years, three months. 	
2	Supervisor	Within 2 days of receipt from member.	Reviews claim for completeness. <ul style="list-style-type: none"> Dates and signs claim indicating the traveler completed the ordered travel. Forwards original claim to PSC. 	
3	PSC (TVL) Examiner	Within 4 days after receipt, depending on workload. (e.g., For periods of heavy travel it may take longer.)	<ul style="list-style-type: none"> Review travel voucher and enter into IATS. 	
			If travel voucher is	Then
			Complete, correct, and accurate	Forward reviewed claim and voucher summary to PAO. (Go to Step 4)
			Incorrect or incomplete	Examiner returns claim to member.
4	PSC (TVL) PAO	Claim is received from examiner	Certifies travel voucher for payment and returns to examiner for filing and mailing. Note: A traveler whose entitlements are less than a Government travel advance will be sent a letter of overpayment at this point. See the section about advances for more information on the recoupment procedures.	
5	Coast Guard Finance Center	Upon receipt from PSC (TVL)	If payment is	
			Direct Deposit	Payment will be transferred to the traveler's account within 10 days.
			Check (For non-military traveler)	Check will be mailed to the address listed on the travel claim within 15 days.

NOTE: Travelers utilizing industrial site funding MUST contact their respective industrial site to ascertain if payment has been made.

Unit Travel System (UTS) Process

Introduction UTS is a Windows-based application that provides standard drop-down menu boxes and a help wheel to complete and process TDY transactions.

- Benefits**
- Utilizing stored data from the UTS Travel Order to complete the UTS Request for Travel Settlement eliminates paperwork and improves data accuracy.
 - Increased percentage of correct entitlements and payments for travelers.
 - Per Diem rates are available to ALL system users on a “real-time” basis.
 - Travelers can verify/inquire about the status of claim(s) on-site by accessing the UTS main menu.
 - A single system that can create and produce ALL travel documents necessary to execute government travel.
 - Eliminating manual processes decreases reimbursement cycle time.
-

Description Unit Travel System (UTS) is a software application designed to run on Coast Guard Standard Workstation III (CGSWSIII). UTS provides an electronic link between the traveler, the Authorizing Official and the Integrated Automated Travel System (IATS). IATS is the software application used by PSC (TVL) to compute claim/voucher entitlements and transmit the information to FINCEN for payment. UTS deployment is a significant stride toward the travel claim process becoming a “paperless” system.

Purpose UTS has been developed to be the primary TDY Travel Claim Settlement System for the U.S. Coast Guard.

Uses UTS may be used to create a Temporary Duty (TDY) Travel Order, Request for Travel Advance and/or Request for TDY Settlement.

Section B
TEMPORARY DUTY

Unit Travel System (UTS) Process, Continued

Process This table shows the automated travel claim process and responsibilities.

Stage	Who	When	What Happens			
1	Traveler	<p><u>For TDY Order</u>: Prior to departure on TDY.</p> <p><u>For TDY Settlement</u>: Within 3 days of completion of TDY.</p>	<p>Complete Request For TDY Authorization and "Send to AO" for approval.</p> <p>Complete Request For TDY Settlement and "Send to AO" for approval.</p> <ul style="list-style-type: none"> Forward original travel order and receipts to AO. 			
2	AO	Within 2 days of receipt from member.	<p>Reviews TDY Authorization and TDY Settlement in UTS for accuracy and completeness.</p> <ul style="list-style-type: none"> If error, return to Traveler w/remarks to correct. If accurate and complete, release in UTS as approved to PSC. 			
3	PSC (TVL)	Daily.	<ul style="list-style-type: none"> Conduct export routine to create batch of UTS transactions. Conduct import routine to download UTS batch to IATS for computation and release to FINCEN. 			
			<p style="text-align: center;"><u>In IATS:</u></p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">If travel voucher is:</th> <th style="width: 50%;">Then:</th> </tr> </thead> <tbody> <tr> <td>Complete and accurate</td> <td>Release claim blocks to FINCEN for payment.</td> </tr> <tr> <td>Incorrect or incomplete</td> <td> <ul style="list-style-type: none"> Utilize workaround if one exists for the particular problem. Delete claim for subsequent submission by traveler if workaround doesn't exist. </td> </tr> </tbody> </table>	If travel voucher is:	Then:	Complete and accurate
If travel voucher is:	Then:					
Complete and accurate	Release claim blocks to FINCEN for payment.					
Incorrect or incomplete	<ul style="list-style-type: none"> Utilize workaround if one exists for the particular problem. Delete claim for subsequent submission by traveler if workaround doesn't exist. 					
4	PSC (TVL) PAO	PAO requests original travel claim for member on a random basis	<p>Conduct audit to verify as complete, accurate and in accordance with Federal Travel Rules and Regulations.</p> <ul style="list-style-type: none"> If underpayment due to traveler and/or AO oversight, the responsibility is on the traveler to submit a supplemental claim to receive entitlement. If underpayment due to system error, supplemental will be processed by PSC (TVL). If overpayment due to system error or due to traveler and/or AO oversight, PSC (TVL) will submit supplement to establish collection of debt. <p>Note: A traveler whose total entitlement is less than an applicable government travel advance, a letter of indebtedness will be sent to traveler for collection.</p>			
5	Member	If audited, mails original orders, claim, and receipts within 2 days of notification. <i>See 2-B-48 for address and procedure for submission.</i>				

Unit Travel System (UTS) Process, Continued

Critical Elements

These “Critical Elements” should be addressed to successfully manage the UTS process at your unit:

Number of UTS Approving Officials. Designate enough UTS Approving Officials at your unit to approve UTS transactions and avoid backlogs or process delays. It is recommended that one UTS AO be designated in each section, or otherwise at a ratio of 1:12.

Obligating Travel Funds. UTS *will not* obligate travel funds. Normally, the obligating of funds is done prior to creating travel orders. Coordinate the flow & timing of this activity with Accounting or Admin offices. Develop internal procedures that streamline and coordinate this activity at your unit.

Empowering UTS Approving Officials. It is critical to empower UTS AO’s by granting them the authority to request, retrieve, and input Travel Order Numbers (TONO’s/Document ID numbers) in UTS. The UTS AO cannot approve a UTS transaction without first having a valid TONO and fund accounting string. Develop internal procedures that streamline and coordinate this activity at your unit.

Record-keeping. The traveler shall maintain complete and accurate records of all travel claims for 6 years and 3 months.

Airline or Hotel Reservations. Use your designated Travel Management Center and coordinate this activity at your unit.

User Identification and Passwords. User identification and passwords are the most common method of controlling access to the system. Identification involves the identifier or name by which the user is known to the system (e.g., user). Each user should have a unique user identification and password. Passwords will be eight or more characters long and should be alphanumeric. The traveler is required to change their password and confirmation codes every six months.

User Categories

There are four categories of UTS users, each with a different role and responsibility. These UTS user categories are:

1. Traveler
2. Proxy
3. Signature Proxy
4. Approving Official

Continued on next page

Section B
TEMPORARY DUTY

Unit Travel System (UTS) Process, Continued

User Categories/Privileges UTS allows users more than one access capacity, if authorized. In UTS, the term “VIEW” is used to identify a particular user category. Each user category comes with certain access privileges. To change your “VIEW”, use the SET VIEW command to utilize one of the following User Categories:

USER CATEGORY	UTS SET VIEW STATUS	THIS PRIVILEGE CAN...	HOW TO SET PRIVILEGE
TRAVELER	Set View: Traveler	Create your own travel documents and forward to a Unit AO for approval.	Set automatically, this is a basic, universal user setting.
PROXY	Set View: Proxy This privilege supports all travelers of the same business unit.	Create all travel documents on behalf of another traveler, BUT such documents can only be forwarded to the traveler.	Set automatically by unit OPFAC number. Any traveler can act as a proxy for another member of the same unit.
SIGNATURE PROXY	Set View: Proxy This privilege only supports one specific traveler.	A traveler can designate another user (Proxy) to create, sign for, and forward travel documents to a Unit AO.	The traveler would designate a signature proxy, someone of the same unit, in the Personal Profile, Security & Access Information.
APPROVING OFFICIAL Administrative Reviewer	Set View: Authorizing This privilege supports all travelers of the same unit or as designated.	Approves travel documents. Ensures that mission was completed and that travel expenses were reasonable, justified, and consistent with the mission.	Each business unit designates enough AO's to keep UTS work flowing. ONLY PSC Travel can turn on and off AO privileges

The Traveler

Introduction The lowest user access level in UTS is called “TRAVELER”.

Authorized UTS Travelers Any Coast Guard active duty, reserve, and civilian employees having access to CGSWSIII can use UTS as a “TRAVELER”.

Non-UTS Travelers Other travel customers/claimants must continue to submit paper-based travel claims, using form DD-1351-2 (Aug 1997 edition). These customers must mail their travel claims to PSC for processing.

Non-UTS Travelers are:

- Anyone who does NOT have access to CGSWSIII
 - Other service members or civilians traveling on behalf of the USCG
 - Dependents
 - Non-appropriated fund activity employees
 - Members who separate or retire from the service (who depart their unit)
 - Coast Guard Auxiliarists
-

Traveler Database PSC (TVL) downloads, maintains and updates the customer database once every two weeks, coinciding with the PMIS/JUMPS update cycle. Each UTS customer is provided their own traveler profile which holds personal data, regular mail and e-mail addresses, and other relevant information -- all of which must be kept up to date by the TRAVELER.

Problems with Traveler Database Each TRAVELER profile is linked to a Unit OPFAC number. If you have an employee assigned to your unit who is unable to access UTS, contact PSC Customer Care for assistance:

Phone: 1-866-772-8724 or 1-785-339-2200.

Online Trouble Ticket – <http://www.uscg.mil/hq/psc/customerservice.htm>

Section B
TEMPORARY DUTY

The Proxy

Definition A Proxy is a person designated to create (but not sign for or deliver) travel documents (travel orders and claims) for another individual.

Who Can Be a Proxy Any traveler can act as a Proxy for another member of the same unit.

Limits Travel documents prepared by a Proxy can only be forwarded to the traveler.

