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FM COMDT COGARD WASHINGTON DC //CG-1//

TO ALCOAST

UNCLAS //N04600//

ALCOAST 073/17

COMDNOTE 4600

SUBJ: GENERAL SERVICES ADMINISTRATION (GSA) CITY PAIR PROGRAM (CPP)

A. 41 Code of Federal Regulations, Chapter 301-10.106

B. Joint Travel Regulations (JTR), Appendix P, part 2

C. Joint Travel Regulations (JTR), 1035

D. Civilian Personnel Actions: Disciplinary, Adverse, and Performance Based Action, COMDTINST M12750.4 (series)

1. Per REFs (A) and (B), travelers on official business are required to use the GSA CPP contract carrier unless a specific contract exception applies. This message communicates these requirements and establishes the required procedures for using any of the allowed exceptions. It is a violation of the contract, and of Service/Agency policy and regulations, to select a non-contract carrier due to personal preference, including but not limited to the following: to arrange travel with other travelers (unless procured through the Travel Management Center's group travel reservation process); for the sole purpose of using the traveler's preferred airline for frequent flyer club programs/benefits; or because of the traveler's preferred seat assignments.

2. The only allowable exceptions per REFs (A) and (B) are:

a. Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs, increasing the total cost of the trip;

b. The contract flight schedule is inconsistent with explicit Coast Guard policies scheduling travel during normal working hours which typically is 0600 to 2400 unless otherwise addressed in a specific COMDTINST or Collective Bargaining Agreement;

c. Rail service is available, and such service is cost effective and is consistent with mission requirements; and

d. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to you.

e. Lower cost fares offered to the general public by U.S. certified carriers purchased through the contract Travel Management Center, ADTRAV. These low cost commercial airfares must be fully refundable and fully exchangeable to be considered. Non-contract airfares that are offered only to a Government traveler (sometimes called "DG" airfares) are not included in this exception. DG airfares shall not be selected, even if the fare is lower, unless one of the above exceptions exists.

3. Travelers should consider flights from sister (local) airports when comparing travel options, applying the guidance in Paragraphs 1 and 2 above to select the travel option which results in an overall cost savings to the Federal Government.

4. Effective immediately, travelers are responsible for obtaining an amendment to their travel orders signed by the Approving Official (AO) prior to making any reservation for a non-contract DG fare where there are GSA CPP fares in that specific market (city to city flights). The AO is required to clearly document an exception from the above Paragraphs to the required use of the GSA CPP fare. When citing the exception in Paragraph 2.a above, the AO shall document in the remarks section of the orders or via a memo amendment, the specific times of the

offered GSA CPP fares, the selected DG fare and specific dates/times of the mission requirement that cannot be met unless the DG fare is selected. Samples of the required orders remarks or amendment text can be found at the link in Paragraph 8 below.

5. The Travel Claim Processing AO shall review any airfare receipt from ADTRAV to determine if a non-contract fare was used. The ADTRAV Rezconfirm and invoice documents are required to include annotation of one or more of the exceptions to mandatory use of the GSA airline city-pair contract, if use of a non-contract air carrier is authorized.

a. If the Travel Claim Processing AO determines that only GSA CPP fares were used for the travel, the travel claim should be processed as normal.

b. If the Travel Claim Processing AO determines that a non-GSA CPP fare was used, then the AO shall ensure that the travel orders and amendments meet the requirements detailed in Paragraph 4 of this message prior to processing the travel claim. In cases where the Travel Claim Processing AO determines that the travel orders and amendments did not meet the requirements detailed in Paragraph 4, then the Travel Claim Processing AO shall:

(1) Limit the authorized reimbursement of the claim to the lower of the GSA CPP fare or non-contract fare. Note – GSA CPP fares are the same cost for the entire fiscal year for any City to City route and do not vary so determining the GSA CPP fare cost after the fact can be done by logging into ADTRAV's online booking tool, GetThere or by requesting a fare quote from ADTRAV. Fare quotes may be obtained by e-mailing ADTRAV at [USCG.TRAVEL@ADTRAV.COM](mailto:USCG.TRAVEL@ADTRAV.COM) or calling an agent at (855)-576-4781; and,

(2) Notify the traveler's supervisor in writing of the violation of REF (A) or (B), as applicable.

6. Supervisors of military travelers or AOs as required by REF (C) shall take appropriate disciplinary action when a traveler and/or AO fail to follow these regulations. Disciplinary action should be for willful violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate personnel means.

7. Supervisors of civilian travelers or AOs shall contact their servicing COMDT (CG-1214) specialist for guidance and support prior to taking appropriate informal or formal disciplinary action when a civilian traveler and/or AO fail to follow these regulations, as warranted by REF (D).

8. For additional information on fare selection guidance and policies, and example orders amendments travelers and AOs should refer to the Fare Selection Guide section on the GTCC website at -

[https://www.uscg.mil/psc/bops/govtrvl/TMC/ADTRAV/default\\_ADTRAV.asp](https://www.uscg.mil/psc/bops/govtrvl/TMC/ADTRAV/default_ADTRAV.asp)

9. All questions should be directed to Ms. Carlene Curry at 703-258-5996 or [Evelyn.C.Curry@uscg.mil](mailto:Evelyn.C.Curry@uscg.mil) or Mr. Matt Ruckert at 703-201-3080 or [Matthew.T.Ruckert@uscg.mil](mailto:Matthew.T.Ruckert@uscg.mil).

10. RDML William Kelly, Assistant Commandant for Human Resources, sends.

11. Internet release is authorized.