

ENCLOSURE 3
SPECIAL INSTRUCTIONS FOR BLOCK 19 OF THE CG-4251

Overview

Introduction This enclosure will guide you through the process of completing block 19, Remarks, of the CG-4251 (Military temporary Duty (TD) or Civilian Temporary Duty (TD) Travel Orders).

Reference The following references were used to develop the examples shown in this enclosure. These references set policy for the use of the examples. You will need to refer to these references from time to time.

- Joint Federal Travel Regulations, Vol I
- Coast Guard Supplement to the Joint Federal Travel Regulations, COMDTINST M4600.17(series)
- Travel Charge Card Program, COMDTINST 4600.14(series)
- Management and Administration of Aviation Incentive Pays, COMDTINST 7220.39(series)

Note: The presence of example remarks entries does not relieve the order issuing authority or the order preparer of the responsibility of being thoroughly familiar with these references.

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Purpose and Justification of Travel

- Introduction** Every TDY order must describe
- why the travel is being performed and,
 - what is to be accomplished during the TDY/TD period.
-

Describing why the travel is being performed There are three general WHY descriptions. The descriptions are:

<u>DESCRIPTION</u>	<u>USED TO DESCRIBE</u>
DEPLOYMENT TRAVEL	Temporary duty with forces deployed either on land or aboard ship away from the ship's homeport
TRAINING TRAVEL	Temporary duty in a formal curriculum, whether or not run by the military, to include alcohol/drug rehabilitation
BUSINESS TRAVEL	All other temporary duty travel to include site visits, attendance at information meetings or conferences, delivery of speeches or presentations, special mission travel, emergency leave, medical travel

Describing what is to be accomplished To describe what is to be accomplished during the TDY/TD period enter a brief statement, explaining what the traveler is expected to do.

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Purpose and Justification of Travel, Continued

Examples

Examples documenting the purpose (WHY) and justification (WHAT) of TDY/TD are shown below.

- "BUSINESS TRAVEL to attend the XYZ Conference",
- "TRAINING TRAVEL to attend YN A School",
- "BUSINESS TRAVEL to conduct sites visits at the (locations named elsewhere on the order/following locations:)"
- "DEPLOYMENT TRAVEL as crew replacement aboard USCGC EVERSAIL".

A more expansive statement of WHY and WHAT might include the accomplishments being directed or specific activities to be conducted/attended.

- "BUSINESS TRAVEL to attend the workshops on harbor navigation at the XYZ Conference, and to acquire not less than three copies of each set of briefing materials if possible."
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Mode of Travel

General The TDY/TD order needs to be as clear as possible as to what the order issuing authority wants the traveler to do (directs). The TDY/TD order needs to be equally clear as to what latitude the traveler has - without the need to seek additional authority from the order issuing command (options or authorization). When there is a mix of travel directions and authorizations, the TDY/TD order needs to be clear as to what applies to what.

Considerations The description of the Mode of Travel on the TDY/TD order is probably the most complex component.

- It addresses the transportation to be provided to the member to perform the mission directed by the TDY/TD order.
- It is complicated by
 - the number of possible transportation methods (e.g., air, train, bus, ship, privately owned conveyance, taxi, bus, etc.),
 - the number of owners of those transportation methods (e.g., Government, private industry, personally owned),
 - the flexibility desired by the order issuer or needed by the traveler (e.g., directed versus authorized mode of transportation),
 - and the several laws, regulations, contracts, and policy that impact transportation (e.g., Fly America Act, reimbursement limitations, contract city pairs for airline use, Travel Management Center use, etc.).

Two important terms There are two specific words related to transportation that must be used very carefully. Those words are DIRECT(ED) and AUTHORIZE(D).

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Mode of Travel, Continued

**Directed
defined**

If an order DIRECTS a mode of transportation, the member has no option. That mode has been ORDERED and must be used. There is NO REIMBURSEMENT for a alternative means of transportation unless the appropriate authority - named on the order - endorses the order that the directed mode isn't available.

Note: TDY/TD travelers cannot be directed to travel using their personally owned privately owned conveyances (cars, motorcycles, planes, etc.). TDY/TD travelers cannot be directed to use "special conveyances", a term that includes rental cars. (See JFTR, Appendix A, for definitions of PRIVATELY OWNED CONVEYANCE and SPECIAL CONVEYANCE.

**Authorized
defined**

If an order AUTHORIZES a mode of transportation, the member has some transportation options BUT there is a limitation on the reimbursement (and the potential that leave days will be used to cover travel). The TDY/TD order would need to contain the estimated cost of the (authorized) transportation. If the member chooses to use some other transportation means, the reimbursement would be THE LESSER of whatever the member spent or whatever the authorized mode would have cost.

