

Customer Handbook



ISCHONOINST M5000.1A

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Facilities and Industrial Engineering Division Information

Organization The table below gives the contact information for the Facilities and Industrial Engineering Division.

Branch Name	Staff Symbol	Phone Number	Responsibility	Hours of Operation
Industrial Support	ei	808-541-3220	Vessel, structural and electrical support	0700-1500
Maintenance	em	808-541-3206	ISC and MSO Honolulu facilities support	0700-1500
CMAA	es	808-541-1513 223-4170 (cell)	ISC security and MAA services	0700-1500
Housing	eh	808-831-2765	Red Hill, Wailupe and Diamond Head housing support	0700-1530
Environmental	ee	808-541-2417 808-832-3280	Environmental regulatory compliance	0700-1530

Note: Reduced staffing occurs between 1130-1230, Monday through Friday. Not all services are available during these hours.

Facilities and Industrial Engineering Division Section Information

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Administration

Obtaining Government Motor Vehicles	
Obtaining Security Services	
Requesting Forklift Training	

Obtaining Government Motor Vehicles

Who this is for This information applies to:

- Coast Guard personnel in Oahu Hawaii, and
 - visiting cutters.
-

Purpose This describes how to obtain motor vehicles through the Motor Pool Section (emv) at Integrated Support Command (ISC) Honolulu.

Obtaining a motor vehicle Follow these steps to obtain a motor vehicle.

Step	Action
1	Call the Motor Pool Section at 808-541-2440 at least one (1) working day in advance of the need to reserve a vehicle or you can walk in to the Motor Pool Office and fill in the Vehicle Request Sheet. All Government vehicles are for <u>Official Use Only</u>. <u>Note:</u> Due to a limited number of vehicles, vehicles are issued on a first come first served basis and Motor Pool will hold reservations for no more than 30 min. from reservation time.
2	Inspect vehicle and fill in Vehicle Request Sheet before driving vehicle. <u>Note:</u> Obtain Vehicle Request Sheet, enclosure (1) when vehicle is issued.
3	Return vehicle immediately after use to Motor Pool Section during normal working hours (0630 to 1500 Monday through Friday). After hours, return vehicles to the ISC Officer of the Day (OOD).
4	Fill in any discrepancies on the vehicle on Vehicle Request Sheet. <u>Note:</u> Any discrepancies/damages to vehicle should be noted on Vehicle Request Sheet. All damages not reported will be charged to the driver/unit.

Continued on next page

Obtaining Government Motor Vehicles, Continued

Obtaining a motor vehicle, (continued)

Step	Action
5	<p>An Accident Form needs to be filled out anytime there are any damages, accidents, or vandalism to the vehicle and turned in to the Motor Pool within 48 hours of accident. Once Accident Forms are received by the Motor Pool, the vehicle is taken in for an estimate of repairs.</p> <p><u>Note:</u> Once estimates are received, the vehicle will not be issued out until vehicle is repaired.</p>

License required

All drivers must have a valid state driver's license. Forklift operators must have a valid ISC Honolulu issued forklift driver's license.

Vehicles available

The following vehicles are available at the Motor Pool Section:

- light cargo vans
 - pick-up trucks
 - passenger vehicles (sedans & vans), and
 - forklifts.
-

Results & follow-up

Expect same day confirmation of your request from Motor Pool Section.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu Motor Pool Section (emv)
Position	Motor Pool personnel
Phone	808-541-2440
Fax	808-541-3262
Email	ISCHonolulu(emv)

Obtaining Security Services

Who this is for This information applies to:

- Integrated Support Command (ISC) Honolulu
 - ISC Honolulu tenant commands, and
 - Marine Safety Office (MSO) Honolulu.
-

Purpose

ISC Honolulu Security/MAA Branch provides the following services:

- security for ISC Honolulu, including special event security
 - ISC Honolulu parking management, including long term parking
 - traffic management, including ensuring safe motor vehicle operation
 - facility public address system management
 - public tours of ISC Honolulu
 - gate guard contract management, and
 - Barment Letter file maintenance.
-

Requesting Services

Services are available by contacting Port Services/Security Branch Chief at the number below.

Point of Contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (es)
Position	Security/MAA Branch Chief
Phone	808-541-1513
Fax	808-541-3285

Requesting Forklift Training

Who this is for This information applies to:

- Coast Guard personnel on Oahu, Hawaii, and
 - personnel on visiting cutters.
-

Purpose This describes how to request individual forklift training through the Motor Pool (emv) at Integrated Support Command (ISC) Honolulu.

Process to request training The following describes the training process.

Stage	Description
1	Applicant calls forklift instructor at ISC Honolulu Motor Pool Section and requests forklift training. Phone: 808-541-2440.
2	The forklift instructor places name of applicant on the training list. <u>Note:</u> When five (5) or more people are on the list for training, a class will be scheduled within two (2) weeks.
3	Forklift instructor notifies applicant via email and/or phone call of class date.
4	Applicant reports to ISC Honolulu Motor Pool Section at 0700 on the day of training. Training is in the Motor Pool Compound. <u>Note:</u> Forklift training usually lasts about 6 to 8 hours.

Results & follow-up Forklift instructor prepares forklift license and forwards via guard mail within 1 to 2 weeks to applicant.

- If thirty (30) days pass from the date of request for training and you are not contacted, place a follow up call to the forklift instructor in the Motor Pool Section.
 - If you don't get your license within two (2) weeks of course completion, call the forklift instructor.
-

Point of contact If you have questions or need further assistance beyond the information provided here, contact:

Branch	Motor Pool Section (emv)
Position	Forklift Instructor
Phone	808-541-2440
Fax	808-541-3262

Facility Support Services

Requesting Industrial Services	
Requesting Facilities Service	

Requesting Industrial Services

Who this is for This information applies to Coast Guard:

- units, and
- command staffs (i.e., D14, MLCP)

requesting intermediate level maintenance and depot level maintenance industrial service support.

Maintenance levels defined

Intermediate and depot level maintenance services are defined below:

- Intermediate level maintenance is repair or replacement of damaged or unserviceable parts or whole equipment; the emergency manufacture of unavailable parts; and delivery of technical assistance. It is not normally within the capability of the operational unit.
 - Depot level maintenance is typically performed on material, equipment, platforms, or facilities requiring major overhaul or a complete rebuild of parts and assemblies. Depot level maintenance uses more extensive facilities and higher skilled personnel for repair than lower maintenance activities.
-

Purpose

This describes how to request industrial services through the Coast Guard Industrial Support Branch, ISC Honolulu.

Application Process

The table below describes the process to request services

Stage	Who	Description
1	Unit/staff	Determines if industrial services are required.
2	Unit/staff	Completes & submits request.
3	ISC Industrial Branch	Receives request.
4	ISC Industrial Branch	Determines if request is authorized and resources/time available to complete within required delivery date.
5	ISC Industrial Branch	Schedules request & commits funds into AFC 38.
6	ISC Industrial Branch	Returns approved request to unit/staff.

Continued on next page

Requesting Industrial Services, Continued

Application Process, (continued)

Stage	Who	Description
7	Unit/staff	receives request with projected completion and cost.
8	ISC Industrial Branch	completes request.
9	Unit/staff	receives product/service requested.
10	ISC Industrial Branch	closes request account & submits final copy to requesting unit/staff.
11	Unit/staff	reconciles funds with actual amount used by ISC Industrial Branch.

Requesting Services

Follow these steps to request Industrial services:

Step	Action
1	<p>Complete the following numbered blocks in section I of CG-3103, "Industrial Service Order.":</p> <ol style="list-style-type: none"> 1. RECEIVING SERVICES OR PRODUCTS/OPFAC 2. DATE SERVICES REQUIRED 3. DESCRIPTION OF WORK TO BE PERFORMED 10. REQUISITIONER NAME 11. REQUISITIONING UNIT NAME/OPFAC 12. REQUISITIONER'S ESTIMATE (MATERIAL COST) 13. FUNDING AUTHORIZATION TO COMMIT FUNDS 14. ACCOUNTING DATA <p><u>Emergency situations:</u> In emergency situations, a CASREP, email, or phone call will be enough to initiate response.</p>
2	<p>Submit form to Industrial Branch Chief or Industrial Manager Assistant located in ISC Engineering building via mail, fax, or email.</p> <p><u>Note:</u> If form is faxed or emailed to start the process early, the original form must be submitted to the Industrial Branch.</p>

Continued on next page

Requesting Industrial Services, Continued

Additional references

If desired, the following references are available in ISC Honolulu Facility Engineering:

- Industrial Management Manual, COMDINST M5240.1A
 - Industrial Support Services Customer, COMDINST M5420.11
-

Enclosures

The following enclosure is provided at the end of this topic to assist you:

- (1) [Form CG 3103, Industrial Service Order](#)

Note: Additional forms are available in CG SWIII Jet filler application or CG SWII Forms Plus.

Results and follow-up

Requesting unit/staff can expect a copy of the approved Industrial Service Order in the mail within two weeks after request is received by ISC Industrial Branch. If the request is to be disapproved, the requester can expect a phone call or email within one week to discuss options before official disapproval.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (ei)
Position	Industrial Support Branch Chief
Phone	808-541-3220
Fax	808-541-3262

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3103 (REV. 7-93)	INDUSTRIAL SERVICE ORDER	ISO DOCUMENT NUMBER	PROJECT ORDER <input type="checkbox"/>
		INDUSTRIAL ACCOUNT	WORK ORDER <input type="checkbox"/>

SECTION I. - FOR COMPLETION BY REQUISITIONER

1. UNIT RECEIVING SERVICES OR PRODUCTS/OPFAC		2. DATE SERVICES REQUIRED	
3. DESCRIPTION OF WORK TO BE PERFORMED		4. ISO TITLE (Limited to 20 Characters)	
		5. CSMP/SSMR ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO	
6. MATERIALS STATUS <input type="checkbox"/> ON BOARD <input type="checkbox"/> TO BE ORDERED BY _____ <input type="checkbox"/> ORDERED, DELIVERED _____		7. UNIT ASSISTANCE AVAILABLE	
8. ENCLOSURES/REFERENCES		9. UNIT INSPECTION REQUESTED <input type="checkbox"/> YES <input type="checkbox"/> NO	
10. REQUISITIONER (NAME/TITLE/PHONE NUMBER)	11. REQUISITIONING UNIT NAME/OPFAC	12. REQUISITIONER'S ESTIMATE	
13. FUNDING AUTHORIZATION TO COMMIT FUNDS	14. ACCOUNTING DATA	15. DATE AUTHORIZED	

SECTION II. - FOR INDUSTRIAL SUPPORT ACTIVITY USE ONLY

1. COST BREAKDOWN		ESTIMATE	ACTUAL	COST TO UNIT
a. DIRECT LABOR HOURS	(Rows a, b and c are not charged to Coast Guard			
b. DIRECT LABOR COST	units)			
c. OVERHEAD COST				
d. DIRECT LABOR OVERTIME HOURS				
e. DIRECT LABOR OVERTIME COST				
f. MATERIAL COST				
g. TRAVEL COST				
h. OTHER COST				
i. TOTAL COST				

2. EST START DATE	3. EST COMPLETION DATE	4. INDUSTRIAL ACTION	This order is placed in accordance with provisions of 14 U.S.C. 151 or 31 U.S.C. 1535. Work to be performed and material to be procured pursuant by this order are properly chargeable to the appropriation or other accounts indicated.
5. WORK CATEGORY	6. OBLIGATION APPROVED BY		
			If the Requisitioner Estimate and the ISA Estimate differ, I certify the Requisitioner has been notified and agrees with obligating the ISA Estimated Amount.

SECTION III. - ISO DISPOSITION

1. COMMENTS	2. COMPLETED BY	3. DATE COMPL.
	4. ACCEPTED BY	5. DATE ACCEPTED
		Detailed Cost Report Available Upon Request

Requesting Facilities Service

Who this is for

This information applies to:

- Integrated Support Command (ISC) Honolulu
 - ISC Honolulu tenant commands, and
 - Marine Safety Office (MSO) Honolulu.
-

Purpose

This describes how to request facility services through ISC Honolulu Facilities Support Branch for facility:

- maintenance
 - repairs
 - modifications, and
 - new construction.
-

Services available

The following services are available:

- air conditioning and refrigeration
 - carpentry
 - engraving
 - masonry
 - plumbing
 - electrical, and
 - equipment maintenance.
-

Continued on next page

Requesting Facilities Service, Continued

Requesting services

Follow the steps below to request facilities service.

Step	Action
1	Obtain a Facilities Service Form. <u>Note:</u> Forms can be obtained from the Maintenance Branch Chief, Facility Engineering Division Admin Assistant or at the end of this section.
2	Complete the following blocks in section I of CG 3103, "Facilities Service Order." <ul style="list-style-type: none"> • Unit Receiving Service or Product (block #1) • Date Service Required (block #2) • Description of work to be performed (block #3) • Requisitioner (name, title, and phone number) • Date • Requisitioner's supervisor (name and title)
3	Submit Facilities Service Form to Maintenance Branch Chief.

How work is prioritized

The Maintenance Branch Chief using the following table will prioritize all Facilities Services Orders submitted.

Priority	Description	Response time
1	Emergency	within 15 minutes
2	Urgent	within 24 hours
3	High Priority	within 3 to 14 days
4	Routine	within 10 to 30 days
5	Deferred	within 3 to 6 months

Enclosure

The following enclosure is provided to assist you:

- [\(1\) Form CG 3103\(A\), Facilities Service Order](#)
-

Continued on next page

Requesting Facilities Service, Continued

Results & follow-up

The requester can expect confirmation of completion via phone call or email within three (3) working days after the work is completed per the table. If confirmation is not received within this timeframe, please call the point of contact at the number below.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	Facilities Maintenance Branch
Position	Maintenance Branch Chief
Phone	808-541-3206
Fax	808-541-3262

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3103/A	FACILITIES SERVICE ORDER			WORK ORDER NO.		
				SHOP		
SECTION I. – FOR COMPLETION BY REQUESTOR						
1. UNIT RECEIVING SERVICES OR PRODUCTS/OPFAC				2. DATE SERVICE REQUIRED		
3. DESCRIPTION OF WORK TO BE PERFORMED						
REQUISITIONER (NAME, TITLE, PHONE NO.)				DATE		REQUISITIONER'S SUPERVISOR
SECTION II. – FOR ENGINEERING FACILITIES DEPARTMENT						
CUSTOMER NO.	FACILITY NO.	FEMER NO.	PROGRESS CODE	COMMENTS	APPROVED	DISAPPROVED
PRIORITY: 1 <input type="checkbox"/> , 2 <input type="checkbox"/> , 3 <input type="checkbox"/> , 4 <input type="checkbox"/> , 5 <input type="checkbox"/>		FACILITIES GENERAL FOREMAN SIGNATURE			15. DATE AUTHORIZED	
SECTION III. – FOR FACILITY SUPPORT ACTIVITY USE ONLY						
1. COST BREAKDOWN			ESIMATE	ACTUAL	COST TO UNIT	
a. DIRECT LABOR HOURS (Rows a, b, and c are not charged to Coast Guard						
b. DIRECT LABOR COST						
c. OVERHEAD COST (units)						
d. DIRECT LABOR OVERTIME HOURS						
e. DIRECT LABOR OVERTIME COST						
f. MATERIAL COST						
g. TRAVEL COST						
h. OTHER COST						
i. TOTAL COST						
2. EST. START DATE		3. EST. COMPLETE DATE	4. INDUSTRIAL ACTION	This order is placed in accordance with provisions of 14 U.S.C. 151 or 31 U.S.C. 1535. Work to be performed and material to be procured pursuant by this order are properly chargeable to the appropriation or other accounts indicated.		
5. WORK CATERGORY		6. OBLIGATION APPROVED BY: If the Requisitioner Estimate and the ISA Estimate differ, I certify the Requisitioner has been notified and agrees with obligating the ISA Estimate Amount.			7. DATE APPR.	
Section IV. – SHOP'S USE						
1. COMMENTS			2. COMPLETED BY		3. DATE COMPL.	
			4. ACCEPTED BY		5. DATE ACCEPTED	

PREVIOUS EDITION IS OBSOLETE

Housing Support Services

Obtaining Self Help Equipment/Material at CG Housing	
Making Housing Maintenance Requests	

Obtaining Self Help Equipment/Material at CG Housing

Who this is for This information applies to:

- Coast Guard housing residents living at Kia'i Kai Hale (KKH) or referred to as Red Hill housing.
-

Purpose This describes how to obtain self help materials and equipment to assist tenants in maintaining and improving the exterior and interior of Coast Guard owned houses.

Self help process The table below describes the self help process:

Stage	Description
1	Housing resident obtains equipment/material from housing maintenance contractor.
2	Housing resident uses equipment/material to complete self help project.
3	Housing resident return equipment within 24 hour loan period to housing maintenance contractor.

Hours to obtain equipment/material Equipment/materials are available from KKH housing maintenance office located at 1217-A Icarus Way for pickup during the hours listed below:

Days	Hours
Monday thru Friday	0700 - 1730
Saturday & Sunday	0900 - 1200
Holidays	Closed

Materials normally available Listed below are materials normally available through the self help program:

- landscaping material (i.e., topsoil, decorative rock, grass seed, fertilizer), and
- construction material (i.e., sacrete, screening material, touch-up paint, fluorescent lights).

Note: Self help material is subject to the availability of funds at ISC Honolulu.

Continued on next page

Obtaining Self Help Equipment/Material at CG Housing, Continued

Equipment normally available

Listed below is equipment normally available through the self help program:

- lawn maintenance equipment (i.e., mowers, weed eaters, trimming clippers, shovels, rakes), and
 - construction equipment (i.e., hand saws, wheel barrows, hammers, ladders).
-

Results and follow-up

The self-help program provides a “walk-in” service. You can expect to obtain equipment/material if available when you walk in the KKH housing office.

Point of contact

If you have any questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (eh)
Position	Housing Branch Chief
Phone	808-831-2760
Fax	808-831-2757

Making Housing Maintenance Requests

Who this is for

This information applies to:

- Coast Guard housing residents living at Kia'i Kai Hale (KKH) (referred to as Red Hill) housing, Wailupe, or Diamond Head.
-

Purpose

This describes how to make housing maintenance requests through the housing maintenance contractor.

Request process

The table below describes the request process:

Stage	Description
1	Housing resident determines request need. Enclosure (1) provides a summary of services provided under the maintenance contract.
2	Housing resident contacts housing maintenance contractor. Call maintenance contractors at phone number 486-4200. <u>Note:</u> Requests can be made 24 hours a day/seven days a week including holidays.
3	Housing maintenance contractor determines urgency of request.
4	Housing maintenance contractor schedules repair date with resident.
5	Housing maintenance contractor completes repairs.
6	Housing resident signs work request as completed.

Additional reference

If desired, the following reference is available:

- Coast Guard Housing Program, COMDTINST M11101.2
-

Enclosure

The enclosure is at the end of this topic and provided to assist you:

- (1) [Summary table of contract scope of work](#)
-

Continued on next page

Making Housing Maintenance Requests, Continued

Results and follow-up

You can expect to schedule the repairs during the phone call with the housing maintenance contractor. If you do not have a repair date scheduled at the conclusion of the phone call, please contact the Housing Branch.

The contractor will schedule the repairs using the following criteria:

- **Emergency:** Calls that consist of correcting failures and deficiencies which constitute an immediate danger, health hazard, or threaten to damage property (e.g., severely damaged structural member, complete loss of electrical, loss of cooking ranges). Response time to call is within 2 to 24 hours. The contractor will work until emergency is resolved. Permanent repairs shall be completed by the end of the next working day.
- **Urgent:** Calls consist of correcting failures and discrepancies which have the potential to become an emergency call (e.g., minor electrical problem, minor leak, low water pressure, partially clogged sewage line). Response time to call is within 24 hours. The contractor will work until urgency is resolved. Permanent repairs shall be completed by the end of the next working day.
- **Routine:** Calls regarding work which does not meet the requirements for Emergency and Urgent work requests. Response time to call is within 7 days. Permanent repairs shall be completed within 21 working days.

Point of contact

If you have any questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (eh)
Position	Housing Maintenance Branch Chief
Phone	808-831-2760
Fax	808-831-2757

Figure 5.01 SUMMARY TABLE OF CONTRACT SCOPE OF WORK

The following table can be utilized to determine if a general work item falls under the Contractor's/owner's responsibility - or a tenant's. Not all problems/requirements that will surface are listed, but the Contractor/owner will inform a tenant if the responsibility for repair is the tenant's.

<u>Item</u>	<u>Contractor/Owner</u>	<u>Tenant</u>
HOUSING MAINTENANCE		
Sink Inoperable	X	
Sink Leak	X	
Dishwasher Inoperable	X	
Dishwasher Leak	X	
Garbage Disposal Inoperable	X	
Garbage Disposal Vibrates	X	
Ceiling Fans Inoperable/Vibrating	X	
Toilet Inoperable	X	
Toilet Leak	X	
Light Switch Inoperable	X	
Electrical Outlet Inoperable/Cracked	X	
Jalousie Window Problem	X	
Curtain Replacement	X	
Track Lighting Problem	X	
Wall Cracks/Holes	X	
Roof Leaking	X	
Baseboard Molding Loose	X	
Government-owned/leased Refrigerator Problem	X	
Privately-owned Refrigerator Problem		X
Government-owned/leased Stove Problem	X	
Privately-owned Stove Problem		X
Structural Problems (walls, floors)	X	
Plumbing System Maintenance	X	
Sewage System Maintenance	X	
Exterior Lighting Systems	X	
Changing of Light Bulbs		X
Front Lanai Roofing Repair (Green Roofing)	X	
Rear Lanai Maintenance (Screen/Structural)	X	
Minor Screen Repairs		X
Painting of Walls (CG Colors)	X	
Painting of Walls other than original color		X
Minor Touch-up Painting (Gov't -provided paint)		X

Installation of private light fixtures		X
Installation of window air conditioners		X
Wallpapering of interior walls		X
Floor Repair (Wood, Tile)	X	
Carpet Installation		X
Fire Extinguisher Maintenance	X	
Smoke Detector Maintenance	X	
Gutter Cleaning	X	

GROUNDS MAINTENANCE

Grinding of Exposed Roots in Yards	X	
Pruning of shrubs/trees > 10 ft. in height	X	
Pruning of shrubs/hedges in tenant yards		X
Cutting of tenant lawn		X
Planting of grass seed in tenant yard		X
Seeding of bare spots in common areas	X	
Watering of common areas	X	
Watering of tenant yards		X
Sweeping of Sidewalks	X	
Daily Debris Removal of Tenant-Generated Items (grass clippings, branches)	X	
CG-owned Chain-link Fence Maintenance	X	
CG-owned Redwood/Stone Fence/Wall Maintenance	X	
Privately-owned fence maintenance		X
Erosion Control	X	
Removal of Animal Carcasses	X	
Minor Road Repairs	X	
Sidewalk/Curb Repairs	X	
Fertilizing of Common Areas	X	
Fertilizing of Tenant Lawns		X
Cutting of Common Areas (Flat Areas/Weekly)	X	
Cutting of Common Areas (Slopes Monthly)	X	
Edging of Sidewalks	X	

PEST CONTROL

Interior spraying (every other month)	X	
Exterior spraying (quarterly)	X	
Emergency Pest Control (rodents/animals)	X	
Wood Infestation Termite Inspection	X	
Subterranean Termite Inspection	X	
Minor Insect Problems (ants, fleas, roaches - between scheduled sprayings)		X

Waste and Environmental Management

Requesting Environmental Consultation Services	
Arranging Solid Waste Collection	
Turn In of Hazardous Materials	
Requesting Materials from the HazMinCen	

Requesting Environmental Consultation Services

Who this is for This information applies to:

- Coast Guard units at Integrated Support Command (ISC) Honolulu.
-

Purpose This describes how to obtain environmental consultation/information from ISC Honolulu Environmental Branch.

Requesting services procedure Following the steps below to request consultation/assistance:

Step	Action
1	Determine need for service.
2	Request services from Environmental Branch via phone, letter, fax, or email.

Consultation services available Listed below are services available:

- liaison between command and regulators,
 - interpret environmental regulations and provide advice,
 - maintain environmental files and data, and
 - monitor compliance/complete internal audits.
-

Additional reference If desired, additional information on environmental regulations is available in the following reference:

- Commanding Officer's Environmental Guide, COMDTINST 5090.1
-

Results and follow-up Request for services will be replied to within 5 business days. Normally assist visits will be scheduled within 2 weeks of making the request.

Continued on next page

Requesting Environmental Consultation Services, Continued

Point of contact If you have any questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (ee)
Position	Environmental Branch Chief
Phone	808-832-3280
Fax	808-541-3262

Arranging Solid Waste Collection

Who this is for This information applies to:

- Integrated Support Command (ISC) Honolulu,
 - ISC Honolulu tenant commands, and
 - visiting cutters.
-

Purpose This describes how to arrange for collection of solid waste for disposal.

Schedule Place all non-hazardous solid waste in dumpsters provided. A local contractor picks up solid waste at least twice each week.

Removal of other materials Refer to the topics below for removal of other materials:

- hazardous material: “Arranging Hazardous Material Disposal”, and
 - metal, cardboard, white paper or glass: “Recycling”.
-

Requesting services Contact the Environmental Branch Chief at 832-3280 if you need:

- normal disposal of refuse
 - more dumpsters (including foreign dumpsters)
 - more frequent dumpster pickup
 - oversize refuse pickup.
-

Results and follow-up You can expect to receive confirmation of your requested solid waste collection by phone or email within two (2) days. If you do not receive confirmation, call the point of contact at the number below.

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (ee)
Position	Environmental Branch Chief
Phone	808-832-3280
Fax	808-541-3283

Turn in of Hazardous Materials

Who this is for This information applies to:

- Integrated Support Command (ISC) Honolulu,
 - ISC Honolulu tenant commands, and
 - Visiting cutters.
-

Purpose This describes how to arrange for turn in of hazardous materials.

Information you will need You will need the following information for each type of hazardous material to fill out the Hazardous Material Transfer Sheet:

- number and type of containers
 - total weight or volume
 - description
 - any special handling instructions
 - Material Safety Data Sheet (MSDS), and
 - requested disposal time/date/location.
-

Continued on next page

Turn in of Hazardous Materials, Continued

Turn in procedure

Follow the steps below to arrange for collection of hazardous materials for disposal.

Step	Action										
1	Determine the type of hazardous material from the table below and prepare for collection. <u>Note:</u> Contact the Environmental Branch if a hazardous material cannot be classified or identified.										
	<table border="1"> <thead> <tr> <th data-bbox="604 617 1010 651">Type</th> <th data-bbox="1010 617 1455 651">Preparation</th> </tr> </thead> <tbody> <tr> <td data-bbox="604 651 1010 894"> <ul style="list-style-type: none"> ● Oily Rags ● Oil Filters ● Paint rags ● Empty paint cans </td> <td data-bbox="1010 651 1455 894"> <ul style="list-style-type: none"> ● Ensure materials contain no free liquids that could leak or present a spill hazard. ● Place in plastic bags. ● Double bag materials. </td> </tr> <tr> <td data-bbox="604 894 1010 1205"> <ul style="list-style-type: none"> ● Liquid waste paint ● Dirty oil ● Flammable liquids ● Corrosive liquids ● Reactive liquids ● Toxic liquids ● Toxic solids </td> <td data-bbox="1010 894 1455 1205"> <ul style="list-style-type: none"> ● Place in a leakproof, sealed container that is compatible with the material. </td> </tr> <tr> <td data-bbox="604 1205 1010 1524"> <ul style="list-style-type: none"> ● Fluorescent Light Tubes ● Batteries ● Spent Oxygen Breathing Apparatus (OBAs) or Emergency Escape Breathing Device (EEBDs) </td> <td data-bbox="1010 1205 1455 1524"> <ul style="list-style-type: none"> ● Place in original packaging, fiber box, or plastic bags. ● Double bag or place in sealed plastic container if material is broken or leaking. </td> </tr> <tr> <td data-bbox="604 1524 1010 1650"> <ul style="list-style-type: none"> ● Compressed gas </td> <td data-bbox="1010 1524 1455 1650"> <ul style="list-style-type: none"> ● Seal canisters. ● Secure canisters to a pallet or cylinder carts. </td> </tr> </tbody> </table> <p data-bbox="578 1654 1471 1711">Note: Before disposing any container with a barcode, the barcode must be reported to HAZMINCEN to complete tracking process.</p>	Type	Preparation	<ul style="list-style-type: none"> ● Oily Rags ● Oil Filters ● Paint rags ● Empty paint cans 	<ul style="list-style-type: none"> ● Ensure materials contain no free liquids that could leak or present a spill hazard. ● Place in plastic bags. ● Double bag materials. 	<ul style="list-style-type: none"> ● Liquid waste paint ● Dirty oil ● Flammable liquids ● Corrosive liquids ● Reactive liquids ● Toxic liquids ● Toxic solids 	<ul style="list-style-type: none"> ● Place in a leakproof, sealed container that is compatible with the material. 	<ul style="list-style-type: none"> ● Fluorescent Light Tubes ● Batteries ● Spent Oxygen Breathing Apparatus (OBAs) or Emergency Escape Breathing Device (EEBDs) 	<ul style="list-style-type: none"> ● Place in original packaging, fiber box, or plastic bags. ● Double bag or place in sealed plastic container if material is broken or leaking. 	<ul style="list-style-type: none"> ● Compressed gas 	<ul style="list-style-type: none"> ● Seal canisters. ● Secure canisters to a pallet or cylinder carts.
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Continued on next page

Turn in of Hazardous Materials, Continued

Turn in, (continued)

Step	Action
2	Obtain ISC Honolulu Hazardous Material Transfer Sheet. <u>Note:</u> Copy the form in enclosure (1) or obtain from the ISC Environmental Branch.
3	Complete the form.
4	Coordinate pickup time/date/location with the ISC Hazardous Waste Facility Operator.
5	Turn in the completed form and Material Safety Data Sheet to the ISC Hazardous Waste Facility Operator located in the Environmental Branch Office, Supply Building.
6	Provide hazardous material to the ISC Hazardous Waste Facility Operator at the coordinated time/date/location.
7	Keep a copy of the completed Hazardous Material Transfer Sheet after the material is picked up.

Additional references

If desired, the following references are available.

- Hazardous Waste Management Manual, COMDTINST M16478.1B
 - 40 CFR 260-299
 - 49 CFR 100-177
 - Waste Minimization/Pollution Prevention Plan, ISCHONOINST 5090.2
 - Waste Analysis Plan, ISCHONOINST 5090.3
 - Waste Management Plan, ISCHONOINST 5090.4
-

Enclosure

The enclosure is at the end of this topic and provided to assist you:

- (1) [Hazardous Material Transfer Sheet](#).
-

Results and follow-up

You can expect to receive confirmation of your requested hazardous material turn in by phone or email within twenty four (24) hours. If you do not receive a confirmation, call the point of contact at the number below.

Continued on next page

Turn in of Hazardous Materials, Continued

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (ee)
Position	Hazardous Waste Facility Operator
Phone	808-541-2417
Fax	808-541-3283

Requesting Materials from the HazMinCen

Who this is for This information applies to:

- Integrated Support Command (ISC) Honolulu,
 - ISC Honolulu tenant commands, cutters
 - Visiting vessels.
-

Purpose This describes how to request hazardous materials from the HazMinCen

Information you will need You will need the following information to request hazardous materials:

- number of containers
 - description of material or NSN
 - pick-up time/date for requisitioned materials.
-

Requesting Procedure Follow this procedure to request materials for the HazMinCen

Step	Action
1	Insure that all material is specified for its particular use in accordance with Commandant's policy. <u>Example</u> : Check Colors and Coatings Manual to insure that paint to be requisitioned is specified for the job.
2	Complete the ISC HazMinCen Material Request Form and deliver it to the HazMinCen Manager. Note: A copy of the HazMinCen monthly inventory is available on WorkStationIII under the Microsoft Exchange/Public Folders/D14/ ISC Honolulu/Engineering/Environmental folder.
3	Pick up materials and ensure you receive a hazardous material issue receipt.
4	Return all excess material or empty containers to the Environmental Branch. Note: See the topic (Turn In of Hazardous Materials)

Continued on next page

Requesting Materials From the HazMinCen, Continued

Additional references

If desired, the following references are available.

- 49 CFR Part 100-178
 - Waste Minimization/Pollution Prevention Plan, ISCHONOINST 5090.2
 - Waste Management Plan, ISCHONOINST 5090.4
-

Enclosure

The following enclosures are provided at the end of this topic to assist you:

- (1) [ISC HazMinCen Request Form](#)
-

Results and follow-up

You can expect to receive confirmation of your request for materials the HazMinCen by phone or email before 1500 the day of your request. If you do not receive a confirmation, call the HazMinCen Manager.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (ee)
Position	HazMinCen Manager
Phone	808-541-2417
Fax	808-541-3283

ISC HAZMINCEN MATERIAL REQUEST FORM

HAZMINCEN OFFICE # 808 541-2417, FAX #808 541-3283

DATE:
UNIT:
SUPERVISOR SIGNATURE:
REQUESTED BY:
DATE REQUIRED:

1.

NSN:	Part # / Trade Name:	
Unit of Issue:	Quantity:	Process:
If material not in stock, date placed on order:		

2.

NSN:	Part # / Trade Name:	
Unit of Issue:	Quantity:	Process:
If material not in stock, date placed on order:		

3.

NSN:	Part # / Trade Name:	
Unit of Issue:	Quantity:	Process:
If material not in stock, date placed on order:		

4.

NSN:	Part # / Trade Name:	
Unit of Issue:	Quantity:	Process:
If material not in stock, date placed on order:		

HAZMART OPERATOR SIGNATURE

Comptroller Division Information

Organization The table below gives the contact information for Comptroller Division.

Branch Name	Staff Symbol	Phone Number	Responsibility	Hours of Operation
Comptroller	f	808-541-2459	Program Administrator	0700-1530
Deputy Comptroller	fd	808-541-1588	Assistant Program Administrator	0800-1730
Procurement & Logistics	fp	808-541-2463	Procurement, Ch. of Contracting Office, & Milstrip	0700-1530
Shipping & Receiving / Property	fs	808-541-2426	Material Receipt, Shipment, & Property Management	0700-1530
Port Services	fs	808-541-2429	Port Services	0700-1530
Budgeting & Accounting	fa	808-541-1561	LUFS system, Budgeting & Accounting	0700-1530
Food Services	fc	808-541-2484	Enlisted Dining Facility	Breakfast M-F 0600-0730 S-S 0700-0900 Lunch M-F 1100-1230 S-S 1000-1200 Dinner M-F 1630-1730 S-S 1600-1700
Morale, Welfare, and Recreation	fm	808-541-2414	Gymnasium, Ball field, Picnic Area, Club 14, Pavilion, KKH Community Center, Pool	0700-1530, M-F

Note: Reduced staffing occurs between 1100-1200, Monday through Friday. Not all services are available during these hours.

Comptroller Division Section Information

Purchasing
Processing Commercial Procurement Requests
Completing the Pre-Acquisition Review/Certification Sheet
Selecting Vendor and Payment Method When Ordering Fuel
Ordering Fuel from a Government Source
Ordering Fuel from a Commercial Vendor on DESC Contract
Ordering Fuel from a Commercial Vendor Without Contract
Obtaining a Government Purchase Credit Card
Obtaining a Contracting Warrant
Procuring Printing and Binding Services
Purchasing Savings Bond for the Enlisted Person of the Quarter
Ordering Supplies via MILSTRIP/FLS
Using AF Form 538 - Personnel Clothing and Equipment Record
Enclosure - AF Form 528 - Personal Clothing
Property & Materials
Processing Reports of Survey (CG-5269)
Reporting General Purpose Property
Reporting & Disposing of Excess General Purpose Property
Shipping Government Material
Storing Government Material
Receiving Material
Shipping Government Material via FedEx PowerShip
Shipping Freight via Coast Guard Air Station Barbers Point
Requesting and Operating Forklifts in Shipping and Receiving
Storing Material in Unit Cages
Accessing Mail Services

Continued on next page

Comptroller Division Section Information, Continued

Port Services
Arranging Port Services - Visiting Cutters
Obtaining Services - Deploying Homeported Cutters
Obtaining Commissary Supplies - Visiting Cutters
Morale, Well-being & Recreation
MWR Programs and Activities Overview
Obtaining Morale Funds
Managing the D14 AOR Consolidated Morale Fund
Processing Quarterly Morale Fund Reports
Reserving MWR Facilities

Purchasing

Processing Commercial Procurement Requests
Completing the Pre-Acquisition Review/Certification Sheet
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Obtaining a Contracting Warrant
Procuring Printing and Binding Services
Purchasing Savings Bond for the Enlisted Person of the Quarter
Ordering Supplies via MILSTRIP/FLS
Using AF Form 538 - Personnel Clothing and Equipment Record
Enclosure - AF Form 528 - Personal Clothing

Processing Commercial Procurement Requests

Who this is for This information applies to:

- Coast Guard units in the D14 Area of Responsibility (AOR) Hawaii, Guam, and Japan, and
 - visiting cutters to the D14 AOR.
-

Purpose This describes the procurement process with commercial vendors.

Process The table below describes the commercial procurement process.

Stage	Description						
1	<p>Requestor completes the procurement request (PR) Form DOT F 4200.1.2.CG). See topic entitled Completing a LUFS Procurement Request for instructions on completing the PR).</p> <p><u>Note:</u> PR must consist of at least 3 signatures (authorized requisitioner, accounting certification officer and requestor). The original designation letter containing signatures for the Authorized Requisitioner and the Accounting Certification Officer must be on file with ISC Honolulu (fa). See topic entitled Financial Management Organization for a blank copy of a designation form.</p>						
2	Requestor forwards PR to unit property custodian who screens for reportable/non-reportable property then returns PR to requestor.						
3	Requestor forwards PR to ISC Honolulu (fp) procurement office for processing.						
4	<p>MILSTRIP desk reviews for availability in the stock system.</p> <table border="1" data-bbox="662 1262 1409 1451"> <thead> <tr> <th data-bbox="662 1262 954 1293">IF the item is . . .</th> <th data-bbox="954 1262 1409 1293">THEN the MILSTRIP desk . . .</th> </tr> </thead> <tbody> <tr> <td data-bbox="662 1293 954 1356">available in the stock system</td> <td data-bbox="954 1293 1409 1356">processes the PR using MILSTRIP ordering procedures.</td> </tr> <tr> <td data-bbox="662 1356 954 1451">not available in the stock program</td> <td data-bbox="954 1356 1409 1451">forwards the PR to the contracting officer to proceed with commercial procurement.</td> </tr> </tbody> </table>	IF the item is . . .	THEN the MILSTRIP desk . . .	available in the stock system	processes the PR using MILSTRIP ordering procedures.	not available in the stock program	forwards the PR to the contracting officer to proceed with commercial procurement.
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not available in the stock program	forwards the PR to the contracting officer to proceed with commercial procurement.						

Continued on next page

Processing Commercial Procurement Requests, Continued

Process, (continued)

Stage	Description														
5	<p>Contracting officer reviews procurement request for approval requirements and determines if item can be purchased.</p> <table border="1" data-bbox="613 464 1393 716"> <thead> <tr> <th data-bbox="613 464 1003 527">IF the PR is . . .</th> <th data-bbox="1003 464 1393 527">THEN the contracting officer . . .</th> </tr> </thead> <tbody> <tr> <td data-bbox="613 527 1003 653">rejected by the contracting officer for any reason or cancelled by the requestor</td> <td data-bbox="1003 527 1393 653">returns the PR to the requestor and marks CANCELLED with an explanation stating reason for cancellation.</td> </tr> <tr> <td data-bbox="613 653 1003 716">accepted by the contracting officer</td> <td data-bbox="1003 653 1393 716">processes the PR.</td> </tr> </tbody> </table>	IF the PR is . . .	THEN the contracting officer . . .	rejected by the contracting officer for any reason or cancelled by the requestor	returns the PR to the requestor and marks CANCELLED with an explanation stating reason for cancellation.	accepted by the contracting officer	processes the PR.								
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accepted by the contracting officer	processes the PR.														
6	<p>Contracting Officer processes the PR. The table below describes the time frame for processing a PR.</p> <table border="1" data-bbox="613 842 1393 1129"> <thead> <tr> <th data-bbox="613 842 979 905">IF PR is for . . .</th> <th data-bbox="979 842 1393 905">THEN allow the following time frame to process the PR . . .</th> </tr> </thead> <tbody> <tr> <td data-bbox="613 905 979 936">supplies < \$2500</td> <td data-bbox="979 905 1393 936">5 working days</td> </tr> <tr> <td data-bbox="613 936 979 968">supplies > \$2500</td> <td data-bbox="979 936 1393 968">14 working days</td> </tr> <tr> <td data-bbox="613 968 979 999">services < \$2500</td> <td data-bbox="979 968 1393 999">5 working days</td> </tr> <tr> <td data-bbox="613 999 979 1031">services > \$2500</td> <td data-bbox="979 999 1393 1031">60 working days</td> </tr> <tr> <td data-bbox="613 1031 979 1062">construction < \$2000</td> <td data-bbox="979 1031 1393 1062">5 working days</td> </tr> <tr> <td data-bbox="613 1062 979 1129">construction > \$2000</td> <td data-bbox="979 1062 1393 1129"><u>Note:</u> PR is forwarded to CEU for processing</td> </tr> </tbody> </table> <p><u>Note:</u> PRs for Supplies/Services over \$25,000 are forwarded to MLCPAC for processing.</p>	IF PR is for . . .	THEN allow the following time frame to process the PR . . .	supplies < \$2500	5 working days	supplies > \$2500	14 working days	services < \$2500	5 working days	services > \$2500	60 working days	construction < \$2000	5 working days	construction > \$2000	<u>Note:</u> PR is forwarded to CEU for processing
IF PR is for . . .	THEN allow the following time frame to process the PR . . .														
supplies < \$2500	5 working days														
supplies > \$2500	14 working days														
services < \$2500	5 working days														
services > \$2500	60 working days														
construction < \$2000	5 working days														
construction > \$2000	<u>Note:</u> PR is forwarded to CEU for processing														
7	Contracting officer orders supplies/services by issuing a purchase order or using a government purchase credit card.														

Continued on next page

Processing Commercial Procurement Requests, Continued

Process, (continued)

Stage	Description
8	Contracting officer informs requestor and accounting certification officer of the confirming order by furnishing each of them with a copy of the order. <i>Note:</i> If the PR is marked reportable property, the contracting officer provides a copy of the confirming order to the unit property custodian.
9	Requestor receives the item.

Additional approvals

Some items require special approval prior to processing the PR. Use the table below to determine additional approval requirements.

IF procuring ...	THEN obtain signature approval on the PR from ...
hazardous material	HazMat Officer, ISC Honolulu
safety equipment	Safety Officer, ISC Honolulu
computer equipment	ESU Honolulu

Additional reference

The following references will assist you with making procurements:

- Simplified Acquisition Procedures Handbook COMDINST M4200.13
 - Coast Guard Acquisition Procedures COMDINST M4200.19E
-

Results and follow-up

PRs are processed within the times in the table above. If a response is not received within these time frames, please contact the procurement office at the number below.

Continued on next page

Processing Commercial Procurement Requests, Continued

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu(fp)
Position	Contracting Officer
Phone	808-541-3286
Fax	808-541-1558

Completing the Pre-Acquisition Review/Certification Sheet

Who is this for This information applies to:

- Coast Guard units in the D14 Area of Responsibility (AOR) Hawaii, Guam, and Japan, and
- visiting cutters to the D14 AOR.

Purpose The ISC Honolulu Pre-Acquisition Review/Certification Sheet ensures all purchases are in compliance with Federal and Coast Guard acquisition regulations.

Requirements A review/certification sheet must be completed by the requisitioner and accompany all Purchase Requests (PR) submitted to ISC Procurement. The table below indicates when completion of each section is required.

Section	When required
Resource Conservation and Recovery Act Review (RCRA)	All PR's
Information Technology (IT) Review	PR's for computer hardware or software
Property Screening	All PR's
Hazardous Materials Statement of Essential Need	PR's for hazardous materials
Office Furniture & Office Machine Certification	PR's for office furniture/machines

Additional references Transportation Acquisition Manual (TAM)
Property Management Manual, COMDTINST M4500.5A
Simplified Acquisition Procedures Handbook, COMDTINST M4200.13E

Enclosure The enclosure at the end of this topic is provided to assist you.

- (1) [Sample ISC Honolulu Pre-Acquisition Review/Certification Sheet](#)

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fp)
Position	Procurement Branch Chief
Phone	808-541-2463
Fax	808-541-1558

ISC HONOLULU PRE-ACQUISITION REVIEW/CERTIFICATION
RESOURCE CONSERVATION AND RECOVERY ACT (RCRA) REVIEW

Order Number (exclude Federal Stock Sys orders): _____

Ref: TAM Chapter 1223; COMDTINST M4200.13E
<http://cgweb.comdt.uscg.mil/G-CFP/g-cpm/procure/SAP/SAP.htm>

In Accordance with the RCRA of 1976, as amended, the DOT affirmative Procurement Program states that designated items made of recovered materials shall be purchased to the maximum extent practical. The following items have been designated as items that can be produced using recovered materials: Go to web site <http://www.epa.gov/epaoswer/non-hw/procure/products.htm> for the required recycled material content required for each item. System II users can contact ISC (FP) for this information.

- | | | | |
|------------------------------|-------------------------------|----------------------|---|
| - Re-refined Lubricating Oil | - Office Recycling Containers | - Engine Coolants | - Building Insulation Products |
| - Paper and Paper Products | - Plastic Desktop Accessories | - Patio Blocks | - Consolidated and Reprocessed Latex Paint |
| - Floor Tiles | - Yard Trimmings Compost | - Toner Cartridges | - Shower and Restroom Dividers and Partitions |
| - Structural Fiberboard | - Laminated Paperwork | - Channelizers | - Delineators |
| - Flexible Delineators | - Parking Stops | - Traffic Barricades | - Traffic Cones |
| - Plastic Fencing | - Playground Surfaces | - Running Tracks | - Garden and Soaker Hoses |
| - Hydraulic Mulch | - Lawn and Garden Edging | - Retread Tires | - Binders |
| - Plastic Envelopes | - Office Waste Receptacles | - Carpet | - Cement/Concrete W/ Grand Blast Furnace Slag |
| - Printer Ribbons | - Plastic Trash Bags | - Pallets | - Cement and Concrete Containing Coal Fly Ash |

1. Are you purchasing any of the items listed above?
_____ No (If no, Stop here)
_____ Yes (Complete items 2 & 3, Sign & Date)
2. The item(s) are: _____

3. Do the products requested contain the minimum recycled content Specified by EPA: _____ Yes _____ No
4. If no to question #3, the KO or CARDHOLDER must check The appropriate block below and provide an explanation for non-Procurement of RCRA items:

- ___ Obtaining designated items will result in unusual and unreasonable delays.
- ___ Obtaining items will fail to meet performance standards.
- ___ The items are only available at an unreasonable price.

*NOTE*If waiver needed, contact ISC (fp) branch, at (808) 541-2460, So a faxed copy of the form can be obtained.

KO/CARDHOLDER Signature: _____ Date: _____

INFORMATION TECHNOLOGY (IT) REVIEW (when applicable)

Order Number: _____

Ref: COMDTINST 5230.55A
<http://cgweb.uscg.mil/g-s/g-si/g-sia/index.htm>

All orders for computer hardware or software (excluding consumables such as toner cartridges, cables, etc.) must be reviewed by the LCCB at ESU Honolulu. The LCCB will authorize those items within their authority and assign an approval number to your request. If the request requires HQ approval, the LCCB will obtain the HQ approval number and assign it to your PR.

LCCB Approved: _____ / _____ / _____
LCCB Signature Date Approval #

HQ Approved: _____ / _____
Approval # Date

PROPERTY SCREENING (MANDTORY ON ALL ORDERS)

Order Number: _____

Ref: COMDTINST M4500.5A;COMDTINST M4200.13E
<http://cgweb.comdt.uscg.mil/G-CFP/g-cpm/procure/SAP/SAP.htm>

This screening is mandatory for **ALL** orders (PR's, MILSTRIP, etc.) **Ensure all Personal Protective Equipment is issued using AF-538's.**

Check one of the following as it applies to your order:

_____ Reportable _____ Not reportable

Property Officer or Custodian _____ Date _____

* REQUESTOR MUST PROVIDE OR OBTAIN REQUIRED INFORMATION SEE REVERSE FOR ADDITIONAL REQUIREMENTS

Selecting Vendor and Payment Method when Ordering Fuel

Who this is for This information applies to:

- Coast Guard units in the D14 Area of Responsibility (AOR) Hawaii, Guam, and
- visiting cutters to the D14 AOR.

Purpose This describes how to select the correct vendor and payment method to purchase fuel.

Selection table Below is a selection table showing vendors and where to go for ordering and payment procedures.

IF...	THEN...
a government source is available, it's mandatory that fuel be ordered from that source <ul style="list-style-type: none"> • on Oahu - Fleet Industrial Supply Center (FISC), Pearl Harbor • on Guam - Defense Fuel Support Point, U. S. Naval Supply Depot 	go to topic entitled "Ordering Fuel from a Government Source."
a government source is not available, find a commercial vendor on a Defense Energy Support Center (DESC) contract	go to topic entitled "Ordering Fuel from a Commercial Vendor on DESC Contract."
there is no government source and no commercial vendor on a DESC contract	go to topic entitled "Ordering Fuel from a Commercial Vendor Without Contract."

Results and follow-up None.

Continued on next page

Selecting Vendor and Payment Method when Ordering Fuel, Continued

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fp)
Position	Contracting Officer
Phone	808-541-1556
Fax	808-541-1558

Ordering Fuel from a Government Source

Who this is for This information applies to:

- Coast Guard units in the D14 Area of Responsibility (AOR) Hawaii, Guam, and
 - visiting cutters to the D14 AOR.
-

Purpose This describes the procedure to order fuel from a government source. Before going through these steps, see the topic entitled “Selecting Vendor and Payment Method When Ordering Fuel” to determine if this is the correct fuel ordering method for your specific circumstance.

Government sources There are two government sources in our AOR. See the table below for information.

Location	Phone numbers and other information
On Oahu - Fleet Industrial Supply Center (FISC), Pearl Harbor	<ul style="list-style-type: none"> • 471-3855 (dispatch 0630-1500) • 471-3007 (after hours, manned 24 hours) • 471-3000 (after hours, manned 24 hours) <p><u>Notes:</u></p> <ul style="list-style-type: none"> • minimum amount of fuel for it to be trucked to Sand Island is approximately 800 gallons. • have completed DD-1149 ready upon delivery.
On Guam - Defense Fuel Support Point, U. S. Naval Supply Depot	<ul style="list-style-type: none"> • 671-339-7157

Continued on next page

Ordering Fuel from a Government Source, Continued

Before you begin

A Procurement Request (PR) should be completed prior to processing any orders for fuel. This is used as the funding document. Instructions for accessing the Large Unit Financial System (LUFS) program and completing a PR are included in this handbook.

DD-1149 procedure

Follow the steps below to order fuel using the DD-1149.

Step	Action
1	Call the government source to place an order for bulk petroleum fuel.
2	Get the following information from the Accounting Certification Officer (also called the Funds Available Official) of the program element that will be used to order the fuel. <ul style="list-style-type: none"> • a full accounting line with project number, and • a milstrip document number (ex. Zwwwww-xxxx-yyyy). <ul style="list-style-type: none"> • The number always begins with a “Z.” • “wwwww” represents your unit OPFAC. • “xxxx” represents the calendar year in which the order is being done plus the julian date. • “yyyy” represents the next sequential (or serial) number in the unit milstrip numbering log.
3	Complete the DD-1149 with your unit information. A sample of a completed form is enclosure (1) to this topic. <u>Note:</u> The DD-1149 is found in Forms Menu on SWII or in JetForm Filler on SWIII.
4	Get the appropriate approving authority signature in Block 10.
5	Get the fuel and sign the DD-1149 on the signature line below the description area. This is the receipt line.
6	Make two (2) copies of the form and distribute as follows: <ul style="list-style-type: none"> • give the original form to the government source • give a copy to the Accounting Certification Officer, and • keep a copy in the unit file.

Continued on next page

Ordering Fuel from a Government Source, Continued

DD-1149 procedure, (continued)

Step	Action						
7	Use the table below to continue. <table border="1" data-bbox="630 466 1442 625" style="margin-left: 40px;"> <thead> <tr> <th>IF the Accounting Certification Officer for the program element used...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>is in your office</td> <td>complete the Star instructions.</td> </tr> <tr> <td>is not in your office</td> <td>stop here.</td> </tr> </tbody> </table>	IF the Accounting Certification Officer for the program element used...	THEN...	is in your office	complete the Star instructions.	is not in your office	stop here.
IF the Accounting Certification Officer for the program element used...	THEN...						
is in your office	complete the Star instructions.						
is not in your office	stop here.						

What is Star

Star stands for Standard Automated Requisitioning. This is a program used on SWII (CTOS) workstations by Coast Guard units to order milstrip items which are items ordered through government sources.

Star procedure

Follow the steps below to access the Star program to enter a Z01 obligation for the fuel purchase and to print a surf log. If there are any questions regarding the Star instructions, call the ISC Honolulu milstrip desk at 808-541-2462.

Step	Action
1	Highlight Star on the context manager screen and press [GO]. <u>Note:</u> If you do not have a Star selection on your context manager screen, see your system operator for assistance.
2	Highlight Enter Requisitions and press [GO].
3	Highlight New File and press [GO].

