EMAIL TEMPLATE FOR TRAVEL INQUIRY

Select link above to deploy email template or copy below and create a new email for customer care: ppc-dg-customercare@uscg.mil

Please ensure you provide the following information in your PPC Customer Care Ticket so that PPC (TVL) receives the applicable information needed to process your inquiry:

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 training was completed:

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

7. Travel guide/web link used on the PPC travel page [Travel (uscg.mil)](https://www.dcms.uscg.mil/ppc/travel/) if a system issue is the inquiry: