

GUIDELINES FOR AUX TDY REQUEST (CG2070)

Communication is key to a smooth process, there is no such thing as too much information

**Not needed for members receiving orders from ETQC, (i.e. c-schools)

1. Worksheets:

- a. Use form CG-2070 to request TDY orders. Please see sample of CG-2070 and fill out the highlighted areas.
- b. Use the members comment to list extras (excess baggage, split rooms, etc.).
- c. Location of TDY is the city/town the TDY is being performed, not the hotel location.
- d. This form must be turned into DIRAUX **BEFORE** travel, this is the form used to create and authorize orders. THIS FORM DOES NOT AUTHORIZE YOU TO TRAVEL.
- e. Once completed, please route request to the DIRAUX email inbox, make sure to cc your Chain of Leadership, i.e. FC, DCDR and DCAPT.

2. Timelines:

- a. Allow at minimum 3 days after submission of CG2070 TDY request for DIRAUX to complete TDY orders/DO NOT hold onto worksheet after it has been signed.
- b. **DO NOT** travel or perform TDY mission until orders are issued.

2. Chain of Command:

- a. Original Orders will be made and mailed to you.
- b. Please use your chain to inquire on the status of orders.

3. Approval:

- a. Worksheet must be signed by all three: Supervisor, Funds Manager, and Approving Official.
- b. After the supervisor signs the worksheet, it needs to go to DIRAUX for review for accuracy. If any information is incorrect it will be returned to originator for correction.
- c. Members may begin making travel arrangements once the AO signs the worksheet.

4. Changes/Amendments:

- a. Any changes to orders must be submitted via the amendment portion of the worksheet. No amendments will be completed until the *signed* amendment request is received by DIRAUX.
 - b. If any changes that increases the cost for a member, the change must be approved by the Funds Manager and the AO before amendment can be made.
 - c. If an entitlement needs to be added, the change must be approved by the AO before amendment can be made.
 - d. If replacing a member or removing an entitlement, the supervisor informs DIRAUX via the amendment portion of the worksheet.
 - e. Do not just send emails for adjustments as DIRAUX will need to save the correct and accurate TDY worksheet.
 - f. If anything changes while on TDY please contact the AO for guidance; DO NOT assume an amendment will be made. You must get authorization prior to executing changes to the approved TDY period.
5. ***If you do not perform TDY, please inform DIRAUX to cancel the orders and funds. ***

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
TDY TRAVEL REQUEST WORKSHEET

EMPLOYEE ID	NAME (Last, First, MI)		
GRADE/RATE AUX	DIV/BRANCH CGD FIVE (DPA-N)	OFFICE PHONE NUMBER	
PURPOSE: To request TDY Travel Orders and desired advances. If you have any questions, CONTACT YOUR UNIT ADMIN OFFICE.			
PRIVACY ACT STATEMENT			
IAW 5 USC Sec. 522a(e)(3), the following is provided when supplying personal information to the U.S. Coast Guard: Authority: 37 USC, Section 1006. Principal Purpose: Used to indicate member's intentions during TDY travel. Routine Uses: Same. Disclosure: Disclosure of this information is voluntary, but without disclosure member may not receive advances.			
***** ATTACH A COPY OF AUTHORITY FOR TDY *****			
ATTN: TDY for Advanced or Specialized Training requires that a member meet the obligated service requirement as expressed by Chapters 8 & 9 of the Performance, Training & Education Manual (COMDTINST M1500.10(series)).			
Do you meet the obligated service requirements for these orders? (Check One) <input type="checkbox"/> YES <input type="checkbox"/> NO			
Enter Travel Order Number (TONO) and accounting data OR accounting information is attached: <input type="checkbox"/>			
TONO (TBD BY DIRAUX D5NR)		EST COST (see page 2 for calculations) \$0.00	
ACCT DATA (TBD BY DIRAUX D5NR)		PROJECT NUMBER (TBD BY DIRAUX D5NR)	
DEPARTURE DATE	RETURN DATE	EST. DAYS ABSENT	
DESTINATION			
PURPOSE OF TDY (specify type of training or meeting): <<Training/Meeting Name>>> (And indicate your Home's City and State or Unit for the departure location)			
<i>(Note: See additional requirements on reverse when purpose of TDY is training, meeting, conference, etc.)</i>			
<input type="checkbox"/> I REQUEST LEAVE	DATE TO BEGIN LV	ENTER LV AMOUNT	PHONE #
LEAVE ADDRESS			
TRAVELER'S MODE OF TRANSPORTATION			
GOVERNMENT CONVEYANCE			
PRIVATELY OWNED CONVEYANCE (POC) ADVANTAGEOUS TO GOVT - <input type="checkbox"/> YES <input type="checkbox"/> NO NOTE: POC (automobile or motorcycle only) use on TDY is to the GOV'T's advantage for TDY to locations within 800 miles (round-trip) of the PDS as determined from DTOD. See guidance at http://www.uscg.mil/ppc/tvl.asp#qtr for performing cost comparisons when round-trip travel is greater than 800 miles and the traveler requests use of POC.			
COMMERCIAL AIR			
GOVERNMENT PROCURED TRANSPORTATION			
RENTAL CAR			

