



COMDTINST 4600.15  
1 SEP 1988

COMMANDANT INSTRUCTION 4600.15

Subj: Policies and Procedures Concerning Travel Orders to Class "A" Schools of Less Than 20 Weeks

1. PURPOSE. This instruction prescribes the policy, with regard to pay and travel entitlements, and the procedure, with regard to order preparation, that all units shall follow when counseling members and preparing orders to class "A" schools of less than 20 weeks.
2. DIRECTIVES AFFECTED. The information contained herein shall be incorporated into COMDTINST M4600 (series), CG Supplement to the JFTR, scheduled for publication by the fall of 1989. This manual, when published, will replace COMDTINST M4600.12 (series), CG Travel Manual.
3. DISCUSSION. In 1983, the Coast Guard departed from the policy of issuing PCS/TEMDFU orders to all members ordered to class "A" schools of less than 20 weeks. Since that time, pay and travel entitlement issues and order preparation procedures have been less than clear in the minds of those responsible for counseling travelers and preparing travel orders. The intent of this instruction is to state clearly all possible pay and travel entitlements and to provide detailed procedures for order preparation purposes.
4. ENTITLEMENT POLICIES.
  - a. GENERAL. There are two basic types of travel orders -- PERMANENT and TEMPORARY. The official definitions can be found in the Joint Federal Travel Regulations (JFTR), Appendix A.

4. a. (1) PERMANENT Order. A permanent duty order or a permanent change of station (PCS) order is an order under which a member terminates the assignment at the old permanent duty station (PDS) and proceeds to a new PDS. Sometimes a traveler must perform temporary duty (TD, TDY, or TEMDU) between the old PDS and the new PDS. This is known as a PCS/TEMDU order, since the primary order is permanent in nature and a secondary order, within the realm of the permanent order, is issued to perform temporary duty en route.
- (2) TEMPORARY Order. As used by the Coast Guard, temporary duty (TD, TDY, or TEMDU) and temporary additional duty (TAD) orders are orders under which the intent is for the traveler to return to his or her PDS upon completion of the temporary duty. However, this does not mean that the member must or will return to the PDS.
- b. PCS/TEMDU Entitlements. All members without dependents (single) and some members with dependents will be issued this type of order to a class "A" school of less than 20 weeks. A member departing under this order shall not normally be authorized to return to the old PDS. However, in extraordinary circumstances a request to return to the old PDS under PCS/TEMDU orders may be forwarded to Commandant (G-PS-1) for consideration.
  - (1) Member's Travel Entitlement. The member has the right to elect the mode of transportation which will be used for travel to the temporary duty location and from the temporary duty location to the new PDS (JFTR U5105). Advance travel allowances may be paid for travel to the temporary duty station upon receipt of the PCS/TEMDU orders, and from the temporary duty station to the new PDS once the new PDS is identified.
  - (2) Dependent Travel Entitlement. Those members with dependents, electing the PCS/TEMDU option, will probably do so because their dependents desire to leave the area of the old PDS while the member is in school. The member is entitled to travel allowances on behalf of the dependents only from the old PDS to the new PDS-- not via the temporary duty station (JFTR U5203). Advance dependent travel allowances, this includes Dislocation Allowance (DLA), may only be paid after the new PDS is identified. Regardless of where, when, and how the dependents travel, reimbursement will be limited to what it would have cost the Government had the dependents traveled directly from the old PDS to the new PDS.
  - (3) Household Goods (HHG) Entitlement. The member may place HHG into nontemporary storage and/or may ship a portion thereof to the TEMDU station (JFTR U5345-C.1). The member may ship HHG to the new PDS from the old PDS or from nontemporary storage once the new PDS is identified.
  - (4) Privately Owned Vehicle (POV) Shipment Entitlement. A member whose old PDS is outside CONUS may have a POV shipped to CONUS (JFTR U5410-D.5.b).

