

Chapter 4: Movement of Personnel

Introduction

This chapter provides checklists, guides and information required for the movement of personnel.

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Timelines

Please follow the timelines established in Chapter 2-B of this publication unless otherwise stated.

Section A: PCS/TEMUINS Orders

A.1. **Introduction** This section provides an overview of entitlements and options for members ordered Permanent Change of Station (PCS)/Temporary Duty Under Instruction (TEMUINS).

A.2. **References** (a) [Joint Travel Regulations \(JTR\)](#)
(b) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)

A.3. **Household Goods** Members ordered PCS/TEMUINS to an “A” school for a period of less than 20 weeks are authorized to store their Household Goods (HHG) at their current Permanent Duty Station (PDS) in non-temporary storage (NTS). Once assigned to a new PDS, shipment of HHG to the new PDS is authorized.

A.4. **Shipment of Privately Owned Vehicle (POV)** The following restrictions apply for members who are ordered PCS/TEMUINS from OCONUS:

- Members can elect to leave their privately owned vehicle (POV) at the current PDS and execute a Power of Attorney allowing a responsible individual to act on their behalf once they are in receipt of orders to their new PDS.
- Members who elect to ship their POV while in receipt of TEMUINS orders are liable for all excess costs incurred.
- Members must pay the entire cost of transportation if a PCS authorization is not issued later.
- The authorization is specific to the Vehicle Processing Center (VPC) and the entitlement is limited to the VPC closest to the new PDS.
- Members electing to transport their POV in conjunction with (ICW) PCS/TEMUINS to A-School for less than 20 weeks must be counseled IAW Reference (a).

A.5. **Storage of POV** Long term storage of POVs is limited to those members in receipt of PCS orders to a country in which the POV cannot be shipped.

NOTE: **Consult the processing VPC as to time limits applicable to pick-up.**

A.6. **Travel/Transportation of Dependents** The following restrictions apply to dependents of members in receipt of TEMUINS orders:

- Dependents are authorized to remain in government housing pending eventual PCS assignment.

- Dependents are authorized to remain in the vicinity of the current PDS pending eventual PCS assignment.
- Dependent entitlement cannot exceed the entitlement from the previous PDS to the next PDS.
- Dependent travel and transportation allowances are not authorized when members are assigned to a school as a student, if the course of instruction is less than 20 weeks IAW Reference (a).
- Dependent travel and transportation allowances commence upon member's receipt of PCS orders to the new PDS.
- A member authorized a housing allowance based solely for the purpose of paying child support is not authorized PCS travel entitlements for that dependent child(ren).

**A.7. If
Transporting
POV ICW PCS/
TEMUINS**

The following statement is placed on orders by PSC-EPM-2:

“Members assigned to an OCONUS unit who receive PCS/TEMUINS orders to A-School for less than 20 weeks can elect to transport their privately owned vehicle (POV) under provisions of [JTR](#), Section 0530. [JTR](#), Section 0530 states that POV transportation is permitted before PCS authorization/order is issued (i.e. prior to issuance of PCS orders from A-School) provided you agree by signing these orders that: You are financially responsible for the entire cost of transportation if a PCS authorization/order to authorize POV transportation is not later issued, or that you agree to pay any additional costs for POV transportation based upon the location of your new PDS. Should you elect to transport your POV, your authorization is from the POV port/Vehicle Processing Center (VPC) serving your OCONUS unit to the POV unloading port/VPC serving the PDS that will be identified at some time during your A-School assignment. If you receive orders back to your PDS or to another OCONUS PDS or to a PDS where transportation charges to the POV port/VPC exceeds transportation charges to the POV port/VPC where you shipped your POV ICW your A-School assignment, you are financially responsible for excess POV transportation charges.”

**A.8. BAH for
Members with
Dependents**

See Reference (b), for guidance on the payment of BAH for members with dependents assigned PCS/TEMUINS.

- The same rules apply to members en route PCS as to members assigned TEMUINS.
- These members continue to receive BAH at the locality rate for their old PDS while TEMUINS, unless the member had a previously approved BAH-rate protection request in place, in which case they would continue to receive BAH at the locality rate for their dependent's location/previous PDS.

- BAH is not payable while the member's dependents occupy government quarters at the old PDS.
 - A BAH rate protection request must be submitted and approved by PSC (PSD-FS) per Reference (b), in order for the SPO to pay BAH for any locality other than the member's old PDS or as provided in a previously approved BAH rate protection request.
-

Section B: How to Prepare NATO Travel Orders

B.1. Introduction This section provides information on how to prepare North Atlantic Treaty Organization (NATO) Travel Orders. NATO orders, along with proper identification, allows an individual to pass without difficulty from one NATO nation to another. This order is only for the movement of military personnel, their personal baggage, individual weapons and official documents.

The NATO Travel Order Statement is placed on the back of the PCS or TDY order, or as a separate sheet to accompany the TDY/PCS order.

B.2. Reference (a) [Military Assignments and Authorized Absences, COMDTINST M1000.8 \(series\)](#)

B.3. Format for the Order Complete the following areas for a NATO order.

Where	Entry
Top of Page	Grading of Form: NATO UNCLASSIFIED
Heading	Country of Origin, Employee ID and date order is prepared
First Paragraph	<ul style="list-style-type: none"> • Name, Rank, Grade and ID Card number • Destination, within NATO country • Date of departure from original country • Number of days member will remain in NATO country (if PCS, so indicate)
Second Paragraph	Authorization for member to possess and carry firearms
Third Paragraph	The number of official dispatches and that they are official documents
Fourth Paragraph	A certification that the travel is under the provisions of the NATO Status of Forces Agreement
NOTE:	Officer authorizing the NATO travel signs the order.

Table 4-1 Format for NATO Order

B.4. Sample Recommended Format See sample of the recommended format for NATO Travel Order below.

NOTE:

NATO travel orders are prepared in English and French. Any instructions printed on the reverse of the orders are to appear in English only.

Grading of form: NATO UNCLASSIFIED

NATO TRAVEL ORDER**ORDRE DE MISSION OTAN**

Country of Origin:

Employee ID Number

Pays de provenance:

Date order issued

1. The bearer (and group as shown heron or on attached list)

Le porteur (et personnel porte ci-dessus ou sur la list jointe)

Personal/Identity Card No. (if any)

Name:

Rank/Grade

*No Mte/de la carte d'identite**Nom: _____**(s'il y a lieu)*

Will travel to:

fera mouvement a: _____

Date of departure

Date du depart, le (ou vers le): _____

____ For a period of approximately _____ days ____ For permanent change of station.

Pour a peu pres _____ jours _____ Pour changement permanent de garnison.

2. Authority (is)(is not) granted to possess and carry arms.

Autorisation dep port d'armes (accordee) (non accordee).

3. The person named in paragraph 1 is authorized to carry ____ sealed dispatches.

La personne indequee au paragraphe 1 est autorisee a porter _____ plis scelles.

a. These dispatches contain only official documents.

Ces plis ne contiennent que des documents officiels.

4. I hereby certify that this individual/group is/are member(s) of a Force as defined in the NATO Status of Forces Agreement, and that this is an authorized mover under the terms of this agreement.

*Je soussigne certifie que le personnel vise appartient a une armee telle definie dans l'Accord OTAN sur le statu des Forces Armees et que ce deplacement est officiel selon les termes de cet accord.*Signature of Officer
Authorizing Movement

Figure 4-2 Sample Recommended NATO Format

Section C: Designation of Ports of Embarkation, Debarkation and Vehicle Processing Centers

C.1. **Introduction** This section provides guidance on POV shipping and travel options when conducting a PCS to/from a CONUS or OCONUS location.

C.2. **References**

- (a) [Joint Travel Regulations \(JTR\)](#)
- (b) [Coast Guard Supplement to the Joint Travel Regulations \(CGS-JTR\), COMDTINST M4600.17 \(series\)](#)

C.3. **Procedure** Designated passenger Ports of Embarkation (POE), Ports of Debarkation (POD) and VPC are considered the closest POE, POD and VPC servicing a member's old and new PDS. However, a member traveling from/to a CONUS PDS to/from an OCONUS PDS by mixed modes (POV and commercial carrier) may be authorized to travel to/from an authorized alternate CONUS POE/POD and/or VPC. Travel to/from a location other than the designated or authorized alternate location would be considered circuitous travel for which actual travel and transportation expenses would be reimbursed, up to the travel and transportation costs to/from the authorized alternate location. A member is responsible for any excessive POV shipping cost beyond the cost to ship to/from the designated VPCs IAW Reference (a), Section 053001. A member electing POV shipment from/to a designated CONUS VPC may be authorized Monetary Allowance in Lieu of Transportation ([MALT](#)) or MALT Plus to drive another vehicle (i.e., up to two POVs for a member with dependents) to/from the authorized alternate CONUS POE/POD. The circuitous travel rules above would apply for a member traveling by mixed modes to an alternate non-official location (e.g., leave location). Payment of [MALT](#) for more than two POVs requires authorization/approval by COMDT (CG-1332) IAW References (a) and (b); this does not affect the POV shipping entitlement.

NOTE:

A member performing PCS travel solely by commercial carrier via an alternate non-official location would be authorized the costs for travel not to exceed the policy constructed airfare for the designated locations (i.e., designated POE/POD or, if applicable, designated VPC).

Section D: Permanent Change of Station (PCS) - Departing

D.1. This section explains the PCS - Departing process.

Introduction

- D.2. **References**
- (a) [Military Assignments and Authorized Absences, COMDTINST M1000.8 \(series\)](#)
 - (b) [Foreign Travel, Passports and Visas, COMDTINST 5000.5 \(series\)](#)
 - (c) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - (d) [Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10 \(series\)](#)
 - (e) [Coast Guard Housing Manual, COMDTINST M11101.13 \(series\)](#)
 - (f) [Body Composition Standards Program, COMDTINST 1020.8 \(series\)](#)
 - (g) [Foreign Affairs Policy Manual, COMDTINST M5710.5 \(series\)](#)
 - (h) [Joint Travel Regulations \(JTR\)](#)
 - (i) [Enlistments, Evaluations and Advancements, COMDTINST M1000.2 \(series\)](#)
 - (j) [Government Travel Charge Card \(GTCC\) Program Policies and Procedures, COMDTINST M4600.18 \(series\)](#)
 - (k) [Personnel Vetting Program \(Security Clearance, Suitability and Credentialing\), COMDTINST 5520.12 \(series\)](#)
 - (l) [Coast Guard Supplement to the Joint Travel Regulations \(CGS-JTR\), COMDTINST M4600.17 \(series\)](#)

D.3. **Process** Use the following to process a member's departure on PCS orders.

NOTE:

Any amendments to signed orders, prior to member's departure, are to be completed by the member's current P&A Office. Amendments are to be done via memorandum (do not edit the signed original orders) and attached to the original orders. Applicable changes (e.g. dates of travel changes) are to be entered in DA and routed for approval to the SPO.

NOTE:

For Patrol Forces Southwest Asia (PATFORSWA) information please see section W in this Chapter

Step	Who Does It	What Happens
1	P&A Office	<ul style="list-style-type: none"> • Immediately notifies the unit when orders are received. Notification must include any obligated service requirements. • If members must obligate service, they must do so within five business days of receipt of PCS orders IAW Reference (a) using the Contract Data - Reenlistment user guide. • If PCS requires Overseas Screening, refers to guidance at https://uscg.sharepoint-mil.us/sites/psc_spo/psc-bops/SitePages/Overseas-Screening.aspx. • Assists member with completion and timely submission of required documents.
2	Unit	Assigns sponsor and submits this information to the P&A Office for Welcome Aboard notification.
3	Member	<ul style="list-style-type: none"> • Within 45 calendar days of receipt of orders, meets with their P&A Yeoman to complete the following worksheets, if applicable: PCS Departing Worksheet (CG-2000), PCS Travel Entitlements Worksheet CG-2003, Advances Worksheet (CG-2010), Housing Allowance Protection Worksheet (CG-2025A) and Application for assignment to housing (DD) form 1746. • If PCSing to overseas assignment, also completes Report of Suitability for Overseas Assignment (CG-1300), Active Duty Dependents Overseas Screening (CG-1300B) and Modified Screening for Overseas Assignment and/or Sea Duty Health Screening (CG-6100).
NOTE:	If an Official Passport is required, follows instructions in Reference (b).	
4	P&A Office	<ul style="list-style-type: none"> • Within 10 business days of receipt of the PCS Departing worksheets, verifies for completeness and accuracy. • Routes worksheets thru Command for endorsement.
5	Unit/Command	Reviews and approves worksheets and routes to P&A Office for processing.
6	P&A Office	<ul style="list-style-type: none"> • Within two business days of receiving approved forms, completes orders in DA using the PCS Orders & Endorsements user guide. • Routes orders to P&A Supervisor or Yeoman with By Direction Authority for review and approval.

