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SUBJ: MISCELLANEOUS PAYMENT REQUEST SHAREPOINT PROCESS

A. Miscellaneous Payment Field User Quick Reference Guide

1. PURPOSE: This ALCOAST announces the release of a new Miscellaneous (Misc) Payment M360 Application (app) to facilitate submission of member payment requests to FINCEN. The app builds on the successful transition of personally procured move (PPM) payments to a M360 app solution last year, which enabled significantly improved speed of PPM payments. The M360 app solution provides better transparency for members, the supporting unit, and FINCEN to ensure faster payment and error resolution. The Misc Payment app is available on Coast Guard Common Core at the following link (scroll down to "Tools and Trackers" - then select FINCEN MISC Payment Application):

(Copy and Paste URL Below into Browser)

<https://uscg.sharepoint-mil.us/sites/CGCC/SitePages/Tools-Trackers.aspx>

2. MISCELLANEOUS PAYMENT TYPES: The most common Misc payment types include: Voluntary Credentialing Program expenses (e.g., pilot, diver, or equipment licenses), Civilian Uniform Allowance (e.g., safety boots & goggles), training courses (e.g., motorcycle riders' safety), Recruiter expenses (e.g., applicant meals and parking), and Personal Property Damage Claims. A full list of misc payment types is available in Section 5 of the User Guide that is available on the log-on screen within the app. PPM and Temporary Lodging Allowance claims will continue to be processed through their own apps, also available on Common Core.

3. MEMBERS REQUESTING PAYMENT: Members must obtain approval with their Command before incurring reimbursable costs to ensure compliance with policy and funds availability. Additionally, their request must be obligated in FSMS by the supporting unit. Once authorized and obligated by the unit, the CG member or respective unit will then submit payment request along with the required supporting documentation via the app.

4. SUPPORTING UNIT: To pay a miscellaneous payment in FSMS, an obligation must be created with sufficient funds as an amount based, two-way matched award. Exceptions are for CAT II MIPRs, (third party payments) that require amount based, three-way match awards, requiring receipting BEFORE being sent to FINCEN. All relevant documents should be submitted with the request to avoid any delay in the payment process. When the request is submitted, FINCEN Misc Payables Team will review the documentation provided and process the payment request. If any additional documentation is required, the request will be returned to the member in the Misc Claims Payment Application for review.

5. If a member or unit is unable to access Common Core, you may need to submit your Misc Payment request to our Misc Payables (MR2) shared mailbox at: FIN-SMB-INVOICES@uscg.mil. Exception to Common Core submission include but are not limited to, individuals who no longer have a Common Access Card (CAC), do not have access to Coast Guard SharePoint, and/or no or limited internet connectivity.
6. For questions or comments about the Misc Payment Application, or the miscellaneous payment process, please contact FINCEN customer service at: FIN-SMB-CustomerService@uscg.mil.
7. RADM Matthew W. Lake, Assistant Commandant for Resources & Chief Financial Officer (CG-8), sends.
8. Internet release is authorized.