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FM COMDT COGARD WASHINGTON DC//CG-1//  
TO ALCOAST  
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ALCOAST 344/11  
COMDTNOTE 4600

SUBJ: POSITIONING THE COAST GUARD FOR IMPROVED TRAVEL MANAGEMENT  
A. U.S. COAST GUARD FINANCE CENTER STANDARD OPERATING PROCEDURES MANUAL, FINCENSTFINST M7000 (SERIES)  
B. GOVERNMENT TRAVEL CHARGE CARD (GTCC) PROGRAM, COMDTINST 4600.14B  
C. PERSONNEL AND PAY PROCEDURES MANUAL (PPPM), PSCINST M1000.2A  
D. FEDERAL TRAVEL REGULATION, 41 C.F.R. SECTION 301-73.101  
E. COAST GUARD INTERNAL CONTROL PROGRAM, COMDTINST 5700.10A

1. THIS ALCOAST ANNOUNCES TWO INCREMENTAL CHANGES IN AN ONGOING, SERVICE-WIDE EFFORT TO MORE EFFECTIVELY AND EFFICIENTLY MANAGE THE FINANCIAL AND PERSONNEL RESOURCES ASSOCIATED WITH OFFICIAL GOVERNMENT TRAVEL. THESE CHANGES ARE NECESSARY TO COMPLY WITH AUDIT/INTERNAL CONTROLS ASSOCIATED WITH OUR NEW COAST GUARD ORGANIZATION AND TO PREPARE FOR THE DHS DEPARTMENT WIDE TRANSITION TO AN E-GOV TRAVEL SERVICE (ETS).

2. FIRST, THE CURRENT GOVERNMENT TRAVEL CHARGE CARD (GTCC) HIERARCHY WILL BE REPLACED WITH AN UPDATED HIERARCHY BASED ON THE ADMINISTRATIVE TARGET UNIT (ATU) DESCRIPTIONS IN APPENDIX C OF REF (A). THIS HIERARCHY WILL ESTABLISH THE ORGANIZATIONAL FRAMEWORK TO STANDARDIZE AND AUTOMATE MANY OF OUR EXISTING ADMINISTRATIVE TRAVEL MANAGEMENT PROCESSES. THE GTCC PROGRAM MANAGER (PSC-BOPS) WILL ASSUME RESPONSIBILITY FOR MONITORING GTCC ACCOUNT STATUS, PROCESSING APPLICATIONS FOR NEW AND REINSTATED GTCC ACCOUNTS, MOVING CARDHOLDERS BETWEEN GTCC HIERARCHIES AND CLOSING ACCOUNTS.

3. IN CONCERT WITH THE HIERARCHY UPDATE, THE SECOND CHANGE WILL BE THE CREATION OF THE COLLATERAL DUTY TRAVEL MANAGER ROLE. THIS TRAVEL MANAGER WILL PERFORM THE ADMINISTRATIVE TRAVEL MANAGEMENT ACTIVITIES CURRENTLY PERFORMED BY OUR PERSONNEL IN THE COLLATERAL DUTY ROLES OF GTCC COORDINATOR AND TRAVEL AUTHORIZATION OFFICIAL (AO), OUTLINED IN REFS (B) AND (C), RESPECTIVELY. SINCE THERE ARE OVER 2,600 PERSONNEL WITH THE AO COLLATERAL DUTY, THE TRAVEL MANAGER WILL NOT REPLACE THESE PERSONNEL BUT WILL AUGMENT THEM AND PROVIDE IMPROVED INTERNAL CONTROL OVER TRAVEL CARD USE AND EXPENDITURES. THIS SECOND CHANGE WILL REQUIRE A TRANSITION PERIOD WHILE OUR MANUALS, INSTRUCTIONS, TRAINING TOOLS, STANDARD FORMS, AND UNIT PROCEDURES ARE UPDATED.

4. REF (D) MANDATED FEDERAL AGENCIES FULLY DEPLOY AN E-GOV TRAVEL SERVICE (ETS). THE DEPARTMENT OF HOMELAND SECURITY (DHS) SELECTED FEDTRAVELER AS THE CURRENT ETS SOLUTION FOR ALL DHS COMPONENTS, AND HAS DIRECTED THE COAST GUARD TO CONTINUE WITH PLANS TO IMPLEMENT FEDTRAVELER. THE CG NEEDS TO COMPLETE ITS IMPLEMENTATION FOR DHS TO ACHIEVE A DHS-WIDE ETS. WHEN FULLY IMPLEMENTED OVER THE NEXT FEW YEARS, THE CG INTENDS TO USE THIS ETS TO MANAGE TEMPORARY DUTY (TDY) TRAVEL. HAVING THE NEW HIERARCHY IN PLACE AND AN ESTABLISHED ORGANIZATION OF COLLATERAL DUTY TRAVEL MANAGERS WILL BE CRITICAL TO THE SUCCESSFUL IMPLEMENTATION AND ONGOING MANAGEMENT OF TRAVEL RESOURCES.