	NOTE:	Prior to routing orders for DLA, member must provide form DD 1747 to authorize DLA entitlement on orders.
		<ul style="list-style-type: none"> • If requested, emails the Housing Allowance Protection Worksheet (CG-2025A) to PSC (PSD-FS) IAW Reference (c).
7	P&A Office	<ul style="list-style-type: none"> • Within three business days of notification, P&A Supervisor or Yeoman with By Direction Authority verifies accuracy and entitlements, and approves the orders in DA which places the orders in a “Ready” status using the Approving PCS Orders user guide. • Prints and signs orders from DA and forwards orders to the member. • Technician uploads documents to iPERMS IAW Reference (d).
8	Member	<ul style="list-style-type: none"> • Members in receipt of PCS orders must check ETS for an Open Authorization (OA) to use for planning travel and book official travel using ETS. • Registers for an account in the Military OneSource Defense Personal Property System (DPS) at https://dps.move.mil/cust/standard/user/home.xhtml. • Once DPS account established, login to https://planmymove.militaryonesource.mil/ via CAC logon and “Start a New Move”, to arrange shipment of Household Goods and/or Personally Procured Move. Once the new move is submitted, they will be notified via email by their assigned Transportation Officer. • Members considering a Personally Procured Move (PPM), must review the PPM checklist, consult with the transportation office, as needed, and submit the claim via the PPM Claims Request Application using the PPM Field User Quick Reference Guide v1.0S_20230404v2.pdf (sharepoint-mil.us). • Members planning to ship an authorized POV, see Section E of this Chapter.
9	Transportation Officer	Emails the member to answer any questions about the move and to request the appropriate forms. Completes the move in https://planmymove.militaryonesource.mil .
10	PSC (PSD-FS)	If requested from P&A Office, processes the member’s BAH rate protection request.

11	P&A Office	Within three months of PCS departure date (if any advances are requested such as Pay, BAH, OHA), enters the transactions in DA using the Advances (Pay, BAH, or OHA) user guide.
12	Unit	Within 30 calendar days prior to departure, ensures the member's compliance with weight standards and records it in DA IAW Reference (f). If unable to update DA, provides weigh in data to P&A Office.
13	P&A Office	<ul style="list-style-type: none"> • Within 30 days of PCS departure date, enters travel advances if requested. Notifies SPO requesting DA approval of pay transaction(s). • Travel AO reviews and approves travel advances IAW References (h) and (l). • Records weigh in data in DA, if requested from the Unit.
14	SPO	Within three business days of notification, processes the member's request for advance pay, BAH and/or OHA in DA, if applicable, using the Advances (Pay, BAH, or OHA) user guide.
15	Unit	No later than 15 calendar days prior to departure from the unit, ensures the member signs a counseling sheet for a transfer evaluation IAW Reference (i).
16	Member	<ul style="list-style-type: none"> • At least two weeks prior to departure from the unit, submits a CGFIXIT request for transfer of CG Standard User Account using the Instructions to PCS Transfer your CG Standard User Account. • Ensures member's and, if applicable, dependents' DEERS ID cards are up to date. • Verify DA roles after Reporting transactions are complete. Some Extensions / Fleet-ups may trigger DA to revoke roles. • No Cost PSC WILL cause DA roles to be revoked. See DA User Guide for DA ROLES
17	P&A Office	<ul style="list-style-type: none"> • Within two business days after departure, submits the PCS Departure Endorsement in DA using the PCS Orders and Endorsements user guide. • Notifies SPO requesting approval of departing endorsement in DA.
NOTE:		<p>Departing /Reporting paperwork requirements:</p> <p>NO COST PCS- Departing/Reporting paperwork IS required - Member is moving from one unit to another –entitlements auto stop in DA and command approval needed to depart.</p>

		<p>Retours (PCS)- Departing/Reporting paperwork IS required.</p> <p>FLEET-UP/Extensions - Departing/ Reporting paperwork NOT required-Member is staying in the same unit / position – does not require new entitlement lines in DA.</p>
	NOTE:	<p>Member will need to verify DA roles after Reporting transactions are complete. Some Extensions / Fleet-ups may trigger DA to revoke roles. No Cost PSC / Retours PCS WILL cause DA roles to be revoked.</p>
	CAUTION:	<p>Failure to route the departing endorsement in DA and/or notify the SPO that the member has departed could impact member’s pay.</p>
18	SPO	Within three business days of submission of the departure endorsement, the SPO approves and transmits PCS Departing transaction in DA using the PCS Orders and Endorsements user guide.
19	P&A Office	Within five business days after a member’s departure date, technician verifies all documents were uploaded to iPERMS IAW Reference (d).

Table 4-3 PCS Departing Checklist

D.4. PCS User Guides

Refer to the appropriate PCS User Guide/Reference for the following topics:

- [PSC Overseas Screening Page](#)
- [PCS Orders & Endorsements](#)
- [PCS Entitlements Auto Stops and Starts in DA](#)
- [mLINQS PCS Travel Guides](#)

D.5. FY23 PCS Travel Advances and Claims Process

Refer to the mLINQS [FY23 PCS Travel Process](#) and [ALCGPSC 110/23](#) for instructions, overview and user guides for the process for using mLINQS and ETS to facilitate payment of FY23 PCS travel advances and claims.

D.6. Requesting Travel Advances

Refer to the [Creating an Advance for PCS Entitlements](#) mLINQS user guide for data entry procedure.

Advances must be created in an Amendment to the original Authorization in mLINQS, no earlier than 30 days prior to the member departing their old duty station. Documents need to be uploaded on the Tracking tab before

addressing audits. Until documents are uploaded, it will display as an audit to be addressed.

Before you begin the advance request, ensure the PCS travel advances are correctly listed on the order. The PCS order must show what is being requested, and at the 80% amount, as shown in the following example:

MEMBER PER DIEM	_____ @ 80%
MEMBER MALT	_____ @ 80%
DEPENDENT(S) PER DIEM	_____ @ 80%
DEPENDENT(S) MALT	_____ @ 80%
DLA	_____ @ 80%
TLE	_____ @ 80%
TOTAL	_____ @ 80%

PCS TRAVEL ADVANCE AUTHORIZED FOR \$ _____

PPC (TVL) will process advances up to the day before the member is supposed to report.

Reminder: Do not submit the PCS advance to PPC more than 35 days before the member detaches. The additional 5 days accounts for processing time and making payment to the member. If you need to submit a PCS advance to PPC more than 35 days due to extenuating circumstances, the Payment Approving Official must submit a PPC Customer Care Ticket with details.

Section E: Reimbursement of Vehicle Transportation within CONUS

E.1. **Introduction** This section provides the process to receive reimbursement for the shipment of an authorized POV.

- E.2. **References**
- (a) [Joint Travel Regulations \(JTR\)](#)
 - (b) [Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10 \(series\)](#)
 - (c) [Coast Guard Supplement to the Joint Travel Regulations \(CGS-JTR\), COMDTINST M4600.17 \(series\)](#)
 - (d) [Coast Guard Supplement to the Joint Travel Regulations \(CGS-JTR\), COMDTINST M4600.17 \(series\)](#)

E.3. **Process** Use this process to obtain authorization and reimbursement:

NOTE:

Important requirements:

- **This is a member-with-dependents entitlement; the member and/or eligible dependent(s) must possess more than one POV to be relocated to the new PDS, and the member and dependents must travel at one time in one POV.**
- **The member must receive approval for shipment of POV prior to detachment from the old PDS.**
- **Reimbursement is limited to the transportation of one (1) authorized POV; transportation costs should not exceed the remainder of the “MALT Plus” for driving two POVs to the new PDS, and member is financially responsible for all excess costs/additional expenses associated with POV transportation.**
- **Commercial travel at Government expense is not authorized for the member or any dependent if reimbursement for vehicle transportation within CONUS is authorized.**

Step	Who Does It	What Happens
NOTE:	<p>If completed steps 1 thru 7 from the PCS Departing Section D above and orders have been received by the member, skip to step 5.</p>	

1	Member	<ul style="list-style-type: none"> Submits request to ship a vehicle via the CG-2000 to the P&A Office IAW Section D of this Chapter. This is a member-with-dependents entitlement; the member and/or eligible dependent(s) must possess more than one POV to be relocated to the new PDS, and the member and dependents must travel at one time in one POV. The member must receive approval for shipment of POV prior to detachment from the old PDS. Reimbursement is limited to the transportation of one (1) authorized POV; transportation costs should not exceed the remainder of the “MALT Plus” for driving two POVs to the new PDS, and member is financially responsible for all excess costs/additional expenses associated with POV transportation. Commercial travel at Government expense is not authorized for the member or any dependent if reimbursement for vehicle transportation within CONUS is authorized.
2	P&A Office	<ul style="list-style-type: none"> Within two business days of receipt, reviews CG-2000 for completeness and accuracy. Determines eligibility and performs computations. Annotates on the PCS orders in DA that transportation is authorized, and that the orders include the maximum reimbursement computation. Notifies the SPO that orders are ready for review and approval.
3	SPO	<ul style="list-style-type: none"> Within three business days of notification, confirms eligibility and computations, and approves orders in DA. Notifies P&A Office that PCS orders are ready.
4	P&A Office	<ul style="list-style-type: none"> Counsels the member concerning their entitlement and reimbursement limitations. Provides member with the signed orders. Technician uploads documents to iPERMS IAW Reference (b).
5	Member	<ul style="list-style-type: none"> Completes shipment of authorized POV via https://www.pcsmypov.com/. Completes a PCS travel voucher in mLINQS using the moveLINQ Employee Portal Users Guide for commercial vehicle shipment after reporting to the unit; see Section H of this Chapter.

		<ul style="list-style-type: none"> ○ Uploads copies of required documents in mLINQS: <ul style="list-style-type: none"> ▪ the signed PCS travel orders (annotated with the vehicle shipment authorization to include the maximum reimbursement computation) ▪ the commercial vehicle shipment receipt, and ▪ the vehicle registration • Forwards to Travel AO IAW Reference (d) or mailed with the DD1352 to PPC travel; see P&A for assistance. • Retains a copy of all documents and receipts for their files.
6	Travel AO	<ul style="list-style-type: none"> • Within two business days after receipt of travel voucher(s) from the member, reviews and approves travel voucher in mLINQS using the moveLINQ Approver Portal Users Guide that is vouchered in ETS.
NOTE:	<p>Member should ensure that their name and EMPLID are on all documents.</p>	

Section F: Reimbursement for the Use of More than Two POVs

- F.1. **Introduction** This section lists the conditions for which payment of [MALT](#) for PCS travel by more than two POVs can be requested IAW References (a) and (b).
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- F.2. **References** (a) [Joint Travel Regulations \(JTR\)](#)
(b) [Coast Guard Supplement to the Joint Travel Regulations \(CGS-JTR\), COMDTINST M4600.17 \(series\)](#)
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- F.3. **Conditions** One or more of the following conditions must be met **before** requesting authorization for PCS travel by more than two POVs:
- The number of family members, including their luggage, cannot be transported in two vehicles.
 - A dependent requires special accommodations due to physical conditions or age-related restrictions and two POVs are required for the service member or dependent.
 - A service member must report to the new PDS before the dependents and the delayed travel is for reasons acceptable to the Travel AO, such as school-term completion or personal business-affairs settlement and there are more dependents than can reasonably fit together with luggage in a single POV.
 - The dependents perform unaccompanied travel between authorized points other than those that the service member uses, such as travel to a designated place or to the new PDS while the service member has a TDY en route, and there are more dependents than can reasonably fit together with luggage in a single POV.
 - The dependents perform unaccompanied travel to the new PDS before the service member's reporting date for reasons acceptable to the Travel AO, such as to enroll dependents in school at the beginning of the term, and there are more dependents than can reasonably fit together with luggage in a single POV.
-
- F.4. **Authorization Request Procedure** The command from which the member is departing shall submit requests for approval of PCS travel by more than two POVs to Commandant (CG-1332) well in advance of the member's (or dependents) planned departure date.
- Requests shall be submitted by memo to hqs-dg-lst-cg-1332-travel@uscg.mil.
-

Section G: Authorization to Ship a POV within CONUS due to Medical or Insufficient Time to Drive

G.1. **Introduction** This section lists the conditions for which Commandant (CG-1332) would authorize a POV shipment within CONUS in connection with a PCS, due to a member's medical condition or insufficient time to drive.