The Signature Proxy

Definition A Signature Proxy is a person designated by a traveler to create, sign for, and forward travel documents.

Who Can Be a Signature Proxy Any person in the same unit can be designated a Signature Proxy by a traveler.

Designation Procedure The traveler designates the Signature Proxy in their personal profile.

Note: A member shall not serve as both the signature proxy and Approving Official.

The Approving Official (AO)

Introduction The Approving Official (AO) authorizes travel, approves expenses and forwards e-claims to PSC. Each unit must designate AO's to approve their UTS transactions. PSC (TVL) controls the maintenance of AO privileges in UTS for all units. AO's are required to physically possess the hardcopy order, advance or settlement request prior to electronic approval in UTS.

Who Can Be an AO Any E-5 or GS-6 and above, operating in the capacity of supervisor or manager, can be designated.

**AO
Duties**

AO's must:

- Confirm individual travelers possess a Government-sponsored Travel Charge Card (GTCC) when commencing official travel.
 - Authorize and approve travel in support of the required mission(s).
 - Make certain that directed travel is performed in the most efficient manner.
 - Determine that travel expenses were necessary, reasonable, justified, and consistent with completing the assigned objective or mission.
 - Deny/disapprove travel and travel expenses that DO NOT adhere to Federal Travel Rules and Regulations.
 - Review and approve travel documents within 2 days or receipt.
-

Continued on next page

Section B
TEMPORARY DUTY

Approving Official (AO), Continued

Designation UTS profiles must be set up with user's password and general information required prior to faxing a request for UTS AO designation. UTS AO designation requests without a member's basic profile will not be updated in UTS by PSC.

Procedure To designate a UTS AO, complete UTS Approving Official (AO) Designation, CG PSC-7421 (<http://www.uscg.mil/hq/psc/forms/>).

1. Complete the first three sections of the form at the unit level.
2. Fax the form to PSC Travel at (785)-339-3774.
3. Upon receipt, PSC Travel will enable AO privileges in UTS.

Six helpful links can be found on <http://cgweb.fincen.uscg.mil/metaframe.htm> to aid members accessing UTS. The unit shall retain the original CG PSC-7421 until the member/employee departs the unit (transfer, discharge, etc.), or the UTS AO designation is otherwise terminated or revoked.

Terminating Privileges To terminate UTS AO designation and privileges, complete the final section of CG PSC Form 7421 and fax to PSC Travel at (785) 339-3774.

Section B
TEMPORARY DUTY

PSC

Introduction As the Process Owner of UTS, PSC (TVL) conducts system management, maintenance, and development.

Support Services This list identifies UTS support services provided by PSC (TVL).

Service	Description
Technical Support	Assistance troubleshooting UTS software errors, providing feedback to the field, and reporting corrections and enhancements to programmers.
Maintenance	Download/update UTS database(s) of AO's, user profiles, CG standard accounting lines, city per diem rates, and Reimbursable Agreement Numbers (RAN).
Travel Entitlement Computation	Process UTS transactions through IATS to calculate entitlements.
FINCEN Liaison	Act as liaison by releasing IATS data electronically to FINCEN for payment processing and resolving reported errors.
Reports	Provide query reports of value to units.
Resources	Travel Branch maintains several valuable links on travel entitlements at: http://www.uscg.mil/hq/psc/tvl.htm

Section B
TEMPORARY DUTY

The CG Finance Center (FINCEN)

Introduction The CG Finance Center (FINCEN) is responsible to verify IATS downloads from PSC and processing travel claim data for payment.

Support Services This list identifies UTS support services provided by CG FINCEN.

Service	Description
Customer Service	Travelers can call 1-800-564-5504 (or 757 523-6940 for OCONUS travelers) to use FINCEN's auto-attendant that reports the status of a travel payment.
Debt Collection	Collection of debts resulting from travel claim liquidation is established by FINCEN.
FINCEN Website	To electronically view payment status of claims go to: http://cgweb.fincen.uscg.mil/

Section B
TEMPORARY DUTY

Records Maintenance

Traveler It is the traveler's responsibility to verify **by means of current regulations**, maintain, and manage records for all travel transactions related to UTS.

Travel Document Verification Prior to approving transactions for claim settlement in UTS, the AO must have all supporting documentation and verify the data entered in UTS is accurate. Without the original travel order, amendments, receipts, and advance requests, the AO should not approve the transaction for payment.

Records Retention The member should retain travel claim records for six years and three months.

Section B
TEMPORARY DUTY

Audits (Reviews)

Auditing Due to requirements of the Joint Federal Travel Regulations (JFTR) ALL Travel Claims submitted are subject to the audit review process to ensure funds accountability, unit controls, and process integrity.

PSC (TVL) will notify a unit by email of Travel Claims selected for audit.
Members are not to submit an audit package prior to receiving a request.

Travel Claim Package The original Travel Claims package will consist of:

- Copy of signed original orders (all original travel orders MUST be signed by an approving official including those generated by direct access).
- Copy of all signed amendments .
- Copy of travel claim (1351-2 electronically signed by traveler and UAO).
- Copy of itemized receipt(s) for all lodging .
- Copy of airfare itinerary(s) (must reflect cost of airfare).
- Copy of rental vehicle contract(s) (estimate receipts are not acceptable).
- Copy of receipts for all reimbursable expenses of \$75 or more.
- Credit card statements are not authorized to be used as a receipt.

Tasks All Travel Claims submitted are subject to the audit review process to ensure funds accountability, unit controls, and process integrity.

Who	Responsibility
PSC (TVL)	<ul style="list-style-type: none">• Initiate audit requests for specific claims by email to the traveler. Further instructions will be provided at the time of the audit request.• Audit claims by comparing UTS travel claim information with submitted audit package.• If an incorrect payment is found during the audit, a credit or pay adjustment authorization (PAA) will be issued to resolve the travel discrepancy.

Continued on next page

**Section B
TEMPORARY DUTY**

Tasks (cont)

Who	• Responsibility
PSC (TVL)	<ul style="list-style-type: none"> • Notify first audit request via e-mail. If a requested audit is not received within one month, a second request is sent. If a requested audit is not received within two months, a third and final request is sent via email to the traveler and traveler's command. If a requested audit is not received within three months after the initial audit request the traveler will be placed in an overpayment status and collection action will be taken. All of these email notifications are sent first using the travelers UTS email address and secondly using their direct access email address. It is imperative that members ensure their email address in both UTS and Direct-Access are current. • Claims received from units will NOT be returned. • Claims that do not result in an overpayment of travel entitlements and have original orders and/or receipts will be returned to traveler using their most current address in direct access. • Notifies traveler via email that audit package has been received at PSC. • Initiate and mail Pending Audit Reports to units providing notification of audit requests. • Return incomplete audit packages to travelers for corrective actions.
Traveler	<ul style="list-style-type: none"> • Mail travel claims package for UTS audits to: <ul style="list-style-type: none"> Commanding Officer (TVL- UTS Audits) U. S. Coast Guard Personnel Service Center PO Box 3551 Topeka, KS 66601-3551 <p>For travel claim packages being sent via Federal Express or United Parcel Service mail to the following address as these companies do NOT deliver to a PO Box:</p> <ul style="list-style-type: none"> Commanding Officer (TVL- UTS Audits) U. S. Coast Guard Personnel Service Center 444 SE Quincy Street Topeka, KS 66683-3591

Continued on next page

**Section B
TEMPORARY DUTY**

Tasks (cont)

Who	Responsibility
TRAVELER	<ul style="list-style-type: none"> • Do NOT mail original orders, amendments, and receipts with your travel claims package. • Notify UTS AO immediately of any known discrepancies or changes to audited original travel claims. • Travelers can request a suspension of an audit due to operational commitments. Requests need to be submitted via email to PSC Customer Care. Requests must include the claim number and the estimated ending date of suspension. • Responsible for repayment of monies received due to erroneous information provided on original claim submission. Do NOT send any cash, checks, or money orders to PSC (TVL). Please make your check or money order payable to “U.S. Coast Guard”, and write your SSN and TONO on your payment. Include a copy of your official notice of travel overpayment letter and send your payment to: ART/OTHERS U. S. Coast Guard ART/OTHERS PO Box 403391 Atlanta, GA 30384-3391 • If an audit results in an overpayment, travelers are not authorized to submit subsequent claims in UTS to cancel the debt. If a supplemental travel claim is necessary to offset the debt the supplemental claim package must be mailed to PSC (TVL-UTS Audits). • Take corrective action on returned claims and resubmit for audit within 10 days. • Maintain original orders, amendments, travel claim, and receipts for a period of 6 years and 3 months.

Section B
TEMPORARY DUTY

FAX of PCS Advance Requests

PCS Advance Requests:

Fax the following documents for PCS Advance:

- A fax cover sheet that identifies the originator, the member's full name and SSN, authorizing official's name, and unit name with phone number.
 - A completed original PCS Travel Order signed by the authorizing official. Ensure PCS travel advance entitlements are authorized on orders.
 - A completed original SF-1038 "Advance of Funds Application and Account" with the authorizing official's signature (Original signature in ink, not stamped). Blocks 1 through 10 on the SF-1038 must be completed. PSC (TVL) will mail the completed travel voucher summary to the traveler's address in block 9d of SF-1038. A traveler who submits a command approved PCS Departing Worksheet requesting an advance does not need to sign the SF-1038. Their signature is on the PCS Departing Worksheet; type "Signature on File" in the signature block of the SF-1038.
-

Where to Fax:

Fax #: (785) 339-3775

Amendments to TDY Orders

Amendment to Orders

Orders can be amended after-the-fact to document verbal authority given during the TDY travel period when unforeseen circumstances emerge that require the traveler to incur costs not originally anticipated.

The Order Issuing Official who directed and funded the travel makes amendments to TDY Orders. The amendment should identify:

- Traveler
- TONO/ACCTNG Data
- Entitlement specified
- Reason for change
- Authorized Official Signature (Original signature in ink, not stamped)

Amendments are done on memo, letterhead, or handwritten note and attached to the original TDY order. **Amendments require the AO's original signature.**

When Amendments Are NOT Authorized

There are some provisions that, if not authorized in the TDY order BEFORE travel starts, CANNOT be approved for payment after travel is completed.