Use of a Privately Owned Conveyance (POC)

General

Use of a privately owned conveyance (POC) for TDY/TD travel may be permitted either as being:

- Advantageous to the Government, or
- For the convenience of the member.

POC travel on a TDY/TD order CANNOT be directed.

Note: Often it is less expensive to authorize a rental car - always specifying the size - than to authorize POC travel.

Conditions for use of POC as advantageous to the Government

For POC transportation to be determined to be advantageous to the Government the following items must be considered:

- The circumstances of the ordered TDY/TD travel,
 - Comparison of the costs of the various transportation alternatives, and
 - Other qualitative information.
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Costs Comparison

When POC travel is determined to be advantageous to the Government,

- travel days are allowed as for PCS travel and
- per diem expenses are paid for travel days (at the locality rate for the overnight lodging).

POC transportation can be concluded to be advantageous to the Government if the total cost of the transportation (and per diem) for POC transportation (including reimbursement for any travel in and around the TDY/TD location that would be authorized in the order) exceeds the total cost of common carrier transportation (at city-pair fares if available) and appropriate per diem PLUS the cost of a rental car (if one would otherwise be authorized in the order) and gas for the rental car.

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Use of a Privately Owned Conveyance (POC), Continued

Other considerations

There are times when the quantitative (cost) comparison could lead to a conclusion that POC transportation is NOT advantageous;

HOWEVER, other qualitative (subjective) reasons overcome the cost consideration.

Example: If a member has significant materials to transport, it may be less expensive for the member to use common carrier and ship the materials but far more cumbersome to move them between common carrier terminal and lodging than to simply use a POC in which the materials can be easily transported.

Use of POC for travel in and around the TDY/TD location

If a POC is authorized as advantageous to the Government, there is no guarantee that reimbursement for POC travel in and around the TDY/TD location(s) will be reimbursed unless the order permits the reimbursement.

Decision should be documented

Each decision to permit POC travel as advantageous to the Government should be documented in some manner. This enables after-the-fact questions about the POC travel decision to be factually addressed.

Entitlements when use of POC is authorized for the convenience of the member

If transportation by POC is authorized for the convenience of the member, reimbursement for POC use and per diem while traveling is limited to what the member would have been reimbursed for transportation and per diem had the authorized transportation method been used.

Example Entries for Mode of Travel

Introduction A number of examples will be provided. One or more of these examples may apply to any given order.

Directing the use of Government transportation

Use this example to direct travel via Government Transportation methods

Note: Government transportation via air (including Air Mobility Command (AMC) procured air seating) is usable for transportation to/from/between locations outside the CONUS. When other forms of Government transportation are available (e.g., car, bus, command aircraft, etc.), Government transportation can be directed in CONUS.

Example: "You are directed to use Government transportation to travel (from (location) to (location)) or (for all transportation). If Government transportation isn't available, you must have this order endorsed by (XXX) or reimbursement CANNOT be made for other transportation used.

If Government transportation isn't available, you are directed to use Government procured transportation using your Travel Management Center (phone #) to make reservations and making use of contract city-pair rates if available to travel (from (location) to (location)) or (for all transportation). If Government procured transportation isn't available, you must have this order endorsed by (XXX) or reimbursement CANNOT be made for other transportation used.

If neither Government transportation nor Government procured transportation is available, you are directed to procure common carrier (non contract city-pair) transportation at personal expense directly from a TMC or a common carrier at the lowest available commercial fare. You will be reimbursed. A travel agent, other than a TMC, must not be used, or you will NOT be reimbursed for transportation. If neither Government transportation nor Government procured transportation is available, you must have this order endorsed by (XXX) or reimbursement CANNOT be made for other transportation used."

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Example Entries for Mode of Travel, Continued

Directing the use of Government procured transportation

Use this example to direct travel via Government procured transportation.

- This is the preferred transportation option for TDY/TD travel involving common carrier transportation. Coast Guard policy is that Government procured transportation is arranged through a Travel Management Center and makes extensive use of city-pair contract fares.

Example: "You are directed to use Government procured transportation using your Travel Management Center (phone #) to make reservations and making use of contract city-pair rates if available to travel (from (location) to (location)) or (for all transportation). If Government procured transportation is not available, you must have this order endorsed by (XXX) or reimbursement CANNOT be made for other forms of transportation used."

