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FM COMDT COGARD WASHINGTON DC//CG-1//
TO ALCOAST

BT

UNCLAS //N04600//

ALCOAST 717/09

COMDTNOTE 4600

SUBJ: REVISED POLICY FOR USE OF THE GOVERNMENT TRAVEL CHARGE
CARD (GTCC) CENTRALLY BILLED ACCOUNT (CBA)

- A. COAST GUARD PERSONNEL MANUAL, COMDTINST M1000.6 (SERIES)
- B. PERSONNEL AND PAY PROCEDURES MANUAL, PSCINST M1000.2 (SERIES) NOTAL
- C. GOVERNMENT TRAVEL CHARGE CARD (GTCC) PROGRAM, COMDTINST 4600.14
(SERIES)

1. THIS ALCOAST ADDRESSES THE REVISED POLICY FOR USE OF THE CBA
AND THE REQUIREMENT FOR A PROPERLY PREPARED TRAVEL ORDER TO SUPPORT
THE PURCHASE OF TRANSPORTATION TICKETS CHARGED TO THE CBA, AKA
CHARGE TO ORDERS, TONO, OR GTA. THERE ARE TWO MAJOR CHANGES:

A. THE COST OF A TRANSPORTATION TICKET HAS BEEN REMOVED AS A
CRITERIA FOR DETERMINING WHETHER OR NOT A TICKET SHOULD BE CHARGED
TO THE CBA. THIS CRITERION WAS ADDED IN 2004 AS A MEANS TO HELP
REDUCE THE COAST GUARDS GTCC DELINQUENCY WHICH IS NOW BEING
MANAGED TO ESTABLISHED POLICY.

B. USE OF THE CBA IS NOT AUTHORIZED WHEN LEISURE TRAVEL IS BEING
PERFORMED IN CONJUNCTION WITH OFFICIAL TRAVEL. THIS TYPE OF TRAVEL
REQUIRES CLOSE MONITORING TO ENSURE OFFICIAL FUNDS ARE NOT USED TO
PAY THE COST OF THE LEISURE TRAVEL. THIS LEVEL OF MONITORING IS
NOT POSSIBLE UNDER THE CBA PROGRAM.

2. EFFECTIVE IMMEDIATELY CBA USAGE IS LIMITED TO:

A. THE PURCHASE OF COMMERCIAL TRANSPORTATION TICKETS FOR
INDIVIDUALS WHO DO NOT POSSESS AN INDIVIDUALLY BILLED GTCC.

B. THE PURCHASE OF COMMERCIAL TRANSPORTATION TICKETS FOR
INDIVIDUALS WHO POSSESS AN INDIVIDUALLY BILLED GTCC BUT ONLY WHEN
THE DURATION OF THE TDY TRIP EXCEEDS 21 DAYS OR PCS DELAY EXCEEDS
15 DAYS. THE COST OF THE TRANSPORTATION TICKET WILL NO LONGER BE
USED AS A DETERMINING FACTOR FOR USE OF THE CBA.

C. THE PURCHASE OF ALASKA MARINE HIGHWAY SYSTEM (AMHS) FERRY
RESERVATIONS THAT ARE IN CONJUNCTION WITH A PCS.

3. CBA PROHIBITED USAGE:

A. WHEN LEISURE TRAVEL IS BEING ARRANGED IN CONJUNCTION WITH
OFFICIAL TRAVEL. TRANSPORTATION TICKETS MUST BE CHARGED TO THE
TRAVELERS INDIVIDUALLY BILLED GTCC WHEN LEISURE TRAVEL IS BEING
ARRANGED IN CONJUNCTION WITH OFFICIAL TRAVEL EVEN IF THE TDY PERIOD
EXCEEDS 21 DAYS OR THE PCS DELAY IS GREATER THAN 15 DAYS.

B. PAYMENT OF A TRANSPORTATION TICKET FOR INDIVIDUALS WHO
POSSESS AN INDIVIDUALLY BILLED GTCC AND THE TDY PERIOD DOES NOT
EXCEED 21 DAYS OR THE PCS DELAY DOES NOT EXCEED 15 DAYS.

C. PAYMENT OF AIRLINE CHECKED BAGGAGE FEES OR ANY OTHER AIRLINE
ANCILLARY FEES.

D. ANY TRAVEL EXPENSE THAT IS NOT A COMMERCIAL TRANSPORTATION
TICKET, E.G. RENTAL CAR, LODGING, REGISTRATION FEE, ETC.

E. PURCHASE OF A TRANSPORTATION TICKET FOR PERMISSIVE ORDER.

4. WHEN THE CBA IS USED TO PURCHASE A TRANSPORTATION TICKET THE
PURCHASE MUST BE SUPPORTED BY AN OFFICIAL COAST GUARD TRAVEL ORDER
THAT IS PROPERLY PREPARED AND SIGNED, ELECTRONIC SIGNATURES ARE
ACCEPTABLE. WE HAVE DIRECTED SATO AND CENTURY TRAVEL NOT TO ACCEPT
AND THEREFORE NOT TO PURCHASE ANY TRANSPORTATION TICKETS UNTIL THEY
HAVE RECEIVED A PROPERLY PREPARED AND SIGNED TRAVEL ORDER THAT
SUPPORTS THE REQUESTED TRAVEL ITINERARY. TRAVEL ORDERS ACCEPTED BY
SATO/CENTURY TRAVEL ARE IMMEDIATELY FORWARDED TO COAST GUARD FINCEN
TO SUPPORT PAYMENT OF THE TRANSPORTATION TICKET. SATO/CENTURY

TRAVEL DOES NOT MAINTAIN A FILE OF TRAVEL ORDERS.