5. THE CREATION OF THE COLLATERAL DUTY TRAVEL MANAGER ROLE IS EXPECTED TO REDUCE THE WORKLOAD ON THE FIELD WHILE SIGNIFICANTLY IMPROVING THE INTERNAL CONTROLS OVER RESOURCES ASSOCIATED WITH OFFICIAL GOVERNMENT TRAVEL AS REQUIRED BY REF (E). A DESIGNATED TRAVEL MANAGER MAY BE ANY E-5 OR GS-7 AND ABOVE WHO POSSESSES AN UNDERSTANDING OF GOVERNMENT TRAVEL RULES AND REGULATIONS. THE SPECIFIC DUTIES OF THE COLLATERAL DUTY TRAVEL MANAGER WILL EVOLVE AS THE COAST GUARD IMPLEMENTS AN ETS SYSTEM. DURING THIS TRANSITION THE ANTICIPATED DUTIES OF THIS ROLE INCLUDE:

A. CONFIRM INDIVIDUAL TRAVELERS POSSESS A GOVERNMENT-SPONSORED TRAVEL CHARGE CARD (GTCC) AND THE APPROPRIATE CREDIT LIMIT HAS BEEN SET PRIOR TO COMMENCING OFFICIAL TRAVEL.

B. AUTHORIZE USE OF THE CENTRALLY BILLED ACCOUNTS IN ACCORDANCE WITH TRAVELER REQUIREMENTS AND CURRENT POLICY.

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- C. MONITOR CARD USE, IDENTIFY MISUSE, AND ADVISE COMMANDING OFFICERS ON ANY APPEARANCE OF MISUSE.
- D. ASSIST COMMANDING OFFICERS WITH REQUESTS CONCERNING CARDHOLDER GTCC USE.
- E. AUTHORIZE AND APPROVE TRAVEL IN SUPPORT OF THE REQUIRED MISSION(S).
- F. OBLIGATE TRAVEL FUNDS.
- G. MAKE CERTAIN THAT DIRECTED TRAVEL IS PERFORMED IN THE MOST EFFICIENT MANNER.
- H. DETERMINE THAT TRAVEL EXPENSES WERE NECESSARY, REASONABLE, JUSTIFIED, AND CONSISTENT WITH COMPLETING THE ASSIGNED OBJECTIVE OR MISSION.
- I. DENY/DISAPPROVE TRAVEL AND TRAVEL EXPENSES THAT DO NOT ADHERE TO APPLICABLE TRAVEL RULES AND REGULATIONS.
- J. REVIEW AND APPROVE OR DENY REQUESTS FOR TRAVEL AUTHORIZATIONS AND REQUESTS FOR TRAVEL REIMBURSEMENT.
- K. PHYSICALLY POSSESS THE HARDCOPY TRAVEL ORDER AND ALL REQUIRED RECEIPTS FOR THE ADVANCE OR SETTLEMENT REQUEST PRIOR TO ELECTRONIC APPROVAL IN THE TPAX SYSTEM.
- L. COMPLETE THE GSA SMARTPAY TRAVEL AGENCY/ORGANIZATION PROGRAM COORDINATOR (A/OPC) TRAINING FOR COORDINATORS AT LEAST EVERY TWO YEARS (BIENNIALLY). GSA SMARTPAY ON LINE TRAINING CAN BE FOUND AT: [HTTPS://TRAINING.SMARTPAY.GSA.GOV/](https://TRAINING.SMARTPAY.GSA.GOV/).
- M. COMPLETE THE TRAVEL APPROVING OFFICIAL TRAINING FOUND AT [HTTP://WWW.USCG.MIL/PPC/TRAVEL/AOCERT/1-OVERVIEW/INDEX.HTM](http://WWW.USCG.MIL/PPC/TRAVEL/AOCERT/1-OVERVIEW/INDEX.HTM)