4. b. (5) Basic Allowance for Subsistence (BAS) or Separate Rations (SEPRATS). The entitlement to BAS or SEPRATS at the PDS terminates upon departure.
- (6) SEPRATS (T). This entitlement is only paid to enlisted members in a travel status (COMDTINST M7220.29 (series), CG Pay Manual, Fig 3-4, rule 2). The entitlement begins upon departure from the old PDS and terminates upon arrival at a temporary duty station where essential messing is required (i.e. - class "A" schools). The entitlement will begin again upon departure from the temporary duty station.
- (7) Career Sea Pay/Time and Premium. These entitlements terminate upon departure from the old PDS (COMDTINST M7220.29 (series), CG Pay Manual, Fig 4-4, rule 2).
- c. TAD Entitlements. All members with dependents will be issued this type of order to a class "A" school of less than 20 weeks. A member traveling under a TAD order shall return to the old PDS prior to departing to the new PDS, as identified in the PCS order issued by Commandant (G-PE-2) upon completion of training. A member may request PCS/TEM DU orders, through the chain of command, when the dependents do not reside with the member, or when the dependents do not wish to remain at the old PDS while the member undergoes training. Refer to paragraphs 4.b and 4.b(2) of this instruction.
  - (1) Member's Travel Entitlement. Order issuing authority normally directs the mode of transportation a member will use for travel to the temporary duty station, which will usually be Government procured air transportation paid for with a Government Transportation Request (GTR). A member may request and be authorized POC travel for the member's own convenience, however, reimbursement of Mileage Allowance in Lieu of Transportation (MALT) may not exceed the cost the Government would have incurred had a GTR been issued (JFTR U3310-A). Advance MALT (not to exceed the cost of a GTR) may be paid when PDC is authorized under this provision.
  - (2) Dependent Travel Entitlement. The member is NOT ENTITLED to travel allowances on behalf of the dependents under these TAD orders.
  - (3) HHG Entitlement. The member may ship HHG to the temporary duty station; however, the total weight may not exceed the temporary duty weight allowance authorized (JFTR 4610).
  - (4) BAS or SEPRATS. The entitlement to BAS or SEPRATS at the PDS terminates upon departure.

4. c. (5) SEPRATS (T). This entitlement will be accounted for when the member submits a travel voucher for the TAD travel to a travel office. There is no entitlement to SEPRATS (T) at the temporary duty station since essential messing is required.
  - (6) Career Sea Pay/Time and Premium. These entitlements terminate at 2400 on the 30th day after the physical date of departure from the PDS under the TAD order (Day #1 is the day after departure - COMDTINST M7220.29 (series), CG Pay Manual, Fig 4-4, rule 4). When a member is authorized leave en route to the temporary duty station the 30 day clock still starts upon the member's physical departure since the leave is taken after the member departs in a travel status. If a member is authorized leave prior to departure under TAD orders, then the 30 day clock does not begin until the actual physical departure under the TAD orders since the leave is taken during the normal assignment to a PDS (COMDTINST M7220.29 (series), CG Pay Manual, Fig 4-4, rule 5).
5. ORDER PREPARATION AND PROCEDURES.
- a. PCS/TEMDU Orders to Class "A" School. PDS/TEMDU orders, TONO and accounting information, are issued by Commandant (G-PRF).
    - (1) Order Preparation Office Responsibility. Upon receipt of PCS/TEMDU orders, the order preparation office shall:
      - (a) Inform the member of the orders and counsel the member with regards to the entitlement outlined in paragraph 4 of this instruction.
      - (b) Prepare the Standard Travel Order for Military Personnel (CG-5131) in accordance with the guidelines set forth in COMDTINST M1000.6 (series), Personnel Manual, Article 4-D-20. In addition to the standard guidelines ensure block 3 indicates the class "A" school, city and state, and TEMDUINS (temporary duty under instruction) in the "NATURE OF DUTY" area, and reporting time/date, as applicable. In block 4, check section a. "This order constitutes a permanent change of station from (old PDS)" to "such unit assigned by COMDT." Complete block 10 as per the member's election.
      - (c) Prepare the Endorsement on Orders (CG-3312D) in accordance with the guidelines set forth in COMDTINST M1080.7 (series), PMIS/JUMPS Manual, Vol I, Section 3-C, and Vol II, Chap 4. This order is 8C-PCS, 1.-DEPARTING FOR 2.-TEMDU, for 2.-INSTRUCTION, endorsement number 1.

