

E-Mail ALSPO A/14

Subj: SEPARATION AND RETIREMENT ORDER TONO PROCESSING

- Ref: (a) COMCOGARD PSC Arlington VA 242111Z Feb 14/ALCGPSC 034/14
(b) CG Supplemental to Joint Federal Travel Regulations, Volume 1, CGS JFTR, COMDTINST M4600.17 (series)
(c) CG Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series)

Introduction Reference (a) announced immediate process changes for the issuance of TONOs in conjunction with Separation and Retirement (SR) Orders. These changes are needed to ensure the AFC-20 PCS account is not over-obligated and all SR funds are properly executed.

Background Per reference (b), separating and retiring members are generally entitled to a government paid move from their last permanent duty station to their home of record or home of selection. The member must relocate in order to receive the authorized travel and transportation allowances. Direct Access (DA) automatically issues a TONO for all SR Orders. Approximately 50% of them are never utilized. This discrepancy results in over-obligation of the PCS account by approximately \$10M annually.

SR TONO Processing Procedure See enclosure (1) for the SR TONO processing procedure.

Effective Date The procedure provided in enclosure (1) is effective immediately. SPO/Admin Yeomen and SPO Auditors must take prompt action for all pending and future SR orders in accordance with this message.

Directives Affected The contents of this E-Mail ALSPO message will be incorporated into the applicable sections of reference (c). This E-Mail ALSPO message provides interim guidance which expires one year from the date of issuance unless it is incorporated into an appropriate PPC publication, reissued, or cancelled.

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Questions Direct questions regarding the content of this E-Mail ALSPO message to CGPSC-BOPS-C Yeoman at (703) 872-6665 or by email CGPSC-BOPS-C@uscg.mil or LCDR Christine Fern, CGPSC-BOPS-C at (703) 872-6493 or christine.fern@uscg.mil.

Released By Internet release authorized.

S. L. LEBRUSKA, CAPT, USCG
Commanding Officer

Encl: (1) Separation & Retirement Order TONO Processing

Separation and Retirement Order TONO Processing

- Ref: (a) Personnel & Pay Procedures Manual, PPCINST M1000.2 (series)
 (b) CG Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series)
 (c) Military Separations, COMDTINST M1000.4 (series)

Introduction This enclosure provides SPO procedures for processing separation and retirement (SR) order TONOs.

SPO Action SPO supervisors implement the following procedures for all pending and future SR orders. This includes SR orders currently in 'Apvd Std' status and future SR orders issued by PSC/SPO.

SR Order TONO Processing Approximately 60 days prior to member's separation, member's unit must forward the required forms in accordance with reference (a), Art. 3.B.9.3, Separation Checklist, Step 5.

Upon receipt of CG-2045, the SPO must ensure the member makes relocation intentions clear (i.e. completed block 17, 20, and 25, indicating their final home address, travel mode, HHG's shipment request, etc. on their forms).

If the member is	Then the SPO will:	
Relocating at Time of Separation or Retirement.	Step	Action
	1	Add order note "SRT" and edit as appropriate: "Member plans to relocate at time of separation. Final home address will be (enter complete address and city, state/country)" or "Member plans to utilize non-temp storage (NTS) entitlement. Shipment location will be (enter city, state/country)."
	2	Process orders as normal per references (b) and (c).

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Separation and Retirement Order TONO Processing, Continued

SR Order TONO Processing (continued)

If the member is	Then the SPO will:	
Not Relocating at Time of Separation or Retirement.	Step	Action
	1	<p>If relocation is desired after the orders have been received from the SPO, the member's command must notify the member to contact CGPSC-BOPS-C directly to request a TONO.</p> <p>Note: See "Member Relocates at a Later Date", on page 3 of this enclosure for requesting a TONO.</p>
	2	<p>Add order note "SRT" and edit as appropriate: "Member does not plan to relocate at time of separation. Member was counseled on the procedure for requesting a new TONO from CGPSC-BOPS-C@uscg.mil if relocation plans change within entitlement timeline."</p> <p>Note: Do not finalize or approve the SR orders at this time. They must remain in an 'Apvd Std' status until CGPSC-BOPS-C removes the TONO.</p>
	3	<p>Send email to CGPSC-BOPS-C@uscg.mil when a TONO will not be used at time of separation or retirement. CGPSC-BOPS-C must remove the TONO in DA and de-obligate the funds.</p> <ul style="list-style-type: none"> CGPSC-BOPS-C must notify the SPO after the TONO is removed from DA. The SPO must leave the SR orders in an 'Apvd Std' status until they are notified that the TONO has been removed.
	4	<p>After the SPO receives notification from CGPSC-BOPS-C that the TONO was removed, process the orders as normal per references (b) and (c).</p>

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Separation and Retirement Order TONO Processing, Continued

**Member
Relocates at a
Later Date**

Follow this process to request a new TONO if member decides to relocate after the member's original SR TONO was canceled by CGPSC-BOPS-C.

Description	Procedure
Valid Entitlement	Member must ensure the request for a new TONO and relocation dates are within the original entitlement timeline. Requests for an extension must be submitted to CG-1332 per reference (c).
Request New TONO	Member must request a new TONO from CGPSC-BOPS-C, by emailing CGPSC-BOPS-C@uscg.mil or calling (703) 872-6665. CGPSC-BOPS-C must send the member an amendment to their orders containing the new TONO. This does not constitute a change to their entitlement timeline.
Submit Travel Voucher/Claim	Retired/Separated members must provide original orders and amendments when submitting their travel claim.