Continued on next page

Ordering Fuel from a Government Source, Continued

Star procedure, (continued)

Step	Action																
4	<p>Type the 6-digit <i>request number</i> in the blanks provided and press [GO].</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> • The request number begins with the program element which can be found in the accounting line in block 4 of the DD-1149. • The next 4-digits is the sequential number used in the document number on the DD-1149. See step 2 in subtopic entitled “DD-1149 procedure.” • For example, the request number on the enclosure is ZZYYYY. 																
5	Press [F1].																
6	<p>Use the table below to fill in information in the different fields. If the field title isn't listed in the table, leave that line blank on the screen. Press [RETURN] or [TAB] to go to the next field. Press the up arrow key to go back to a previous field.</p> <table border="1" data-bbox="626 1031 1442 1409"> <thead> <tr> <th data-bbox="626 1031 1036 1058">Field title</th> <th data-bbox="1036 1031 1442 1058">Information to enter</th> </tr> </thead> <tbody> <tr> <td data-bbox="626 1058 1036 1085">Nat Stock Nr</td> <td data-bbox="1036 1058 1442 1085">Type <i>13 zeros</i>.</td> </tr> <tr> <td data-bbox="626 1085 1036 1113">Item Description</td> <td data-bbox="1036 1085 1442 1113">Type FUEL.</td> </tr> <tr> <td data-bbox="626 1113 1036 1182">Unit Price</td> <td data-bbox="1036 1113 1442 1182">Type the <i>cost of the fuel per unit</i>. For example...2.30.</td> </tr> <tr> <td data-bbox="626 1182 1036 1209">Unit of Issue</td> <td data-bbox="1036 1182 1442 1209">Type GL for gallons.</td> </tr> <tr> <td data-bbox="626 1209 1036 1278">Quantity</td> <td data-bbox="1036 1209 1442 1278">Type the <i>amount of fuel</i> requested. For example...500.</td> </tr> <tr> <td data-bbox="626 1278 1036 1306">Priority</td> <td data-bbox="1036 1278 1442 1306">Type 03.</td> </tr> <tr> <td data-bbox="626 1306 1036 1409">LUFS Proj. No</td> <td data-bbox="1036 1306 1442 1409">Type the <i>project number</i> from the LUFS program that is used for fuel purchases.</td> </tr> </tbody> </table>	Field title	Information to enter	Nat Stock Nr	Type <i>13 zeros</i> .	Item Description	Type FUEL .	Unit Price	Type the <i>cost of the fuel per unit</i> . For example...2.30.	Unit of Issue	Type GL for gallons.	Quantity	Type the <i>amount of fuel</i> requested. For example...500.	Priority	Type 03 .	LUFS Proj. No	Type the <i>project number</i> from the LUFS program that is used for fuel purchases.
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Continued on next page

Ordering Fuel from a Government Source, Continued

Star procedure, (continued)

Step	Action																								
6	<p>(continued)</p> <table border="1" data-bbox="618 464 1442 1203"> <thead> <tr> <th data-bbox="618 464 1029 495">Field title</th> <th data-bbox="1029 464 1442 495">Information to enter</th> </tr> </thead> <tbody> <tr> <td data-bbox="618 495 1029 636">Doc Nbr., OPFAC</td> <td data-bbox="1029 495 1442 636">Type the <i>unit Opfac</i>. This is a 5-digit number found in the accounting line in block 4 of the DD-1149.</td> </tr> <tr> <td data-bbox="618 636 1029 699">Doc Nbr., YR</td> <td data-bbox="1029 636 1442 699">Type the <i>last digit of the calendar year</i>. For example...8 for 1998.</td> </tr> <tr> <td data-bbox="618 699 1029 821">Doc Nbr., DAY</td> <td data-bbox="1029 699 1442 821">Type the <i>3-digit julian day</i>. This should be the same 3-digits that is used in the document number on the DD-1149.</td> </tr> <tr> <td data-bbox="618 821 1029 945">Doc Nbr., SERNUM</td> <td data-bbox="1029 821 1442 945">Type the <i>4-digit sequential number</i>. This is the same as the last 4-digits used in the document number on the DD-1149.</td> </tr> <tr> <td data-bbox="618 945 1029 1008">Supplemental Address</td> <td data-bbox="1029 945 1442 1008">Type Z in the first space and type 51800 in the second space.</td> </tr> <tr> <td data-bbox="618 1008 1029 1039">Doc ID code</td> <td data-bbox="1029 1008 1442 1039">Type Z01.</td> </tr> <tr> <td data-bbox="618 1039 1029 1071">Route code</td> <td data-bbox="1029 1039 1442 1071">Type FPZ.</td> </tr> <tr> <td data-bbox="618 1071 1029 1102">Demand code</td> <td data-bbox="1029 1071 1442 1102">Type R.</td> </tr> <tr> <td data-bbox="618 1102 1029 1134">Signal code</td> <td data-bbox="1029 1102 1442 1134">Type B.</td> </tr> <tr> <td data-bbox="618 1134 1029 1165">Fund code</td> <td data-bbox="1029 1134 1442 1165">Type 39.</td> </tr> <tr> <td data-bbox="618 1165 1029 1203">Media Status</td> <td data-bbox="1029 1165 1442 1203">Type S.</td> </tr> </tbody> </table>	Field title	Information to enter	Doc Nbr., OPFAC	Type the <i>unit Opfac</i> . This is a 5-digit number found in the accounting line in block 4 of the DD-1149.	Doc Nbr., YR	Type the <i>last digit of the calendar year</i> . For example...8 for 1998.	Doc Nbr., DAY	Type the <i>3-digit julian day</i> . This should be the same 3-digits that is used in the document number on the DD-1149.	Doc Nbr., SERNUM	Type the <i>4-digit sequential number</i> . This is the same as the last 4-digits used in the document number on the DD-1149.	Supplemental Address	Type Z in the first space and type 51800 in the second space.	Doc ID code	Type Z01 .	Route code	Type FPZ .	Demand code	Type R .	Signal code	Type B .	Fund code	Type 39 .	Media Status	Type S .
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7	<p>Press [F8] three times to save your entry and allow a surf log to be printed.</p> <p><u>Result:</u> The function keys at the bottom of the screen reflect the word SURF on the F1 key, the word REPT on the F3 key, and the word RETN on the F10 key.</p>																								

Continued on next page

Ordering Fuel from a Government Source, Continued

Star procedure, (continued)

Step	Action						
8	Press [F1] .						
9	Type Y . <u>Result:</u> The surf log prints to a default printer.						
10	Attach the surf log to the unit copy of the DD-1149.						
11	Use the table below to continue. <table border="1" data-bbox="618 625 1442 783"> <thead> <tr> <th>IF your unit...</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>is a WPB</td> <td>go to subtopic entitled "Star e-mail procedure."</td> </tr> <tr> <td>is not a WPB</td> <td>go to subtopic entitled "Star transmission procedure."</td> </tr> </tbody> </table>	IF your unit...	THEN	is a WPB	go to subtopic entitled "Star e-mail procedure."	is not a WPB	go to subtopic entitled "Star transmission procedure."
IF your unit...	THEN						
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is not a WPB	go to subtopic entitled "Star transmission procedure."						

Star e-mail procedure

Use the table below if your unit is a WPB.

Step	Action
1	Press [F10] to return to the main menu.
2	Press the up arrow key once and press [GO] to exit the program.
3	Highlight Mail on the Context Manager screen and press [GO] . <u>Result:</u> The email in-tray appears.
4	Press [F7] to create an email.
5	Type Milstrip/ISCHonSup on the To line.

Continued on next page

Ordering Fuel from a Government Source, Continued

Star e-mail procedure, (continued)

Step	Action
6	Type the <i>volume, directory, and Star file</i> on the Attach line. For example, [Data]<Star-Data>ZZYYYY.ARM. See below for explanation. <u>Note:</u> <ul style="list-style-type: none"> • The volume is typed in square brackets and is the one where the Star-Data directory resides. See your system operator for assistance, if needed. • The directory is typed in angle brackets and is called Star-Data. • The Star file name is made up of the 6-digit request number from step 4 in subtopic entitled “Star procedure” and ends with .ARM.
7	Press [GO] twice to send the email. <u>Result:</u> The email is sent to the ISC Honolulu Milstrip desk. The storekeeper at that desk will move the file to his Star program, check the entry, transmit it, then record the obligation in the LUFS ledger.
8	Press [CANCEL] then press [GO] to discard the email.

Star transmission procedure

Use the table below if your unit is not a WPB.

Step	Action
1	Press [F8] then [F5] to send the obligation. <u>Result:</u> The transmit file name appears in the middle of the screen.
2	Press [RETURN] .
3	Press [F10] to return to the main menu.
4	Press the up arrow key once and press [GO] to exit the program.
5	Enter the obligation into the LUFS ledger.

Continued on next page

Ordering Fuel from a Government Source, Continued

Enclosure

The enclosure at the end of this section is provided to assist you.

- (1) [DD-1149](#)
-

Results and follow-up

None.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fp)
Position	Contracting Officer
Phone	808-541-1556
Fax	808-541-1558

Ordering Fuel from a Commercial Vendor on DESC Contract

Who this is for This information applies to:

- Coast Guard units in the D14 Area of Responsibility (AOR) Hawaii, Guam, and
 - visiting cutters to the D14 AOR.
-

Purpose This describes the procedure to order fuel from a commercial vendor on a Defense Energy Support Center (DESC) contract. Before going through these steps, see the topic entitled “Selecting Vendor and Payment Method When Ordering Fuel” to determine if this is the correct fuel ordering method for your specific circumstance.

Before you begin A Procurement Request (PR) should be completed prior to processing any orders for fuel. This is used as the funding document. Instructions for accessing the Large Unit Financial System (LUFS) program and completing a PR are included in this handbook.

What is a DESC contract A DESC contract is an agreement negotiated between the Defense Energy Support Center and certain vendors. Payment to the vendors on contract is made by Defense Finance Accounting System (DFAS) who, in turn, gets reimbursement from the Coast Guard Finance Center.

Warnings Do not:

- use the Impac credit card because DFAS will not process credit card payments, and
 - send any documents to the Finance Center because incorrect payment could occur.
-

Continued on next page

Ordering Fuel from a Commercial Vendor on DESC Contract, Continued

Priority methods of ordering fuel

There are different methods of ordering fuel from a commercial vendor on a DESC contract. Select the method in priority order from the list below:

Priority	Method	Condition
1	<ul style="list-style-type: none"> • Magnetic (mag) strip card 	<ul style="list-style-type: none"> • used for fuel purchased from vendor on DESC contract only • all cutters have this card
2	<ul style="list-style-type: none"> • OF-347 • SF-1449 	<ul style="list-style-type: none"> • if less than \$2,500 • if more than \$2,500
3	<ul style="list-style-type: none"> • SF-44 	

Magnetic strip card process

Follow the process below to order fuel using a mag strip card.

Stage	Description
1	<p>Unit requisitioner completes a multi-copy SF-44 form. These are accountable forms and should be locked in a secured area. A sample of a completed form is enclosure (1) to this topic.</p> <p><u>Note:</u> The SF-44 , when using the mag strip card, is only used for record purposes. Payment to the vendor is not made from this form.</p>
2	Unit requisitioner signs in the block titled Ordered By.
3	<p>Unit member receives fuel (this can be someone other than the person who prepared and signed the form) and completes the following:</p> <ul style="list-style-type: none"> • verifies that the quantity is correct; if not, does a pen and ink change and initials (all changes must be done prior to separating form), and • signs the form in the block titled Received By.

Continued on next page

Ordering Fuel from a Commercial Vendor on DESC Contract, Continued

Magnetic strip card process, (continued)

Stage	Description
4	<p>Unit member separates the copies of the form and distributes as follows:</p> <ul style="list-style-type: none"> • gives a copy of the form to the vendor • gives a copy to the Accounting Certification Official (also called the Funds Available Official) for obligation entry into LUFSS, and • keeps the original in the unit file.

Mag strip card warning

Do not give the original SF-44 form to the vendor. If the vendor has the original, it may accidentally be mailed in for payment which could result in double payment; once from the mag strip card and then from the SF-44.

OF-347 and SF-1449 process

Follow the steps below to process an OF-347 or an SF-1449.

Stage	Description
1	<p>Contracting Officer completes an OF-347 or an SF-1449 in the LUFSS program. Samples of completed forms are enclosures (2) and (3) to this topic. Complete the form with the following information:</p> <ul style="list-style-type: none"> • vendor's DESC contract number • contract item number of fuel • accounting data for DFAS (97X4930.5GF0012.61S33150) written <ul style="list-style-type: none"> • under the unit account in block 9 on the OF-347 or • above the unit account in block 25 of the SF-1449. • DFAS address (as in the enclosed example) in <ul style="list-style-type: none"> • block 21 on the OF-347 or • block 18a on the SF-1449. <p><u>Note:</u> Overtime and other items must be on a separate order.</p>

Continued on next page

Ordering Fuel from a Commercial Vendor on DESC Contract, Continued

OF-347 and SF-1449 process, (continued)

Stage	Description
2	Contracting Officer makes three (3) copies of the form and distributes as follows: <ul style="list-style-type: none"> • gives original form to the vendor (vendor will bill DFAS and attach a copy of the form to the invoice) • gives a copy to the Accounting Certification Official (also called the Funds Available Official) • gives a copy to the unit (with receiving report stamp), and • gives the unit a copy for the unit file.
3	Unit receives fuel and unit member signs receiving report copy.
4	Signed receiving report is sent to the Contracting Officer.
5	LUFS Administrator transmits the form and obligation to the Finance Center.

SF-44 process

Follow the process below to order fuel using an SF-44. In this case, the SF-44 is used for payment purposes unlike the SF-44 completed for the mag strip card.

Stage	Description
1	Unit requisitioner completes a multi-copy SF-44 form. These are accountable forms and should be locked in a secured area. A sample of a completed form is enclosure (4) to this topic. The form must contain the following information: <ul style="list-style-type: none"> • vendor's DESC contract number • contract item number of fuel • unit accounting data in the box titled Purpose and Accounting Data • accounting data for DFAS (97X4930.5GF0012.61S33150) under the unit accounting data, and • DFAS address (as in the enclosed example) as the payor in the box titled Agency Name and Billing Address.
2	Unit requisitioner signs in the block titled Ordered By.

Continued on next page

Ordering Fuel from a Commercial Vendor on DESC Contract, Continued

SF-44 process, (continued)

Stage	Description
3	Unit member receives fuel (this can be someone other than the person who prepared and signed the form) and completes the following: <ul style="list-style-type: none">• verifies that the quantity, unit price, and amount on the form are correct; if not, does a pen and ink change and initials (all changes must be done prior to separating form),• signs the form in the block titled Received By, and• has the vendor sign in the block titled Seller.
4	Unit member separates the copies of the form and distributes as follows: <ul style="list-style-type: none">• gives the original form and the blue copy to the vendor (vendor will mail the original form to DFAS for payment)• gives a copy of the form to the Accounting Certification Official (also called the Funds Available Official) for obligation entry into LUFSS, and• keeps a copy of the form in the unit file.

Enclosures

The following enclosures are attached to assist you:

- (1) [SF-44 for record purposes only](#)
 - (2) [OF-347](#)
 - (3) [SF-1449](#)
 - (4) [SF-44](#)
-

Results and follow-up

None.

Continued on next page

Ordering Fuel from a Commercial Vendor on DESC Contract, Continued

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fp)
Position	Contracting Officer
Phone	808-541-1556
Fax	808-541-1558

ORDER FOR SUPPLIES AND SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER	2. CONTRACT NO. <i>(If any)</i>	6. SHIP TO:		
		a. NAME OF CONSIGNEE		
3. ORDER NO.	4. REQUISITION/REFERENCE NO.	b. STREET ADDRESS		
5. ISSUING OFFICE <i>(Address correspondence to)</i>		c. CITY	d. STATE	e. ZIP CODE
7. TO:		f. SHIP VIA		
a. NAME OF CONTRACTOR		8. TYPE OF ORDER		
b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE	<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
c. STREET ADDRESS		REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		
d. CITY	e. STATE			
9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE		

11. BUSINESS CLASSIFICATION *(Check appropriate box(es))*

a. SMALL
 b. OTHER THAN
 c. DISADVANTAGED
 d. WOMEN-OWNED

12. F.O.B. POINT	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE <i>(Date)</i>	16. DISCOUNT TERMS
13. PLACE OF			
a. INSPECTION	b. ACCEPTANCE		

17. SCHEDULE *(See reverse for Rejections)*

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17(h) TOT. <i>(Cont. pages)</i>	
	21. MAIL INVOICE TO:					
	a. NAME					17(i) GRAND TOTAL
	b. STREET ADDRESS <i>(or P.O. Box)</i>					
c. CITY		d. STATE	e. ZIP CODE			

22. UNITED STATES OF AMERICA BY <i>(Signature)</i>	23. NAME <i>(Typed)</i>
TITLE: CONTRACTING/ORDERING OFFICER	

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS

OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24 & 30

1. REQUISITION NUMBER	PAGE 1 OF
5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
b. TELEPHONE NUMBER <i>(No collect calls)</i>	8. OFFER DUE DATE/LOCAL TIME

2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER
7. FOR SOLICITATION INFORMATION CALL:		a. NAME

9. ISSUED BY CODE	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUSINESS <input type="checkbox"/> 8(A) SIC: SIZE STANDARD:	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS
		13 a. THIS CONTRACT IS RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>	
		13 b. RATING	
		14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	

15. DELIVER TO CODE	16. ADMINISTERED BY CODE
------------------------	-----------------------------

17. CONTRACTOR/OFFEROR CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY CODE
TELEPHONE NO.		

<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER	18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM
--	--

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
(ATTACH ADDITIONAL SHEETS AS NECESSARY)					

25. ACCOUNTING AND APPROPRIATION DATA	26. TOTAL AWARD AMOUNT <i>(For Govt. Use Only)</i>
---------------------------------------	--

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED.

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED.

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

29. AWARD OF CONTRACT: REFERENCE _____ OFFER DATED_____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR	31a. UNITED STATES OF AMERICA <i>(SIGNATURE OF CONTRACTING OFFICER)</i>
--------------------------------------	---

30b. NAME AND TITLE OF SIGNER <i>(TYPE OR PRINT)</i>	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER <i>(TYPE OR PRINT)</i>	31c. DATE SIGNED
--	------------------	---	------------------

32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED	33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR
	<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		

32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE	32c. DATE	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
		38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER

41a. I CERTIFY THAT THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY <i>(Print)</i>
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	42b. RECEIVED AT <i>(Location)</i>
	42c. DATE REC'D <i>(YYMMDD)</i>
41c. DATE	42d. TOTAL CONTAINERS

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), Office of Federal Acquisition Policy, GSA, Washington, DC 20405

OMB No.: 9000-0136
Expires: 09/30/98

Ordering Fuel from a Commercial Vendor Without Contract

Who this is for This information applies to:

- Coast Guard units in the D14 Area of Responsibility (AOR) Hawaii, Guam, and
 - visiting cutters to the D14 AOR.
-

Purpose This describes the procedure to order fuel from a commercial vendor that is not on a Defense Energy Support Center (DESC) contract. This is called an open market purchase. Before going through these steps, see the topic entitled “Selecting Vendor and Payment Method When Ordering Fuel” to determine if this is the correct fuel ordering method for your specific circumstance.

Before you begin A Procurement Request (PR) should be completed prior to processing any orders for fuel. This is used as the funding document. Instructions for accessing the Large Unit Financial System (LUFS) program and completing a PR is included in this handbook.

Priority methods of ordering fuel There are different methods to use when ordering fuel from a commercial vendor that is not on a DESC contract. The method must be selected in priority order from the list below.

Priority	Method	Condition
1	<ul style="list-style-type: none">• Fleet Fuel Mastercard issued by First Chicago (not to be confused with the NationsBank Mastercard)	
2	<ul style="list-style-type: none">• OF-347• SF-1449	<ul style="list-style-type: none">• if less than \$2,500• if more than \$2,500
3	<ul style="list-style-type: none">• SF-44	
4	<ul style="list-style-type: none">• NationsBank Mastercard	<ul style="list-style-type: none">• fuel order can be called into the vendor

Continued on next page

Ordering Fuel from a Commercial Vendor Without Contract, Continued

Fleet Fuel Mastercard procedure

Fleet Fuel Mastercards are ID-specific and are assigned to each Rigid Hull Inflatable (RHI) boat, cutter, or vehicle. This type of credit card can only be used for the RHI, cutter, or vehicle to which it is assigned.

Follow the steps below to order fuel using the Fleet Fuel Mastercard.

Step	Action
1	Purchase fuel using the proper Fleet Fuel Mastercard.
2	Bring receipt back to the unit.
3	Make a copy of the receipt and distribute as follows: <ul style="list-style-type: none"> • attach original receipt to original PR and file in the unit file, and • attach the copy of the receipt to a copy of the PR and send it to the Accounting Certification Officer (also called the Funds Available Official) for obligation entry into LUFSS.

OF-347 and SF-1449 process

Follow the process below to process an OF-347 or an SF-1449.

Stage	Description
1	Contracting Officer completes an OF-347 or an SF-1449 in the LUFSS program. Samples of completed forms are enclosures (1) and (2) to this topic. Type Open Market in the description.
2	Contracting Officer makes three (3) copies of the form and distributes as follows: <ul style="list-style-type: none"> • gives original form to the vendor • gives a copy to the Accounting Certification Officer (also called the Funds Available Official) • gives a copy to the unit (with receiving report stamp), and • gives the unit a copy for the unit file.
3	LUFSS Administrator transmits the forms and obligation to the Finance Center.

Continued on next page

Ordering Fuel from a Commercial Vendor Without Contract, Continued

OF-347 and SF-1449 process, (continued)

Stage	Description
4	Unit receives fuel and unit member signs receiving report copy.
5	Signed receiving report is sent to the Contracting Officer.
6	LUFS Administrator transmits the receiving report to the Finance Center.

SF-44 process Follow the process below to order fuel using an SF-44.

Stage	Description
1	Unit requisitioner completes a multi-copy SF-44 form. These are accountable forms and should be locked in a secured area. A sample of a completed form is enclosure (3) to this topic.
2	Unit requisitioner signs in the block titled Ordered By.
3	Unit member receives fuel (this can be someone other than the person who prepared and signed the form) and completes the following: <ul style="list-style-type: none"> • verifies that the quantity, unit price, and amount on the form are correct; if not, do a pen and ink change and initials (all changes must be done prior to separating the form) • signs the form in the block titled Received By, and • has the vendor sign in the block titled Seller.
4	Unit member separates the copies of the form and distributes as follows: <ul style="list-style-type: none"> • gives the original form and the blue copy to the vendor (vendor will mail the original form to the Finance Center for payment) • gives a copy of the form to the Accounting Certification Officer (also called the Funds Available Official) for obligation entry into LUFS, and • keeps a copy of the form in the unit file.

Continued on next page

Ordering Fuel from a Commercial Vendor Without Contract, Continued

NationsBank Mastercard procedure

The NationsBank Mastercard is used only as a last resort. Any purchases made using the NationsBank Mastercard must be pre-approved by the Chief of Contracting Office (COCO). If approved, the COCO will issue an authorization letter stating that this is the only method the unit can use to order fuel.

Step	Action
1	Purchase fuel using the NationsBank Mastercard. This order can be called in to the vendor.
2	Bring receipt back to the unit.
3	Make a copy of the receipt and distribute as follows: <ul style="list-style-type: none">• attach original receipt to original PR and file in the unit file, and• attach the copy of the receipt to a copy of the PR and send it to the Accounting Certification Officer (also called the Funds Available Official) for obligation entry into LUFSS.
4	Attach the COCO's authorization letter and a copy of the receipt to the monthly Impac statement when it is received and send it to the Finance Center.

Enclosures

The following enclosures are attached to assist you.

- (1) [OF-347](#)
- (2) [SF-1449](#)
- (3) [SF-44](#)

Results and follow-up

None.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fp)
Position	Contracting Officer
Phone	808-541-1556
Fax	808-541-1558

ORDER FOR SUPPLIES AND SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER	2. CONTRACT NO. <i>(If any)</i>	6. SHIP TO:		
		a. NAME OF CONSIGNEE		
3. ORDER NO.	4. REQUISITION/REFERENCE NO.	b. STREET ADDRESS		
5. ISSUING OFFICE <i>(Address correspondence to)</i>		c. CITY	d. STATE	e. ZIP CODE
7. TO:		f. SHIP VIA		
a. NAME OF CONTRACTOR		8. TYPE OF ORDER		
b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE	<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
c. STREET ADDRESS		REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		
d. CITY	e. STATE			
9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE		

11. BUSINESS CLASSIFICATION *(Check appropriate box(es))*

a. SMALL
 b. OTHER THAN
 c. DISADVANTAGED
 d. WOMEN-OWNED

12. F.O.B. POINT	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE <i>(Date)</i>	16. DISCOUNT TERMS
13. PLACE OF			
a. INSPECTION	b. ACCEPTANCE		

17. SCHEDULE *(See reverse for Rejections)*

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17(h) TOT. <i>(Cont. pages)</i>	
	21. MAIL INVOICE TO:					
	a. NAME					17(i) GRAND TOTAL
	b. STREET ADDRESS <i>(or P.O. Box)</i>					
c. CITY		d. STATE	e. ZIP CODE			

22. UNITED STATES OF AMERICA BY <i>(Signature)</i>	23. NAME <i>(Typed)</i>
TITLE: CONTRACTING/ORDERING OFFICER	

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS

OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24 & 30

1. REQUISITION NUMBER	PAGE 1 OF
5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
b. TELEPHONE NUMBER <i>(No collect calls)</i>	8. OFFER DUE DATE/LOCAL TIME

2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER
7. FOR SOLICITATION INFORMATION CALL:		a. NAME

9. ISSUED BY CODE	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUSINESS <input type="checkbox"/> 8(A) SIC: SIZE STANDARD:	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS
		<input type="checkbox"/> 13 a. THIS CONTRACT IS RATED ORDER UNDER DPAS (15 CFR 700)	
		13 b. RATING	
		14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	

15. DELIVER TO CODE	16. ADMINISTERED BY CODE
------------------------	-----------------------------

17. CONTRACTOR/OFFEROR CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY CODE
TELEPHONE NO.		

<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER	18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM
--	--

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
(ATTACH ADDITIONAL SHEETS AS NECESSARY)					

25. ACCOUNTING AND APPROPRIATION DATA	26. TOTAL AWARD AMOUNT <i>(For Govt. Use Only)</i>
---------------------------------------	--

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED.

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED.

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.	29. AWARD OF CONTRACT: REFERENCE _____ OFFER DATED_____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:
---	---

30a. SIGNATURE OF OFFEROR/CONTRACTOR	31a. UNITED STATES OF AMERICA <i>(SIGNATURE OF CONTRACTING OFFICER)</i>
--------------------------------------	---

30b. NAME AND TITLE OF SIGNER <i>(TYPE OR PRINT)</i>	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER <i>(TYPE OR PRINT)</i>	31c. DATE SIGNED
--	------------------	---	------------------

32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED	33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR
	<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		

32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE	32c. DATE	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
		38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER

41a. I CERTIFY THAT THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY <i>(Print)</i>
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	42b. RECEIVED AT <i>(Location)</i>
41c. DATE	42c. DATE REC'D <i>(YYMMDD)</i>
	42d. TOTAL CONTAINERS

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), Office of Federal Acquisition Policy, GSA, Washington, DC 20405

OMB No.: 9000-0136
Expires: 09/30/98

Obtaining a Government Purchase Credit Card

Who this is for The information applies to:

- Coast Guard units in the D14 Area of Responsibility (AOR) Hawaii, Guam, and Japan.

Purpose This describes how to obtain a government purchase credit card.

Definition The government purchase credit card is the government preferred method of purchase.

Who may qualify for an IMPAC Only authorized requisitioners may qualify for a government purchase credit card. Government purchase credit cards are recommended for units and work groups where frequent purchases are necessary to accomplish Coast Guard mission requirements, to prevent work stoppages, and to ease procurement of high volumes of supplies/services.

Note: Cardholders are responsible for all transactions made against their government purchase credit card.

IMPAC request process The table below describes the process for obtaining a government purchase credit card.

Stage	Description
1	Requestor generates a Request for Delegation of Procurement Authority (DPA) letter to ISC Honolulu (fp) Chief of Contracting Officer (COCO) identifying any type of simplified acquisition training received. <u>Note:</u> If the requestor is a warranted contracting officer, there is no need to request a delegation of procurement authority. Submit a copy of the contracting warrant with the Central Account Setup Form.
2	Requestor completes a Central Account Setup Form.

Continued on next page

Obtaining a Government Purchase Credit Card, Continued

IMPAC request process, (continued)

Stage	Description
3	Requestor sends request for DPA letter and completed Central Account Setup Form to the credit card coordinator, addressed as follows: Commanding Officer (fp) USCG ISC Honolulu Sand Island Access Road Honolulu, HI 96819 <u>Note:</u> The COCO and credit card coordinator are located at ISC Honolulu, Procurement Office.
4	Credit card coordinator reviews request for DPA letter and Central Account Setup Form for accuracy.
5	Credit card coordinator forwards request for DPA letter to COCO for approval. <u>Note:</u> Credit card coordinator retains Central Account Setup Form.
6	COCO issues DPA letter authorizing issuance of government purchase credit card with a copy to the credit card coordinator.
7	Credit card coordinator orders credit card for the requestor.
8	Requestor receives government purchase credit card.

Cancellations, changes or corrections to credit cards

If you wish to cancel, change or make any corrections to your credit card, complete a cardholder update form. Submit all updated forms to the credit card coordinator, ISC Honolulu (fp) for processing.

Note: The only change that cannot be made is the cardholder's name. The credit card must be cancelled for a name change.

Warning

Use of the government purchase credit card for other than official purposes is a criminal offense subject to fine and/or imprisonment.

Continued on next page

Obtaining a Government Purchase Credit Card, Continued

Enclosures

The following enclosures are provided at the end of this topic to assist you:

- (1) [Request for Delegation of Procurement Letter](#)
 - (2) Central Account Setup Form
 - (3) GSA Cardholder Account Change Form
 - (4) Account Activation/Deactivation Form
 - (5) Point of Contact Form
-

Results and follow-up

Delegation of Procurement Authority letters are issued within three days from the date request is received by the COCO. Credit cards are issued within two weeks of submission by the credit card coordinator. If you do not receive a response within these time frames, please contact the credit card coordinator at the number below.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu(fp)
Position	IMPAC Coordinator
Phone	808-541-1556
Fax	808-541-1558

U.S. Department
of Transportation

United States
Coast Guard



Commanding Officer
USCG Integrated Support
Command Honolulu

1217A Icarus Way
Honolulu, HI 96819
Staff Symbol: KKH
Phone: (808) 831-2755
FAX: (808) 831-2757

4200

27 Apr 2001

From: **Commanding Officer, Integrated Support Command Honolulu**
To: Chief of Contracting Office, U.S. Coast Guard Integrated Support Command Honolulu
Subj: REQUEST FOR DELEGATION OF PROCUREMENT AUTHORITY

Ref: (a) Simplified Acquisition Procedures Handbook, COMDTINST M4200.13E,
<http://cgweb.comdt.uscg.mil/G-CFP/g-cpm/procure/SAP/SAP.htm>
(b) Federal Acquisition Regulations, Part 13, <http://www.arnet.gov/far/>
(c) Finance Center Standard Operating Procedures, FINCENSTFINST M7000.1,
Chapter 12, Section D, <http://www.fincen.uscg.mil/sop.htm>

1. I request that **DC2 John Doe**, XXX-XX-XXXX, be delegated procurement authority to make purchases up to \$2500.00 using the Governmentwide Commercial Credit Card (Master Card).

2. The following Information applies:

CARDHOLDER'S NAME: **John Doe**

CARDHOLDER'S POSITION: Procurement Official

CARDHOLDER PHONE NUMBER & EMAIL ADDRESS: **(808)541-2460**
Jdoe@d14.uscg.mil

APPROVING OFFICIAL'S NAME: **(name of unit/office credit card approving official)**

APPROVING OFFICIAL'S POSITION: Supervisor/Authorized Official

ACCOUNTING STRING(s): **(accounting string(s) including all applicable object classes)**

3. **DC2 John Doe** has had the appropriate training.

4. Prospective creditcard holder's certification:

I hereby certify I have fully read and understand the instructions in reference (a), Chapter 5 and Enclosure 2. I am also familiar with, but not limited to, reference (b) and (c), and have received the mandatory credit card training course on CD-ROM.

DC2 John Doe

Date

Subj: REQUEST FOR DELEGATION OF PROCUREMENT AUTHORITY 4200
07/03/01

(APPROVING OFFICIALS SIGNATURE)

By direction

Encl: (1) Certificate of Training

Obtaining a Contracting Warrant

Who this is for This information applies to:

- Coast Guard units in the D14 Area of Responsibility (AOR) Hawaii, Guam, and Japan.
-

Purpose This describes how to obtain a Contracting Warrant via Integrated Support Command (ISC) Honolulu.

Requirements All contracting officers must have a minimum of 40 hours of Basic Simplified Acquisition Procedures training. In addition, 24 hours of qualified training is required every three years to maintain current requirements. Follow the table below to determine requirements for a Contracting Warrant.

Level	Dollar Threshold	Training Hours	Grade/Rank	Experience Required
Ia	<\$5,000 supplies <\$2,500 services <\$2,000 construction	40 hours	GS-5/SK2	less than one year
I	<\$25,000 supplies <\$2,500 services <\$2,000 construction	80 hours	GS-7/SK1	at least one year

Process Follow these steps when requesting a Contracting Warrant.

Stage	Description
1	Supervisor submits letter request for a Contracting Warrant to ISC Honolulu, Chief of Contracting Office (COCO) identifying training completed and past procurement experience.
2	COCO reviews request to ensure all requirements are met.
3	COCO endorses letter within five days of receipt of request.

Continued on next page

Obtaining a Contracting Warrant, Continued

Process, (continued)

Stage	Description
4	COCO forwards letter to MLC PAC (fcp) requesting issuance of warrant with copies furnished to the requestor.
5	MLCPAC (fcp) issues warrant to requestor.

Additional reference

- Contracting Officer Warrant Program, COMDINST 4200.48
-

Enclosures

The enclosure at the end of this topic is provided to assist you.

- (1) [Sample letter for requesting a warrant](#)
-

Results and follow-up

The Contracting Warrant should be received within 60 days of submittal. If the Contracting Warrant is not received within this time frame, please contact the Chief of Contracting Office at the number below.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fp)
Position	Chief of Contracting Office
Phone	808-541-2463
Fax	808-541-1558

U.S. Department
of Transportation

**United States
Coast Guard**



Commanding Officer
United States Coast Guard
Integrated Support Command

Sand Island Road
Honolulu, Hawaii 96819
Staff Symbol: FP
Phone: (808)541-3286
FAX: (808)541-1558

4200

14 December 1997

From: Commanding Officer, USCG Cowbell

To: Chief of Contracting Office, Coast Guard ISC Honolulu (fp)

Subj.: CONTRACTING OFFICER WARRANT, LEVEL I

Ref.: (a) COMDTINST 4200.48

1. I request a Certificate of Appointment as Level I Contracting Officer be issued to CWO John Doe 555-44-3333, USCG, subject to the following limitations:

- \$25,000 for supplies under Simplified Acquisition Procedures
- \$2,500 for services
- \$2,000 for construction
- Delivery Orders to the Open Marker Authority against fixed price mandatory sources of supply

2. CWO Doe has received satisfactory performance appraisals in related duties, has knowledge of the standards of conduct and conflict of interest rules, has exhibited good business judgment, and has received procurement integrity training. In addition, he has successfully completed XXX classroom hours of formal training on:

- a. Basic Small Purchase at Seattle, Washington, XX hours of instruction in June 1990
- b. Contracting by Sealed Bidding at Fort Worth, Texas, XX hours of instruction in June 1990
- c. Negotiation Techniques at Kansas City, Kansas, XX hours of instruction in August 1990

3. The following is a summary of CWO Doe's experience in the procurement field:

- a. CG Group Sault Ste. Marie, MI: Purchasing agent from June 83 to August 84
- b. CG Pay and Personnel Center, Topeka, KS: Purchasing Agent from July 89 to June 91
- c. CG Group Corpus Christi, TX: Procurement Office Supervisor from June 91 to June 94

4. CWO Doe is assigned to CGC Cowbell to assume the duties and responsibilities of a Finance and Supply Officer. In accordance with reference (a), I recommend his appointment as a Level I Contracting Officer.

J. A. BLACK
By direction

Encl: (1) Copies of Course Completion Certificates

Procuring Printing and Binding Services

Who this is for This information applies to:

- Coast Guard units in the D14 Area of Responsibility (AOR) Hawaii, Guam, and Japan, and
 - visiting cutters to the D14 AOR.
-

Purpose This describes procuring printing and binding services.

Mandatory source The Government Printing Office (GPO) is the mandatory source of supply for processing all printing requests. Other sources of supply are unauthorized unless a waiver is granted by GPO.

Process The table below describes the process to procure printing services.

Stage	Description
1	Requestor completes the Procurement Request (PR) Form DOT F 4200.1.2.CG) and Printing and Binding Requisition Form (SF-1). <u>Note:</u> See enclosures (1, 2, 3) for samples and instructions on completing the SF-1.
2	Requestor submits PR and SF-1 to ISC Honolulu contracting officer or unit contracting officer.
3	Contracting officer reviews PR for funding and SF-1 for detailed specifications.
4	Contracting officer determines billing and payment method used, completes and signs SF-1. <u>Note:</u> The requestor does not sign the SF-1. The contracting officer is the only individual authorized to sign the SF-1.

Continued on next page

Procuring Printing and Binding Services, Continued

Process, (continued)

Stage	Description						
5	Contracting officer forwards SF-1 via fax to GPO.						
	<table border="1"> <thead> <tr> <th data-bbox="581 468 987 499">IF GPO ...</th> <th data-bbox="987 468 1393 499">THEN GPO ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="581 499 987 625">accepts the request</td> <td data-bbox="987 499 1393 625">processes and assigns a jacket number. GPO's vendor contacts the requestor directly for inquiries and arranges delivery of the order.</td> </tr> <tr> <td data-bbox="581 625 987 751">rejects the request due to their inability to meet the required deadline and/or special service(s)</td> <td data-bbox="987 625 1393 751">issues a waiver to authorize commercial procurement of the printing services.</td> </tr> </tbody> </table>	IF GPO ...	THEN GPO ...	accepts the request	processes and assigns a jacket number. GPO's vendor contacts the requestor directly for inquiries and arranges delivery of the order.	rejects the request due to their inability to meet the required deadline and/or special service(s)	issues a waiver to authorize commercial procurement of the printing services.
IF GPO ...	THEN GPO ...						
accepts the request	processes and assigns a jacket number. GPO's vendor contacts the requestor directly for inquiries and arranges delivery of the order.						
rejects the request due to their inability to meet the required deadline and/or special service(s)	issues a waiver to authorize commercial procurement of the printing services.						
6	Contracting officer informs requestor and accounting certification officer of the confirming order by furnishing each of them with a copy of the SF-1.						

Continued on next page

Procuring Printing and Binding Services, Continued

Process, (continued)

Stage	Description						
7	Contracting officer enters <u>estimated</u> obligation into Large Unit Financial System (LUFS).						
	<table border="1"> <thead> <tr> <th data-bbox="581 499 987 621">IF the contracting officer uses . . .</th> <th data-bbox="987 499 1393 621">THEN the contracting officer enters the obligation in recording spending as . . .</th> </tr> </thead> <tbody> <tr> <td data-bbox="581 621 987 772">IMPAC credit card</td> <td data-bbox="987 621 1393 772">document type 32. <u>Note:</u> This information is cited in the REQUISITION NO. field on the SF-1.</td> </tr> <tr> <td data-bbox="581 772 987 1205">OPAC billing <u>Note:</u> See FNCEN SOP page 12F-13 for details.</td> <td data-bbox="987 772 1393 1205">document type 37 and transmits the obligation electronically via LUFS. A copy of the SF-1 is mailed to FINCEN with the following statement on the face of the document: "OBLIGATION TRANSMITTED ELECTRONICALLY VIA LUFS". <u>Note:</u> The document type is cited in the ADDITIONAL INFORMATION field on the SF-1.</td> </tr> </tbody> </table>	IF the contracting officer uses . . .	THEN the contracting officer enters the obligation in recording spending as . . .	IMPAC credit card	document type 32. <u>Note:</u> This information is cited in the REQUISITION NO. field on the SF-1.	OPAC billing <u>Note:</u> See FNCEN SOP page 12F-13 for details.	document type 37 and transmits the obligation electronically via LUFS. A copy of the SF-1 is mailed to FINCEN with the following statement on the face of the document: "OBLIGATION TRANSMITTED ELECTRONICALLY VIA LUFS". <u>Note:</u> The document type is cited in the ADDITIONAL INFORMATION field on the SF-1.
IF the contracting officer uses . . .	THEN the contracting officer enters the obligation in recording spending as . . .						
IMPAC credit card	document type 32. <u>Note:</u> This information is cited in the REQUISITION NO. field on the SF-1.						
OPAC billing <u>Note:</u> See FNCEN SOP page 12F-13 for details.	document type 37 and transmits the obligation electronically via LUFS. A copy of the SF-1 is mailed to FINCEN with the following statement on the face of the document: "OBLIGATION TRANSMITTED ELECTRONICALLY VIA LUFS". <u>Note:</u> The document type is cited in the ADDITIONAL INFORMATION field on the SF-1.						
8	Vendor picks up the sample from the requestor and completes the order.						
9	Vendor delivers the order to the requestor.						
10	Requestor submits all documents including receipts and receiving reports to the contracting officer immediately after the order is received.						

Continued on next page

Procuring Printing and Binding Services, Continued

Additional references

If desired, the following references are available.

- Policy and Procedures: Printing, Duplicating, Copying, COMDTINST M5600.6A
 - Simplified Acquisition Procedures Handbook, COMDTINST M4200.13
 - Printed Matter for Official Ceremonies, COMDTINST 5603.1
 - USCG Finance Center Standard Operating Procedures, FINCENSTFINST M7000.1
-

Enclosures

The enclosures at the end of this topic is provided to assist you:

- (1) [Instructions to Complete SF-1](#)
 - (2) [SF-1 sample using IMPAC credit card](#)
 - (3) [SF-1 sample using OPAC billing](#)
-

Results and follow-up

An ISC Honolulu contracting officer or unit contracting officer will call you within 5 days of receipt of your order to confirm your requirements. If you do not receive a call from the contracting officer within 5 working days of submitting your request for printing service, contact the contracting officer. Most printing orders take 14 days from request to the ISC Honolulu to delivery of final printing products.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fp)
Position	Contracting officer
Phone	808-541-1556
Fax	808-541-1558

Instructions to Complete SF-1 for Printing and Binding Requests

Completing the SF 1

The table below describes how to complete the Printing and Binding Requisition Form (SF-1) when the IMPAC credit card (document type 32) or OPAC billing (document type 37) is used. Follow the table below to complete the required fields on the SF-1. See Enclosures (2, 3).

Field Description	IMPAC credit card	OPAC billing
REQUISITION NO.	(Completed by the contracting officer). Example: 1-XXXXXX 1 - fiscal year XXXXXX - sequence number	(Completed by the contracting officer). Example: 8-33001-3486ZZ001 8 fiscal year 33 ATU (if unknown, refer to FINCEN SOP, Appendix C) 001 sequence number 34 contracting site 8 fiscal year 6 region ZZ program element 001 sequence number
FROM (Dept of Govt Establishment)	U. S. Coast Guard	U. S. Coast Guard
BUREAU	Name of unit (example: Station Honolulu, Engineering, etc.)	Name of unit (example: Station Honolulu, Engineering, etc.)
DATE	Date of request	Date of request

Continued on next page

Instructions to Complete SF-1 for Printing and Binding Requests, Continued

Completing the SF 1, (continued)

Field Description	IMPAC credit card	OPAC billing
APPROPRIATION CHARGEABLE/ APPLICABLE	(Completed by the contracting officer). Type in the following statement: "See additional information block below".	(Completed by the contracting officer). Example: 6980201 <u>Note:</u> This is a standard number for all printing requests with the exception of the fiscal year. (The 8 identifies FY98).
BILLING ADDRESS CODE (BAC)	(Completed by the contracting officer) Type in "Credit Card"	(Completed by the contracting officer) Example: 4910-AF <u>Note:</u> This is assigned by GPO.
TITLE	Project name (e.g. Blue Horizon, medical labels, ISC handbook updates, etc.)	Project name (e.g. Blue Horizon, medical labels, ISC handbook updates, etc.)
QUANTITY	Number of copies	Number of copies
FINSH PRODUCT	Check one box, as applicable	Check one box as applicable
PAPER STOCK AND INK	Provide brief description of the type of paper (e.g. card stock, bond, etc.), color of paper, weight of paper, and color of ink.	Provide brief description of the type of paper (e.g. card stock, bond, etc.), color of paper, weight of paper, and color of ink.
PROOFS AND DELIVERY	Fill in the requested date and delivery address.	Fill in the requested date and delivery address.

Continued on next page

Instructions to Complete SF-1 for Printing and Binding Requests, Continued

Completing the SF 1, (continued)

Field Description	IMPAC credit card	OPAC billing
ADDITIONAL INFORMATION	<ul style="list-style-type: none"> • Provide clear specifications of your requirements. <p><u>Note to contracting officer:</u></p> <ul style="list-style-type: none"> • Make a special note: “Payment to be made using the government commercial credit card (VISA)”. • Identify the name, phone number and address of the credit cardholder. 	<ul style="list-style-type: none"> • Provide clear specifications of your requirements. <p><u>Note to contracting officer:</u></p> <ul style="list-style-type: none"> • Identify the Agency Location Code (69-02-5102) which is a standard number for the entire U.S. Coast Guard. • Identify the document number. <p>Example: 37-98-3486ZZ001</p>
FOR ADDITIONAL INFO CONTACT	Fill in the name and phone number of the point of contact for the job.	Fill in the name and phone number of the point of contact for the job.
BILLING ADDRESS	(Completed by the contracting officer) <u>Note:</u> Contracting officer shall leave this area blank.	(Completed by the contracting officer) Example: 2/6/801/133/30/0/ZZ/XXXXX/2409 <u>Note:</u> Provide accounting data as cited on the procurement request

SP 1 PRINTING AND BINDING REQUISITION
To the PUBLIC PRINTER Please furnish the following:

FROM (Department of Government Establishment)	JACKET NO (Assigned at GPO) <input type="checkbox"/> Red <input type="checkbox"/> Black	REQUISITION NO.
APPROPRIATION CHARGEABLE/APPLICABLE LAW	(Bureau or Office)	DATE
TITLE	BILLING ADDRESS CODE (BAC)	AUTHORIZED BY
QUANTITY (Units of finished products)	QUALITY LEVEL	FORM NO.

FINISH PRODUCT (Check One) <input type="checkbox"/> Books or Pamphlets <input type="checkbox"/> Blank Forms (Sheets) <input type="checkbox"/> Sets <input type="checkbox"/> Pads or Tablets <input type="checkbox"/> Other (Specify)	CLASSIFICATION
THIS ORDER RIDES (Department)	STRAP WITH REQUISITION NO.
(Requisition No.)	(Jacket No.)

PAPER STOCK AND INK	Text	FIRST CHOICE (Grade, color, and basis weight)	SECOND CHOICE (If any)	COLOR(S) OF INK
	Cover			
	OTHER (Specify)			

COMPOSITION	FURNISHED (Magnetic tape)	(Negatives)	(Camera Copy)	(Manuscript)	(Shoot printed copy)	PREVIOUS JACKET/REQ. (If reprint)		
	TEXT TYPE (Point, Face, Ledged/Solid)	DISPLAY TYPE (Face)			MARGINS Back/Left Top Other	FOL. LIT.	FORMS MUST REGISTER	Typewriter Spacing
	Type Page Width (Picas)	No. of Col.	Col. Width	Type Page Depth (Include running head but not bottom folio.)	ILLUSTRATIONS (Total)	PICK UP FROM: Jacket No. Req. No.	Restore to Original Jacket	HOLD REPRODUCIBLES (Specify) (Negs., type, mag. tape)

PRESS AND BINDERY	PRINT ONE SIDE ONLY	HEAD TO HEAD	HEAD TO FOOT	OTHER	COVER PRINTS 1 2 3 4	EMBOSS	RULING (Print or Bindery)	PERFORATE	SCORE	Position	NUMBER (Inclusive)	Color of Ink				
	SIZE FLAT (Inches) FORMS, SETS, PADS				FOLD TO (Inches)				SIZE TRIMMED PAGE (Inches) BOOKS/PAMPHLETS				PAGES	FOLDINS/INSERTS	PAPER COVERS (Self) (Searate)	
	Wire Stitch (Side)	(Saddle)	(No.)	Paste on Fold	Loose Leaf	Adhesive Bound	Sew	Case Bound	(Material and Color)			STAMP TITLE Cover	Spine	Gold	Im. Gold	Ink (Color)
	Pad/Sets (Side)	(Stitch)	(Pos.)	(Sheets in Pad)	(Sets in Pad)	(Sheets in Set)	PUNCH/DRILL	(Shape)	(No. of holes)	(Diam.)	(Inches Center to Center)	(Pos.)	ROUND CORNERS (No.)	POSITION		
	GATHER (Explain)								Carbon Interleave	INDEX (Cut)	(Tab)	(Bleed)	LIP DIVIDERS (Height of Lip)	(Width of cut 1/8 etc.) (Pos.)		

PROOFS AND DELIVERY	REQUESTED PROOF DATE	PROOF SETS (Galley)	(Page)	Dept. Hold (Workdays) (Galley)	(Pages)	PROOFS TO							
	REQUESTED DELIVERY DATE	KRAFT WRAP	SHRINK FILM	BAND IN SETS	SUITABLE	OTHER PACKAGING (Specify)					Quantity in Package	Pack in Crts.	B/L Furnished
	DELIVER TO												

ADDITIONAL INFORMATION

FOR ADDITIONAL INFORMATION CONTACT (Name and Telephone Number)

BILLING ADDRESS (If BAC has not been assigned)

I certify that this work is authorized by law and necessary to the conduct of the business of the above-mentioned government establishment.

STANDARD FORM 1 (Rev. July 1979) Prescribed by GPO Title 44 of the U.S. Code Control No. 1-111	(Authorizing Signature)	(Title)
--	-------------------------	---------

Purchasing Savings Bond for the Enlisted Person of the Quarter

Who this is for This information applies to:

- Coast Guard units in the D14 Area of Responsibility(AOR) Hawaii, Guam, and Japan.
-

Purpose This describes how to purchase a U.S. Savings Bond for Enlisted Person of the Quarter award through unit morale funds with reimbursement from unit operating funds via Coast Guard Finance Center.

- Reference**
- (a) Simplified Acquisition Procedures Handbook , COMDTINST M4200.13 (series)
 - (b) Finance Center SOP
-

Bond purchasing process This describes the process to purchase U.S. Savings Bonds.

Stage	Description
1	Unit selects Sailor of the Quarter.
2	Morale officer issues check to financial institution for purchase amount of bond (up to \$100 face value as per reference (a)). Bank of Hawaii and First Hawaiian Bank sell U.S. Savings Bonds. Social Security Number of recipient is needed. Morale Officer records as expenditure on Morale Fund Transaction Accounting Sheet (CG-4517). See enclosure (1).
3	Morale officer submits Claim for Reimbursement for Expenditures on Official Business (SF-1164) to Coast Guard Finance Center as per reference (b). See enclosure (2).
4	Coast Guard Finance Center issues reimbursement check to unit morale accounts.
5	Morale officer deposits check as “other receipt” on Morale Fund Transaction Accounting Sheet (CG-4517). See enclosure (1).

Continued on next page

Purchasing Savings Bond for the Enlisted Person of the Quarter, Continued

Enclosures The following enclosures are attached.

- (1) [Morale Fund Transaction Accounting Sheet \(CG-4517\)](#)
 - (2) [Claim for Reimbursement for Expenditures on Official Business \(SF-1164\) and Instructions to complete form](#)
-

Results and follow-up If you have not received your check within 30 days of submitting your request, contact Coast Guard Finance Center at 757-523-6900.

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fp)
Title/Position	Chief, Procurement Branch
Phone	808-541-2463
Fax	808-541-1558

Instruction for completing Claim for Reimbursement for Expenditures on Official Business (SF-1164)

- Block 1: Enter unit's proper name
- Block 2: Blank
- Block 3: Blank
- Block 4: Claimant
- a. Name: Proper name of the unit morale fund
 - b. Social Security Number: Enter moral fund's bank account. Also, enter routing if direct deposit is desired.
 - c. Mailing Address: Enter unit's mailing address. If using direct deposit, enter bank's address
 - d. Officer telephone number. Self explanatory.
- Block 5: Blank
- Block 6: Expenditures
- a. Enter date bond purchase was made
 - b. Enter code "C" (Other expenses)
 - c. "Purchase Savings Bond"
 - d. "Enlisted Person of the Quarter"
 - e. Blank
 - f. Blank
 - g. Blank
 - h. Blank
 - i. Enter purchase price of bond
- Block 7: Enter the total amount claimed
- Block 8: Enter Unit Fund's Manager and signature
- Block 9: Enter Unit Fund's Available Officer and signature
- Block 10: Enter Morale Officer and signature
- Block 11: Blank
- Block 12: Blank

Accounting Classification: Enter statement "Morale fund custodian named in Block 10 above purchased U. S. Savings Bond in the amount of \$XX.XX for a face value of \$XX.XX from the unit morale account for the Enlisted Person of the Quarter Program. Request reimbursement."
Enter unit accounting line (i.e. 2/6/-01/133/30/0/XX/47810/2696/CG XO)
Enter Unit Assigned Document Number with document type 33 (i.e. 33-98-3476CF000)

Ordering Supplies via MILSTRIP/FLS

Who is this for

This information applies to:

- ISC Honolulu, D14 Office, and Group Honolulu. Units with CMPLUS are not required to use this procedure.

Purpose

This describes the procedure used to order supplies through the MILSTRIP/Fleet Logistics System (FLS), using the FLS MILSTRIP Ordering Form.

Form Procedure

Follow the steps in the table below. If you require assistance in preparing the form, contact the ISC Honolulu MILSTRIP desk at 808-541-2462.