Example: An order DIRECTING use of common carrier cannot be amended after the fact to permit some other form of transportation when common carrier was the order issuer's intended form of transportation for the member.

Amendments Cannot Be Used to Deny an Entitlement

Under NO CIRCUMSTANCES can a TDY order be amended after the fact to deny a travel entitlement originally contained in the travel order

Example: Orders may not be revoked or modified retroactively so as to increase or decrease the rights that have accrued or becomes fixed, after the travel has been performed.

After travel is completed, an authority cannot retroactively modify travel orders to direct a reduced per diem rate when a commercial meal rate was initially authorized.

Blanket Travel Orders

Definition A Blanket Travel Order is a TDY Order that covers repeated travel over an extended period of time.

Reference JFTR, U2140-B, Blanket or Repeated Travel Orders

Requirements Blanket Travel Orders must meet the following requirements.

- Be an order for an individual.
- Define the time period covered by inclusive dates, **cannot cross FY**.
- Define the geographic area in which travel can be performed.

Monthly Order The period covered by a Blanket Travel Order that is one month in duration.

Quarterly Order In a situation of almost constant travel (e.g., the sum of the TDY travel is expected to be 1 out of 3 months), a quarterly travel order may be appropriate.

Order For a Period in Excess of a Quarter Only under the most continuous travel circumstances (e.g., the sum of the traveler's TDY period is expected to equal or exceed 6 months) should a Blanket Travel order for a period in excess of a quarter be issued.

Note: Generic actual expenses, i.e. Actual Expense or Super Actual Expense, are not authorized. Authority must list specific dates and locations for each trip.

Section B
TEMPORARY DUTY

Group Travel Orders

Definition A group Travel Order is a no cost order that covers a group while traveling between the permanent duty station and a TDY location or between TDY locations. Travel claims are not required to be submitted.

Reference

- JFTR, U4000, Guidelines in Prescribing Members Traveling Together
- PERSMAN, Exhibit 4-G-1, Page 4, Guidelines in Prescribing Group Travel

Travel Entitlements

- Group travel affects travel entitlements for travelers of the group **ONLY** while traveling between locations. Group travel has no impact on travel entitlements for travelers of the group while at TDY location(s).
- For unexpected expenses, attach form SF-1164 to orders.

Identifying the Travelers The name of the senior traveler of the group will appear on the order with other travelers listed on an attachment that is a part of the order.

Example: TO: LTJG/O2 SAFE T. HATCH 000-00-0000, USCGR and group (see attached)

- This procedure generally enables changing only the attached list when the membership of the group changes before travel begins.
- If the senior member changes, the basic order must be redone.

Preparing the Attachment The attachment will list and fully identify each traveler of the group by the following information:

- rate/rank/grade
- name
- SSN
- document identification number suffix

Note: The document identification # for each member will be the same EXCEPT each traveler will have a unique suffix specifically identifying that member.

The command and staff symbol and duty phone need only be shown if the travelers are from different commands than that of the senior member.

The last entry must be “AND NO OTHERS”.

Leave and Liberty Combined With TDY Travel

Introduction

A traveler will sometimes combine **leave and/or liberty** (LV/LIB) with TDY travel.

- The member may be...
 - Taking LV/LIB time to depart on TDY early or
 - Taking LV/LIB time and returning from TDY late

An entry in the "remarks block" of the travel order specifying the traveler's LV/LIB status in connection with TDY travel is required. The entry needs to denote the travel status will "constructively" begin on the necessary departure date and/or end on the necessary return date, exclusive of LV/LIV time.

The traveler will note LV/LIB in the itinerary section 15 of DD-1351-2.

Rationale

TDY Orders where LV/LIB liberty is combined with travel **MUST** be annotated to prevent per diem from being erroneously paid for liberty days. **THERE ARE NO TRAVEL ENTITLEMENTS EARNED DURING LEAVE OR LIBERTY.**

Example 1: Member Departs Early

Situation: Travel that should commence on January 8 but actually commences on January 6.

Entry: "You are to depart for TDY on 08JAN(YR) for about 6 days. You are authorized to depart on 06JAN(YR) in a liberty status. Travel status for per diem will begin constructively on 08JAN(YR). Note on your travel claim in block 16 the time and date your official duties at the TDY site began."

Example 2: Member to Return Late

Situation: Travel that should commence on January 8, and should end back at the permanent duty station on January 13 but will actually end on January 15.

Entry: "You are to depart for TDY on 08JAN(YR) for about 6 days. You are authorized to remain at (TDY location) in a liberty status until 15JAN(YR). Travel status for per diem will end constructively on 13JAN(YR). Note on your travel claim in block 16 the time and date when your official duties at the TDY site ended."

Continued on next page

Leave and Liberty Combined with TDY Travel, Continued

**Example 3:
Member to
Depart Early
and Return
Late**

Situation: Travel, which should commence on January 8 but actually will commence on January 6 and should end back at the permanent duty station on January 13 but actually will end on January 15.

Entry: “You are to depart for TDY on 08JAN(YR) for about 6 days. You are authorized to depart on 06JAN(YR) in a liberty status. You are authorized to remain at (TDY location) in a liberty status until 15JAN(YR). Travel status for per diem will begin constructively on 08JAN(YR) and end constructively on 13JAN(YR). Note on your travel claim in block 16 the time and date when your official duties at the TDY site began and ended.”

Section B
TEMPORARY DUTY

Pay Entitlements Affected by TDY

Introduction Some pay entitlements may be affected by TDY assignment. The SPO/Unit must ensure the traveler is aware of all entitlements affected by TDY orders.

Reference PAYMAN

- Section 3-B, Basic Allowance for Subsistence - Enlisted Members
- Section 3-G, Family Separation Allowance (FSA)
- Section 4-A, Hardship Duty Pay - Location
- Section 4-B, Career Sea Pay

Affected pay entitlements Use this table when counseling a member on which pay entitlements may be affected by a TDY order.

WHEN member goes TDY	THEN member
to a career sea pay eligible vessel/mobile unit,	is entitled to sea pay/time at the Level One rate (unless the member is permanently assigned to a CSP-eligible unit with a higher level of sea pay).
to a unit without a government dining facility	is entitled to ENL BAS (or grandfathered REG BAS) while TDY (both during travel and while at the TDY site).
to a unit with a government dining facility,	is entitled to ENL BAS (or grandfathered REG BAS) during travel days, and ENL BAS minus DISCOUNT MEAL RATE while at the TDY site.
to a shore unit from a career sea pay eligible vessel/mobile unit over 30 days,	is not entitled to sea pay after 2400 on the 30th day.
over 30 days and has dependents	may be entitled to Family Separation Allowance (FSA-T).
from a career sea pay eligible vessel,	may not combine ship underway time with TDY time to qualify for FSA-T.
over 30 days	MAY lose entitlement to hardship duty pay-location and/or diving pay.
away from overseas permanent station	entitlement to Family Separation Allowance - Housing (FSH) will terminate on the 59th consecutive day of TDY.

Section B
TEMPORARY DUTY

Preparation of TDY Order (CG-4251) Blocks 1-11

Introduction The CG-4251 is a form for issuance of civilian and military Temporary Duty (TDY) orders. The CG-4251 can be prepared using **Adobe forms application software** or a typewriter.

Procedure Here are specific directions to complete blocks 1 through 11 of the CG-4251.

Block	Entry	Ref.
1. Name	For individual travel enter the traveler's name in the following format: LAST, FIRST, MI, SUFFIX	
	For group travel enter the senior traveler's name in the following format: LAST, FIRST, MI, SUFFIX, AND GROUP (SEE ATTACHED)	
2. Grade/Rate	The traveler's rate/rank and pay grade Example 1: MK2/E5 Example 2: LTJG/O2	
3. DIV/Branch	The traveler's command (and staff symbol) if any. Example 1: ISC ALAMEDA (pru) Example 2: COMDT (G-WPM-2)	
4. Ext	The traveler's duty phone number, including area code, and extension. Example: 7853573691X35	
5. Depart Date	The date that the traveler is to depart the PDS and begin TDY travel, in the following format: DDMMYYYY Example: 08DEC1996 ♦ Note: If the traveler is taking leave or liberty and departing early enter the "constructive" date that the traveler would have departed to report on time had there been no leave or liberty authorized.	
6. Est. Days Absent	The number of days the traveler is expected to remain away from the PDS in a TDY status (do not include leave and liberty days) ♦ Note: This is the maximum number of days for which travel allowances can be paid. If the traveler is authorized to depart early and/or return late, an endorsement to the order authorizing the additional travel day(s) is required for additional travel allowances to be paid.	
7. Est. Cost	An estimate of the costs anticipated to be incurred to complete the ordered travel. Comment: The estimate is used to reserve (or obligate) funds for the travel, so accuracy is important. Costs that are more or less than the estimate will cause financial adjustments when the travel is completed and the actual costs are posted to the accounting system.	
8. Repeat Travel Orders	For a Blanket Travel Order enter the beginning and ending dates for the period the order covers, use the DDMMYYYY format Example: FROM <u>01OCT1998</u> TO <u>31OCT1998</u> ♦ If this is NOT a Blanket Travel Order enter "N/A"	PPPM 2-B-20