G.2. **Reference** (a) [Joint Travel Regulations \(JTR\)](#)
(b) [Coast Guard Supplement to the Joint Travel Regulations \(CGS-JTR\), COMDTINST M4600.17 \(series\)](#)

G.3. **Conditions** One of these conditions must be met before requesting authorization from Commandant (CG-1332) to ship a POV within CONUS:

- The member is physically unable to drive as documented by a competent medical authority (i.e., a licensed medical practitioner); or
- There is insufficient time for the member to drive and report to the new PDS as ordered. A statement is required from the departing and reporting commands that the member is unable to take the applicable travel time to safely travel by POV because of operational reasons.

NOTE: **A dependent's inability to drive does not satisfy this criterion.**

G.4. **Authorization Request Procedure** The command from which the member is departing shall submit the request, with the endorsement from the reporting command (if applicable), or medical documents (if applicable), for authorization to Commandant (CG-1332) well in advance of the member's planned departure date. *There is no authority to approve requests after the fact.*

Reimbursement for Personally Procured transportation of a POV is not authorized under this regulation. Shipment of a POV must be contracted through the Government with the Transportation Officer.

Requests shall be submitted by memo to: hqs-dg-1st-cg-1332-travel@uscg.mil.

Section H: PCS Reporting

H.1. This section explains the PCS Reporting process.

Introduction

- H.2. **References**
- (a) [Military Civil and Dependent Affairs, COMDTINST M1700.1 \(series\)](#)
 - (b) [Discipline and Conduct, COMDTINST M1600.2 \(series\)](#)
 - (c) [Personnel Accountability System \(PAS\) Policy, COMDTINST 3006.4 \(series\)](#)
 - (d) [Coast Guard Supplement to the Joint Travel Regulations \(CGS-JTR\), COMDTINST M4600.17 \(series\)](#)
 - (e) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - (f) [Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10 \(series\)](#)

H.3. **Process** Use the following to process a member’s reporting on PCS orders.

NOTE:

Any amendments to signed orders after the member’s departure are to be completed by the member’s new P&A Office. Amendments are to be done via memorandum (do not edit the signed original orders) and attached to the original orders.

Step	Who Does It	What Happens
1	Member	<ul style="list-style-type: none"> • On date of reporting, meet with P&A Office to complete the following worksheets (if applicable): PCS Reporting Worksheet (CG-2005), Advances Worksheet (CG-2010), Designation of Beneficiaries (CG-2020D) IAW Reference (a) and BAH/Housing Worksheet (CG-2025) IAW Reference (b). • Update personal information (e.g. home and mailing addresses, phone numbers, email) in DA using the Email Addresses, Emergency Contacts, Phone Numbers, and the Home Address, Mailing Address and Thrift Savings Plan Mailing Address user guides IAW Reference (c). • For PPM claims, submits the claim via the PPM Claims Request Application using the PPM Field User Quick Reference Guide v1.0S_20230404v2.pdf. • Verify DA roles after Reporting transactions are complete. Some Extensions / Fleet-ups may trigger DA to revoke roles.

		<ul style="list-style-type: none"> No Cost PSC WILL cause DA roles to be revoked. See DA User Guide for DA ROLES
2	P&A Office	<ul style="list-style-type: none"> Within two business days of receipt of PCS Reporting worksheets, verifies for completeness and accuracy. Routes through Command for endorsement. No later than 30 calendar days after Member arrives at the command, completes PCS travel voucher(s) in ETS and forwards to Travel AO IAW Reference (d).
3	Unit	Reviews forms, signs and routes to P&A Office for processing.
4	P&A Office	<ul style="list-style-type: none"> Within two business days of receiving endorsed forms, submits the PCS Reporting Endorsement in DA using the Reporting Endorsement section of the PCS Orders and Endorsements user guide. Notifies the SPO that the member reported in, to include providing the SPO a copy of the orders and any applicable forms or PCS Amendments. Technician uploads documents to iPERMS IAW Reference (f).
NOTE:		<p>Departing /Reporting paperwork requirements: NO COST PCS- Departing/Reporting paperwork IS required - Member is moving from one unit to another – entitlements auto stop in DA and command approval needed to depart.</p> <p>Retours (PCS)- Departing/Reporting paperwork IS required.</p> <p>FLEET-UP/Extensions - Departing/ Reporting paperwork NOT required-Member is staying in the same unit / position – does not require new entitlement lines in DA.</p>
NOTE:		<p>Member will need to verify DA roles after Reporting transactions are complete. Some Extensions / Fleet-ups may trigger DA to revoke roles. No Cost PSC / Retours PCS WILL cause DA roles to be revoked.</p>

CAUTION:		Failure to route the reporting endorsement and all entitlement transactions in DA and/or notify the SPO that the member has reported could impact member's pay.
5	Travel AO	Within two business days after receipt of travel voucher(s) from the member, reviews and approves travel voucher in mLINQS using the moveLINQ Approver Portal Users Guide that is vouchered in ETS.
6	SPO	Within three business days of receiving the reporting endorsement and notification from the P&A Office, approves and transmits PCS Reporting transaction in DA using the Reporting Endorsement section of the PCS Orders and Endorsements user guide.
7	P&A Office	<ul style="list-style-type: none"> • Within two business days of SPO approving PCS reporting endorsement, enters BAH transaction in DA using the Starting BAH section of the Basic Allowance for Housing (BAH) user guide, and any other applicable entitlements. • Routes to SPO for approval.
8	SPO	Within three business days of receipt, approves BAH transaction in DA using the Approving or Denying BAH Transactions/Corrections section of the Basic Allowance for Housing (BAH) user guide.
9	P&A Office	<ul style="list-style-type: none"> • Within two business days of approval, verifies the member's entitlement to Family Separation Housing and/or Family Separation Allowance-Restricted (FSA-R), CSP/CSPP, BAH, COLA and Advance Pay (as applicable) IAW Reference (e). • Technician conducts mandatory review of the member's CGMHRR with the member during the check-in process IAW Reference (f). • Verifies PAYCALCS, using the Pay Calculations Results user guide, once updates and new calendar results are visible in DA.

Table 4-4 PCS Reporting Checklist

Section I: Temporary Lodging Allowance (TLA) Claims

- I.1. Introduction** This section provides guidance for submitting Temporary Lodging Allowance (TLA) claims. TLA is an allowance intended to partially reimburse a member and/or dependents for expenses incurred while occupying temporary lodging outside the contiguous United States.
-
- I.2. References**
- (a) [Joint Travel Regulations \(JTR\)](#)
 - (b) [USCG Finance Center Travel Application Portal for TLA](#)
 - (c) [USCG Finance Center Directives and Resource Center](#)
 - (d) [DoD FMR, Volume 7A, Military Pay Policy, \(BAH, OHA, CONUS COLA, Overseas COLA and TLA\)](#)
-
- I.3. Procedure** TLA claims are completed by the OCONUS unit. Follow submission guidelines listed in Reference (b).
Units processing TLA claim will also have AOR specific requirements and processes.
-
- I.4. Web-based Application** Units processing TLA claims shall submit the request via the [TLA Claims Request](#) web-based application found on the [Coast Guard Common Core](#) website using the TLA Field User Quick [Reference](#) Guide
- The following restrictions apply:
- Prior to acquiring access, a signed request assigning the Payment Authorizing Official (PAO) must be submitted by the Unit Commander.
 - PAOs must be E6 and above, or GS7 and above.
 - Request (via signed memo) must be routed through Commandant (CG-1M1) who reviews and forwards to the FINCEN (OPA-MT).
 - FINCEN Comptroller issues the authorization.
 - The PAO does not need a password.
 - There must be (at a minimum) one PAO/Data Entry Operator (DEO) from a qualifying unit.
-
- I.5. DEO Specific Information** The PAO assigns the DEO for the respective unit and DEO passwords are assigned by FINCEN.
-
- I.6. Submission Guidelines** If units are unable to process TLA claims using the web-based application, send FINCEN an email for guidance to FIN-DG-M-TLA@uscg.mil.

Section J: Temporary Duty (TDY)

- J.1. Introduction** This section explains how the effective execute Temporary Duty (TDY) travel. It is critical for CG travelers and their supervisors to understand the administrative responsibilities for completing and reviewing TDY Travel Orders and Travel Claims.
-
- J.2. References** (a) [Joint Travel Regulations \(JTR\)](#)
(b) [Coast Guard Supplement to the Joint Travel Regulations \(CGS-JTR\), COMDTINST M4600.17 \(series\)](#)
-
- J.3. Traveler** The traveler remains the single most important person involved in the travel claim liquidation process. Without a properly completed claim, full reimbursement is not possible.
-
- J.4. Purpose of a TDY Order** The TDY Order establishes the conditions for official travel and transportation and provides the basis for traveler entitlement and reimbursement. An effective TDY Order provides information that is clear, complete, and follows applicable regulations/Agency Policy.
-
- J.5. Requirements for a TDY Order** The written TDY order is a document that meets several practical and mandated administrative requirements. The travel order expresses:
- Detailed information for personnel or agencies to provide support services to the traveler, (i.e., Travel Management Centers, Transportation Officers, etc.).
 - Accounting information to enable correct funds accounting.
-
- J.6. Information Elements** The TDY Order must fully answer:
- **WHAT** mode of transportation is authorized and/or directed
 - **WHAT** type of quarters are authorized and/or directed
 - **WHAT** type of messing is authorized and/or directed
 - **IS** the traveler a government travel charge card holder?
 - **WHAT** the maximum amount of travel funds authorized is
 - **WHAT** the accurate POET accounting information is
 - **WHAT** specific reimbursable expenses that must be pre-authorized on the Travel Order are (i.e., Conference costs, Registration fees, Rental vehicle and size authorization, Communication services, Excess baggage, etc.)

**J.7. While
Traveling TDY**

The traveler must obtain receipts for **ALL** expenses incurred while traveling. Although itemized receipts are only required for lodging, rental vehicles, air fare and individual expenditures of \$75 or over, the receipts collected during the trip act as a record of expenses and are an invaluable tool when completing a travel claim. As per JTR 010301.A, a Travel AO can require additional receipts to substantiate reimbursement if a traveler's claim contains doubtful reimbursement.

**J.8. Lost or
Damaged
Receipts**

Review [Lost or Damaged Receipt Guidance](#) (located on the [PPC \(TVL\)](#) webpage) for steps to take when receipts have been lost or damaged.

**J.9. TDY User
Guides**

Refer to the appropriate [ETS TDY User Guides](#) for step-by-step instructions on entering TDY claims in ETS.

**J.10. Sample
TDY Travel
Voucher**

See below for Sample Travel Voucher (DD FORM 1351-2).