Step	Action																																		
1	Type or manually complete the FLS MILSTRIP Ordering Form. The form is an EXCEL type document and can be completed in EXCEL.																																		
2	Use the table below to fill in information in the different fields. If the field is not listed in the table, leave that field blank.																																		
	<table border="1"> <thead> <tr> <th>Field title</th> <th>Information to enter</th> </tr> </thead> <tbody> <tr> <td>Requesting Unit</td> <td>Enter unit name</td> </tr> <tr> <td>Acctg Line</td> <td>Enter unit accounting data</td> </tr> <tr> <td>Priority</td> <td>Enter priority of order: 03, 06, 13, etc.</td> </tr> <tr> <td>Availability of Funds</td> <td>Funds Available Official's signature</td> </tr> <tr> <td>FPD Project Code</td> <td>Enter the FPD Project code for this order</td> </tr> <tr> <td>Ordered by</td> <td>Signature of requester/date</td> </tr> <tr> <td>Authorized Requisitioner</td> <td>Signature of Authorized Requisitioner (usually shop supervisor).</td> </tr> <tr> <td>SOS</td> <td>Enter Source of Supply: GSA, S9I, ZNC, NFZ, etc.</td> </tr> <tr> <td>FSC/NIIN</td> <td>Enter National Stock Number</td> </tr> <tr> <td>Nomenclature</td> <td>Enter name of item to order</td> </tr> <tr> <td>Unit Cost</td> <td>Enter cost of item</td> </tr> <tr> <td>U/I</td> <td>Enter Unit of Issue: EA for each, BX for box, etc.</td> </tr> <tr> <td>Quantity</td> <td>Enter amount to be ordered.</td> </tr> <tr> <td>Obligation Amount</td> <td>Enter extended amount (quantity X unit cost)</td> </tr> <tr> <td>Document Number</td> <td>Leave blank, FLS automatically assigns.</td> </tr> <tr> <td>Fund Code</td> <td>If known, enter 2 field fund code to used.</td> </tr> </tbody> </table>	Field title	Information to enter	Requesting Unit	Enter unit name	Acctg Line	Enter unit accounting data	Priority	Enter priority of order: 03, 06, 13, etc.	Availability of Funds	Funds Available Official's signature	FPD Project Code	Enter the FPD Project code for this order	Ordered by	Signature of requester/date	Authorized Requisitioner	Signature of Authorized Requisitioner (usually shop supervisor).	SOS	Enter Source of Supply: GSA, S9I, ZNC, NFZ, etc.	FSC/NIIN	Enter National Stock Number	Nomenclature	Enter name of item to order	Unit Cost	Enter cost of item	U/I	Enter Unit of Issue: EA for each, BX for box, etc.	Quantity	Enter amount to be ordered.	Obligation Amount	Enter extended amount (quantity X unit cost)	Document Number	Leave blank, FLS automatically assigns.	Fund Code	If known, enter 2 field fund code to used.
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Document Number	Leave blank, FLS automatically assigns.																																		
Fund Code	If known, enter 2 field fund code to used.																																		

Property Statement	Complete property statement which applies to the item(s).
HAZMAT Coordinator	For HAZMAT item(s), obtain HAZMAT Coordinator signature.
SEN	Complete SEN Statement for HAZMAT product(s).
RCRA	Complete RCRA Statement for recycled product(s).

3 Submit the completed FLS MILSTRIP ordering form to ISC (fp) for processing.

Results and follow-up

You can expect a confirmation of your order within three (7) working days, pending priority of unit and items. If you do not receive confirmation, contact the MILSTRIP Storekeeper.

Enclosures

The enclosure at the end of this topic is provided to assist you.

- [FLS MILSTRIP Ordering Form](#)
-

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fp)
Position	MILSTRIP Storekeeper
Phone	808-541-1592
Fax	808-541-1558

Financial Management

Using AF Form 538 - Personal Clothing and Equipment Record

Who is this for

This information applies to:

- Integrated Support Command Honolulu

Examples of items to issue on AF-538

The following items are examples of the types of items to be issued on the AF Form 538:

- Safety Shoes
- Goggles/safety glasses
- Leathermen tools
- Hard hats
- Coveralls
- Gloves
- Hearing protection
- Raingear
- Flight jackets/flight suits
- Palm Pilot Electronic Organizers

Purpose

This describes the process to document the issuance and return of organizational and personal protective clothing and equipment to employees and military members.

Reference

(a) Supply Policy and Procedures Manual, COMDTINST M4400.19A

Policy

Issuance of organizational or personal protective clothing and equipment to ISC personnel is documented on the AF Form 538, and signed by the employee /member to acknowledge receipt. Upon PCS, retirement, or termination all items on the form shall be returned to the ISC.

Requirements

Who	Responsibility
Division Chief	Appoint POC(S) to maintain AF-538's for your division; maintain up-to-date POC list with Procurement Branch Chief (fp)

Division AF-538 POC	Record all issued/returned clothing/equipment on AF-538; ensure all signatures are obtained upon issuance/return; maintain file of all AF-538's for a period of 1 year after member departs ISC; Forward AF-538 to next unit if member departed prior to returning items issued.
Member Issued Personal Clothing/Equipment	Sign AF-538 for all issued/returned clothing/equipment; maintain copy of AF-538 for your personal records.

Enclosures The enclosure at the end of this topic is provided to assist you. This form is also available in JetForms..

- (1) [AF-538, Personal Clothing and Equipment Record](#)

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fp)
Position	Procurement Branch Chief
Phone	808-541-2463
Fax	808-541-1558

PERSONAL CLOTHING AND EQUIPMENT RECORD

Use ink for all "signature" entries.
 Use of "Balance on Hand" column is MAJCOM option.
 Use ink/typewriter for remaining entries.

S/N AND ARTICLE <i>(Noun)</i>		AUTHORIZED ALLOWANCE		SIZE	ISSUE DATE					TURN-IN DATE					BALANCE ON HAND	
					1	2	3	4	5	1	2	3	4	5		
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21. OPTIONAL																
22. RATED FSC AFSC																
23. ORGANIZATION																
24. GRADE	25. SSAN	26. DUTY TEL														
27. NAME <i>(Last, First, Middle Initial)</i>																
					SIG OF INDIVIDUAL					SIG OF SUP REP					PAGE	OF

Property and Materials

Processing Reports of Survey (CG-5269)
Reporting General Purpose Property
Reporting & Disposing of Excess General Purpose Property
Shipping Government Material
Storing Government Material
Receiving Material
Shipping Government Material via FedEx PowerShip
Shipping Freight via Coast Guard Air Station Barbers Point
Requesting and Operating Forklifts in Shipping and Receiving
Storing Material in Unit Cages
Accessing Mail Services

Processing Reports of Survey (CG-5269)

Who this is for This information applies to:

- Coast Guard units in the D14 Area of Responsibility (AOR) Hawaii, Guam, and Japan.

Purpose This describes how to process Reports of Survey (CG-5269).

Reference information you will need You will need the following reference information to prepare Reports of Survey.

- (a) Property Management Manual, COMDTINST M4500.5

Reporting requirements When General Purpose Property valued at \$300 or more is lost, damaged, stolen or destroyed, reference (a) requires a Report of Survey (CG-5269) be prepared and approved by the appropriate authority. Part of this process includes assigning a Board of Survey to investigate the damage or loss.

Board of Survey A Board of Survey consists of one or more members, E-7 or above. The unit Commanding Officer or Office in Charge assigns members to Boards of Survey.

Approving authority Report of Survey approval authority is based on the property type and location (unit assigned). The following table shows the approving authority.

IF the Report of Survey is for . . .	THEN the final approving authority is . . .
any aircraft, boat, small arms or a supply fund loss exceeding \$5,000	Commandant (G-CFM).
lost, damaged, stolen or destroyed property assigned to a D14 AOR unit	Property Officer, ISC Honolulu (fs).

Continued on next page

Processing Reports of Survey (CG-5269), Continued

Approving authority, (continued)

IF the Report of Survey is for . . .	THEN the approving authority is . . .
lost, damaged, stolen or destroyed property assigned to ISC Honolulu	Commander, MLCPAC (fpb-2)

Note: The above table is a short summary and not all inclusive. For a full description of approval authority and exceptions, see paragraph 7d of reference (a).

Processing Reports of Survey

Follow these steps to process Reports of Survey.

Stage	Description
1	Unit property custodian prepares Report of Survey.
2	Unit property custodian submits Reports of Survey to unit property officer.
3	Unit property officer reviews Report of Survey.
4	Unit property officer forwards Report of Survey to unit commanding officer or officer in charge for signature.
5	Unit commanding officer or officer in charge assigns members to the Board of Survey.
6	Board of Survey investigates and makes recommendations.
7	Board of Survey signs Report of Survey and forwards recommendations based on their findings to the unit commanding officer.
8	Unit commanding officer approves or disapproves Report of Survey and forwards to final approving authority.
9	Final approving authority approves or disapproves the Report of Survey and forwards to unit commanding officer.
10	Unit commanding officer forwards the Report of Survey to the unit property officer for action.

Continued on next page

Processing Reports of Survey (CG-5269), Continued

Processing Reports of Survey, (continued)

Stage	Description	
11	Unit property officer takes action.	
	IF the final approving authority . . .	THEN . . .
	approves	the property officer removes the property from the inventory list and takes appropriate action to dispose or repair the item.
	disapproves	the individual may be held personally responsible through disciplinary action or assume pecuniary liability.

Additional references

If desired, the following reference is available.

- Boat Management Manual, COMDTINST 16114.4A
-

Results and follow-up

ISC Honolulu (fs) Property Officer will approve/disapprove Reports of Survey within 5 days of receiving the report. Units should receive a copy of the approved/disapproved report in the mail within 10 days. If the report is not received, call the number below.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fs)
Position	Property Officer
Phone	808-541-2460
Fax	808-541-1558

Reporting General Purpose Property

Who this is for This information applies to:

- Coast Guard units in the D14 Area of Responsibility (AOR) Hawaii, Guam, and Japan.

Purpose This describes reporting requirements for General Purpose Property.

Reference information you will need You will need the following reference information to report General Purpose Property.

- (a) Property Manual, COMDINST M4500.5

Reporting requirements Reference (a) requires all reportable General Purpose Property be logged on a unit property list within 30 days of receipt.

Reportable General Purpose Property Reportable General Purpose Property generally includes:

- leased or borrowed property, and
- property, including items purchased with non-appropriated funds, with an acquisition cost of \$1000 or more.

Note: Reference (a) has a complete detailed listing of reportable General Purpose Property.

Process This is the process to add or delete reportable property to the unit property list.

Stage	Description
1	Unit property custodian fills out a Property Action Form or Detail Record (CG-5009B) no later than 7 days after receipt of property. (See enclosure (1) and (2) for samples of these forms.) <u>Note:</u> If your office does not have these forms, contact ISC Honolulu (fs) Property Officer.

Continued on next page

Reporting General Purpose Property, Continued

Process, (continued)

Stage	Description
2	Unit property custodian forwards the form to unit property officer.
3	Unit property officer updates records .

Sources of reportable property

Reportable General Purpose Property may come from the following sources.

- procurements (appropriated and non-appropriated)
 - purchase orders
 - delivery orders
 - credit card transactions
 - MILSTRIP orders
 - supply
 - excess property
 - leased or borrowed property
-

Enclosures

The following enclosures are provided at the end of this topic to assist you.

- (1) [Property Action Form](#)
 - (2) [Detail Record \(CG-5009B\)](#)
-

Point of Contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fs)
Position	Property Officer
Phone	808-541-2460
Fax	808-541-1558

Property Action Form

Complete this form to ADD or DELETE property from your Property List.
Submit all forms to the Property Officer.

Item Name Code:		Federal Supply Class:	
Item Name:		<u>Acquisition Information</u>	
		Acquisition Code:	
Manufacturer:		Acquisition Date:	
		Appropriated Funds (Y/N):	
Model Number:		Doc Number:	
		Object Class:	
Serial Number:		<u>Disposition Information</u>	
		Disposition Code:	
Location:		Disposition Date:	
		Doc Number:	
Custodian Code:	Cost:		

Item Name Code:		Federal Supply Class:	
Item Name:		<u>Acquisition Information</u>	
		Acquisition Code:	
Manufacturer:		Acquisition Date:	
		Appropriated Funds (Y/N):	
Model Number:		Doc Number:	
		Object Class:	
Serial Number:		<u>Disposition Information</u>	
		Disposition Code:	
Location:		Disposition Date:	
		Doc Number:	
Custodian Code:	Cost:		

Acquisition Code List

- P Purchase Acquisition
- L Leased or Rented
- LP Installment Lease/Purchase Agreement
- RA Return of Item Loaned to others
- RC Return of Asset Loaned to Contractor
- GI Gift to CG from Outside Source
- IG Physical Inventory Gain
- II Issue in from Inventory
- TI Transfer in from Other Government Agency
- TC Transfer in from Other CG Unit (Non ICP)
- TP Transfer in from CG ICP/SUPCEN
- LI Loan from Other Government Agency

_____ (Signature)	_____ (Date)
----------------------	-----------------

Disposition Code List

- | | |
|--|---|
| <ul style="list-style-type: none"> AD Abandonment/Destruction IL Physical Inventory Loss DR Transfer Out to DRMO AJ Adjustment/Return of Leased Item RE Removal of Optional Item LO Loaned to Others | <ul style="list-style-type: none"> LC Loaned to Contractor DO Donation to Outside Entity TO Xfer out to Other Govt Agency CG Xfer to Other CG Unit TR Transfer to CG ICP IO Issue of Inventory to CG Unit |
|--|---|

Reporting and Disposing of Excess General Purpose Property

Who this is for This information applies to:

- Coast Guard units in the D14 Area of Responsibility (AOR) Hawaii, Guam, and Japan, and
- visiting cutter to the D14 AOR.

Purpose This describes reporting and disposing of excess General Purpose Property through Integrated Support Command (ISC) Honolulu.

ISC Honolulu role ISC Honolulu serves as an excess General Purpose Property “clearinghouse” for the D14 AOR. The ISC keeps an e-mail distribution system with all AOR property officers and advertises the excess General Purpose Property via this system.

Reference information you will need You will need the following reference information to report General Purpose Property.

- (a) Property Manual, COMDINST M4500.5

Acceptable excess property Most excess General Purpose Property as defined in reference (a) will be accepted by ISC Honolulu into the D14 AOR excess property reporting system.

Note: ISC Honolulu will not accept hazardous materials in this system. If a property item appears to have hazardous material, then the unit property custodian will be required to get the item certified as hazardous material free prior to acceptance by ISC Honolulu Property Officer (fs).

Process This shows the process to report excess property.

Stage	Description
1	Unit property custodian contacts ISC Honolulu Property Officer (fs) for verbal approval to transfer excess property.

Continued on next page

Reporting and Disposing of Excess General Purpose Property, Continued

Process, (continued)

Stage	Description						
2	Unit property custodian prepares DD-1149.						
3	Unit property custodian forwards DD-1149 to ISC Honolulu Property Officer (fs).						
4	ISC Honolulu Property Officer (fs) signs DD-1149.						
5	ISC Honolulu Property Officer (fs) forwards copy of DD-1149 to unit property custodian to acknowledge receipt.						
6	Unit property custodian forwards excess property to ISC Honolulu Property Officer (fs).						
7	ISC Honolulu Property Officer accepts excess property.						
8	Unit Property Officer updates unit property custodian's records.						
9	ISC Honolulu Property Officer advertises excess property for 30 days and takes following actions.						
	<table border="1"> <thead> <tr> <th>IF the property is . . .</th> <th>THEN . . .</th> </tr> </thead> <tbody> <tr> <td>claimed</td> <td>transfers property to requesting unit using DD-1149.</td> </tr> <tr> <td>unclaimed</td> <td>disposes by transferring to DRMO.</td> </tr> </tbody> </table>	IF the property is . . .	THEN . . .	claimed	transfers property to requesting unit using DD-1149.	unclaimed	disposes by transferring to DRMO.
IF the property is . . .	THEN . . .						
claimed	transfers property to requesting unit using DD-1149.						
unclaimed	disposes by transferring to DRMO.						

Results and follow-up

ISC Honolulu Property Officer will advise unit property custodians on the phone if the ISC will or will not accept the units excess property.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fs)
Position	Property Officer
Phone	808-541-2427
Fax	808-541-1567

Shipping Government Material

Who this is for

This information applies to:

- Coast Guard units in the D14 Area of Responsibility(AOR) Hawaii, Guam and Japan,
 - visiting cutters to the D14 AOR, and
 - other government agencies (i.e. NOAA).
-

Purpose

This describes how to ship government material and government vehicles via Integrated Support Command (ISC) Honolulu Shipping and Receiving.

Shipping process

Follow these steps to ship government material.

Stage	Description
1	Unit submits a shipping request with material to ISC Shipping and Receiving Branch.
2	ISC Shipping and Receiving processes shipment and ships material.
3	ISC Shipping and Receiving provides a copy of documentation to unit for obligation and unit files.
4	Unit posts obligation in unit ledger and retains copy of documentation for reference purposes.

Timeline requirements

Use below table for submitting requests in a timely manner.

Shipping Service	Advanced Notice
Expedite	24 hours
Priority	3 working days
Routine	7 working days
oversize material	10 working days
20 ton truck service	10 working days
government vehicle shipment	10 working days

Continued on next page

Shipping Government Material, Continued

Required paperwork

Use below table to determine type of paperwork for type of service desired.

IF you need to...	THEN submit a...
ship material (all types)	Shipping Request, letter, or message.
ship hazardous material	Material Safety Data Sheet.
ship government vehicle	proof of ownership from GSA.
ship heavy equipment	notarized letter showing ownership from unit command to ISC Honolulu (fs).
ship a vehicle loaned from another service	letter from responsible service authorizing the shipment of loaned vehicle. The authorization should contain vehicle: <ul style="list-style-type: none"> • year, • make, • model, • VIN or serial number, and • license plate number.
request 20-ton truck services	Motor Transportation Request.

Enclosures

Use the enclosed forms to request shipping and transportation services. They may be locally reproduced.

- (1) [Shipping Request](#)

Results and follow-up

Contact the point of contact below if you have not received confirmation of the status within 5 working days of submitting request.

Point of contact

If you have any questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fs)
Title/Position	Transportation Assistant
Phone	808-541-2429
Fax	808-541-1558

a. Item Description	b. Unit of Issue	c. QTY	c. Unit Price	d. Total Price	e. Country of Manufacture.

Part IV - Accounting Information

16. Accounting Line or FEDEX Account Number:		17. Customer Assigned Ref. Number/Work Order No. Or Project Code:	
18. a. Print Name of Requester:	b. Signature:	c. Date:	

Part V - ISC Honolulu (fs) Use Only

19.a. Approved		b. Disapproved	
20.a. Signature of Approving Official:			b. Date:
21. Completion Date and Signature:		22. EST Cost of Shipment:	23. Tracking No./GBL No.

Part VI - Package Information

24. To be Completed by ISC (fs)					
Piece No.	Description	Type Pack	L x W x H	Cube	Weight
1					
2					
3					
4					
5					
6					
7					
8					
9					
10.					
25. Signature of Packer:				26. Date:	

Storing Government Material

Who this is for This information applies to:

- Coast Guard units on Oahu, and
 - visiting cutters to D14 AOR.
-

Purpose This describes how to store government material at Integrated Support Command (ISC) Honolulu warehouse.

Storage process Follow these steps to store government material at ISC Honolulu warehouse.

Stage	Description
1	The unit or ISC Honolulu division submits the completed storage request to warehouse supervisor a minimum of 10 days prior to needed storage date. Request must be approved by: <ul style="list-style-type: none">• division chiefs for ISC personnel,• department heads for cutters, or• unit commanding officer or officer in charge of shore units.
2	ISC Honolulu warehouse supervisor reviews the request and reserves space for the material.
3	ISC Honolulu warehouse supervisor notifies unit or division if request is approved or disapproved.
4	Unit or division delivers material to ISC Honolulu warehouse. The requester labels the material with the following information: <ul style="list-style-type: none">• POC including phone number• description of material, and• date material will be removed. <p><u>Note:</u> Warehouse storage is limited to 90 days.</p>

Continued on next page

Storing Government Material, Continued

Enclosure The enclosed form must accompany the material:

- (1) [Storage Request](#)
-

Results and follow-up If notice of approval or disapproval has not been received within 5 days of submitting request, contact point of contact.

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fs)
Title/Position	Warehouse Supervisor
Phone	808-541-2410
Fax	808-541-1558

STORAGE REQUEST

(Local Reproduction Authorized)

Part 1: Customer Information

1. Unit:	1. Point of Contact:	3. Telephone:
4. Print name authorizing request:	5. Signature:	6. Date:

Part 2: Storage Information

7. Date material will enter storage:	8. Date material will be removed:
9. Reason for storage:	
10. Description of material including document number and who material is marked for, if different from originator or request:	

Part 3: ISC Honolulu (fs) Use Only

11. Approval <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	12. Storage Location:
13. Signature of Approving Official:	14. Date:

ISCS/R Form 3 (Rev 2)

Receiving Material

Who this is for This information applies to:

- Coast Guard units in the D14 Area of Responsibility(AOR) Hawaii, Guam and Japan,
 - visiting cutters to the D14 AOR, and
 - other government agencies (i.e. NOAA).
-

Purpose This describes how material is received via Integrated Support Command (ISC) Honolulu Shipping and Receiving.

Receiving process Follow these steps to receive incoming material.

Stage	Description
1	Unit notifies ISC Honolulu Shipping and Receiving of incoming material shipment or carrier delivers material. <u>Note:</u> ISC Honolulu Shipping and Receiving will track shipment status. To do this the units must supply carrier name and valid tracking number.
2	ISC Honolulu Shipping and Receiving receives material from carrier and logs it into unit receivable book.
3	ISC Honolulu Shipping and Receiving holds material until unit picks it up. <u>Note:</u> Unit should accept all material within 10 working days after arrival unless otherwise arranged with receiving clerk or unit is deployed.
4	Unit signs receivable book for material and takes custody of material.

Continued on next page

Receiving Material, Continued

Shipping address

When ordering material the unit shall ensure the “Ship to” address label includes the unit’s name and order number. Visiting ships use OPFAC Z47810 for MILSTRIP orders and address:

Commanding Officer
USCG Integrated Support Command
M/F: Name of Unit
Area 4 Sand Island Access Road
Honolulu HI 96819-4398

Common carrier delivery schedule

The common carriers arrive Mon - Fri at ISC Honolulu Shipping and Receiving on this approximate schedule:

Carrier	Time
US Postal Mail	0900
UPS	1000 & 1330
FedEx	1430
Airborne Express	1430
RPS	1500

Results and follow-up

Contact the point of contact below if you have not received expected material within 5 working days of confirmed shipment arrival date.

Point of contact

If you have any questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fs)
Title/Position	Receiving Clerk
Phone	808-541-2410
Fax	808-541-1558

Shipping Government Material via FedEx PowerShip

Who this is for This information applies to:

- Coast Guard units in the D14 Area of Responsibility(AOR) Hawaii, Guam, and Japan
 - visiting cutters to the D14 AOR, and
 - other Coast Guard units and government agencies shipping government material to and from Integrated Support Command (ISC) Honolulu.
-

Purpose This describes how to ship government material via ISC Honolulu’s FedEx PowerShip system.

Shipping process Follow these steps to process shipments.

Stage	Description
1	The unit submits a shipping request with material to ISC (fs) including unit FedEx account number. Necessary information on Shipping Request (See enclosure (1)): <ul style="list-style-type: none"> • Complete destination street address (No PO Box addresses). • Point of Contact and phone number at destination. • Unit's FedEx account number. • Signature by FedEx account authorizing person. • Unit assigned reference number.
2	ISC (fs) staff enters the shipment into FedEx PowerShip which assigns tracking number (old airbill number). PowerShip computer prints shipping label and receipt.
3	FedEx picks up material by 1330 M-F for shipment. Material must be submitted by 1300 to meet pickup.
4	ISC (fs) will provide the receipt to unit for obligation and records. The receipt will be placed in unit's incoming freight log book and will contain the following information to determine obligation amount: <ul style="list-style-type: none"> • tracking number (old airbill number for LUFs document number), • weight of package, and • mode of service (i.e. next day or 2nd day).
5	Unit posts obligation against unit ledger and retains receipt for tracking purposes.

Continued on next page

Shipping Government Material via FedEx PowerShip, Continued

Tracking shipments

Unit must supply the FedEx tracking number for ISC (fs) staff to research package status. This applies to both incoming and outgoing FedEx packages. After the package has been shipped, if the recipient indicates the package has not been received, the unit can also contact FedEx at 1-800-463-3339 for arrival status by providing the tracking number from the receipt given the point of contact.

Enclosure

The enclosed from must accompany material:

- (1) [Shipping Request](#)
-

Results and follow-up

The ISC ships outgoing packages within the time indicated on the Shipping Request (Block 6). If the requester does not receive a copy of the FedEx receipt within the time listed below call the point of contact.

Priority	Shipment time	File Copy Returned
Expedite	1 working day	3 working days
Priority	3 working days	5 working days
Routine	7 working days	10 working days

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fs)
Title/Position	FedEx Clerk
Phone	808-541-2410
Fax	808-541-1558

<h1 style="margin: 0;">Shipping Request</h1> <p style="margin: 0;">(Local Reproduction Authorized)</p>	6. Shipping Request No:
	7. Date:

Part I - Customer Information

8. Unit:	9. Point of Contact:	10. Telephone No:	
6. e. Ship 24 Hours: Expedite	f. Ship 3 Working Days Priority	g. Ship 7 Working Days: Routine	h. Required Delivery Date (RDD):
7. a. Material will be delivered to ISC Honolulu Shipping and Receiving			
b. Material is located at:			
8. Destination Address (Do Not Use PO Box)		9. a. One Way Delivery	
_____		b. Round Trip back to Honolulu	
_____		10. Destination Point of Contact:	
_____		11. Telephone Number:	

Note: If you are shipping material to a foreign country, you MUST fill out Section III of this form.			
12. a. Nbr:	b. Description	c. Unit/Issue	d. QTY
13. I certify that there () is () is not hazardous material in this shipment. Description of hazardous material with attached MSDS:			

Part II - Accounting Information

14. Accounting Line or FEDEX Account Number:	15. Customer Assigned Ref Number/Work Order No. or Project Code:	
16. a. Print Name Authorized to Expend Funds:	b. Signature:	c. Date:
17. a. Print Name Certifying Funds:	b. Signature:	c. Date:

Part III - ISC Honolulu (fs) Use Only

18.a. Approved	b. Disapproved	
19.a. Signature of Approving Official:		c. Date:
20. Completion Date and Signature:	21. EST Cost of Shipment:	22. Tracking No./GBL No.

Shipping Freight via Coast Guard Air Station Barbers Point

Who this is for This information applies to:

- Coast Guard units in the D14 Area of Responsibility(AOR) Hawaii, Guam, and Japan, and
- visiting cutters to the D14 AOR.

Purpose This describes shipping freight via Coast Guard Air Station (AIRSTA) Barbers Point log flights.

Scheduling ISC Shipping and Receiving or the unit will determine when there is an AIRSTA flight to destination by the operations message or contacting AIRSTA. ISC Shipping and Receiving will contact AIRSTA to determine space availability on flight.

Shipping Process Flowchart Follow these steps in processing shipments.

Stage	Description
1	Unit submits DD-1149 shipping document with material to ISC Shipping and Receiving. Necessary information on DD-1149 (See enclosure (1)): <ul style="list-style-type: none"> • Complete destination address (No PO Box addresses). • Point of Contact and phone number at destination. • Signature by authorizing person. • Unit assigned document number (Z OPFAC-YJDD-F__-XXX i.e. Z47810-7280-F001-XXX). • Signature line for ISC (fs) and AIRSTA Barbers Point in Block 3.
2	ISC (fs) accepts material by signing DD-1149 and arranges shipment with AIRSTA.
3	ISC (fs) transports material to Air Station Barbers Point and has Air Station Barbers Point receiving clerk sign for material.

Continued on next page

Shipping Freight via Coast Guard Air Station Barbers Point, Continued

Shipping Process Flowchart, (continued)

Stage	Description
4	Air Station Barbers Point accepts material by signing DD-1149.
5	ISC (fs) provides signed copy of DD-1149 to unit. Original goes with material.
6	Unit maintains DD-1149 in unit files.

Enclosure

The enclosed example is to assist in processing the shipment.

- (1) [Example of Requisition and Invoice/Shipping Document \(DD-1149\) to be filled out by unit.](#)
-

Results and follow-up

ISC Shipping and Receiving will return signed copy of DD-1149 to unit and keep copy in files. If the requester does not receive the file copy within the following time schedule, contact the point of contact.

Priority	Shipment time	File Copy Returned
Expedite	1 working day	3 working days
Priority	3 working days	5 working days
Routine	7 working days	10 working days

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fs)
Title/Position	Transportation Assistant
Phone	808-541-2429
Fax	808-541-1558

Requesting and Operating Forklifts in Shipping and Receiving

Who this is for This information applies to:

- Coast Guard personnel in Oahu Hawaii, and
 - visiting cutters.
-

Purpose This describes how to request the use of ISC Honolulu Shipping and Receiving’s forklifts, and the operating procedures.

Equipment available Shipping and Receiving has the following forklifts available for use.

Type	Capacity	Use
Electric	3750 pounds	Primarily indoor
Gasoline	5100 pounds	Primarily outdoor

License required Forklift operators shall have a valid ISC Honolulu issued forklift operator license to request and operate a forklift in Shipping and Receiving.

Requesting a forklift Contact the Shipping and Receiving supervisor at 808-541-2410 to request the use of a Shipping and Receiving forklift. Use will be granted on an as available basis.

Safety-wear required Forklift operators shall wear:

- hard hat
- steel-toed safety shoes
- forklift seatbelt, and
- single hearing protection.

Note: The hearing protection requirement applies to the gas powered forklift only.

Continued on next page

Requesting and Operating Forklifts in Shipping and Receiving, Continued

Safety procedures

Follow these minimum safety procedures while operating a forklift in Shipping and Receiving:

- Come to a full stop at the building entrance.
 - Sound the horn (if available) when entering or exiting Shipping and Receiving.
 - Operate the gas powered forklift inside the warehouse for short periods only (normally no more than 5 minutes).
 - Drive backwards if moving a load that obstructs the forward view.
 - Ensure the load is secure prior to lifting or moving it.
 - Ensure the load does not exceed the capacity of the forklift
 - Drive slowly.
-

Results & follow-up

Expect an immediate response to requests for forklifts.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fs)
Position	Shipping and Receiving Branch Chief
Phone	(808) 541-2426
Fax	(808) 541-1558

Storing Material in Unit Cages

Who this is for This information applies to:

- Integrated Support Command (ISC) Honolulu
 - Naval Engineering Support Unit Honolulu
 - Electronic Support Unit Honolulu
 - USCGC WALNUT
 - USCGC KUKUI
 - USCGC RUSH
 - USCGC JARVIS
-

Purpose This describes the requirements for storage of material in the unit cages located at Shipping & Receiving

Reference information you will need You will need the following reference information to determine what may be stored in unit cages:

(a) Storage and Materials Handling Manual, DOD 4145.19-R-1

What may be stored Follow the steps below to determine if an item may be stored in a unit's cage:

Step	Action						
1	Determine what the material is.						
2	Use the table below to continue: <table border="1" data-bbox="581 1299 1393 1491"><thead><tr><th>If the item ...</th><th>Then ...</th></tr></thead><tbody><tr><td>Does not contain, or is not impregnated with, hazardous material</td><td>It may be stored in the unit's cage.</td></tr><tr><td>Does contain, or is impregnated with, a hazardous material</td><td>Refer to Table 5-5 of reference (a).</td></tr></tbody></table>	If the item ...	Then ...	Does not contain, or is not impregnated with, hazardous material	It may be stored in the unit's cage.	Does contain, or is impregnated with, a hazardous material	Refer to Table 5-5 of reference (a).
If the item ...	Then ...						
Does not contain, or is not impregnated with, hazardous material	It may be stored in the unit's cage.						
Does contain, or is impregnated with, a hazardous material	Refer to Table 5-5 of reference (a).						

Continued on next page

Storing Material in Unit Cages, Continued

What may be stored, (continued)

Step	Action								
3	<p>In conjunction with Table 5-5 of reference (a), use the table below to continue:</p> <table border="1" data-bbox="581 533 1393 1058"> <thead> <tr> <th data-bbox="581 533 987 569">If the item ...</th> <th data-bbox="987 533 1393 569">Then ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="581 569 987 632">Is not eligible to be stored in a General Purpose Warehouse</td> <td data-bbox="987 569 1393 632">It may not be stored in the unit's cage.</td> </tr> <tr> <td data-bbox="581 632 987 846">Is eligible to be stored in a General Purpose Warehouse and has a Hazard Code exceeding any of the following: Health - 0 Flammability - 1 Reactivity - 1</td> <td data-bbox="987 632 1393 846">It may not be stored in the unit's cage.</td> </tr> <tr> <td data-bbox="581 846 987 1058">Is eligible to be stored in a General Purpose Warehouse and does not have a Hazard Code exceeding any of the following: Health - 0 Flammability - 1 Reactivity - 1</td> <td data-bbox="987 846 1393 1058">It may be stored in the unit's cage.</td> </tr> </tbody> </table>	If the item ...	Then ...	Is not eligible to be stored in a General Purpose Warehouse	It may not be stored in the unit's cage.	Is eligible to be stored in a General Purpose Warehouse and has a Hazard Code exceeding any of the following: Health - 0 Flammability - 1 Reactivity - 1	It may not be stored in the unit's cage.	Is eligible to be stored in a General Purpose Warehouse and does not have a Hazard Code exceeding any of the following: Health - 0 Flammability - 1 Reactivity - 1	It may be stored in the unit's cage.
If the item ...	Then ...								
Is not eligible to be stored in a General Purpose Warehouse	It may not be stored in the unit's cage.								
Is eligible to be stored in a General Purpose Warehouse and has a Hazard Code exceeding any of the following: Health - 0 Flammability - 1 Reactivity - 1	It may not be stored in the unit's cage.								
Is eligible to be stored in a General Purpose Warehouse and does not have a Hazard Code exceeding any of the following: Health - 0 Flammability - 1 Reactivity - 1	It may be stored in the unit's cage.								

Note: If you are unable to determine if an item is eligible to be stored in the cage, then contact the Point of Contact listed below for a determination prior to storing the material.

Liquid Storage

To contain any possible leaks, all liquid material will be stored on spill containment platforms that are capable of accepting the full volume of the largest container stored on it. It is each unit's responsibility to provide these platforms.

Continued on next page

Storing Material in Unit Cages, Continued

Compressed Gas Storage

Because of the various hazards associated with compressed gases, and their specific storage requirements, compressed gas cylinders will not be stored in unit cages. This includes empty gas cylinders.

Access

It is the responsibility of each unit to maintain keys for access to their cages. A copy of each key will be provided to ISC (fs) for emergency access to the cages. For access to the building, consult the following table:

IF IT IS ...	THEN ...
During normal working hours	The building will be open.
After normal working hours	Contact the ISC OOD.

Accessibility

An open aisleway of at least 10 feet in width will be maintained for the length of the cage to allow access for materials handling equipment and firefighting response.

Storage Area

Storage of material is authorized inside the unit cages only. Temporary storage of material in the isles outside of the cages is not allowed.

Inspections

ISC (fs) will conduct monthly inspections of unit cages to determine if they are being properly maintained and are not being used for storage of unauthorized material. If an unauthorized condition exists, then the unit will be notified and given 5 working days to remedy the situation.

Removal of HAZMAT

Unauthorized HAZMAT found in unit cage's that is not removed after notification will be removed by ISC (fs) and transferred to the ISC HAZMAT Pharmacy. Units will be notified upon transfer. Material transferred to the HAZMAT Pharmacy for underway units will not be issued until the unit returns to homeport and can decide on the disposition of the material.

Results and follow-up

Failure to comply with this instruction after notification by ISC (fs) will result in administrative follow-up from the Commanding Officer, ISC Honolulu.

Continued on next page

Storing Material in Unit Cages, Continued

**Point of
Contact**

If you have any questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fs)
Title/Position	Chief, Shipping & Receiving
Phone	808-541-1489
Fax	808-541-1558

Accessing Mail Services

Who this is for This information applies to personnel assigned to:

- Integrated Support Command (ISC) Honolulu, and
 - ISC Honolulu tenant commands.
-

Purpose This describes:

- how mail is handled, and
 - the procedure for obtaining certain mail services at Integrated Support Command (ISC) Honolulu.
-

Services provided by ISC Honolulu Mail Center

The below listed services are provided by the ISC Honolulu mailroom:

- official mail
 - personal mail (see limitations below)
 - guard mail handling
 - metering of freight, and
 - maintaining transfer files.
-

First class mail The majority of all mail consists of standard and legal size letters both official and personal. This includes larger size envelopes and bulk mail.

First class mail procedure Follow these steps to send first class mail through the ISC Honolulu mailroom:

Step	Action
1	Enclose items to be mailed in U.S. Postal Service approved envelope. <u>Note:</u> Ensure envelope is properly sealed and addressed. The ISC Honolulu mailroom assumes no responsibility for improperly sealed or addressed letters or parcels. ISC Honolulu will meter mail for units without metering machines.

Continued on next page

Accessing Mail Services, Continued

First class mail procedure, (continued)

Step	Action
2	Place parcel or envelope in a postal delivery box either at the ISC Honolulu Shipping and Receiving or at a designated point at your unit. <u>Note:</u> All tenant commands have a designated Mail Orderly. If you are unsure of a designated mail drop off point at your unit, contact your unit's Mail Orderly.

Personal mail limitations

This table explains how incoming personal mail is handled and specifies limits on this service.

IF an individual...	THEN they are...
<ul style="list-style-type: none"> has recently reported, and does not permanently reside in Kukui Hall, or does not permanently reside onboard a tenant cutter 	<ul style="list-style-type: none"> entitled to receive personal mail through ISC Honolulu mailroom for up to 60 days after reporting. <p><u>Note:</u> Address change should be made as soon as residence is established.</p>
<ul style="list-style-type: none"> does not permanently reside in Kukui Hall, or does not permanently reside onboard a tenant cutter, and continues to receive personal mail at ISC Honolulu after 60 day period 	<ul style="list-style-type: none"> notified by ISC Honolulu mailroom staff given a cutoff date, and instructed that future mail received at ISC Honolulu mailroom after cutoff date is returned to sender.
<ul style="list-style-type: none"> is assigned duties which prohibit their ability to receive mail at their quarters address 	<ul style="list-style-type: none"> entitled to receive personal mail at the ISC Honolulu mailroom. <p><u>Note:</u> This is granted by ISC Honolulu (fs) upon request and on a case-by-case basis.</p>

Continued on next page

Accessing Mail Services, Continued

Process upon transfer or termination

This process applies to members who are:

- transferred
- separated, or
- terminated.

Stage	Who	Description
1	Member	<ul style="list-style-type: none"> ● provides ISC Honolulu mailroom with forwarding address.
2	ISC Honolulu mailroom clerk	<ul style="list-style-type: none"> ● updates mailing directory, and ● forwards First Class mail for period not to exceed three months.
3	Member	<ul style="list-style-type: none"> ● submits change of address cards to U.S. Postal Service, and ● notifies senders of new address as soon as possible.

Procedures to mail freight and boxes

Follow these steps to mail freight and boxes:

IF the box size...	THEN
is 8" X 10" or less	deliver the box to the ISC Honolulu mailroom <u>Note:</u> Ensure the box is handed to a mailroom staff member only. ISC Honolulu assumes no responsibility for boxes left outside the mailroom on the floor.

Continued on next page

Accessing Mail Services, Continued

Procedures to mail freight and boxes, (continued)

IF the box size...	THEN
exceeds 8" X 10"	proceed to the ISC Honolulu mailroom for: <ul style="list-style-type: none"> • postage, and then • take the box to ISC Honolulu Shipping & Receiving (fs) to be shipped.

Procedures to guard mail

Follow these steps to send items through the guard mail system:

Step	Action
1	Obtain a U.S. Government Messenger Envelope from your designated Mail Orderly or administrative staff. <u>Note:</u> ISC Honolulu mailroom is not a stock point for guard mail envelopes.
2	Cross out last written addressee and enter the destination name and unit in the next vacant block in the name and address block.
3	Print legibly the <u>name of the organization</u> and <u>individual</u> that you intend to receive the envelope. <u>Note:</u> Do not put just the individual's name. This greatly slows, and in some cases prevents, the delivery process.
4	Deposit your completed envelope in either the ISC Honolulu administration building mailbox or at your unit's designated drop off point.
5	Guard mail deliveries to the Marine Safety Office and the Prince Kalaniana'ole Federal Building normally occur at 1300, Monday through Friday.

Results and follow-up

After the mail has been picked up by the U.S. Postal Service, ISC Honolulu has no means of ensuring its delivery. Because of this, personnel should direct all inquiries regarding mail delivery to the U.S. Postal Service.

Continued on next page

Accessing Mail Services, Continued

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fs)
Position	Mailroom Clerk
Phone	808-541-3261
Fax	808-541-1530

Port Services

Arranging Port Services - Visiting Cutters
Obtaining Services - Deploying Homeported Cutters
Obtaining Commissary Supplies - Visiting Cutters

Arranging Port Services - Visiting Cutters

Who this is for

This information applies to:

- Integrated Support Command (ISC) Honolulu, and
 - cutters visiting Oahu locations.
-

Purpose

This describes how to arrange ISC Honolulu port services.

Dockside services at ISC

The following services are available at ISC Honolulu::

- Electrical shore power, 440/3 phase, 60 Hz
 - Electrical support
 - Potable water/sewage/compressed air
 - Telephones/computer hook up x.25 service
 - Cable television
 - Line-handlers
 - Hazardous waste/trash disposal and recycling
 - Government & U.S. mail services
 - Customs/state & federal inspectors
 - MWR facilities
 - CGES facilities
 - Crane
 - Motor vehicles
 - Work-Life services
 - Traveler's checks/advances
 - PERSRU services
 - Medical/dental clinic services
 - Safety & environmental health services
-

Processing to arrange services

The following process describes arranging port services for visiting cutters.

Stage	Description
1	ISC Honolulu receives notice of expected visit of cutter to Oahu.
2	ISC Shipping and Receiving sends "PORT SERVICES - VISITING CUTTERS" message to arriving cutter NLT 2 working days after receiving notice of expected visit.

Continued on next page

Arranging Port Services - Visiting Cutters, Continued

Processing to arrange services, (continued)

Stage	Description	
3	Arriving cutter submits LOGREQ message. Special requests must be clearly defined.	
	If cutter arrives at...	Then send LOGREQ to...
	ISC Honolulu or Aloha Tower	COGARD INTSUPRTCOM HONOLULU HI//fs// 5 working days before arrival.
	Pearl Harbor	COMNAVSTA PEARL HARBOR HI//30// & info COGARD INTSUPRTCOM HONOLULU HI//fs// 10 working days before arrival.
4	ISC Shipping and Receiving coordinates arrival team of relevant command representatives to develop arrival package/services.	
5	<p>ISC Shipping and Receiving and arriving team greets cutter. Team consists of:</p> <ul style="list-style-type: none"> • Command Representative • Comptroller Representative • Personnel Services Representative • NESU Representative, and • ESU Representative. 	
6	Arriving team conducts arrival brief, delivers orientation package and reviews LOGREQ with cutter personnel. Orientation package includes local maps, phone books, ISC customer handbook, SOPA instruction, and customer comment card.	
7	<p>MWR Activities will schedule an Aloha brief within 48 hours of arrival. Aloha brief will include:</p> <ul style="list-style-type: none"> • ISC Security/Port Services provides security brief on area and rental vehicle base passes. • MWR representative passes information and updates on available MWR/Morale facilities, services, and events. MWR office can be reached at 808-541-2413/2414. • Coast Guard Exchange gives brief on products and services available. • PERSRU representative gives brief on matters pertaining directly to TAD personnel, i.e. lost ID cards, orders back to unit, emergency leave procedures. 	

Continued on next page

Arranging Port Services - Visiting Cutters, Continued

Obtaining services at Pearl Harbor

For services received at Pearl Harbor, a message with accounting line, document numbers, and estimated cost for each service must be received by USN Public Works 10 working days before arrival. This includes but is not limited to vehicles, telephone service, crane service, and foreign trash disposal. DD-1149 must be presented upon arrival.

Cutter refueling

Cutter refueling can be accomplished by contacting Pearl Harbor Port Services at (808) 474-1183/0897.

Departure feedback

Port Services will hand deliver Customer Comment Card to visiting cutter.

Results and follow up

You can expect the following:

- LOGREQ replies should be received by the visiting cutter no later than 48 hours before arrival. If LOGREQ is not received call ISC Honolulu (fs) or OOD at 808-541-2491 or 226-4170 .
 - LOGREQ items will be delivered to the visiting cutter on arrival. If items are not delivered or accounted for during the arrival brief contact ISC Honolulu (fs).
-

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fs)
Title/Position	Shipping and Receiving/Property Branch
Phone	808-541-2429
Fax	808-541-2428

Obtaining Services - Deploying Homeported Cutters

Who this is for This information applies to:

- Integrated Support Command (ISC) Honolulu,
 - Electronics Support Unit (ESU) Honolulu,
 - Naval Engineering Support Unit (NESU) Honolulu, and
 - cutters homeported at ISC Honolulu deploying for over 30 days.
-

Purpose This describes the services provided to homeported cutters before, during, and after deployments greater than 30 days. The goal of ISC deploying cutter support process is:

- insure cutter needs are met before departure for smooth deployment
 - support the cutter's dependents and personnel left ashore
 - prepare for work to be accomplished during next inport, and
 - gather measurements of effectiveness.
-

Predeployment checklist process ISC divisions, ESU, and NESU follow this procedure to complete the checklists.

Stage	Description
1	Accomplish checklists items at lowest level with cutter.
2	Document point of contact from ISC and cutter on the list.
3	Complete enclosed checklists from: <ul style="list-style-type: none"> • ISC (e), enclosure (1) • ISC (f), enclosure (2) • ISC (k), enclosure (4) • ISC (ps), enclosure (3) • NESU Honolulu. Enclosure (5) • ESU Honolulu
4	Report to unit representative completion of checklist.

Continued on next page

Obtaining Services - Deploying Homeported Cutters, Continued

Predeployment meeting Hold pre-deployment meeting approximately 5 working days before cutter departs. ISC XO and a representative from each division will present completed checklists to the cutter's XO. Items not completed will be discussed.

Underway services Cutters can expect the following services while underway. The ISC:

- PERSRU will answer administration messages within 48 hours.
- Shipping and Receiving will send weekly material receipt message and as directed by the cutters forward material.
- Medical will send binnacle update list within 1 week of departure and then as necessary.
- Work Life supervisor will maintain communication with cutter XOs regarding ongoing cases as necessary.
- Work Life staff will support cutter's ombudsman program.

Returning deployed cutter The following details ISC returning deployed cutter support process.

Stage	Description
1	ISC Honolulu receives notice 5 days prior to return of deployed cutter via LOGREQ.
2	ISC Shipping and Receiving sends LOGREQ reply message NLT 2 working days after notification of deployed cutter return.
3	ISC Shipping and Receiving notifies ombudsman.
4	ISC Shipping and Receiving coordinates arrival team of relevant command representatives. Team will consist of: <ul style="list-style-type: none">• ISC OOD• other personnel as requested by cutter, and• Requested cutter administratively assigned personnel.

Post-deployment Cutter personnel and ISC divisions will schedule post-deployment debriefs as necessary.

Continued on next page

Obtaining Services - Deploying Homeported Cutters, Continued

Post deployment feedback

Shipping and Receiving will hand deliver Customer Comment Card to returning cutter.

Enclosures

The enclosed checklists are provided to prepare for cutter deployment.

- (1) [Engineering Pre-Deployment Checklist](#)
 - (2) [Comptroller Pre-Deployment Checklist](#)
 - (3) [Medical Pre-Deployment Checklist](#)
 - (4) [Personnel Pre-Deployment Checklist](#)
 - (5) [NESU Honolulu Pre-Deployment Checklist](#)
 - (6) [ESU Honolulu Pre-Deployment Checklist \(to be developed\)](#)
-

Results and follow-up

The services listed above will be provided before, during and after each deployment. If cutters do not receive the service, contact the point of contact.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fs)
Title/Position	Shipping and Receiving/Property Branch
Phone	808-541-2429
Fax	808-541-2428

Engineering Division Pre-Deployment Checklist

ISC Engineering Checklist

The actions listed below must be completed before the pre-deployment brief. These actions are non-sequential. Initial in the "Completed" block when done.

Step	Branch	Action	Completed (✓)
1	Maintenance	Motorpool: Arrange for cutter personnel to return vehicle and keys on day of departure	
2		Electrical Shop: Arrange to provide additional electrical shore ties if required.	
3	Industrial	Ensure that cutter EO is briefed on status of all industrial projects.	
4	Security /MAA	Arrange for cutter personnel to clean pier and store all equipment cutter plans to leave behind.	
5		Ensure all cutter POV's are stored in long term storage lot.	
6	Environmental	Ensure all environmental and solid waste issues are addressed with cutter environmental representative.	
7	Housing	Ensures specific unresolved issues are resolved prior to getting underway.	
8		Ensure that all personnel departing PCS during or shortly after deployment have "Intent to Vacate" on file with the housing office 45 days prior (includes all personnel in CG owned, leased, and UPH).	
9		Ascertain specific housing needs during deployment and coordinate mutual plan to address.	

Comptroller Pre-Deployment Checklist

Comptroller Checklist

The actions listed below must be completed before the pre-deployment brief. These actions are non-sequential. Initial in the “Completed” block when done.

Branch	Step	Action	Completed (✓)
Shipping and Receiving Checklist	1	Obtain a list of outstanding requisitions that may need to be forwarded to an alternate port.	
	2	Verify if there are any pending outgoing shipments.	
	3	Ensure arrangement for deposit of quarterly morale check is made.	
	4	Ensure quarterly morale report is received if due.	

Branch	Step	Description	Completed (✓)
Galley Checklist	1	Check with ship’s FSO to see if any food items are needed prior to getting underway.	
	2	Check with ship’s FSO to see if they will be leaving any cooks behind that can work at ISC galley while ship is underway.	
	3	Check with ship’s FSO to see if there is a possibility that the ship might need a food order while underway (due to item not available in a foreign port).	
	4	Check with cutter’s FSO to contact ISC FSO prior to arrival in Honolulu for any food items needed.	
	5	Check with cutter’s FSO to see if the cutter will be going into dry-dock and closing the cutter’s galley down and if the crew is going to be eating at the ISC galley, giving ISC galley 2-3 months advance notice.	

Continued on next page

Comptroller Division Pre-Deployment Checklist, Continued

Branch	Step	Description	Completed (✓)
MWR Activities Checklist	1	Provide requested facility and gear for pre-deployment briefing.	
	2	Provide requested recreational gear for unit's deployment.	

Health Services Division Pre-Deployment Checklist

Health Services Division Checklist The actions listed below must be completed before the pre-deployment brief. These actions are non-sequential. Initial in the “Completed” block when done.

Cutter Responsibilities

Step	Completed by...	Description	Completed (✓)
1	30 days prior to deployment	Inventory supplies and pharmaceuticals.	
2	30 days prior to deployment	Order supplies and submit pharmaceutical orders to ISC Clinic.	
3	30 days prior to deployment	Submit Designated Medical Officer Afloat(DMOA) health record reviews, if due to ISC Clinic	
4	30 days prior to deployment	Submit tickler list to ISC Clinic including Medical & Dental appointments needed prior to departing.	
5	7 days prior to deployment	E-mails ISC Clinic any patients remaining ashore during deployment.	

ISC Clinic Responsibilities

Step	Completed by...	Description	Completed (✓)
1	30 day prior to deployment	Order pharmaceuticals for Cutters.	
2	30 day prior to deployment	Discuss inpatients and consults needed with Cutter.	
3	14 days prior to deployment	Provide status of Physical Exams and Medical Boards to Cutter.	
4	7 days prior to deployment	Reviews status of Physical Exams and Medical Boards with Cutter.	

Personnel Services Division Pre-Deployment Checklist

Personnel Services Division Checklist The actions listed below must be completed before the pre-deployment brief. These actions are non-sequential. Initial in the “Completed” block when done. Schedule joint meeting with cutter administrative team at least two weeks prior to departure. During meeting:

Branch	Step	Description	Completed
--------	------	-------------	-----------

			(✓)
PERSRU Checklist	1	Resolve all outstanding pay issues	
	2	Determine required COLA/FSA actions.	
	3	Get list of all TAD and transient personnel being left behind and those expected to be left behind	
	4	Get copies of endorsed orders for all known TAD cases	
	5	Remind cutter personnel to ensure document numbers and accounting information is on all orders Pre-identify best ISC assignment for rated and officer TAD personnel.	
	6	Get copies of completed administrative discharge packages for all personnel being left behind for administrative separation.	
	7	Discuss probable CGMA candidates.	
	8	Give (ca) branch a copy of the cutter provided list of all personnel being left behind.	
	9	Schedule follow-up meeting with cutter's administrative team to close gaps. Include (ca) branch when/if necessary.	

Continued on next page

Personnel Services Division Pre-Deployment Checklist, Continued

Branch	Step	Description	Completed (✓)
Transportation Checklist	1	Transportation ensures ship provides list of personnel PCSing, retiring, and separating from the Service during or shortly after deployment. All these personnel need to fully coordinate with the Transportation Officer prior to departure for shipment of HHGs/POW.	

Continued on next page

Personnel Services Division Pre-Deployment Checklist

Command Staff Checklist

Attend XO's pre-deployment and complete the action listed below.

Branch	Step	Description	Completed (✓)
Administration	1	Finalize non-rate assignments.	
	2	Ensure all TAD orders are funded.	
	3	Receive overview of ongoing situations and problems	
	4	Schedule branch follow-up meeting when/if necessary.	

Branch	Step	Description	Completed (✓)
Work-Life Checklist	1	Work-Life Supervisor contacts ship's XO.	
	2	Interruptions of therapy/counseling.	
	3	Unresolved Work-Life issues (including mental health, stress, trauma, financial, addiction, marital, parenting, etc.).	
	4	HUMS or ERD requests.	
	5	Personnel left ashore awaiting discharge.	
	6	Personnel needing relocation/transition assistance.	
	7	Work-Life Supervisor and ship's XO, at the XO's convenience, with appropriate staff if necessary, discuss cases and plan actions.	

Branch	Step	Description	Completed (✓)
Force Optimization and Training Checklist	1	If required, ensure ship forwards Servicewide Exams to exam OPFAC the personnel will be transferred or assigned to on the date of the tests.	
	2	Ensure ship advises transferring member that End of Course tests may not be forwarded.	

NESU Honolulu Pre-Deployment Checklist

NESU Honolulu Checklist

The actions listed below must be completed before the pre-deployment brief. These actions are non-sequential. Initial in the "Completed" block when done.

MAT

Step	Description	Completed (✓)
1	Reviews worklist and notify EO & division chiefs of any items not expected to be finished prior to getting underway.	
2	Holds final meeting with EO and division chiefs.	
3	Delivers all PMS feedback forms, Condition Found Reports, and PMS hours reports.	
4	Gathers Measures of Effectiveness (MOE) Data.	

Port Engineer

Step	Description	Completed (✓)
1	Verifies all contract files are complete.	
2	Determines if any GFE or mandatory turn-in items need to be reclaimed.	
3	Reviews A-Team schedules and make plans with the ship to prepare for any availabilities during the next inport.	

XO

Step	Description	Completed (✓)
1	Verifies ship's planned patrol schedule, including next and last ports of call.	
2	Determines if any ship's personnel will be left TAD to NESU.	
3	Determines if there are any outstanding CASREP's or parts that NESU should track.	
4	Determines if there are any mandatory turn-in parts that NESU should track.	
5	Determines if the ship plans major maintenance for the next inport.	

CO

Step	Description	Completed (✓)
1	Makes courtesy call on EO.	
2	Makes courtesy call on CO.	