- 5.a.(1)(c) 1. Ensure element codes are used, as applicable, to stop any payments of Basic Allowance for Quarters (BAQ) at the without dependent rates, Variable Housing Allowance (VHA) for those members without dependents, BAS or SEPRATS, CSEAPAY, TIME, and PREMIUM, Overseas Housing Allowance (OHA), Cost of Living Allowance (COLA), and any other entitlement which is payable only at the old PDS.
2. SEPRATS (T) will be automatically started by PMIS/JUMPS.
- (d) Assist member in preparing an Application For Shipment of Household Goods (DD-1299), if applicable.
- (e) Assist member in obtaining any advance travel allowances (JFTR U5165 and U5250).
- (f) Forward the member's service record and personal financial record to the temporary duty station.
- (2) Training Command Responsibility. When the member reports to the temporary duty station prepare a CG-3312D, endorsement number 2, in accordance with the guidelines set forth in COMDTINST M1080.7 (series), PMIS/JUMPS Manual, Vol II, Chap 4.
- b. TAD Orders to Class "A" School. TAD orders, TONO, and accounting information, are issued by Commandant (G-PRF).
- (1) Order Preparation Office Responsibility. Upon receipt of TAD orders, the order preparation office shall:
- (a) Inform the member of the orders and counsel the member with regards to the entitlement options outlined in paragraph 4 of this instruction.
- (b) Prepare the Standard Travel Order for Military Personnel (CG-5131) in accordance with the guidelines set forth in COMDTINST M1000.6 (series), Personnel Manual, Article 4-D-20. In addition to the standard guidelines ensure block 3 indicates the class "A" school, city and state, and TAD (temporary additional duty) in the "NATURE OF DUTY" area, and reporting time/date, as applicable. In block 4, check section b. "Permanent station remains (insert old PDS)."
1. Normally, travel will be directed by commercial carrier on GTR (block 10c), but if the member requests travel by POC, you may so authorize (block 10e(2)). Advise member of the travel provisions when POC is authorized for the convenience of the member.

5.b.(1)(b) 2. When POC is authorized for the convenience of the member, the number of travel days authorized will be limited to that required if the member had traveled by commercial carrier on GTR (necessary travel). Sufficient additional days leave must be taken to allow for safe driving.

(c) Submit PMIS/JUMPS documentation to stop BAS or SEPRATS being paid at the PDS on day of departure, since essential messing is required at the training command. This action will prevent an overpayment of BAS or SEPRATS on the member's pay account.

(d) Forward the member's service record and personal financial record to the PERSRU servicing the temporary duty station.

(2) Training Command Responsibility. When the member reports to the temporary duty station, take note of the date of departure as endorsed on the original orders in the event the member's PDS is a career sea pay eligible vessel. Take the necessary action to terminate CSEAPAY, TIME, and PREMIUM, as applicable (refer to the ENTITLEMENT POLICIES section of this instruction).

c. PCS Orders to A New PDS. Near the completion of the course of instruction, Commandant (G-PE-2) will assign a new TONO and will identify the member's next PDS.

(1) Training Command Responsibility.

(a) Advise the member of his or her PCS entitlement options.

(b) Prepare, and submit for PCS/TEM DU personnel, CG-3312A with action code 341.

(c) Prepare the CG-3312D, endorsement 3, for PCS/TEM DU personnel, and indicate the member's elections in block 21. Indicate the new TONO in block 8 as well as the new accounting information and the old TONO in block 21, for cross reference purposes.

(d) Prepare original orders (CG-5131), if the member is on TAD orders, and indicate any advances the member is authorized to draw, on behalf of him or herself, and/or on behalf of dependents.

(e) Assist the member in preparing an application for shipment of HHG, which must be forwarded with sufficient copies of the CG-5131 (as well as the CG-3312D, endorsement 3, when applicable) to the transportation officer responsible for the area in which the member's HHG are located.

(f) Send a message to the old PDS' PERSRU, with information copy to the old PDS and new PDS, advising the date of departure from the "A" school, the PCS TONO, and the scheduled arrival date back to the old PDS.

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- 5.c. (2) Old PDS Responsibility. When the member completes the TAD and returns to the PDS, a travel claim must be submitted to the servicing ACO. This should be accomplished prior to departure under the PCS order, but may be accomplished after arrival at the new PDS. In the case of a member traveling on TAD orders, the PCS order issued will become effective after the completion of the TAD and the PERSRU servicing the old PDS shall prepare the CG-3312D, endorsement 1, to the PCS order upon the member's return.

NOTE: SHOULD QUESTIONS ARISE CONCERNING THE INFORMATION CONTAINED IN THIS PARAGRAPH, FIRST CONTACT THE TRAINING COMMAND TO WHICH THE MEMBER WILL BE ASSIGNED. FOR FURTHER QUESTIONS CONTACT COMMANDANT (G-PS-1).

6. ACTION. Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers, and Commander, CG Activities Europe shall ensure compliance with the policies and procedures stated herein. Comments and recommendations pertaining to this instruction are invited and should be addressed to Commandant (G-PS-1).

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