DEPARTMENT OF HOMELAND SECURITY

U.S. Coast Guard

PCS DEPARTING/SEPARATION WORKSHEET

1. Name *(Last, First, MI)*	2. EMPLID	3. Rank/Rate	4. Permanent Unit

UNIT COMPLETE THIS SECTION

PURPOSE: Use this form to request PCS/Separation entitlements and provide information needed for completion of Official Travel Orders. If you have any questions, **ASK YOUR YEOMAN**.

New Duty Station *(PCS Only)*	Authorized Proceed Time *(PCS Only)*	Authorized Travel Time

Date to Report _____ or Date to Depart _____ *(as specified by transfer order)*

NOTE: This block for PCS Only.

Does member meet obligated Service as required in COMDTINST M1000.8(series) Art. 1-B-6? ☐ Yes ☐ No

(If no, complete and attach a Career Intentions Worksheet, CG-2045)

Does member meet all requirements for PCS as required in COMDTINST M1000.8(series) Art. 1-B-1? ☐ Yes ☐ No

Does member meet weight standards IAW COMDTINST 1020.8(series)? ☐ Yes ☐ No

NOTE: Does the PCS meet a BAH or OHA rate protection provision? *(If yes, submit a Housing Allowance Protection Worksheet (CG _2025A) (available at https://www.dcms.uscg.miml/forms)* to CG PSC (PSD-FS)).

MEMBER COMPLETE THIS SECTION

Departure Date *(Last Day of Duty at current unit)*	Leave Address/Phone No.
No. of Days Leave Requested / Current Leave Balance	
If Married, is your spouse in the service? ☐ Yes ☐ No or N/A	

DEPENDENTS TRAVELING

Dependent Name	Relationship	DOB/DOM

Caution: Only request dependent travel advances for confirmed members of your family who will actually travel to your new PDS. Otherwise delay receipt of such dependent travel advances and DLA until travel is confirmed.

If dependents are traveling on a different date than you, enter date:

MODE OF TRAVEL

Mode of Travel: ☐ Privately Owned Conveyance (*POC*) ☐ Personally-procured commercial transportation ☐ GOV'T - procured commercial transportation ☐ GOV'T transportation

(If more than one mode selected (mixed modes) please attach an explanation/ itinerary.)

If traveling via POC, complete below *(authorized two POC's) (may be authorized 3 POC's if requirements of 050203, JTR are met)*

Year	Make/Model	Tag Number

POV INFORMATION

If shipping a POV (*only authorized one*) list locations: From: To:

(*Overseas or INCONUS with COMDT approval IAW JTR, 052901 or INCONUS without COMDT approval IAW JTR 052902*)

REQUEST FOR ADVANCES (SEPARATIONS AUTHORIZED MALT ADVANCES ONLY)*

☐ Advance Pay	_____ # months requested (max. of 3); or, _____ specific amount requested	Liquidation period *(12 months is max., 24 with CO approval due to hardship caused by PCS, see reverse)*: # of months _____
☐ *AdvanceTLE	☐ Member ☐ Dependents _____ # of Dependents	Locality: _____ # of days: _____ Locality: _____ # of days: _____
☐ *Advance Dislocation Allowance (*DLA*) **NOTE**: Single members must obtain certification that gov't qtrs are not available.		
☐ *Advance MALT plus Per Diem for POC Travel		From: To:
☐ *Advance Dependent MALT plus Per Diem		From: To:
☐ Government Procured Transportation ☐ Member ☐ Depns		From: To:

MISCELLANEOUS		
Do you currently live in government quarters? If yes, enter date you will terminate quarters:	☐ Yes	☐ No
Do you hold a government Charge Card?	☐ Yes	☐ No
Do you want to hand carry your SPO-PDR (See Par. 2.E.1,COMDTINST M1080.10I(series))?	☐ Yes	☐ No

