

R 141324Z MAR 11
FM COMCOGARD PSC ARLINGTON VA
TO ALCGPSC

BT

UNCLAS //N04600//

ALCGPSC 036/11

SUBJ: REVISED POLICY ON USE OF GOVERNMENT TRAVEL CHARGE CARD (GTCC)
CENTRALLY BILLED ACCOUNTS (CBA)

A. COMDT COGARD WASHINGTON DC 281843Z DEC 09/ALCOAST 717/09

B. COAST GUARD PERSONNEL MANUAL, COMDINST M1000.6 (SERIES)

C. PERSONNEL AND PAY PROCEDURES MANUAL, PSCINST M1000.2 (SERIES)

D. GOVERNMENT TRAVEL CHARGE CARD PROGRAM, COMDTINST 4600.14B

1. THIS ALCGPSC MESSAGE UPDATES THE POLICY CONTAINED IN REF A ON THE AUTHORIZED USE OF THE CBA AND THE REQUIREMENT FOR A PROPERLY PREPARED TRAVEL ORDER TO SUPPORT THE PURCHASE OF TRANSPORTATION TICKETS CHARGED TO THE CBA, AKA CHARGE TO ORDER, TONO, OR GTA. THE ONLY CHANGE TO THE POLICY IN REF A IS THAT OVERSEAS TRANSPORTATION TICKETS, WHICH EITHER REQUIRE ADVANCE PURCHASE OR OVERSEAS TRANSPORTATION TICKETS THAT EXCEED 3,000 DOLLARS, ARE NOW AUTHORIZED TO BE CHARGED TO THE CBA EVEN BY TRAVELERS WHO HOLD AN INDIVIDUALLY BILLED TRAVEL CHARGE CARD.

2. EFFECTIVE IMMEDIATELY CBA USAGE IS LIMITED TO:

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

B. THE PURCHASE OF COMMERCIAL TRANSPORTATION TICKETS FOR OVERSEAS TRAVEL THAT REQUIRES ADVANCE PURCHASE/TICKETING OF THE FLIGHT OR OVERSEAS TRANSPORTATION TICKETS THAT EXCEED 3,000 DOLLARS. ADVANCED PURCHASE/TICKETING IS DEFINED AS MORE THAN THREE BUSINESS DAYS PRIOR TO DEPARTURE. THIS EXCEPTION HAS BEEN AUTHORIZED BASED ON THE SIGNIFICANTLY HIGHER LEVEL OF SCRUTINY THAT OVERSEAS TRAVEL IS SUBJECT TO, WHICH OFFSETS THE INCREASED INTERNAL CONTROL RISKS.

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

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

3. CBA PROHIBITED USAGE:

A. WHEN LEISURE TRAVEL IS BEING ARRANGED IN CONJUNCTION WITH OFFICIAL TRAVEL THE CBA SHALL NOT BE USED. WHEN LEISURE TRAVEL IS BEING ARRANGED IN CONJUNCTION WITH OFFICIAL TRAVEL EVEN IF THE TDY PERIOD EXCEEDS 21 DAYS OR THE PCS DELAY IS GREATER THAN 15 DAYS, THE TRANSPORTATION TICKETS MUST BE CHARGED TO THE TRAVELERS INDIVIDUALLY BILLED GTCC. HOWEVER, THE TRAVELER MUST ALSO PROVIDE A METHOD OF DIRECT PAYMENT FOR THE PERSONAL TRAVEL COMPONENT OF THE TRIP PRIOR TO A TICKET BEING ISSUED. THE ADDITIONAL COST OF THE LEISURE TRAVEL SHALL NOT BE CHARGED TO THE GTCC IBA.

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

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

D. PURCHASE OF A TRANSPORTATION TICKET FOR NON-REIMBURSABLE TRAVEL SUCH AS PERMISSIVE ORDERS.

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

DOES NOT MAINTAIN A FILE OF TRAVEL ORDERS.