Enclosure (5)

Obtaining Commissary Supplies - Visiting Cutters

Who this is for

This information applies to:

- Integrated Support Command (ISC) Honolulu, and
 - Cutters visiting Oahu locations.
-

Purpose

This describes how to obtain commissary supplies on Oahu.

Process to obtain commissary supplies

Fleet Industrial Supply Center (FISC) Pearl Harbor is the primary cutter commissary/supply point. ISC Honolulu is not staffed to provide food purchasing support to visiting cutters. This describes the process to obtain commissary supplies:

Stage	Description
1	Cutter sends message request to FISC PEARL HARBOR HI//CODE 307// at least five (5) work days prior to required delivery. Send a message listing: <ul style="list-style-type: none">• food item name• NSN• quantity, and• date & time of arrival.

Continued on next page

Obtaining Commissary Supplies - Visiting Cutters, Continued

Process to obtain commissary supplies, (continued)

Stage	Description
1	<p style="text-align: center;">OR</p> <p>Cutter determines FISC unable to provide food stores, then contacts the commercial vendors listed below directly and arranges for delivery to the cutter upon arrival.</p> <ul style="list-style-type: none"> • Dry and frozen foods <ol style="list-style-type: none"> 1. Y-Hata 808- 845-3347 2. H&W Foods 808- 832-0350 3. Hansen Foods 808- 456-3334. • Produce <ol style="list-style-type: none"> 1. Sun Corp Produce 808- 593-9926 • Milk and dairy <ol style="list-style-type: none"> 1. Foremost 808- 841-5831 • Seafood <ol style="list-style-type: none"> 1. Diamond Head Seafood 808- 522-0222 • Bread and bakery <ol style="list-style-type: none"> 1. Hawaiian Bakery 808- 488-6871 2. Loves 808- 841-2088 • Meat and poultry <ol style="list-style-type: none"> 1. The Meat Shop 808-487-3866
2	FISC or vendor delivers food stores to cutter on arrival.

Results and follow up

You will get information directly from the vendor.

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fg)
Title/Position	Food Services Branch Chief
Phone	808-541-2484/85
Fax	808-541-1558

Morale, Well-being, and Recreation

MWR Programs and Activities Overview
Obtaining Morale Funds
Managing the D14 AOR Consolidated Morale Fund
Processing Quarterly Morale Fund Reports
Reserving MWR Facilities

MWR Programs and Activities Overview

Who this is for This information applies to personnel entitled to Coast Guard MWR benefits. These Coast Guard individuals are:

- Active Duty, Reserves, Retirees, and their dependents
 - Civil Service employees
 - Coast Guard Exchange System employees
 - Coast Guard MWR employees, and
 - Coast Guard Auxiliary.
-

Purpose This provides an overview of MWR programs and activities available through Integrated Support Command (ISC) Honolulu.

MWR programs and activities The table below shows ISC Honolulu MWR programs and activities.

Description	Location	Schedule
Aerobic classes - Step and body sculpting classes provided for a fee.	Red Hill Community Center	Mon to Fri 9am - 10 am, Mon-Tue-Th 6:30pm - 7:30pm, Sat 7:45am - 8:45am
All hands club - This is a wholesome, diverse and non-smoking all hands club facility. <ul style="list-style-type: none"> • Snacks and beverages • Video games • Pool tables • Dart games • Big screen TV • Cable and satellite reception 	Sand Island Club 14	Mon to Th 3pm - 11pm Fri 3pm - midnight Sat 1pm - midnight Sun 1pm - 8pm

Continued on next page

MWR Programs and Activities Overview, Continued

MWR programs and activities, (continued)

Description	Location	Schedule
Gear rental - Recreation gear for a daily or weekend rental fee <ul style="list-style-type: none"> • Coolers and water jugs • Tables and Chairs • Boogie boards • Snorkel sets • Golf clubs • Volleyball sets • Horseshoes • Bikes w/safety helmet 	Sand Island Complex	Mon to Fri 9am - 4pm
Gymnasium - Gym accessories are available at the sales desk on weekdays or the watch stander on evenings or weekends. <ul style="list-style-type: none"> • Weight room • Aerobic room • Basketball/ volleyball court • Racquetball court (requires reservation) 	Sand Island Complex	Mon to Fri 7:30am - 9pm Sat, Sun and Holidays 9am - 9pm
Information, tickets & tours (ITT) -Discounted tickets & tours to local shows and sports events. <ul style="list-style-type: none"> • Luau, dinner & cocktail shows • Theme parks • Dinner cruises • Concerts • Movies • Submarine tours • Outer island tours (airfare not included) • Aloha Bowl and Pro Bowl 	Sand Island Complex KKH Community Center Office	Mon to Fri 9am - 4pm Mon-Wed- Fri- Sat 8am - 1pm

Continued on next page

MWR Programs and Activities Overview, Continued

MWR programs and activities, (continued)

Description	Location	Schedule
Intramural sports - Organized sports competitions between units within the command	Sand Island Complex	Various times throughout the year
Karate classes - Training classes is offered in Kata, Kobudo, and Kumite self defense. Classes are open for ages 5 to adults. Classes are provided for a fee.	Red Hill Community Center Sand Island Complex	Th, 5pm - 6pm, Sat, 9am - 10am Various times
League sports - Entry fee required for all non Coast guard teams.	Sand Island Complex	All year round
Outdoor courts - No reservations required for <ul style="list-style-type: none"> ● Basketball ● Volleyball ● Tennis. 	Sand Island Complex	Open
Polynesian dance classes - Traditional Hula, Tahitian and Maori dance lessons	Red Hill Com Center	Wed & Fri, 1530 - 1830
Recreation swimming - Restrictions apply to the Sand Island Complex Pool and Wailupe pool. Admission fee is required for all Red Hill pool users. Monthly and annual pool passes can be purchased.	Sand Island Complex Wailupe Pool Red Hill Pool	Operating hours vary
Swim lessons - Sessions includes nine (9) classes of instruction per level of skill.	Red Hill Pool	Various time throughout the year
Water aerobics - Classes are designed to give you a complete aerobic workout.	Red Hill Pool	Upon demand

Current information

For current information check out our web page at www.ischon.net/MWR-homepage or call us at 808-541-2413.

Results and follow up

Most phone requests are answered on the phone while you wait. If you do not receive a timely response please call the MWR Recreation Assistant.

Continued on next page

MWR Programs and Activities Overview, Continued

Point of contact For questions or additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fm)
Position	MWR Director
Phone	808-541-2414
Position	Recreation Assistant
Phone	808-541-2413

Obtaining Morale Funds

Who this is for This information applies to personnel assigned to:

- Integrated Support Command (ISC) Honolulu
 - Naval Engineering Support Unit Honolulu
 - Electronic Support Unit Honolulu
 - Afloat Training Group Pearl Harbor
-

Purpose This describes how to obtain unit morale funds.

Process The table below shows the process to obtain morale funds.

Stage	Description								
1	Requester prepares Morale Procurement Request (MPR) form.								
2	Requester forwards the request as follows. <table border="1"><thead><tr><th>IF the request is for</th><th>THEN forward the completed form to</th></tr></thead><tbody><tr><td>a branch event</td><td>branch chief for endorsement.</td></tr><tr><td>a division event</td><td>division officer for endorsement.</td></tr><tr><td>a unit event</td><td>the executive officer for endorsement.</td></tr></tbody></table>	IF the request is for	THEN forward the completed form to	a branch event	branch chief for endorsement.	a division event	division officer for endorsement.	a unit event	the executive officer for endorsement.
IF the request is for	THEN forward the completed form to								
a branch event	branch chief for endorsement.								
a division event	division officer for endorsement.								
a unit event	the executive officer for endorsement.								

Continued on next page

Obtaining Morale Funds, Continued

Process, (continued)

Stage	Description		
3	If the request is authorized,		
	AND	AND	THEN
	less than \$250	budgeted	the Morale Officer: <ul style="list-style-type: none"> • approves/disapproves form, • issues funds
	greater than \$250	budgeted or un-budgeted	the ISC XO: <ul style="list-style-type: none"> • approves/disapproves form • forwards to MWRO to issue funds
	any amount	un-budgeted	the ISC XO: <ul style="list-style-type: none"> • approves/disapproves form • forwards to MWRO to issue funds
4	Morale Officer returns MPR to requester.		
5	Requester returns all receipts and any change to Morale Officer within (1) week of event.		

Unauthorized morale expenditures

The expenditure of Morale funds is limited to those events that benefit the unit from an MWR standpoint. The following items are not authorized for purchase with Morale funds:

- Receptions or expenses of functions incident to activation of a new command or change-of-command ceremonies, however, commands are authorized to use morale funds for all hands party in conjunction with change of command ceremonies.
- “Farewell” gifts that are not given to every member which departs a unit.
- Award of rating badges, wing insignia, and other uniform items not related to the MWR program.
- Support of functions that are held primarily for public affairs purposes.

Continued on next page

Obtaining Morale Funds, Continued

Unauthorized morale expenditures (continued)

- Costs associated with the operation of CPO, Officer, and Petty Officers' messes, clubs, exchanges, or commissaries.
 - Costs associated with the operation of family member schools or tuition.
 - Payments to officers for administrative work performed on MWR matters.
 - Payment to enlisted personnel for work performed on MWR matters unless the following two (2) conditions are met:
 - The work is voluntary and in addition to their regular assignment performed during off-duty hours,
 - employment, by reason of hours or nature of work, does not interfere with the proper and efficient performance of their military duties, which shall at all times take precedence on their time, talents, and attention.
 - Payments to civilians for work performed at any time on MWR matters if they are already full-time civilian employees of the Federal Government, whether paid from appropriated or non-appropriated funds (Dual-Compensation Act applies).
 - Support of religious programs.
 - Payment to instructors, tuition, or purchase of books for off-duty military education programs.
-

Additional information

The following reference, available from the Morale Officer, can be used to get more information about limitations on the use of MWR funds:

- COMMANDANT INSTRUCTION 1710.17, Morale, Well-being and Recreation (MWR) Manual
-

Enclosure

Use the following enclosure to request MWR funds:

- (1) [ISC Honolulu Morale Procurement Request Form \(ISC-MWR-1c\)](#)
-

Point of contact

If you have any questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fa)
Position	Morale Officer
Phone	808-541-1561
Fax	808-541-2428



ISC Honolulu MWR Procurement Request



Date: _____

Requester: _____

Phone Number : _____

Amount Requested: _____

Itemized: _____

Make Check Payable to: (PRINT) _____

Requester's Signature: _____

Note:

1. Submit Morale Requests to the Morale Officer only.
2. Turn in all receipts to the Morale Officer, located in the Supply Building, 2nd deck, X1561 (Budgeting and Accounting).

For Division Event:

Approval _____ Date: _____

Disapproval _____

Division Officer's Endorsement: (Signature) _____

Morale Officer's Recommendation:

Approval _____

Signature: _____

Chief Budget.&Accounting.

Disapproval _____

Date: _____

Checking Acct. _____

Division Balance : _____

Executive Officer's Recommendation:

Approval _____

Signature: _____

ISC Honolulu Executive Officer

Disapproval _____

Date: _____

Commanding Officer:

Approved _____

Signature: _____

ISC Honolulu Commanding Officer

Disapproved _____

Date: _____

Enclosure (1)

Managing the D14 AOR Consolidated Morale Fund

Who this is for This information applies to:

- Coast Guard units in the D14 Area of Responsibility (AOR) Hawaii, Guam and Japan
-

Purpose This describes how the D14 AOR morale funds are managed.

- Reference**
- (a) Morale, Well-Being, and Recreation Manual, COMDTINST 1710.13
 - (b) Morale Fund Administration, ISCHONOINST 1710
-

Funds definitions The following defines the various morale funds.

Fund and Fund Custodian	Purpose and Location	Source of Funding
Unit Morale Fund Unit Morale Officer	Fund unit morale events Local bank account	HQ quarterly distribution
D14 AOR Consolidated Morale Fund ISC Honolulu (fs)	Fund quarterly distribution, special events and special needs Chicago account	HQ quarterly distribution
ISC MWR Activities Fund ISC Honolulu (fm)	Run category A, B, & C Activities Chicago account & local account	Business Activities, CGES local distribution

Fund Advisory Board duties The Fund Advisory Board:

- approves D14 AOR spend plan
- approves funding for Consolidated MWR programs and for non-unit specific programs and events (CG Day Picnic, CG Ball, etc.)
- determines per capita distribution to units
- approves disbursement of funds, and
- determines process for distributing funds pursuant to incidental requests.

Note: The board must have a quorum of 3 to make decisions.

Continued on next page

Managing the D14 AOR Consolidated Morale, Continued

Fund Manager duties

The Fund Manager:

- approves incidental requests up to \$500
 - signs checks
 - provides oversight of MWR Funds Programs
 - serves as executive secretary to the Funds Advisory Board, and
 - reviews special requests for equipment purchases for possible appropriated funding.
-

Fund Administrator duties

The Fund Administrator:

- creates D14 AOR Spending Plan for Funds Advisory Board approval which includes unit distribution matrix
 - provides administrative support to the Funds Advisory Board
 - generates checks
 - prepares 14th CG District AOR morale fund financial statement, and
 - reviews special requests for equipment purchases for possible appropriated funding.
-

Quarterly distribution

The quarterly distribution is formula based set by the Funds Advisory Board. The formula for the fund distribution is multi-weighted. Several factors are considered in determining weight or value of a billet, including accessibility of the unit to MWR facilities (including DOD facilities) and deployment schedules of floating units. The weight of a billet is then multiplied by the number of billets the unit has and then multiplied by weighted billet distribution dollar amount. For example, a cutter stationed in Hilo (Military Billet Non Oahu) 1.4×16 billets = 22.4 weighted billets \times \$51.55 for each weighted billet gives unit \$1,154.72 funding for a morale year. See enclosure (1) for exact billet breakdown including weighted billet calculations.

Weight	Description
1	Military Billet Oahu Ashore
1.2	Military Billet Oahu Afloat
1.4	Military Billet Non Oahu
0.5	Civilian
0.16	Reservist

Continued on next page

Managing the D14 AOR Consolidated Morale Fund, Continued

Funding special programs & projects

Funding will be transferred to the special program account after convening of the program committee. Thirty days after the program has concluded, all excess funds and all reports will be submitted to the fund administrator. This includes the CG Ball, CG Picnic, and any other program/project with a designated bank account.

Funds generating activities

Activities generating funds (i.e. Golf Association, Honolulu marathon) will be budgeted within the consolidated morale fund. These funds will be maintained within the main fund and used to fund the activities which generated the funds.

Spend plan development timeline

The following schedule provides guidance on submission of reports.

Date	Action
01 October	Fund Administrator projects AOR Morale funding for next fiscal year.
15 October	Fund Administrator submits budget to Board for approval.
01 November	Fund Administrator notifies units of approved funds distribution.
10 November	Units submit spend plans to Funds Administrator.
20 November	Fund Administrator submits all spend plans to Commandant (G-WPX).
01 February	MWR fiscal year begins.
1st day of Qtr	Commandant (G-WPX) distributes quarterly funds.
5 th day of Qtr	Fund Administrator sends quarterly distribution checks.
10 days after end of quarter	Unit submits quarterly report which includes Morale Fund Financial Statement (CG-2985) and Operating Summary MWR Activities (CG-2985A) to Fund Administrator.
2 days after receipt of quarterly report	Fund Administrator mails distribution check to unit.

Consequences of not submitting report

Units failing to submit financial reports will have their quarterly distribution withheld.

Continued on next page

Managing the D14 AOR Consolidated Morale, Continued

Enclosures

The following information and forms are enclosed to assist you.

- (1) [Unit Weighted Billet Structure](#)
 - (2) [14th CG District AOR Morale Fund spend plan \(example\)](#)
 - (3) [Morale Fund Financial Statement, Form CG-2985](#)
 - (4) [Operating Summary MWR Activities, Form CG-2985A](#)
 - (5) [D14 AOR Consolidated Morale Fund Special Request](#)
-

Results and follow-up

The fund administrator sends out quarterly distribution checks 2 days after receipt of the unit's quarterly report. If units do not receive their quarterly distribution checks within 15 days after submitting their quarterly report, contact the fund administrator.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fs)
Position	Fund Administrator
Phone	808-541-2426
Fax	808-541-1558

Morale Fund	Unit	Oahu Military Billets	Oahu Weighted Military	FY0 Civilian Billets	Weighted Unit Billets	Reserve Billets	Weighted Reserve Billets	Afloat Oahu Billets	Weighted Afloat Billets	Non Oahu Military Billets	Non Oahu Weight
	Weighting Factor	1		0.5		0.16		1.2		1.6	
D14 Fund	District Staff	65	65	12	6	13	2.08	0	0	0	0
	MLC-CEU	2	2	15	7.5	0	0	0	0	0	0
	MLCPAC CGIS Det Honolulu	3	3	0	0	0	0	0	0	0	0
	MILPAC CGLO CinCPacFlt	2	2	0	0	0	0	0	0	0	0
	MILPAC JicPac	1	1	0	0	0	0	0	0	0	0
	Pacific Region SAC Office	0	0	0	0	6	0.96	0	0	0	0
ISC Fund	ISC	97	97	44	22	8	1.28	0	0	0	0
	MILPAC Armory	3	3	0	0	0	0	0	0	0	0
	MILPAC CGLO Med Tripler	1	1	0	0	0	0	0	0	0	0
	MLC ESU	19	19	6	3	6	0.96	0	0	0	0
	MLC NESU	32	32	1	0.5	12	1.92	0	0	0	0
	ATG Pearl Harbor	4	4	0	0	0	0	0	0	0	0
	MLC SEH Det Honolulu	1	1	0	0	0	0	0	0	0	0
AirSta	Barbers Point	205	205	6	3	0	0	0	0	0	0
	ESD Barbers Point	1	1	0	0	0	0	0	0	0	0
Group	Honolulu	14	14	1	0.5	7	1.12	0	0	0	0
Ant	Honolulu	5	5	0	0	4	0.64	0	0	0	0
Station	Honolulu	18	18	0	0	8	1.28	0	0	0	0
CommSta	Honolulu	19	19	0	0	0	0	0	0	0	0
MSO	Honolulu	53	53	3	1.5	37	5.92	0	0	0	0
	MSD American Samoa	0	0	0	0	0	0	0	0	4	6.4
	MSD Maui	0	0	0	0	0	0	0	0	1	1.6
	MSD Hawaii	0	0	0	0	0	0	0	0	1	1.6
CGC	Jarvis	0	0	0	0	0	0	161	193.2	0	0
	Rush	0	0	0	0	0	0	161	193.2	0	0
	Kukui	0	0	0	0	3	0.48	43	51.6	0	0
	Walnut	0	0	0	0	3	0.48	43	51.6	0	0
	Washington	0	0	0	0	3	0.48	16	19.2	0	0
	Assateague	0	0	0	0	3	0.48	16	19.2	0	0
	Kiska	0	0	0	0	3	0.48	0	0	19	30.40
	Kittiwake	0	0	0	0	3	0.48	0	0	19	30.40
Station	Maui	0	0	0	0	4	0.64	0	0	9	14.40
MarSec Fund		0	0	0	0	16	2.56	0	0	28	44.8
	ESD Guam	0	0	0	0	0	0	0	0	7	11.2
	MSO Guam	0	0	0	0	5	0.8	0	0	16	25.6
	MSD Saipan	0	0	0	0	0	0	0	0	1	1.6
	CGC Galveston Island	0	0	0	0	3	0.48	0	0	16	25.6
	Pacific Region SAC Office	0	0	0	0	1	0.16	0	0	0	0
FEACT		0	0	0	0	0	0	0	0	10	16
CGC	Sassafras	0	0	0	0	0	0	0	0	58	92.8

Total Billets after Weighting	Total Funding For Unit FY00	Combined Fund Amt	1st Quarter Amounts	FY01 Unit
\$ 60.00				
73.08 \$	4,384.80	\$ 5,372.40	\$ 1,343.10	
9.5 \$	570.00			
3 \$	180.00			
2 \$	120.00			
1 \$	60.00			
0.96 \$	57.60			
120.28 \$	7,216.80	\$ 11,199.60	\$ 2,799.90	
3 \$	180.00			
1 \$	60.00			
22.96 \$	1,377.60			
34.42 \$	2,065.20			
4 \$	240.00			
1 \$	60.00			
208 \$	12,480.00	\$ 12,540.00	\$ 3,135.00	
1 \$	60.00			
15.62 \$	937.20		\$ 234.30	
5.64 \$	338.40		\$ 84.60	
19.28 \$	1,156.80		\$ 289.20	
19 \$	1,140.00		\$ 285.00	
60.42 \$	3,625.20	\$ 4,201.20	\$ 1,050.30	
6.4 \$	384.00			
1.6 \$	96.00			
1.6 \$	96.00			
193.2 \$	11,592.00		\$ 2,898.00	
193.2 \$	11,592.00		\$ 2,898.00	
52.08 \$	3,124.80		\$ 781.20	
52.08 \$	3,124.80		\$ 781.20	
19.68 \$	1,180.80		\$ 295.20	
19.68 \$	1,180.80		\$ 295.20	
30.88 \$	1,852.80		\$ 463.20	
30.88 \$	1,852.80		\$ 463.20	
15.04 \$	902.40		\$ 225.60	
47.36 \$	2,841.60	\$ 6,768.00	\$ 1,692.00	
11.2 \$	672.00			
26.4 \$	1,584.00			
1.6 \$	96.00			
26.08 \$	1,564.80			
0.16 \$	9.60			
16 \$	960.00		\$ 240.00	
92.8 \$	5,568.00		\$ 1,392.00	

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-2985 (Rev. 6-98)		MORALE FUND FINANCIAL STATEMENT			REPORT TYPE	
REPORTING UNIT					UNIT PHONE #	COGNIZANT AUTHORITY
ITEM	NET WORTH		ITEM	ASSETS AND LIABILITIES	END OF PERIOD	
1	NET WORTH BROUGHT FORWARD (ITEM 9 PREVIOUS REPORT)		10	CHECKING ACCOUNT BALANCE		
2	CGES FUNDING		11	CASH ACCOUNT/CASH ON HAND		
3	NET PROFIT MWR ACTIVITIES (SAME AS TOTAL ON CG-2985a BLK A-13)		12	SAVINGS ACCOUNT		
4	OTHER RECEIPTS/INCOME		13	*LOANS RECEIVABLE/ACCOUNTS RECEIVABLE		
5	TOTAL INCOME FOR PERIOD (ITEMS 2 THROUGH 4)		14	RESALE INVENTORY		
6	MORALE EXPENDITURES		15	TOTAL ASSETS (ITEMS 10 THROUGH 14)		
7	LOSSES AND TRANSFERS		16	* ACCOUNTS PAYABLE/OTHER LIABILITIES		
8	TOTAL EXPENDITURES (ITEMS 6 PLUS 7)		17	NET WORTH END OF PERIOD (ITEM 15 LESS 16)		
9	NET WORTH (ITEM 1 PLUS 5 LESS 8)			LOAN ACCOUNT SUMMARY	AMOUNT	
<p style="text-align: center;">CERTIFICATIONS</p> <p>The accounts and records of the Morale Fund represented by this Financial Statement have been audited. The financial condition of the Morale Fund was found to be satisfactory and is fairly presented in this Financial Statement. The fiscal affairs of the Morale Fund were conducted in accordance with regulations and instructions. Exceptions if any, are noted in the attached report.</p>			18	LOANS RECEIVABLE BROUGHT FORWARD (ITEM 24 PREVIOUS REPORT)		
			19	LOANS MADE THIS PERIOD		
			20	LOANS TO BE ACCOUNTED FOR (ITEM 18 PLUS 19)		
			21	LOAN REPAYMENTS RECEIVED THIS PERIOD		
			22	LOANS CANCELLED AS BAD DEBTS (INCLUDE IN ITEM 7)		
			23	TOTAL OF ITEMS 21 AND 22		
			24	LOANS RECEIVABLE END OF PERIOD (ITEM 20 LESS 23)		
			RECONCILIATION OF CHECKING ACCOUNT			
			25	BANK BALANCE BY LATEST STATEMENT DATED:		
			26	DEPOSITS ENTERED IN CHECKBOOK, NOT ON ABOVE STATEMENT		
27	TOTAL OF ITEMS 25 AND 26					
28	OUTSTANDING CHECKS (DRAWN BUT NOT SHOWN ON BANK STATEMENT)					
29	CHECK BOOK BALANCE END OF PERIOD (ITEM 27 LESS 28)					

PREVIOUS EDITION IS OBSOLETE

OPERATING SUMMARY MWR ACTIVITIES

QUARTER
ENDING

REPORT TYPE

REGULAR RELIEF
CORRECTED FINAL
PAGE _____ OF _____

ITEM	ACTIVITY	ACTIVITY BUDGET	ACTIVITY ACTUAL	ACTIVITY BUDGET	ACTIVITY ACTUAL	ACTIVITY BUDGET	ACTIVITY ACTUAL	BUDGET TOTAL THIS PERIOD	ACTIVITY ACTUAL TOTAL THIS PERIOD
		_____	_____	_____	_____	_____	_____		
A-1	SALES								
A-2	BEG INV (ITEM A5 PREVIOUS RPT)								
A-3	PURCHASES (RESALE INVENTORY)								
A-4	INVENTORY LOSS								
A-5	ENDING INVENTORY								
A-6	COST OF GOODS (A2 + A3 - A5)								
A-7	GROSS PROFIT/LOSS (A1 - A6)								
	OPERATING EXPENSES								
A-8	SALARIES								
A-9	EQUIPMENT/ FURNITURE								
A-10	SUPPLIES								
A-11	OTHER								
A-12	TOTAL EXPENSE (A8 THROUGH A11)								
A-13	NET PROFIT MWR ACITIVITY (A7 - A12)								
A-14	ACCOUNTS PAYABLE	N/A		N/A		N/A		N/A	

D14 AOR CONSOLIDATED MORALE FUND SPECIAL REQUEST

Requester:	Phone No.:	Amount Requested:
Product/Service Procured (include event date)		
NOTE: All morale requests over \$500 must be submitted to morale administrator within 10 days of Advisory Board quarterly meeting.		
Make Check Payable to:		Requester's Signature:
COMMANDING OFFICER'S REMARKS		
Comments		
Recommendation: Approved		Disapproved and Reason:
MORALE ADMINISTRATOR REVIEW		
Last Quarterly Report Received:	Cash balance on last report	Fund Administrator's Signature:
MORALE BOARD REVIEW/MORALE FUND MANAGER		
Approved		Disapproved
PAYMENT INFORMATION		
Check No.	Date Check Issued	Initials
Picked Up By:	Signature:	Date:

Enclosure (5)

Processing Quarterly Morale Fund Reports

Who this is for This information applies to:

- Coast Guard units in the D14 Area of Responsibility (AOR) Hawaii, Guam, and Japan.

Purpose This describes how to process quarterly unit Morale Fund Reports.

Reference information you will need You will need the following reference information to prepare unit Morale Fund Reports.

- (a) Morale, Well-Being, and Recreation Manual, COMDTINST 1710.13

Process This describes the quarterly unit Morale Fund Report process.

Stage	Description
1	<p>Unit morale officer posts daily transactions on the following forms:</p> <ul style="list-style-type: none">• Morale Fund Transaction sheet (CG-4517)• Morale Fund Loans Accounting Sheet (CG-4518), and• Morale Fund Loan Accounting Sheet (CG-5017) <p><u>Note:</u> Entries on forms CG-4517, CG-4518, and CG-5017 are required to be maintained on a day to day basis as MWR transactions occur. The information entered on these forms is required to complete quarterly reports and should be maintained in a file and made available for review by auditors and inspectors.</p>

Continued on next page

Processing Quarterly Morale Fund Reports, Continued

Process, (continued)

Stage	Description
2	<p>Unit morale officer processes daily transactions into quarterly morale fund report and submits them to unit Commanding Officer including the following forms:</p> <ul style="list-style-type: none">• Morale Fund Financial Statement (CG-2985), and• Operating Summary MWR Activities (CG-2985A). <p><u>Note:</u> As per reference (a) section 8.C.3.a., the Morale Fund Financial Statement (CG-2985), and Operating Summary (CG-2589A) shall be prepared and submitted to ISC Honolulu fund administrator within 10 working days of the month following the end of the quarter. Closing dates for the four quarters are 30 April, 31 July, 31 October, and 31 January. Unit shall maintain copy of all records and reports in unit files.</p>
3	Unit commanding officer audits quarterly report for accuracy, signs, and submits reports to D14 AOR Morale Fund Administrator.
4	D14 AOR Morale Fund Administrator audits report.
5	D14 AOR Morale Fund Administrator distributes quarterly funding to units upon receipt of unit quarterly Morale Fund Report.
6	Unit morale officer posts quarterly funds to Morale Fund Transaction sheet.

Enclosures

The following forms are enclosed to assist you.

- (1) [Morale Fund Transaction sheet \(CG-4517\)](#)
 - (2) [Morale Fund Loan Accounting Sheet \(CG-4518\)](#)
 - (3) [Morale Fund Inventory Accounting Sheet \(CG-5017\)](#)
 - (4) [Morale Fund Financial Statement \(CG-2985\)](#)
 - (5) [Operating Summary MWR Activities \(CG-2985A\)](#)
 - (6) [Tips on balancing and processing morale reports](#)
-

Continued on next page

Processing Quarterly Morale Fund Reports, Continued

Results and follow-up

If the unit distribution check is not received within 10 days of submitting the quarterly report or should a question arise or there is a delay in submitting reports, contact the Morale Fund Administrator at 808-541-2426.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fs)
Title/Position	Morale Fund Administrator
Phone	808-541-2426
Fax	808-541-1558

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-2985 (Rev. 6-98)		MORALE FUND FINANCIAL STATEMENT			REPORT TYPE			
REPORTING UNIT					UNIT PHONE #	COGNIZANT AUTHORITY	PERIOD COVERED	CLOSING DATE
ITEM	NET WORTH		ITEM	ASSETS AND LIABILITIES	END OF PERIOD			
1	NET WORTH BROUGHT FORWARD (ITEM 9 PREVIOUS REPORT)		10	CHECKING ACCOUNT BALANCE				
2	CGES FUNDING		11	CASH ACCOUNT/CASH ON HAND				
3	NET PROFIT MWR ACTIVITIES (SAME AS TOTAL ON CG-2985a BLK A-13)		12	SAVINGS ACCOUNT				
4	OTHER RECEIPTS/INCOME		13	*LOANS RECEIVABLE/ACCOUNTS RECEIVABLE				
5	TOTAL INCOME FOR PERIOD (ITEMS 2 THROUGH 4)		14	RESALE INVENTORY				
6	MORALE EXPENDITURES		15	TOTAL ASSETS (ITEMS 10 THROUGH 14)				
7	LOSSES AND TRANSFERS		16	* ACCOUNTS PAYABLE/OTHER LIABILITIES				
8	TOTAL EXPENDITURES (ITEMS 6 PLUS 7)		17	NET WORTH END OF PERIOD (ITEM 15 LESS 16)				
9	NET WORTH (ITEM 1 PLUS 5 LESS 8)			LOAN ACCOUNT SUMMARY	AMOUNT			
<p style="text-align: center;">CERTIFICATIONS</p> <p>The accounts and records of the Morale Fund represented by this Financial Statement have been audited. The financial condition of the Morale Fund was found to be satisfactory and is fairly presented in this Financial Statement. The fiscal affairs of the Morale Fund were conducted in accordance with regulations and instructions. Exceptions if any, are noted in the attached report.</p>			18	LOANS RECEIVABLE BROUGHT FORWARD (ITEM 24 PREVIOUS REPORT)				
			19	LOANS MADE THIS PERIOD				
			20	LOANS TO BE ACCOUNTED FOR (ITEM 18 PLUS 19)				
			21	LOAN REPAYMENTS RECEIVED THIS PERIOD				
			22	LOANS CANCELLED AS BAD DEBTS (INCLUDE IN ITEM 7)				
			23	TOTAL OF ITEMS 21 AND 22				
			24	LOANS RECEIVABLE END OF PERIOD (ITEM 20 LESS 23)				
			DATE		CERTIFIED: AUDITOR	25	BANK BALANCE BY LATEST STATEMENT DATED:	
			DATE		SUBMITTED: MWR OFFICER/DIRECTOR	26	DEPOSITS ENTERED IN CHECKBOOK, NOT ON ABOVE STATEMENT	
			DATE		APPROVED: COMMANDING OFFICER	27	TOTAL OF ITEMS 25 AND 26	
DATE		RELIEVING CUSTODIAN	28	OUTSTANDING CHECKS (DRAWN BUT NOT SHOWN ON BANK STATEMENT)				
*Itemize, with age of transaction, on the reverse.			29	CHECK BOOK BALANCE END OF PERIOD (ITEM 27 LESS 28)				

OPERATING SUMMARY MWR ACTIVITIES

QUARTER
ENDING

REPORT TYPE

REGULAR RELIEF
CORRECTED FINAL
PAGE _____ OF _____

ITEM	ACTIVITY	ACTIVITY BUDGET	ACTIVITY ACTUAL	ACTIVITY BUDGET	ACTIVITY ACTUAL	ACTIVITY BUDGET	ACTIVITY ACTUAL	BUDGET TOTAL THIS PERIOD	ACTIVITY ACTUAL TOTAL THIS PERIOD
		_____	_____	_____	_____	_____	_____		
A-1	SALES								
A-2	BEG INV (ITEM A5 PREVIOUS RPT)								
A-3	PURCHASES (RESALE INVENTORY)								
A-4	INVENTORY LOSS								
A-5	ENDING INVENTORY								
A-6	COST OF GOODS (A2 + A3 - A5)								
A-7	GROSS PROFIT/LOSS (A1 - A6)								
	OPERATING EXPENSES								
A-8	SALARIES								
A-9	EQUIPMENT/ FURNITURE								
A-10	SUPPLIES								
A-11	OTHER								
A-12	TOTAL EXPENSE (A8 THROUGH A11)								
A-13	NET PROFIT MWR ACITIVITY (A7 - A12)								
A-14	ACCOUNTS PAYABLE	N/A		N/A		N/A		N/A	

Tips to assist in balancing and processing unit morale fund reports:

When auditing Morale Fund Financial Statement (CG-2985):

- Block 9 and block 17 must be equal (net worth)
- Block 1 must be equal to blocks 9 and 17 on previous report (net worth)
- Block 10 and block 29 must be equal (check book balance)
- Block 13 and block 24 must be equal (morale loans receivable), and
- Block 2 is for quarterly funding only. All other funding (i.e. special request, recycling, etc.) goes in block 4 (other receipts).

Information to assist when auditing the unit morale account:

- Block 3 is derived from Operating Summary MWR Activities (CG-2985A) block A-13 TOTALS. Label the activity in each column on the CG-2985A.
- Block 14 is derived from Operating Summary MWR Activities (CG-2985A) block A-5 TOTALS.
- Loan repayments go in Block 21. Morale loans are accounted for under Loan Account Summary. They are not entered as an expenditure when given or as other receipts when paid off. Only bad loans that are written off are entered as an expenditure.
- Loss of inventory is accounted for on the CG-2985A and will decrease Block 3 (Net Profit MWR Activity). Entered in block 7.
- Any funds generating activity (i.e., sales of soda, T-shirt, hats, etc.) must be accounted for on the CG-2985A with inventory entered on the Morale Fund Inventory Accounting Sheet (CG-5017). Inventory at the end of the quarter is valued at the purchase price of the last purchase. You only value inventory at the end of the quarter for the report.

Enclosure (6)

Reserving MWR Facilities

Who this is for This information applies to personnel entitled to MWR benefits. These individuals are:

- Active Duty, Reserve, Retirees and their dependents
 - Civil Service employees
 - CGES employees, and
 - MWR employees.
-

Purpose This explains how to make MWR facility reservations at Integrated Support Command (ISC) Honolulu.

MWR Facilities The table shows the major MWR facilities available at the listed locations. Many of the facilities may be reserved for group use.

Facilities	Wailupe	Sand Island	Red Hill
Community Center	X		X
Swimming Pool	X	X	X
Club 14		X	
Pavilion		X	
Gymnasium		X	
Ball Fields		X	X
Tennis Courts	X	X	X
Picnic Area		X	X

Continued on next page

Reserving MWR Facilities, Continued

Reservation process

The table below outlines the reservation process for MWR facilities.

Stage	Description				
1	Requester fills out form and submits to the MWR office, ISC Honolulu.				
2	MWR recreation assistant confirms facility availability and records reservation on facility log.				
3	<table border="1"> <thead> <tr> <th>IF alcohol IS planned to be available at the event, THEN...</th> <th>If alcohol IS NOT planned to be available at the event, THEN...</th> </tr> </thead> <tbody> <tr> <td>XO, ISC Honolulu, approves/disapproves the request.</td> <td>MWR director approves/disapproves the request.</td> </tr> </tbody> </table>	IF alcohol IS planned to be available at the event, THEN...	If alcohol IS NOT planned to be available at the event, THEN...	XO, ISC Honolulu, approves/disapproves the request.	MWR director approves/disapproves the request.
IF alcohol IS planned to be available at the event, THEN...	If alcohol IS NOT planned to be available at the event, THEN...				
XO, ISC Honolulu, approves/disapproves the request.	MWR director approves/disapproves the request.				
4	MWR recreation assistant calls requester with confirmation. <u>Results:</u> Expect confirmations within 5 days of request.				

Wailupe regulations

ISC Honolulu Instruction 1710.1A, Wailupe Recreational Facilities, provides additional regulations on Wailupe Housing facility use. Individuals using Wailupe housing facilities shall read and follow those procedures.

Enclosures

The enclosures at the end of this topic are provided to assist you:

- (1) [Facility User Rules](#)
- (2) [Request for use of ISC Honolulu Facilities](#)

Continued on next page

FACILITY USER RULES

1. Facility requests are coordinated through the ISC MWR office. All facilities are on Coast Guard property and are subject to the same discipline and controls that apply to all who enter a military reservation.
2. All facility requests that have more than 20 people in attendance must have a ratio of 1 supervisor to every 20 people.
3. The facilities requested may be used for legal purposes only. Illegal or improper conduct of any sponsor or guest will make the participants subject to ejection from the premises and possibly subject to arrest.
4. If you are having civilian guests, a list of their names must be submitted with this request. This allows proper notification of the gate guard who will allow the listed guest to enter the ISC.
5. Clean up details are the responsibility of the requester. Those that are used are to be left in the same or better condition than found.
6. No parking is allowed in the CGES parking, except after 5 PM. You may park in the last five spaces near the guard shack in the CGES parking lot before 5pm. Extra parking is available by the Echo pier (south forty).
7. At the Wailupe and Red Hill Community Center, no loud music or amplifiers allowed.
8. All parties and functions must be terminated by 2300.
9. The authorized use of alcohol does not affect the standards of performance and conduct required by all personnel aboard. The privilege of possessing or consuming alcoholic beverages may be rescinded by any personnel in the chain of command who observes inappropriate or offensive behavior resulting (or appearing to result) from abuse of this privilege. Such revocation may be applied to individuals, groups within the organized activity or the entire activity. This will not be subject to review or appeal.
10. Whenever and wherever alcoholic beverages are provided as part of an organized activity, including and private party, non alcoholic beverages must be provided under the same conditions. For example, if beer is provided free after a ballgame, sodas likewise must also be provided for free.
11. Personnel under the age of 21 are prohibited from purchasing or consuming alcohol in accordance with applicable laws of the state of Hawaii.
12. The consumption of alcoholic beverages at anytime or place other than requested is STRICTLY PROHIBITED.
13. At the Red Hill Community Center, parking is restricted to the last five spaces, closest to the dumpster. Parking along Tampa Dr. may be used only in authorized areas, no parking allowed where there are red curbs. CAR POOLING OR WALKING TO THE CENTER IS STRONGLY ENCOURAGED.
14. Red Hill Community Center users will be provided with a written cleanup list.
15. Charges for Club 14 facility are \$50.00 - \$100.00, according to the size of your party and dance floor options. Special Fees including menus and food orders are available from the Club manager.
16. Pool fees are as follows: up to 40 people is \$30.00 per hour, up to 60 people is \$45.00 per hour, up to 80 people is \$60.00, up to 100 people is \$75.00, up to 120 people is \$90.00 per hour. Minimum 2 hours per party. 2 week notice is required.
17. Facility Rental fees are \$30.00 for the first three hours and \$3.00 per hour after that, up to a maximum of 6 hours.
18. For Wailupe reservations a two week notice is required to obtain permission for use.
19. MWR will hold all reservations made by phone for three days. You must come by or fax a facility request to the office within those three days for MWR to hold and keep reservations. After receiving the request MWR will notify the requester within three to five days.

REQUEST FOR USE OF ISC HONOLULU FACILITIES



From: _____ Phone: _____ (W)

Unit: _____ Phone: _____ (H)

To: Executive Officer, U.S. Coast Guard ISC Honolulu
MWR Director or Club 14 Manager, U.S. Coast Guard ISC Honolulu

1. I request permission the use of the following Coast Guard facility on:

_____ from _____ to _____;
(date of event) (time) (time)

ISC Facilities	Club 14	Red Hill Facilities	Waikane Facilities
<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Dining room(max cap 125)	<input type="checkbox"/> Community Center	<input type="checkbox"/> Community Center
<input type="checkbox"/> Pool	<input type="checkbox"/> Small room(off bar, max cap 15)	<input type="checkbox"/> Pool	<input type="checkbox"/> Pool
<input type="checkbox"/> Ballfield	<input type="checkbox"/> Game room(max cap 50)	<input type="checkbox"/> Ballfield	<input type="checkbox"/> Tennis Court
<input type="checkbox"/> Picnic Area	<input type="checkbox"/> Lanai		
<input type="checkbox"/> Pavilion	<input type="checkbox"/> Special Request Items: <input type="checkbox"/> Coffee Urn, <input type="checkbox"/> TV, <input type="checkbox"/> VCR, <input type="checkbox"/> Overhead Projector		

2. Purpose: _____
There will be approximately _____ people attending. The group will consist of _____ Active Duty Military, _____ Civilians, _____ Reservist and _____ (number of these will be Coast Guard Personnel).

3. I request permission to serve beer/wine. Initial Here.

4. I have read the regulations on page two (2) of this application. I will be present and shall be personally responsible for the conditions listed.

I am _____ in the _____
(military status) (branch of service)

(name of sponsor) (signature of requestor) (date)

If a unit function, signature of CO or XO required:

..... (signature) (date)

Date received at MWR office Received by _____

First endorsement date: _____

1. The requested facility is / is not approved.

2. Remarks: _____

.....
MWR Director's Signature
.....

If required: Second Endorsement date: _____

- Use of facilities space is approved / disapproved.
- Serving beer and or wine at the function is approved / disapproved. IF APPROVED, YOU ARE RESPONSIBLE TO ENSURE THAT NO INDIVIDUAL'S CONNECTED WITH THIS REQUEST OPERATES A VEHICLE WHILE LEGALLY INTOXICATED.

Executive Officer's Signature

Copy to: Requestor / ISC OOD / Facility / MWR Office

Total charges _____

Lifeguards assigned: 1. _____ 2. _____ 3. _____ 4. _____ Minimum
two week notice required to ensure lifeguard availability. Parking restrictions apply, see page 2.

Reserving MWR Facilities, Continued

Results and follow-up

You should receive confirmation that your request is approved or disapproved within 5 days of making your request.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (fm)
Position	MWR Director
Phone	808-541-2413
Fax	808-541-2415

Health and Safety Division Information

Organization The table below gives the contact information for Health and Safety Division.

Branch Name	Staff Symbol	Phone Number	Responsibility	Hours of Operation
Health Services	kh	808-541-2405/06	medical and dental routine and emergency care	0700-1530 Except Thursdays' (0700-1100)
Safety and Environmental Health	ks	808-541-1547	safety and environmental health services	0700-1530

Note: Reduced staffing occurs between 1100-1230, Monday through Friday. Only emergency and urgent care services are available during these hours..

Health and Safety Division Section Information

Medical Services
Enrolling in TRICARE Prime
Completing a Physical Exam
Ordering Pharmacy Supplies through Prime Vendor
Ordering Medical Supplies through Prime Vendor
Obtaining Medical Care from ISC Honolulu Clinic
Dental Services
Enrolling into Active Duty Family Member Dental Plan (FMDP)
Scheduling a Dental Appointment
Safety and Environmental Health Services
Enrolling Personnel in the Occupational Medical Monitoring Program (OMMP)

Medical Services

Enrolling in TRICARE Prime
Completing a Physical Exam
Ordering Pharmacy Supplies through Prime Vendor
Ordering Medical Supplies through Prime Vendor
Obtaining Medical Care from ISC Honolulu Clinic

Enrolling in TRICARE Prime

Who this is for This information applies to:

- Active Duty, Retirees, and their eligible dependents residing in the Hawaiian Islands.
-

Purpose This describes how to enroll into TRICARE Prime.

Eligibility To enroll in TRICARE Prime you must meet all of the following criteria:

- you are a TRICARE beneficiary
 - you are under age 65
 - you reside in Hawaii
 - you are enrolled in the Defense Enrollment Eligibility Reporting System (DEERS)
-

What is TRICARE Prime TRICARE prime is a comprehensive health care program through a combined network of military and civilian providers.

Enrolling into TRICARE Prime Follow these steps to enroll into TRICARE Prime.

Step	Action
1	Pick up a TRICARE Information Kit from ISC Clinic or US Navy Clinic, Makalapa.
2	Complete application paperwork (included in TRICARE Information Kit) to enroll into TRICARE Prime.
3	Mail TRICARE Prime application in pre-addressed envelope provided with application package.

Continued on next page

Enrolling in TRICARE Prime, Continued

Additional information

For questions on terms of coverage, co-payment rules, eligibility, listings of health care providers, and other TRICARE Information refer to your TRICARE Information guide. If you need additional information call either of the following numbers:

- Health Benefits Advisor (HBA): 1-800-9HBA-HBA, (1-800-942-2422)
- Health Care Information Line: 1-800-611-2883

Note: If you are uncertain if the care you need is a TRICARE covered benefit, call the HBA for clarification, because what you don't know can cost you money.

Results and follow-up

You should expect:

- your TRICARE card within 3 to 4 weeks of submitting your application.

If you do not receive your TRICARE card :

- contact the numbers below.

Note: Applications received after the 20th of the month will be enrolled the following month (eg. 23 March 1998 beneficiary will be enrolled 01May 1998). Your health care coverage begins when you receive your TRICARE card.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (kh)
Position	Clinic Supervisor
Phone	808-541-2405/2406/2409
Fax	808-832-3281
TRICARE Hawaii	1-800-242-6788

Completing a Physical Exam

Who this is for This information applies to Coast Guard:

- Active Duty and Selected (drilling) Reserve, and
- visiting personnel and cutters in the Hawaiian Islands.

Purpose This describes how to complete a physical exam.

Requirement The table below describes specific requirements for physical examinations.

IF you are...	THEN you must get a physical examination...
under age 50	every five (5) years beginning at age 25 through age 50.
over age 50	every year.
being discharged from active duty	within one year of discharge.
reserve personnel	quinquennial physical examinations from age 25 through retirement

To complete a physical exam Follow these steps to complete a physical exam.

Step	Action						
1	Call ISC Clinic 808-541-2405/2406 to schedule an appointment.						
2	Fast (no food) 12 hours prior to your physical exam appointment. <u>Note:</u> You may drink only water during the fasting period.						
3	Take the following actions for special situations:						
	<table border="1"> <thead> <tr> <th>IF...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>you wear contacts</td> <td>wear glasses to the examination.</td> </tr> <tr> <td>your health record is not at the ISC Clinic</td> <td>bring your health record to the examination.</td> </tr> </tbody> </table>	IF...	THEN...	you wear contacts	wear glasses to the examination.	your health record is not at the ISC Clinic	bring your health record to the examination.
IF...	THEN...						
you wear contacts	wear glasses to the examination.						
your health record is not at the ISC Clinic	bring your health record to the examination.						
4	Arrive at ISC Clinic 15 minutes prior to scheduled exam.						

Continued on next page

Completing a Physical Exam, Continued

Results and follow-up

Your physical exam will take approximately 2 hours to complete. You will be notified if you must repeat any test(s). If you have any questions, call the number below.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (kh)
Position	Clinic Receptionist
Phone	808-541-2405/2406
Fax	808-832-3281

Ordering Pharmacy Supplies through Prime Vendor

Who this is for This information applies to:

- Coast Guard cutters with independent duty corpsman assigned in the D14 Area of Responsibility (AOR) Hawaii, Guam and Japan.
-

Purpose This describes how to order pharmacy supplies through prime vendor.

Placing your order Follow these steps to order pharmacy supplies through prime vendor.

Step	Action
1	Open prime vendor order form in document designer. If you do not have the form, contact the pharmacy technician at 541-2405.
2	Fill out the prime vendor order form indicating the quantity of pharmaceuticals desired.
3	Email form to ISC Honolulu Pharmacy Technician and send email copy to the clinic administrator.
4	Pick up supplies at ISC Honolulu Pharmacy the next working day. <u>Note:</u> All vaccines will be available via DD1149 at ISC Clinic Pharmacy.

Results and follow-up Your order should be ready to pick up in 24 hours after sending the request. Contact the pharmacy technician if you have any questions about your order.

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (kh)
Position	Pharmacy Technician
Phone	808-541-2403/2405/2406
Fax	808-832-3281

Ordering Medical Supplies through Prime Vendor

Who this is for This information applies to:

- Coast Guard units in the D14 Area of Responsibility (AOR) Hawaii, Guam and Japan.
-

Purpose This describes ordering medical supplies through prime vendor.

Reference information you will need You will need the following reference to complete the required forms.

- (a) Supply Policies and Procedures Manual (COMDTINST 4400.19A) Chapters 2-4
-

Selecting procurement method To place an order for medical supplies through prime vendor begin by completing one (1) of the following forms by selecting from the table below. Then see the procedures below to complete the form.

IF materials are available from...	THEN use form
Supply System	Milstrip CG-4940
Commercial Source	Purchase Request DOT F 4200.1.2CG

Milstrip (CG-4940) Procedure Follow the steps in the table below to complete a Milstrip CG-4940.

Step	Action
1	Log on SWIII: select Start select Programs select JetForm Filler

Continued on next page

Ordering Medical Supplies through Prime Vendor, Continued

(CG-4940) Procedure, (continued)

2	Complete the form in accordance with reference (a)
3	Submit the completed form to ISC Honolulu (kh) via e-mail or guard mail. <u>Result:</u> ISC Honolulu (kh) processes the order in five (5) working days. Normally it takes a minimum of three (3) weeks for supplies to be delivered to ISC Honolulu (kh). ISC Honolulu notifies the requestor that the supplies are ready for pick-up.
4	Pick up supplies from ISC Honolulu (kh).

**Procurement
request
(DOT
4200.1.2CG)
Procedure**

Follow the steps below to order supplies from a commercial source.

Step	Action
1	Log on SWIII: select Start select Programs select USCG Program Apps select FedLog
2	Refer to the Comptroller Division section of this handbook, “Completing a LUFS Procurement Request” to complete Procurement Request (DOT F 4200.1.2CG).
3	Submit the completed form to ISC Honolulu (kh) via e-mail or guard mail. <u>Result:</u> ISC Honolulu (kh) processes the order in five (5) working days. Normally it takes a minimum of three (3) weeks for supplies to be delivered to ISC Honolulu (kh). ISC Honolulu notifies the requestor that the supplies are ready for pick-up.
4	Pick up supplies from ISC Honolulu (kh).

Continued on next page

Ordering Medical Supplies through Prime Vendor, Continued

Results and follow-up

ISC Honolulu (kh) will process your order within five (5) working days. Your order delivery time may vary depending on the type of item and location of supplier. Normally allow a minimum of three (3) weeks for supplies to be delivered. If you have not been advised of the status of your request within four (4) weeks call the point of contact below.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (kh)
Position	Supply Petty Officer
Phone	808-541-2405/2406
Fax	808-832-3281

Obtaining Medical Care from ISC Honolulu Clinic

Who this is for This information applies to Coast Guard:

- Units
 - Active Duty and Reserves on Active Duty and
 - visiting personnel and cutters in the Hawaiian Islands.
-

Purpose This describes how to obtain medical care from ISC Honolulu Clinic.

Emergencies and urgent conditions **During normal clinic hours (0700-1530) Monday thru Friday:**

IF it is an...	THEN...
emergency, possible loss of life or limb	call 911, and seek immediate medical attention from ISC Clinic while an ambulance responds.
urgent medical condition, a situation which requires immediate attention however loss of life or limb is unlikely	bring person for medical attention to ISC Honolulu Clinic.

After normal clinic hours:

IF it is an...	THEN...
emergency	call 911.
urgent medical condition between 1530 and 1800	contact the Makalapa Clinic at 473-1880 Ext 213
urgent medical condition between 1800 and 0700	call 1-800-611-2883 and follow the instructions. You will be given a menu to select medical care assistance. Or call 473-1880 Ext 209/216 for assistance.

Note: Follow-up with the medical officer at the ISC Honolulu Clinic the following day.

Continued on next page

Obtaining Medical Care from ISC Honolulu Clinic, Continued

Scheduling appointment

Follow these steps to schedule a medical appointment.

Step	Action
1	Call ISC Clinic 541-2405/2406 and schedule a medical appointment.
2	Arrive at ISC Clinic fifteen (15) minutes prior to the scheduled appointment. <u>Note:</u> Bring your health record if it is not maintained at the ISC Clinic.
3	Check in with the ISC Clinic appointment desk and fill out a CLAMS form.
4	Complete the medical appointment.

Results and follow-up

You should normally receive a medical appointment on the phone. Appointments are normally within 5 working days from the time of the initial request.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (kh)
Position	Clinic Receptionist
Phone	808-541-2405/2406
Fax	808-832-3281

Dental Services

Enrolling into Active Duty Family Member Dental Plan (FMDP)

Scheduling a Dental Appointment

Enrolling into Active Duty Family Member Dental Plan (FMDP)

Who this is for This information applies to Coast Guard:

- Active Duty and dependents.
-

Purpose This describes how to enroll into Active Duty Family Member Dental Plan (FMDP). FMDP is a voluntary dental insurance plan designed to cover the dental needs of the Active Duty member's family.

Reference information you will need You will need the following reference information to enroll in the dental plan.

- (a) FMDP Dental Benefit Booklet

Note: Booklets are available and may be picked up at Integrated Support Command (ISC) Honolulu Clinic.

Eligibility To enroll into Active Duty (FMDP) you must meet the criteria set forth in reference (a).

Enrolling into Active Duty FMDP The sponsor initiates enrolling his or her family member(s) via the sponsor's administrative staff using a DD Form 2494, or DD Form 2494-1.

