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SUBJ: SEPARATION AND RETIREMENT (SR) PCS ORDERS - PROCESS A. Joint Federal Travel Regulations, Volume 1 (JFTR) 1. Per Ref A, 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 (180-days from separation date or one year from retirement date). The member must complete travel to receive the authorized travel and transportation allowance.

Currently, Direct Access (DA) automatically issues a TONO to all separation and retirement (SR) orders resulting in a CG financial obligation despite historical trends showing only roughly 50 percent of these TONOs are actually utilized. This process causes an over obligation of approximately 10 million dollars of AFC-20 funds each year.

2. Current DA system limitations prevent the issuance of on-demand TONOs. As a result, and until the applicable HCMS 9.1 Tech Refresh project segment is complete in 2015, the following business process changes are needed to prevent over obligation of funds.

a. Separating and retiring members must clearly indicate their travel plans on their Career Intentions Worksheet (CG-2045) and PCS Departing Worksheet (CG-2000). This requires specifying relocation intent in one of three categories. Relocation at time of separation or retirement (with relocation address provided), which results in issuance of orders and a TONO. No relocation, which results in issuance of orders and cancellation of the TONO.

Relocation at a later date, which results in issuance of orders, cancellation of the TONO, and issuance of a new TONO at the time the member communicates specific travel intentions to CGPSC-BOPS-C(at)uscg.mil. This process change will be clearly briefed to the member during separation counseling. This simple procedural change will allow the Coast Guard to reallocate nearly 10 million dollars in unused funds annually until HR IT systems can be updated to eliminate this manual workaround.

b. SPO YN must clearly indicate the members intention to utilize their entitled move on the order notes. SPOs will communicate the separating or retiring members travel intentions to CGPSC-BOPS-C(at)uscg.mil. Specific SPO and PSC business process and procedural guidance will be issued via ALSPO.

3. This interim process change in no way limits or prevents a member from using their separation or retirement government paid move entitlements as indicated in paragraph one.

4. POC: LCDR Christine Fern at Christine.Fern(at)uscg.mil, CGPSC-BOPS-C, or CGPSC-BOPS-C(at)uscg.mil.

5. RDML Dave Callahan, Commander, CG Personnel Service Center, sends.

6. Internet release authorized.

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