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input checked="" type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$					
2. NAME (Last, First, Middle Initial) (Print or type) PIERCE, PAUL A		3. GRADE CIV	4. SSN 123-45-6789		5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> PCS <input checked="" type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA		
8. ADDRESS. a. NUMBER AND STREET 100 LEGENDS WAY		b. CITY BOSTON	c. STATE MA	d. ZIP CODE 02114			
e. E-MAIL ADDRESS PPIERCE@BOSTONCELTICS.COM				10. FOR D.O. USE ONLY			
7. DAYTIME TELEPHONE NUMBER & AREA CODE 555-555-5555		8. TRAVEL ORDER/AUTHORIZATION NUMBER 1118B34NBA047000		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES		a. D.O. VOUCHER NUMBER	
11. ORGANIZATION AND STATION BOSTON CELTICS				b. SUBVOUCHER NUMBER		c. PAID BY	
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input checked="" type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE				13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)			
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)				d. COMPUTATIONS			
16. ITINERARY				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)			
a. DATE 2018		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
03/19	DEP	Home, Chatham, MA		PA			
03/19	ARR				AT		100
03/19	DEP	Logan Int'l Airport Boston		TP			
03/19	ARR				AT		
03/19	DEP	Oakland Int'l Airport		CA			
03/19	ARR				TD	195.00	
03/22	DEP	Waterfront Hotel		CA			
03/22	ARR				AT		
03/22	DEP	Oakland Int'l Airport		TP			
03/22	ARR				AT		
03/22	DEP	Logan Int'l Airport Boston		PA			
03/22	ARR				MC		100
03/22	DEP	Home, Chatham, MA					
18. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TRAVEL			
18. REIMBURSABLE EXPENSES				17. DURATION OF TRAVEL			
a. DATE		b. NATURE OF EXPENSE		c. AMOUNT		d. ALLOWED	
03/19	taxi to hotel		42.24			12 HOURS OR LESS	
03/22	parking at airport		140.00			MORE THAN 12 HOURS BUT 24 HOURS OR LESS	
03/22	taxes on hotel		87.54			<input checked="" type="checkbox"/> MORE THAN 24 HOURS	
18. GOVERNMENT/DEDUCTIBLE MEALS				17. DURATION OF TRAVEL			
a. DATE		b. NO. OF MEALS		a. DATE		b. NO. OF MEALS	
20. CLAIMANT SIGNATURE Paul Pierce				b. DATE 03/23/2018			
c. REVIEWER'S PRINTED NAME Larry Bird				d. REVIEWER SIGNATURE [Signature]		e. TELEPHONE NUMBER 111-111-1111	
21. APPROVING OFFICIAL'S PRINTED NAME Larry Bird				b. SIGNATURE [Signature]		d. DATE 3/27/18	
22. ACCOUNTING CLASSIFICATION 2-M-123-457-78-0-PP-70400-2100C							
23. COLLECTION DATA							
24. COMPUTED BY		26. AUDITED BY		28. TRAVEL ORDER/AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)	
28. AMOUNT PAID							

DD FORM 1351-2, MAY 2011

PREVIOUS EDITION IS OBSOLETE.

Exception to SF 1012 approved by GSA/IRMS 12-91. Adobe Designer 9.0

Figure 4-5 Sample TDY DD Form 1351-2

**J.11.
Non-Receipt of
Payment**

Allow 10 working days from the date the Travel Voucher Summary is received to the date you receive payment. If payment or notification of overpayment/ claim rejection is not received by the end of this period, contact CG Finance Center's automated voice response toll-free number 1-800-564-5504 or visit <https://www.uscg.mil/fincen/Payment/> to receive information for travel claims processed.

If the Finance Center has no record of the travel payment, discuss with your Travel AO using the [How Do I Check Status of a Travel Payment in FSMS](#) user guide. If you still have questions regarding your payment, your Travel AO must submit a trouble ticket to PPC's Customer Care Branch (see Chapter 2, Section D of this publication).

NOTE:

If you have waited more than 15 working days from the date the claim was processed, your Travel AO should check ETS before contacting PPC Customer Care to ascertain the claim's status.

Section K: Blanket Travel Orders

K.1. Introduction This section describes the purpose of Blanket Travel Orders. A Blanket Travel Order is a TDY Order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties.

K.2. Reference (a [Joint Travel Regulations \(JTR\)](#))

K.3. Guidelines Blanket travel orders should meet the following guidelines:

- Be an order for an individual
- Define the time period covered by inclusive dates
- Inclusive dates to not cross fiscal years (30 Sep/01 Oct)
- Define the geographic area in which travel can be performed
- The reason(s) making the blanket/repeat TDY order necessary
- Excess accompanied baggage authorization, if necessary; and
- Other conditions, limitations, and instructions appropriate such as the use of GOV'T QTRS/dining facility/mess is required if available to the member

NOTE:

At this time the current travel system does not allow for Blanket Travel orders to be processed. While it is still within the JTR, Coast Guard is not processing this type of orders.

K.4. Geographic Area for Blanket Orders For geographic area(s) the Blanket Travel Orders must list the following:

- **Unlimited Open** - Allows the traveler to travel anywhere on official business without further authority for a specified period of time within a fiscal year.
- **Limited Open** - Allows the traveler to travel on official business without further authority under certain specific conditions, i.e., travel to specific geographic area(s) for a specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year.
- **Repeat** - Allows the traveler to travel on official business without further authority to a specific destination for a specified period of time within a fiscal year.

-
- K.5. Timeframes
- **Monthly Order** - The period covered by a Blanket Travel Order that is one month in duration.
 - **Quarterly Order** - In a situation of almost constant travel (e.g., the sum of the TDY travel is expected to be 1 out of 3 months), a quarterly travel order could be appropriate.
 - **Excess of a Quarter Order** - Only under the most continuous travel circumstances (e.g., the sum of the traveler's TDY period is expected to equal or exceed 6 months) should a Blanket Travel order for a period in excess of a quarter be issued.
-

Section L: Leave and Liberty Combined with TDY Travel

L.1. **Introduction** This section explains the details regarding combining leave and liberty with TDY travel.

A traveler may request to combine leave and/or liberty (LV/LIB) with TDY travel.

The member could be...

- Taking LV/LIB prior to TDY or
- Taking LV/LIB after TDY

L.2. **References** (a) [Joint Travel Regulations \(JTR\)](#)
 (b) [Coast Guard Supplement to the Joint Travel Regulations \(CGS-JTR\), COMDTINST M4600.17 \(series\)](#)
 (c) Military Assignments and Authorized Absences, COMDTINST M1000.8A (series)

L.3. **Rationale** TDY Orders / Authorizations where LV/LIB is combined with travel MUST be entered correctly to prevent per diem from being erroneously paid for liberty days. **THERE ARE NO TRAVEL ENTITLEMENTS EARNED DURING LEAVE OR LIBERTY.**

L.4. **Member to Depart Early/Return Late** Enter your authorization in ETS using your full travel days , including the LBV/LIB days..
 Example: Orders state member departs on January 5th and returns on January 10th, but member takes leave before, from Jan 2nd to 4th. ETS Authorization would reflect January 2nd -10th.

L.5. **Recording of Leave Taken** Members shall indicate all leave days used during the TDY on the Travel Authorization. LV/LIB shall be indicated in ETS In Step 4 modifying lodging checking the “Day Off” box.

NOTE:

- (1) Reservists Mobilized in Support of an Operational Deployment or Contingency Operation are entitled to Per Diem for lodging while on leave per JTR, Section 032902.
 (2) Any leave input into ETS does not charge against the leave balance in Direct Access. DA entry is required.
 (3) Do not start or end a trip in the ETS status of “Day off” You must be in a duty status within ETS.

Section M: Pay Entitlements Affected by TDY

M.1. Introduction This section describes the pay entitlements that can be affected by TDY assignment. The P&A Office/Unit must ensure the traveler is aware of all entitlements affected by TDY orders.

- M.2. Reference** (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
- Section 3-A – Enlisted Basic Allowance for Subsistence (ENL-BAS)
 - Section 3-H – Family Separation Allowance (FSA)
 - Section 4-A – Hardship Duty Pay – Location (HDP – L(DA))
 - Section 4-B – Career Sea Pay (CSP)

M.3. Affected Pay Entitlements Use this table when counseling a member on which pay entitlements can be affected by a TDY order.

WHEN member goes TDY	THEN member
to a unit without a government dining facility,	is entitled to ENL-BAS while TDY.
to a unit with a government dining facility,	is entitled to ENL-BAS minus CG Standard Meal Rate (CGSMR) while at the TDY site.
to a shore unit from a career sea pay eligible vessel/mobile unit over 30 days,	is not entitled to sea pay after 2400 on the 30th day.
over 30 days and has dependents,	could be entitled to Family Separation Allowance - Temporary (FSA-T).
from a career sea pay eligible vessel,	cannot combine ship underway time with TDY time to qualify for FSA-T.
over 30 days,	could lose entitlement to hardship duty pay-location and/or diving pay.
away from overseas permanent station,	entitlement to Family Separation Housing (FSH) terminates on the 59th consecutive day of TDY.
to a career sea pay eligible vessel/mobile unit,	is entitled to sea pay/time equivalent to the sea-time and level of that cutter.

Table 4-5 Pay Entitlements Affected by TDY

NOTE:

When a member receives travel allowances for residing in commercial quarters and subsistence, they are not performing “sea duty” and are not eligible for sea pay/time. To be eligible for sea

pay/time the member must be berthed and subsisted aboard a vessel while TDY.

Section N: TDY Departing and Reporting Processes

N.1. **Introduction** This section provides - processes to assist the member, unit, and P&A Office in completing all necessary tasks required for departing and reporting members who are performing TDY. These job aids are designed to be reproduced locally.

- N.2. **References**
- (a) [Joint Travel Regulations \(JTR\)](#)
 - (b) [Military Assignments and Authorized Absences, COMDTINST M1000.8 \(series\)](#)
 - (c) [Personnel Vetting Program \(Security Clearance, Suitability and Credentialing\), COMDTINST 5520.12 \(series\)](#)
 - (d) [Body Composition Standards Program, COMDTINST 1020.8 \(series\)](#)
 - (e) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - (f) [Coast Guard Supplement to the Joint Travel Regulations \(CGS-JTR\), COMDTINST M4600.17 \(series\)](#)

N.3. **TDY Departing Process** Use this process when a member requires a TDY order.

Step	Who Does It	What Happens
1	Member	Submits TDY Travel Request Worksheet, CG-2070 or ETS Authorization to P&A Office/ unit admin via supervisor to the funds approving official, regardless of funding source (Unit, ETQC, etc.). Per local unit policy.
2	P&A Office	Counsel member on travel and pay entitlements.
3	P&A Office	Assist with travel arrangements. If member is going TDY to "A" School, and an airline ticket is issued, ensure it is a round trip ticket. The Travel Management Office must be used to arrange official travel.
4	Member	Complete ETS Authorization
5	P&A Office	Ensure member has sufficient funds
6	P&A Office	Ensure member has sufficient obligated service.
7	P&A Office	Ensure member has proper security clearance.

8	P&A Office	Ensure member meets weight standards (if applicable) 15 to 30 days prior to class convening.
9	Member	Complete PCS/TEMUINS to “A” School worksheet (CG-2001) if member is going TDY to “A” School.
10	Member	If the TDY period is expected to be over 30 days or could involve changes to member’s CGSMR and/or Career Sea Pay/Time work with P&A Office to get those changes updated in DA and sent to SPO for processing.
11	P&A Office	If the member has dependents and the TDY period is expected to be over 30 days, provide the member with an FSA worksheet (CG-2035). Instruct the member to complete and submit the FSA Worksheet to the P&A Office, with a copy of the TDY orders.
NOTE:	<p>The unit must notify the P&A Office if the member does not travel on the dates of the original TDY orders (e.g. send copies of the amendments or annotations).</p>	

Table 4-6 TDY Departing Process

N.4. TDY Duty Site Process Use this process for members TDY at your duty site:

Step	Who Does It	What Happens
1		
2	TDY Unit	Verify member reports for TDY. If member fails to report, notify the permanent unit.

Table 4-7 TDY Duty Site Process

N.5. TDY Return -Process Use this process when a member returns from TDY:

Step	Who Does It	What Happens
1	P&A Office	Ensure member traveled IAW the order. If member was required to deviate from the order as issued, ensure any necessary amendments and/or endorsements have been attached to the Amended Authorization.
2	<u>Member</u>	Within 3 days of completion of travel, ensure the Travel Voucher is prepared and submitted through

		ETS. Documentation must be retained by the member/unit for a period of 6 years & 3 months IAW.
3	P&A Office	Review and complete PCS/TEMDUINS to “A” School (CG-2001) if member is returning from TDY to “A” School. Making sure to adjust any changes to entitlements CGSMR etc. And process and Leave, FSA etc.

Table 4-8 TDY Return Checklist

Section O: Reimbursement Methods

O.1. This section covers various reimbursement methods used during TDY.

Introduction

- O.2. **References**
- (a) [Joint Travel Regulations \(JTR\)](#)
 - (b) [Coast Guard Supplement to the Joint Travel Regulations \(CGS-JTR\), COMDTINST M4600.17 \(series\)](#)

O.3. **Per Diem Definition**

Per Diem is a daily fixed allowance based on geographic locality used to reimburse travelers for lodging, meal and incidental expenses incurred while performing official travel. This allowance is separate from transportation and other miscellaneous expenses.

NOTE:

Current locality per diem rates are available at
<https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/>

The below Per Diem types are JTR acronyms- please use the [ETS User Guides](#) for ETS guidance on the Per Diem Types Titles within the system.