Continued on next page

Section B
TEMPORARY DUTY

Preparation of TDY Order (CG-4251) Blocks 1-11, Continued

Procedure,
continued

Block	Entry	Ref.
9.a Cmd, Dist., Firm or Org.	The name(s) of the TDY activity(ies) Example: TRACEN PETALUMA CGDSEVEN	
9.b Location	The geographic location(s) including county(ies) if in CONUS Example: Sonoma County, CA Miami (Dade County) FL	
9.c Date/ Time	Used if desired by the order issuing command to specify the reporting date and time. Time is expressed using the 24-hour clock and the date is expressed in the DDMMYYYY format. Example: 2400 22OCT1998	
9.d Revisit	<ul style="list-style-type: none"> • YES if traveler is authorized to revisit the TDY location(s) • NO if traveler is not authorized to revisit the TDY location(s) 	
10.a Regis. Fee	<ul style="list-style-type: none"> • Registration fees reimbursement is authorized/approved when such fees are a condition for attendance. • Indicate in remarks (block 12) if the registration fee includes the cost of any meals and/or lodging. 	JFTR U4535
10.b Excess Baggage	<ul style="list-style-type: none"> • Any accompanied / excess baggage to be carried at government expense in connection with the TDY travel. 	JFTR U3015
10.c Local Travel	<ul style="list-style-type: none"> • Check the box if reimbursement for travel in the area of the temporary duty station is authorized. 	JFTR U3300 JFTR U3510
10.d 1st class jet	<ul style="list-style-type: none"> • Leave blank, unless approval for use of first-class air accommodations has been received from the Commandant or Vice Commandant. • See DOT Travel Guiding Principles and submit Exhibit B – Request for Approval of Premium – Class Accommodations to COMDT (G-WPM-2) 	JFTR U3125, DOT Travel
10.e U-Drive GSA Veh.	<ul style="list-style-type: none"> • <u>Leave blank</u>, rental car authorization (if any) will be entered in block 12 (remarks) 	
10.f Days Leave	<ul style="list-style-type: none"> • The number of days leave authorized (if any). The leave must also be authorized on a CG-2519 (Leave Authorization) 	PPPM 5-D-2
11 Mode of Travel	<ul style="list-style-type: none"> • <u>Leave blank</u>, use block 12 (remarks) to authorize or direct the mode of travel. 	PPPM Enclosure (3)

Section B
TEMPORARY DUTY

Preparation of TDY Order (CG-4251) Block 12

Introduction

Block 12 of the CG-4251 is used to

- document WHY the travel is being performed
- document WHAT is intended to be accomplished
- show HOW the travel is to be performed
- indicate expenses authorized
- indicate travel advances authorized
- enter any special provisions for the travel
- document the availability/non-availability of government quarters
- indicate TYPE of messing available

Instruction

Follow these instructions to complete block 12 of the CG-4251.

- Example entries can be found in enclosure (3) to this manual.

Entry	Travel Data
A	<p>TDY Quarters availability (Select only one per TDY site):</p> <p>(1) Government Quarters (Includes Contract) directed by TDY site.</p> <p>(2) Commercial Facilities.</p> <p>**NOTE: Per JFTR U4400, for CG Personnel only: Govt Qtrs are available only if use is directed in the order.</p>
B	<p>Type of Messing directed at TDY location (Select only one):</p> <p>(1) Government Mess for all 3 meals.</p> <p>(2) Government Mess at the proportional Meal Rate.</p> <p>(3) Commercial Rate.</p> <p>(4) Reduced Per Diem in the amount of (\$) per day IAW COMDT (G-WPM-2) letter 4600 of (Date)</p> <p>NOTE: When travel orders do not direct the Government Meal Rate, or Proportional Meal Rate, or a Reduced Per Diem Rate, the settlement will result in the locality M&IE rate being paid. (See JFTR U4125-A3g for “deductible meals”)</p>
C	<p>State the mode of transportation directed to, from, and around TDY locality. One or more of these example attachments may apply.</p> <p>(1) AUTH (compact, mid, full-size) rental car at TDY location.</p> <p>(2) AUTH Commercial Air Trans between PDS/TDY location.</p> <p>(3) AUTH local travel/public transportation or taxi at TDY site.</p> <p>(4) AUTH local travel in vicinity of PDS incident to TDY.</p> <p>**NOTE: Always arrange Official travel from either a CTO, in-house travel office or TMC, JFTR U3120</p>
D	<p>Government Travel Charge Card availability (Select only one):</p> <p>(1) Member possesses a Govt Travel Charge Card.</p> <p>(2) Member does not possess a Govt Travel Charge Card.</p> <p>(3) When either a Govt or Personal ATM Travel Advance is requested and authorized, the orders will state the following:</p> <p>(4) Travel Advance is authorized in the amount of (\$).</p>
E	<p>Travel Expense reimbursable items that require pre-authorization on the travel order are:</p> <p>(1) AUTH Registration or Seminar fee, JFTR U4535.</p> <p>(2) AUTH Reimbursement for Conference Costs, JFTR U2550.</p> <p>(3) AUTH Actual Expense Allowance in the amount of (\$) at (City, ST) for TDY period (Dates of TDY), JFTR U4200.</p>

Section B
TEMPORARY DUTY

Preparation of TDY Order (CG-4251) Blocks 13-19

Introduction This will assist you in completing the remainder of the CG-4251.

Procedure Use these instructions to complete blocks 13-19.

Block	Description
13	Enter the date the individual requesting the travel signs the order, and the individual's signature. (OPTIONAL)
14	Enter the accounting data from the message (or other document) ordering the member's TDY. Object codes can be found in the Finance Center SOP, Appendix F.
14a	Approving official signs and dates.
15	Accounting division will complete.
15a	Accounting division official signs and dates.
16	Enter appropriate information as required.
17	Enter appropriate information as required.
18	From: Enter the approving official's command. To: Enter the name of the traveler.
Dist.	Original and 4 copies to the member. Copy for unit files. Copy for accounting/finance office Copy for each command to which the member is to report Copy for SPO
19	Authorizing Official signs and dates. Include the AO's phone number.

Section B
TEMPORARY DUTY

Letter Travel Orders

U.S. Department of
Homeland Security

United States
Coast Guard



COMMANDING OFFICER
USCG PERSONNEL
SUPPORT CENTER

444 SE QUINCY St.
Topeka, KS 66683-3591
Staff Symbol: (xxx)
Phone: (xxx) xxx-xxxx
Fax: (xxx) xxx-xxxx
Email:

MEMORANDUM

XXXX
3 Jan 2004

From: JOE BOSN, CGC NEVERSAIL

Reply to: TONO
Attn of: XX/XX/XXXXXXXXXX000

To: BM1 C. Sick XXX XX XXXX, USCG

Subj: ORDERS; TEMPORARY DUTY; TRAVEL ORDERS

1. You are authorized to proceed from time to time during Fiscal Year ____ to such places within and beyond the continental limits of the United States as may be necessary on official business of the Coast Guard. Upon completion thereof, you will return to your permanent duty station for resumption of regular duty.
2. **Your TONO is XX/XX/XXXXXXXXXX000.** Travel necessary to the execution hereof is required by the public interests and is authorized chargeable against Coast Guard Accounting Data X/X/XXX/XXX/XX/X/XX, cost center XXXXX. Travel within CONUS is chargeable against object code XXXX.
3. Travel via government transportation is directed beyond the continental limits of the United States wherever available. Travel via commercial carrier is authorized when government contract carrier is authorized in order to satisfy travel schedule requirements. For MAC, Class Two priority is certified.
4. Travel via privately owned conveyance is authorized providing it has been administratively determined, for each travel segment, that this mode of travel is clearly more advantageous to the government. Local travel via streetcar, bus, subway, street railway, train, etc., is authorized. The use of taxicabs at your temporary duty station is authorized subject to the restrictions outlined in paragraph JFTR U3510. Hire of special conveyance (GSA vehicle or rental vehicle) is authorized as set forth in paragraph JFTR U3415. Excess baggage is authorized.
5. Registration fees for conferences, seminars, etc., are authorized.
6. The provisions of chapter 4 of the Joint Federal Travel Regulation, governing per diem rate and reimbursable expenses shall apply under these orders. Authorizations for Actual Expenses Allowance must be authorized on a trip by trip basis made by a separate endorsement. The endorsement must indicate the location and of Actual Expense.
7. Possession of valid TOP SECRET clearance is certified. Prior to departure, you will, as required, avail yourself of Defensive Security Briefing procedures as set forth in Coast Guard Security Manual, M5500.11A.
8. No proceed time is allowed under these orders.

The authority contained herein will expire 30 September 20 2004, or upon relief of your duties as Director of Resources.

#

Section B
TEMPORARY DUTY

Authenticated Original Message Order

Introduction In our effort to improve and simplify the travel process. There are three very acceptable methods of travel order production. When the use of a Coast Guard travel order form is not necessary, these methods can be used.

- Types**
- That official telecommunication message traffic may be used as a travel order. Messages that fund and direct official travel can be modified in a travel order authenticating process and used instead of TDY travel order forms CG-4251 or CG-5131. The message would contain the same travel data as the form. Simple – Print it, Endorse it, Sign it, and mark as “Original”.
- Message Traffic**
- E-mail**
- Like message traffic, electronic mail (e-mail) can also be used as a travel order. Such e-mail must comply with COMDTINST 5270.1d; SUBJ: Management Of Electronic Mail. Namely: (a) a signed paper copy of electronically delivered correspondence must be retained on file at the point of origin; (b) e-mail should be sent RRR (Return Receipt Requested); and (c) the traveler receives an authenticated (signed) e-mail travel order prior to travel and for claim settlement.
- TQC**
- TDY training orders issued by Training Quota Management Center (TQC) via the Direct-Access Airport Terminal are on form CG5131. Simple – Print it, Endorse it, Sign it, and mark as “Original”.
-

Message Authentication The message travel order authentication process has the potential to reduce travel order preparation time and eliminate duplicative effort.

To qualify and use as a travel order form, the message/E-mail travel order, should possess this type of travel data (just like that of form CG-4251):

- A. Travel order number (TONO) and accounting line data;
- B. Traveler name, SSN, rank and unit;
- C. Traveler PDS subsistence allowance (as shown in example below);
- D. The Temporary Duty destination, Purpose and Location (City/County/St);
- E. Reporting Time/Date;
- F. Duration of TDY;
- G. Mode of transportation authorized or directed;
- H. Type of Quarters authorized or directed;
- I. Type of Messing authorized or directed;
- J. Whether traveler is (is not) a Gov’t travel charge card holder;
- K. Maximum amount of TDY travel advance funds authorized; and
- L. Specifically name reimbursable expenses that must be pre-authorized on the travel order, i.e., Conference costs, Registration fees, Rental vehicle & size authorization, Communication fees, Excess baggage, or Actual expense allowance in the amount of (\$) for (Locality name)(TDY period), etc.