Note: All family members (age ten or older), must have current Uniformed Services Identification (ID) cards when enrolling in the FMDP.

Premium costs The government pays part of the monthly premium for the FMDP. The balance of the monthly premium is paid through payroll deductions.

Note: For information on specific premium costs for your coverage, contact your Health Benefits Advisor (HBA) at (808) 541-2405, or United Concordia Companies, Inc. toll free at 1-800-866-8499 between 0800-2000 Mon-Fri.

Results and follow-up You should expect your FMDP coverage to begin the first day of the month after the sponsor enrolls and a premium payroll deduction is taken. If coverage does not begin contact your unit administrative staff.

Continued on next page

Enrolling into Active Duty Family Member Dental Plan (FMDP), Continued

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (kh)
Position	Clinic Supervisor
Phone	808-541-2405/2406/2409
Fax	808-832-3281

Scheduling a Dental Appointment

Who this is for This information applies to:

- Coast Guard Active Duty and Reserves on Active Duty and
 - visiting personnel and cutters in the Hawaiian Islands.
-

Purpose This describes how to schedule a dental appointment at Integrated Support Command (ISC) Honolulu Clinic.

Emergencies after hours If this is a dental emergency after normal clinic hours, contact the Makalapa Clinic at 473-3385. Notify ISC Clinic the following work day for a follow-up appointment with the dental officer.

Scheduling appointment Follow these steps to schedule a dental appointment.

Step	Action
1	Call ISC Clinic 541-2405/2406 to schedule a dental appointment.
2	Arrive at ISC Clinic fifteen (15) minutes prior to scheduled appointment. <u>Note:</u> Bring your health record if it is not maintained at the ISC Clinic.
3	Check in at the ISC Clinic appointment desk and fill out a CLAMS form.
4	Complete dental appointment.

Results and follow-up You should normally receive a dental appointment on the phone . Appointments are normally within 5 working days from the time of the initial request.

Continued on next page

Scheduling a Dental Appointment, Continued

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (kh)
Position	Clinic Receptionist
Phone	808-541-2405/2406
Fax	808-832-3281

Safety and Environmental Health Services

Enrolling Personnel in the Occupational Medical Surveillance and Evaluation Program (OMSEP)

Enrolling Personnel in the Occupational Medical Surveillance and Evaluation Program (OMSEP)

Who this is for This information applies to Coast Guard:

- units in the D14 Area of Responsibility (AOR) Hawaii, Guam and Japan.
-

Purpose This describes how to enroll in the Occupational Medical Surveillance and Evaluation Program (OMSEP).

Mandatory enrollment Civilian and active duty members who meet any of the following criteria must be enrolled in the OMSEP:

- actively engaged in any Coast Guard occupation where an industrial hygiene evaluation has shown that exposure exceeds one of the following:
 - Fifty percent of the Coast Guard exposure standard without regard to the use of respirators, for 30 days or more a year. This includes chemical or noise exposure.
 - Coast Guard radiation exposure limits.
 - actively engaged for 30 or more days per year in a marine safety assignment.
 - any other specific exposures as noted in 12-C of the Medical Manual, COMDTINST M6000.1 (series).
-

Continued on next page

Enrolling Personnel in the Occupational Medical Surveillance and Evaluation Program (OMSEP), Continued

Enrolling in OMSEP

Follow these steps to have the appropriate members enrolled in the OMSEP.

Step	Action
1	Identify personnel who meet one or more of the above mandatory enrollment requirements.
2	Provide a list of personnel, social security numbers, and the occupational exposure or activity that places them on the OMSEP to the MLC PAC (kse) detached Safety and Environmental Health Officer (SEHO) at ISC Honolulu.
3	Arrange an appointment for an OMSEP physical with the ISC medical clinic or with the medical treatment facility used in your area. <u>Note:</u> Contact the SEHO or the ISC Honolulu medical clinic if another medical treatment facility is used and there is any question concerning the content of the OMSEP physical.
4	Each unit must appoint an OMSEP Coordinator. Coordinators will be responsible for ensuring that required examinations are being completed in a timely fashion. Completed OMSEP physical exams and all accompanying test reports shall be kept in member's permanent Health Record.

References

If desired, the following references are available:

- Medical Manual COMDTINST M6000.1B, Chapter 12

Continued on next page

Enrolling Personnel in the Occupational Medical Surveillance and Evaluation Program (OMSEP), Continued

Results and follow-up

Coordinators will be responsible for the following activities: updating the roster of enrollees, maintaining their unit's tracking report, ensuring that required examinations are being completed in a timely fashion.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (ks)
Position	Safety and Environmental Health Officer
Phone	808-541-1545/1491
Fax	808-832-3281

Personnel Services Division Information

Organization The table below gives the contact information for Personnel Services Division.

Branch Name	Staff Symbol	Phone Number	Responsibility	Hours of Operation
Personnel Services Division Officer	ps	808-541-1535	Program Oversight	0700-1530
Customer Service	psc	808-541-1524	ID Cards, Mass Transit, GTA Account, and Traveler's Check Services	0700-1530
Transportation	pst	808-541-1502	Transportation and Citibank Mastercard	0700-1530
Personnel Reporting Unit	psp	808-541-3256	Personnel Reporting Unit	0700-1530

Personnel Services Division Section Information

Personnel Administration (Active Duty and Reserve)
Armed Forces Identification Cards & DEERS Enrollment
Accessing PERSRU Services
Weight Compliance Program
Completing Travel Vouchers
Mutual Assistance Program Overview
Applying for Mutual Assistance
Obtaining Emergency Leave Travel
Casualty and Decedent Affairs Overview
Mass Transit Benefits
Obtaining and Using Government Transportation Authorization (GTA)
Requesting Temporary Additional Duty (TAD)
Burials At Sea Overview
Requesting Reserve Orders
Requesting Command Sponsorship of Dependents
Permanent Change of Station (PCS) Processes
Obtaining Temporary Lodging Allowance
Applying to Ship or Store Household Goods
Applying to Ship a Privately Owned Vehicle
Applying to Ship a Privately Owned Vehicle (Inter-Hawaiian Islands only)

Personnel Administration (Active Duty and Reserve)

Armed Forces Identification Cards & DEERS Enrollment
Accessing PERSRU Services
Weight Compliance Program
Completing Travel Vouchers
Mutual Assistance Program Overview
Applying for Mutual Assistance
Obtaining Emergency Leave Travel
Casualty and Decedent Affairs Overview
Mass Transit Benefits
Obtaining and Using Government Transportation Authorization (GTA)
Requesting Temporary Additional Duty (TAD)
Burials At Sea Overview
Requesting Reserve Orders
Requesting Command Sponsorship of Dependents

Armed Forces Identification Cards & DEERS Enrollment

Who this is for This information applies to:

- Active Duty & eligible dependents
- Reserves, and
- Retirees of all services including former Merchant Mariners, NOAA, and U.S. Public Health Service.

Purpose This describes how to obtain an initial Armed Forces Identification card, replace a confiscated or mutilated or lost ID card, and how to enter a new dependent into the Defense Eligibility Enrollment Reporting System (DEERS).

Verification of eligibility Normally, when scheduling your appointment, you will be advised of what items to bring when you are receiving your ID card or entering a dependent in DEERS. The following is a list of items that may be required:

- Retirement Orders
- Certificate of Release or Discharge from Active Duty (DD-214)
- marriage, birth, or death certificate
- Veteran’s Administration letter of certification
- Application for Uniformed Services Identification Card (DD-1172), and
- picture identification.

Obtaining a replacement ID card To replace an ID card previously issued, follow the below steps.

IF...	THEN...
<p>You are a military service member, active or reserve, retired, or a USPHS member attached to the Coast Guard and have mutilated or lost your ID card, or are in possession of an expired ID card</p>	<ul style="list-style-type: none"> • call 808-541-3203 to schedule an appointment • bring with you a picture ID and a verified DD-1172, and • ensure you have a serviceable uniform for the ID card picture (non retirees only).

Continued on next page

Armed Forces Identification Cards & DEERS Enrollment, Continued

Obtaining a replacement ID card, (continued)

IF...	THEN...
<ul style="list-style-type: none"> • you are the eligible dependent of a military service member, active or reserve, living or deceased, retired, or • a USPHS member attached to the Coast Guard and have mutilated or lost your ID card or are obtaining an ID card for the first time • are in possession of an expired ID card 	<ul style="list-style-type: none"> • call the phone numbers listed at the end of this document to schedule an appointment • sponsors must be present at the appointment for the verification of sponsor information. If your sponsor is unable to be present, then a • designated representative with a Power of Attorney must be present.

Procedure for DEERS enrollment

For members adding a new spouse, the enrollment process will be completed by issuing the ID card. For those members enrolling an infant or an adopted child for the first time, follow the steps below.

Step	Action
1	Obtain letter stating the full name of the infant from the hospital where the child was born. <u>Note:</u> In the event of an adoption, bring official court documents and the child's social security card.
2	Call the phone numbers listed at the end of this document to schedule an appointment with ISC Honolulu. Ensure appointments are scheduled so the child's sponsor will be present for the verification of sponsor information.
3	Bring documents and picture identification to ISC Honolulu administration building.
4	Wait approximately two weeks after enrollment before attempting to access health services. <u>Note:</u> Although the dependent will be entered on the spot, DEERS updates nationally and will take approximately two weeks.

Continued on next page

Armed Forces Identification Cards & DEERS Enrollment

Continued

Procedures for “special case” ID’s

This information applies only if the member or dependent applying for an ID card lives far from a military facility, is physically handicapped, has no means of transportation, or is hospitalized or sick.

Step	Action
1	Obtain an 8 X 10 photograph (black or white or color) and have it notarized on the back.
2	Mail the 8 X 10 photograph with height, weight, eye color, and hair color to ISC Honolulu (ps). Enclose a phone number where you can be contacted. <u>Result:</u> ID card will be returned to you via certified mail from ISC Honolulu (ps) within 5 days.
3	Sign ID card in the appropriate block and re-mail it to ISC Honolulu (ps). <u>Result:</u> ISC Honolulu (ps) will re-mail the completed ID card via certified mail to you.

Results and follow-up

Normally ID cards will be issued to walk in customers while you wait within 15 minutes. However, members are strongly encouraged to schedule appointments as walk ins sometimes cannot be accommodated due to previously scheduled appointments or other activities. For “special case” ID’s you can expect the ID in the mail within 15 days of application. If you do not get your ID by then, call the number below.

DEERS results and follow-up

Upon entry in DEERS a dependent’s information is electronically transmitted to the DEERS information center to be updated nationally. Members are advised to inquire at Tripler Army Medical Facility to ensure that the national update has been completed.

Continued on next page

Armed Forces Identification Cards & DEERS Enrollment

Continued

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Division	ISC Honolulu (ps)
Position	Personnel Services Division Officer
Phone	808-541-1535
FAX	808-541-1530

Accessing PERSRU Services

Who this is for This information applies to Active Duty and Reserve personnel assigned to:

- Communications Station Honolulu
- Civil Engineering Unit Honolulu
- Pacific Area Armory Detachment
- Naval Engineering Support Unit Honolulu
- Coast Guard Air Station Barbers Point
- Afloat Training Group, Middle Pacific
- Liaison Officer, Joint Intelligence Center Pacific
- Integrated Support Command Honolulu/T&A
- USCGC WASHINGTON
- USCGC KUKUI
- Station Honolulu
- Station Maui
- Group Honolulu
- USCGC JARVIS
- Active Duty Coast Guard students permanently assigned to Oahu colleges and universities
- CGLO Triple AMC
- Liaison Officer, CINCPACFLT
- CGIS Detachment, Honolulu
- Electronics Support Unit Honolulu
- Fourteenth Coast Guard District Staff
- Material Augmentation Team Honolulu
- Liaison Officer, USS CUSHING
- Liaison Officer, USS RUSSEL
- Aids to Navigation Team Honolulu
- Electronics Support Detachment Barbers Point
- USCGC KISKA
- Marine Safety Office Honolulu
- MSD American Samoa
- USCGC ASSATEAGUE
- USCGC WALNUT
- USCGC KITTIWAKE
- SARDET Kauai
- Liaison Officer, CINCPAC
- Liaison Officer, USS FLETCHER

Continued on next page

Accessing PERSRU Services, Continued

Purpose

This describes how to access pay and personnel services. PERSRU services are available to the above listed commands. Unit administrative staffs, executive officers, or executive petty officers are designated points of contact for the Integrated Support Command Honolulu PERSRU. Individual members, other than designated unit personnel, should not contact the PERSRU except in emergencies.

Reference information you will need

You will need the following reference information to access PERSRU services:

- (a) Personnel and Pay Procedures Manual, HRSICINST M1000.2A
 - (b) ISC Honolulu Customer Handbook
 - (c) WWW.USCG.MIL/HQ/HRSIC
-

Process

Follow the process below to access PERSRU services:

Stage	Description
1	Member notifies command administration team, executive officer, or executive petty officer of change in pay entitlement status or other personnel status change or pay discrepancy.
2	Command administration team, executive officer, or executive petty officer reviews reference (a). Ensures worksheets are prepared (if applicable) and necessary documentation is provided prior to contacting the unit's designated PERSRU yeoman.
3	Command administration team, executive officer, or executive petty officer transmits required information and/or documentation to the designated PERSRU yeoman, using enclosure (1) or e-mail format.
4	PERSRU yeoman verifies completeness of transmitted information and confirms its receipt with the applicable command.
5	PERSRU yeoman ensures proper PMIS entries are made within two working days of an event effecting a member's pay and confirms completion of all work through return of transmittal cover sheet or return e-mail.
6	Member verifies completion and/or accuracy of action taken through review of his/her latest Leave and Earnings Statement.

Continued on next page

Accessing PERSRU Services, Continued

Results and follow-up

Units and members can expect pay and Leave and Earnings Statements (LES) to reflect transmitted changes no later than three paydays after correct pay change submission. If changes are not made in this time frame, contact command administrative teams, executive officers, or executive petty officers.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Division	ISC Honolulu (ps)
Position	Personnel Services Division Officer
Phone	808-541-3256
Fax	808-541-1530

Weight Compliance Program

Who this is for This information applies to Active Duty and Reserve Coast Guard personnel stationed at Integrated Support Command (ISC) Honolulu and the following tenant commands:

- USCGC ASSATEAGUE
- Station Honolulu
- Aids to Navigation Team Honolulu
- Naval Engineering Support Unit Honolulu
- Material Augmentation Team Honolulu
- USCGC WASHINGTON
- Group Honolulu
- Electronics Support Unit Honolulu
- Pacific Area Armory Detachment
- Liaison Officer, Joint Intelligence Center Pacific.

Purpose This describes how ISC Honolulu (ps) assists the above units and ISC Honolulu divisions with management of the Coast Guard weight program.

Reference information you will need You will need the following reference information to administer the Coast Guard weight program.

- (a) Maximum Allowable Weight Standards, COMDTINST 1020.8B
- (b) Administrative Remarks, COMDTINST 1000.14A

Process This table provides an overview of the weight program process:

Stage	Who	Description
1	ISC Weight Program Administrator	forwards a monthly roster of personnel who have birthdays that month to the unit by the fifth of each month.
2	Unit executive officer or ISC Honolulu division officer	directs personnel to report to ISC Honolulu (ps) no later than the 20 th of each month for weight screening. <u>Note:</u> Units may conduct their own weigh-ins.

Continued on next page

Weight Compliance Program, Continued

Process, (continued)

Stage	Who	Description						
3	ISC Weight Program Administrator	<ul style="list-style-type: none"> • measures the member's wrist and height • determines member's maximum allowable weight using reference (a), and • allows five pounds for shoes and clothing. <p><u>Note:</u> Disrobed weigh-ins are conducted at ISC Honolulu clinic.</p>						
4	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="553 816 1015 919" style="text-align: center;">IF the member is screened and determined to...</th> <th data-bbox="1015 816 1393 919" style="text-align: center;">THEN the Weight Program Administrator...</th> </tr> </thead> <tbody> <tr> <td data-bbox="553 919 1015 1050">be in compliance with Coast Guard weight standards</td> <td data-bbox="1015 919 1393 1050"> <ul style="list-style-type: none"> • ensures proper PMIS entries are made, and • ends the process. </td> </tr> <tr> <td data-bbox="553 1050 1015 1157">not be in compliance with Coast Guard weight standards</td> <td data-bbox="1015 1050 1393 1157">notifies member's unit executive officer by e-mail.</td> </tr> </tbody> </table>	IF the member is screened and determined to...	THEN the Weight Program Administrator...	be in compliance with Coast Guard weight standards	<ul style="list-style-type: none"> • ensures proper PMIS entries are made, and • ends the process. 	not be in compliance with Coast Guard weight standards	notifies member's unit executive officer by e-mail.	
IF the member is screened and determined to...	THEN the Weight Program Administrator...							
be in compliance with Coast Guard weight standards	<ul style="list-style-type: none"> • ensures proper PMIS entries are made, and • ends the process. 							
not be in compliance with Coast Guard weight standards	notifies member's unit executive officer by e-mail.							
5	unit executive officer or Weight Program Administrator for ISC Honolulu	<p>arranges for medical screening which includes body fat percent determination.</p> <p><u>Note:</u> PMIS entries are made by ISC Honolulu (ps) upon receipt of required CG-3307 entries.</p>						

Continued on next page

Weight Compliance Program, Continued

Process after body fat analysis

Once the member reports to the ISC Honolulu Medical Clinic, an analysis of body fat will be performed by the medical staff. Follow the steps in the table below after analysis is complete.

IF the...	THEN...
military member is determined to be physically overweight but in compliance with body fat standards	the unit executive officer shall follow reference (a).
military member is determined to be physically overweight and not in compliance with body fat standards	ISC Honolulu Clinic schedules an appointment with a physician to determine if a waiver is appropriate.
Physician grants a waiver	<ul style="list-style-type: none"> • the military member is not put on weight loss probation, and • the unit executive officer shall follow reference (a) to ensure proper PDR entries are made.

Probationary period procedures

Once it has been determined that the member is not in compliance with the Coast Guard weight standards and is not entitled to a waiver, unit executive officer shall follow the steps in the table below:

Step	Action
1	<p>Prepare the standard CG-3307 entry as it appears if references (a) and (b).</p> <p><u>Note:</u> The signature date of the CG-3307 will also serve as the beginning date of the probationary period.</p>
2	Counsel and have member sign the CG-3307.
3	<p>Place member in a probationary weight loss period as per reference (a).</p> <p><u>Note:</u> The probationary period will be equal to the amount of time it would take the member to lose all excess weight at an average of one:</p> <ul style="list-style-type: none"> • pound per week, or • percent body fat per month.

Continued on next page

Weight Compliance Program, Continued

Probationary period procedures, (continued)

Step	Action
4	Have member schedule an appointment with Unit Fitness Leader or ISC's Health Promotion Programs Coordinator at 808-541-1583.
5	<p>Forward signed copies of the CG-3307 to:</p> <ul style="list-style-type: none"> • ISC Honolulu (ps), and • Commander CG Personnel Command (MPC-ADMIN-3). <p><u>Note:</u> PERSRU will make proper PMIS entries upon receipt of this CG-3307 entry.</p>

Completion of probationary period

Upon completion of the member's probationary period, the unit executive officer shall ensure the below steps are completed:

IF the member has...	THEN...
met his/her maximum allowable weight	<ul style="list-style-type: none"> • complete subsequent CG-3307 entry per references (a) and (b), and • forward signed copies to: <ul style="list-style-type: none"> • ISC Honolulu (ps), and • Commander CG Personnel Command (MPC-ADM-3), and • process member for discharge.
met his/her maximum allowable weight but still fails to present an acceptable military appearance	follow reference (a).

Results and follow-up

Unit representatives should contact the below number if a birthday roster is not received by the 5th of each month.

Continued on next page

Weight Compliance Program, Continued

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Division	ISC Honolulu (ps)
Position	Personnel Services Division Officer
Phone	808-541-3256
Fax	808-541-1530

Completing Travel Vouchers

Who this is for This information applies to individuals completing travel under official Coast Guard orders. These individuals may be:

- Active Duty and their dependents
 - Reserves
 - Coast Guard Exchange System employees
 - Coast Guard MWR employees, and
 - Civil Service employees.
-

Purpose This describes how to complete a Travel Voucher (DD-1351) upon completion of Temporary Additional Duty (TAD) or Permanent Change of Station (PCS).

Reference information you will need You will need the following reference to complete your travel voucher.

- (a) Personnel and Pay Procedures Manual, HRSICINST M1000.2A Section 2-B and Appendix E.
-

Procedure Personnel using Workstation II may get a DD-1351 from Forms Menu. Personnel using Workstation III can retrieve the DD-1351 by selecting the Jet Form Filler application. Follow the steps below and complete your travel claim within three days after completing TAD or PCS travel.

Step	Action
1	Retrieve Travel Voucher DD-1351 from appropriate workstation.

Continued on next page

Completing Travel Vouchers, Continued

Procedure, (continued)

Step	Action
2	<p>Follow block by block, entering appropriate information.</p> <p><u>Note:</u> All payments are made by direct deposit also called Electronic Funds Transfer (EFT). Individuals who do not currently receive their salary via EFT are required to receive travel payments by EFT as well. These personnel are required to complete a FASTART Form 9FMS 2231 for enrollment in EFT and submit it prior to travel claim submission to CO, FINCEN (OPQ) or FAX to 757-523-6900. This form may be obtained by calling the HRSIC customer service number, 913-295-2250 or 888-USCGTVL. The form will either be mailed or faxed to the requester (ALCOAST 030/97).</p>
3	<p>Include your dependents (if applicable) in block 12. If dependents are traveling alone, submit a Dependent's Travel Voucher. Also include dependent's former address in block 13.</p>
4	<p>Place appropriate entry in block 14.</p>
5	<p>Enter your travel itinerary in block 15. Start with your first method and area of travel. Ensure the times entered match the times endorsed on your orders if your orders were endorsed. These endorsements are normally found on the back side of the original orders.</p>
6	<p>Close out your itinerary with your final arrival whether it be your original command (TAD) or your receiving command (PCS).</p> <p><u>Note:</u> Appropriate codes for blocks 15d and 15e can be located on DD-1351 page 2, Privacy Act Statement.</p>
7	<p>Include reimbursable expenses in block 16. This will not normally include meals as they are covered under per diem.</p> <p><u>Note:</u> Receipts are required at all times for lodging, rental cars, and for all expenses exceeding \$75.00.</p>
8	<p>Include Government Transportation Request numbers in block 19a and the place of departure (19b) and place of entry (19c). This only applies to airline travel and the information can be found on your flight itinerary.</p>

Continued on next page

Completing Travel Vouchers, Continued

Procedure, (continued)

Step	Action
9	Sign the travel voucher in block 21a and date in block 21b.
10	Make a copy of your voucher for your records.
11	Forward your completed travel voucher to your supervisor.

Review by approving official

Travel claims are required to be reviewed by the traveler's immediate supervisor. Supervisors take the following action.

Step	Action
1	Review claimant's travel voucher in accordance with reference (a) and within two days of receipt.
2	Sign and date claimant's travel voucher in block 22a and return the voucher to the traveler.
3	Direct the traveler to forward the travel voucher with original orders and any amendments and necessary receipts directly to: Commanding Officer (TVL-OS) U. S. Coast Guard Human Resources Service & Information Center P. O. Box 3553 Topeka, KS 66601-3553

Supplemental travel vouchers

Supplemental Travel Vouchers are used to obtain reimbursement when an expense in a previously submitted travel voucher was not addressed nor reimbursed. Submit a supplemental travel voucher following the procedure above with the following exceptions:

- only include expenses not reimbursed, and
 - draw a diagonal line through block 15 and write "supplemental."
-

Results and follow-up

HRSIC will process travel claims within 5 days. You can expect a direct deposit payment within 10 days. If you do not receive the payment, contact HRSIC at the following number 913-357-3540.

Continued on next page

Completing Travel Vouchers, Continued

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (ps)
Position	Personnel Services Division Officer
Phone	808-541-1520
Fax	808-541-1530

Mutual Assistance Program Overview

Who this is for This information applies to:

- Coast Guard personnel and units, and
 - visiting personnel and cutters in the Hawaiian Islands.
-

Purpose This overview:

- identifies who is authorized access to Coast Guard Mutual Assistance funds through Integrated Support Command (ISC) Honolulu
 - describes the programs available, and
 - describes reasons that do not qualify for assistance.
-

Where to get Mutual Assistance help

The following units are primarily supported with Coast Guard Mutual Assistance through ISC Honolulu:

- CGC ASSATEAGUE
- CGC KUKUI
- CGC WASHINGTON
- COMMSTA Honolulu
- Group Honolulu
- LO ATGMIDPAC
- LO CINCPACFLT
- PACAREA Armory Honolulu
- Station Honolulu
- Station Maui
- NESU Honolulu
- CGC KISKA
- CGC KITTIWAKE
- CGC WALNUT
- ANT Honolulu
- ESU Honolulu
- ISC Honolulu
- LO CINCPAC
- LO JICPAC
- MLO TAMC
- Recruiting Office Honolulu
- CGES Honolulu

The following units normally maintain their own CG Mutual Assistance accounts. The individuals assigned to these units, and are TAD to ISC when the unit is underway, will get assistance through ISC:

- CGC JARVIS
 - CGC RUSH
-

Continued on next page

Mutual Assistance Program Overview, Continued

Where to get Mutual Assistance help,
(continued)

District Fourteen provides Mutual Assistance to:

- D14 staff
- MSO Honolulu
- CEU Honolulu

Air Station Barbers Point provides Mutual Assistance to their personnel.

Note: When necessary, an individual may apply for Mutual Assistance with any designated representative regardless of the unit to which they are assigned.

Eligible to receive assistance

Individuals eligible to receive Mutual Assistance:

IF the individual is...	THEN they are a...
<ul style="list-style-type: none"> • CG on Active Duty • CG Retired • Retired Reserve CG with pay • PHS officers serving with CG, or • Reserve CG serving on extended active duty, 	Service member.
<ul style="list-style-type: none"> • permanent, full-time, or • permanent, part-time civilian CG employee (including CGES), 	Permanent Civilian member.
<ul style="list-style-type: none"> • temporary, full-time, or • temporary, part-time civilian CG employee (including CGES), 	Temporary Civilian member.

Continued on next page

Mutual Assistance Program Overview, Continued

Eligible to receive assistance, (continued)

IF the individual is...	THEN they are a...
<ul style="list-style-type: none"> • a spouse of service member • a dependent child(ren) of service member • a dependent parent(s) of service member, or • immediate family of a deceased service member 	Dependent Family member.
<ul style="list-style-type: none"> • CG Ready Reserve, or • CG Auxiliarist 	Sponsor member.

Programs members eligible for

The following table shows which programs members are eligible for:

	Service Members	Permanent Civilian Members	Sponsor Members	Family Members	Temporary Civilian Members
Emergency Loans	Yes	Yes	Yes	Yes	Yes
General Assistance	Yes	Yes	Yes	Yes	No
Admiral Roland Student Loans	Yes	Yes	Yes	Yes	No
Housing Assistance	Yes	No	No	No	No
Medical Assistance	Yes	No	No	No	No
Debt Management Plan	Yes	No	No	No	No

Continued on next page

Mutual Assistance Program Overview, Continued

Available assistance

Assistance is generally available when a member demonstrates a financial need for (exceptions to financial need requirement noted with *):

- basic maintenance pending receipt of government benefits
- funeral expenses for a dependent or immediate family member
- hospitalization/medical assistance in special cases
- travel in special cases
- housing assistance (rental and purchase)
- student loans
- debt management assistance upon approval recommendation of Hawaii Consumer Credit Counseling Service
- adoption assistance qualified for reimbursement from the CG
- reimbursement of college books, student fees, and lab fees for Active Duty members pursuing their first undergraduate degree*
- replacement of missing CG pay, allowances, or travel entitlements*
- unexpected and/or major car repairs
- vocational training
- shipment or rental of household goods in certain circumstances, and
- off duty tuition assistance when not available through CG programs

Note: The below reference has more details on available assistance.

Continued on next page

Mutual Assistance Program Overview, Continued

Prohibited circumstances

Assistance is normally prohibited for:

- continued/frequent use of Mutual Assistance
- cost of marriage
- financing regular leave or liberty
- costs involving business ventures
- repayment of loans to family members or friends
- gambling debts
- financing purchase of nonessentials or payment of debts created by such purchases
- civilian and military court fees, fines, judgments, liens, bail, and legal fees
- payment of personal or property tax
- elective surgery
- moves within the same local community (excluding moves due to natural disasters or moves into more economical quarters)
- purchase or payment on motor vehicles, licenses, registration, and insurance, and
- education assistance when other means of financing are available.

Note: Flexibility in the Mutual Assistance program is essential and exceptions to the above may be requested from the District Director and/or the Board of Control.

Additional references

The Coast Guard Mutual Assistance Manual, Unnumbered Publication, of 23 Sep 92 is available for review upon request at ISC Honolulu (ps).

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Division	ISC Honolulu (ps)
Position	Personnel Services Division Officer
Phone	808-541-1535
Fax	808-541-1530

Applying for Mutual Assistance

Who is this for This information applies to Active Duty, Civilian employees, Reserve, and Retired personnel and their dependent family members at:

- Integrated Support Command (ISC) Honolulu including:
 - transient personnel
 - independent duty liaison officers
 - CG students permanently assigned to Oahu colleges and universities
- ISC Honolulu tenant commands limited to:
 - Group Honolulu and its units
 - ESU Honolulu
 - NESU Honolulu
 - PACAREA Armory
- Communications Station Honolulu, and
- Liaison Office, Afloat Training Group Middle Pacific.

Purpose This describes how to apply for a loan or grant through the Coast Guard Mutual Assistance (CGMA) program at ISC Honolulu.

Reference information you will need You will need all personal financial information (monthly income of both spouses, monthly expenditures, outstanding loans, credit card balances, indebtedness, assets, property value, etc.) to apply for loans or grants unless you are applying for:

- a loan to temporarily replace missing pay, allowances, or entitlements
- an Active Duty Supplemental Educational Grants (ADSEG), or
- an initial application for an Admiral Roland student loan.

Continued on next page

Applying for Mutual Assistance, Continued

Application process

The table below describes the loan/grant process.

Stage	Description
1	Applicant obtains Application for Coast Guard Mutual Assistance Loan (CGMA-5 form) from their unit yeoman, administrative assistant, or executive officer (XO) or WWW.CGMAHQ.ORG
2	Applicant completes CGMA-5 form and routes it through their chain of command (or division officer for ISC Honolulu personnel).
3	Unit commanding officer (CO) or XO (or division officer for ISC Honolulu personnel) reviews form and endorses the reverse "COMMANDING OFFICER/OIC" block. <u>Note:</u> A quality endorsement, especially in unusual circumstances, saves time.
4	Unit CO or XO (or division officer for ISC Honolulu personnel) forwards the form to ISC Honolulu (ps).
5	ISC Honolulu CGMA clerk and representative process application for: <ul style="list-style-type: none"> • approval (check issued) • denial [application returned to unit CO or XO (or division officer for ISC Honolulu personnel)] • forwarding to District Director, or • forwarding to CGMA Board of Control.

Loan procedures

Follow the steps below to apply for emergency assistance, general assistance, housing assistance, or medical assistance loans:

Note: If you are requesting a loan for emergency travel ensure you plan your departure to allow for proper processing. Even in emergency situations plan on one (1) workday to get a request processed and approved.

Continued on next page

Applying for Mutual Assistance, Continued

Step	Action
1	Obtain a CGMA-5 form.
2	<p>Completely fill out form. Inadequate information will cause the form to be returned.</p> <p><u>Note:</u> Applicants requesting loans for missing pay, allowances, or entitlements they are otherwise eligible for, may leave the “Financial Information” and “Indebtedness” sections blank.</p>
3	Attach a current copy of your Leave and Earnings Statement or other pay source document.
4	<p>Attach these documents as applicable and necessary for your loan to be processed:</p> <ul style="list-style-type: none"> • written estimate of car repairs • Advances Worksheet (CG-HRSIC-2010) • copy of housing rental agreement • written estimate of utilities deposit • Housing Assistance Supplemental Statement (CGMA-7) • name and location of vocational training <ul style="list-style-type: none"> • type of course and length of time to complete • written costs of tuition and supplies • debt management Counselor Recommendation Form • doctor’s letter explaining medical treatment and costs • copy of medical bills and TRICARE explanation of benefits, and/or • copies of any other pertinent documents which bear consideration in the review and approval of your loan.
5	<p>Submit your application package through your chain of command to your CO or XO (division officer for ISC Honolulu personnel).</p> <p><u>Result:</u> Your chain of command takes action described below.</p>

Continued on next page

Applying for Mutual Assistance, Continued

Grant procedures

Follow the same procedures as applying for a loan except in the case of applying for an Active Duty Supplemental Education Grant (ADSEG). Follow these procedures to apply for an ADSEG:

Step	Action
1	Obtain a CGMA-10 form at WWW.CGMAHQ.ORG
2	<u>Completely</u> fill out CGMA member information and student information sections.
3	Complete the CGMA member certification section and attach the required documents.
4	Date and sign form.
5	Submit your application package through your chain of command to your CO or XO (division officer for ISC Honolulu personnel). <u>Result:</u> Your chain of command takes action described below.

Educational grants and loans procedures

Pamphlets for CGMA sponsored Education Grants and Loans are distributed to all CG units and ISC Honolulu divisions annually at the end of the calendar year. Follow the directions and fill out the forms contained therein to apply. To obtain a pamphlet and have your questions addressed, call 800-881-2462 or refer to WWW.CGMAHQ.ORG

Unit or ISC Honolulu division officer action

Unit CO/XO or ISC Honolulu division officer follows these procedures upon receipt of a CGMA loan or grant:

Step	Action
1	Ensure loan or grant application is complete and accurate.
2	Return incomplete applications or gather more information as necessary.
3	Forward the package to ISC Honolulu (ps) Personnel Customer Services.

Continued on next page

Applying for Mutual Assistance, Continued

Additional references

WWW.CGMAHQ.ORG

Enclosures

These enclosures are at the end of this topic and provided to assist you:

- (1) [Application for Coast Guard Mutual Assistance Loan or Grant \(CGMA-5\)](#)
 - (2) [CGMA Supplemental Education Grant \(SEG\) Application \(CGMA-10\)](#)
 - (3) [Advances Worksheet \(CG HRSIC-2010\)](#)
 - (4) [Housing Assistance Supplemental Statement \(CGMA-7\)](#)
 - (5) [Counselor Recommendation Form](#)
-

Results and follow-up

You can expect to receive notification of loan or grant status (approval, disapproval, forwarded to District Director or Board of Control, returned for more information, etc.) within two (2) working days of receipt at ISC Honolulu (ps). If you do not receive this status, call the point of contact at the number below.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Division	ISC Honolulu (ps)
Position	Personnel Services Division Officer
Phone	808-541-1535
Fax	808-541-1530

APPLICATION FOR COAST GUARD MUTUAL ASSISTANCE LOAN OR GRANT
(Type or print all entries)

CGMA-5
(Revised 7-88)

NAME		LAST	FIRST	MID. INI.	SOCIAL SECURITY NO.	RANK/RATE	PRESENT DUTY STATION/PHONE #
HOME ADDRESS: STREET		CITY			STATE	ZIP CODE	HOME PHONE NUMBER
STATUS (CHECK ONE)				AGE	ENLIST. EXP.	NO. YR. SERVICE	DEPENDENTS
<input type="checkbox"/> ACTIVE <input type="checkbox"/> RETIRED <input type="checkbox"/> CIVILIAN <input type="checkbox"/> RESERVIST <input type="checkbox"/> AUXILIARY <input type="checkbox"/> DEPENDENT <input type="checkbox"/> OTHER							___ SPOUSE ___ PARENTS ___ CHILDREN NO. ___ NO. ___
ASSISTANCE REQUESTED	TYPE ASSISTANCE	AMOUNT REQ.		REPAY PER MO/LUMP SUM		COMMENCING	REPAYMENT BY
	<input type="checkbox"/> LOAN <input type="checkbox"/> GRANT						<input type="checkbox"/> CASH <input type="checkbox"/> ALLOTMENT
REASON FOR REQUEST:							

FINANCIAL INFORMATION **TO BE COMPLETED IN FULL**

MONTHLY INCOME	AMOUNT	REGULAR MONTHLY EXPENSES	AMOUNT
Service Base Pay or Retired Pay	\$	<input type="checkbox"/> Rent or <input type="checkbox"/> Mortgage Payment	\$
Sea/Foreign Duty Pay/FSA		Food	
Proficiency Pay/Flight Pay		Clothing	
Quarters Allowance (BAQ & VHA)		Utilities (Gas-Electric-Water)	
Subsistence Allowance		FICA and Income Tax	
Clothing Allowance		Life and/or Other Insurance	
Spouse's Income		Monthly Payments on Debts Below	
Part Time Income		Transportation Expenses	
Other (Specify) (Rental Income, etc.)		Child Support/Care	
Pay Received Each Payday \$		Other (Specify)	
TOTAL INCOME	\$	TOTAL MONTHLY EXPENSES	\$

* PREVIOUS CG ASSISTANCE <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> LOAN <input type="checkbox"/> GRANT	ASSETS/SAVINGS INFORMATION	AMOUNT
When	Checking / Savings Account(s)	
Where	Investments / Land:	
Amount	Savings Bonds:	
Balance of Loan	Home Equity / Insurance:	
Reason	Vehicle(s) and / or Boat(s):	
	Other:	
	TOTALS	

INDEBTEDNESS	REASON	Name of Creditor	Initial Amt.	Date Incurred	Int Rate (APR)	Balance Due	Monthly Payment
(Use Additional Pages if Necessary)			TOTALS				

Everything that I have stated in this application is correct to the best of my knowledge. I understand that you will retain this application whether or not it is approved. You are authorized to check my credit and employment history and I understand that any misstatement of fact is grounds for denial of this request. I understand and agree that under the provisions of 37 U.S. Code 1007(c) and (h) my signature constitutes voluntary consent to collection of the debt, or any remainder thereof, from my final pay upon separation or retirement from the armed forces. The maximum amount that may be collected without my consent is two-thirds of final separation pay less statutorily required deductions.

DATE: _____ SIGNATURE: _____

PRIVACY ACT STATEMENT

IN ACCORDANCE WITH 5 USC 552a(e)(3), THE FOLLOWING INFORMATION IS PROVIDED TO YOU WHEN SUPPLYING PERSONAL INFORMATION TO THE U.S. COAST GUARD.

- AUTHORITY which authorized the solicitation of the information: 14 USC 632.
- Principal PURPOSE for which information is intended to be used: to provide Coast Guard Mutual Assistance Representative with sufficient information to make a determination if a loan or grant meets the criteria of Coast Guard Mutual Assistance By-Laws.
- The ROUTINE USE which may be made of the information: to provide a record of Coast Guard Mutual Assistance loan or grant transaction.
- Whether or not DISCLOSURE of such information is mandatory or voluntary (required by law or optional) and the effects on the individual, if any, of not providing all or any part of the requested information: disclosure of this information is voluntary, but failure to provide the information may result in denial of a Coast Guard Mutual Assistance loan or grant.

FOR OFFICIAL USE ONLY

COMMANDING OFFICER/OIC	UNIT	DATE
-------------------------------	-------------	-------------

Forwarded, recommended Approval/Disapproval. Comment:

SIGNATURE

ACTION OF MUTUAL ASSISTANCE REPRESENTATIVE	UNIT	DATE
---	-------------	-------------

Verification of ASSISTANCE REQUESTED and FINANCIAL INFORMATION/INDEBTEDNESS made in accordance with *Loan Policies* of the Operating Procedures of Coast Guard Mutual Assistance Manual.

- | | |
|---|---|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Forwarded, recommending Approval/Disapproval |
| <input type="checkbox"/> Disapproved - comments | Comments |

SIGNATURE

ACTION OF DISTRICT DIRECTOR	UNIT	DATE
------------------------------------	-------------	-------------

- | | |
|---|---|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Forwarded to Board of Control for review |
| <input type="checkbox"/> Disapproved - comments | and action. |

SIGNATURE

RECAPITULATION OF FINAL ACTION TAKEN			DATE FIRST PAYMENT DUE		
LOAN AMOUNT	GRANT AMOUNT	CHECK NUMBER	LOAN TO BE REPAID	PAYMENT BY	
\$	\$		\$	PER <input type="checkbox"/> MONTH	<input type="checkbox"/> ALLOTMENT <input type="checkbox"/> CASH <input type="checkbox"/> PAYMENTS

Additional Comments:

CGMA SUPPLEMENTAL EDUCATION GRANT (SEG) APPLICATION

Please type or print all entries (Note: If completing form online, use the TAB key to move through form)
 Form to be completed by the CGMA Member and returned to your nearest CGMA Representative
 (*If CGMA Member is deceased, spouse/legal guardian may complete where applicable. *)

CGMA MEMBER INFORMATION

1. Name: Last, First, M.I.	2. Social Security No: - -	3. Telephone No: Home Work () - () -
*4. Home Address: Street, Apt. No., City, State, Zip Code		
*5. Status: (Indicate prior status if CGMA Member is deceased) <input type="checkbox"/> Active Duty <input type="checkbox"/> Retired <input type="checkbox"/> Civilian <input type="checkbox"/> Reservist <input type="checkbox"/> Auxiliary <input type="checkbox"/> CGES <input type="checkbox"/> PHS <input type="checkbox"/> CGMA		*6. Check box if CGMA Member is deceased: <input type="checkbox"/>
7. Rank/Rate/Grade: (if applicable)	8. Present Unit and OPFAC#: (if applicable)	Telephone No: Unit () -

STUDENT INFORMATION

9. Name: Last, First, M.I.	10. Social Security No: - -	11. Date of Birth (MM/DD/YYYY)	Age: (If Dependent Child)
12. Student is a: (check one) <input type="checkbox"/> CGMA Member <input type="checkbox"/> CGMA Member's Spouse <input type="checkbox"/> CGMA Member's Child			13. Telephone No: Student's () -

CGMA MEMBER CERTIFICATION

- The student is enrolled in a first Associate or Bachelor Degree Program, earning a Vocational and Technical Training (VoTech) certificate; or seeking a General Equivalency Diploma (GED).
- The student's proof of enrollment is attached. (E.g. a letter from the Registrar's Office.)
- The requested SEG relates directly to the cost of fees, books, study guides, supplies, equipment and other documented educational costs, but not tuition, specifically required by the student's course of study.
- The student's original receipts for each item of reimbursement, dated less than 1 year ago, are attached.
- I am not receiving payment or reimbursement for these items from any other source.
- SEG Grants I am requesting this calendar year will not exceed \$300, and not more than \$300 has been requested on behalf of any particular student in this calendar year.
- A photocopy of my valid Coast Guard ID card (both sides, clearly legible) is attached. (If the CGMA Member is deceased, provide a copy of spouse's/legal guardian's valid ID.)

I certify that all information contained herein is true, accurate and complete. I request reimbursement in the amount of \$ _____

CGMA Member's Signature _____ Date 6/28/01

After completion, forward this form with attachments to your nearest CGMA Representative. Visit our web-site at www.cgmahq.org or call CGMA-HQ at (800) 881-2462 or (202) 267-2557 for CGMA Representative locations.

TO BE COMPLETED BY THE CGMA REPRESENTATIVE

In accordance with the CGMA Manual, I have:

- Confirmed that all required information and documentation for this SEG Grant was provided.
- Retained the student's original dated receipts for my files. (In cases where the SEG Grant amount requested exceeds the yearly entitlement, I have returned the original receipts to the requestor, having documented on the receipts the amount of the SEG Grant, date issued, control number, check number and my signature, and have retained a photocopy in my files.)
- Verified that the total SEG Grants to this member did not exceed \$300 this calendar year; and that, where there is more than one CGMA member in the family, not more than \$300 is being provided on behalf of any particular student in this calendar year.

Obtained from CGMA-HQ SEG Grant Control Number _____ prior to issuing a check.

Made the check (# _____) in the amount of \$ _____ payable to the CGMA Member.

CGMA Representative's Signature _____ Date ____ / ____ / ____

Print Name _____ Unit Name: _____

NOTE: This form, with attachments, must be placed in CGMA Representative's unit files.

Department of Transportation U. S. Coast Guard CG HRSIC-2010 (Rev. 05-01)		<h1>Advances Worksheet</h1>	
SSN	Name (Last, First, MI)	Permanent Unit	
PURPOSE: Use this form to request advances in pay, BAH/OHA, DLA, and TLE.			
PCS Departure Date (if applicable)	Number of months requested Or Specific amount \$	Liquidation period requested. (# of months) See notes.	
I request:			
<input type="checkbox"/> Advance pay <input type="checkbox"/> Advance DLA <input type="checkbox"/> Advance BAH <input type="checkbox"/> Advance TLE <input type="checkbox"/> Advance OHA			
Advance Pay	Advance pay may not be paid before receipt of PCS orders, nor more than 60 days after arrival at new unit. You may request an amount not to exceed 3 months basic pay less taxes, SGLI, and debts. Repayment of advance pay is by payroll deduction. Advance pay can be liquidated over a minimum period of one month, up to a maximum of 12 months. A member can request liquidation over a period greater than 12 months, not to exceed 24 months, when the PCS move causes unusually large expenses and repayment within 12 months would create a severe personal financial hardship. Only your CO can approve requests for liquidation greater than 12 months. Attach your request and CO's endorsement to this worksheet.		
Advance BAH/OHA	Advance BAH and OHA allowances are normally paid within three working days of date of mortgage or rental payment. Liquidation begins the first day of the month following the advance, but may be postponed for up to three months upon justification and approval of the commanding officer. Action to recoup in a lump sum any advance made under this paragraph that has been returned to the member by the landlord will be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the existing loan repayment schedule.		
Advance DLA	DLA is payable to members in receipt of PCS orders at a rate equal to two and one half (2 ½) months BAH Type II. DLA is payable to all members with dependents provided their dependents relocate. Members without dependents must be release from mandatory government quarters assignment before receiving DLA.		
Advance TLE	Advance Temporary Lodging Allowance (TLE) is authorized when the member and/or dependent(s) occupy temporary lodging in conjunction with a PCS transfer. TLE is reimbursable allowance based on locality per diem rate, the number of travelers occupying temporary lodging, with deductions for normal housing an subsistence allowances. The maximum TLE payment cannot exceed \$110/day for 10 days for CONUS to CONUS and OCONUS to CONUS transfers, 5 days for CONUS to OCONUS transfers. TLE advances are for up to 80% of total entitlement. See JFTR U5720 for complete formula and examples.		
PRIVACY ACT STATEMENT			
In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard: Authority - 10 USC Section 2771. Principal Purpose(s) - Used to indicate desired or additional advance(s). Routine uses - same. Disclosure - Disclosure of this information is voluntary, but without disclosure the member may not receive requested advance(s).			
Member's Signature	Date:	For PERSRU Use Only	
Command Approval	Date:	Action Completed Date: _____	Initials: _____

(Reverse Blank)

HOUSING ASSISTANCE
SUPPLEMENTAL STATEMENT

Applicant's Name

HAIL Office Endorsement

1. Purchase/Rental of private housing by this service member is not expected to jeopardize the Coast Guard public quarters/leased housing programs.

Signature of HAIL Representative and Date

2. I, _____, certify that I am not the owner of any other housing, in whole or in part. The house I am purchasing/renting is a single-family dwelling to be used as a residence for myself and my dependents

3. I, acknowledge and agree that:

a. I will return the entire loan amount to the District Director if the purchase/rental is not consummated.

b. I will pay off the remaining loan balance within 30 days if I sell, rent, or otherwise vacate the home/cancel my lease for any reason.

c. I will repay the remaining loan balance before I am separated from active duty unless I retire, in which case will continue my housing allotment from my retired pay.

d. I certify that I have reviewed eligibility requirements and my repayment agreement. I understand and still agree with all stated information. I hereby acknowledge receipt of USCG Mutual Assistance Check Number _____, in the amount of \$_____. I understand that I must ascertain and comply fully with all applicable laws, regulations and requirements of the mortgage lender and/or guarantor and I certify that I shall use no funds lent to me by Coast Guard Mutual Assistance in violation thereof.

Signature of Applicant and Date

COUNSELOR RECOMMENDATION FORM
COAST GUARD MUTUAL ASSISTANCE MEMBER

Member's Name: _____ Date: _____
Counselor: _____ Location: _____

REASON FOR MEMBER'S FINANCIAL HARDSHIP SITUATION

RECOMMENDATIONS TO IMPROVE MEMBER'S FINANCIAL HARDSHIP SITUATION

RECOMMENDATION/DENIAL FOR COAST GUARD MUTUAL ASSISTANCE DEBT MANAGEMENT PROGRAM

Additional pages may be attached as necessary.

I do not recommend that Coast Guard Mutual Assistance extend a loan to this member because: _____

I have reviewed Coast Guard Mutual Assistance's guidelines for the Debt Management Program with the member and noted that the member's loan request meets these established guidelines, except as follows: _____

I have reviewed the member's financial situation, including projected cash flows, and believe that the member will be able to participate in CCCS's Debt Management Program without a loan from Coast Guard Mutual Assistance Debt Management Program.

I have reviewed the member's financial situation, including projected cash flows, and believe that the member will be able to participate in CCCS's Debt Management Program, but will need a loan from Coast Guard Mutual Assistance Debt Management Program.

Amount of Loan Requested: _____ Loan will be used to pay: _____
Number of Months to Repay: _____
Monthly Loan Payment Requested: _____

I authorize CCCS to release any relevant information relating to my counseling session to Coast Guard Mutual Assistance for purposes of evaluating my Debt Management Loan Request.

Service member's Signature/Date Counselor's Signature/Date

Please forward this form along with the Coast Guard Mutual Assistance Loan/Grant Request Form, the Counselor Recommendations Form and other budget work sheets, including projected cash flow statements to the member's local Coast Guard Mutual Assistance Representative.

Obtaining Emergency Leave Travel Authorization

Who this is for This information applies to:

- ISC Honolulu Officer of the Day (OOD)
 - Active Duty personnel, and
 - their dependents assigned to the D14 Area of Responsibility (AOR) Hawaii, Guam, and Japan.
-

Purpose This describes how to request and obtain authorization for emergency leave travel during both working hours and off duty hours. For Integrated Support Command (ISC) Honolulu Officers of the Day, this describes how to obtain travel order numbers and accounting strings as well as how to arrange flights for emergency leave travelers.

Reference material you will need You will need the following material to obtain emergency leave travel:

- (a) Coast Guard Personnel Manual, COMDTINST M1000.2A Art 7.A.5.f.
 - (b) Joint Federal Travel Regulations, JFTR
-

Procedure during workday, 0730-1530 If you are an active duty member stationed in the D14 AOR, follow the steps below to request emergency leave travel.

Step	Action
1	Consult with your administrative staff and reference (a) to determine if your situation qualifies for emergency leave.
2	Contact the professional attending to your relative and ensure the professional contacts the Pearl Harbor Chapter of the American Red Cross at 808-473-3155/3586/4460.
3	Verify that notification is received by your command from the American Red Cross. <u>Note:</u> The Red Cross no longer provides message confirmation, however will provide verbal when contacted.

Continued on next page

Obtaining Emergency Leave Travel Authorization, Continued

Procedure during workday, 0730-1530, (continued)

Step	Action
4	Prepare a special request chit and have your supervisor walk it through your chain of command.
5	Verify with your administrative staff that they have obtained an accounting string and travel order number.
6	Contact American Express Travel at 808-532-1888 and make plane reservations.
7	Obtain funded emergency leave orders from your administrative staff.
8	Complete your travel.
9	Complete a travel claim within three days upon completion of leave and have it administratively reviewed by your supervisor. <u>Note:</u> A travel claim is only necessary if there are reimbursable expenses.

Restrictions

For members requesting emergency leave travel to the mainland, the Coast Guard will only pay for travel to San Francisco, CA and return. Getting from San Francisco to the member's emergency leave address is the responsibility of the traveler. For members stationed OUTCONUS requesting emergency travel to another OUTCONUS location, the Coast Guard may fund all required aspects of the travel.

Handling emergency leave travel as an ISC OOD

The ISC OOD shall refer individuals to the ISC Honolulu (ps) for Emergency Leave Travel Authorizations during working hours. For requests for Emergency Leave Travel Authorizations during non-working hours, follow the steps below. These steps should NOT be made unless confirmation from the Red Cross or D14 Joint Rescue Coordination Center has been received.

Step	Action
1	Ascertain individual's travel desires. Determine whether he/she will be traveling alone or with others authorized.

Continued on next page

Obtaining Emergency Leave Travel Authorization, Continued

Handling emergency leave travel as an ISC OOD, (continued)

Step	Action						
2	Contact American Express Travel at their after hours number 800-847-0242, make plane reservations determine flight cost. <u>Note:</u> You will be required to give them the agency code: "0V1".						
3	Contact the appropriate command from the table below: <table border="1" data-bbox="581 638 1393 900" style="margin-left: 40px;"> <thead> <tr> <th>Unit</th> <th>Contact</th> </tr> </thead> <tbody> <tr> <td>PACAREA or MLC units (e.g. WHECs, ISC, CEU, ESU)</td> <td>Pacific Area Command Center (PACAREA (pcc)) 510-437-3700/3705</td> </tr> <tr> <td>District 14 units (e.g. Buoy tenders, Group Hono, Air Station)</td> <td>D14 JRCC 541-2500</td> </tr> </tbody> </table> <u>Note:</u> You will need to explain to the watchstander who you are and that you need a tono and accounting string for emergency leave travel and provide them with the cost of the airfare.	Unit	Contact	PACAREA or MLC units (e.g. WHECs, ISC, CEU, ESU)	Pacific Area Command Center (PACAREA (pcc)) 510-437-3700/3705	District 14 units (e.g. Buoy tenders, Group Hono, Air Station)	D14 JRCC 541-2500
Unit	Contact						
PACAREA or MLC units (e.g. WHECs, ISC, CEU, ESU)	Pacific Area Command Center (PACAREA (pcc)) 510-437-3700/3705						
District 14 units (e.g. Buoy tenders, Group Hono, Air Station)	D14 JRCC 541-2500						
4	Wait for PACAREA (pcc) or D14 JRCC to call back with approval, accounting string and travel order number and provide these to requesting command.						
5	Contact American Express Travel again at the above number and provide them with a verbal confirmation of the travel order number.						
6	Ensure the accounting string and travel order number are provided to the PERSRU on the first working day following the emergency.						

U.S. Air Force Air Mobility Command

In certain cases, it is possible for an individual to perform emergency travel via the Air Force's Air Mobility Command (AMC), however individuals must arrange this travel through the Air Force. Information on AMC flights can be obtained by calling Hickam Air Force Base at 808-449-0459/1515/1854.

