

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD

DEPARTING TDY OR PCS/TEMDUINS TO "A" SCHOOL WORKSHEET

EMPLID:	Name <i>(Last, First, MI)</i> :	Permanent Unit:
Date Departing:	"A" School Departing To:	"A" School OPFAC or Dept ID:

PURPOSE: Use this worksheet for member's ordered to class "A" school in addition to the PCS Departing Worksheet, CG-2000

PART 1 - MEMBER'S UNIT

Step	Verify	Completed	
1	Does member have a disqualifying condition (NJP, Court-Martial or Civil conviction, indebtedness)?	Yes	No
2	Has member failed or refused a urinalysis drug test?	Yes	No
3	Has member received a Conduct mark of "Unsatisfactory", or a characteristic average less than 3 in any dimension?	Yes	No
4	Is member physically qualified for transfer?	Yes	No
5	Does member meet Coast Guard weight standards?	Yes	No
6	Does member meet obligated service requirements (if no, complete and attach a Career Intentions Worksheet (CG-2045)?	Yes	No
7	Is a performance evaluation needed and been completed?	Yes	No
8	Has the member been counseled on and received appropriate travel funds?	Yes	No
9	Has member been counseled on entitlements for shipment of household goods as set forth in JTR Chapters 3 and 5?	Yes	No

PART 2 - MEMBER'S SPO

10	Change BAH if member terminates government quarters (to be input by member's permanently assigned SPO)	Yes	No	NA
11	Mailing Address Change (Member self-service or by member's permanently assigned SPO)	Yes	No	NA
12	Allotment Address Change (Member self-service or by member's permanently assigned SPO)	Yes	No	NA
13	Payment Option Change (Member self-service or by member's permanently assigned SPO)	Yes	No	NA
14	Obligated Service (to be input by member's permanently assigned SPO)	Yes	No	NA
15	Short Term Reserve Orders Depart/Report ADT for Reserve members on active duty for training for less than 140 days (to be input by member's permanently assigned SPO)	Yes	No	NA
16	Long Term Reserve Orders for Reserve members on active duty for training for 140 days or more (to be input by member's permanently assigned SPO)	Yes	No	NA
17	BAS (start/stop BAS-CGSMR or refund for missed meals, as appropriate) upon departure for TDY (to be input by member's permanently assigned SPO)	Yes	No	NA
18	Family Separation Allowance. FSA-T after 30 days TDY (to be input by member's permanently assigned SPO)	Yes	No	NA
19	Leave Authorization (Vacation Request) to record leave enroute to "A" School, if applicable (to be input by member's permanently assigned SPO)	Yes	No	NA
20	Stop sea pay or hardship duty pay-location on 31st day of TDY (to be input by member's permanently assigned SPO.)	Yes	No	NA
21	Advancement/Adding Designator (TRACEN SPO)	Yes	No	NA
22	BAS, Sea Pay change upon return from TDY (to be input by member's permanently assigned SPO)	Yes	No	NA
23	Family Separation Allowance (stop FSA-T upon return from TDY, if applicable) (to be input by member's permanently assigned SPO)	Yes	No	NA
24	The PCS Endorsement should be input by the TRACEN SPO if the member was PCS to the TRACEN or by the member's permanently assigned SPO if the member was TDY to the TRACEN.	Yes	No	NA
25	Review and Mail PDR for member's TDY over 60 days only	Yes	No	NA

Privacy Act Statement

In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard: **Authority** - 10 USC Section 2771. **Principal Purpose(s)** - Used to review member's eligibility for Class "A" training. **Routine Uses** - Same. **Disclosure** - Disclosure of this information is voluntary, but without disclosure the member may not receive accurate transfer orders.

Command/Unit Approval Signature <i>(Part 1 Verified and Complete)</i>	Date
SPO Auditor Signature <i>(Part 2 Review and Approval of Transactions Verified and Complete)</i>	Date