If Government procured transportation is not available, you are directed to procure common carrier (non contract city-pair) transportation at personal expense directly from a common carrier at the lowest available commercial fare. You will be reimbursed. A travel agent must not be used, or you will NOT be reimbursed for transportation. If common carrier transportation via (appropriate entry of air, train, etc.) is not available, you must have this order endorsed by (XXX) or reimbursement CANNOT be made for other forms of transportation used."

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Example Entries for Mode of Travel, Continued

Directing the member to personally procure common carrier transportation

Use this example to direct the member to personally procure common carrier transportation.

- This is not the preferred mode of directed transportation for TDY/TD travel involving common carrier transportation. This DIRECTED transportation method is used when there is no access to a Travel Management Center (TMC).

Note 1: Transportation procured directly by the member from a common carrier typically results in higher cost to the command than does Government procured transportation using a TMC.

Note 2: A travel agent, other than a TMC, CANNOT, by law, be used or reimbursement CANNOT be made for transportation.

Example: "Government procured transportation is not available to you. You are directed to procure common carrier (non contract city-pair) transportation at personal expense directly from a common carrier at the lowest available commercial fare. You will be reimbursed. A travel agent must not be used, or you will NOT be reimbursed for transportation. If common carrier transportation via (appropriate entry of air, train, etc.) is not available, you must have this order endorsed by (XXX) or reimbursement CANNOT be made for other forms of transportation used."

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Example Entries for Mode of Travel, Continued

Authorize travel via Government procured transportation

Use the example to authorize the member to travel by Government procured transportation.

- Coast Guard policy is that Government procured transportation is arranged through a Travel Management Center (TMC) and makes extensive use of city-pair contract fares.

Note: A travel agent, other than a TMC, CANNOT, by law, be used or reimbursement CANNOT be made for transportation.

Example: "You are authorized to use Government procured transportation using your Travel Management Center (phone #) to make reservations and making use of contract city-pair rates if available to travel (from (location) to (location)) or (for all transportation). The approximate Government procured transportation cost (excluding per diem) is (\$___). If you use an alternate transportation method, your reimbursement for transportation and per diem for travel between locations will not exceed the cost of Government procured transportation and applicable per diem. A travel agent, other than a TMC, must not be used, or you will NOT be reimbursed for transportation. If the alternative transportation method results in use of more days than the authorized mode for travel, those days are days of leave."

Authorize the member to personally procure common carrier transportation

Use this example to authorized the member to personally procure common carrier transportation.

- This is not the preferred mode of authorized transportation for TDY/TD travel involving common carrier transportation.
- This authorized transportation method is used when there is no access to a Travel Management Center (TMC).
- Transportation procured directly by the member from a common carrier typically results in higher cost to the command than does Government procured transportation using a TMC.

Note: A travel agent, other than a TMC, CANNOT, by law, be used or reimbursement CANNOT be made for transportation

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Example Entries for Mode of Travel, Continued,

Authorize the member to personally procure common carrier transportation (continued)

Example: "Government procured transportation is not available to you. You are authorized to procure common carrier (non contract city-pair) transportation at personal expense directly from a common carrier at the lowest available commercial fare. You will be reimbursed. A travel agent, other than a TMC, must not be used, or you will NOT be reimbursed for transportation. The approximate common carrier transportation cost (excluding per diem) is (\$___). If you use an alternate transportation method, your reimbursement for transportation and per diem for travel between locations will not exceed the cost of common carrier transportation at the lowest available commercial fare and applicable per diem. If the alternative transportation method results in use of more days than the authorized mode for travel, those additional days are days of leave."

Maximum transportation flexibility for a member traveling on a Blanket Travel Order

Use this example to provide maximum transportation flexibility to the member due to the nature of the duty being performed (e.g., virtually no-notice transportation requirements to locations remote from the permanent duty station location) and the member's need to make rapid situational decisions as to the appropriate transportation method.

Example: "For the purpose of travel under this order, you are authorized to select the transportation method that, in your judgment, best meets the needs of the travel circumstances at the lowest cost to the Coast Guard. If POC transportation is used, it is advantageous to the Government. You will be reimbursed based on the transportation method you select. If common carrier at personal expense is used, your reimbursement will be based on Government procured transportation NOT being available. A travel agent, other than a TMC, must not be used, or you will NOT be reimbursed for transportation."

"If available to meet your transportation needs, your first choice for transportation arrangements should always be to use Government procured transportation using your Travel Management Center (phone #) to make reservations and making use of contract city-pair rates."