Continued on next page

Obtaining Emergency Leave Travel Authorization, Continued

American Express Travel

American Express Travel is the contract travel office for the Coast Guard. All travel requests funded by the Coast Guard are required to be arranged through them. Under routine circumstances and going through American Express Travel, a traveler can expect to have plane tickets either the same day of their request or the following day.

Results and follow-up

The ISC Honolulu (ps) representative or OOD should provide same day service to the requesting commands. If commands cannot be given same day service they will be provided with an estimate of when the authority will be provided. Contact the ISC OOD on the phone at 541-2491 if additional information is required.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Division	ISC Honolulu (ps)
Position	Personnel Services Division Officer
Phone	808-541-1520
Fax	808-541-1530

Casualty and Decedent Affairs Overview

Who this is for This information applies to:

- all units in, and
- all units operating in the District 14 Area of Responsibility (Hawaii, Guam, Japan and the Pacific Islands) (D14 AOR).

Purpose This overview:

- defines responsibilities in the Decedent Affairs program, and
- outlines how to get ISC Honolulu support in the event of a death.

Caution: This guide is not all inclusive. You must consult the below reference information when dealing with casualty and decedent affairs.

Reference information you will need You will need the following reference material in dealing with death or casualty affairs:

- (a) CG Personnel Manual, COMDTINST M1000.6(series), Chap. 11
 - (b) CG Decedent Affairs Guide, COMDTINST M1770.1(series), and
 - (c) CG Pay and Personnel Procedures Manual, PPCINST M1000.2, Chap 5.A.
-

Collateral duty positions These collateral duty positions are responsible to carry out casualty and decedent affairs:

- Local Casualty Assistance Calls Officer (LCACO) - a person assigned at the unit level who assists the command in casualty or decedent situations, and
 - Area-wide Decedent Affairs Officer (ADAO) - a person assigned at ISC Honolulu who has oversight of the area-wide program.
-

Continued on next page

Casualty and Decedent Affairs Overview, Continued

Roles and responsibilities assigned

This table shows who provides LCACO assistance.

IF the deceased is stationed...	THEN the LCACO is assigned by...
at a shore unit or afloat unit at its homeport with the next of kin (NOK) residing in the vicinity of the permanent duty station (PDS),	<ul style="list-style-type: none"> • the unit, or • the unit's supervisory command (e.g., Group, District, etc.).
at a shore unit or afloat unit at its homeport with the NOK residing away from the PDS,	<ul style="list-style-type: none"> • the Coast Guard command nearest the NOK's residence.
on an afloat unit away from its homeport with NOK residing in the vicinity of the homeport	<p>either...</p> <ul style="list-style-type: none"> • the unit's supervisory command (e.g., Group, District, etc) • ISC for PACAREA afloat units (e.g. CGC JARVIS) • MARSEC for Guam based cutters.
outside the D14 AOR with NOK residing within the D14 AOR,	<p>either...</p> <ul style="list-style-type: none"> • ISC for NOK living on Oahu • MARSEC for NOK living on Guam, or • other Coast Guard unit geographically closest to NOK as determined by the ISC.

Continued on next page

Casualty and Decedent Affairs Overview, Continued

Process

In the event of the death or major casualty of a CG/CGR member, the command and LCACO shall follow reference (a), (b), and (c). This stage table generally outlines the major sequence of events but is not complete and all inclusive:

Stage	Who Is Responsible	Description
1	<ul style="list-style-type: none"> Unit where casualty occurs, or Unit receiving personnel casualty information 	reports casualty in accordance with references (a), (b), and (c).
2	The responsible unit	assigns a LCACO.
3	The <ul style="list-style-type: none"> LCACO, chaplain (if available), and commanding officer/officer in charge (if available) 	make a personal notification visit to the NOK as appropriate.
4	The LCACO	makes an appointment for a second follow-up visit to explain: <ul style="list-style-type: none"> rights, benefits, and privileges funeral arrangements and honors transportation and travel arrangements, and pay and allowance entitlements.
5	The LCACO	contacts the ADAO for guidance and assistance in arranging: <ul style="list-style-type: none"> contracted mortuary services transportation of remains escort travel survivor travel, and honors at funeral.

Continued on next page

Casualty and Decedent Affairs Overview, Continued

Process, (continued)

Stage	Who Is Responsible	Description
	•	
6	The LCACO	assists the NOK with: <ul style="list-style-type: none"> • household goods shipment • private vehicle shipment, and • other matters if/as necessary.

ADAO Services The following services are provided by ISC Honolulu's ADAO:

- technical guidance to the unit and LCACO
- access to contracted mortuary services for Active Duty deaths
- transportation of remains of Active Duty members and authorized dependents
- travel arrangements for those authorized to travel at government expense in conjunction with a casualty/death, and
- LCACO services in the circumstances described herein.

Dependent, retiree, or auxiliarist death

The ADAO should be consulted and will provide limited LCACO duties with respect to cases of the death of a dependent, retiree, or auxiliarist.

Requesting military honors for funerals of retirees

The following table indicates the steps the ADAO follows after being contacted by the surviving family member or mortuary, with the specific honors requested.

Note: The ADAO is responsible for obtaining the services of a bugler if requested, and providing a flag presenter from ISC personnel.

Step	Action
1	The ADAO verifies eligibility through the VA Regional Center Honolulu at 1-800-827-1000 and notifies D14 (ap).

Continued on next page

Casualty and Decedent Affairs Overview, Continued

Requesting military honors for funerals of retirees, (continued)

Step	Action
2	The ADAO then waits for D14 (ap) to utilize their list of units in rotation and assign/detail the appropriate teams to the honors requested.
3	The ADAO notifies the surviving family member or mortuary of the Coast Guards ability to carry out the honors requested.

Results and follow-up

Commands can expect immediate guidance and assistance from ISC Honolulu by contacting the below individuals. If immediate assistance is not rendered contact the ISC Executive Officer via the ISC Officer of the Day (OOD).

Points of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (ps)
Position	Area-wide Decedent Affairs Officer
Phone	<ul style="list-style-type: none"> ● 808-541-1535 (ADAO) ● 808-541-3256 (Asst. ADAO) ● 808-544-7906 (ADAO pager) ● 808-541-2490 (ISC OOD)
Fax	<ul style="list-style-type: none"> ● 808-541-1530

Mass Transit Benefits

Who this is for This information applies to Coast Guard:

- Active Duty
 - Civil Service employees
 - Exchange System employees, and
 - MWR employees.
-

Purpose This describes how to participate in the Coast Guard Mass Transit Benefit program including reimbursement for van pools.

Reference information you will need You will need the following reference information to review this program.

- (a) Mass Transit Benefit Program, COMDTNOTE 5382
 - (b) Mass Transit Benefit Program , D14NOTE 5382
-

Limitations and eligibility The maximum benefit is limited to \$25.00 per month for bus passes or up to \$65.00 per month per person for van pools. The table below shows eligibility criteria. Members and employees are not eligible for Mass Transit Benefits if:

- a holder of a workplace motor vehicle parking permit issued by a Federal agency
 - authorized to commute to and from the workplace via a government vehicle, or
 - authorized to and uses government provided parking.
-

Partial month participation Mass transit benefits are not prorated. A participant in the program must be able to perform travel for at least 12 round trips or a total of 24 one-way trips to be eligible to remain in the program. If you are attached to an afloat command and are unable to meet that criteria, you are ineligible for that month's participation. This will not reduce entitlement for subsequent months however.

Continued on next page

Mass Transit Benefits, Continued

Enrollment Procedure

Follow the steps below to enroll in the Mass Transit Benefit program.

Step	Action
1	Complete DOT Form 1700.18A, Application for Transit Benefit. The forms are available through your unit coordinator.
2	Return the completed form to your Unit Coordinator. <u>Result:</u> You will receive notice from the Unit Coordinator with two days. <u>Note:</u> Due to the partial month rule, you will normally have to wait until the following month. Do not put off enrollment because once ISC Honolulu's purchase order is submitted, no more enrollments are authorized for that month.

Unit coordinator responsibilities

All Oahu commands participating in the Mass Transit Benefit Program shall designate a unit coordinator. In an effort to combat waste and abuse, the Unit Coordinator must closely monitor the administration of the program for their respective unit.

Local program manager responsibilities

The ISC Honolulu PERSRU Branch Chief is the Mass Transit Benefit Local Program Manager and works closely with unit coordinators to ensure all participants are in compliance with the regulations in references (a) and (b). The local program manager is responsible for the below actions.

- Conduct an annual review of the program.
 - Document results of the review in a narrative report.
 - Sign the narrative report and submit it with the September monthly Accountability Report to Commandant (G-CFM-3).
 - Ensure quarterly surprise audits are conducted.
 - Document quarterly surprise audit results on the applicable monthly accountability report.
-

Continued on next page

Mass Transit Benefits, Continued

Van pool reimbursement

Follow the table below to enroll in the van pool reimbursement program.

Step	Action
1	Complete the DOT Form 1700.18A, Application for Transit Benefit.
2	Submit DOT Form 1700.18A to your unit coordinator. <u>Result:</u> You will get a call from your unit coordinator advising you of your enrollment.
3	Complete a Claim for Reimbursement for Expenditures on Official Business, SF-1164.
4	Submit your completed form to your Unit Coordinator. Attach your original receipt to the form. <u>Note:</u> The form is necessary for the accounting string information. Ensure that it is submitted in a timely manner.

Recertification for van pool

To remain in the van pool reimbursement program, you must enter your name on exhibit (4) of reference (a) on a monthly basis.

Results and follow-up

For bus pass users, the bus passes will normally be available during the last week of each month. They are available for pickup at the ISC Honolulu (ps) customer service counter.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (ps)
Position	Local Program Manager
Phone	808-541-3256
Fax	808-541-1530

Obtaining and Using Government Transportation Authorization (GTA)

Who this is for

This information applies to:

- Active Duty, Reserves, and their dependents
 - Civil Service employees
 - Coast Guard Exchange System employees, and
 - Coast Guard MWR employees.
-

Purpose

This describes how to obtain government funded transportation via a Government Transportation Authorization (GTA) through Integrated Support Command (ISC) Honolulu when authorized on travel orders.

Units eligible

The following units and personnel are authorized to obtain government funded transportation through ISC Honolulu:

- USCGC POINT EVANS
 - USCGC KISKA
 - USCGC WASHINGTON
 - USCGC ASSATEAGUE
 - Station Maui
 - Station Honolulu
 - Aids to Navigation Team Honolulu (PCS departures only)
 - Group Honolulu (PCS departures only)
 - Pacific Area Armory
 - Communications Station Honolulu
 - Naval Engineering Support Unit (PCS departures only).
 - Liaison Officer, USS CUSHING
 - Liaison Officer, USS RUSSEL
 - Afloat command personnel in a transient status.
 - Student Liaison Officers
-

Continued on next page

Obtaining and Using Government Transportation Authorization (GTA), Continued

Procedure If you are in receipt of Permanent Change of Station (PCS) orders, Temporary Additional Duty (TAD) orders, authorized Consecutive Overseas Travel (COT leave), follow the steps outlined below:

Step	Action
1	Call American Express Travel at 808-532-1888, explain to them that you need to go on official travel and what date you need to go.
2	Instruct American Express Travel to fax your travel itinerary to the PERSRU at 808-541-1530. <u>Note:</u> Ask American Express to ensure that the price of airfare is included on the itinerary.
3	Inform your PERSRU records yeoman to expect a fax from American Express.

Ticket upgrade prohibitions Government rate tickets purchased through this process may not be upgraded to first class with personal frequent flyer miles. Tickets purchased through this process may be upgraded to business class with personal frequent flyer miles.

Results and follow-up Tickets are normally available within 24 hours of request. Tickets are delivered via courier to ISC Honolulu (ps) or members have the option of picking up the tickets in person at American Express Travel in the Federal Building. If your tickets are not available, call American Express at the number above. In emergency cases, tickets can be picked up at the airport at the respective airline ticket counter.

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Division	ISC Honolulu (ps)
Position	Personnel Services Division Officer
Phone	808-541-3256
Fax	808-541-1530

Requesting Temporary Additional Duty (TAD)

Who this is for This information applies to Coast Guard Active Duty, Reserves, and Civilian employees assigned to:

- Pacific Area Armory Detachment
- Liaison Officer, Joint Intelligence Center Pacific
- Liaison Officer, USS CUSHING
- Aids to Navigation Team Honolulu
- USCGC WASHINGTON
- USCGC KISKA
- Station Maui
- Active Duty Coast Guard students permanently assigned to Oahu colleges and universities
- Liaison Officers, Tripler Army Medical Facility
- Afloat Training Group Middle Pacific
- Liaison Officer, USS RUSSEL
- Integrated Support Command Honolulu (k)
- USCGC ASSATEAGUE
- USCGC POINT EVANS
- Station Honolulu

Purpose This describes the process to request Temporary Additional Duty (TAD) orders. Units, ISC Honolulu divisions, and other personnel listed above may have their TAD orders prepared by ISC Honolulu (ps).

Reference information you will need You will need the following reference information to perform TAD travel.

- (a) Personnel and Pay Procedures Manual, PPCINST M1000.2A
- (b) Joint Federal Travel Regulations, JFTR
- (c) Civilian Temporary Duty Travel Program

Continued on next page

Requesting Temporary Additional Duty (TAD), Continued

Procedure

Follow these steps to request TAD orders:

Step	Action	
1	Use a TAD Travel Request/Authorization Worksheet (enclosure (1)). These forms are included in reference (a). <u>Note:</u> If reference (a) is unavailable, contact your administrative staff or ISC Honolulu (ps).	
2	Following the example in enclosure (1), complete the form to the best of your ability. <u>Note:</u> If you need assistance or are unsure of what information to provide, contact your administrative staff or supervisor.	
3	IF your TAD is authorized...	THEN...
	and funded locally,	route your worksheet through your accounting personnel for: <ul style="list-style-type: none"> • proper assignment of accounting information • document number, and • obligation of funds
	by any other authority	attach a copy of that authority to the worksheet
4	Route the completed worksheet and copy of authority through your chain of command for approval.	
5	Once approved, make your travel arrangements at American Express Travel by phoning 808-532-1888. <u>Note:</u> See Obtaining Government Transportation Authorization section of this handbook for instructions on procuring government funded transportation.	
6	Provide ISC Honolulu (ps) with a copy of your travel itinerary. <u>Note:</u> Review Accessing PERSRU Services section of this handbook.	

Continued on next page

Requesting Temporary Additional Duty (TAD), Continued

Enclosures

The enclosure at the end of this topic is provided to assist you:

- (1) [TAD Travel Request/Authorization Worksheet](#)
-

Results and follow-up

- You can expect TAD orders to be prepared by the PERSRU within three (3) days following PERSRU receipt of a properly prepared request. If you do not receive a call to pick up your orders within three (3) days of submitting your orders worksheet, contact the PERSRU Supervisor at the below number.

Note: If you requested the TAD for training instead of receiving orders to perform it, review the Requesting Specialized Training section of this handbook for instructions on special training requests.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Division	ISC Honolulu (ps)
Position	Personel Services Division Officer
Phone	808-541-1535
Fax	808-541-1530

Department of Transportation
 U. S. Coast Guard
 CG HRSIC-2070 (Rev. 8-00)

TDY TRAVEL REQUEST WORKSHEET

SSN	Name <i>(Last, First, MI)</i>	
GRADE/RATE	DIV/BRANCH	OFFICE PHONE NUMBER

PURPOSE: To request TDY Travel Orders and desired advances. If you have any questions, **CONTACT YOUR UNIT ADMIN OFFICE.**

PRIVACY ACT STATEMENT: IAW 5 USC Sec. 522a(e)(3), the following is provided when supplying personal information to the U.S. Coast Guard:

- ◆ **Authority** - 10 USC Section 2771.
- ◆ **Principal Purpose** - Used to indicate member's intentions during TDY travel.
- ◆ **Routine Uses** - Same.
- ◆ **Disclosure** - Disclosure of this information is voluntary, but without disclosure member may not receive advances.

*******ATTACH A COPY OF AUTHORITY FOR TDY*******

ATTN: TDY for Advanced or Specialized Training requires that a member meet the obligated service requirement as expressed by Section 2.B.1.a.(4) of the Training & Education Manual (COMDTINST M1500.10B).

Do you meet the obligated service requirements for these orders? *(Check One)* YES NO

Enter Travel Order Number (TONO) and accounting data:

Tono:

Acct data: / / / / / / / / /

Project Number:

DEPARTURE DATE: RETURN DATE: EST. DAYS ABSENT:

DESTINATION:

PURPOSE OF TDY (specify type of training or meeting):

I request leave.

Date to begin LV

Enter LV amount

LEAVE ADDRESS	PHONE#

Traveler's Mode of Transportation:

- GOVERNMENT CONVEYANCE
- PRIVATELY OWNED VEHICLE (POV)
- COMMERCIAL AIR: PRICE OF TICKET \$
- GOVERNMENT PROCURED TRANSPORTATION
- RENTAL CAR: PRICE OF RENTAL CAR \$

CG HRSIC-2070 (REV 8-00) - TDY TRAVEL REQUEST WORKSHEET (Reverse)

REQUEST FOR ADVANCES	YES	NO
DO YOU HAVE A GOVERNMENT CHARGE CARD?	<input type="checkbox"/>	<input type="checkbox"/>
IS GOVERNMENT QUARTERS USE DIRECTED?	<input type="checkbox"/>	<input type="checkbox"/>
IS GOVERNMENT MESSING USE DIRECTED?	<input type="checkbox"/>	<input type="checkbox"/>
WOULD YOU LIKE ADVANCE PER DIEM? (IF YES, AMOUNT \$)	<input type="checkbox"/>	<input type="checkbox"/>

MEMBER'S COMMENTS:

DATE	MEMBER'S SIGNATURE
------	--------------------

SUPERVISOR'S COMMENTS:

DATE	SUPERVISOR'S SIGNATURE (Does member meet weight requirements IAW COMDTINST M1020.8(Series) <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, refer to COMDTINST M1020.8 for guidance)
------	---

DATE	SIGNATURE OF FUNDS APPROVING OFFICIAL (if applicable)
------	---

DATE	APPROVING OFFICIAL'S SIGNATURE
------	--------------------------------

For PERSRU/Unit Administration Use Only

a. Lodging Rate: \$ _____	b. M&IE Rate: \$ _____
c. Days TDY: _____	d. Total Per Diem Cost: (a+b)c \$ _____
e. Airfare: \$ _____	f. Rental Car or Local Travel: \$ _____
	g. Total: \$ _____

Orders completed. Date _____
 Leave (if requested) recorded on CG-2519. Date _____
 Initials: _____

Burials At Sea Overview

Who this is for This information applies to:

- cutters, and
- search and rescue stations

in the Hawaiian Islands and Guam.

Purpose This describes eligibility, policy, and process for handling requests for burials at sea both body burial at sea and scattering of ashes (cremated remains).

Reference information you will need You must read the following references to perform a burial at sea:

- (a) CG Personnel Manual, COMDTINST M1000.6(series), Art 11.B.17
- (b) CG Decedent Affairs Guide, COMDTINST M1770.1(series), Pg. 1-9

Initial inquiries Use this table to determine whether a request needs to be referred to higher authority:

IF the request is for...	THEN the approving authority is the...	This applies to...
body burial at sea <u>Note:</u> requests for body burials at sea are rare and a unique process. The ADAO will coordinate this process with D14.	Commander, Fourteenth Coast Guard District.	<ul style="list-style-type: none"> • CGC SASSAFRAS • CGC JARVIS • CGC KUKUI • CGC RUSH • CGC WALNUT. <u>Note:</u> Full body burials at sea will not be done on cutters smaller than WLBs.
scattering of ashes at sea	unit.	all units.

Continued on next page

Burials At Sea Overview, Continued

Who can conduct scattering of ashes at sea

The following units have delegated authority to conduct scattering of ashes at sea by Commander, Fourteenth Coast Guard District:

- USCGC ASSATEAGUE
- USCGC GALVESTON ISLAND
- USCGC KISKA
- USCGC KITTIWAKE
- USCGC SASSAFRAS
- USCGC WASHINGTON
- CG STA Maui
- USCGC JARVIS
- USCGC KUKUI
- USCGC RUSH
- USCGC WALNUT
- CG STA Honolulu
- CG AirSta Barbers Point

Scattering of ashes at sea limited to

Scattering of ashes at sea is limited to the following deceased individuals:

- U.S. Armed Forces Active Duty or honorably discharged Veterans
- U.S. Armed Forces Retirees, and
- spouses or immediate relatives (brothers, sisters, mothers, fathers) of those members listed above.

Note: Requests for scattering of ashes other than those listed above should be referred to the Area-wide Decedent Affairs Officer, CG ISC Honolulu at 808-541-1535/3256.

Continued on next page

Burials At Sea Overview, Continued

Process

The table below shows the general process to arrange a scattering of ashes at sea:

Stage	Who Is Responsible	Description
1	Requester (normally the person authorized to direct disposition of the remains)	<p>mails to the unit:</p> <ul style="list-style-type: none"> ● a signed request and authorization letter which includes the: <ul style="list-style-type: none"> ● desired date of scattering ● desired location of scattering ● type of religious service to be performed, if any, and ● desire to have passengers transit to the scattering site, if any. ● a copy of the transit or burial permit (normally enclosed with the ashes).
2	Unit	<p>either:</p> <ul style="list-style-type: none"> ● approves the request and takes it for action ● approves it in part and takes action as appropriate ● disapproves and corresponds with the requester, or ● forwards it up their chain of command for higher level direction.
3	Requester (if request is approved)	<p>delivers or arranges for the delivery of the:</p> <ul style="list-style-type: none"> ● cremated remains, and ● original or “tissue” copy of the transit or burial permit.
4	Unit (if able to conduct ceremony)	<ul style="list-style-type: none"> ● scatters the ashes at sea, and ● fulfills the requirements in reference (a) and (b).

Continued on next page

Burials At Sea Overview, Continued

Additional references

If desired, additional information is available in:

- 40 Code of Federal Regulations 229.1(a)
 - 15 Code of Federal Regulations Chap. IX, and
 - the Marine Corps Drill and Ceremonies Manual {COMDTINST M5060.11(series)}.
-

Documents available

These documents can be obtained from the Area-wide Decedent Affairs Officer upon request:

- sample request/authorization letter
 - sample letter to next of kin describing committal
 - detailed instructions for committal of ashes
 - detailed instructions for a Catholic ceremony
 - detailed instructions for a Jewish ceremony, and
 - detailed instructions for a Protestant ceremony.
-

Results and follow-up

Additional guidance can be obtained from the Area-wide Decedent Affairs Officer.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (ps)
Position	Area-wide Decedent Affairs Officer
Phone	808-541-1535/153256
Fax	808-541-1530

Requesting Reserve Orders

Who this is for This information applies to:

- all Reserve personnel assigned to units within the Hawaiian Islands.

Purpose This describes how to request Reserve Orders.

Required form Use Request for Reserve Orders, CG-3453 to request Reserve Orders. Obtain the form from JetForm Filler, Forms Plus Laser, unit admin office or at the end of this topic.

Process The table below describes the process for requesting Reserve Orders:

Stage	Who	When	Action
1	Member	at least 45 working days prior to commencement date of orders	completes blocks 1-17 of CG-3453 <u>Reference:</u> See instructions on reverse side of form.
2	Unit Administration Officer	upon receipt of Request for Reserve Orders	endorses request and forwards to ISC Honolulu (cf) within 3 (three) working days. <u>Note:</u> If ADSW-AC is to be performed, unit provides document ID and accounting data in block 24 of CG-3453.
3	ISC Honolulu (cf)	upon receipt of Request for Reserve Orders	endorses block 25 and forwards to ISC Honolulu (ps) within 2 (two) working days

Continued on next page

Requesting Reserve Orders, Continued

Process, (continued)

4	ISC Honolulu (ps)	upon receipt of approved Request for Reserve Orders	completes orders and mails to address provided in block 5 of CG-3453 within five (5) working days. Provides copies to: <ul style="list-style-type: none">• member's unit, and• ISC Honolulu (cf).
---	----------------------	---	--

Additional references

If desired, the following references are available at unit admin office or ISC Honolulu (cf):

- Reserve Policy Manual, COMDTINST M1001.28
- Personnel and Pay Procedures Manual, HRSICINST M1000.2A

The Reserve Policy Manual is also available at

<http://www.uscg.mil/hq/reserve/pubs/rpm/rpmhome.htm>

The Personnel and Pay Procedures Manual is also available at

<http://www.uscg.mil/hq/hrsic/publicat1.htm>

Enclosures

The enclosure is at the end of this topic and provided to assist you:

- (1) [Request for Reserve Orders, CG-3453](#)
-

Results and follow-up

If your orders do not arrive at your home address within 15 working days of submission of the Request for Reserve Orders to your unit, contact your unit admin office.

Point of contact

If you have any questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (cf)
Position	Chief, Force Optimization Section
Phone	808-541-1507
Fax	808-541-1563

REQUEST FOR RESERVE ORDERS

Section I - Member. Complete Blocks 1 - 17. This form should be submitted at least 45 days prior to desired active duty date. See instructions on page 2.

1. Name (last, first, MI):	2. SSN (last four digits only):	3. Rank/Rate:
----------------------------	---------------------------------	---------------

4. Permanent Duty Station:	5. Current Home Address (Street, Apt#, City, State, Zip, Home Phone):
6. Type of Duty (X block)	
<input type="checkbox"/> ADT-AT (12 duty days or less) <input type="checkbox"/> ADSW-RC ① <input type="checkbox"/> ADT-AT (13 duty days >) ① <input type="checkbox"/> ADSW-AC ② <input type="checkbox"/> RMP (Appropriate Duty) ① <input type="checkbox"/> ADT-OTD ①	
① Regional ISC (pf) approval required, see Section IV. ② Commands must complete Section III for these orders	
Address change requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	

7. Duty Site (include OPFAC):	8. Reporting time/date:	9. Departing time/date:	10. Duration:
-------------------------------	-------------------------	-------------------------	---------------

11. Purpose of Orders (i.e., OJT, Special Ops, etc.)	12. Non-Consecutive? <input type="checkbox"/> If yes, indicate periods below, continue in Block 23:
--	---

13. No. of ADT-AT duty days completed this FY:	14. Pay status (X block):	15. Quarters, Messing, and Per Diem (X blocks):
	<input type="checkbox"/> Pay & Allowances <input type="checkbox"/> Non-Pay (Points only)	<input type="checkbox"/> Quarters Available <input type="checkbox"/> Messing Available <input type="checkbox"/> Per Diem requested (See Block 21.) <input type="checkbox"/> Quarters Not Available <input type="checkbox"/> Messing Not Available

16. Travel Status (Select either Privately Owned Conveyance (POC), Commercial or Local Travel and specify if you hold a Gov't Charge Card):			
A. <input type="checkbox"/> POC	From:	To:	Total Mileage:
B. <input type="checkbox"/> Commercial Trans	From:	To:	Est. Cost:
C. <input type="checkbox"/> Local Travel Reimbursement	D. Do you hold a Government Travel Charge Card? <input type="checkbox"/> Yes <input type="checkbox"/> No		

17. Member Signature/Certification: <input type="checkbox"/> I request a copy of my orders to be mailed to the address in Block 5 or FAXed to:	Date:
--	-------

"I HEREBY CERTIFY that there has been no material change in the conditions of dependency since the last submission of Form CG-4170A, BAH/DEPENDENCY/EMERGENCY DATA AND SGLI VALIDATION, and that allowances paid me for support of my dependents since that date have been valid and correct to the best of my knowledge." Contact your command and/or servicing PERSRU if dependency status has changed.

Section II - Command Approval. Complete blocks 18 - 22

18. <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> See Remarks	Supervisor Signature:	Date:
19. <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> See Remarks	Dept./Div. Head Signature:	Date:
20. <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> See Remarks	CO/Approving Official Signature:	Date:

21. Per Diem Required: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete Block 24	22. Program Code:
---	-------------------

Requesting Command Sponsorship of Dependents

Who this is for This information applies to:

- Active Duty personnel assigned to units in the Hawaiian Islands.
-

Purpose This describes how to request Command Sponsorship of dependents for Active Duty personnel who acquire dependents after their effective date of orders but had previously elected an Unaccompanied Tour.

Policy Many entitlements are based on Command Sponsorship of dependents. Individuals must request and get Command Sponsorship approval to qualify for these entitlements. Failure to request Command Sponsorship will result in:

- not receiving Cost Of Living Allowance (COLA) for your dependents
 - not being entitled to Basic Allowance Housing (BAH) at the Hawaii rate for your dependents
 - not being eligible for government housing
 - not receiving Temporary Lodging Allowance (TLA) for your dependents
 - not being entitled to reimbursement for transportation expenses for your dependents, and
 - not being allowed to ship Household Goods (HHG) to Hawaii at the with dependent rate.
-

Requirements Individuals must meet the following requirements to be eligible to request Command Sponsorship:

- the Active Duty member must agree to change tour length to an accompanied tour, and
 - have one (1) year remaining on current tour of duty from the date dependents arrive in Hawaii.
-

Continued on next page

Requesting Command Sponsorship of Dependents, Continued

Sponsorship process for non-Hawaii residents

The table below describes the process to request Command Sponsorship for dependents who are non-Hawaii residents.

Stage	Who	Description
1	Active Duty member	routes a Command Sponsorship Request letter to ISC Honolulu (ps) via their chain of command. <u>Note:</u> Use Enclosure (1), Sample Command Sponsorship Request letter.
2	Active Duty member's Command	prepares a same page endorsement verifying member's eligibility status.
3	Active Duty member's Command	forwards the Command Sponsorship Request letter and same page endorsement to ISC Honolulu (ps).
4	ISC Honolulu (ph)	reviews the Command Sponsorship Request letter.
5	ISC Honolulu (ph)	notifies the Active Duty member via letter of approval/disapproval of the Command Sponsorship Request.

Sponsorship process for Hawaii residents

The table below describes the process to request Command Sponsorship for dependents who are Hawaii residents.

Stage	Who	Description
1	Active Duty member	completes and submits a Hawaii Resident Affidavit to ISC Honolulu (ps). <u>Note:</u> Use Enclosure (2), Hawaii Resident Affidavit.
2	ISC Honolulu (ps)	reviews the Hawaii Resident Affidavit.
3	ISC Honolulu (ps)	starts appropriate overseas pay entitlements.

Continued on next page

Requesting Command Sponsorship of Dependents, Continued

Enclosures

The enclosures are at the end of this topic and provided to assist you:

- (1) [Sample Command Sponsorship Request letter with same page endorsement](#)
 - (2) [Hawaii Resident Affidavit](#)
-

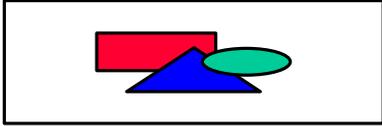
Results and follow-up

You can expect to receive a written response from ISC Honolulu (ph) within ten (10) working days of submitting the Command Sponsorship Request for non-Hawaii residents. If you do not receive a response call the point of contact at the number below.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Division	ISC Honolulu (ps)
Position	Personnel Services Division Officer
Phone	808-541-1535/3256
Fax	808-541-1530



Commanding Officer
Integrated Support Command Honolulu

Area 4, Sand Island Access Road
Honolulu, HI 96819-4398
Staff Symbol: ps
Phone: (808) 541-1516
FAX: (808) 541-1515

1751
10 February 1999

From: ET3 J. B. Jones 123 45 6789, USCG
To: Commanding Officer, USCG Integrated Support Command Honolulu (ps)
Via: Commanding Officer, USCGC JARVIS (WHEC 725)
Subj: REQUEST FOR COMMAND SPONSORSHIP

Ref: (a) ISC Honolulu Customer Handbook, ISCHONINST M5000.1
(b) Personnel Manual, COMDTINST M1000.6, Chapter 4-E

1. In accordance with reference (a), it is requested that I be granted Command Sponsorship for my dependent spouse, Janice B. Jones.
2. The following information is provided regarding my spouse:
 - a. Date of birth: 4 August 1971
 - b. Date of marriage: 30 November 1998
 - c. Citizenship: U. S. Citizen
 - d. Legal residency: Boise, Idaho
 - e. Expected date of arrival to Hawaii: 28 February 1999
3. I understand that I must complete an "accompanied" tour and have at least one year remaining from the date my dependents arrive in Hawaii.

J. B. JONES

10 February 1999

FIRST ENDORSEMENT

From: Commanding Officer, USCGC Jarvis (WHEC 725)
To: Commanding Officer, USCG Integrated Support Command Honolulu (ps)

1. Forwarded recommending approval. In addition, the following information is provided:
 - a. Overseas screening of dependent completed on 10 January 1999.
 - b. ET3 Jones reported on 17 October 1998.
 - c. Original rotation date was 16 October 2001.

I. M. BOSS
By direction

Enclosure (1)

HAWAII RESIDENT AFFIDAVIT

ISC Honolulu Housing Form HSG-005 (Rev: 02/99)
U. S. Coast Guard

Department of Transportation -

PART A: PERSONAL INFORMATION

1. Name (Last, First, MI):	2. Rank/Rate:	3. Social Security Number:
10. Current Duty Station:	5. Next Duty Station:	
10. Duty Phone Number:	7. Home Phone Number:	

PART B: DEPENDENT INFORMATION

NOTE: Complete for Spouse Only

10. Name:	9. Date of Birth:	10. Date of Marriage if applicable:
11. Citizenship:	12. Legal Residency:	

PART C: DEPENDENT INFORMATION

NOTE: Complete for Other than Spouse

16. Name:	17. Date of Birth:	15. Relation:
16. Citizenship:	17. Legal Residency:	
18. Name:	19. Date of Birth:	20. Relation:
21. Citizenship:	22. Legal Residency:	

PART D: ACKNOWLEDGEMENT STATEMENT

I understand that by signing this form, I certify that I am a legal resident of the state of Hawaii. I also understand that I must provide proof that the above dependents have been residing in Hawaii for at least the last six months.

(Dependent's Signature and date)

(Member's Signature and date)

Enclosure (2)

Permanent Change of Station (PCS) Processes

Obtaining Temporary Lodging Allowance
Applying to Ship or Store Household Goods
Applying to Ship a Privately Owned Vehicle
Applying to Ship a Privately Owned Vehicle (Inter-Hawaiian Islands only)

Obtaining Temporary Lodging Allowance

Who this is for This information applies to:

- active duty personnel, and
 - command sponsored dependents in the Hawaiian Islands.
 - All units coordinate with ISC Honolulu Transportation Office for TLA.
-

Purpose This describes how to obtain Temporary Lodging Allowance (TLA) from Integrated Support Command (ISC) Honolulu.

Procedure Follow the steps below to obtain Temporary Lodging Allowance.

Step	Action								
1	Make one (1) copy of each of the following: <ul style="list-style-type: none"> • TLA provisions, form TLA-001A • TLA claim form, form TLA-001B <p><u>Note:</u> Both forms have two (2) pages. Forms are included in the enclosures following this topic.</p>								
2	Read and sign form TLA -001A								
3	Complete section A and B of form TLA -001B								
4	Use the table below to determine if you must complete section C of form TLA -001B, Record of Housing Search . <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">IF...</th> <th style="text-align: center;">THEN Record of Housing Search is...</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">you are being assigned to government housing</td> <td style="text-align: center;">Not required.</td> </tr> <tr> <td style="text-align: center;">you will reside on the economy/and or purchasing a home</td> <td style="text-align: center;">Required using the provisions in form TLA -001A, Section C *Note: Only ten (10) days will be authorized for purchase of a home.</td> </tr> <tr> <td style="text-align: center;">you are requesting departing TLA</td> <td style="text-align: center;">Not required.</td> </tr> </tbody> </table>	IF...	THEN Record of Housing Search is...	you are being assigned to government housing	Not required.	you will reside on the economy/and or purchasing a home	Required using the provisions in form TLA -001A, Section C *Note: Only ten (10) days will be authorized for purchase of a home.	you are requesting departing TLA	Not required.
IF...	THEN Record of Housing Search is...								
you are being assigned to government housing	Not required.								
you will reside on the economy/and or purchasing a home	Required using the provisions in form TLA -001A, Section C *Note: Only ten (10) days will be authorized for purchase of a home.								
you are requesting departing TLA	Not required.								

Continued on next page

Obtaining Temporary Lodging Allowance, Continued

Procedure, (continued)

Step	Action						
5	<p data-bbox="553 411 1159 436">Use the table below to submit the proper documentation.</p> <table border="1" data-bbox="581 468 1393 1535"> <thead> <tr> <th data-bbox="581 468 987 499">IF receiving...</th> <th data-bbox="987 468 1393 499">THEN submit the following...</th> </tr> </thead> <tbody> <tr> <td data-bbox="581 499 987 1094">arrival TLA</td> <td data-bbox="987 499 1393 1094"> <ul style="list-style-type: none"> ● Form TLA-001A ● Form TLA-001B ● Copy of signed Travel orders with reporting endorsement ● Copy of most recent Leave and Earning Statement (LES) ● Original paid lodging/hotel receipt(s) which clearly show the daily room rate, and ● Copy of housing status or copy of lease contract. </td> </tr> <tr> <td data-bbox="581 1094 987 1535">departing TLA</td> <td data-bbox="987 1094 1393 1535"> <ul style="list-style-type: none"> ● Form TLA-001A ● Form TLA-001B ● Copy of signed Travel orders ● Copy of most recent Leave and Earning Statement (LES), and ● Original paid lodging/hotel receipt(s) which clearly show the daily room rate. </td> </tr> </tbody> </table>	IF receiving...	THEN submit the following...	arrival TLA	<ul style="list-style-type: none"> ● Form TLA-001A ● Form TLA-001B ● Copy of signed Travel orders with reporting endorsement ● Copy of most recent Leave and Earning Statement (LES) ● Original paid lodging/hotel receipt(s) which clearly show the daily room rate, and ● Copy of housing status or copy of lease contract. 	departing TLA	<ul style="list-style-type: none"> ● Form TLA-001A ● Form TLA-001B ● Copy of signed Travel orders ● Copy of most recent Leave and Earning Statement (LES), and ● Original paid lodging/hotel receipt(s) which clearly show the daily room rate.
IF receiving...	THEN submit the following...						
arrival TLA	<ul style="list-style-type: none"> ● Form TLA-001A ● Form TLA-001B ● Copy of signed Travel orders with reporting endorsement ● Copy of most recent Leave and Earning Statement (LES) ● Original paid lodging/hotel receipt(s) which clearly show the daily room rate, and ● Copy of housing status or copy of lease contract. 						
departing TLA	<ul style="list-style-type: none"> ● Form TLA-001A ● Form TLA-001B ● Copy of signed Travel orders ● Copy of most recent Leave and Earning Statement (LES), and ● Original paid lodging/hotel receipt(s) which clearly show the daily room rate. 						

Continued on next page

Obtaining Temporary Lodging Allowance, Continued

Procedure, (continued)

Step	Action						
6	<p data-bbox="553 411 1078 436">Use the table below to receive payment for TLA.</p> <table border="1" data-bbox="581 468 1393 894"><thead><tr><th data-bbox="581 468 987 499">IF ...</th><th data-bbox="987 468 1393 499">THEN...</th></tr></thead><tbody><tr><td data-bbox="581 499 987 747">You are a CitiBank card holder</td><td data-bbox="987 499 1393 747"><ul data-bbox="1024 516 1365 653" style="list-style-type: none">● Hand carry, mail, or fax completed package to ISC Transportation office (808)541-1515.<p data-bbox="1000 688 1333 747"><u>Result:</u> TLA will be processed within five (5) business days.</p></td></tr><tr><td data-bbox="581 747 987 894">You are NOT a CitiBank card holder</td><td data-bbox="987 747 1393 894"><ul data-bbox="1024 764 1349 863" style="list-style-type: none">● Hand carry completed package to ISC Transportation office.</td></tr></tbody></table>	IF ...	THEN...	You are a CitiBank card holder	<ul data-bbox="1024 516 1365 653" style="list-style-type: none">● Hand carry, mail, or fax completed package to ISC Transportation office (808)541-1515. <p data-bbox="1000 688 1333 747"><u>Result:</u> TLA will be processed within five (5) business days.</p>	You are NOT a CitiBank card holder	<ul data-bbox="1024 764 1349 863" style="list-style-type: none">● Hand carry completed package to ISC Transportation office.
IF ...	THEN...						
You are a CitiBank card holder	<ul data-bbox="1024 516 1365 653" style="list-style-type: none">● Hand carry, mail, or fax completed package to ISC Transportation office (808)541-1515. <p data-bbox="1000 688 1333 747"><u>Result:</u> TLA will be processed within five (5) business days.</p>						
You are NOT a CitiBank card holder	<ul data-bbox="1024 764 1349 863" style="list-style-type: none">● Hand carry completed package to ISC Transportation office.						

Continued on next page

Obtaining Temporary Lodging Allowance, Continued

Additional information

Additional information is available in:

- ISC Honolulu's Relocation Handbook
 - Joint Federal Travel Regulations, Chapter 9
-

Enclosures

Enclosures are provided at the end of this topic to assist you.

- (1) ISC Honolulu form TLA-001A
 - (2) ISC Honolulu form TLA-001B
-

Results and follow-up

If your claim is paid through Direct Deposit allow 15 days to show up in your account before contacting ISC Honolulu Transportation Office

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (ps)
Position	TLA representative
Phone	808-541-1503
Fax	808-541-1515

TEMPORARY LODGING ALLOWANCE PROVISIONS

ISC Honolulu Form TLA-001A (Rev:10/04) Previous forms obsolete Department of Homeland Security U.S. Coast Guard

SECTION A: ARRIVAL TLA

1. Arrival TLA is authorized upon a member's initial reporting for duty to an OCONUS PDS pending assignment to Government quarters or pending purchasing or leasing a housing unit in the civilian community. Initial TLA is limited to a maximum of 60 days, payable at an increment of 10 days.

a. Member and/or dependents must pursue TLA accommodations with adequate cooking facilities whenever possible.

b. Member and/or dependents must report to the Transportation Office on the first working day following the day of reporting to the OCONUS PDS for counseling.

c. Member must report to the Area Housing Office (AHO) to establish occupancy date in either Government or leased housing. If Government or leased housing is not available, the member must immediately initiate a search for permanent housing in the civilian community.

d. Member must aggressively seek permanent quarters and submit the Record of Housing Search (Section C of TLA Claim form) every 10 days to the Transportation Officer for review.

e. Members and/or dependents staying with families or friends may not be reimbursed for lodging expenses, and reduced Meals and Incidental Expenses (M&IE) will apply.

f. Member and/or dependents planning on purchasing or constructing a home must remain on the Government owned or leased housing waiting list and aggressively seeks temporary civilian housing such as furnished apartments.

g. TLA is not payable in advance. It shall be submitted at the end of each 10 day period. Member is responsible for submitting complete TLA package to the Transportation Officer for processing. Missing information may cause the TLA payment to be delayed.

2. Adequate Housing Search

a. During the first 10 days, member must look at 5 suitable units and 10 suitable units for any subsequent TLA days. Each housing unit was available for rental (not already rented)

b. Each of the 10 units was suitable based upon the member's family composition size.

c. Member must not list units whose landlord does not allow pets. Remember that refusal of a landlord to allow pets; is not sufficient reason for not accepting a rental housing unit.

d. Member should consider only those units within reasonable commuting distance (1 hour commuting distance from residence to duty station). Units outside the commuting area may be considered if you are willing to travel a long distance of time.

3. Inadequate Search

a. "Bad" or "High Crime" are without justification (such as police report) provided in support of this perception.

b. Distance to school or lack of public transportation in cited, but justification is not provided.

c. Non arrival of household good is not a valid reason for failure to look for suitable housing or signing a lease. Aloha Kits are available for both Government and economy housing.

d. Absence for the service member due to hospitalization, TAD, shipboard deployments, or other reason acceptable to the member's CO will excuse the member's failure to demonstrate a housing search for any period. However, the member's spouse should be encouraged to continue the search.

4. Termination of Arrival TLA

a. At the expiration of 60 days of entitlements unless waiver has been granted.

b. The day the member voluntarily remove his or her name from the housing waiting list.

c. When determination is made that the service member is not making bona fide efforts to locate permanent civilian housing.

JFTR- Ref. U9200

5. Arrival TLA required Documentation. All claims for Arrival TLA reimbursement must include the following:
- * Copy of PCS Reporting worksheet
 - * ISC Honolulu Forms TLA -001A&TLA -001B
 - * Copy of original PCS orders (CG-5131) without endorsements
 - * Copy of most recent Leave and Earning Statement (LES)
 - * Original paid hotel receipts that clearly shows the daily room rate
 - * Copy of Housing Status or copy of Lease

SECTION B: DEPARTURE TLA

1. ISC Honolulu Transportation will authorize departing TLA using ISC Honolulu's Housing Checkout and Temporary Lodging Allowance Authorization, Form HSG-004. Members residing in Government Owned or Leased Housing may be authorized "up to" 3days departing TLA and "up to" 5-days of TLA for members residing on the economy. "Up to" means the an individual may be authorized "0" days of TLA to a maximum of 5 days.

- a. Entitlement to departure TLA will begin no earlier than five days prior to scheduled date of departure for personnel residing in non government quarters and three days for personnel residing in government quarters. ISC Honolulu Transportation Office will consider exception to this rule on a case by case basis and will require compelling justification for approval.
- b. ISC Honolulu Transportation Office will work closely with housing offices to schedule vacation of government quarters as closely as possible to the member's assigned departure date. Since contract cleaning of quarters is mandatory in Hawaii and the availability of aloha kits, government quarters normally should not be surrendered until the day prior to departure.
- c. Member's residing in DOD-Owned Family Housing will follow the host service requirements for vacating housing. A vacate letter from the host service must be attached to your TLA package.
- d. Personnel residing in Bachelors Quarters (BEQ/BOQ) will normally received no TLA since quarters are available through the time of departure.
- e. Personnel must meet the following conditions to qualify for departure TLA:

(1) The member must have shipped his/her HHGs under PCS orders.

(2) The members and/or command sponsored dependents must physically vacate the permanent living accommodations.

(3) The member and/or command sponsored dependents must have scheduled a departure date from Hawaii.

f. Day Member departs the unit is the day the TLA stops.

2. Departing TLA Documents. All claims for departure TLA reimbursement must include the following:
- * ISC Honolulu Forms TLA -001A&TLA -001B
 - * Copy of original PCS Orders, CG-5131
 - * Copy of most recent LES
 - * Copy of Housing Status or copy of Lease
 - * ISC Honolulu Form HSG-004
 - * Original paid receipt that
 - * Original paid receipt that clearly shows the daily room rate

SECTION C: TLA EXTENSION

1. Request for TLA extension must be in writing, addressed to the Transportation Officer and endorsed by the member's Commanding Officer (CO). The command endorsement shall specifically address the following:

- a. A verification of the facts stated in the individual's request.
- b. A recommendation concerning the request which includes the basis for the recommendation.
- c. And if applicable, a certification that the member's failure to conduct a housing search during the period concerned was due to an authorized absence.
- d. Command representatives are not to discuss request in advance with the Transportation Office.

2. For Arrival TLA- Extensions in excess of 60 days are requested when the Individual received TLA commencing on the date of arrival In Hawaii, has been in TLA status for the initial 60 day period, and requires an additional TLA. The extension must be approved in advance and is requires an additional TLA. The extension must be approve in advance and is required to be submitted to the Transportation officer in writing, and endorsed by the member's CO. If you:

a. have been informed by the LHO that expected assignment to quarters be delayed due to the quarters not being ready for occupancy.

b. Signed a rental agreement for off base housing and subsequently been informed by the landlord that the unit will not be available until a later date.

c. Have been unable to locate suitable off –base housing for the entire 60- day period due to illness, TAD or deployment or because the individual feels no suitable unit is available.

3. **For Departure TLA-** Request for extensions receive careful and strict review. This is an allowance and can not be granted for reason of personal convenience.

a. Request for extension owing to hospitalization and convalescence will normally be granted provided a military physician’s certification is provided. Certification must clearly state the inclusive dates of hospitalization.

b. If the LHO or landlord requires early vacating of quarters, the member must submit the written notice to vacate.

c. Extension based on the exigency of the service must include a command explanation of the circumstances, which cause a requirement for additional TLA.

d. Extension based on flight time must have a written certification from American Express Travel, that an earlier flight was not possible owing to circumstances beyond member’s control.

e. Extensions based on HHGs pickup date must have a written certification from the Transportation Officer that earlier pick up was not possible due to circumstances beyond member’s control.

SECTION D: PAYMENT INFORMATION

1. The Government CITIBANK card is the required method of payment for TLA. If you are not a government CITIBANK cardholder, contact the Transportation Office to arrange alternate payment methods.

2. A power of attorney is required for your spouse to process TLA transactions.

I certify that I have read the above information and that I understand all of its contents.

(Member’s Signature and Date)

TEMPORARY LODGING ALLOWANCE CLAIM FORM

ISC Honolulu Form TLA -001B (Rev: 9/03)

Department of Homeland Security - U. S. Coast Guard

SECTION A: IDENTIFICATION SECTION

1. Member's Name (Last, First, MI):	2. Rank/Rate:	3. Social Security Number:
4. Permanent Duty Station:	5. Duty Phone #:	6. Pay Base Date:

SECTION B: MEMBER'S CERTIFICATION

1. In accordance with the provisions of the JFTR, Para. U9200, I request TLA for a period of days, in conjunction with Reporting PCS, Departing PCS or Special Occasion TLA. The total number of days I have been on TLA is .

<p>a. Marital Status:</p> <p><input type="checkbox"/> -Single or Unaccompanied</p> <p><input type="checkbox"/> -Married</p>	<p>b. If married, enter total number of Command Sponsored Dependents: _____</p> <p><input type="checkbox"/> -Spouse <input type="checkbox"/> -Dependent Parent</p> <p><input type="checkbox"/> -Children: Ages (a)____ (b)____ (c)____</p>
<p>c. Is your spouse a member of the Uniformed Services? <input type="checkbox"/> -YES <input type="checkbox"/> -NO</p>	<p>d. If Departing on PCS Orders, enter:</p> <p>(1) Departure Date: _____</p> <p>(2) Date GOV'T ____/CIV ____ Quarters Terminated _____</p>
<p>e. If Reporting on PCS Orders, enter:</p> <p>(1) Arrival Date: _____</p> <p>(2) Date GOV'T ____/CIV ____ Quarters Available _____</p>	<p>f. For Special Occasion TLA, enter the number of days authorized by the Housing Officer <input style="width: 50px;" type="text"/></p>

g. Enter Hotel Name and Phone Number: _____

(1) Occupancy Inclusive Dates: From _____ To _____

(2) Does the lodging have facilities for preparing/consuming meals: -YES -NO

(3) Was Government Mess available during the occupancy period: -YES -NO

(4) Was BOQ/BEQ available during the above period : -YES -NO
(applies to single or unaccompanied personnel only)

2. I certify that the information given above is true and correct to the best of my knowledge. I am aware of the penalties for presenting a false statement in connection with this claim. Fraudulent claims will result in a fine of not more than ***\$10,000.00 or imprisonment for not more than five years, or both*** (USC 237-1001)

Member's Signature and Date

SECTION C: RECORD OF HOUSING SEARCH

1. Member's Name (Last, First, MI):	2. Rank/Rate:	3. Social Security Number:
-------------------------------------	---------------	----------------------------

To maintain continued eligibility for TLA, every effort must be made to obtain permanent housing. If it becomes necessary to request an extension of TLA, the completeness and accuracy of this form will support your claim. Any lack of information may cause delay in processing your TLA application.

You are required to aggressively seek permanent quarters. Helpful sources: Local newspapers, realtors, and the Community Homefinding, Relocation and Referral Services Office.

COMMUNITY HOMEFINDING, RELOCATION AND REFERRAL SERVICES OFFICE
808-474-1972, 1973, 1974, 1975, 1976

RECORD YOUR HOUSING SEARCH PROGRESS IN THE SPACES PROVIDED BELOW:

NBR	DATE	ADDRESS	POC Phone Number	COST and NBR of BEDROOMS	REASON FOR UNSUITABILITY
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					

TO BE COMPLETED BY THE TRANSPORTATION OFFICER OR DESIGNEE

1. The member's Record of Housing Search has been reviewed, and has been determined to be:
 -Adequate -Inadequate - The member is not attempting to make an aggressive housing search.
 TLA entitlement is terminated effective: _____

2. Member has been counseled on responsibility to obtain adequate permanent housing as quickly as possible, and has been granted TLA for an additional -day period in order to locate such quarters.

Transportation Officer or Designee's Signature & Date

Applying to Ship or Store Household Goods

Who this is for This information applies to military members and Civil Service employees in the Hawaiian Islands in receipt of the following orders:

- Permanent Change of Station (PCS)
 - Retirement
 - Separation
 - Early Return of Dependent (ERD) authorization
 - Local move authorization, or
 - Civil Service.
-

Purpose This describes how to apply to Integrated Support Command (ISC) Honolulu to ship or store Household Goods (HHG).

Process for Oahu This is the process for Oahu personnel to apply to ship or store HHGs.

Stage	Description
1	Phone ISC Honolulu(ps) to schedule an appointment for HHG counseling. Phone 808 541 1501/2.
2	Attend counseling and bring: <ul style="list-style-type: none">• Copy of orders or Retirement letter• HHG pack-out dates, and• Date vacating quarters. <p><u>Note:</u> HHGs counseling and pack-out dates should be made at least 45 days prior to requested pack-out dates.</p>
3	ISC Honolulu (ps) will complete HHG package and have member sign.

Continued on next page

Applying to Ship or Store Household Goods, Continued

Process for other Hawaiian Islands

This is the process for other Hawaiian Islands to apply to ship or store HHGs.

Stage	Description
1	Make one (1) copy of each of the following: <ul style="list-style-type: none"> • ISC Honolulu Form HHG-001 • ISC Honolulu Form HHG-002 • ISC Honolulu Form HHG-003 • Department of Agriculture – PPQ Form 205 • ISC Honolulu Form HSG-004. <u>Note:</u> Forms are included in the enclosures following this topic. Some forms may have two (2) pages.
2	Read and sign form HHG-001.
3	Complete and attach the following to form HHG-002: <ul style="list-style-type: none"> • Copy of orders, and/or Retirement orders <u>Note:</u> If applicable attach a copy of motorcycle registration, title or leinholders release.
4	Read and sign PPQ Form 205.
5	Have supervisor review and sign form HHG-002 approving shipment date(s).
6	Hand deliver completed package to ISC Honolulu (ps) at least 45 days prior to pack-out dates.
7	ISC Honolulu (ps) will fax shipping documents to member for signature. (Outer island personnel only)
8	Member signs and faxes shipping documents back to ISC Honolulu (ps). (Outer island personnel only)

Continued on next page

Applying to Ship or Store Household Goods, Continued

Additional information

Additional information is available in:

- Joint Federal Travel Regulations (JFTR), Chapter 5
 - CG Personal Property Transportation Manual, COMDTINST M4050.6
 - It's Your Move pamphlet COMDTPUB P4050.5
-

Enclosures

Enclosures are provided at the end of this topic to assist you.