5. REF A AND B ADDRESS TRAVEL ORDER PREPARATION AND SIGNATURE AUTHORITY, HOWEVER, COAST GUARD TRAVELERS ARE CONTINUOUSLY SENDING ORDERS THAT ARE MISSING REQUIRED INFORMATION, THE REQUESTED FLIGHT ITINERARY DOES NOT MATCH THE ITINERARY AUTHORIZED IN THE ORDER OR THE ORDER IS NOT SIGNED. AT COAST GUARD DIRECTION SATO AND CENTURY TRAVEL WILL ONLY ACCEPT A TRAVEL ORDER THAT:
 - A. HAS THE ACTUAL CITY AND STATE OF DEPARTURE AND DESTINATION STATED IN THE TRAVEL ORDER. EXAMPLES OF UNACCEPTABLE ORIGIN AND/OR DESTINATION ARE: UNIT NAME, HOME, COMDT (XXX), STATION NAME, CGC XXX, ETC. FOR A REPEAT TYPE ORDER AN AMENDMENT OR ENDORSEMENT TO THE ORDER MUST BE PREPARED ANY TIME TRAVEL IS ORIGINATED FROM A LOCATION OTHER THAN THAT STATED ON THE AUTHORIZED REPEAT TYPE ORDER. THE DESTINATION ON A REPEAT TYPE TDY ORDER MUST CONTAIN SUFFICIENT VERBIAGE TO SHOW AUTHORIZATION TO TRAVEL TO THE REQUESTED DESTINATION, E.G. VARIOUS CONUS AND OCONUS LOCATIONS, CONUS COAST GUARD LOCATIONS, ETC.
 - B. HAS THE AUTHORIZED TRAVEL ORDER ITINERARY EXACTLY AS THE REQUESTED TRANSPORTATION TICKET ITINERARY. ANY AUTHORIZED VARIANCE FROM THE TRAVEL ORDER ITINERARY MUST BE EXPLICITLY ADDRESSED IN THE REMARKS SECTION OF THE TRAVEL ORDER.
 - C. HAS A COAST GUARD TRAVEL ORDER NUMBER (TONO) AND COAST GUARD LINE OF ACCOUNTING.
 - D. HAS THE AUTHORIZING OFFICIALS SIGNATURE, ELECTRONIC SIGNATURES ARE ACCEPTABLE.
6. INDIVIDUALS WHO ARE HAVING TRANSPORTATION TICKET(S) CHARGED TO THE CBA ARE HIGHLY ENCOURAGED TO CONTACT SATO/CENTURY TRAVEL BEFORE DEPARTING ON TRAVEL TO CONFIRM THE FAXED OR E-MAILED ORDER HAS BEEN RECEIVED, ACCEPTED AND THE TRANSPORTATION TICKET HAS BEEN ISSUED.
7. CUTTERS DEPLOYED THAT DO NOT HAVE IMMEDIATE CAPABILITY OF FAXING OR E-MAILING THE REQUIRED TRAVEL ORDERS TO SATO SHALL FOLLOW THESE PROCEDURES WHEN CONTACTING SATO AND MAKING TRANSPORTATION RESERVATIONS THAT ARE TO BE CHARGED TO THE CBA:
 - A. IDENTIFY YOURSELF AS AN INDIVIDUAL ON BOARD A DEPLOYED COAST GUARD CUTTER.
 - B. PROVIDE THE TRAVELERS FIRST AND LAST NAME.
 - C. PROVIDE THE TRAVELERS EMPLOYEE ID NUMBER.
 - D. PROVIDE THE INCLUSIVE DATES OF TRAVEL.
 - E. PROVIDE THE TRAVEL ORIGIN AND DESTINATION, SPECIFIC CITY AND STATE OR CITY AND COUNTRY.
 - F. PROVIDE THE TONO AS IT APPEARS ON THE TRAVEL ORDER.
 - G. PROVIDE THE LINE OF ACCOUNTING AS IT APPEARS ON THE TRAVEL ORDER.
 - H. PROVIDE THE NAME OF THE INDIVIDUAL WHO AUTHORIZED THE TRAVEL AND SIGNED THE TRAVEL ORDER.
 - I. IF THE INDIVIDUAL MAKING THE CALL IS NOT THE TRAVELER, PROVIDE FULL NAME, RANK AND AUTHORITY FOR MAKING THE TRAVEL RESERVATION.
 - J. PROVIDING THE VERBAL INFORMATION DOES NOT ELIMINATE THE REQUIREMENT TO PROVIDE SATO WITH AN ELECTRONIC COPY OF A PROPERLY PREPARED ORDER. THE ELECTRONIC COPY MUST BE PROVIDED AT THE FIRST AVAILABLE OPPORTUNITY. WHEN THE ORDER IS PROVIDED ENSURE THE RESERVATION RECORD LOCATOR NUMBER IS INCLUDED ON THE FAX COVER SHEET OR IN THE E-MAIL SUBJECT LINE SO THAT SATO CAN ASSOCIATE THE ORDER WITH THE ACTUAL RESERVATION.
8. REF C WILL BE AMENDED TO REFLECT THE CHANGES CONTAINED IN THIS ALCOAST.
9. FOR QUESTIONS CONTACT MR. SCOTT ARNDT AT E-MAIL SCOTT.R.ARNDT(AT)USCG.MIL OR MR. LES WEISBECK AT E-MAIL LES.R.WEISBECK(AT)USCG.MIL.

10. RADM RONALD T. HEWITT, ASSISTANT COMMANDANT FOR HUMAN
RESOURCES, SENDS.

11. INTERNET RELEASE AUTHORIZED.

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