Continued on next page

Section B
TEMPORARY DUTY

Authenticated Original Message Order, Continued

**Message
Endorsement**

Make the following authentication endorsement on the top of the first (front) page of the E-mail or if using a message, immediately above the date time group (DTG) number:

QUOTE

(Type in the current date)

FROM: CO (OINC), LONG TITLE NAME OF UNIT

TO: RANK/RATE TRAVELER'S FULL NAME, SSN

1. YOU ARE DIRECTED TO TRAVEL TDY AS DESCRIBED HEREIN AND RETURN AND RESUME REGULAR DUTIES THEREAFTER. FOLLOW GUIDELINES ESTABLISHED IAW THIS MESSAGE TRAVEL ORDER CONSISTING OF (#) PAGES. UNLESS OTHERWISE DIRECTED, THE ACCEPTED MODE OF TRANSPORTATION IS: (AS APPROPRIATE).

2. YOU ARE (ARE NOT) A GOVERNMENT TRAVEL CHARGE CARD HOLDER. A TRAVEL ADVANCE IN THE AMOUNT OF (\$000.00) IS AUTHORIZED AND SHOULD BE OBTAINED VIA (ATM OR TRAVELERS CHECKS). IF TRAVEL ADVANCE IS CHARGED TO THE USCG, ATTACH SF-1038 ADVANCE APPROVAL.

3. YOUR PERMANENT DUTY SUBSISTENCE ALLOWANCE IS:

(INDICATE EITHER: PARTIAL BAS, SEPRATS, OR ENL REG BAS OR OFF BAS)

4. (PLACE ADMIN MATTERS HERE, IE, AUTH LEAVE, MAW COMPLIANCE, ETC) SUBMIT YOUR TRAVEL CLAIM WITHIN 3 DAYS AFTER RETURNING FROM TDY FOR REVIEW AND APPROVAL BY YOUR SUPERVISOR.

//S//

AUTHORIZING OFFICIAL SIGNS MSG/E-MAIL

INSERT AO PHONE NUMBER AND DATE.

UNQUOTE

- AFTER AO SIGNATURE (Original signature, in ink, not stamped) (AUTHENTICATION) HAVE MSG STAMPED: ORIGINAL.

Continued on next page

**Section B
TEMPORARY DUTY**

Temporary Duty (TDY) Checklists

Introduction These checklists have been provided to assist the unit/SPO in completing all necessary tasks required for departing and reporting members who are performing TDY. These job aids are designed to be reproduced locally.

TDY Departing checklist Use this checklist when a member requires a TDY order.

Step	Action	Reference	Date									
1	Counsel member on travel and pay entitlements	JFTR, Chap. 4 PPPM, 2-B-29										
2	Set up travel arrangements. If member is going TDY to "A" School, and an airline ticket is issued, ensure it is a round trip ticket.	Local policy										
3	Get Commandant (G-WPM) approval if TDY will be over 180 days	CGS-JFTR, 2145										
4	Complete travel order	PPPM, 2-B-25										
5	Ensure member has sufficient funds; arrange for advances if needed	CGS-JFTR, 2300										
6	Ensure member has sufficient obligated service	PERSMAN										
7	Ensure member has proper security clearance	PERSEC										
8	Ensure member meets weight standards (if applicable)	Weight Instruction										
9	Complete PCS/TEMDUINS to "A" School worksheet (CG PSC-2001) if member is going TDY to "A" School.	Local Policy										
10	If the TDY period is expected to be over 30 days, send a copy of the order, endorsed with the date and time the member departed, to the SPO so that pay entitlements affected by TDY can be stopped/started	PPPM, 2-B-24 Direct Access Online User Guide										
11	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">If</td> <td style="width: 33%;">And</td> <td style="width: 33%;">Then</td> </tr> <tr> <td>the member has dependents</td> <td>the TDY period is expected to be over 30 days</td> <td>provide the member with an FSA Worksheet</td> </tr> <tr> <td colspan="3">Instruct the member to complete and submit the FSA Worksheet the SPO, with a copy of the TDY order on the 31st day away from the permanent duty station</td> </tr> </table>	If	And	Then	the member has dependents	the TDY period is expected to be over 30 days	provide the member with an FSA Worksheet	Instruct the member to complete and submit the FSA Worksheet the SPO, with a copy of the TDY order on the 31st day away from the permanent duty station			PPPM, 7-B-3	
If	And	Then										
the member has dependents	the TDY period is expected to be over 30 days	provide the member with an FSA Worksheet										
Instruct the member to complete and submit the FSA Worksheet the SPO, with a copy of the TDY order on the 31st day away from the permanent duty station												
12	Forward SPO PDR to TDY unit's SPO if TDY over 60 days	PDR Instruction										

Continued on next page

**Section B
TEMPORARY DUTY**

Temporary Duty (TDY) Checklists, Continued

TDY Duty Site checklist Use this checklist for members TDY at your duty site:

Step	Action	Reference	Date
1	Receive copy of TDY order		
2	Verify member reports for TDY. If member fails to report, notify the permanent unit.	PPPM, 10-B-4	

TDY return checklist Use this checklist when a member returns from TDY

Step	Action	Reference	Date
1	Ensure member traveled in accordance with the order. If member was required to deviate from the order as issued, ensure any necessary amendments and/or endorsements have been affixed to the original order	JFTR, 4400	
2	Ensure member submits travel claim to supervisor within 3 working days of return	PPPM, 2-B-4	
3	Ensure supervisor reviews the travel claim and signs and dates block 16 within 2 working days	PPPM, 2-B-4	
4	Provide the SPO with a copy of the order, endorsed with the date and time that the member returned to the unit and a copy of the member's travel voucher, so that the pay entitlements affected by TDY can be stopped/started	PPPM, 2-B-23	
5	Ensure the travel claim, original order, and receipts are forwarded to PSC (TVL)	PPPM, 2-B-4	
6	Forward Career Development Worksheet PSC-2030, to SPO to report school completion or addition of enlisted qualification codes.	PPPM, Encl (1)	
7	Review and complete PCS/TEMDUINS to "A" School (CG PSC-2001) if member is returning from TDY to "A" School.	PPPM, Encl (1)	
8	Submit Direct Access transaction to change BAS (unless the member is not required to eat at a government messing facility at <u>both</u> the permanent unit <u>and</u> the TDY unit).	Direct Access Online BAS Guide	

Reimbursement Methods

Introduction This section covers various reimbursement methods used during TDY.

Per Diem Definition Per Diem is a daily fixed allowance based on geographic locality used to reimburse travelers for lodging, meal and incidental expenses incurred while performing official travel. This allowance is separate from transportation and other miscellaneous expenses.

Note: Current locality per diem rates are available on our Web Site at <http://www.uscg.mil/hq/PSC/>

Per Diem Types

- Normal Lodging Plus Rate (LDP)
Entitlement to per diem is based on the actual lodging cost incurred plus meals and incidental expense (M&IE) allowances. The total amount is limited to the maximum locality rate established for the TDY area. This per diem type is known as the Lodging Plus (LDP) System. See Joint Federal Travel Regulations (JFTR), Chapter 4.
 - ◆ *Note:* 1. This type of per diem is commonly listed on orders as “Government Quarters & Messing Not Available.”
 - 2. For INCONUS daily lodging, taxes are **not** included in the daily amount. These taxes are an allowable reimbursable expense under the “miscellaneous reimbursement section.” OUTCONUS lodging taxes are included in the daily lodging amount.

Continued on next page

Section B
TEMPORARY DUTY

Reimbursement Methods, Continued

**Per Diem
Types,**
continued

- **Actual Expense (AE) & Super Actual Expense (SAE)**
For circumstances where lodging plus per diem reimbursement would not be sufficient to cover traveler expenses, entitlement to an actual expense allowance may be authorized. Actual expense (AE) permits the traveler to exceed the maximum locality rate for both lodging and M&IE expenses. When the traveler is authorized to exceed the maximum lodging portion only, the per diem rate is actual expense for lodging with the M&IE portion at the LDP rate (AELP). Normally actual expense is limited to 150% of the maximum locality rate for the area where duty is performed. In certain cases, such as short notice TDY or TDY in seasonally high cost areas, actual expense may be authorized not to exceed 300% (SAE). Actual expense cannot be a blanket authorization. Each trip and locality must be authorized separately listing the locality, dates, and amounts. See JFTR, U4200.

Note: This type of per diem is listed on orders as either "Government Quarters & Messing Not Available, Authorized Actual Expense not to exceed \$_____ per day or Actual Expense Authorized for Lodging only not to exceed \$_____ per night for the dates of _____ through _____."

Example: Locality is city "A" – Maximum is \$80.00 per day
Lodging - \$50.00 & M&IE - \$30.00
150% Actual Expense for Lodging & M&IE is
 $150\% \times \$80.00 = \120.00 per day for lodging & M&IE
150% Actual Expense for Lodging only is
 $(150\% \times \$80.00) - \$30.00(\text{M\&IE}) = \$90.00$ per night for lodging.

- **Training (TNG)**
When military traveler's attend various courses of instruction and are required to use government quarters and unit essential messing, per diem is paid at the current government meal rate (unless provided meals at no cost) and an incidental rate of \$2.00 for INCONUS or \$3.50 for OUTCONUS. Travelers may also be reimbursed for government quarters fees, if charged. See JFTR, U4125.
- **Field Duty**
Travelers on field duty are not entitled to per diem unless circumstances per reference JFTR, U4105.D apply. The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400, the day before the day on which it ends. See JFTR, U4102.L & U4105.D.

Continued on next page

Reimbursement Methods, Continued

**Per Diem
Types,**
continued

- **Sea Duty (SD) or Government Ship (GS)**
Military members are not entitled to per diem for any period of TDY or training while in a sea duty status or aboard a government vessel. Per diem entitlement ceases at 0001 on the day after the date of arrival aboard and ends at 2400 on the day before the date of departure from the vessel. This duty is considered unbroken when a member transfers from one vessel to another and the transfer is made within a 10 hour period. See JFTR, U4102
- **Special or Reduced Per Diem (SPR)**
Special or Reduced per diem is a flat rate that is below the normal lodging and M&IE rate for the locality. This per diem rate must be approved by COMDT (G-WPM-2) and are established for a particular mission/operation. If used, the special rate must be listed on the travel order. See JFTR, U4135.
- **Inpatient**
There is no per diem entitlement for travelers in an inpatient status. However, travelers who must remain on TDY at a medical facility for follow-up appointments or therapy are entitled to per diem allowances. See JFTR, U7125.
- **Assigned to Rehab Center (REH)**
There is no per diem entitlement for travelers while assigned TDY to a rehabilitation center where both government quarters and mess are available. See JFTR, U7125.
- **No Per Diem (NP)**
There are some other circumstances where per diem is not authorized for travel. Some examples are:
 - **Travel or TDY Within PDS Limits** - Except as for JFTR, U4105.H per diem is not payable for travel or TDY within the limits of the PDS.
 - **Round Trips Within 12 Hours** - Per diem is not payable for any period of TDY that is performed entirely within 12 hours.