TDY TRAVEL REQUEST WORKSHEET (Reverse)				
PURPOSE OF TRAVEL			YES	NO
IS THIS TRAVEL FOR; TRAINING (OTHER THAN MANDATORY CLASS "A" OR "C" TRAINING APPROVED BY FORCECOM), A MEETING/CONFERENCE, CONVENTION, SYMPOSIUM, WORKSHOP, POLICY DEVELOPMENT, PUBLIC OUTREACH, OR A UNIT VISIT? SEE https://cgportal2.uscg.mil/communities/interim-conference-requests/SitePages/Home.aspx FOR GUIDANCE.				
IF YOU ANSWERED YES TO THE ABOVE, IS APPROVAL DOCUMENTATION ATTACHED? IF NO, EXPLAIN IN MEMBER COMMENTS.				
REQUEST FOR ADVANCES			YES	NO
DO YOU HAVE A GOVERNMENT TRAVEL CHARGE CARD (GTCC)?				✓
IF YOU HAVE A GTCC, HAVE YOU VERIFIED THAT YOUR CREDIT LIMIT IS \$2500.00?				✓
IS GOVERNMENT QUARTERS USE DIRECTED?				
IS GOVERNMENT MESSING USE DIRECTED?				
WOULD YOU LIKE ADVANCE PER DIEM? (IF YES, AMOUNT \$ _____)				✓
MEMBER'S COMMENTS <<<LODGING LOCATION MUST BE WITHIN THE VICINITY OF TDY. IF LODGING IS NEEDED IN A DIFFERENT LOCATION DUE TRAVEL TO ANOTHER UNIT/MEETING PLACE, EXPLAIN IN MBR'S COMMENTS>				
DATE	MEMBER'S SIGNATURE			
SUPERVISOR'S COMMENTS				
DATE	SUPERVISOR'S SIGNATURE (Does member meet weight requirements IAW COMDTINST M1020.8 (Series)? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, refer to COMDTINST M1020.8 for guidance)			
DATE	SIGNATURE OF FUNDS APPROVING OFFICIAL (if applicable)			
DATE	APPROVING OFFICIAL'S SIGNATURE			
COST OF ESTIMATE CALCULATIONS				
a. COST OF LODGING PER DAY <small>(See http://www.defensetravel.dod.mil/site/perdiemCalc.cfm for rates)</small>		b. NUMBER OF DAYS OF LODGING	c. TOTAL COST OF LODGING (a)(b) \$0.00	
d. COST OF M&IE RATE PER DAY <small>(See http://www.defensetravel.dod.mil/site/perdiemCalc.cfm for rates)</small>		e. NUMBER OF DAYS OF M&IE	f. TOTAL COST OF M&IE (d)(e) \$0.00	
g. COST OF AIRLINE TICKET <small>(See http://apps.fas.qsa.gov/citypairs/search/ or contact SATO for gov't fares)</small>		h. COST OF AIRLINE SERVICE FEE	i. TOTAL COST OF TICKET & FEE (g+h) \$0.00	
j. COST OF POC (miles X rate) <small>(See http://www.defensetravel.dod.mil/site/otherratesMile.cfm for rates)</small>		k. COST OF RENTAL CAR	l. REGISTRATION FEE	
m. OTHER COST EXPLAIN:			TOTAL COST OF TDY (c+f+i+j+k+l+m) \$0.00	
ORDERS COMPLETED				
DATE	LEAVE (if requested) RECORDED IN DIRECT ACCESS <input type="checkbox"/>		DATE RECORDED	INITIALS