Household Goods	It is mandatory to contact your servicing Transportation Officer *(T.O.P.S site)* to arrange for shipment of household goods whether you're planning a government shipment or you plan to move yourself. ☐ I request government shipment of household goods. ☐ I request personally procured transportation of household goods ***(see below for information regarding a PPM move).*** ☐ I request **both** government shipment and a personally procured move of household goods. ☐ I have household good items in non-temporary storage. Please enter the date of your HHGs counseling appointment _____ so your SPO will know to have your orders ready in time.
Personally Procured Move *(PPM)*	In accordance with JTR 051502, an eligible member may personally procure transportation and non temporary storage (NTS) of their household goods (HHG). Members desiring to conduct a personally procured move (PPM) of their HHGs must obtain an approved Application for Do It Yourself Move and Counseling Checklist (DD-2278) from their **origin** transportation office. Without a DD-2278 from **origin**, members may only receive reimbursement for any authorized actual cost. A member who personally procures NTS of their HHGs are entitled to reimbursement of NTS cost not to exceed 95% of the government's constructed cost. Members desiring self procured NTS must receive approval from their **origin** transportation office. Payment of the PPM incentive requires certified weight tickets from a government or public scale certified for use within the state for all PPMs regardless of weight allowance, or type of PPM. Certified weight tickets are the sole documents used to determine a member's HHG weight and is used to calculate a member's incentive payment amount. Unlike other services, the Coast Guard requires that both certified weight tickets must be obtained at **origin**. One weight ticket must indicate the tare (empty) weight of the vehicle/truck/trailer/POV. The second must indicate the gross (loaded) weight of the same vehicle/truck/trailer/POV. In order to expedite the processing of Personally Procured Move (PPM) Claims for retiring and separating USCG personnel, submit an Online EFT Application (https://www.uscg.mil/fincen/enrollmentform/) after the effective date of retirement or separation.
Certified Weight Tickets not obtained or lost/ destroyed	If certified weight tickets were not obtained or were lost or destroyed use of constructive weights may be considered under JTR 051502-D by COMDT (CG-1332). The use of a constructive weight will only be approved when unusual circumstances prevented or made obtaining weight tickets impractical or impossible. Members must ensure that weight scales are open and available at the time of their move. If a member chooses to move when scales are closed (e.g. weekend or holidays) then no incentive will be paid. The member will only be reimbursed for any authorized actual expenses. The following supporting documentation is required to be submitted to COMDT (CG-1332) when requesting the use of constructive weight: (1) Memorandum with a command and transportation officer endorsement explaining why a government or public scale was not available or how weight tickets were lost or destroyed. Include name and telephone numbers of government or public scales used or available, (2) DD Form 1701 (Household Goods Descriptive Inventory) or Surface Deployment Distribution Command (SDDC) weight estimator, (3) Original DD Form 2278, (4) Copy of travel orders and any amendments, (5) SF 1038 (Advance of Funds Application and Account), (6) Legible copy of the vehicle contract if applicable.
HHG Transportation and NTS Upon Separation	Members who are separating from active duty (*other than retirement*) from the Coast Guard have 180 days following their separation date to ship their HHGs at government expense. In case of extreme hardship (e.g. medical, legal issues), an extension of this time limit may be authorized/approved by COMDT (CG-1333). Requests must be submitted before the 181st day following separation, otherwise entitlement expires on the 181st day. If an extension is approved, the member is liable for all cost of storage at the government rate beginning on the 181st day. Members who are retiring from active duty have 365 days following their retirement date to ship their HHGs at government expense. In cases of education, training or other deserving cases, an extension of this time limit may be authorized/approved by COMDT (CG-1333). Requests must be submitted at least 30 days prior to the one year anniversary of their retirement date; otherwise the entitlement expires after 1 year. If an extension is approved, the member is liable for all costs of storage at the government rate after the first year.