*Note: 1. See JFTR, U4100 & U7125 for more info about non-per diem status.
2. Occasional meals may be reimbursement for certain circumstances for the above types duty. See JFTR, U4102.*

Continued on next page

Reimbursement Methods, Continued

**Travel
Settlement
Defaults**

TDY travel rules have several ‘defaults’ or assumptions when information is inadequate or absent on the travel order. The protection against these defaults is a TDY order that contains clear, adequate, and correct information. The defaults include:

- **Government Messing**

Default meal settlement standard (JFTR, U4400). When Travel Orders do not direct the government or proportional meal rate, the locality meal and incidental (M&IE) rate shall be paid.

- **Quarters**

Government Quarters are available ONLY IF use is directed in the Official Travel Order.

- **Transportation**

Unless the order-issuing official directs a specific transportation mode(s) or any exception(s), transportation expenses will be paid on the assumption common carrier air transportation is the most cost efficient and expeditious way to travel. For ticketing purposes, always use an in-house Travel Office, Contract Travel Office (CTO), or Travel Management Center (TMC) to ensure the traveler receives the government contracted reimbursable rate. See JFTR, Chapter 3.

- **Other Expenses**

ONLY EXPENSES which are pre-authorized and clearly implied by the order (e.g., transportation to/from common carrier terminals when common carrier transportation is necessary) or specifically addressed by the order (e.g., rental car) are available to the traveler.

- **Receipt Requirements**

A receipt must show what and when specific services were rendered or articles purchases, and the unit price. See JFTR, U2500.

Receipts are required for:

1. Lodging expenses regardless of amount, and
 2. Any claimed expenditures of \$75.00 or more.
 3. Commercial travel (airfare, train, etc.)
-

Section B
TEMPORARY DUTY

Submission of Manual Travel Claims

Introduction This section will guide you through the process of finishing up your travel voucher and submitting it to your supervisor for review.

**The Travel
Claim
Package**

The following items are required for each travel claim:

- Original Travel Voucher
- Original travel orders, including any amendments or endorsements. (For Document Type 13, Repeat Travel Orders: order issuing activity will retain all original orders; orders must indicate in the remarks block the name, phone number and e-mail address of the office where the originals are on file.
- Original itemized receipt for lodging expenses no matter the amount.
- **Original Airfare, or primary commercial transportation, receipt.**
- Original receipts for reimbursable expenses of \$75 or over. For lost receipts, sign a statement as below in block 29 of your travel claim:

Lost original receipt(s). I will not make another claim against the government for this item on this TONO. Signature _____

NOTE: Please itemize your costs (i.e., how much spent for each item). For hotel receipts it is necessary to provide the name of the hotel, phone number, address and a point of contact at the hotel for verification.

- Endorsement(s) or SF-1038 for advance travel payment(s), if any.
-

**Travel
Voucher
Submission**

Review the travel claim package to ensure it is complete, correct; and that all entitlements are claimed. Review with the “Traveler’s Checklist”.

Prior to submitting the travel claim package to your supervisor for administrative review, make a complete copy for your records. It is important to keep a copy in case you need to submit a supplemental claim or the claim is lost in the mail. You must retain copies of your travel claims for six years and three months from the date of settlement of the claim. PSC (TVL) will not return the original travel claim package.

- Securely staple the travel claim package to prevent loss of receipts or separation of package. (Refrain from using paper clips).
 - Remember that you must submit your travel voucher to your supervisor within three days of completion of travel.
 - It is up to your supervisor to complete the administrative review and forward the entire package to PSC (TVL) for processing.
-

Continued on next page

Submission of Manual Travel Claims, Continued

Payment If all documentation is correct, PSC (TVL) will process your claim then electronically transmit the payment information to the Coast Guard Finance Center (FINCEN) for payment.

NOTE: If you want direct deposit sent to an account other than your current payroll account, complete and forward a Direct Deposit Fast-Start Form (SF-1199A) (available from your financial institution) or a CG PSC-2015, Pay Delivery Worksheet (Enclosure (1) to this manual) to the Coast Guard Finance Center. For the Pay Delivery Worksheet, mark the form “For Travel Claim Payment Only.”

Non-receipt of Payment Allow 10 working days from the date the Travel Voucher Summary is received to the date you receive payment. If payment or notification of overpayment/claim rejection is not received by the end of this period, contact:

- Coast Guard Finance Center’s automated voice response toll-free number 1-800-564-5504. Enter your social security number to receive information for the last five travel claims processed.

If the Finance Center has no record of the travel payment, contact PSC’s Customer Service Team for assistance (Travelers using Industrial site accounting should contact their respective site). They will assist the unit/traveler to verify the claim was processed, the amount due, and the date travel payment authorization was sent to the Finance Center. Email Travel’s Claim Assistance Team at PscCustomerCare@hrsic.uscg.mil or call:

(785) 339-2250 or 1-888-872-4885 (1-888-USCG-TVL)

Note: The toll-free number (888) is for travelers without access to an FTS line, (i.e., Reservists, Auxiliarists, separated members, etc.). Have a copy of the travel claim package or Travel Summary Sheet when calling.

- The Customer Service Team will research your claim and advise you the next working day of its status and any further actions you may need to take.

Note: If you have waited more than 15 working days from the date the claim was mailed you may call the Claim Assistance Team at the above numbers to ascertain the claim’s status.

Continued on next page

Section B
TEMPORARY DUTY

Submission of Manual Travel Claims, Continued

**Mailing
Procedures**

When submitting claims to PSC (TVL) for processing, use the address below

Address
COMMANDING OFFICER (TVL) COAST GUARD PERSONEL SERVICE CENTER P O BOX 3551 TOPEKA KS 66601-3551

Note: DO NOT fold travel claim documents. Mail (unfolded) in a large envelope with all documents and receipts stapled together as one package to reduce risk of lost documents. Using this PO Box for other than travel related materials would cause a significant delay in processing.

Rules for Claiming Official Phone Calls

Introduction This section provides additional information for military personnel and civilian employees who are requesting reimbursement for official telephone calls or other communication charges.

Rules Concerning Official Calls for Military Personnel Military personnel should follow these rules when claiming reimbursement for telephone calls or other communication charges incurred during the course of official business:

- Local calls may only be claimed when the calls were for official business, and you provide an itemized listing when you submit your travel voucher.
- Long distance calls are not reimbursable unless the order-issuing official has completed the certification in block 20 of the travel voucher.
- Travel Orders and their subsequent amendments will authorize reimbursement for communication services as approved by the order issuing activity.

Rules Concerning Personal Calls for Civilian Personnel Civilian personnel should follow these rules when claiming reimbursement for telephone calls or other communication charges incurred during the course of official business:

For calls made within the Continental United States:

- Brief calls (less than 5 minutes) are allowed.
- A claim of no more than \$5 may be made for each day while in a travel status.
- Reimbursement will not be made for more than one call per day.

Outside the Continental United States

- A claim of no more than five documented minutes may be made for each day while in a travel status.
 - Reimbursement will not be made for more than one call per day.
 - The maximum reimbursement allowed for telephone calls is \$10 per day.
-

Section B
TEMPORARY DUTY

Accounting Data

Introduction The most common cause for delay in processing travel claims is incorrect accounting data. This section will help determine whether or not the accounting data on your travel order is correct.

Document Number The Document ID Number or Travel Order Number (TONO) consists of 16 digits. The first four digits represent the type of travel and Fiscal Year. The TONO should be similar to one of the following:

Type of order	Example
TAD	<u>1198234PBZA73000</u>
PCS, Retirement, Discharge	<u>1298234P23704000</u>
Blanket or Repeat	<u>1398234ZM1233000</u>

Note: Industrial site TONOs differ from this restriction.

Accounting String The accounting string is used to charge the cost of travel to the appropriate unit and funding account. The string is represented by a series of alphanumeric characters. The general format of Coast Guard accounting line data is:

2/	F/	801/	136/	30/	0/	AB/	12345/	2673
Agency Code	Region/District Code	Appropriation Code	Appropriation Limitation code	Allotment Fund Control Code	Allotment Level Indicator Code	Program Element	Cost Center	Object Class
"2" for CG								

Reimbursable Agreement Numbers (RAN) Coast Guard travelers often travel TDY for other Government agencies (OGA), such as State Governments, EPA, Treasury, and other U. S. Armed Forces. When OGA offers to fund TDY, the unit must coordinate how that TDY will be reimbursed through FINCEN. It is simple:

Produce Travel orders and assign a routine TONO & Accounting String

Note: In Accounting line, change AFC 30 to read 80. Ensure TONO region corresponds to Program Element.

An example of a RAN accounting string and TONO follows:

- ACCT String: 2/H/801/899/80/0/WA/77950/2152
- TONO: 1198238HWA026000

Note: The region H is the 8th character of the TONO. The Program Element WA is the 9th & 10th character of the accounting string. AFC: 30 is also changed to read 80.

Note: These accounting restrictions do not apply to Industrial accounts.

Continued on next page

Section B
TEMPORARY DUTY

Accounting Data, Continued

**Document Type
33 and DITY
Moves**

Claims for reimbursements of Document Type 33 (Miscellaneous items) and Do-It-Yourself (DITY) moves should be forwarded to the Coast Guard Finance Center (FINCEN) for processing. PSC (TVL) does not process these types of claims.

Send Document Type 33 and DITY move claims to:

COMMANDING OFFICER (33)
U S COAST GUARD FINANCE CENTER
1430 A KRISTINA WAY
CHESAPEAKE, VA 23326-1000

ATTN: MISC. REIMB.