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Example Entries for Mode of Travel, Continued

Limited transportation flexibility for a member traveling on a Blanket Travel Order

Use this example provide limited transportation flexibility to the member due to the nature of the duty being performed (e.g., reasonable lead times for transportation reservations to be made) and the member's lack of need to make rapid situational decisions as to the appropriate transportation method.

Example: "For the purpose of travel under this order, you are authorized to procure common carrier (non contract city-pair) transportation at personal expense. When that is done, Government procured transportation is not available to you. You are authorized to procure common carrier transportation at personal expense directly from a common carrier at the lowest available commercial fare. You will be reimbursed. A travel agent, other than a TMC, must not be used, or you will NOT be reimbursed for transportation."

"If available to meet your transportation needs, your first choice for transportation arrangements should be to use Government procured transportation. This transportation is best arranged by your Travel Management Center (phone #) making use of contract city-pair rates."

"If you use a transportation method other than personally procured common carrier or Government procured transportation, your reimbursement for transportation and per diem for travel between locations will not exceed the cost of personally procured (non contract city-pair) common carrier transportation at the lowest available commercial fare and applicable per diem. You must document the lowest commercial fare at the time of travel. If the alternative transportation method results in use of additional days for travel, those additional days are days of leave."

"If the circumstances of the specific travel justify the use of an alternate transportation method, forward your travel claim via (order-issuing authority) with an explanation. If the justification is adequate, the transportation method actually used will be approved as being the appropriate method for that specific travel period."

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Example Entries for Mode of Travel, Continued

Normal transportation flexibility for a member traveling on a Blanket Travel Order

Use this example to provide normal transportation flexibility to the member.

Example: "You are authorized to use Government procured transportation using your Travel Management Center (phone #) to make reservations and making use of contract city-pair rates if available. If you use an alternate transportation method, your reimbursement for transportation and per diem for travel between locations will not exceed the cost of Government procured transportation and applicable per diem. You must document on your travel voucher the approximate Government procured transportation cost (excluding per diem) for each travel leg made by other than Government procured transportation. A travel agent, other than a TMC, must not be used, or you will NOT be reimbursed for transportation. If the alternative transportation method results in use more days than the authorized mode those days are days of leave."

"If the circumstances of the specific travel justify the use of an alternate transportation method, forward your travel claim via (order-issuing authority) with an explanation. If the justification is adequate, the transportation method actually used will be approved as being the appropriate method for that specific travel period."

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Example Entries for Mode of Travel, Continued

Authorize travel by POC as advantageous to the Government

Travel by POC as advantageous to the Government may be authorized with or without authority for reimbursement for local travel.

Example: "You are authorized to travel by privately owned conveyance (POC) as advantageous to the Government (include one of the following statements):

- You are not authorized reimbursement for any POC travel in and around the TDY/TD location(s)."
- You are authorized reimbursement for POC travel in and around the TDY/TD location(s) while on official business. You must provide an accurate record of the miles driven in and around the TDY/TD location(s) to enable correct reimbursement."

Authorize travel by POC for the convenience of the member

Travel by POC for the convenience of the member may be authorized with or without authority for reimbursement for local travel.

- The authorized transportation method **MUST** be on the order together with the cost of that method. Inclusion of the cost information enables the after-the-fact comparisons needed for correct reimbursement.

Example 1 (for authorized Government procured transportation): "You are authorized to use Government procured transportation using your Travel Management Center (phone #) to make reservations and making use of contract city-pair rates if available to travel (from (location) to (location)) or (for all transportation). The approximate Government procured transportation cost (excluding per diem) is (\$_____).

You are authorized to use POC transportation for your personal convenience. If you use POC transportation or any other alternate transportation method, your reimbursement for transportation and per diem for travel between locations will not exceed the cost of Government procured transportation and applicable per diem. A travel agent other than a TMC, must not be used, or you will **NOT** be reimbursed for transportation. If the alternative transportation method results in use of additional days for travel, those additional days are days of leave. (include one of the following statements)...

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Example Entries for Mode of Travel, Continued

Authorize travel by POC for the convenience of the member (continued)

Example 1 (cont'd)

- No reimbursement is authorized for POC travel in and around the TDY/TD location(s) (or)
- You are authorized reimbursement for any POC travel in and around the TDY/TD location(s). You must provide an accurate record of the miles driven in and around the TDY/TD location(s) to enable correct reimbursement."