- (1) ISC Honolulu Form HHG-001
 - (2) ISC Honolulu Form HHG-002
 - (3) ISC Honolulu Form HHG-003
 - (4) Shipper's declaration, Department of U.S. Agriculture PPQ Form 205
 - (5) ISC Honolulu Form HSG-004
-

Results and follow-up

Member should contact JPPSO Pearl Harbor within five (05) days of scheduled pick-up or delivery to confirm dates. JPPSO Pearl Harbor 808 473-1489.

Point of contact

If you have any questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (ps)
Position	Transportation Specialist
Phone	808-541-1501
Fax	808-541-1515

PERSONAL PROPERTY COUNSELING CHECKLIST

ISC Honolulu Form HHG001 (Rev: 9/03) Previous Forms Obsolete

Department of Homeland Security - U. S. Coast Guard

Name (Last, First, MI)	Rank/Rate	Social Security #
Current Unit	Home Phone Number	Work Phone Number

A SUCCESSFUL MOVE IS NOT A MATTER OF CHANCE. IT IS THE RESULT OF PLANNING AND HARD WORK. AT THE CENTER OF THESE EFFORTS IS YOU THE SHIPPER. IF YOU EXPECT A GOOD MOVE, YOU MUST PLAY AN ACTIVE ROLE.

PART I. SHIPPING OF PERSONAL PROPERTY

HOUSEHOLD GOODS AND UNACCOMPANIED BAGGAGE

[] **1. Your PCS Weight Allowance:** _____

[] **2. Unaccompanied Baggage (UB)** Submit a separate worksheet of UB items. Set these items aside for separate packing/pickup. Unaccompanied baggage counts against your weight allowance. Items considered as UB are listed on Page 9 of the "It's Your Move" pamphlet.

[] **3. Professional Books, Papers and Equipment (PBP & E)** Set these items aside for packing. They are handled with the HHG's but do not count against your weight allowance. Items considered as PBP & E are listed on Page 10 of the "It's Your Move" pamphlet.

[] **4. Motorcycle In Household Goods Shipment.** When shipping a motorcycle as HHGs, you must have it purged of gasoline, remove part of the oil. The motorcycle must not have any leaks and the battery is required to be capped. Title or Letter of Release from the lender, such as GMAC is required to be submitted along with a copy of the registration.

[] **5. Unusual or Oversized Items.** Items such as hot tubs, water beds with headboards, large outdoors structures, boat/kayak/canoe + 14 feet in length, etc. Make sure these items are listed on your DD -1299 Worksheet. It is also *very important* that during your pre-move survey that the carrier's representative is informed of these items.

[] **6. Excess Baggage** Shipment of excess baggage in lieu of UB may be authorized or approved by the Transportation Officer when it is deemed more economical to the Government. American Express Travel must be informed of the Excess Baggage, this must also be endorsed on your travel orders.

[] **7. Partial Withdrawal (PW) At Destination.** The TO recommends the use of PW instead of UB. PW is not allowed if shipping UB. These items should be set aside for packing so that when the shipment arrives at destination, they are easily accessible for delivery.

[] **8. Required Delivery Date.** This is the latest date your HHGs should arrive at destination. It is not the date HHGs are scheduled for delivery. If HHGs are not available by the RDD, contact the destination TO immediately.

[] **9. Inconvenience Claim.** When HHGs late delivery is the fault of the carrier, contact the local TO for assistance in filing Inconvenience Claims. Retain receipts for all out-of-pocket expenses incurred after the RDD to document the claim.

WEAPONS. I am / am not shipping weapons _____

[] **1. IAW State of Hawaii Firearms Law, Section 134.** Firearms shipped into Hawaii must be registered with the Police Department within 48 hours after arrival. Carriers are prohibited from shipping unregistered firearms and/or ammunition.

[] **2. Shipping of Weapons.** Any weapons such as knives, bow and arrow, firearms, etc. not declared on the DD -1299 will not be picked up by the carrier. Make sure to let your TO know that you are shipping such items.

[] **3. Firearm Preparation Prior To Shipping.** Make the firearm inoperable by removing the bolt, firing pin, trigger assembly and other arming parts. Remove all ammunition.

[] **4. Listing of Firearm on the Shipping Inventory.** Make sure that each firearm is listed individually on the carrier's inventory; describe the make, model, caliber and serial number.

BOATS

[] **1. Application.** Must be submitted at least 45-60 days in advance of the pickup date. It is very important that you include the height (including the mast), length and width. Contact the Transportation office for a boat worksheet.

[] **2. Accessorial Services.** You are responsible for all accessorial services such as lifting the boat in and out of the water, providing a trailer, towing etc., which must be paid in full prior to shipping.

[] **3. Storage Cost.** The Government's cost to store a boat is based on HHG storage rates. Some boats require special facilities that charge a daily rate. Storage for HHG's is billed on a monthly basis. If the daily rate for boat storage is \$50.00 and the HHG's monthly rate is \$100.00, then you will incur very high storage costs.

PART II. STORAGE OF PERSONAL PROPERTY

[] **1. Storage In Transit (SIT) & Time Limitation.** SIT is authorized in connection with HHG shipments. You are entitled to 90 days of SIT, normally at destination. An additional 90 days may be authorized upon your request.

[] **2. Nontemporary Storage (NTS).** NTS is storage of HHG other than temporary storage. It includes any packing crating and shipping to an authorized storage facility. NTS is not authorized incident to early return of dependents, divorce or annulment from an OUTCONUS PDS.

[] **3. Withdrawal of NTS vice Continued Storage.** You may withdraw part or all of your HHGs in NTS in lieu of continued NTS. However, the articles withdrawn must be used to establish a local place of residence. No further shipment or storage of withdrawn items will be authorized until new PCS orders are issued.

[] **4. NTS Converted to Temporary Storage.** If approved by the TO, NTS at origin may be converted, in whole or in part, into SIT. All storage costs accrued in excess of 180 days will be paid by you, including the NTS beginning on the 181st day and all of the SIT storage expenses. (See JFTR Para U5380D)

Part III. EXCESS COST

- **YOU MUST REIMBURSE THE GOVERNMENT OR PAY BEFOREHAND ANY EXCESS COST INCURRED AS A RESULT OR EXCEEDING ENTITLEMENTS TO SHIP AND/OR STORE PERSONAL PROPERTY.**-----

PART IV. MEMBERS GUIDE

A. BEFORE YOU MOVE.

[] ¶ **1. Review Insurance Needs.** The claims process is not a substitute for insurance. If you don't feel that the Military Personnel and Civilian Employees Claims Act (MPCECA) will suffice for your potential loses, you may want to buy additional insurance.

[] ¶ **2. Document What You Own.** The best way to document ownership and pre-move condition of an item is through videotapes. Videotape each room of your home, showing your furniture, wall hangings, bureau drawers, closet interiors, appliances and electronic equipment in their operating condition on the first Pack-out day

[] ¶ **3. Personal Inventory (PI).** List any items that will not otherwise be listed separately on the shipping inventory. Give full description including model, serial number, purchase date and purchase price. Use this form to list your videotapes, CDs, cassettes, etc. Retain a copy with the carrier prepared inventory for your records.

[] ¶ **4. Items OF Extra-Ordinary Value.** You are urged to hand carry or make other personal arrangements to transport small and easily pilferable items such as jewelry, watches, personal tax records, etc. The use of government franked labels is not authorized for mailing of personal property.

[] ¶ **5. Get Appraisals.** If you don't have a recent purchase receipt, obtain appraisals of valuable items which, if lost or damaged, would be difficult to properly value, for example: jewelry, antiques, heirlooms, and expensive gifts for which the purchase price is unknown.

[] ¶ **6. Other Important Information.** (a) Dispose of all unauthor-ized and/or useless items. (b) Remove batteries from all remote controls. (c) Use only plastic hangers for your clothing. (d) Personally packed items must be free of soil/pest infestations. (e) Retain all documents given to you by the TO and the carrier at all times. You may need them to get your HHGs delivered. (f) Double check all spaces before the carrier departs your home.

B. PACK AND PICKUP DAY.

[] ¶ **1. Pack and Pickup Dates.** I understand these dates will not be changed unless it is mission essential and must be supported in writing by my command.

[] ¶ **2. Contacting Your Moving Company.** Call 473-4497 to determine who has been contracted to ship your HHG's. This number connects you to a Voice Response System, which will provide you with the companies name and phone number. Don't wait until the last minute to contact them since a pre-move survey may be required

[] ¶ **3. Power of Attorney.** You should be at home on the pack and pickup date. However, your spouse or an agent can sign all shipping documents if their name is listed as pickup consignee, have Power of Attorney or an Informal Letter of Authority.

[] ¶ **4. Service or Dry Run Charges.** Failure to be at home when the carrier arrives will result in Dry Run or Service Charges carrier industry, the carrier's hours are 0800 – 1700 which you must pay prior to shipping. Under our agreement with the. They may continue to work up to 2100. If mutually agreed upon, work may continue after 2100.

[] ¶ **5. Carrier Prepared Inventory.** Ensure that the boxes/cartons and contents are properly labeled and identified on the inventory. The carrier will ask you to sign this inventory prior to loading your HHG's. Before signing, pay special attention to the condition codes the carrier entered on the inventory for each item. If you disagree with their assessment, note your disagreement in the remarks section of the form.

C. DELIVERY AT DESTINATION.

[] ¶ **1. Who to Contact at Destination.** Contact the destination TO as soon as you establish a place of residence by calling the "DEST IB PH:" number found in the remarks block of your DD-1299.

[] ¶ **2. Delivery of HHG at Destination.** At least two people should be available during delivery. One should be at the front door to check off items on the inventory; the other to tell the movers where to place them. Both should be looking for obvious signs of damage as each item is unloaded and unpacked.

[] ¶ **3. Assembly And Unpacking.** The carrier is responsible for unpacking all cartons packed at origin and reassembling items that the carrier disassembled.

[] ¶ **4. Internal Damage.** It is difficult to prove that internal damage to electrical or mechanical equipment like VCR's, TV's and clocks occurred during the move. Videotape these items in their working condition prior to packing. Photograph each carton/box/item that has external damage at time of delivery.

[] ¶ **5. Changes to Travel Orders.** Immediately contact the origin and/or destination TO if there are any changes in orders or when other factors occur that will affect delivery of the shipment.

PART V. LIABILITY, CLAIMS & PROTECTION

[] ¶ **1. Claims for Loss or Damage.** Claims for lost or damaged personal property will be handled in accordance with the CG Claims and Litigation Manual, COMDTINST M5890.9 (SERIES).

[] ¶ **2. Government Liability.** The maximum, Government Liability for HHGs is \$40,000 per incident and \$15,000 for boats.

[] ¶ **3. Notice of HHG Loss or Damage at Time of Delivery.** The DD-1840, Joint Statement of Loss or Damage at Delivery, is the pink form that carrier gives you on delivery day. This form records all of the damage you and the carrier identifies before the carrier leaves.

[] ¶ **4. Notice of HHG Loss or Damage After Delivery.** Record lost or damaged items discovered after the carrier leaves on the reverse side of the DD-1840 (DD-1840R). Once all lost or damaged items are recorded, deliver this form within 70 days to your local IO. Your IO then has 5 days to mail the form to the carrier via Certified Mail with Return Receipt Requested. This represents the first step in the claims process and must be completed within 75 days of delivery.

I have been briefed relative to the disposition of my personal property as discussed above.

Member's Signature

Date

Counselor's Signature

Date

DD FORM 1299 WORKSHEET

ISC HONOLULU FORM HHG-002 (REV: 09/03)

DEPARTMENT OF HOMELAND SECURITY - U.S. COAST GUARD

PART A: PERSONAL INFORMATION

1. Name (Last, First, MI)		2. Rank/Rate:	3. Social Security #:
4. Home Phone:	5. Duty Phone:	6. Current Duty Station:	7. Next Duty Station:
8. If E-4, Check One: <input type="checkbox"/> Over 2 YRS Service <input type="checkbox"/> Under 2 YRS Service		9. Dependency Status: <input type="checkbox"/> With Dependent(s) <input type="checkbox"/> W/O Dependent	

PART B: SHIPMENT INFORMATION

*** If Shipping HHG and UB, Complete a Separate Worksheet For Each Shipment**

10. * HHG - Household Goods EST WT: _____ LBS	11. * UB - Unaccompanied Baggage EST WT: _____ LBS	12. PBP&E - Professional Books EST WT: _____ LBS
13. Request Partial Withdrawal at Destination in Lieu of UB Shipment Circle one: YES / NO		14. Request Excess Baggage in Lieu of UB Shipment EST WT: _____ LBS
15. a. PICKUP ADDRESS (Street, City, State, Zip Code):		b. COUNTY:
16. a. DESTINATION ADDRESS-Direct Delivery or SIT (Street, City, State, Zip Code):		b. COUNTY:
17. a. Name of Designated Agent to Handle Property:		18. a. In Transit Phone Number (Include Area Code):
b. Agents Phone Number (Include Area Code):		b. In Transit Mainland Address (Street, City, State, Zip Code):
19. PACK-OUT/PICK-UP DATE(S) REQUESTED:		NOTE: 1 DAY PACK/PICUP: 1 - 4999 LBS 2 DAYS PACK/PICKUP: 5000 - 9999 LBS 3 DAYS PACK/PICKUP: 10000 - 18000 LBS
20. MY HOUSEHOLD GOODS SHIPMENT INCLUDES THE FOLLOWING MAJOR APPLIANCES/ITEMS: <input type="checkbox"/> Range <input type="checkbox"/> Stereo Components <input type="checkbox"/> Washer <input type="checkbox"/> Dryer <input type="checkbox"/> Motorcycle(Submit Registration and title) <input type="checkbox"/> Freezer <input type="checkbox"/> Surf Board <input type="checkbox"/> Piano <input type="checkbox"/> Jet Ski <input type="checkbox"/> Hot Tub <input type="checkbox"/> Moped <input type="checkbox"/> Weapons (Firearms, Bow and Arrow, Knives) <input type="checkbox"/> Propane Gas Tank (Must be purged and Certified) <input type="checkbox"/> Boat/Kayak/Canoe + 14 FT in length <input type="checkbox"/> Other Oversized Items: _____		
E-Mail Address: _____		

With my signature below, I understand that the *Pack-out and Pick-up Dates entered above will not be changes unless it is mission essential and must be supported in writing by my command. I also understand that I am responsible for paying any Service or Dry Run charges incurred if I or my Agent are not home when the Movers arrive on my Pack-Out and Pick-Up Date. (During the scheduling of your move with JPPSO Pearl Harbor, if your requested dates are not available, you will be notified by the TO immediately).

Member's Signature and Date

Supervisor's Signature and Date

JFTR WEIGHT ALLOWANCES

GRADE	PCS WITHOUT DEPENDENTS	PCS WITH DEPENDENTS	TDY/TAD WEIGHT ALLOWANCE
O-10	18,000	18,000	2,000
O-9	18,000	18,000	1,500
O-8	18,000	18,000	1,000
O-7	18,000	18,000	1,000
O-6	18,000	18,000	800
O-5/W-5	16,000	17,500	800
O-4/W-4	14,000	17,000	800
O-3/W-3	13,000	14,500	600
O-2/W-2	12,500	13,500	600
O-1/W-1	10,000	12,000	600
E-9	12,000	14,500	600
E-8	11,000	13,500	500
E-7	10,500	12,500	400
E-6	8,000	11,000	400
E-5	7,000	9,000	400
E-4*	7,000	8,000	400
E-4**	3,500	7,000	225
E-3	2,000	5,000	225
E-1/E-2	1,500	5,000	225

* MORE THAN TWO YEARS SERVICE

** TWO YEARS OR LESS SERVICE

Informal Letter of Authorization HHG-003

By my signature below, I hereby authorize the following person to sign any necessary documents and act on my behalf as agent for the purpose of releasing and/or accepting delivery of my personal effects, household goods and/or privately owned vehicle.

Acting Agent's Name:

Agent's Address:

Agent's Phone Number:

RESPONSIBILITY STATEMENT

"I am fully aware that I am responsible for providing an agent who will be at the pickup, dropoff and/or delivery location(s), with this originally signed form, from 7:00 a.m. through 5:00 p.m. on the contracted pickup, dropoff, and/or delivery date(s); and that my acting agent must remain at this location until the carrier(s) have fulfilled their responsibilities. In the event that my designated agent fails to comply with this requirement, I understand that the carrier(s) may assess "Dry-Run" or "Service" charges and that I will be held responsible for remitting payment in full for such charges."

Member's Signature: _____

Date: _____

UNITED STATES DEPARTMENT OF AGRICULTURE

ANIMAL AND PLANT HEALTH INSPECTION SERVICE
PLANT PROTECTION AND QUARANTINE

SHIPPER'S DECLARATION

All vehicles and shipments of household goods destined to other parts of the United States are subject to inspection by the U. S. Department of Agriculture. This is to determine their freedom from unauthorized materials and thereby prevent the accidental transportation of agricultural pests from Hawaii. The agricultural clearance of these items may be facilitated if owners certify by signing the declaration below that their vehicle or shipment of household goods does not contain or is not contaminated with any of the listed prohibited materials.

Some agricultural items, however, which may be included with your shipments are: Dried decorative items or arrangements, such as wood roses or tree twigs; canned or preserved products; dried coconuts and coconut leaf hats; seed leis and seed jewelry; or certain items inspected and authorized by the U. S. Department of Agriculture prior to shipment. For further information, call: Area Code (808):

541-2952 (Oahu)
245-2831 (Kauai)

877-5261 (Maui)
329-2828 (Kona)

935-1049 (Hilo)

DECLARATION

"I declare that none of the unauthorized agricultural materials listed below other than those which have been inspected and/or treated and certified by the U. S. Department of Agriculture, are contained in/on my vehicle or shipment of household goods".

*Fresh fruits and vegetables
Cotton bolls or seed cotton
Sugarcane or parts
Straw and grass as packing or otherwise
Pulpy seeds, such as coffee berries
Plants, soil, or live insects and snails*

OWNER'S SIGNATURE

DATE

SHIPMENT SUBJECT TO INSPECTION AT ANY TIME BY U.S. DEPARTMENT OF AGRICULTURE INSPECTORS.

THE SIGNED DECLARATION FORWARDED TO AGRICULTURAL QUARANTINE OFFICIALS BY CARRIER.

PPQ FORM 205 (AUG 85)

COMPUTER GENERATED

ISC HONOLULU HOUSING CHECKOUT & TEMPORARY LODGING ALLOWANCE AUTHORIZATION FORM

ISC HONOLULU HOUSING FORM HSG-004 (Rev 10/00)

U. S. COAST GUARD

NAME (First, Middle Initial, Last):	RATE/GRADE:	SOCIAL SECURITY NUMBER:
CURRENT DUTY STATION:	NEXT DUTY STATION:	
HOME PHONE:	WORK PHONE:	
CURRENT ADDRESS:	FORWARDING ADDRESS:	

Housing Checkout Regulations

1. Notice of Intent to Vacate: COMDTINST M11101.13C, Coast Guard Housing Manual, mandates that housing occupants provide written Notice of Intent to vacate quarters **at least 45 days before departure**. This form serves as the Notice of Intent to vacate Government Quarters and must be delivered to the Housing Office at least 45 days prior to checkout.
2. Pre-Term Inspection: All housing residents shall schedule a Pre-Term inspection at least 30 days prior to departure. This inspection will instruct you on how to complete the procedures for successful termination of quarters. Indicate problems (lost keys/security cards, damages, broken appliances, etc.) at this inspection. Tenant caused damages, less normal wear and tear, will be identified for correction. See ISC Honolulu Instruction M11101.2D, Housing Handbook, Chapter 3, for cleaning standards and checkout procedures. The Internet address for the Housing Handbook is WWW.ISCHON.net.
3. Final-Termination Inspection: All housing residents shall schedule a Final Inspection. The sponsor resident will be present at this inspection unless deployed and having a person with power of attorney designated. Sponsor resident will be responsible for the cost of repair or replacement of tenant caused damages, less wear and tear. Have some cleaning supplies on hand for the inspection in case the inspector requires touch-up cleaning.
4. Aloha Kits: Call 486-3554 to arrange for Red Hill/Wailupe Aloha Kit delivery. Pickup and delivery of Aloha kits are made available Monday through Friday. Aloha kits must be scheduled for pickup prior to your final inspection date/time.
5. Vacate Date: The housing office will schedule your final inspection date using the information below. This is the date you will actually move out of Government Quarters and turn in your keys. **You will not be allowed to change this date** unless written authority is received by your Commanding Officer certifying that the change is "Mission Essential". If your departure date changes, it is your responsibility to notify the housing office immediately. Only after you properly clear quarters will the housing office send paperwork to the servicing PERSRU to start BAH and TLA Entitlements

SCHEDULED DEPARTURE DATE FROM UNIT:	HOUSEHOLD GOOD PACKOUT/ PICKUP DATE(S):
PRE-TERM INSPECTION DATE/TIME:	FINAL INSPECTION DATE/TIME:
TLA ELIGIBILITY DATE:	AUTHORIZED TLA DAYS:

(TRANSPORTATION OFFICE)

(DATE)

(HOUSING OFFICE)

(DATE)

(MEMBER SIGNATURE)

(DATE)

NOTE: This form authorizes your departure TLA. It must be attached to your TLA claim worksheet to authorize payment of TLA. Your signature above certifies that you have read, understand, and agree to comply with the Housing Checkout regulations as contained hereon.

Applying to Ship a Privately Owned Vehicle

Who this is for This information applies to military members and Civil Service employees in the Hawaiian Islands in receipt of the following orders:

- Permanent Change of Station (PCS)
- retirement
- separation
- Early Return of Dependent (ERD) authorization, or
- Civil Service.

Note: This does not apply to Inter-Hawaiian Island Privately Owned Vehicle (POV) shipments.

Purpose This describes how to apply to the Vehicle Processing Center (VPC) to ship a POV.

Process for Oahu units This is the process for personnel assigned to Oahu units to apply to ship a POV.

Stage	Description
1	Phone ISC Honolulu (ps) to schedule an appointment for POV pre-counseling. 808-541-1501/2
2	Attend pre-counseling and receive: <ul style="list-style-type: none">• VPC shipment information and requirements form, and• VPC shipment counseling worksheet.• Shipper's Declaration, Department of U.S. Agriculture's Form PPQ 205 <p><u>Note:</u> The above items should be submitted to the ISC transportation office NLT 1100 prior to dropping off your POV at the VPC.</p>

Continued on next page

Applying to Ship a Privately Owned Vehicle, Continued

Process for other Hawaiian Island units

This is the process for personnel assigned to other Hawaiian Islands to apply to ship a POV.

Stage	Description
1	Receive the following forms from your unit admin or ISC Honolulu website http://www.uscg.mil/mlcpac/ischon : <ul style="list-style-type: none"> ● VPC shipment information and requirements form, and ● VPC shipment counseling worksheet.
2	Read and complete the forms.
3	Complete and fax the following to ISC Honolulu Transportation Office (ps) 14 days prior to your requested shipment date: <ul style="list-style-type: none"> ● VPC shipment information and requirements form ● VPC shipment counseling worksheet ● Valid registration ● Title or leinholders release letter ● If applicable, power of attorney ● Co-owner's authorization ● Copy of orders or Retirement letter <p><u>Note:</u> Your requested shipment date can not change once selected.</p>
4	Oahu VPC will forward completed documents to your local island VPC not later than your requested shipment date.
5	Drop off your POV at the local island VPC on your requested shipment date.

Additional information

Additional information is available in:

- Joint Federal Travel Regulations (JFTR), Chapter 5
- CG Personal Property Transportation Manual, COMDTINST M4050.6.
- Shipping your POV pamphlet

Continued on next page

Applying to Ship a Privately Owned Vehicle, Continued

Enclosures

Enclosures are provided at the end of this topic to assist you.

- (1) VPC shipment information and requirements form, and
 - (2) VPC shipment counseling worksheet.
 - (3) Shippers Declaration Form, PPQ 205
-

Results and follow-up

If you encounter any problems shipping your POV at the VPC, call the point of contact number below.

Point of contact

If you have any questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (ps)
Position	Transportation Specialist
Phone	808-541-1501/2
Fax	808-541-1515

HONOLULU VPC

POV SHIPMENT INFORMATION AND REQUIREMENTS

The Honolulu VPC looks forward to assisting you with the shipment of your POV. **Members are reminded that federal law allows shipment of only ONE vehicle at government expense** – Members that utilized their POV shipment in conjunction with **Early Return of Dependents (ERD)** orders DO NOT HAVE AN ENTITLEMENT TO SHIP A SECOND POV UPON THEIR DEPARTURE FROM THE OCONUS LOCATION!) We have prepared the following instructions to make the turn in of your POV as quick and easy as possible.

VPC Location: The Honolulu VPC is located at Matson Terminal's Sand Island Facility, Pier 51-B, Sand Island Access Road. The VPC is in the Matson Auto Office building.

VPC Hours: The VPC is open from 0800-1500, Monday through Friday. The VPC is closed on all federal holidays. POV processing normally takes approximately 1 hour and it is for this reason that we ask you to arrive at the VPC by 1500 to allow processing in a timely manner.

VPC Phone: The phone number of the VPC is 808-848-8383. The VPC's fax number is 808-853-2116. To make an appointment to turn in your POV, please call 808-848-8353.

Documentation: The following documents are required when you turn in your POV.

- **Orders** – Three copies of your orders, including TAC code.
- **Title/Registration** – Bring the Original Title and Registration as appropriate to the VPC with you!
- **Lien Holder Authorization** – For International shipments, if there is a lien on your vehicle (i.e. you are still making payments on your vehicle) you must provide a written lien holder's authorization on lien holder's letterhead stating year, make, model, VIN Number of the vehicle & a contact telephone number or we cannot ship your vehicle. **The lien holder release letter and the lien holder on the registration must match** or by law we cannot accept the vehicle for shipment.
POV Shipments from Hawaii to CONUS locations are exempt from the lien holder requirement if the lien holder is other than a local bank or financial institution.
- **Power of Attorney** -- A power of attorney is mandatory if anyone other than the legal owner is dropping off the vehicle. For pick up at destination a POA is also required for all but the member.
- **Customs Clearance Letter** -- A customs clearance letter must be completed for shipments destined for overseas. For Coast Guard this includes shipments to Guam, American Samoa, Puerto Rico and other overseas areas (This does not include Alaska). Contact the Transportation Office for more information.
- **Leased Vehicles** – to ship vehicles on long term lease, members must present their lease agreement and a shipment authorization letter from their lease holder.

Vehicle Condition: The following vehicle conditions must be met when the vehicle is turned in at the VPC. POV's that do not meet any of these requirements will be turned away.

- **Fuel** -- There may be **no more than** ¼ of a tank of fuel in the vehicle. This is a DOT requirement for which there are no exceptions. _____.
- Member's Initials**
- **Clean Vehicle** -- The POV must be delivered to the VPC thoroughly cleaned. This includes washing the exterior and vacuuming the interior. A clean car is necessary to insure an accurate survey of the condition of your vehicle can be performed. Dirty cars will not be processed, member is responsible NOT THE VPC!
 - **Alarms** -- If you have an alarm it must be deactivated.
 - **Stereo** -- Only permanently installed stereo equipment may be left in the vehicle. Detachable faceplates and speaker, which are not permanently mounted, must be removed. The definition of mounted is bolted or screwed in tight, not strapped.
 - **Other Items** -- Only items listed in the "Shipping Your POV" Pamphlet are authorized shipment in the vehicle. You may download the listing from www.mtmc.army.mil/ Personal Property/ Vehicles.
 - **Glass** -- If auto glass is cracked, or badly pitted the VPC Contractor may ask you to sign a liability waiver.
 - **Keys** -- A complete set of keys for the vehicle must be provided at turn in. This includes ignition, doors, trunk, wheel locks etc.

Tracking your POV: There is an internet web site to assist you in tracking your vehicle. The address is www.whereismypov.com. To access the web page you will need to enter your VPC order number and your last name.

HONOLULU VPC

POV SHIPMENT COUNSELING WORKSHEET

Please print legibly and complete all required information accurately

MEMBER INFORMATION		
FIRST NAME	M.I.	
LAST NAME		
TAC CODE	DODAAC	
BRANCH OF SERVICE	RANK	GRADE

VEHICLE INFORMATION		
MAKE	MODEL	YEAR
LICENSE PLATE	STATE	COLOR
VEH TYPE	2DR/ 2 DOOR 4DR/ 4 DOOR	P/U / PICKUP VAN /VAN
	M/C / MOTORCYCLE SUV / SPORT UTILITY	
ODOMETER READING AT VPC	Do not record until you arrive at Matson's VPC facility on Sand Island	

PRESENT DUTY STATION		
UNIT		
ADDRESS		
CITY	STATE	COUNTRY
ZIP CODE	PHONE NUMBER	

NEW DUTY STATION INFORMATION		
UNIT		
ADDRESS		
CITY	STATE	COUNTRY
ZIP CODE	PHONE NUMBER	DESTINATION VPC*

ARRIVAL NOTIFICATION ADDRESS		
NAME		
ADDRESS		
CITY	STATE	COUNTRY
ZIP CODE	PHONE NUMBER	

AUTHORIZED DESTINATION	
AUTHORIZED VPC	AUTHORIZED ALTERNATE VPC*

*Must match if other than authorized VPC

NOTE: A valid arrival notification address is required to allow the contractor to mail POV arrival notifications in accordance with the contract. Address should contain: Name, Organization, and complete street address and Zip Code. **Please note contract does not require contractor to phone the member with arrival information!**

I have been briefed by my transportation officer and understand fully all of my responsibilities and the requirements for shipping a POV. I am aware of the 1/4 tank of fuel or less requirement. I further understand that if all of the requirements are not met I will be turned away at the VPC.

PRINT NAME	SIGNATURE	DATE	TRANS OFFICE VALIDATION
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POV'S WITH MORE THAN 1/4TH TANK OF FUEL WILL NOT BE ACCEPTED!

UNITED STATES DEPARTMENT OF AGRICULTURE

ANIMAL AND PLANT HEALTH INSPECTION SERVICE
PLANT PROTECTION AND QUARANTINE

SHIPPER'S DECLARATION

All vehicles and shipments of household goods destined to other parts of the United States are subject to inspection by the U. S. Department of Agriculture. This is to determine their freedom from unauthorized materials and thereby prevent the accidental transportation of agricultural pests from Hawaii. The agricultural clearance of these items may be facilitated if owners certify by signing the declaration below that their vehicle or shipment of household goods does not contain or is not contaminated with any of the listed prohibited materials.

Some agricultural items, however, which may be included with your shipments are: Dried decorative items or arrangements, such as wood roses or tree twigs; canned or preserved products; dried coconuts and coconut leaf hats; seed leis and seed jewelry; or certain items inspected and authorized by the U. S. Department of Agriculture prior to shipment. For further information, call: Area Code (808):

541-2952 (Oahu)
245-2831 (Kauai)

877-5261 (Maui)
329-2828 (Kona)

935-1049 (Hilo)

DECLARATION

"I declare that none of the unauthorized agricultural materials listed below other than those which have been inspected and/or treated and certified by the U. S. Department of Agriculture, are contained in/on my vehicle or shipment of household goods".

- Fresh fruits and vegetables*
- Cotton bolls or seed cotton*
- Sugarcane or parts*
- Straw and grass as packing or otherwise*
- Pulpy seeds, such as coffee berries*
- Plants, soil, or live insects and snails*

OWNER'S SIGNATURE

DATE

SHIPMENT SUBJECT TO INSPECTION AT ANY TIME BY U.S. DEPARTMENT OF AGRICULTURE INSPECTORS.

THE SIGNED DECLARATION FORWARDED TO AGRICULTURAL QUARANTINE OFFICIALS BY CARRIER.

Applying to Ship a Privately Owned Vehicle (Inter-Hawaiian Islands only)

Who this is for This information applies to military members and Civil Service employees in the Hawaiian Islands in receipt of the following orders:

- Permanent Change of Station (PCS)
- retirement
- separation
- Early Return of Dependent (ERD) authorization, or
- Civil Service.

Purpose This describes how to apply to Integrated Support Command (ISC) Honolulu to ship a Privately Owned Vehicle (POV) within the Hawaiian Islands.

Process for Oahu units This is the process for Oahu stationed personnel to apply to ship a POV from Hawaiian Islands to Hawaiian Islands.

Stage	Description
1	Member phones ISC Honolulu (ps) to schedule an appointment for POV counseling.
2	Member attends counseling and bring: <ul style="list-style-type: none"> • copy of orders or Retirement letter • copy of registration • copy of title or lien holders release letter, and • co-owner authorization. <p><u>Note:</u> POV packages should be turned in at least 45 days prior to requested drop off date. POV counseling is normally completed at the same time as HHGs counseling.</p>
3	On drop off day, member picks up completed POV documents from ISC Honolulu (ps) and delivers POV to drop off point.

Continued on next page

Applying to Ship a Privately Owned Vehicle (Inter-Hawaiian Islands only), Continued

Process for non-Oahu Hawaiian Island Personnel

This is the process for non-Oahu Hawaiian Island stationed personnel to apply to ship a POV from Hawaiian Islands to Hawaiian Islands.

Stage	Description
1	Member makes one (1) copy of each of the following: <ul style="list-style-type: none"> ● ISC Honolulu form POV-001 ● ISC Honolulu form POV-002 ● ISC Honolulu form POV-003, and ● Shipper's declaration, Department of U.S. Agriculture's form PPQ form 205. <p><u>Note:</u> Forms are included in the enclosures following this topic. Some forms may have two (2) pages.</p>
2	Member reads and signs form POV-001.
3	Member completes and attaches the following to form POV-002: <ul style="list-style-type: none"> ● valid registration ● title or lein holders release letter ● if applicable, power of attorney or informal letter of authorization (form POV-003) ● co-owner authorization, and ● copy of orders or Retirement letter.
4	Member reads and signs PPQ form 205.
5	Supervisor reviews and signs POV-002, approving drop off date.
6	Member mails/or fax completed package to ISC Honolulu (ps) at least 45 days prior to drop off date.
7	ISC Honolulu (ps) mails shipping papers to member or agent.
8	Member contacts shipping company five (5) working days prior to drop off to confirm drop off information.

Continued on next page

Applying to Ship a Privately Owned Vehicle (Inter-Hawaiian Islands only), Continued

Additional information

Additional information is available in:

- Joint Federal Travel Regulations (JFTR), Chapter 5
 - CG Personal Property Transportation Manual, COMDTINST M4050.6.
 - Shipping Your POV pamphlet, NAVSUP PUB 590.
-

Enclosures

Enclosures are provided at the end of this topic to assist you.

- (1) ISC Honolulu form POV-001
 - (2) ISC Honolulu form POV-002
 - (3) ISC Honolulu form POV-003, and
 - (4) Shipper's declaration, Department of U.S. Agriculture's form PPQ form 205.
 - (5) Joint Ownership Letter Of Permission.
-

Results and follow-up

You should receive an email or phone call no later than ten (10) days prior to your scheduled POV drop off date. If you do not, call the number below.

Point of contact

If you have any questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (ps)
Position	Transportation Specialist
Phone	808-541-1501/2
Fax	808-541-1515

PRIVATELY OWNED VEHICLE COUNSELING CHECKLIST

ISC HONOLULU FORM POV-001 (REV: 10/98) PREVIOUS FORMS OBSOLETE DEPARTMENT OF HOMELAND SECURITY - U. S. COAST GUARD

Name (Last, First, MI)

Rank/Rate

Social Security #

PART I. SHIPPING YOUR PERSONALLY OWNED VEHICLE OR MOTORCYCLE.

A. ELIGIBILITY & BASIC ENTITLEMENTS.

[] **1. Who is Eligible.** Active duty members, DOD civilian and retirees are eligible to transportation of a POV which is intended for the member's or dependents' personal use ONLY after receipt of orders.

[] **2. What you can ship.** You may ship one POV or one motorcycle (not both) from the old PCS to the closest port serving the new PDS. Motorcycles may be shipped as HHG's if shipping a POV.

[] **3. When New PDS is POV Restricted.** If ordered to a PDS out CONUS to which transportation of a POV is not permitted, then one POV may be shipped to (1) any place in CONUS you designate or (2) any place where dependents are authorized to travel.

B. LIMITATIONS AND RESTRICTIONS.

[] **1. Member Married to Member.** If your spouse is also a member and you both are in receipt of PCS orders, then two POV's may be shipped at government expense, or you may ship one POV up to 40 measurement tons.

[] **2. Early Return of Dependents.** If you shipped your POV as a result of early return of dependents, you are not entitled to ship another POV under your next PCS orders.

[] **3. Ordered to Advanced or Specialized Training.** If you are ordered to advanced or specialized training of less than 20 weeks, you are NOT entitled to ship a POV.

[] **4. Separation or Release from Active Duty.** Entitlement to ship a POV for members being separated or released from active duty expires on the 181st day. Initiation of the shipment begins on the date the POV is dropped off with the shippers and must occur within 180 days. Extensions may be granted by Commandant (G-PMP-e) provided that shipment within the 180 day time limit would impose a hardship.

[] **5. Retired or Discharged with Transition Benefits.** Entitlement to ship a POV for members retiring or being discharged/separated with transition benefits expires after one year. Initiation must occur within 365 days. Extensions may be granted by Commandant (G-PMP-2) for reasons such as medical treatment, education, training or other deserving cases.

[] **6. Time Limitation After Reporting.** One POV may be shipped to the nearest destination port serving your current out CONUS PDS provided that you have not previously shipped a POV. You must have at least one year remaining on your tour from the pick-up date.

PART II. EXCESS COST

YOU MUST REIMBURSE THE GOVERNMENT OR PAY BEFOREHAND ANY EXCESS COST INCURRED AS A RESULT OF EXCEEDING ENTITLEMENTS TO SHIP AND/OR STORE PERSONAL PROPERTY. _____

PART III. MEMBER'S GUIDE.

A. SHIPPING YOUR POV HANDOUT.

This handout contains specific information about shipping your POV.

B. PREPARING YOUR POV FOR SHIPMENT.

[] **1. Fuel Tank Limits.** You must have less than ¼ tank of gas in your POV when you drop it off. This requirement applies to both diesel and regular unleaded engines.

[] **2. What You May Ship With Your POV.** Because of theft, you are strongly encouraged not to do so, however, you may leave in your POV during shipment the following items:

- Tools not to exceed \$200.00 in value;
- Jacks, tire irons, chains, fire extinguishers, inflators, first aid kits, jumper cables and warning light systems
- One spare tire and two snow tires with wheels (mounted or unmounted);
- Children's car seats (permanent or removable);
- Luggage racks.

[] **3. What You May Not Ship With Your POV.** TVs, VCRs, stereos and accessories not permanently installed, and citizen band radios will not be shipped with you POV. You are also prohibited from shipping external box typed luggage carriers.

[] **4. Pre-Shipment Care and Maintenance.** Ensure that your POV is in proper working condition and that it has a current Safety Sticker. Wash and wax all painted surfaces to help protect your POV against smog and industrial fallout. Vacuum and clean all interior surfaces. The better the condition your vehicle is in at time of turn in, the easier it will be to document its condition and to provide proof that damages occurred during the shipment. Turn off or disconnect any alarms.

C. TURNING IN YOUR POV.

[] ¶ **1. What to have on-hand.** You need to have the POV Package, a valid driver’s license, your military ID, a copy of your registration, copy of title of lienholders release, co-owners release letter, power of attorney and two complete sets of keys, including gas cap and wheel-lock keys. Turn one set of keys over and retained one set.

[] ¶ **2. Documenting Pre-Shipment Condition.** Videotape or photograph the body and interior of your POV at turn-in. You should also ensure that the description of your vehicle’s condition is accurately placed on the DD-788 by the shippers and that it is signed and dated.

[] ¶ **3. Required Delivery Date (RDD).** This date is listed on the DD-788 and represents the maximum duration under contract that it will take to ship your POV to the destination port. Do not confuse the RDD date published by Matson with the Government RDD date. This is not the date that your POV first becomes ready for delivery. Refer to page 1 of ISC Honolulu Form – 002, POV Worksheet for transit times to various ports.

[] ¶ **4. Other Important Information.** (a) Ask for the contact number of the destination Vehicle Processing Center. (b) Determine how long the destination terminal will store your POV before charging you for storage cost. (c) Make sure that you read the liability statements on the reverse of the DD-788, sign, date and retain your copies.

D. PICKING UP YOUR POV.

[] ¶ **1. Confirming Availability.** Contact the Vehicle Processing Center for official confirmation that your POV is on-hand and ready for pickup. Telephone 1-800-896-7745 or Internet at WWW.WHEREISMYPOV.COM.

[] ¶ **2. What to have on-hand.** You need to have in-hand your copy of the DD-788, your military ID, driver’s license and a complete set of keys.

[] ¶ **3. Documenting Loss and Damages.** Prior to driving your POV off the lot, carefully and completely list any and all loss and damages in the “BY OWNER” block, Item 13, Column 1 on the reverse of the DD-788. The shippers will record their agreements or disagreements in Column 2. Ensure that you sign and date both Block 15 acknowledging receipt of your vehicle. You should now have two copies of the DD-788, one you obtained at turn-in and the second with all exceptions listed.

E. LIABILITY AND CLAIMS.

[] ¶ **1. Government Liability.** The maximum Government Liability for POVs is \$20,000 per incident.

[] ¶ **2. Claim Procedures.** You must follow the claims procedures as stated in the Vehicle Claims Instruction, Appendix A.

I have been briefed relative to the disposition of my Personally Owned Vehicle(s) as discussed above.

Member’s Signature

Date

DD-788 (POV) WORKSHEET

ISC Honolulu Form POV-002 (Rev: 10/98)

Department of Homeland Security - U. S. Coast Guard

PART A: PERSONAL INFORMATION

1. Name (Last, First, MI):	2. Rank/Rate:	3. Social Security Number:
4. Current Duty Station:	5. Next Duty Station:	
6. Duty Phone Number:	7. Home Phone Number:	

PART B: VEHICLE INFORMATION

NOTE: Blocks 13, 14, and 15 below applies to Pickup Truck Only

8. Year and Make:	9. Color:	10. Body Type:	11. License Plate # and State:
12. Weight:	13. Length (In Inches):	14. Width (In Inches):	15. Height (In inches):

PART C: SHIPPING INFORMATION

16. Destination Port Chosen:	17. Desired POV Drop-off Date:
------------------------------	--------------------------------

PART D: MAINLAND INTRANSIT ADDRESS or LEAVE ADDRESS

19. In-transit Phone Number:
20. Street, City, State, Zip Code:

*I understand that by signing this form, the **Desired Shipping Date** I entered above will not be changed unless it is mission essential and must be supported in writing by my command.*

(Supervisor's Signature and date)

(Member's Signature and date)

Informal Letter of Authorization (POV-003)

By my signature below, I hereby authorize the following person to sign any necessary documents and act on my behalf as agent for the purpose of releasing and/or accepting delivery of my personal effects, household goods and/or privately owned vehicle.

Acting Agent's Name:

Agent's Address:

Agent's Phone Number:

RESPONSIBILITY STATEMENT

"I am fully aware that I am responsible for providing an agent who will be at the pickup, dropoff and/or delivery location(s), with this originally signed form, from 7:00 a.m. through 5:00 p.m. on the contracted pickup, dropoff, and/or delivery date(s); and that my acting agent must remain at this location until the carrier(s) have fulfilled their responsibilities. In the event that my designated agent fails to comply with this requirement, I understand that the carrier(s) may access "Dry-Run" or "Service" charges and that I will be held responsible for remitting payment in full for such charges."

Member's Signature: _____

Date: _____

UNITED STATES DEPARTMENT OF AGRICULTURE

ANIMAL AND PLANT HEALTH INSPECTION SERVICE
PLANT PROTECTION AND QUARANTINE

SHIPPER'S DECLARATION

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Some agricultural items, however, which may be included with your shipments are: Dried decorative items or arrangements, such as wood roses or tree twigs; canned or preserved products; dried coconuts and coconut leaf hats; seed leis and seed jewelry; or certain items inspected and authorized by the U. S. Department of Agriculture prior to shipment. For further information, call: Area Code (808):

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245-2831 (Kauai)

877-5261 (Maui)
329-2828 (Kona)

935-1049 (Hilo)

DECLARATION

"I declare that none of the unauthorized agricultural materials listed below other than those which have been inspected and/or treated and certified by the U. S. Department of Agriculture, are contained in/on my vehicle or shipment of household goods".

*Fresh fruits and vegetables
Cotton bolls or seed cotton
Sugarcane or parts
Straw and grass as packing or otherwise
Pulpy seeds, such as coffee berries
Plants, soil, or live insects and snails*

OWNER'S SIGNATURE

DATE

SHIPMENT SUBJECT TO INSPECTION AT ANY TIME BY U.S. DEPARTMENT OF AGRICULTURE INSPECTORS.

THE SIGNED DECLARATION FORWARDED TO AGRICULTURAL QUARANTINE OFFICIALS BY CARRIER.

PPQ FORM 205 (AUG 85)

COMPUTER GENERATED

JOINT-OWNERSHIP LETTER OF PERMISSION

VIN: _____

YEAR: _____ MAKE: _____ MODEL: _____

We give permission to each other **to release** the above described vehicle for shipment from HONOLULU, HI to:

CITY: _____ STATE: _____

This instrument expires upon release of the said vehicle at destination.

Owner:

Signature

Date

Print Name

Joint Owner:

Signature

Date

Print Name

Command Staff

**Command
Organization**

The table below gives the contact information for the Command.

Command Elements	Staff Symbol	Phone Number	Responsibility	Hours of Operation
Command Administration	ca	808-541-1564	ISC Honolulu Administration	0630-1500
Force Optimization and Training	cf	808-541-1506	Education, Training and Reserve Programs	0700-1530
Work-Life	cw	808-541-1580	Work-Life Programs	0700-1530

Note: Reduced staffing occurs between 1100-1200, Monday through Friday.
Not all services are available during these hours.

Command Staff

Administration
Urinalysis Drug Testing Program
Career Development and Training
Ordering Correspondence Courses and Tests
Applying for Officer Accession Programs
Administration of Servicewide Examination (SWE)
Educational Services Program
Requesting AFC-56 Funded Training
Overview of Career Information Services
Work-Life Programs
Suicide Intervention
Health Promotion Program Services
Health Risk Assessment Program Overview
Employee Assistance Program Overview
Employee Resource Program Overview
Obtaining Spouse, Child and Elder Abuse Prevention Services
Child Care Resources Overview
Applying for Coast Guard Family Care Provided Certification
Special Needs Program Resource Overview
Enrolling in Special Needs Program
Critical Incident Stress Management (CISM) Services
Early Return of Dependents and Humanitarian Assignment Consulting Services
Assisting Rape or Sexual Assault Victims
Crime Victim Compensation Program
Ombudsman Support Program Overview

Administration

Urinalysis Drug Testing Program

Urinalysis Drug Testing Program

Who this is for This information applies to:

- Coast Guard units in the District 14 Area of Responsibility (AOR) Hawaii, Guam, and Japan.
-

Purpose This describes the D14 AOR Coast Guard Urinalysis Drug Testing Program.

Reference information you will need You will need the following reference information to carry out the Urinalysis Drug Testing Program.

- (a) Urinalysis Drug Testing Procedures, COMDTINST 5355.1F
-

Supply distribution Integrated Support Command (ISC) Honolulu has been designated by Commandant (G-WPM) as the major command urinalysis coordinator for the purpose of providing all District 14 units with their annual testing allocations and supplies. ISC Honolulu Administration Branch (ca) provides urinalysis testing quotas and urinalysis supplies to all D14 AOR commands not tested by ISC Honolulu. These supplies are distributed at the beginning of each fiscal year.

Continued on next page

Urinalysis Drug Testing Program, Continued

ISC Honolulu testing services

ISC Honolulu provides testing services to the units/components below. Commanding officers of all District 14 (AOR) commands not listed below are responsible for their own unit's drug testing in accordance with reference (a). Units sublisted under ISC Honolulu are treated as part of the ISC staff for reporting purposes. Other units listed below are tested by the ISC, however tests are reported and tracked by the unit.

- ISC Honolulu
 - Armory detachment
 - Tripler Medical detachment
 - Recruiting Office Honolulu
 - TAD/Medical assigned personnel
 - Group Honolulu
 - USCGC WASHINGTON
 - USCGC ASSATEAGUE
 - Station Honolulu
 - Engineering Support Unit Honolulu, and
 - Naval Engineering Support Unit Honolulu.
-

Testing rate

To ensure consistent testing, commands are to complete approximately 25% of their yearly allocation each quarter of the fiscal year.

Results and Follow-up

ISC Honolulu will provide all units with a monthly testing report. If supplies are not received by 15 October of each year contact ISC Honolulu (ca).

Point of contact

If you have question or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (ca)
Position	ISC Urinalysis Coordinator
Phone	808-541-2478/3264
Fax	808-541-1567

Career Development and Training

Ordering Correspondence Courses and Tests
Applying for Officer Accession Programs
Administration of Servicewide Examinations (SWE)
Educational Services Program
Overview of Career Information Services

Ordering Correspondence Courses and Tests

Who this is for This information applies to:

- Active duty, Reserve, Civilian, and Auxiliary personnel assigned to ISC Honolulu, ESU Honolulu, NESU Honolulu, CEU Honolulu, ANT Honolulu, Station Honolulu, Group Honolulu and D14.

Note: Personnel assigned to Air Station Barbers Point, USCGC WASHINGTON, USCGC JARVIS, USCGC KUKUI, USCGC RUSH, USCGC WALNUT, Marine Safety Office Honolulu, personnel TAD to ISC Honolulu and personnel at unit not based on Oahu shall contact their Educational Service Officer for course ordering instructions.

Purpose This describes how to order correspondence courses from the Coast Guard Institute via Integrated Support Command Honolulu, Force Optimization and Training Branch, Educational Services Office.

References If desired, the following references are available at ISC Honolulu (cf):

- List of Correspondence Courses, CG Institute Pub 1561
 - CG Institute Website <http://www.uscg.mil/hq/cgi/index.htm>
-

Process This describes the correspondence course ordering process.

Stage	Description
1	<p>Member orders the course by sending an e-mail to Educational Services Office (ESO) at KNeito@d14.uscg.mil providing the following information:</p> <ul style="list-style-type: none"> • Rate/rank, last name, first name, middle initial and SSN • Unit, Status (Active/Reserve/Civilian/Auxiliary) • Course Title from CG Institute Pub 1561 <p><u>Note:</u> Course titles are available from CG Institute website (see above reference) or by calling ISC Honolulu (cf).</p>
2	ESO forwards information to the Coast Guard Institute.

Continued on next page

Ordering Correspondence Courses and Tests, Continued

Process, (continued)

Stage	Description
3	Coast Guard Institute forwards the course material to the member within six (6) weeks after receipt of e-mail.
4	ESO maintains a copy of all End of Course Tests.
5	Member schedules test date with ESO.
6	ESO: <ul style="list-style-type: none"> • Administers test on the scheduled and agreed upon date. • Forwards completed answer sheet to the Coast Guard Institute.
7	Coast Guard Institute forwards a letter with test results to ESO within three (3) weeks of grading.
8	ESO logs the test results and forwards the letter to the member.

Course number limit There is no limit on the number of course materials a member may order at any given time.

Retaking tests Upon receipt of a non-qualifying score, the member may schedule to re-take the exam by contacting the ESO

Results and follow-up If you do not receive test results within 30 days of taking the end of course test, call the ESO at the number below.

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (cf)
Position	Educational Service Officer
Phone	808-541-1507
Fax	808-541-1500

Applying for Officer Accession Programs

Who this is for This information applies to:

- All military members at Coast Guard units in the Hawaiian islands and American Samoa.
-

Purpose This describes how to apply for the officer accession programs including:

- Officer Candidate School (OCS)
 - Selected Reserve Direct Commission (SRC) Program
 - Student Pre-commission Initiative
 - Pre-commissioning Program for Enlisted Personnel (PPEP)
 - Direct Commission Maritime Academy Graduate Program
 - Maritime Academy Reserve Training Program
 - Direct Commission Lawyer Program
-

Reference information you will need You will need the following reference information to apply:

- (a) Coast Guard Personnel Manual, M1000.6A
-

Process Use the process below to apply for accession programs.

Stage	Description
1	CG Personnel Command (PERSCOM) annually, by message, publishes schedule of all USCG recruiting boards for officer accession programs and provides submission details and deadlines for each individual program.
2	Unit Admin staff makes all unit personnel aware of all available programs and schedules.
3	Unit Education Services Officer (ESO) follows reference (a) article 1-B-5, and PERSCOM messages, and assists interested personnel with their application.
4	Member completes application package and submits to ISC Honolulu (cf), Force Optimization & Training Branch via the chain of command.

Continued on next page

Applying for Officer Accession Programs, Continued

Process, (continued)

5	ISC Honolulu (cf) notifies applicant of interview schedule.
6	ISC Honolulu (cf) forwards completed package to appropriate headquarters program office.

Results and follow-up

After 90 days PERSCOM will notify applicants of selection/non-selection via Coast Guard correspondence.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (cf)
Position	Educational Service Officer
Phone	808-541-1505 (ACT) 1506 (RES)
Fax	808-541-1500

Administration of Servicewide Examinations (SWE)

Who this is for This information applies to:

- Integrated Support Command (ISC) Honolulu staff
- CCGDFourteen staff
- COGARD Armory detachment
- CGLO Medical Tripler
- COGARD RUITOFF Honolulu
- COMCOGARDGRU Honolulu
- USCGC WASHINGTON
- USCGC ASSATEAGUE
- COGARD COMMSTA Honolulu
- COGARD MSO Honolulu
- COGARD Station Honolulu
- COGARD Aids to Navigation Honolulu
- COGARD Electronics System Support Unit
- COGARD Naval Engineering Support Unit, and
- Commands with personnel temporarily assigned to ISC.

Purpose This identifies the responsibilities for administering the SWE and RSWE.

Reference information you will need You will need the following reference information to administer the SWE:

- (a) Personnel Manual, COMDTINST M1000.6A, section 5-D

Administering SWE's ISC Honolulu, (cf), Force Optimization and Training Branch publishes a schedule, designates a location and administers the SWE to personnel assigned to the units listed above.

Other commands All commands except those listed above are responsible to designate an exam board and administer the SWE for their personnel.

