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R 161855Z AUG 11
FM COMDT COGARD WASHINGTON DC//CG-12//
TO ALCOAST

BT
UNCLAS //N04600//
ALCOAST 386/11
COMDTNOTE 4600

SUBJ: PREMIUM-CLASS TRAVEL REQUEST

1. THE PURPOSE OF THIS ALCOAST IS TO REMIND COAST GUARD MEMBERS AND EMPLOYEES OF THE ELIGIBILITY CRITERIA FOR PREMIUM-CLASS TRAVEL AND THE STANDARD PROCEDURES FOR REQUESTING SUCH COMMON CARRIER ACCOMMODATIONS.
2. PREMIUM-CLASS TRAVEL INCLUDES FIRST-CLASS ACCOMMODATIONS, BUSINESS-CLASS ACCOMMODATIONS, AND EXTRA-FARE TRAIN SERVICE (E.G. AMTRAK ACELA AND METROLINER). THE AUTHORITY TO APPROVE PREMIUM-CLASS TRAVEL IS HELD AT THE COMMANDANT/VICE COMMANDANT LEVEL WITH NO FURTHER RE-DELEGATION AUTHORIZED.
3. THE USE OF PREMIUM-CLASS TRAVEL CAN BE AUTHORIZED PRIOR TO TRAVEL OR APPROVED AFTER THE FACT. HOWEVER, BY REGULATION, AUTHORIZATION/APPROVAL FOR THE USE OF PREMIUM-CLASS TRAVEL IS STRICTLY LIMITED TO TRAVEL THAT MEETS SPECIFIC ELIGIBILITY CRITERIA AS INDICATED IN THE FEDERAL TRAVEL REGULATION (FTR) AND THE JOINT FEDERAL TRAVEL REGULATIONS (JFTR), PAR. U3125-B (FOR COMMERCIAL AIR) AND PAR. U3135 (FOR TRAIN). FOR COMMERCIAL AIR THE LENGTH OF FLIGHT IN AND OF ITSELF IS NOT SUFFICIENT JUSTIFICATION TO AUTHORIZE PREMIUM-CLASS TRAVEL.
4. COMMANDS SHALL ENSURE MEMBERS AND EMPLOYEES ARE ELIGIBLE TO USE PREMIUM-CLASS TRAVEL PRIOR TO SUBMITTING THE PREMIUM-CLASS TRAVEL REQUEST FORM (CG-4600) VIA COMDT (CG-1222) FOR MILITARY OR COMDT (CG-1215) FOR CIVILIANS. THE CG-4600 CAN BE FOUND IN THE CG PORTAL.
5. IN ORDER TO ALLOW TIME FOR PROCESSING AND ROUTING, THE CG-4600 SHOULD BE SUBMITTED IMMEDIATELY WHEN THE NEED FOR PREMIUM-CLASS TRAVEL IS KNOWN. NORMAL PROCESSING TIME IS 21 CALENDAR DAYS.
6. THE FOLLOWING SHALL BE INCLUDED WITH THE CG-4600: A COPY OF THE TRAVEL ORDERS, ITINERARY, AND ANY SUPPORTING DOCUMENTATION/JUSTIFICATION. FOR MEDICAL TRAVEL, A STATEMENT IS REQUIRED FROM A COMPETENT MEDICAL AUTHORITY OF THE NEED FOR A PATIENT TO TRAVEL BY PREMIUM-CLASS AND THE NEED FOR AN ATTENDANT, IF APPLICABLE. A SEPARATE CG-4600 MUST BE SUBMITTED FOR AN ATTENDANT.
7. A COPY OF THE APPROVED CG-4600 IS REQUIRED TO SUPPORT THE CLAIM FOR REIMBURSEMENT OF PREMIUM-CLASS TRAVEL AND MUST BE REFERENCED IN TPAX (COMMENT BLOCK) WHEN FILING AN ELECTRONIC VOUCHER.
8. COMDT (CG-1222) POC IS YNCM MICHAEL SNYDER (202) 475-5395, MICHAEL.R.SNYDER(AT)USCG.MIL. COMDT (CG-1215) POC IS MS. TAMMY EHRENREICH (202) 475-5351, TAMMY.T.EHRENREICH(AT)USCG.MIL.
9. MR. CURTIS B. ODOM, DIRECTOR OF PERSONNEL MANAGEMENT, SENDS.
10. INTERNET RELEASE AUTHORIZED.

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