6. COLLATERAL DUTY TRAVEL MANAGER DESIGNATIONS. COMMANDS WITH AN ADMINISTRATIVE TARGET UNIT (ATU) IDENTIFIED IN APPENDIX C OF REF (A) SHALL DESIGNATE A PRIMARY AND SUFFICIENT ALTERNATE COLLATERAL DUTY TRAVEL MANAGERS TO MEET THEIR RESPECTIVE MISSION/ORGANIZATIONAL REQUIREMENTS. UNTIL A NEW FORM IS PROMULGATED, COMPLETE TPAX APPROVING OFFICIAL (AO) DESIGNATION FORM, CG-7421A AVAILABLE AT [HTTP://WWW.USCG.MIL/PPC/FORMS/](http://WWW.USCG.MIL/PPC/FORMS/) AND HAND-WRITE TRAVEL MANAGER AND PRIMARY OR ALTERNATE AS APPLICABLE, IN BLOCK 7 OF THE FORM. NO ACTION IS REQUIRED FOR AN AO THAT WILL NOT BE DESIGNATED AS A COLLATERAL DUTY TRAVEL MANAGER. PRIOR TO SUBMISSION OF THE FORMS, COMMANDS ARE RESPONSIBLE FOR VERIFYING THAT THE REQUIRED TRAINING OUTLINED ABOVE HAS BEEN COMPLETED BY THE PROPOSED APPLICANT.
- A. COMPLETE BLOCKS 1 THROUGH 14 OF THE FORM AT THE UNIT LEVEL.
- B. FAX THE FORM TO PPC TRAVEL AT (785) 339-2296.
- C. WITHIN THREE BUSINESS DAYS OF RECEIPT, AO PRIVILEGES IN TPAX AND THE TRAVEL CARD BANK SYSTEM, PAYMENTNET, WILL BE ESTABLISHED.
- D. THE UNIT SHALL RETAIN THE ORIGINAL CG-7421A UNTIL THE MEMBER/EMPLOYEE DEPARTS THE UNIT (TRANSFER, DISCHARGE, ETC.), OR THE TPAX AO DESIGNATION IS OTHERWISE TERMINATED OR REVOKED. AO PERMISSIONS ARE RENEWED ON AN ANNUAL BASIS. THE UNIT MUST COMPLETE THE TERMINATION SECTION OF THE FORM WHEN A MEMBER/EMPLOYEE DEPARTS THE UNIT (TRANSFER, DISCHARGE, ETC.).
7. IMPLEMENTATION SCHEDULE. COMMANDS WITH AN EXISTING ADMINISTRATIVE TARGET UNIT (ATU) LISTED IN APPENDIX C OF REF (A) ARE REQUESTED TO DESIGNATE A COLLATERAL DUTY TRAVEL MANAGER AND ENSURE THESE PERSONNEL COMPLETE THE TRAINING NO LATER THAN 26AUG11. THIS WILL FACILITATE THE CHANGE TO A NEW GTCC HIERARCHY, CURRENTLY SCHEDULED TO BE COMPLETED OVER A WEEKEND IN SEPTEMBER 2011. THE ACTUAL IMPLEMENTATION DATES WILL BE ANNOUNCED IN A FUTURE ALCGPSC MESSAGE.
8. REFS (B) AND (C) WILL BE AMENDED TO REFLECT THE CHANGES CONTAINED IN THIS MESSAGE.
9. ALL QUESTIONS REGARDING THE IMPLEMENTATION OF THE E-GOV TRAVEL SERVICE (ETS) SHOULD BE DIRECTED TO MR. DANIEL ALLMAN AT 202-475-5223 OR DANIEL.J.ALLMAN(AT)USCG.MIL.
10. CUSTOMER INQUIRIES REGARDING TPAX AO DESIGNATIONS MAY BE DIRECTED TO PPC CUSTOMER CARE BRANCH (CCB) AT 785-339-2200/TOLL FREE 1-866-772-8724, VIA E-MAIL TO PPC-DG-CUSTOMERCARE(AT)USCG.MIL, OR BY COMPLETING THE WEB FORM AT [HTTP://WWW.USCG.MIL/PPC/CCB/](http://WWW.USCG.MIL/PPC/CCB/).
11. ALL QUESTIONS REGARDING THE GTCC HIERARCHY TRANSITION SHOULD BE DIRECTED TO MS. CARLENE CURRY AT 202-493-1222 OR

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EVELYN.C.CURRY(AT)USCG.MIL OR MR. MATT RUCKERT, THE GTCC PROGRAM  
MANAGER, AT 202-493-1965 OR MATHEW.T.RUCKERT(AT)USCG.MIL.  
12. RADM RONALD T. HEWITT, ASSISTANT COMMANDANT FOR HUMAN  
RESOURCES, SENDS.  
13. INTERNET RELEASE AUTHORIZED.  
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