Continued on next page

Administration of Servicewide Examinations (SWE), Continued

TAD personnel to ISC Honolulu ISC Honolulu (cf) administers the SWE for all TAD personnel. Members' permanent unit should forward the SWE in accordance with reference (a), and contact ISC Honolulu (cf) to ensure the exam was received.

Handling examinations Exams received by the above listed units should be immediately hand carried to ISC Honolulu (cf) to verify the number of participating personnel and to ensure proper seating arrangements are made.

Units provide proctors The ISC will request units provide exam proctors to assist the examination board.

Results and follow-up None

Point of contact If you have questions or additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (cf)
Position	Education Service Officer
Phone	808-541-1507
Fax	808-541-1500

Educational Services Program

Who this is for This information applies to Coast Guard Active Duty, Reserves and spouses assigned to:

- Integrated Support Command (ISC) Honolulu
 - ISC Honolulu tenant commands
 - District 14 staff
 - Tripler Medical detachment, and
 - Recruiting Office Honolulu.
-

Purpose This describes educational services program assistance available through ISC Honolulu, Force Optimization and Training Branch(cf).

Services provided by ISC Honolulu

Below is a list of services provided.

- Counseling/Information
 - off-duty educational counseling
 - resident college course enrollment
 - GI Bill information
 - Independent study college courses
 - External degree programs
 - Certification exam program
 - DANTES and Serviceman's Opportunities College programs
 - Information on CLEP examinations
 - Tuition assistance information
 - Evaluation of military credits
 - information on college courses available through video
 - Testing
 - End of Course tests
 - Armed Services Vocation Aptitude Battery
 - Flight Aviation Aptitude tests
 - DANTES examinations
 - College Level Examination Program (CLEP)
 - DANTES Subject Standard Tests (DSSTs)
 - Regents Examination Program (REP)
-

Continued on next page

Educational Services Program, Continued

Other units Any unit in District 14 Area of Responsibility (AOR), Hawaii, Guam and Japan, may contact ISC Honolulu (cf) for advice and assistance with educational services program.

Results and follow-up None

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (cf)
Position	Educational Service Officer
Phone	808-541-1505/1506
Fax	808-541-1500

Overview of Career Information Services

Who is this for This information applies to:

- Coast Guard Active Duty
 - Coast Guard Reserves,
 - Coast Guard Retired,
 - Coast Guard Dependents, and
 - Auxiliary
-

Purpose This describes career information services available at ISC Honolulu.

Services Available The following services are available from the Career Development Advisor (CDA):

Individual counseling on:

- career continuation programs
- Coast Guard training opportunities
- Goal setting
- Financial awareness
- Advancement
- Enlisted evaluation

Additional Career Information on:

- Class "A" school selection
- USMAP
- Myers-Briggs Type Indicator
- Retirement programs

CDA Overview Training:

- Goal setting
 - USMAP
 - Advancement/Enlisted Evaluation
 - Mentoring
 - Voluntary Education
 - Financial Awareness
-

Continued on next page

Overview of Career Information Services, Continued

Requesting services

Individuals: To schedule individual or benefits counseling call the CDA at 541-1587. Work-Life Center walk-in requests are on a time-available basis.

Commands: To schedule command training call the CDA at 541-1507. Budgetary constraints sometimes require command resources.

Note: If the CDA is not available leave a voice mail request.

Results and follow-up

Requests for services will be scheduled as soon as possible. If further information is required to meet the needs of the client, these sessions will be scheduled within the next 5 working days.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (cf)
Position	Career Development Advisor
Phone	808-541-1508
Fax	808-541-1500

Work-Life Programs

Suicide Intervention
Health Promotion Program Services
Health Risk Assessment Program Overview
Employee Assistance Program Overview
Employment Resource Program Overview
Obtaining Spouse, Child and Elder Abuse Prevention Services
Child Care Resources Overview
Applying for Coast Guard Family Care Provider Certification
Special Needs Program Resources Overview
Enrolling in Special Needs Program
Critical Incident Stress Management (CISM) Services
Early Return of Dependents & Humanitarian Assignment Consulting Services
Assisting Rape or Sexual Assault Victims
Crime Victim Compensation Program
Ombudsman Support Program Overview

Suicide Intervention

Who this is for This information applies to Coast Guard:

- Active Duty, and
 - active duty family members in the D14 Area of Responsibility (AOR) Hawaii, MARSEC, and FEACTION.
-

Purpose This describes how to respond to suicide talk, gestures and attempts made by active duty Coast Guard personnel or their family members.

Reference information you will need You will need the following reference information when reporting suicide incidents.

- (a) Suicide Prevention Instruction, COMDTINST 1734.1 (series)
-

Warning **Never leave a person alone who has made suicidal talk, gestures, or has attempted suicide until medical personnel arrive.**

Definitions The below definitions are associated with suicide:

Term	Definition
Suicide	A self-induced death, consciously intended, and carried out with the knowledge that death will occur.
Suicide attempt	An intentional act causing physical self harm, where death would have occurred had there been no intervention.
Suicide gesture	An intentional act causing or intending to cause physical harm in a way normally associated with suicide, but which would not have caused death even without intervention.

Continued on next page

Suicide Intervention, Continued

Definitions, (continued)

Term	Definition
Suicidal talk	A statement or pattern of statements, words, or behaviors, which reveal a preoccupation with the idea of self induced death.

Who to contact for assistance

The table below describes who to notify whenever there is suicidal talk, a suicide gesture, or attempt:

IF active duty...	THEN immediately contact...	AND...
Member	member's command or OOD after duty hours	follow intervention process below.
family member	local emergency services	follow intervention process below.

Suicide intervention process

The table below describes the suicide intervention process.

Stage	Description
1	Person becoming aware of suicidal talk, gesture, or attempt, immediately contacts command, OOD, or local emergency services. <u>Note:</u> <u>Do not leave person alone.</u>
2	Command, OOD or local emergency service transports individual to nearest military medical facility as quickly as possible. <u>Note:</u> If located in a geographical area without military medical facility, escort the individual to the nearest civilian hospital and then contact the nearest military medical facility for further instructions.
3	Medical facility conducts initial assessment and determines proper treatment and referral.

Continued on next page

Suicide Intervention, Continued

Suicide intervention process, (continued)

Stage	Description
4	Member's command notifies the ISC Honolulu Work-Life Center Employee Assistance Program Coordinator (EAPC) at 808-541-1585. <u>Note:</u> If unable to contact the EAPC directly, call the Operations Center at 808-541-2483 and request they page the Work-Life Center EAPC.
5	EAPC reports suicide incident to G-WKW-2 in accordance with reference (a).
6	Medical treatment facility initiates necessary follow-up treatment.

Results and follow-up

You can expect on-the-phone assistance/advice from the EAPC. If the EAPC is unavailable, call the Family Advocacy Specialist at 808-541-1582. If both are unavailable, call the Work-Life Supervisor at 808-541-1581.

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (cw)
Position	Employee Assistance Program Coordinator
Phone	808-541-1585
Fax	808-541-1590

Health Promotion Services

Who this is for This information applies to personnel entitled to Coast Guard Health Promotion Program services. These Coast Guard individuals are:

- Active Duty, Reserve, Retired, and their dependents
 - Civil Service employees and their dependents
 - Exchange Service employees and their dependents
 - MWR employees and their dependents, and
 - Auxiliary and their dependents.
-

Purpose This describes the health promotion services available through the Work-Life Center at Integrated Support Command (ISC) Honolulu.

Wellness services available The following health promotion services are available, upon request, from the Health Promotion Manager.

Training:

- HIV/AIDS
- Stress Map
- Cardio Pulmonary Resuscitation (CPR)
- First Aid
- fitness walking
- healthy back
- healthy living
- tobacco cessation
- nutritional
- alcohol awareness
- physical fitness

Personal counseling:

- computerized wellness assessments
 - nutritional
 - physical fitness
 - exercise program recommendations
 - body composition analysis
-

Continued on next page

Health Promotion Services, Continued

Requesting services

To request health promotion services, contact the ISC Honolulu Work-Life Health Promotion Manager at 808-541-1583 and your request will be scheduled for the first available appointment.

Unit Fitness Leader

All units have Unit Health Promotion Coordinators assigned. These individuals serve as the unit point of contact to assist individuals in improving their wellness. The ISC Health Promotion Manager often coordinates with the Health Promotion Coordinators to deliver training, materials, and to assist them as a resource with expert advice.

Point of contact

If you need help or additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (cw)
Position	Health Promotion Manager
Phone	808-541-1583
Fax	808-541-1590

Wellness Assessment Program Overview

Who this is for This information applies to personnel entitled to wellness assessments. These Coast Guard individuals are:

- Active Duty, Reserves, Retirees, and their dependents
 - Civil Service employees and their dependents
 - Exchange System employees and their dependents
 - MWR employees and their dependents, and
 - Auxiliary and their dependents.
-

Purpose This describes wellness assessments available through the Integrated Support Command Honolulu (ISC) Health Promotion Manager.

Wellness assessment The Health Promotion Manager conducts physical wellness assessments for eligible personnel using the WellSource Personal Wellness Profile. The assessment measures:

- resting blood pressure
- resting heart rate
- body composition
- waist-to-hip ratio, and
- cholesterol

It also measures fitness through:

- sit ups
- sit and reach
- either a 1.5 mile run or 1 mile walk, and
- push-ups

These measurements are combined to determine overall wellness.

Continued on next page

Wellness Assessment Program Overview, Continued

Wellness assessment process

The table below describes the wellness assessment process:

Stage	Description
1	Individual desiring a wellness assessment contacts the Health Promotion Manager at 808-541-1583 to schedule an assessment.
2	Wellness assessment participant follows these guidelines: <ul style="list-style-type: none"> • <u>Do not</u> drink coffee, tea, or cola for 4 to 6 hours before the assessment. • <u>Do not</u> use any form of tobacco for 2 hours prior to the assessment. • <u>Do not</u> eat 4 hours prior to assessment. • <u>Do not</u> take vitamin/mineral/herbal supplement and bring name(s) to the assessment. • <u>Do</u> take prescribed medication as usual and bring name of medicine and dosage to the assessment. • <u>Do</u> wear exercise clothing and sneakers to the assessment. • <u>Do not</u> wear leotards or pantyhose.
3	Wellness assessment participant fills out a life-style questionnaire on the day of the assessment. The questionnaire, number 2 pencil, and explicit instructions will be provided to the participant.
4	Wellness assessment participants take the wellness assessment (body measurements and fitness measures) under the supervision of the Health Promotion Manager .

Confidentiality

Wellsource Personal Wellness Profiles are processed locally by the Health Promotion Manager. Results are confidential and safeguarded.

To get the most benefit

Annual participation in the program is highly encouraged.

Results and follow-up

Participant receives computerized wellness assessment results, within two weeks.

Continued on next page

Wellness Assessment Program Overview, Continued

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (cw)
Position	Health Promotion Manager
Phone	808-541-1583
Fax	808-541-1590

Employee Assistance Program Overview

Who this is for This information applies to personnel authorized to use Employee Assistance Program (EAP) services. These individuals are Coast Guard:

- Active Duty, Reserves, Retirees and their dependents
 - Civil Service employees and their dependents
 - Exchange System employees and their dependents, and
 - MWR Employees and their dependents.
-

Purpose This describes EAP training and counseling services available at Integrated Support Command (ISC) Honolulu.

Reference information you will need The following references discuss mandatory EAP training.

- Suicide Prevention, COMDTINST 1734.1
 - Work Place Violence and Threatening Behavior, COMDTINST 5370.1
-

Available classroom training The following training is available through the ISC Honolulu Work-Life Center:

- Suicide Prevention (This fulfills the mandated training requirement in reference (a)).
 - Work Place Violence and Threatening Behavior (This fulfills the mandated training requirement in reference (b)).
 - EAP services overview
 - Details the eight programs managed by EAP
 - Financial awareness
 - Overview of personal financial services
 - Introduction to financial lifecycle
 - Accumulating capital
 - Investing properly
 - Retirement planning
 - rape and sexual assault awareness and prevention
 - general audience
 - command briefing
 - supervisor's course
-

Continued on next page

Employee Assistance Program Overview, Continued

Available classroom training, (continued)

- Critical Incident Stress Management (CISM)
 - Defines critical incident
 - Common reactions
 - Various levels of intervention
-

Available counseling services

The following individual EAP counseling services are available through the ISC Honolulu Work-Life Center:

- Situation assessment, information and referral
 - Assessment for referral to EAP program (civilian counselors) private, confidential counseling
 - Personal financial assessment
 - Victim advocate
 - Victim and Witness assistance information, and
 - CISM post-incident intervention.
-

Requesting classroom training

To request EAP classroom training, contact the EAP Coordinator at ISC Honolulu Work-Life Center on a walk-in basis or by calling 808-541-1585. Normally units will state their desired training site location.

Note: Approval of training requests for site locations other than the Oahu area, depends on available travel funds. Requesters may be asked to assist with funding.

Requesting counseling services

To request EAP counseling services, contact the EAP Coordinator at the ISC Honolulu Work-Life Center on a walk-in basis or by calling 808-541-1585. Normally appointments are scheduled on the phone. Personnel may call the EAP contracted services directly, 24 hours a day, by calling 800-222-0364; although, contacting the ISC EAPC provides an additional level of personal assistance.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (cw)
Position	Employee Assistance Program Manager
Phone	808-541-1585
Fax	808-541-1590

Employment Resource Program Overview

Who this is for This information applies to personnel authorized Coast Guard employment assistance services. These Coast Guard individuals are:

- Active Duty, Reserves, Retirees, and their dependents
 - Civil Service employees and their dependents
 - Recently separated active duty (6 months or less) and their dependents
 - Auxiliary and their dependents
 - Exchange System employees, and
 - MWR employees.
-

Purpose This describes job assistance services available through the Work-Life Center located at the Integrated Support Command (ISC) Honolulu.

Counselor assisted services The following counselor-assisted services are available at the ISC Honolulu Work-Life Center:

- Internet job search
- Joint Employment Management System (JEMS) job search
- Resume Preparation
- Federal Job Application
- Civilian Job Application
- Review and critique of existing resumes and job applications.

Note: JEMS is an electronic job referral data bank for local jobs. Job referrals are downloaded daily to the Work-Life Center client resource center from the JEMS computer. User access is through an appointment and interview process.

Walk-in self help services The following computer programs are available at the Work-Life Center client resource center for use on a walk-in basis if they are not being used.

- Quick & Easy federal job application software
 - Resume writing software
-

Continued on next page

Employment Resource Program Overview, Continued

Walk-in self help services, (continued)

- Word processing software (Microsoft Word)
- Internet access for job searches

Employment assistance process

The table below describes the employment assistance process.

Stage	Description
1	Job seeker contacts the Transition and Relocation Manager (TRM) who coordinates the Employment Resource Program at the ISC Honolulu Work-Life Center on a walk-in basis or calls 541-1586. During this initial contact, it is determined which service fits the job seeker's needs and eligibility.
2	The TRM schedules appointment with the job seeker. <u>Note:</u> If TRM has open time, walk-in appointments will be accommodated. If available, job seeker should bring a copy of work history.
3	Job seeker wanting JEMS job referral assistance completes an Employment Resource Center application for JEMS services during initial interview. <u>Note:</u> Existing resumes can be used for the employment history section of the application. Bring them to the initial interview.
4	TRM reviews job seeker's employment history, educational background, and occupational preferences.
5	TRM enters application information into the JEMS job data bank client tracking program.
6	Job seeker queries the JEMS job data bank for job referrals. <u>Note:</u> During the initial use of the JEMS job data bank, the job seeker is instructed in the proper use of the system. During subsequent visits, the presence of the TRM is not required to use the system.
7	Job seeker prints job referrals queued for printing during stage #6.
8	Job seeker informs the TRM of the number of job referrals taken.
9	Job seeker contacts prospective employer in accordance with instructions on the referral and verbal instructions of the TRM.

Continued on next page

Employment Resource Program Overview, Continued

**Employment
assistance
process**

Requests for services are scheduled on the phone and normally within two days of the request. If further information is required to meet the needs of the client, these sessions will be scheduled within the next 5 working days.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (cw)
Position	Transition and Relocation Manager
Phone	808-541-1586
Fax	808-541-1590

Obtaining Spouse, Child, and Elder Abuse Prevention Services

Who this is for This information applies to Coast Guard personnel in the D14 Area of Responsibility (AOR) Hawaii, MARSEC, and FEACT. These individuals are:

- Active Duty, Reserves, Retirees, and their dependents
- Civil Service employees and their dependents
- Exchange System employees and their dependents
- MWR employees and their dependents, and
- Auxiliary and their dependents.

Purpose This describes how to obtain spouse, child, and elder abuse services.

Definitions Spouse Abuse: Spouse abuse is assault, battery, threat to injure or kill, other acts of force or violence, or emotional maltreatment inflicted on a partner in a marriage or incidents where live-in relationships result in abuse.

Child Abuse. Child abuse is physical injury, sexual or emotional maltreatment, deprivation of necessities, neglect leading to safety risk, or a combination of the above, to a child by an individual responsible for the child’s welfare. A child is any person under 18 years of age or an individual of any age who is incapable of self support because of mental or physical incapacity and for whom treatment in a medical treatment facility is authorized.

Elder Abuse. Elder abuse is an act or an omission of activity by one having the care, custody, or responsibility for an elderly person which results in harm or threatened harm. Types of elder abuse are neglect, physical, material, psychological/emotional, or violation of rights.

Immediate Danger If person is in immediate danger, follow procedure below:

IF residence is...	THEN...
KKH Coast Guard housing	call Fort Shafter Police at 438-9396, 911, or local police department.
Other military quarters	call the military police with jurisdiction for those quarters
Civilian housing not under military jurisdiction	call 911 or other emergency number for the local police department

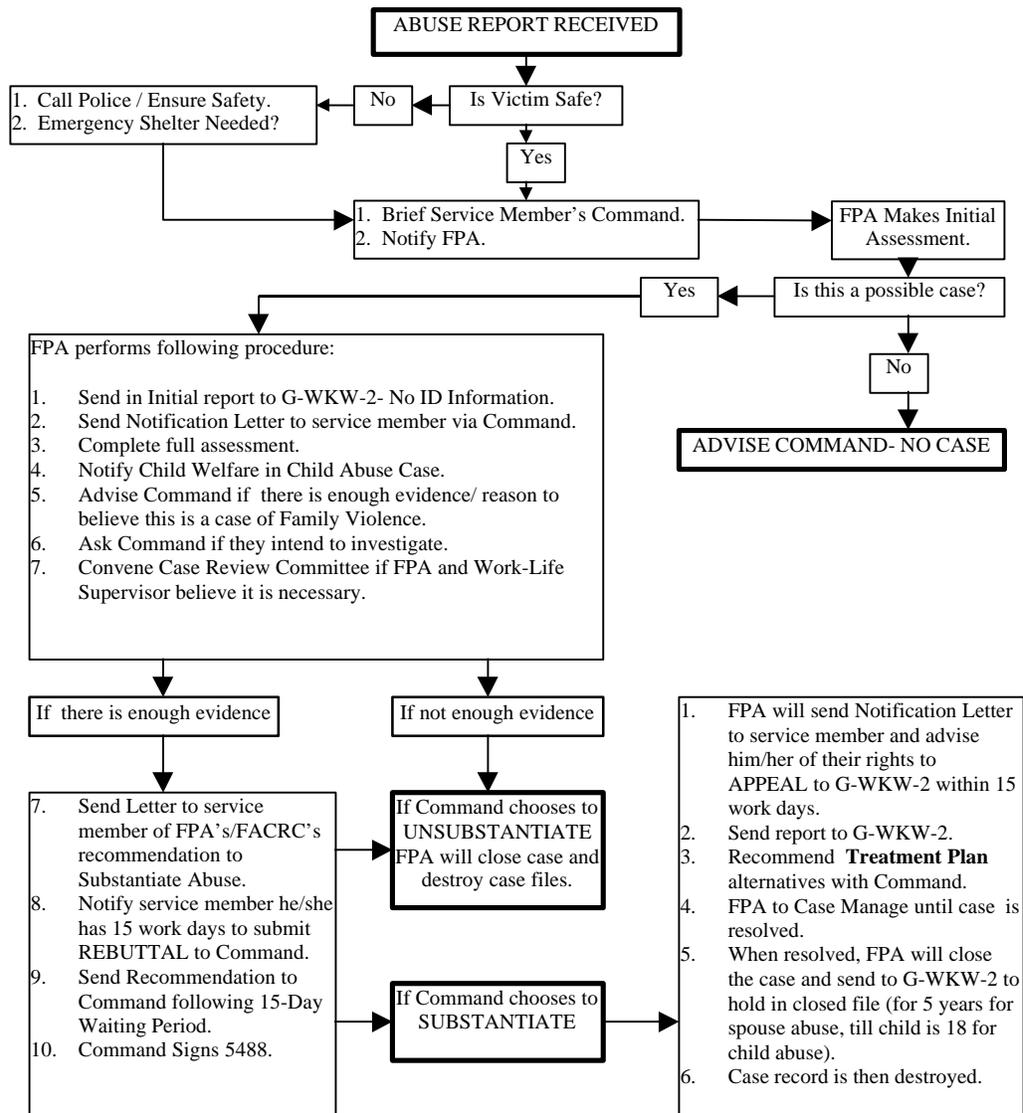
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Obtaining Spouse, Child, and Elder Abuse Prevention Services, Continued

Abuse Assistance

All members of Team Coast Guard are encouraged to contact the Family Advocacy Specialist (FAS) for information about and referral to appropriate therapeutic, educational, or support resources. All members are also required to report suspected abuse to the FAS to ensure professional assessment, both for victim safety and for therapeutic assistance.

Reporting and Case Management Flowchart



Continued on next page

Obtaining Spouse, Child, and Elder Abuse Prevention Services, Continued

Confidentiality Individuals using these services and individuals reporting suspected abuse are assured appropriate confidentiality.

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (cw)
Position	Family Advocacy Specialist
Phone	808-541-1582
Fax	808-541-1590

Child Care Resources Overview

Who is this for This information applies to personnel entitled to child care resource information. These Coast Guard individuals are:

- Active Duty, Reserves, Retirees and their dependents
 - Civil Service employees
 - Exchange System employees, and
 - MWR employees.
-

Purpose This describes childcare resources available through the Integrated Support Command Honolulu (ISC) Family Resource Specialist.

Resources available The following childcare resources are available upon request at the ISC Honolulu Work-Life Center.

- List of Coast Guard Certified Family Child Care Providers:
 - This lists Coast Guard certified Family Child Care Providers.
 - “How to Choose a Child Care Provider” booklet.
 - This provides the child care seeker with a check list on how to obtain quality child care.
 - Kidsline referral program.
 - This U. S. Navy (USN) Child Care Resource And Referral Program lists all USN Child Development Centers (CDC) and family home care providers.
 - People Attentive to Children (PATCH) referral service.
 - This non-profit, civilian resource and referral service lists civilian child care providers by area (i.e., Salt Lake, Red Hill, etc.) and services by type of care and age of child accepted.
 - Directory of Pre-Schools
 - This lists military CDC’s & civilian pre-schools
 - Super-Sitters
 - This lists Armed Services YMCA certified, teenage baby sitters in the Aliamanu Crater and Red Hill housing areas.
-

Continued on next page

Child Care Resources Overview, Continued

Requesting resources

Child care seekers may obtain listed child care resources by contacting the Family Resource Specialist 541-1584.

Point of contact If you need help or additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (cw)
Position	Family Resource Specialist
Phone	808-541-1584
Fax	808-541-1590

Applying for Coast Guard Family Child Care Provider Certification

Who this is for This information applies to personnel entitled to be certified as Coast Guard Family Child Care Providers. These Coast Guard individuals are:

- Active Duty family members (at least 18 years of age) residing in Coast Guard-owned or leased-housing.

Purpose This describes how to apply for Coast Guard certification as a Family Child Care Provider through the Family Resource Specialist (FRS) at Integrated Support Command (ISC) Honolulu.

Reference information you will need You will need the following reference information to apply for certification:

- (a) Child Development Services Manual, COMDTINST M1754.15, Chapter 5

Application process The table below describes the certification process.

Stage	Description
1	Applicant completes initial eligibility interview with the FRS. To schedule interview, call the FRS at 541-1584.
2	Applicant obtains application package from FRS consisting of: <ul style="list-style-type: none"> • Family Child Care Handbook • FBI fingerprint card, FD-258 (REV.12-29-82) • Application to Provide Family Child Care, enclosure (14) to reference (a) • Authorization for Release of Information, enclosure (17) to reference (a) • Subject Interview for Child Care Providers, enclosure (18) to reference (a), and • Family Child Care Inspection Checklist, enclosure (19) to reference (a).

Continued on next page

Applying for Coast Guard Family Child Care Provider Certification, Continued

Application process, (continued)

Stage	Description
3	Applicant obtains Red Cross certification or equivalent in Cardio Pulmonary Resuscitation (CPR) and First Aid and forwards to FRS.
4	Applicant obtains health clearance certification from a medical doctor to be a child care provider and forwards to FRS. All members of the household need a clearance.
5	Applicant completes all forms provided in the application package and returns to FRS
6	FRS completes initial in-home inspection covering: <ul style="list-style-type: none"> • fire & safety • health • administration (forms), and • program activities.
7	Applicant provides three (3) references to the FRS.
8	Applicant purchases child care liability insurance and provides proof of insurance to FRS.

Results and follow-up

Applicants can expect to receive their Child Care Provider Certificate 6 - 8 weeks from the date all application requirements have been met. To check the certificate status, call the point of contact at the number below.

Point of contact

If you need help or additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (cw)
Position	Family Resource Specialist
Phone	808-541-1584
Fax	808-541-1590

Special Needs Program Resources Overview

Who this is for This information applies to Coast Guard:

- Active Duty, Reserves, Retirees, and their dependents, and
 - Civil Service employees and their dependents.
-

Purpose This describes the Coast Guard Special Needs Program available through the Integrated Support Command (ISC) Honolulu Family Resource Specialist (FRS).

Definition A “Special Need” is a diagnosed, professionally documented long-term medical, physical, mental, or educational disability.

Resources available The following special needs resources are available upon request at the ISC Honolulu Work-Life Center or the Red Hill Work-Life Center satellite office.

- Tripler Army Medical Center Directory & Guide (current year)
 - categorized file of various special needs resources (i.e. support groups)
 - advocate/liaison to work with public schools (elementary, intermediate, and high school) to ensure that your special needs child receives appropriate educational services.
 - workshop/conference information on special needs
 - special needs program enrollment appointments, and
 - help ascertaining resources at prospective transfer location.
-

Requesting resources To access special needs resources, contact the FRS at 541-1584.

Point of contact If you need help or additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (cw)
Position	Family Resource Specialist
Phone	808-541-1584
Fax	808-541-1590

Enrolling in Special Needs Program

Who this is for This information applies to personnel entitled to use the Coast Guard Special Needs Program. These Coast Guard individuals are:

- Active Duty, Reserves, Retirees, and their dependents, and
- Civil Service employees and their dependents.

Purpose This describes how to enroll in the Coast Guard Special Needs Program through the Family Resource Specialist (FRS) at the Integrated Support Command Honolulu.

Enrollment process The table below describes the Coast Guard Special Needs Program enrollment process.

Stage	Description
1	Applicant completes initial eligibility interview with the FRS to schedule interview by calling the FRS at 541-1584.
2	FRS provides applicant with an enrollment form and instructions on how to obtain the necessary documents to support the special needs diagnosis.
3	Applicant completes the Special Needs Program enrollment form and documentation of special needs diagnosis and submits to FRS.
4	FRS or the Family Advocacy Specialist (FAS) approves for program enrollment and forwards the necessary documents to Commandant (G-WKW-2). The original enrollment package is maintained at the Work-Life Center, secured for confidentiality.

Results and follow-up

- The FRS or FAS will notify the applicant they are approved or disapproved for the Special Needs Program upon receipt of enrollment form and current diagnosis documents.
- FRS and/or FAS will provide ongoing assistance, depending on the nature of the special need, throughout the sponsor's tour in this AOR.

Continued on next page

Enrolling in Special Needs Program, Continued

Point of contact If you need help or additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (cw)
Position	Family Resource Specialist
Phone	808-541-1584
Fax	808-541-1590

Critical Incident Stress Management (CISM) Services

Who this is for This information applies to:

- Coast Guard units in the D14 Area of Responsibility (AOR) Hawaii, MARSEC, FEACT, and
- visiting cutters to the D14 AOR.

Purpose This describes how to request Critical Incident Stress Management (CISM) services available through the Integrated Support Command (ISC) Honolulu.

Definitions Critical Incident: A critical incident is an event of such emotional power as to overwhelm a person or group's ability to cope, or impact it to such a degree that there may be lingering affects. It is any event which can traumatize. See examples below.

CISM Team Coordinator: The Work-Life Center Employee Assistance Program Coordinator (EAPC) is the CISM Team Coordinator. The Work-Life Supervisor or another ISC's EAPC will act as coordinator if the ISC Honolulu EAPC is not available.

CISM Team: The CISM team consists of a trained team leader, mental health professional, peer facilitators and, when possible, a chaplain.

Note: All CISM team members are trained by the International Critical Incident Stress Foundation, Inc., or a foundation certified trainer.

Critical incidents which may require assistance CISM teams are available to assist individuals dealing with critical incidents. Such incidents may include:

- death or serious injury to a member or employee of the Coast Guard
- death, terminal illness or serious injury of children or spouse of a Coast Guard member or employee
- fatalities or seriously injured survivors (i.e., infant death, unusually grotesque injuries, etc.)
- life-threatening situation to a responding crew (e.g., SAR case involving extremely dangerous conditions, catastrophic equipment failure, etc.)
- sustained operations of long duration affecting deployed members and families (e.g., major oil spill, etc.)
- suicide of member or family member, and

Continued on next page

Critical Incident Stress Management (CISM) Services, Continued

Critical incidents which may require assistance,
(continued)

- suicide of family member, and
- use of deadly force.

Note: Although the outcome of an operation may be positive, the operation itself may have been traumatic.

Levels of intervention

The table below shows various levels of intervention available from CISM teams.

Level	Description
Pre-incident training	Work-Life training to ensure personnel and their families are aware of the signs and symptoms of critical incident stress.
Command Advice	Advise commanding officers on how to minimize critical incident stress and effectively manage its effects.
Demobilization	Training in symptom recognition of critical incident stress on scene (as crews rotate out) in sustained operational situations.
One-on-one support	Provide on-scene support during a crisis or disaster situation or anytime after initial crisis impact.
Defusing	One-hour, three-step process to lessen the emotional impact of a critical incident event. Accomplished within 12 to 24 hours of the incident.
Debriefing	Seven-step process that provides closure to a traumatic event. Accomplished 24 to 72 hours after the incident; however, the latest research shows even “late” debriefings have value.
Follow-up	Individual contact made by a member of the original CISM team.

Continued on next page

Critical Incident Stress Management (CISM) Services, Continued

Requesting intervention

The following process shows how to request CISM team intervention.

Stage	Description
1	Unit executive officer or command designee notifies CISM Coordinator at 808-541-1580/5 of the need for intervention. <u>Note:</u> If unable to contact the CISM Coordinator directly, call the Operations Center at 541-2450 and request they page the Work-Life Center EAPC or Work-Life Supervisor.
2	Unit executive officer provides the CISM Coordinator with the following information: <ul style="list-style-type: none"> • description of the incident, and • personnel affected.
3	Unit executive officer receives feedback from the CISM Coordinator about the level of intervention needed based on the information provided in stage #2.
4	If needed CISM Coordinator notifies unit executive officer of team leader and peer facilitators arrival time at the requested location.

Results and follow-up

Normally, the EAPC will confirm on the phone when assistance will be provided.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (cw)
Position	Employee Assistance Program Coordinator
Phone	808-541-1585/0
Fax	808-541-1590

Early Return of Dependents and Humanitarian Assignment Consulting Services

Who this is for This information applies to the D14 Area of Responsibility (AOR) Hawaii, MARSEC, FEACT, and

- Commanding officers
 - Executive officers, and
 - Active Duty and their dependents.
-

Purpose This describes Early Return of Dependents (ERD) and Humanitarian Assignment (HUMS) consulting services available through the Work-Life Center located at the Integrated Support Command (ISC) Honolulu.

Reference information you will need You will need the following reference material to apply for ERD or HUMS. Reference (a) applies to ERD. Reference (b) applies to HUMS.

- (a) Joint Federal Travel Regulations, JFTR 5240
 - (b) USCG Personnel Manual, Chapter 4-B-11
-

Consulting services to commands Work-Life is able to provide commands with an assessment of need for persons requesting ERD and HUMS. A needs assessment includes the following:

- conduct interview(s)
 - research reliability of applicant's information
 - if applicable, research support resources for applicant (locally and/or at desired location), and
 - report findings to the applicant's command.
-

Consulting services to individuals The Work-Life staff will review references (a) and (b) with individual members to assist in determining if they qualify for these programs and help individuals determine if these programs are the best way to deal with their needs.

Continued on next page

Early Return of Dependents and Humanitarian Assignment Consulting Services, Continued

Requesting consulting services

To request consulting services, contact the ISC Honolulu Work-Life Family Advocacy Specialist (FAS) at 808-541-1582 and your request will be handled on the phone or scheduled for the first available appointment.

Results and follow-up

You can expect immediate on-the-phone information assistance from the FAS. A written report on interview/s will be mailed or faxed to the command within 5 working days of the interview/s.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (cw)
Position	Family Advocacy Specialist
Phone	808-541-1582
Fax	808-541-1590

Assisting Rape or Sexual Assault Victims

Who this is for This information applies to:

- Coast Guard units in the D14 Area of Responsibility (AOR) Hawaii, MARSEC, FEACTION, and
- Visiting cutters to the D14 AOR.

Purpose This describes how to assist rape or sexual assault victims.

Reference information you will need The following reference provides information to report a rape or sexual assault:

- (a) Reporting of Rape and Sexual Assault, COMDINST 1754.10

Support to victims Assisting rape or sexual assault victims includes helping a victim deal with legal, emotional, medical, and administrative issues. This topic provides a checklist (enclosure 1) to help commands assist victims. However, commands should immediately contact the Employee Assistance Program Coordinator (EAPC), ISC Honolulu (cw) Work-Life Staff, rather than attempting to assist victims on their own.

Chaplain support The D14 Chaplain is also available to provide support if the victim wants it. Notify the D14 Chaplain (pager 808-576-7085) only if victim concurs.

Reporting The EAPC assists commands by reporting the incident to Commandant in accordance with the requirements of reference (a).

Enclosure The enclosure is at the end of this topic and is provided to assist you:

- (1) [Checklist for assisting victims of rape or sexual assault.](#)

Continued on next page

Assisting Rape or Sexual Assault Victims, Continued

Results and follow-up

You can expect immediate on-the-phone assistance/advice from the EAPC. If the EAPC is unavailable, call the Work-Life Supervisor. Use of pagers and/or home telephone numbers is encouraged at any time.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (cw)
Position	Employee Assistance Program Coordinator
Phone	808-541-1585
Fax	808-541-1590

If you need after hours/weekend assistance in contacting the EAPC or Worklife Staff contact:

Branch	ISC Honolulu
Position	OOD
Phone	808-541-2491

Assisting Rape or Sexual Assault Victims, Continued

Checklist ASSISTING RAPE OR SEXUAL ASSAULT VICTIMS

The following guidance applies to victims reporting an assault within 72 hours of the assault. Sexual assault and rape are serious, violent crimes. The impact on victims is life-long. Personnel assisting victims of sexual assault **MUST** consider the following:

- 1. **SUPPORT**, reassure the victim. Provide blanket/cover for the victim if necessary.
- 2. **CONTACT** appropriate law enforcement, investigative personnel:
 - Fort Shafter Police: 808-438-7114.
 - Coast Guard Investigative Service (CGIS): 808-541-2301.
 - Honolulu Police Department: 911.
 - Agency appropriate for commands outside Hawaii.
- 3. **ENCOURAGE** medical treatment, Tripler Army Medical Center (TAMC) emergency room, 808-433-6629, or other appropriate medical facility.
- 4. **ENCOURAGE** the victim to preserve evidence and:
 - **Not** to wash or shower
 - **Not** to change clothes
 - **Not** to clean or change the scene of the crime
 - **Not** to eat or drink anything
- 5. **NOTE THE FOLLOWING DO'S AND DON'TS:**
 - **DO** be sensitive. The victim has survived a life-threatening crisis and is experiencing **EXTREME FEAR** and **LOSS OF CONTROL**.
 - **DO** respond to reasonable requests and provide transportation to security, the clinic, or hospital.
 - **DO** assist the victim to contact friend, family, or crisis worker, Victim Advocate 808-541-1585 or the Sex Abuse Treatment Center 808-524-7273.
 - **DO** stay with the victim until Security personnel or CGIS arrives and introduce the victim to the officers or agent.
 - **DO NOT** ask the victim for details, ask more than one question at a time, ask questions that are accusatory.

Sensitivity to the victim is essential. The early attention and SUPPORT you provide significantly impacts the victim's recovery.
(For victims reporting assault post 72 hours, utilize items 1, 2, 3 and 6 as applicable.)

Enclosure (1)

Crime Victim Compensation Program

Who this is for	<p>This information applies to Hawaiian Islands:</p> <ul style="list-style-type: none">• Active duty, Reserves, Retirees, and their dependents,• Civil Service employees and their dependents,• Coast Guard Exchange System employees and their dependents, and• Coast Guard MWR employees and their dependents.
Purpose	<p>This describes the state crime victim compensation program.</p>
Program description	<p>Every state operates a program to help pay for some of the expenses resulting from crimes involving violence or abuse. The crime victim compensation program will pay for certain expenses not covered by insurance or another public benefit program.</p>
Who is eligible	<p>Persons who meet any of the following criteria can apply for compensation:</p> <ul style="list-style-type: none">• victim who has been physically injured• victim who suffers emotional injury as a result of violence or threats, even though no physical injury resulted, or• family members of a deceased victim.
Crime victim compensation office	<p>State of Hawaii - The Criminal Injuries Compensation Commission. Phone number 808-587-1143</p>
Application	<p>The following describes the application requirements.</p> <ul style="list-style-type: none">• Report the crime to law enforcement authorities. Most states have a 72-hour reporting requirement. Failure to report within 72-hours may result in program ineligibility.• Cooperate in the investigation and prosecution of the crime.• File a timely application with the state crime victim compensation program and provide the information requested.

Continued on next page

Crime Victim Compensation Program, Continued

Point of contact If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (cw)
Position	Employee Assistance Program Coordinator
Phone	808-541-1585
Fax	808-541-1590

Ombudsman Support Program Overview

Who this is for This information applies to the D14 Area of Responsibility (AOR) Hawaii, MARSEC, and FEACT:

- commanding officers
 - executive officers, and
 - appointed unit Ombudsmen.
-

Purpose This describes Ombudsman support program services available through the Work-Life Center located at the Integrated Support Command (ISC) Honolulu.

Reference information you will need The following reference material provides guidance for the Ombudsman program:

- (a) Ombudsman - The Command Family Representative, COMDINST 1750.4b
 - (b) Ombudsman Handbook, COMDTPUB P1750.13
-

Ombudsman recruiting The ISC Honolulu Ombudsman Program Coordinator (OPC), a volunteer position, provides recruitment guidance to commanding officer's in interpreting and applying references (a) and (b). These give clear guidance in the recruitment of unit Ombudsmen.

Ombudsman training The OPC provides information and training for unit Ombudsman:

Program	Description
Indoctrination	For incoming Ombudsmen; held at Naval Station Pearl Harbor, Family Service Center.
Meetings	For all Ombudsmen on Oahu; a quarterly meeting to discuss programs and previous month's activities. Training on appropriate subject areas is provided.
Conference	Annual three-day Ombudsman conference held at Sand Island.
Individual training	Tailored training provided or arranged by the OPC on request.

Continued on next page

Ombudsman Support Program Overview, Continued

Support to Ombudsmen

The OPC provides or arranges advice and guidance on program-related subjects and publications for unit Ombudsmen. The OPC also maintains directives of Health and Human Services programs available through Federal, DOD, and local agencies programs and can refer Ombudsmen to these programs for assistance.

Requesting services

To request Ombudsman support program services, contact the ISC Honolulu Work-Life OPC at 808-541-1582. Your request will be answered on the phone or you will be scheduled for the first available appointment.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (cw)
Position	Ombudsman Program Coordinator
Phone	808-541-1582
Fax	808-541-1590

EMERGENCY SERVICES
Abuse; Spouse, Child, and Elder
Casualties; Personnel
CISM (Critical Incident Stress Management)
Death; personnel
Debriefings, Defusings, Demobilizations; CISM
Emergency Leave Travel
Employee Assistance Program (EAP)
Family Advocacy Intervention
Housing Maintenance
Medical Care
Mutual Assistance
Rape/Sexual Assault Assistance
Suicide Intervention

GENERAL TOPICS

Abuse Prevention Services, Spouse, Child, and Elder.....
Academy Applications
Active Duty Supplemental Educational Grants (ADSEG)
Activities Overview; MWR Programs and
Administration Branch; ISC Honolulu
Admiral Roland Student Loans
Air, Compressed
AIRSTA Barbers Point Freight Shipping
Alcohol Awareness Training
Allowance; Obtaining TLA
Applying for Mutual Assistance
Applying to Ship a Privately Owned Vehicle
Applying to Ship a Privately Owned Vehicle (Inter-Hawaiian Islands only)
Applying to Ship or Store Household Goods
Appointment; Dental
Approving a LUFs Procurement Request
Armed Forces Identification Cards & DEERS Enrollment
Assisting Rape or Sexual Assault Victims
ASVAB (Armed Services Vocation Aptitude Battery) Tests
Authorized Requisitioner and ACO Designation Memo Form
Authorized Requisitioner
Barbers Point AIRSTA Shipping of Freight
Benefits; Mass Transit
Binding and Printing Services; Procuring
Bonds; Savings (for Enlisted Person of Quarter)
Budgeting & Accounting Branch; ISC Honolulu
Burials At Sea
Cable TV
Canceling LUFs Procurement Request
Care; ISC Honolulu Medical
Career Development and Training Programs
Career Information Services, Training, and Counseling
Casualty and Decedent Affairs Overview
Certification as Family Care Provider
Certification Exam Programs Training and Counseling
CGMA
Child Abuse Prevention Services
Child Care Resources Overview
CISM (Critical Incident Stress Management) Services
CISM Counseling and Training
Claim for Reimbursement for Expenditures on Official Business Form
CLEP Examinations Training and Counseling
Clinic; ISC Honolulu

Collection of Solid Waste
College Course Enrollment Training and Counseling
Command Sponsorship of Dependents; Requesting
Commercial Fuel
Commercial Procurement Requests; Processing
Commissary Services for Visiting Cutters
Compensation Program; Crime Victim
Compressed Air
Comptroller Division
Comptroller Programs
Consolidated Morale Fund; Managing the D14 AOR
Contracting Warrants; Obtaining
Correspondence Courses and Tests; Ordering
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 Return of Dependents and Humanitarian Assignment
 Personal Finances
 Rape and Sexual Assault
 Stress
 Victim Advocacy
 Witness Assistance
 Work-Place Violence and Threatening Behavior
CPR (Cardio-Pulmonary Resuscitation) Training
Crane Services
Credit Card; Government Purchase
Crime Victim Compensation Program
Critical Incident Stress Management (CISM) Services
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Cutters
 Commissary Services for Visiting
 Port Services for Visiting
 Services for Deploying Homeported
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D14 Consolidated Morale Fund; Managing the
DANTES Training and Counseling
Death of Personnel
Debriefings, Defusings, Demobilizations; CISM
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Dental Plan; Enrolling into Active Duty Family Member Dental Plan (FMDP)
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DESC Contract; Fuel
Detail Record, Personal Property Form
Disposal of Hazardous Materials
Dockside Services
Drug Urinalysis Program
Early Return of Dependents & Humanitarian Assignment Consulting Services
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Educational Services, Training, and Counseling
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Employment Resource Program Overview
End of Course Tests
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Enrolling in Occupational Medical Monitoring Program (OMMP)
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Family Special Needs
Family Violence

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Financial Services
First Aid Training
FISC (Fleet industrial Supply Center) Pearl Harbor
Fitness Walking Training
Fleet Fuel Mastercard
Fleet Industrial Supply Center (FISC) Pearl Harbor
Flight Aviation Aptitude Tests
FMDP (Family Member Dental Plan)
Food Services Branch; ISC Honolulu
Force Optimization and Training Branch; ISC Honolulu
Forklift Training
Forklifts; Requesting and Operating in Shipping and Receiving
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Advances Worksheet
Application for CG Mutual Assistance Loan or Grant
Authorized Requisitioner and ACO Designation Memo
Claim for Reimbursement for Expenditures on Official Business
Counselor Recommendation Form CG Mutual Assistance Member
D14 AOR Consolidated Morale Fund Special Request
DD Form 1299 Worksheet
DD788(POV) Worksheet
Detail Record, Personal Property
Facilities Service Order
Government Purchase Card Cardholder Account Set-Up
Government Purchase Card Cardholder Account Update
Hawaii Resident Affidavit
Hazardous Material Transfer Sheet
Housing Assistance Supplemental Statement
Housing Checkout Form
Industrial Service Order
Informal Letter of Authorization
Member's Statement CGMA AD Supplemental Educational Grant
Morale Fund Financial Statement
Morale Fund Transaction Accounting Sheet
Morale Fund Transaction Accounting Sheet
Motor Transportation Request
Order for Supplies or Services
Personal Property Counseling Checklist
Pre-Acquisition Review/Certification
Printing and Binding Requisition
Privately Owned Vehicle Counseling Checklist
Procurement Request
Purchase Order—Invoice—Voucher

Request for Use of ISC Honolulu Facilities
Request for Waiver for Purchasing Non-Recycled Material
Requisition and Invoice / Shipping Document
Requester Determination
Shipper's Declaration
Shipping Request
Solicitation / Contract / Order for Commercial Items
Storage Request
SURF Requisition Log
TAD Travel Request/Authorization Worksheet
Temporary Lodging Allowance Claim Form
Temporary Lodging Allowance Provisions
Vehicle Processing Center Shipment Information Form
Vehicle Processing Center Shipment Counselling Worksheet

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Ordering from a Commercial Vendor Without Contract
Ordering from a Government Source
Selecting Vendor and Payment Method when Ordering

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Galley

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General Purpose Property; Reporting & Disposing of Excess

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Government Purchase Cardholder Account Update Form

Government Purchase Credit Card; Obtaining a

Government Vehicles

Grants; Educational

GTAs; Obtaining and Using

Hazardous Materials; Turn In of

Hazardous Material Transfer Sheet Form

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Health and Safety Division; ISC Honolulu

Health and Safety Programs

Health Benefits Advisor (HBA)

Health Services Branch; ISC Honolulu

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Healthy Living Training

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Housing Support Services

Maintenance Branch; ISC Honolulu

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Self-Help Equipment/Material Requests

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Support Branch; ISC Honolulu

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Budgeting & Accounting Branch

Environmental Branch

Food Services Branch

Force Optimization and Training Branch

Health and Safety Division

Health Services Branch

Housing Maintenance Branch

Industrial Support Branch

Maintenance Branch

Medical Services

Morale, Welfare, & Recreation Branch

Personnel Services Division

PERSRU (Personnel Reporting Unit) Branch

Port Services

Procurement & Logistics Branch

Safety & Environmental Health Services

Shipping & Receiving / Property Branch

Work-Life Branch

Work-Life Programs

JEMS (Joint Employment Management System) Job Searches

Job Search Assistance

Kidsline Referral Program

Landscaping, CG Housing

Lawyer; Direct Commission Program

Leave; Emergency

Line-handlers

Loans; Admiral Roland Student
Lodging Allowance; Obtaining Temporary
LOGREQ
LUFS General Information
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LUFS Procurement Request, Approving
LUFS Procurement Request, Completing
LUFS Procurement Request, Default Information; Modifying
LUFS Procurement Request, Deleting or Canceling
LUFS Procurement Request, Exiting
LUFS Procurement Request, Modifying
LUFS Procurement Request, Printing A
Mail Services; Accessing
Maintenance Branch; ISC Honolulu
Maintenance; Housing
Maritime Academy Reserve Training Program
Mass Transit Benefits
Material; Receiving
Medical Care; Obtaining from ISC Honolulu Clinic
Medical Programs
Medical Services; ISC Honolulu
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MILSTRIP
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Morale Fund Quarterly Reports; Processing
Morale Fund Transaction Accounting Sheet Form
Morale Fund Transaction Accounting Sheet Form
Morale Funds; Obtaining
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Morale Programs and Activities Overview
Morale, Welfare, & Recreation Branch; ISC Honolulu
Morale, Wellbeing, and Recreation (MWR)
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Mutual Assistance; Applying for
MWR (Morale, Wellbeing, and Recreation)
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Myers-Briggs Type Indicator Training and Counseling
NESU Honolulu Pre-Deployment Checklist

Nutritional Training
Obtaining and Using Government Transportation Authorization (GTA)
Obtaining Government Motor Vehicles
Obtaining Spouse, Child, and Elder Abuse Prevention Services
Occupational Medical Monitoring Program (OMMP)
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Off-Duty Education Training and Counseling
Officer Accession Programs; Applying for
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OMMP (Occupational Medical Monitoring Program)
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Orders; Requesting Reserve
PA (Public Address) System
PALS (Personalized Audit Lifestyle System)
PATCH (People Attentive to Children) Referral Program
Payment Methods for Fuel Vendors
PCS Processes
People Attentive to Children (PATCH) Referral Program
Permanent Change of Station (PCS) Processes
Personal Finances Training and Counseling
Personalized Audit Lifestyle System (PALS)
Personnel Services Administration Programs
Personnel Services Division; ISC Honolulu
PERSRU Branch; ISC Honolulu
PERSRU Services; Accessing
Pharmacy Supplies; Ordering through Prime Vendor
Physical Exam; Completing a
Physical Fitness Training
Plan; Dental
Port Services / Security Branch; ISC Honolulu
Port Services; Arranging and Obtaining
POVs
PowerShip Federal Express Shipping of Government Material
Pre-Acquisition Review/Certification
Pre-Deployment Checklists

Printing and Binding Requisition Form
Printing and Binding Services; Procuring
Privately Owned Vehicle; Applying to Ship a
Privately Owned Vehicle, Applying to Ship a (Inter-Hawaiian Island)
Processing Reports of Survey (CG-5269)
Procurement & Logistics Branch; ISC Honolulu
Procurement Request Form
Procurement Requests
Procurement Requests; Processing Commercial
Prime Vendor Ordering Pharmacy Supplies through
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 Reporting & Disposing of Excess General Purpose
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Purchase Order—Invoice—Voucher Form
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Quarterly Morale Fund Reports; Processing
Rape & Sexual Assault Awareness & Prevention Training & Counseling
Rape or Sexual Assault Victims; Assisting
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Reports of Suspected Family Abuse
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Requesting and Operating Forklifts in Shipping and Receiving
Requesting Command Sponsorship of Dependents
Requesting Forklift Training
Requesting Reserve Orders
Requisition and Invoice / Shipping Document Form
Requisitioner Determination
Reserve Direct Commission Program
Reserve Orders; Requesting
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Resume Preparation
Retirement Training and Counseling
Return of Dependents & Humanitarian Assignment Consulting Services; Early
Safety & Environmental Health Services; ISC Honolulu
Savings Bonds for Enlisted Person of Quarter; Purchasing
Security Branch/MAA, ISC Honolulu
Security Services; Obtaining
Selecting Method to Order Supplies through the MILSTRIP/ARMS System
Self-Help Equipment/Material; Obtaining CG Housing

Serviceman's Opportunities College Training and Counseling
Services; Port

Servicewide Examination (SWE) Administration

Sewage

Sexual Assault Victims; Assisting Rape or

Shipping

& Receiving / Property Branch; ISC Honolulu

Freight via Coast Guard Air Station Barbers Point

Government Material via FedEx PowerShip

Government Material

Household Goods

Privately Owned Vehicles

Privately-Owned Vehicles (Inter-Island Hawaiian Islands)

Request Form

Solicitation / Contract / Order for Commercial Items Form

Solid Waste Collection; Arranging

Special Needs Program Enrollment

Special Needs Program Resources Overview

Sponsorship of Dependents; Requesting Command

Spouse Abuse Prevention Services

Spouse Employment Program

Storage of Household Goods

Storage Request Form

Storing Government Material

Storing Material in Unit Cages

Stress Map Training

Stress Training and Counseling

Student Loans; Admiral Roland

Suicide Intervention

Super (Baby) Sitters

Supplies for Visiting Cutters

Supplies; Medical

Supplies; Ordering

Supplies; Pharmacy

SURF Requisition Log

Survey Reports (CG-5269); Processing

SWEs

TAD; Requesting

Television, Cable

Temporary Additional Duty (TAD); Requesting

Temporary Lodging Allowance; Obtaining

Tests; Ordering Correspondence

TLA

Tobacco Cessation Training

Training

- Addictions
- Alcohol Awareness
- Career
- Certification Exam Programs
- CLEP Examinations
- Coast Guard Opportunities
- College Course Enrollment
- CPR (Cardio-Pulmonary Resuscitation)
- Critical Incident Stress Management (CISM)
- DANTES
- Evaluation of Military Credits
- External Degree Programs
- First Aid
- Fitness Walking
- Forklift
- GI Bill
- Healthy Back
- Healthy Living
- HIV/AIDS
- Myers-Briggs Type Indicator
- Nutritional
- Off-Duty Education
- Personal Finances
- Physical Fitness
- Rape and Sexual Assault Awareness and Prevention
- Retirement
- Serviceman's Opportunities College
- Stress Map
- Tobacco Cessation
- Tuition Assistance
- Veterans' Benefits

Transit Benefits; Mass

Transportation Authorization; Government (GTA)

Transportation Services; ISC Honolulu

Trash Disposal

Travel Authorization; Obtaining Emergency leave

Travel Vouchers; Completing

TRICARE Prime Enrollment

Tuition Assistance Training and Counseling

Turn In of Hazardous Materials

Urinalysis Drug Testing Program

Vehicles; Government Motor

Vendors; Fuel

Veterans' Benefits Training and Counseling
Victim Advocacy Training and Counseling
Victim Compensation Program; Crime
Violence, Work-Place
Violence; Family
Visiting Cutters; Services for
Vouchers; Completing Travel
Warrants; Contracting
Waste and Environmental Management
Waste Collection; Solid
Water, Potable
Weight Compliance Program
Witness Assistance Training and Counseling
Work-Life Programs
Work-Life Programs Branch; ISC Honolulu
Work-Orders
Work-Place Violence / Threatening Behavior