This page left blank intentionally.

Section Overview

Introduction

Active Duty for Training (ADT) includes:

- Active Duty for Training for Annual Training (ADT-AT)
- Initial Active Duty for Training (IADT)
- Active Duty for Training - Other Training Duty (ADT-OTD)

ADT is a tour of Active Duty that is used for training members of the reserve components to provide trained units and qualified persons to fill the needs of the Armed Forces during war or national emergency and such other times as national security requires. Section 3-A of the RPM defines these duty types in detail. This section will focus on the procedures and processes governing ADT.

In this section

Topic	See Page
The ADT Process	2-C-2
Amendments to ADT Orders	2-C-5
Preparation of Annual Screening Questionnaire	2-C-6

Section C
ACTIVE DUTY FOR TRAINING

The ADT Process

ADT order processing

This table describes the stages of ADT order processing.

Reference

- (a) RPM
- (b) Direct Access Online Guide

Stage	Who Does It	When	What Happens
1	Member & Supervisor	At least 45 working days prior to the date of ADT	<ul style="list-style-type: none"> • Discuss desired consecutive duty dates. • Coordinates duty days with unit.
2	Member or unit	At least 45 working days prior to date of ADT	<ul style="list-style-type: none"> • Complete the Request for ADT Orders through Direct Access (Reserve Orders module) Although it is not the preferred method, the member may complete a Request for ADT Orders (CG-3453) and forward to the unit for input into Direct Access. • Forward to ISC (pf) through Direct Access (via the unit if applicable).
3	Unit	Within 2 days of receipt of request	<ul style="list-style-type: none"> • Approve request in Direct Access and forward to the servicing ISC (pf) for final approval or • Disapprove request and forward back to member/unit.
4	ISC (pf)	Within 5 days of receipt of request	<ul style="list-style-type: none"> • Act upon the Request for ADT Orders in Direct Access. • If member is performing IADT Phase II and attending class "A" School, complete the Departing for TDY or PCS/TEMDINST To "A" School Worksheet (CG PSC-2001). • Ensure the member has a security clearance if required while on ADT. • If ADT is over 90 days, forward Medical/Unit PDR to ADT site.

Continued on next page

Section C
ACTIVE DUTY FOR TRAINING

The ADT Process, Continued

Stage	Who Does It	When	What Happens
5	SPO <i>* Note, Verify that member is not in receipt of any type of disability, compensation, pension or retired pay from the Department of Veterans Affairs.</i>	Within 2 days of receipt of an approved request	<ul style="list-style-type: none"> • Completes the Reserve Travel Orders and Arrival/Departure tab of the Reserve Orders in Direct Access. • Complete Direct Access start entitlement transactions if the member is entitled to SDAP or COLA while on ADT. • Maintain approved request and copy of orders in SPO files and PDR for 1 year. • Mail original Travel Orders/CG 5131 to member (orders for the units and ISC (PF) will be available on the airport terminal). <p>In cases where the ADT is for 60 or more days (e.g., IADT Phase II to “A” School):</p> <ol style="list-style-type: none"> 1. Review and mail the SPO PDR to the SPO servicing the ADT site. 2. Set up tracking of completion date of ADT period.
6	Member	As directed by orders	Report to ADT site
7	ADT site	Member reports for ADT	Notify SPO if member deviates from orders by reporting at a different time or fails to report.
8	ADT site	Member completes ADT	<ul style="list-style-type: none"> • Endorse Travel Orders to show: <ol style="list-style-type: none"> (1) date and time member reported and departed, and; (2) availability of Gov’t qtrs/mess. • Fax copy of endorsed Travel Orders to member’s home SPO on the same day. • Complete a performance evaluation using Direct Access.

Continued on next page

Section C
ACTIVE DUTY FOR TRAINING

The ADT Process, Continued

Stage	Who Does It	When	What Happens
9	SPO	Within 2 days of receipt of endorsed Standard Travel Orders	<ul style="list-style-type: none"> • If necessary submits action to correct Pay and Points for Reserve Active Duty Periods of Less Than 139 Days via Direct Access IAW reference (b). • If ADT was over 29 days submit Direct Access transaction (Process Lump Sum Leave). • Submit Direct Access transaction to stop SDAP/COLA if appropriate. • In IADT cases, verify that the reservist's school completion and advancements/designator assignment have been recorded in Direct Access.
10	Member	Within 3 days following completion of travel	Complete DD-1351-2 (Travel Voucher) and forward to unit with original Travel Orders.
11	Unit	Within 2 days of receipt from member	Complete administrative review of travel voucher and forward to PSC (TVL) for processing.
12	PSC (TVL)	Upon receipt of voucher	Process travel voucher for payment of travel entitlements.

Amendments to ADT Orders

When orders can be amended

Orders can be amended after the fact to document verbal authority given during the ADT travel period when unforeseen requirements emerge that require the member to incur costs not originally anticipated.

Travelers seek modifications or changes to their orders through the Order Issuing official that directed and funded the travel. The form of the amendment should identify the:

- Traveler
- TONO/ACCTNG Data
- Entitlement specified
- Reason for change

This information should be attached (memo, letterhead, or handwritten note) to the original travel order.

Situations when amendments are not authorized

There are some provisions that, if not authorized in the order BEFORE travel starts, CANNOT be approved for payment after travel is completed.

Example: An order DIRECTING use of common carrier cannot be amended after the fact to permit some other form of transportation when common carrier was the order issuer's intended form of transportation for the member.

Amendments cannot be used to deny an entitlement

UNDER NO CIRCUMSTANCES CAN AN ORDER BE AMENDED AFTER THE FACT TO DENY A TRAVEL ENTITLEMENT CONTAINED IN THE ORDER

Example: An order can't be amended after the fact to "unauthorize" a rental car authorized by the order in order to deny payment to the traveler.

Preparation of Annual Screening Questionnaire

Introduction

Federal law requires that all Ready Reservists (Selected Reservists (SELRES) and Individual Ready Reservists (IRR)) be regularly screened to ensure their availability and fitness for duty if mobilized and submit updated information to their chain of command. Coast Guard reservists will complete the screening annually during the month of October.

Note: Members who are on Extended Active Duty or serving on a recall to active duty and those who have completed a questionnaire within the four months preceding 1 October are not required to submit a new questionnaire for the current year. The questionnaire is designed to be done as often as the information or recall availability changes at anytime of the year.

References

- 10 USC 10149
 - ALCOAST 485/02
 - ALCOAST 558/02
 - RPM
 - Screening of the Ready Reserve DODD 1200.7
-

Process Overview

Drilling Selected Reservists, who have provided Direct Access with an email address, will be reminded annually, via email, to complete and submit the questionnaire in Direct Access. Questionnaires will be printed and mailed, by PSC, to reservists who do not have access to Direct Access or do not have an email address in Direct Access. The printed questionnaires included instructions to mail completed forms back to PSC. PSC will sort and forward completed questionnaires to the responsible servicing SPOs for Direct Access data entry.

Members with access to Direct Access will complete the Annual Screening Questionnaire using Self-Service. SPOs will enter questionnaires on behalf of those members without access to the system.

Reservists who cannot access Direct Access and do not receive a questionnaire from PSC may use CG PSC-3799R, from enclosure (1) of this manual, to provide screening information to the servicing SPO.

Continued on next page

Preparation of Annual Screening Questionnaire, Continued

**Supervisor
Notification**

When members indicate on the Annual Screening Questionnaire they are not available for recall or do not understand their mobilization requirement Direct Access prompts them (or the SPO operator if entering a questionnaire on behalf of a member who cannot access Direct Access) for a supervisor's Operator ID for follow-up counseling or action (transfer to IRR or discharge). The email function to supervisor is only active when the reservist chooses "do not accept/understand mobilization requirement" or any selection other than "available for mobilization." A view-only link of the reservist's Annual Screening Questionnaire is added to the supervisor's worklist.

**Supervisor
Action**

Supervisors must contact and counsel those members who indicate they are not available for recall or do not understand their mobilization requirement. If the counseling results in the member being able to indicate they are available for mobilization a new Annual Screening Questionnaire must be submitted. Members who are not available for mobilization should be processed for transfer or separation as appropriate (consult the references cited at the beginning of this section for additional guidance).

Procedures

Procedures for completing the Direct Access Annual Screening Questionnaire are available in the system's online help. Questionnaires mailed by PSC and CG PSC-3799R (from enclosure (1) to this manual) includes complete instructions.

This page left blank intentionally.

Section Overview

Introduction Active Duty Other Than Training (ADOT) includes:

- Involuntary Active Duty
- Voluntary Active Duty for Emergency Operations
- Active Duty for Special Work (ADSW)

This section will focus on the procedures and processes governing ADSW-AC, (formerly TEMAC). This duty may be performed by reservists in the Selected Reserve, Individual Ready Reserve (IRR) or the Standby Reserve (Active Status). Note: IRR and Standby Reserve include those referred to as Active Status Pool (ASP).

- References**
- RPM
 - COMDTINST 1330.1 (series) (Temporary Active Duty)
-

In this section

Topic	See Page
Projecting Costs of ADSW-AC Orders	2-D-2
Document ID's (TONO) for ADSW-AC Orders	2-D-3
Accounting Line Data for ADSW-AC Orders	2-D-4
How to Process an ADSW-AC Order	2-D-6

Projecting Cost of ADSW-AC Orders

Introduction

All ADSW-AC costs, including pay and benefits, travel and per diem, and permanent change of station (PCS) entitlements (when applicable) are normally the responsibility of the commands using ADSW-AC. Commands using long-term ADSW-AC should keep in mind those personnel assigned to a unit for over 20 weeks are entitled to PCS entitlements. Assignments cannot exceed 360 days and cannot cross fiscal years.