O.4. **Per Diem Types**

For examples, see reference a

- Normal Lodging Plus Rate (LDP):
Entitlement to per diem is based on the actual lodging cost incurred plus meals and incidental expenses (M&IE). The total amount is limited to the maximum locality rate established for the TDY area. This per diem type is known as the Lodging Plus (LDP) System.
This type of per diem is listed on orders as such: “Government Quarters & Messing Not Available.” Or “Commercial Quarters & Messing authorized.”
- Actual Expense Allowance (AEA):
Actual and necessary expenses that exceed the maximum locality per diem rate could be required when there are unusual circumstances (e.g. short notice TDY or seasonally high cost areas) in which lodging plus reimbursement is insufficient to cover travel. Actual expense allowance (AEA) can be authorized before travel or approved after travel. The normal limit is 150% but can be limited up to 300% of the locality per diem rate (rounded to the next higher dollar). The daily reimbursement is the lesser of the actual expenses incurred or the AEA maximum amount. Blanket authority cannot be authorized/approved prescribing

AEA for all travel to an area. Each trip and locality must be authorized/approved separately listing the locality, dates and amounts.

- AEA Authorized for Lodging and M&IE (AE) –Reimbursement of actual cost for lodging and meals is allowed. Itemization for M&IE on a per meal basis IS required. Reimbursement for incidental expense may not exceed the Incidental Expense rates in ref a

This type of per diem is listed on orders as such: “Government Quarters & Messing Not Available, Authorized Actual Expense for Lodging and Meals not to exceed _____% per day for the dates of _____ through _____ at _____ (city), _____ (state).”

- AEA Authorized for Lodging Only (AELP):

The lodging portion is reimbursed on an actual expense basis while M&IE is reimbursed under Lodging Plus. The amount allowed for M&IE and lodging cannot exceed the daily maximum authorized in the AEA for the locality. Itemization for M&IE IS NOT required.

This type of per diem is listed on orders as such: “Actual Expense Authorized for Lodging only not to exceed _____% per night for the dates of _____ through _____ at _____ (city), _____ (state).”

- Training (TNG)

When military traveler's attend various courses of instruction and are required to use government quarters and government messing, per diem is paid at the current government meal rate (unless provided meals at no cost) and an incidental rate of \$5.00 for INCONUS or \$3.50 for OCONUS. Travelers can also be reimbursed for government quarters fees, if charged.

- Field Duty –Travelers on field duty are not entitled to per diem unless circumstances per reference a apply. The field duty rules on per diem begin 0001 on the day after arrival and end at 2400 on the day before the field duty status ends.

- Sea Duty (SD) or Government Ship (GS) –

Military members are not entitled to per diem for any period of TDY or training while in a sea duty status or aboard a government vessel. Per diem entitlement ceases at 0001 on the day after the date of arrival aboard and ends at 2400 on the day before the date of departure from the vessel. This duty is considered unbroken when a member transfers from one vessel to another and the transfer is made within a 10 hour period.

- Special or Reduced Per Diem (SPR) –Special or Reduced per diem is a flat rate that is below the normal lodging and M&IE rate for the locality. This per diem rate must be approved by COMDT (CG-1332)

and are established for a particular mission/operation. If used, the special rate must be listed on the travel order.

- Proportional Meal Rate (PMR) roportional Meal Rate applies when one or two deductible meals are provided at no cost to the traveler (for example, as part of a registration fee) or when a member is lodged in government quarters on a U.S. installation and one or two meals are available and directed in the government dining facility on that installation. PMR must be directed on the orders.

- Inpatient:

There is no per diem entitlement for travelers in an inpatient status. However, travelers who must remain on TDY at a medical facility for follow-up appointments or therapy are entitled to per diem allowances. See Assigned to Rehab Center (REH):

There is no per diem entitlement for travelers while assigned TDY to a rehabilitation center where both government quarters and mess are available.

- No Per Diem (NP):

There are some other circumstances where per diem is not authorized for travel. Some examples are:

- Travel or TDY within PDS Limits - Except for, per diem is not payable for travel or TDY within the limits of the PDS.
- Round Trips within 12 Hours - Per Diem is not payable for any period of TDY that is performed entirely within 12 hours.

NOTE:

For INCONUS daily lodging, taxes are not included in the daily amount of LDP. These taxes are an allowable reimbursable expense next to the lodging amount in the itinerary. OCONUS lodging taxes are included in the daily lodging amount.

Occasional meals can be reimbursement for certain circumstances for the above types of duty.

O.5. Travel Settlement Defaults

TDY travel rules have several ‘defaults or assumptions when information is inadequate or absent on the travel order. The protection against these defaults is a TDY order that contains clear, adequate, and correct information. The defaults include:

- Quarters and Messing:

When Travel Orders do not direct the government or proportional meal rate, the locality meal and incidental expenses (M&IE) rate shall be paid. Government Quarters are available ONLY IF use is directed in the Official Travel Order.

- Transportation:

Unless the order-issuing official directs a specific transportation mode(s) or any exception(s), transportation expenses are paid on the assumption common carrier air transportation is the most cost efficient and expeditious way to travel. For ticketing purposes, always use an in-house Travel Office, Contract Travel Office (CTO), or Travel Management Center (TMC) to ensure the traveler receives the government contracted reimbursable rate. Miscellaneous Reimbursable Expenses:

ONLY EXPENSES that are pre-authorized and clearly implied by the order (e.g., transportation to/from common carrier terminals when common carrier transportation is necessary) or specifically addressed by the order (e.g., rental car) are available to the traveler. See reference a ,for items that are exempt from this requirement.

- Valid itemized receipts are required for:
 - Lodging expenses regardless of dollar amount (must list the daily lodging rate and daily tax rate)
 - Any claimed expenditures of \$75.00 or more
 - Rental vehicle expenses to include fuel (regardless of dollar amount)
 - Commercial travel (airfare, train, etc.)
-

Section P: Premium-Class Travel Request

- P.1. Introduction** This section discusses the eligibility criteria for premium-class travel and the standard procedures for requesting such common carrier accommodations.
-
- P.2. References** (a) [Federal Travel Regulation \(FTR\)](#) (civilian employees)
(b) [Joint Travel Regulations \(JTR\)](#) (military personnel)
-
- P.3. Discussion** Premium-class travel includes first-class accommodations, business-class accommodations, and extra-fare train service (e.g. Amtrak, Acela and Metroliner). The authority to approve premium-class travel is held at the Commandant/Vice Commandant level with no further re-delegation authorized.
- The use of premium-class travel can be authorized prior to travel or approved after the fact. However, by regulation, authorization/approval for the use of premium-class travel is strictly limited to travel that meets specific eligibility criteria as indicated in References (a) and (b). For commercial air the length of flight in and of itself is not sufficient justification to authorize premium-class travel.
-
- P.4. Submission of Premium-Class Travel Request** Commands shall ensure members and employees are eligible to use premium-class travel prior to submitting the Premium-Class Travel Request Form ([CG-4600](#)) via COMDT (CG-1332) for military or COMDT ([CG-1215](#)) for civilians.
- In order to allow time for processing and routing, [CG-4600](#) should be submitted immediately when the need for premium-class travel is known. Normal processing time is 21 calendar days.
-
- P.5. Supporting Documentation** The following shall be included with the [CG-4600](#): a copy of the travel orders, itinerary, and any supporting documentation/justification. For medical travel, a statement is required from a competent medical authority of the need for a patient to travel by premium-class and the need for an attendant, if applicable. A separate [CG-4600](#) must be submitted for an attendant.
-
- P.6. Submit Approved Requests with Travel Claims** A copy of the approved [CG-4600](#) is required to support the claim for reimbursement of premium-class travel and must be referenced in ETS (comment block) when filing an electronic voucher.
-

Section Q: Evacuation

Q.1. Introduction This section describes the effective execution of evacuation travel and the reimbursement of evacuation entitlement as found in Reference (a), Chapter 6.

Q.2. Reference (a) [Joint Travel Regulations \(JTR\)](#)

Q.3. Officials Authorized to Order Evacuations Message, memo or oral evacuation orders must be provided by the Area/District Commander or CG-1M12 to PPC (TVL) and include the authorization to create evacuation travel orders. The decision of the local civil official to evacuate an area is not sufficient to reimburse entitlement. The appropriate military official must authorize/order an evacuation as local evacuation allowances can only be paid from the date that the evacuation is ordered. The method announcing the evacuation (usually by message) designates the safe haven or designated place location. PPC shall be copied on all safe haven location message traffic. The message or memo should specify the evacuation termination date (if available). If a Personnel Support Team (PST) is not established, the evacuation order should be included with the claim packet.

NOTE:

Evacuation orders are not Invitational Travel Authorizations (ITA). ITAs are only required for non-dependent escorts.

Q.4. Evacuation Travel Orders All evacuation and TDY travel due to evacuations including, Advances/Orders/Claims for Member/Employee/Spouses/Dependent Children will be issued to the sponsoring Service Member/Civilian Employee.

All evacuation entitlements for spouses and dependents will be processed and paid under the Service Member and/or Civilian Employee.

Active Duty Members ordered to evacuate must be TDY or PCS. TDY may be authorized within the PDS limits for emergency circumstances if eligibility is met as per Reference (a), par. 020602. Reserve Component Members who are not on Active Duty are not authorized evacuation or TDY orders.

- Authorized dependent minors under 18 must be listed on the Service Member/Civilian Employee's (or spouse of either) orders. **If the Service Member/Civilian Employee is not traveling with minor dependent(s), annotate this in the remarks block of the orders.**
- A [CG-4251](#) or a memo travel order may be used.
- Must contain the dependency dates; date of marriage, date(s) of birth.

- Must include the evacuation/safe haven/designated place location(s), as appropriate.
- Use of more than one Privately Owned Vehicle (POV) must be authorized.

NOTE:

Use the order notes section of the orders to clarify if the Service Member/Civilian Employee traveled with their dependents or did not travel at all.

Q.5. Safe Haven

The locality utilized for the authorized Safe Haven per diem and mileage is determined by the Defense Travel Management Office (DTMO) website: <https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/>

Safe haven locations may also be ordered as a not to exceed (NTE) mileage radius from the evacuated PDS location or from an authorized Safe Haven location. Locations in the local area of a specific authorized Safe Haven are considered as at the Safe Haven location. Dependents who travel to locations outside of the Safe Haven local area but within an authorized radius are provided allowances determined by the locality rate of that location.

Q.6. Use Centrally Billed Account (CBA) for Purchase of Transportation

Commercial transportation should be arranged through the Travel Management Center (TMC) contractor. Centrally Billed Account (CBA) use must be authorized on travel orders and dependent transportation tickets should be charged to the CBA. Use of the uniformed member's travel charge card for dependents is not authorized and would constitute misuse.

Q.7. Escort When Dependent(s) not able to Travel Alone

The Travel AO may authorize an escort for a dependent evacuated under JTR Chapter 6 who is incapable of traveling alone between the member's PDS and the safe haven or designated place, whichever applies, due to age, physical or mental incapacity, or other extraordinary circumstances. The escort may be a member authorized TDY, a U.S. government civilian employee authorized TDY or another person authorized by an invitational travel authorization (ITA). The minor dependents shall be listed on Service Member/Civilian Employees orders.

Q.8. Advances

Travel and transportation allowances (including safe haven allowances) may be paid in advance when an order is issued for dependent's travel from the evacuation area. Advances may not exceed the estimated amount for 30 days at the safe haven/designated place. Advances for transportation are provided only for necessary expenses incurred by dependents or civilian employees for travel to and while at the safe haven/designated place. Advances for evacuees are paid to the Service Member or Civilian Employee for which the evacuation travel orders are issued. Travelers

should be notified of the TDY location per diem rates which define their maximum reimbursements.

Advance requests must be entered in ETS and approved by the Travel AO.

Q.9. Who Submits Evacuation Claims

Claims must be submitted by the Service Member/Civilian Employee or their Designated Full Signature Proxy.

