

# United States Coast Guard Actual Cost Reimbursement (ACR) Reference Guide

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Travel and Transportation Policy (CG-1M12)

2025



# Overview

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- Actual Coast Reimbursement (ACR)
- Letter of Non-Availability (NAL)
- Joint Travel Regulations (JTR)
- References
- Contact Info



# Actual Cost Reimbursement (ACR)

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- When government transportation is **NOT** available and a member is approved to personally procure a move (PPM). Reimbursement may be up to the “actual cost” regardless of the government’s GCC Best Value.
  - Due to issues where PCS HHGs shipments were not picked up as agreed upon. Contact your local Transportation Office for further guidance.
  - PPMs must be submitted in DPS prior to approval of an ACR.
- Pre-approval is required and mandatory for ACR.
- For ACR approval of members unable to get a scheduled Government move, their request must be pending for a minimum of 30 calendar days in DPS.



# Letter of Non-Availability (NAL)

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- Coast Guard members must receive a Letter of Non-Availability (NAL) prior to in order to conduct PPM.
- Transportation Office will generate the NAL after all methods of trying to book a government move have been exhausted. The following verbiage MUST be included to avoid potential delay in reimbursement to the member:  
“Government Procured Transportation is NOT Available”
- NAL along with 03 PPM estimates and the Orders should be submitted to:  
[smb-comdt-traveltransportationpolicy@uscg.mil](mailto:smb-comdt-traveltransportationpolicy@uscg.mil)



# Joint Travel Regulations (JTR) 051502

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- B. Government Transportation Office not Available. When the Service member personally arranges HHG transportation or NTS because either a Transportation Office is not available or a Transportation Officer instructs the Service member in writing to arrange transportation or storage at personal expense, reimbursement is authorized as follows:
  - 1. The actual cost of shipment up to 100% of the maximum allowable weight allowance, not including special routing and services in par. 051306-E.
  - 2. The cost of a direct hire or rental cost of transportation, with or without an operator, not including special routing and services in par. 051306-E.



# Joint Travel Regulations (JTR) 051502

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- F. Final Settlement. Final settlement for reimbursement of personally procured transportation, regardless of the transportation method, is based on the GCC of the actual weight moved, limited to the authorized PCS weight allowance. Submit certified weight certificates or an acceptable constructed HHG weight with the claim for reimbursement. The Government cannot incur moving expenses for HHG that is more than 100% of the Government's projected cost to transport the HHG commercially. Service members or dependents using the same POV for traveling and PPM are authorized both a PPM monetary allowance and MALT Plus as separate allowances.



# References

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- Joint Travel Regulations (JTR) –
  - [Joint Travel Regulations \(dod.mil\)](https://www.dod.mil/jtr)
- Defense Travel Regulations (DTR) PPM-
  - [Personally Procured Transportation, Part IV, Chapter 411 \(ustranscom.mil\)](https://ustranscom.mil)
- PPM ALCOAST (Ensure you are reviewing the most recent updated copy)



# Travel and Transportation Policy (CG-1M12)

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- CG-1M12 Website: [Military Pay and Compensation Division \(CG-1M12\)](https://www.uscg.mil/military-pay-and-compensation-division)  
([uscg.mil](https://www.uscg.mil))
- CG-1M12 Travel and Transportation Email: [smb-comdt-traveltransportationpolicy@uscg.mil](mailto:smb-comdt-traveltransportationpolicy@uscg.mil)
- Address: COMMANDANT (CG-1M12)  
ATTN: TRAVEL AND TRANSPORTATION  
US COAST GUARD STOP 7907  
2703 MARTIN LUTHER KING JR AVE SE  
WASHINGTON DC 20593-7907