References

- PERSMAN, Art 4.G, 7.A.19-20
 - PAYMAN, Chapter 12
 - Joint Federal Travel Regulations (JFTR), U7G
-

Estimating Total Cost

The Benefiting Unit shall determine the cost of Pay and Allowances, FICA and Travel and record it in Section III (Document ID and Accounting DATA) of form CG-3453 (Rev. 7/98). If the period of ADSW-AC covers a portion, rather than a full 15 day pay period, (i.e.: 25-30 June vice 16-30 June), compute the pay and allowances for the partial period by dividing a full month's entitlement by 30 days then multiply that daily amount by the number of days. Compute total cost taking the following into account:

Pay and Allowances

- Base Pay (including longevity increases)
- BAH/OHA
- Subsistence (actual days)
- FSA (if period of ADSW-AC is over 30 days refer to page 7-B-3)
- CONUS COLA or COLA
- Leave to be earned and sold
- Any other station allowances

FICA

- Multiply .0765 x one month's base pay. This amount is reduced from the base pay accounting line and added to the FICA accounting line.

Travel Entitlements

- Travel costs to and from the ADSW-AC site
- Per diem for travel days

Note: Travel Entitlements are not payable if ADSW-AC site is within the geographical limits of the members' home.

Section D
ACTIVE DUTY OTHER THAN TRAINING

Document ID's (TONO) for ADSW-AC Orders

Introduction The Benefiting Unit shall provide three separate Document ID's in Section III of form CG-3453 (Rev. 7/98) "Request For Reserve Orders. The DOC Type 72 is used to pay the member in JUMPS. The DOC Type 11/12/13 is used to pay the member for travel in IATS.

References FINCEN SOP, FINCENSTFINST M7000.1, Chapter 5

- Document Number Examples**
- 11/99/29/9/8/16/001/000 (for TVL)
 - 72/99/29/9/8/16/001/000 (for P&A)
 - 72/99/29/9/8/16/001/001 (for FICA)
-

DOC ID TABLE This table gives guidance on each part of the document number.

Field	Function
11 - Document Type	Use DOC type 11 for all Reserve Travel Orders with a consecutive duration under 20 weeks. Use 13 for non-consecutive duty under 20 weeks. Use 12 for PCS Travel Orders (duty over 20 weeks). Use 72 for Pay and Allowances and FICA.
99 - FY Funded	Last two digits of the FY in which the transaction will be funded.
29 - Procurement Site Code	"29" represents the Eighth District Office. A listing is found in Appendix H to the FINCEN SOP. This number should remain constant for each office.
9 - FY Contract Originated	Last digit of the fiscal year of the initial document.
8 - Region	Region/district from Appendix A, FINCEN SOP. "8" stands for Eighth District.
16 - Program Element (PE)	For most units, this field will be constant. Those units that have several program elements or other than normal 2-digit PE's should use a master 2-digit PE assigned by their Budget Office for document numbering purposes. For reserve orders use only the first two characters of the Accounting Line Program Element.
001 - Document Sequence	Assigned by the unit for expenditure of funds.
000 - Suffix	Subdivision within expenditure. For ADSW-AC Orders, use 000 for Travel and Pay & Allowances, and 001 for FICA Entries.

Section D
ACTIVE DUTY OTHER THAN TRAINING

Accounting Line Data for ADSW-AC Orders

Introduction The Benefiting Unit shall provide three separate Accounting Lines in Section III of form CG-3453 (Rev. 7/98) "Request For Reserve Orders."

References FINCEN SOP, FINCENSTFINST M7000.1, Chapter 4

Accounting Line Data:

- 2/8/901/108/30/0/16xx/12345/2100 (Travel)
- 2/8/901/108/30/0/16xx/12345/117K (P&A)
- 2/8/901/108/30/0/16xx/12345/122R (FICA)

Accounting Line Table This table gives guidance on each part of the document number.

Field	Function
2 - Agency Code	Indicates the Coast Guard. It will always be "2".
8 - Region/District Code	Normally constant for a particular unit. Example: 8 for Eighth District, F for FINCEN.
901 - Appropriation Code	Last digit of the fiscal year. (9=1999). Remaining digits are the appropriation account. For ADSW-AC use "01".
108 - Appropriation Limitation Code (ALC)	First digit is type of funding, direct or indirect. Use "1, 2, 3 or 8" as per Appendix C of reference (a) for Reserve Orders. 1=Direct Funds, 2=Direct Funds (pickup accounts), 3=Direct Funds (HQ Refund Program), and 8=Reimbursable Funds. Second two digits is Administrative Target Unit (ATU): 01 for First Coast Guard District, 07 for Seventh Coast Guard District, 36 for FINCEN, etc. Some ATU's have four digits such as LANTAREA, which is 2032.
30 - Allotment Fund Control Code (AFC)	Most units and staff elements will use a constant 30 in this field. Day to day CG operations are generally funded through AFC 30.
0 - Allotment Level Indicator Code (ALIC)	This field will always be 0.
16 - Program Element (PE)	This is the "source of funds" for procurement. Up to six positions may be used for projects in other appropriations. Some large units have multiple Program Elements. For most units, this field will be constant.

Continued on next page

Section D
ACTIVE DUTY OTHER THAN TRAINING

Accounting Line Data for ADSW-AC Orders, Continued

12345 - Cost Center	<ul style="list-style-type: none">• Normally the benefiting units OPFAC.
117K - DOT Standard Object Class	<ul style="list-style-type: none">• 117J - Commissioned & Warrant Officers Pay & Allowances• 117K - Enlisted members Pay & Allowances• 122O - FICA Tax - Officers• 122R - FICA Tax - Enlisted• 2100 - General Operational Travel. The travel object class may vary. See FINCEN SOP, Appendix F, 2100 series for a complete listing of travel related object class codes.

How to Process an ADSW-AC Order

Introduction The below stages shall be followed in the ADSW-AC Order Process

References RPM, Art. 3-D-12
Medical Manual, COMDTINST M6000.1B, Art 3.A.7.j.(1)

ADSW-AC Order Processing This table describes the stages of ADSW-AC order process **where Direct Access cannot be utilized.**

Stage	Who Does It	When	What Happens
1	Member & Supervisor	At least 45 working days prior to the date of ADSW-AC	<ul style="list-style-type: none"> Discuss desired consecutive/non-consecutive duty dates. Coordinates duty days with unit.
2	Member or unit	At least 45 working days prior to date of ADSW-AC	<ul style="list-style-type: none"> Complete the Request for ADSW-AC Orders through Direct Access (Reserve Orders module) <p style="text-align: center;">Note: Although it is not the preferred method, the member may complete a Request for ADSW-AC Orders (CG-3453) and forward to the unit for input into Direct Access.</p> <ul style="list-style-type: none"> Forward to ISC (pf) through Direct Access.
3	Supervisor	Within 2 days of receipt of request	<ul style="list-style-type: none"> Approve request in Direct Access and forward to the servicing ISC (pf) for final approval or Disapprove request and forward back to member/unit.
4	ISC (pf)	Within 5 days of receipt of request	<ul style="list-style-type: none"> Act upon the Request for ADSW-AC Orders in Direct Access. Ensure the member has a security clearance if required while on ADSW-AC. If ADSW-AC is over 60 days, forward Medical/Unit PDR to ADSW-AC site.

Continued on next page

Section D
ACTIVE DUTY OTHER THAN TRAINING

How to Process an ADSW-AC Order, continued

Stage	Who Does It	When	What Happens
5	SPO <i>* Note, Verify that member is not in receipt of any type of disability, compensation, pension or retired pay from the Department of Veterans Affairs.</i>	Within 2 days of receipt of an approved request	<ul style="list-style-type: none"> • Obligated service to cover the ADSW-AC period. • Verify direct deposit. • Complete Standard Travel Orders using the Reserve Orders transaction in Direct Access. • For consecutive ADSW-AC, attach a blank Non-Consecutive Active Duty Endorsement Sheet, CG-5131A, to the Standard Travel Orders. • If non-consecutive duty is authorized, complete Direct Access transaction if the member is entitled to SDAP or COLA while on ADSW-AC. • Maintain approved request and copy of orders in SPO files and PDR for 1 year. • Mail original Travel Orders/CG 5131A to member with copies to the members unit, the unit where the ADSW-AC will be performed, and servicing ISC (PF). <p>In cases where the ADSW-AC is for 60 or more days:</p> <ol style="list-style-type: none"> 1. Review and mail the SPO PDR to the SPO servicing the ADSW-AC site. 2. Set up tracking of completion date of ADSW-AC period.
6	Member	As directed by orders	<ul style="list-style-type: none"> • Obtain new I.D. card at nearest issuing unit if ADSW-AC is over 30 days. • Report to ADSW-AC site.
7	ADSW-AC site	Member reports for ADSW-AC	<ul style="list-style-type: none"> • Notify SPO if member deviates from orders by reporting at a different time or fails to report. • If duty is non-consecutive complete CG-5131A, “Non-Consecutive Active Duty Endorsement Sheet”, following instructions on the form.
8	ADSW-AC site	Member completes ADSW-AC	<ul style="list-style-type: none"> • Endorse Travel Orders or CG-5131A to show: <ol style="list-style-type: none"> (1) date and time member reported and departed, and; (2) availability of Gov’t qtrs/mess. • Fax copy of endorsed Travel Orders (and CG-5131A for non-consecutive duty) to member’s home SPO on the same day. • Complete a performance evaluation using Direct Access.

Continued on next page

Section D
ACTIVE DUTY OTHER THAN TRAINING

How to Process an ADSW-AC Order, Continued

Stage	Who Does It	When	What Happens
9	SPO	Within 2 days of receipt of endorsed Standard Travel Orders/CG-5131A	<ul style="list-style-type: none"> • For consecutive ADSW-AC, if necessary submits corrected action via Direct Access IAW section 2-B of reference (b). • For non-consecutive ADSW-AC, completes Direct Access transaction IAW section 2-B of reference (b). • Submit Direct Access transaction if ADSW-AC was over 29 days. • Submit Direct Access transaction to stop SDAP/COLA if appropriate. • In IADSW-AC cases, verify that the reservist's school completion and advancements/designator assignment have been recorded in Direct Access.
10	Member	Within 3 days following completion of travel	Complete DD-1351-2 (Travel Voucher) and forward to unit with original Travel Orders.
11	Unit	Within 2 days of receipt from member	Complete administrative review of travel voucher and forward to PSC (TVL) for processing.
12	PSC (TVL)	Upon receipt of voucher	Process travel voucher for payment of travel entitlements.