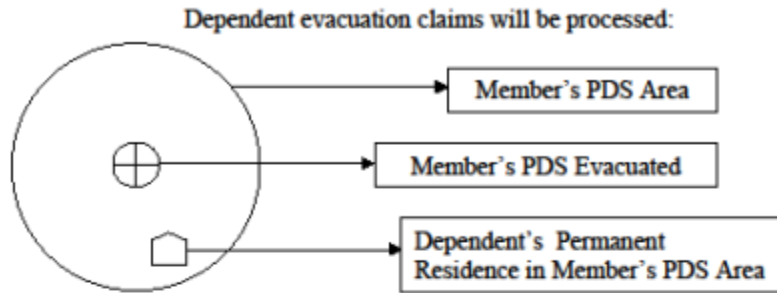
Q.10. Evacuation Claims in ETS

- All evacuation travel claims shall be submitted via ETS.
 - The claim packet must include an evacuation travel order with the Travel AO's signature and valid lodging receipts. If a PST is not established, the claim packet should include a copy of the evacuation order authorizing the evacuation as well as the cancellation order if available.
 - ITAs will be submitted as per this chapter, Section J.
-

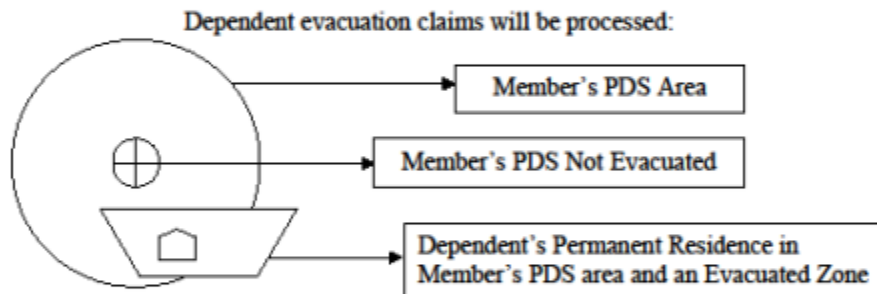
Q.11. Common Evacuation Claim Scenarios

See Figure below.

1. Member's PDS is evacuated and the dependent permanently resides in the member's PDS area.



2. Member's PDS is not evacuated but the dependent permanently resides in an evacuation zone located within the member's PDS area.



3. Member's PDS is/is not evacuated and the dependent permanently resides in an evacuation zone located outside the member's PDS area.

CG-1332 will be contacted for determination of claim processing approval:

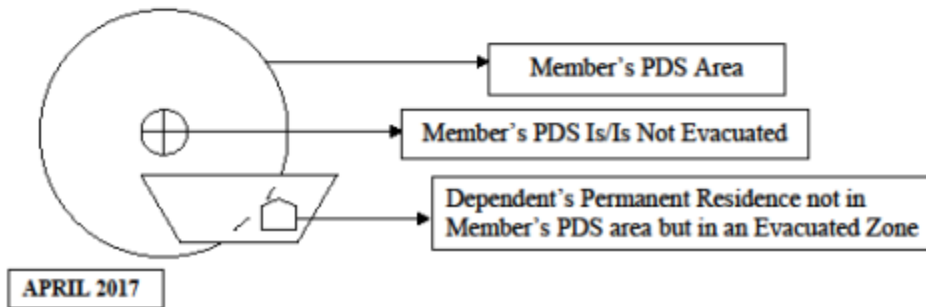


Figure 4-9 Common Evacuation Claim Scenarios

Section R: Other Forms of Written Orders

R.1. This section describes the other forms of written orders.

Introduction

R.2. Four Acceptable Options

There are four acceptable methods of travel order production. When the use of a CG travel order form is not necessary, these methods can be used:

1. Letter/Memo Travel Order – standard CG Memo that includes all the information necessary (see Figure 4-4 for an example)

2. Authenticated Message Order - Official telecommunication message traffic can be used as a travel order. Messages that fund and direct official travel can be modified in a travel order authenticating process and used instead of TDY travel order forms [CG-4251](#) or CG-5131. The message would contain the same travel data as the form. Print it, endorse it and sign it.

3. Email Order - Like message traffic, electronic mail (e-mail) can also be used as a travel order.

4. Direct Access/CG-5131 - TDY training orders issued by ETQC via the Direct Access Airport Terminal are on form CG-5131. These orders should be printed and endorsed. See Section T.4 of this chapter if amendments to these orders are needed.

WARNING:

CG-2070 is NOT an acceptable form of written orders.

R.3. Letter Travel Order

See sample below.


		Commanding Officer United States Coast Guard Pay & Personnel Center		444 SE Quincy St, Lopeka, KS 66683-3591 Staff Symbol: (xxx) Phone: (xxx) xxx-xxxx Fax: (xxx) xxx-xxxx Email: XXXX 3 Jan 20XX	
MEMORANDUM					
From:	JOE BOSN, CGC NEVERSAIL		Reply to	TONO	
			Attn of:	XX/XX/XXXXXXXXXX000	
To:	BMI C. Sick XXXXXXXX, USCG				
Subj:	ORDERS; TEMPORARY DUTY; TRAVEL ORDERS				
<p>1. You are authorized to proceed from time to time during Fiscal Year _____ to such places within and beyond the continental limits of the United States as is necessary for official business of the Coast Guard. Upon completion thereof, you are to return to your permanent duty station for resumption of regular duty.</p> <p>2. Your TONO is XX/XX/XXXXXXXXXX000. Travel necessary to the execution hereof is required by the public interests and is authorized chargeable against Coast Guard Accounting Data X/X/XXX/XXX/XX/X/XX, cost center XXXXX. Travel within CONUS is chargeable against object code XXXX.</p> <p>3. Travel via government transportation is directed beyond the continental limits of the United States wherever available. Travel via commercial carrier is authorized when government contract carrier is authorized in order to satisfy travel schedule requirements. For MAC, Class Two priority is certified.</p> <p>4. Travel via privately owned conveyance is authorized providing it has been administratively determined, for each travel segment, that this mode of travel is clearly more advantageous to the government. Local travel via streetcar, bus, subway, street railway, train, etc., is authorized. The use of taxicabs at your temporary duty station is authorized subject to the restrictions outlined in JTR, section 020212. A rental vehicle is authorized as set forth in JTR, section 020209. Excess baggage is authorized.</p> <p>5. Registration fees for conferences, seminars, etc., are authorized. The provisions of chapter 4 of the Joint Federal Travel Regulation, governing per diem rate and reimbursable expenses shall apply under these orders.</p> <p>6. Authorizations for Actual Expenses Allowance must be authorized on a trip by trip basis made by a separate endorsement. The endorsement must indicate the location and of Actual Expense.</p> <p>7. Possession of valid TOP SECRET clearance is certified. Prior to departure, you must, as required, avail yourself of the procedures as set forth in the Personnel Security and Suitability Program, COMDTINST M5520.12 (Series).</p> <p>8. No proceed time is allowed under these orders.</p> <p>9. The authority contained herein expires 30 September, 20XX, or upon relief of your duties as Director of Resources.</p> <p style="text-align: center;">#</p>					

Figure 1-10 Sample Letter Travel Order

**R.4. Message/
Email
Authentication**

The message travel order authentication process has the potential to reduce travel order preparation time and eliminate duplicative effort. To qualify and use as a travel order form, the message/email travel order, should possess this type of travel data (similar to form CG-4251):

- A. POET Accounting information.

- B. Traveler name, EMPLID, rank and unit;
- C. Traveler PDS subsistence allowance (as shown in example below);
- D. The Temporary Duty destination, Purpose and Location (City/County/St/Zip);
- E. Reporting Time/Date;
- F. Duration of TDY;
- G. Mode of transportation authorized or directed;
- H. Type of Quarters authorized or directed;
- I. Type of Messing authorized or directed;
- J. Whether traveler is (is not) a Gov't travel charge card holder;
- K. Maximum amount of TDY travel advance funds authorized; and
- L. Specifically name reimbursable expenses that must be pre-authorized on the travel order, i.e., Conference costs, Registration fees, Rental vehicle & size authorization, Communication fees, or Actual expense allowance in the amount of (\$) for (Locality name)(TDY period), etc.

Make the following authentication endorsement on the top of the first (front) page of the email:

QUOTE

(Type in the current date)

FROM: CO (OINC), LONG TITLE NAME OF UNIT

TO: RANK/RATE TRAVELER'S FULL NAME, EMPLID

1. YOU ARE DIRECTED TO TRAVEL TDY AS DESCRIBED HEREIN AND RETURN AND RESUME REGULAR DUTIES THEREAFTER. FOLLOW GUIDELINES ESTABLISHED IAW THIS MESSAGE TRAVEL ORDER CONSISTING OF (#) PAGES. UNLESS OTHERWISE DIRECTED, THE ACCEPTED MODE OF TRANSPORTATION IS: (AS APPROPRIATE).

2. YOU ARE (ARE NOT) A GOVERNMENT TRAVEL CHARGE CARD HOLDER. A TRAVEL ADVANCE IN THE AMOUNT OF (\$000.00) IS AUTHORIZED AND SHOULD BE OBTAINED VIA (ATM OR TRAVELERS CHECKS). IF TRAVEL ADVANCE IS CHARGED TO THE USCG, ATTACH SF-1038 ADVANCE APPROVAL.

3. YOUR PERMANENT DUTY SUBSISTENCE ALLOWANCE IS: (INDICATE EITHER: PARTIAL BAS, SEPRATS, OR ENL REG BAS OR OFF BAS)

4. (PLACE ADMIN MATTERS HERE, IE, AUTH LEAVE, MAW COMPLIANCE, ETC) SUBMIT YOUR TRAVEL CLAIM WITHIN 3

DAYS AFTER RETURNING FROM TDY FOR REVIEW AND
APPROVAL BY YOUR SUPERVISOR.

//S//

AUTHORIZING OFFICIAL SIGNS MSG/EMAIL
INSERT AO PHONE NUMBER AND DATE.

UNQUOTE

AFTER AO SIGNATURE (AUTHENTICATION).

Section S: Amendments to Orders

S.1. Introduction

This section describes the amendment to orders process. Orders can be amended after-the-fact to document verbal authority given during the TDY and PCS travel period when there is a change in original entitlements.

The Order Issuing Official who directed and funded the travel makes amendments to the Orders. The amendment should identify:

- Traveler
- POET Accounting information
- Entitlement specified
- Reason for change
- Authorized Official Signature

Amendments are done on memo, letterhead, e-mail, or handwritten note and attached to the original travel order. Amendments require the Travel AO's name and EMPLID printed/typed along with their signature.

S.2. Who's Responsible for Amendments?

See the table below.

Type of Order	Time Frame	Responsible Party for Amendments
PCS	Prior to Departure Date	P&A Office - Departing unit
PCS	After Departure Date	P&A Office – Arriving unit
Reserve	Always	P&A Office
TDY	Always	P&A Office

Table 4-11 Who's Responsible for Amendments?

S.3. When Amendments are NOT Authorized

There are some provisions that, if not authorized in the TDY order BEFORE travel starts, CANNOT be approved for payment after travel is completed.

Example: An order DIRECTING use of common carrier cannot be amended after the fact to permit some other form of transportation when common carrier was the order issuer's intended form of transportation for the member.

S.4. Amendments CANNOT be used to Deny an Entitlement

Under NO CIRCUMSTANCES can an order be amended after the fact to deny a travel entitlement originally contained in the travel order.

Example: Orders cannot be revoked or modified retroactively so as to decrease the rights that have accrued, after the travel has been performed.

After travel is completed, an authority cannot retroactively modify travel orders to direct a reduced per diem rate when a commercial meal rate was initially authorized.

S.5. Amendments to ETQC Orders

Orders issued by the Education and Training Quota Management Command (ETQC) can be amended by the unit AO to reflect alternate means of travel to and from the TDY location. The cost of alternate travel cannot exceed the constructed cost of airfare. Unit AOs can also authorize and amend orders to cover remain overnights (RON). Unit authorization of RON is limited to delay in travel due to weather, missed connections due to late arrival of a flight, and to accommodate travel IAW JTR, 0502.

Rental vehicles and change in course dates must be approved by ETQC. To request an amendment, contact the POC for the related course at: [ETQC Course List](#). If approved, ETQC replies with an e-mail amendment that must be printed and signed by the unit AO and placed with the original orders.

S.6. Sample of Amendments to Orders

See Figures below.