TRAVEL ADVANCES

Refer to the Personnel and Pay Procedures Manual, PPCINST M1000.2(*series*). Compute entitlements by using the "PCS *(JTR, Chap 5)* Entitlements Worksheet, CG-2003 located on PPC's web site https://www.dcms.uscg.mil/forms.

Temporary Lodging Expense (TLE) ***(PCS only)***	Authorized to members and their dependents when it is necessary for them to occupy temporary lodging. TLE is authorized for a total of 10 days for CONUS to CONUS and OUTCONUS to CONUS transfers. TLE is authorized for a total of 5 days for CONUS to OUTCONUS transfers. TLE may be used before departing the old PDS, during the elapsed time between PDSs (*not including travel days for which per diem is payable*), after arrival at the new PDS, or a combination equal to the authorized total. (*See JFTR 050105 for more information*.) **TLE advances are for up to 80% of total entitlement.** ***NOTE: The days covered must have been spent in the vicinity of the old/new PDS, designated place, or (ICW being ordered to active duty a member's CONUS HOR or initial technical school).***
Temporary Lodging Allowance *(TLA)* ***(PCS only)***	Authorized to partially reimburse a member for the more than normal expenses incurred during occupancy of temporary lodgings and expenses of meals obtained as a direct result of using temporary lodgings outside the continental U. S. which do not have facilities for preparing and consuming meals. The overseas commander will determine if it is necessary for the member and/or dependent(s) to occupy temporary lodgings when they arrive at an overseas PDS. TLA may also be authorized upon departure from and overseas PDS for a period not to exceed 10 days. *(See DoD Financial Financial Management Regulation, volume 7A, Chap 68.)*
Advance Pay ***(PCS only)***	A maximum of 3 months pay or specified amount not to exceed 3 months pay may be requested. **Any request for two or three months advance pay must be approved by your commanding officer.** Repayment of advance is by payroll deduction and will normally not exceed 12 months. Repayment of Advance Pay in excess of 12 months can only be authorized by your CO and only in the case of severe personal financial hardship caused by the PCS transfer. Attach your letter requesting repayment in excess of 12 months and your CO's endorsement to this worksheet.

Privacy Act Statement

In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard: **Authority** - 10 USC Section 2771. **Principal Purpose(s)** - Used to indicate member's intentions during travel to next permanent duty station. **Routine Uses** - Same. **Disclosure** - Disclosure of this information is voluntary, but without disclosure the member may not receive advances.

Member Initials _____: I understand that all travel advances applied for herein will be compared to actual travel performed when I submit my final PCS Travel Claim. If advances exceed entitlement for MBR or DEPN travel actually performed (or not), I can expect recoupment of such travel advance, including DLA.

I understand I must reenroll in direct deposit after the effective date of my separation by completing the Online Electronic Funds Transfer Application at https://www.uscg.mil/fincen/enrollementform/ . Failure to provide the requested information may delay or prevent the receipt of my final travel payments.

I have read and understand the above information regarding HHGs, PPM, and HHG/NTS extensions upon PCS and/or separation.

CG Standard Workstation Account Transfer

You must ensure IT support staff (CG FIXIT) is notified of your PCS so they can initiate an "Employee Transfer". It is imperative that you properly check-out with your computer support staff prior to PCS departure to ensure that required information is provided to process the account moves.

See https://cg.portal.uscg.mil/units/C5IKnowledge/SitePages/UserSelfHelp.aspx .

Member's Signature	Date
Supervisor's Signature	Date
Department Head's Signature	Date
Command Approval	Date

For SPO Use Only

Command Checklist for Overseas Screening verified by SPO Supervisor *(if applicable)*:

Initials: _____ Date: _____

Action Completed

Initials: _____ Date: _____

For Transportation Officer Use Only

Initials: _____ Date: _____

Action Completed

Initials: _____ Date: _____

The CG-2000 must be prepared in original and one copy as follows
The original is given to the SPO (File in Sec. 3 of the SPO PDR), and the copy is taken to the Transportation Officer.