5. REF B AND C ADDRESS TRAVEL ORDER PREPARATION AND SIGNATURE AUTHORITY. SATO WILL ONLY ACCEPT A TRAVEL ORDER THAT:
 - A. HAS THE ACTUAL CITY AND STATE OF DEPARTURE AND DESTINATION STATED IN THE TRAVEL ORDER. EXAMPLES OF UNACCEPTABLE ORIGIN AND/OR DESTINATION ARE: UNIT NAME, HOME, COMDT (XXX), STATION NAME, CGC XXX, ETC. FOR A REPEAT TYPE ORDER AN AMENDMENT OR ENDORSEMENT TO THE ORDER MUST BE PREPARED ANY TIME TRAVEL IS ORIGINATED FROM A LOCATION OTHER THAN THAT STATED ON THE AUTHORIZED REPEAT TYPE ORDER. THE DESTINATION ON A REPEAT TYPE TDY ORDER MUST CONTAIN SUFFICIENT VERBIAGE TO SHOW AUTHORIZATION TO TRAVEL TO THE REQUESTED DESTINATION, E.G., VARIOUS CONUS AND OCONUS LOCATIONS, CONUS COAST GUARD LOCATIONS, ETC.
 - B. HAS THE AUTHORIZED TRAVEL ORDER ITINERARY EXACTLY AS THE REQUESTED TRANSPORTATION TICKET ITINERARY. ANY AUTHORIZED VARIANCE FROM THE TRAVEL ORDER ITINERARY MUST BE EXPLICITLY ADDRESSED IN THE REMARKS SECTION OF THE TRAVEL ORDER.
 - C. INCLUDES AUTHORIZATION TO USE THE CBA WITHIN THE MODE OF TRAVEL OR REMARKS SECTION (I.E., GOVT PROCURED TRANSPORTATION TICKETS (GTA), GOVT TRANSPORTATION REQUEST (GTR), GOVERNMENT AIR, GOVT CONVEYANCE, GOVT PROCURED TRANSPORTATION, OR CBA USE IS AUTHORIZED.
 - D. HAS A COAST GUARD TRAVEL ORDER NUMBER (TONO) AND VALID COAST GUARD LINE OF ACCOUNTING.
 - E. HAS THE AUTHORIZING OFFICIALS SIGNATURE, TPAX ELECTRONIC SIGNATURES ARE ACCEPTABLE.
6. INDIVIDUALS WHO ARE HAVING TRANSPORTATION TICKET(S) CHARGED TO THE CBA ARE HIGHLY ENCOURAGED TO CONTACT SATO BEFORE DEPARTING ON TRAVEL TO CONFIRM THE FAXED OR E-MAILED ORDER HAS BEEN RECEIVED, ACCEPTED AND THE TRANSPORTATION TICKET HAS BEEN ISSUED.
7. CUTTERS DEPLOYED THAT DO NOT HAVE IMMEDIATE CAPABILITY OF FAXING OR E-MAILING THE REQUIRED TRAVEL ORDERS TO SATO SHALL FOLLOW THESE PROCEDURES WHEN CONTACTING SATO AND MAKING TRANSPORTATION RESERVATIONS THAT WILL BE CHARGED TO THE CBA:
 - A. IDENTIFY YOURSELF AS AN INDIVIDUAL ON BOARD A DEPLOYED COAST GUARD CUTTER.
 - B. PROVIDE THE TRAVELERS FIRST AND LAST NAME.
 - C. PROVIDE THE TRAVELERS EMPLOYEE ID NUMBER.
 - D. PROVIDE THE INCLUSIVE DATES OF TRAVEL.
 - E. PROVIDE THE TRAVEL ORIGIN AND DESTINATION, SPECIFIC CITY AND STATE OR CITY AND COUNTRY.
 - F. PROVIDE THE TONO AS IT APPEARS ON THE TRAVEL ORDER.
 - G. PROVIDE THE LINE OF ACCOUNTING AS IT APPEARS ON THE TRAVEL ORDER.
 - H. PROVIDE THE NAME OF THE INDIVIDUAL WHO AUTHORIZED THE TRAVEL AND SIGNED THE TRAVEL ORDER.
 - I. IF THE INDIVIDUAL MAKING THE CALL IS NOT THE TRAVELER, PROVIDE FULL NAME, RANK, AND AUTHORITY FOR MAKING THE TRAVEL RESERVATION.
 - J. PROVIDING THE VERBAL INFORMATION DOES NOT ELIMINATE THE REQUIREMENT TO PROVIDE SATO WITH AN ELECTRONIC COPY OF A PROPERLY PREPARED ORDER. THE ELECTRONIC COPY MUST BE PROVIDED AT THE FIRST AVAILABLE OPPORTUNITY. WHEN PROVIDING THE ORDER, ENSURE THE RESERVATION RECORD LOCATOR NUMBER IS INCLUDED ON THE FAX COVER SHEET OR IN THE E-MAIL SUBJECT LINE SO THAT SATO CAN ASSOCIATE THE ORDER WITH THE ACTUAL RESERVATION.
8. REF D WILL BE AMENDED TO REFLECT THE CHANGES CONTAINED IN THIS MESSAGE.
9. FOR TRAVEL POLICY QUESTIONS, CONTACT YNCM MICHAEL SNYDER AT E-MAIL MICHAEL.R.SNYDER(AT)USCG.MIL. FOR TRAVEL CARD/CBA OR TMC QUESTIONS, CONTACT MS. CARLENE CURRY AT E-MAIL EVELYN.C.CURRY(AT)USCG.MIL OR MR. MATT RUCKERT AT E-MAIL MATTHEW.T.RUCKERT(AT)USCG.MIL.
10. RELEASED BY CAPT BRIAN D. KELLEY, ACTING COMMANDER, CG PERSONNEL SERVICE CENTER.
11. INTERNET RELEASE AUTHORIZED.

BT
NNNN

036-11_psc[1].txt