<p>U.S. Department of Homeland Security United States Coast Guard</p> 	<p>Commandant United States Coast Guard Incident Management Assist Team</p>	<p>5505 Robin Hood Rd, Norfolk, VA 23513 Phone: (555) 555-5555 Email: Lady.M.Marian@uscg.mil</p>
		<p>1326 01 Jun 2021</p>
<p>MEMORANDUM</p>		
<p>From: Lady M. Marian, YNC</p>		
<p>To: Little F. John, SKCS</p>		
<p>Subj: AMENDMENT TO TDY ORDERS WITH TONO 112126XXX120000</p>		
<p>Ref: (a) Joint Travel Regulations</p>		
<p>1. IAW Ref (a) your orders are amended to reflect the following:</p>		
<p>a. Member authorized minivan rental.</p>		
<p>2. All other provisions remain the same. This amendment is now part of your original orders and shall remain attached thereto at all times.</p>		
<p>#</p>		

Figure 4-12 Sample TDY Amendment for Enlisted Member (Same Unit)


<p>U.S. Department of Homeland Security United States Coast Guard</p>		<p>Commandant United States Coast Guard Base Detachment Saint Louis</p>	<p>1222 Spruce St St Louis, MO 63103 Phone: (333) 333-3333 Email: Minnie.M.Mouse@uscg.mil</p>
			<p>1321 20 Jan 2021</p>
MEMORANDUM			
<p>From: Minnie M. Mouse, YN1 CG BASE DET ST LOUIS</p>			
<p>To: Donald D. Duck, LCDR CG PPC</p>			
<p>Subj: AMENDMENT TO TDY ORDERS WITH TONO 13211841XXX019000</p>			
<p>Ref: (a) Joint Travel Regulations</p>			
<p>1. IAW Ref (a) your orders are amended to reflect the following:</p>			
<p> a. Traveler authorized to return to PDS on 15 Mar 2021 vice 18 Jan 2021.</p>			
<p>2. All other provisions remain the same. This amendment is now part of your original orders and shall remain attached thereto at all times.</p>			
<p>#</p>			

Figure 4-13 Sample TDY Amendment for Officer (Different Unit)

Section T: Accounting Data

T.1. **Introduction** This section discusses accounting data.. Use this section to understand the new accounting data.

T.2. **Reference** (a) [USCG Finance Center Directives and Resource Center.](#)

T.3. **Poet Information** The POET is broken down into 4 key categories. Each POET will generate its own Line of **Accounting** (LOA) which are pre-set by the CG

Category	Explanation
Project	Project Code provides project details and ultimately identifies the specific project
Task	The Task Code provides details on the task including the current Budget FY and an abbreviation of the Task Name
Organization	“Cost Center Code” captures what organizational element benefitted from a given procurement of goods or services after the fact.
Expenditure Type	“Budget Object Class “ categorizes the expenditure according to a set of codes-standardized across DHS.

Table 4-14 Document Type Codes

NOTE: **The above is the order that you normally find POET’s written in.**

T.4. **Accounting String** The Line of Accounting (LOA) is used to charge the cost of travel to the appropriate unit and funding account. The string is represented by a series of alphanumeric characters. The general format of CG accounting line data is:

Pre-set by USCG					Unit Specific Input			
Agency Code	Budget Fund Year	Internal Fund Code-Contains appropriation details	PPA Code – Treasury PPA	Allotment) Code-Organizational element that receives funding	Project Code - Groups related tasks together	Task Code- Store funds available for obligation	Cost Center Code- The benefiting unit of a Purchase	Object Class Code- Expenditure Type

Table 4-15 Accounting String Format

T.5.
Reimbursable Agreement Numbers (RAN)

Section U: Invitational Travel and Medical Travel

U.1. **Introduction** This section describes the processes for the travel claim process for Invitational Travel (ITA) Authorization Settlements, Dependent Medical Travel Settlements.

U.2. **References**

(a) [Joint Travel Regulations \(JTR\)](#)
 (b) [COMDTINST 12570.3H Invitational Travel Authorizations](#)
 (c) [DoDI 1340.21](#)
 (d)

U.3. **Authorization** Generally the authorizing official for an ITA must be a two-star flag officer or civilian equivalent or above. Re-delegation may be no lower than a two-star flag officer or civilian equivalent. Claims submitted in ETS must include an attached ITA signed by the appropriate authority. The ETS authorization cannot be processed without the proper official's signature on the attached ITA.

NOTE:

ITAs may only be issued to individuals who are NOT employed by Government or are employed intermittently in Government as consultants or experts

U.4. **Process** The ITA traveler will require an ETS profile and banking information on file at FINCEN. [See Chapter 2 section K](#) of this manual for the process.

U.5. **Submissions** All submissions will be entered into ETS.

U.6. **Travel AO Responsibilities**

- The traveler may permit the AO to be assigned to the traveler's ETS account as an Arranger so that the AO can submit the ETS voucher on the traveler's behalf. The Arranger acts as an agent for the traveler with the assignment in ETS (as shown on the ETS TVS) as documentary evidence of the agent's right to act for the claimant (DoDI 1340.21 E5.4).
- The unit AO shall assist the traveler in making their transportation, lodging and rental reservations. Reservations must be arranged using the Travel Management Center (TMC).

**U.7. Medical
Travel**

- Medical travel involving both minor dependent patients and attendants allow for an attendant to claim the minor patient on their own claim. The same HSWL signed ITA listing both dependent attendant and patient could be used for claim submission purposes. If the claim is submitted by an attendant who is an active duty member or civilian employee then dependent patient's travel claim must include an ETS attached ITA signed by HSWL.
 - Medical travel under JTR, par. 033007 Medical Specialty Care Travel of More Than 100 Miles (CONUS only) provides for other family members who are 21 years of age or older as attendants to be issued their own ETS attached HSWL signed ITA and file their own travel claim or included on the patient's ETS attached HSWL signed travel authorization and identified as an attendant. In the latter case the adult patient would claim allowances to include attendant travel
-
- An active duty member acting as a medical attendant who has their dependent minor patients listed on a medical travel claim must provide HSWL approval for dependent travel with either an ETS attached additional patient ITA or an ETS attached HSWL signature authority on member's orders listing those dependents
-

Section V: ETS AUDITS (REVIEWS)

V.1. **Introduction** This section describes the audit process. ALL travel claims submitted are subject to the audit review process to ensure funds accountability, unit controls, and process integrity.

V.2. **Audit Process** The table below describes the audit process.

Step	Who Does It	What Happens
1	PPC (TVL)	As soon as missing documentation is identified, emails the traveler and their Travel AO to explain which information is missing from the claim and what steps must be taken to correct it
2	Traveler / Traveler AO	<ul style="list-style-type: none"> • Upon receipt of email, works together to obtain missing information/ documents or make corrections. • Traveler Provides Travel AO and PPC Travel the missing documentation as required.
3	PPC (TVL)	Upon receipt of trouble ticket, resolves each ticket on a first-come, first-served basis
		After 30 days from the initial email, if nothing is submitted by the traveler/AO, creates a travel debt and forwards to FINCEN

Table 4-2 Travel Audit Process

NOTE: If a travel debt is built, but the Travel AO sends in the appropriate documentation to PPC Travel Audit Team, PPC will correct the claim and FINCEN will resolve the debt.

V.3. **Audit Travel Claim Package**

- An Audit Travel Claim Package, must consist of the following as applicable:
- Copy of signed orders or Travel System authorizations/.
- Copy of all signed amendments.
- Copy of travel claim (DD-1351-2 electronically signed).
- Copy of itemized receipt(s) for all hotel/motel lodging (even if less than \$75) that reflects all occupants and single daily lodging rate (Express Check-out receipts are not acceptable).
- Copy of signed Long-Term or month to month lease agreement(s).

- Copy of signed monthly rental receipt (proof of payment includes but is not limited to copy of money order or front and back of cancelled check).
- Copy of all airfare receipts including CBA) (must reflect cost of airfare).
- Copy of transportation receipts (even if less than \$75) (including Rental Car receipts; estimated receipts are not acceptable).
- Copy of receipts **for all reimbursable expenses** of \$75 or more.

NOTE:

- (1) Credit card statements are not authorized to be used as a receipt.**
- (2) Excess Baggage Charges: Please be sure the orders (or amendment) indicate authorization for 2 or more checked bags.**

V.4.

V.5. PPC (TVL) Responsibilities

Once an audit commences, if the traveler did not attach required documents to the original claim or additional documents are needed, PPC will send the traveler an email notice (a kick back email) of what is required and will give 30 business days to scan and attach (or mail) required documents. PPC will no longer send Second, Third, or Final Audit Requests. **It is imperative that all Travelers ensure their e-mail addresses in DA are current.**

- If an incorrect payment is found during the audit, a credit or pay adjustment authorization (PAA) is issued to resolve the travel discrepancy.
- Claims received from units are NOT returned.
- Notify travelers of incomplete travel claim packages and request corrective actions (kickback).

V.6. Traveler Responsibilities

- . You are required to keep the documentation for six years and three months following completion of travel.
- Notify Travel AO immediately of any known discrepancies or changes to audited original travel claims.
- . The traveler will have **30 business days to reply via email to PPC Topeka Audit team** with the required items/information for the audited travel claim.
- The traveler's AO can request a suspension of an audit due to operational commitments. Requests need to be submitted to PPC Customer Care. Requests must include the claim number and the

estimated ending date of suspension. Submit requests via the PPC web site: <https://www.dcms.uscg.mil/ppc/ccb/>.

- Is responsible for repayment of monies received due to erroneous information provided on original claim submission. Do NOT send any cash, checks, or money orders to PPC (TVL). You can pay either by check or money order or online via Pay.gov.
- For Pay.gov, you will receive notification once the debt has been processed, Use the following guide to submit payment: [How to Submit Travel Debt payment in Pay.Gov](#)
- Please make your check or money order payable to “U.S. Coast Guard”, and write your POET on your payment. Include a copy of your official notice of travel overpayment letter and send your payment to:

USCG ART/OTHERS PO BOX 979119 St. Louis, Mo 63197-9000	
--	--

- If an audit results in an overpayment, travelers are not authorized to submit subsequent claims in ETS to cancel the debt. If a supplemental travel claim is necessary to offset the debt, the supplemental claim package must be submitted via help ticket to PPC by the AO.
- Take corrective action on returned claims and resubmit for audit within 10 days.

NOTE:

Maintain copies or original orders, amendments, travel claim, and receipts for a period of 6 years and 3 months IAW the [Records & Information Management Program Roles and Responsibilities, COMDTINST 5212.12 \(series\)](#).

Section W: Patrol Forces Southwest Asia (PATFORSWA)

- W.1. **Introduction** This section consolidates information on PCS travel, HHG, POV storage and pay entitlements for members ordered to Patrol Forces Southwest Asia (PATFORSWA), Bahrain or a cutter deployed (for a year or more) in support of current contingency operations.
- W.2. **References** (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
(b) [Military Assignments and Authorized Absences, COMDTINST M1000.8 \(series\)](#)
(c) [Joint Travel Regulations \(JTR\)](#)
-
- W.3. **Mobile Unit Designation for PATFORSWA Cutters** Per, ref a members ordered to serve on PATFORSWA cutters are considered to be assigned to a “Mobile Unit”. They receive the same PCS, HHG, POV storage and travel entitlements as those personnel assigned ashore to PATFORSWA. Members assigned to mobile units (other than those assigned in an administrative capacity) are entitled to continuous career sea pay (and career sea pay premium, if otherwise eligible) on the same basis as members assigned to other CG vessels, as long as they meet the monthly requirements set in Chapter 8 of this publication.
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- W.4. **PCS Travel** Members will receive PCS Orders from their Assignment Officer to PATFORSWA. They will also receive TDY Orders to Special Missions Training Center (SMTTC) located in Camp Lejeune, NC for the duration of Pre-Deployment training (PDT). Following PDT, members will return to their current Duty Station. **Members are reminded to complete their PDT travel claim in ETS before departing for their new PDS.**
- Members are entitled to three travel days for the flight OCONUS to Manama, Bahrain.
 - Members traveling from Guam, Hawaii, or certain West Coast areas in which flight schedules cannot accommodate two days of travel (per SATO verification) must notify their ADMIN YN for approval of additional days.
- Members without dependents are authorized** PCS travel entitlements from their old PDS via airport used for OCONUS flight for transportation to Manama, Bahrain. Members are not allowed round-trip travel between a TDY station and designated place.
- Members with dependents are authorized:**
- PCS travel entitlements from their old PDS via the designated place per JTR, Section 050802 to assist their dependents in relocating. When

possible, dependents should not be relocated until PDT has been completed.

- Dependents can remain at their current location or travel to a designated place. A designated place is the location where the dependents will establish a permanent residence while the member serves a dependent restricted tour in Bahrain. The designated place can be any location in CONUS or OCONUS locations as indicated in JTR, Section 050814.
- Designated places must be authorized by PSC (PSD-FS). Use form [CG-2025A](#), Housing Allowance Protection Worksheet for requesting BAH or OHA at a designated place of dependents, or if eligible, the previous duty station.

NOTE:

Due to the complexity associated with payment of TDY/PCS travel entitlement throughout a member’s preparation for deployment to PATFORSWA, request for PCS/TEMDU orders will normally not be granted. All PCS/TEMDU requests must be approved in advance and directed for consideration to PATFORSWA.

W.5. Proceed Time for Reporting to PATFORSWA

Refer to the following chart from the,Ref b Exhibit 1-G-2 regarding proceed time.

If member on PCS	And	Then proceed time is
Has dependents	Dependents are relocated (see note)	Authorized
	Dependents are not relocated and member will be provided government quarters permanently at the new duty station location	Not authorized
	Dependents are not relocated but member utilized non-government quarters at the new duty station location (see note)	Authorized
Has no dependents and is in pay grade E-4 (over 2 years’ service) or higher pay grade	Maintains non-government quarters at the old duty station which will be terminated (see note)	Authorized
	Will maintain non-government quarters at the new duty station (see note)	Authorized
	Utilizes government quarters at both the old and the new duty stations	Not authorized

Has no dependents and is in pay grade E-4 (over 2 years' service) or lower pay grade	Is required to utilize non-government quarters at either the old or the new duty stations	Authorized
	Utilizes government quarters at both the old and new duty stations	Not authorized
NOTE:	<p>Relocation means the movement of a household (dependents and/or place of residence) from one residence to another. This includes dependents who do not relocate at the time personnel report to the new duty station (due to children in school, home selling, etc.), but dependents will relocate after completion of a specific act. This includes dependents who are relocated in connection with PCS orders prior to detachment.</p>	

Table 4-16 Proceed Time

**W.6. HHG/
Unaccompanied
Baggage**

Bahrain is designated as an administrative weight restricted area for CG personnel assigned to PATFORSWA. All members should be aware they will be required to reside in fully furnished government quarters equipped with communal TVs.

- Storage space is limited, so members should only ship those personal effects that can be accommodated in their assigned quarters.
- Members are encouraged to bring their own personal laptop computers. While communal computers are provided in some flats, they are sometimes antiquated and do not provide system function members may be accustomed.
- Partial HHG /Unaccompanied baggage shipments to and from Bahrain are limited to 600 pounds. This 600 pound shipment must be determined PRIOR to any HHG's being placed in government or personal storage as there are no provisions to allow withdraw at a later time.
- Additional information/restrictions on HHG shipments to Bahrain can be found at: <https://installations.militaryonesource.mil/military-installation/naval-support-activity-bahrain/moving/household-goods>. (Click the "Other" link on the page for additional details.)
- For members without dependents, the HHG not shipped to Bahrain should be placed in NTS (non-temporary storage) at origin. Members with dependents may ship HHG to a designated place for dependents use or place them in NTS at origin.
- HHG/Unaccompanied Baggage should be shipped to:
 COMMANDING OFFICER
 USCG PATFORSWA

NSA GSK, BANZ WAREHOUSE BAY 6
1 JUFFAIR AVENUE
JUFFAIR, BAHRAIN 09501

**W.7. POV
Transportation/
Storage**

Transportation:

- CG personnel assigned to PATFORSWA are not authorized shipment of a POV to/from Bahrain. However, a POV may be shipped to a designated place, including OCONUS, for use by the member's dependents Ref c INCONUS shipment of POV is at the initial expense of the member pending travel claim reimbursement not to exceed standard mileage allowance.
- There is no entitlement to return to that location to pick up a vehicle for single members who ELECT to leave their POV at a location NOT in Government control (i.e. government funded/approved storage). Single members and members married to another member that elect to store their POV at a private residence, garage or on a private lot will not receive entitlements to retrieve their vehicle. Members will only be authorized entitlements from PATFORSWA to new PDS location IAW ref c

Storage:

- POV storage is authorized in lieu of shipment. Since POV shipment to Bahrain is restricted by service regulations, members are entitled to storage of one POV at government expense under the provisions of JTR, Section 0532. The POV can be stored using the Surface Deployment and Distribution Command (SDDC) global POV storage program.
- For travel entitlement to the storage facility when accomplished concurrently with TDY en route to the OCONUS PDS, ref c. For information on POV storage, see the SDDC pamphlet Storing Your POV online at: https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_4.pdf
- Members must arrange to place their POV in storage prior to departing for Bahrain. Storage of a POV is not authorized if a POV is shipped to a designated place for dependents use.

CAUTION:

In addition to a complete set of orders and amendments entitling shipment or storage of POV, the entitlement holder must provide a letter of authorization for POV storage, signed by the TO, IAW Section I of the [DTR](#).

CAUTION:

For Vehicles with Liens (leased or financed), entitlement holder must provide written approval from the leasing or lienholder

company authorizing the storage of said vehicle, regardless of destination, IAW Section G & I of the [DTR](#).

**W.8.
Entitlements
Summary**

Review ref a for all entitlements, as well as this portal page: https://uscg.sharepoint-mil.us/sites/psc_spo/psc-epm/SitePages/Patforswa-MIPFTAG.aspx for additional information

**W.9. Station
Allowances
(OHA & COLA)**

OHA is not authorized for members in Bahrain since all members will be assigned government leased quarters or shipboard berthing. While stationed in Bahrain members will be entitled to OCONUS COLA at the full without dependents rate. IAW [DoD FMR, Volume 7A, Military Pay Policy, \(BAH, OHA, CONUS COLA, Overseas COLA and TLA\)](#), COMDT (CG-1332) may authorize members with dependents concurrent payment of OCONUS COLA at the without dependent rate, and, if payable, CONUS COLA at the with-dependents rate for the designated place of dependents. Station allowances may also be authorized by COMDT (CG-1332) for dependents residing at a designated place OCONUS per [DoD FMR, Volume 7A, Military Pay Policy, \(BAH, OHA, CONUS COLA, Overseas COLA and TLA\)](#). Requests for station allowances must be submitted before the dependent's relocation.

NOTE:

OHA may be paid to members who get married and get command sponsorship.

**W.10.
Dislocation
Allowance
(DLA)**

Only members with dependents that relocate their dependents to a designated place are authorized DLA. Members that ship UB (which is considered a HHG move) are entitled to DLA without rate leaving PATFORSWA IAW JTR Section 050504 and 050509-D note and as per determination by CG-1332.

**W.11. BAH,
OHA, COLA for
Members with
Dependents**

To request BAH for either the previous duty station location (if eligible) or a designated place of dependents, or OHA for a designated place of dependents, members with dependents will submit a [CG-2025A](#), Housing Allowance Protection Worksheet to Commander, PSC (PSD-FS) for processing.

The payment of BAH based on a previous duty station may be authorized if the member permanently resided with their dependents while serving at the previous duty station, and the member has no intention of relocating their dependent from their residence. If the distance between the previous duty station and the dependents' location caused the member to establish a separate private residence from their dependents, the member is considered as not residing with their dependents and BAH will be based on the dependents' location.

COLA Entitlement:

- If BAH is authorized for a previous duty station location, CONUS COLA, by law, cannot be paid for the previous duty station location, only the dependents' location.
- If BAH or OHA is authorized for the dependents' location, COLA will be based on the dependent's location.

Upon processing the [CG-2025A](#), COMDT (CG-1332), will send an email to the member, the PATFORSWA P&A Office, PPC (MAS) and PPC (FAR), authorizing the housing allowance for either the designated place of dependents, or (if eligible) the previous duty station.

NOTE:

Members who receive BAH or OHA with dependents based on the payment of child support are not eligible to submit a CG-2025A (this includes members that have 50/50 custody of dependents). Effective upon their PCS reporting date, these members are entitled to receive BAH-DIFF ONLY, if otherwise so entitled per Section 3-B-6 of the [Coast Guard Pay Manual](#), COMDTINST M7220.29 (series).

If a member acquires a dependent(s) during their OCONUS assignment which changes their dependency status to a member with-dependents, the member will complete and submit a [CG-2025A](#) to request BAH or OHA for the designated place of their dependent(s).

W.12. BAH Entitlement for Member Married to Member

Member married to member do not receive any BAH entitlement when stationed at PATFORSWA, unless they have a dependent child together and the member reporting to PATFORSWA claims the child as a BAH eligible dependent for BAH purposes.

Additional examples:

- Member-to-Member, No Dependents, Previously Residing Together:
 - Prior to member 'A' reporting to PATFORSWA, member-to-member couple shares expenses of a joint household with no dependents, based upon both members' combined BAH entitlements. When member 'A' reports to PATFORSWA, while member 'B' remains at the previous duty location, member 'A' is no longer entitled to BAH, which could negatively affect member 'B'.
- Member-to-Member With Child Support Obligations:
 - Prior to member 'A' reporting to PAWFORSWA, member 'A' receives BAH at the with dependents rate for dependent children from a previous relationship. Member 'B' does not have children

and receives BAH at the without dependents rate. When member ‘A’ reports to PATFORSWA, they are no longer entitled to BAH at the with dependents rate and receive BAH-Differential.

W.13. BAH Entitlement for Members without Dependents

BAH is not authorized for members without dependents in Bahrain since they will be assigned government leased quarters or shipboard berthing. Single members will receive BAH Transit once departed PATFORSWA en route to their new PDS.

W.14. Family Separation Allowance (FSA)

Members with dependents, including member-married-to-member may be entitled to FSA Reference a (<https://www.dcms.uscg.mil/ppc/mas/rates/>) for the latest rates.

W.15. Basic Allowance for Subsistence (BAS)

The following table displays the BAS entitlement:

If the member is...	Then they are entitled to...
An Officer	Officer BAS
An enlisted member assigned ashore	Enlisted BAS
An enlisted member while deployed to a cutter	Enlisted Basic Allowance for Subsistence - Essential Station Messing (BAS-ESM) less CG Standard Meal Rate (CGSMR) deduction

Table 4-17 BAS Entitlement

W.16. Hardship Duty Pay, Imminent Danger Pay and Combat Allowances

Some members assigned to PATFORSWA may be eligible for one or more of the following entitlements. Consult the references listed below to determine eligibility:

Entitlement	Reference
NOTE:	<p>Imminent Danger Pay (IDP)- IDP no longer available to those stationed in Bahrain, Kuwait, and Saudi Arabia. Bahrain, Kuwait, and Saudi Arabia will instead receive Hardship Duty Pay – Location (HDP-L)</p> <p>ALCOAST 193/14 - DoD Memo 26 Sep 2017</p>
Combat Tax Exclusion	CG Pay Manual – Section 8-G

Combat SGLI Allowance	Chapter 8 of this publication
Hardship Duty Pay – Location	CG Pay Manual – Section 4-A
Imminent Danger/Hostile Fire Pay	No longer available as of 2017 -
Responsibility Pay (for cutter COs)	CG Pay Manual – Section 4-D
Savings Deposit Program	Chapter 8 PPPM
NOTE:	Ensure members desiring to make cash deposits are counseled to send checks to PPC, not DoD-DFAS.

Table 4-3 PATFORSWA Entitlements and References

W.17. Proceed Time Departing from PATFORSWA

After completing an entire tour, members departing PATFORSWA are entitled to 30 days of Proceed Time for reintegration and respite following a high op-temp unaccompanied overseas assignment per approval from Commandant (CG-133) IAW [ref b](#).

W.18. Points of Contact

CG PATFORSWA ADMIN:

- YNC: 011-973-3930-1088 (Cell), 011-973-1785-3454 (From U.S.)
- Defense Switched Network (DSN) Office: 439-3454
- Email: D05-SMB-PATFOR-ADMIN@uscg.mil

HHGs/POV Storage/Relocation of Dependents (OCONUS):

- Commandant (CG-1332) at (202) 267-1646

Operations/Mission issues, Bahrain:

COMMANDER
USCG PATFORSWA
UNIT 3950
FPO AE 09501-3950
Tel: 011-973-3966-0389
Fax: 011-973-1785-4718 or DSN: 318-439-4718

If unable to contact the above, then contact:

SMTC-PDT:
PATFORSWA Stateside Admin Support
Tel: (910) 440-6002
Cell: (757) 334-4348
D05-DG-PDTADMIN@uscg.mil