Example 2 (For authorized personally procured common carrier transportation): "Government procured transportation is not available to you. You are authorized to procure common carrier transportation at personal expense directly from a common carrier at the lowest available commercial fare. You will be reimbursed. A travel agent, other than a TMC, must not be used, or you will NOT be reimbursed for transportation. The approximate common carrier transportation cost (excluding per diem) is (\$_____).

You are authorized to use POC transportation for your personal convenience. If you use POC transportation or any other alternate transportation method, your reimbursement for transportation and per diem for travel between locations will not exceed the cost of common carrier transportation at the lowest available commercial fare and applicable per diem. If the alternative transportation method results in use of additional days for travel, those additional days are days of leave." (include one of the following statements)...

- No reimbursement is authorized for POC travel in and around the TDY/TD location(s) (or)
 - You are authorized reimbursement for any POC travel in and around the TDY/TD location(s). You must provide an accurate record of the miles driven in and around the TDY/TD location(s) to enable correct reimbursement."
-

Miscellaneous Entries

Travel Advances

Select and enter one of the following remarks if appropriate.

- "No travel charge card, member authorized (amount) in travelers checks charged against Coast Guard Centrally Billed Account (CBA)."
 - "Travel charge card not required, member authorized (amount) in travelers checks charged against the Coast Guard Centrally Billed Account (CBA)."
-

Issuing and terminating flight orders

Select and enter one of the following remarks if appropriate.

- "These orders constitute duty involving operational flying (DIFOPS) from (date) through (date)" [and, if the aviator is entitled to monthly ACIP], "All flight time accrued under these flight orders must be certified by the appropriate unit official as and endorsement on these orders".
 - "These orders constitute periodic (noncrew member/crew member/flight surgeon) flight orders from (date) through (date). You are placed in a monthly aviation incentive pay (MAIP) status from (date) through (date) [does not apply to flight surgeons]. All flight time accrued under these flight orders must be certified by the appropriate unit official as an endorsement on these orders".
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Special Provisions/ Remarks

If applicable enter:

- Justification of non-contract carrier use.
 - Authorization for Actual Expense Allowance (cite and attach a copy of the AEA authorization provided by the Commanding Officer.
 - Enter any data or information required in other blocks of the travel order when the space provided in the blocks is inadequate.
-

Example Entries for Availability/Nonavailability of Government Quarters

Background

Commands must ensure that available adequate government quarters and government mess are used by military members on TDY/TD to a **military installation** to the maximum extent practical (when their use would not adversely affect the performance of the assigned mission). Government quarters are available only if use is directed on the order.

When the use of Government Quarters/Mess must be directed

The use of adequate government quarters and government mess must be directed in travel orders when:

- The order-issuing authority requires that adequate government quarters be used.
 - Personnel are ordered TDY/TD to ships or other deployed units.
 - Personnel are ordered TDY/TD to formal courses of instruction at schools (including PCS/TEM DU) held at military installations of any service.
-

Requirements when TDY/TD is at a military installation

If the member is traveling to a **military installation** the order-issuing authority must enter a statement on the member's TDY/TD order regarding the availability of government quarters and government mess at the TDY/TD site.

The statement must also indicate whether or not the member is directed to use the government quarters and mess at the TDY/TD site or if a determination has been made that their use would adversely affect the performance of the assigned mission.

Example entries for use when government quarters/mess are available

Use this example to direct the use of available adequate government quarters and mess.

Example: "You are directed to utilize government quarters and mess, the availability of which has been confirmed by [enter the name and phone number of the point of contact for the command controlling the adequate government quarters/government mess at the TDY/TD site, provide any confirmation numbers or other references as appropriate]. Reimbursement for commercial lodging expenses will not be authorized without verifiable certification of nonavailability on your travel claim."

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Example Entries for Availability/Nonavailability of Government Quarters, Continued

Example entries for use when government quarters/mess are available (continued)

Use this example when the order-issuing authority determines that the use of government quarters/mess would adversely affect the performance of the assigned mission.

Example: "A determination has been made by [enter the title of the official authorized to make such determinations] that the use of available government quarters and mess would adversely affect the performance of the assigned mission. Reimbursement for commercial lodging expenses is authorized."

Example entry for use when government quarters/mess are not available

Use this example when it has been determined that adequate government quarters/mess are not available.

Example: "Per [enter the name and phone number of the point of contact for the command controlling the adequate government quarters/government mess at the TDY/TD site, provide any confirmation numbers or other references as appropriate], adequate government quarters and mess are not available. Reimbursement for commercial lodging expenses is authorized."

ENCLOSURE 3
SPECIAL INSTRUCTIONS FOR BLOCK 19 OF THE CG-4251

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