EMAIL TEMPLATE FOR TRAVEL AO

**Step 1**. Must be E5 / GS7 or above.

**Step 2.** Review appropriate training videos/guides.

**mLINQS –**

[mLINQS PCS travel application (uscg.mil)](https://dcms.uscg.afpims.mil/ppc/travel/mllinqs/)

[Website Demo-20230502\_112034-Meeting Recording.mp4 (sharepoint-mil.us)](https://uscg-my.sharepoint-mil.us/personal/joshua_m_hendricks_uscg_mil/_layouts/15/stream.aspx?id=%2Fpersonal%2Fjoshua%5Fm%5Fhendricks%5Fuscg%5Fmil%2FDocuments%2FRecordings%2FWebsite%20Demo%2D20230502%5F112034%2DMeeting%20Recording%2Emp4&ga=1&sw=auth&referrer=StreamWebApp%2EWeb&referrerScenario=AddressBarCopied%2Eview)

**ETS –**

[E-Gov Travel Service (ETS) (uscg.mil)](https://dcms.uscg.afpims.mil/ppc/travel/ets/)

[USCGApprovingOfficial.pptx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.dcms.uscg.mil%2FPortals%2F10%2FCG-1%2FPPC%2FGUIDES%2FTRAVEL%2FETS%2FUSCGApprovingOfficial.pptx%3Fver%3DKd1vFRN7v8bwp1mMRLYulw%253d%253d&wdOrigin=BROWSELINK)

**Step 3**. Submit Customer Care ticket ([PPC Customer Care (uscg.mil)](https://dcms.uscg.afpims.mil/ppc/ccb/) with the following information: (Under number 5 below, you are “attesting” to completing the training).

1. Member's Name / Rank: **(must be an AO E5/GS7 or above. If not, please see your local AO/Admin)**

2. Member's EMPLID:

3. Member's Unit:

4. Role of member: **(AO / Admin etc. Must be AO/SPO/Admin to submit a travel inquiry or request):**

5. Date travel training was completed:

6. Action Requested: new account, systems inquiry etc: