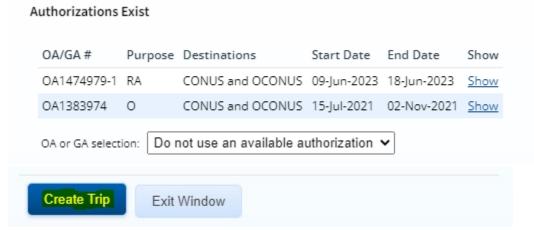CBA PCS Dependent Business Process

1. Dependents cannot be booked online in E2 Solutions.  Therefore we must create a travel authorization and email it to USCGAuth@CWTSato.com or ESCFAX ESCFAX@cwtsato.com afterhours.
2. The dependent reservations cannot be retrieved into the travel authorization so the flight details must be added manually. The PCS travel type doesn't allow the dependents to be selected because we are still using TPAX as the calculator and this is one way to help prevent the system from auto calculating entitlements based on TDY rules.
3. DO NOT create the trip from the OA. Create a completely new TA.

**Authorizations Exist**

| OA/GA # | Purpose | Destinations | Start Date | End Date | Show |
|---|---|---|---|---|---|
| OA1474979-1 | RA | CONUS and OCONUS | 09-Jun-2023 | 18-Jun-2023 | Show |
| OA1383974 | O | CONUS and OCONUS | 15-Jul-2021 | 02-Nov-2021 | Show |

OA or GA selection:  Do not use an available authorization ▾

**Create Trip**   Exit Window

4. You will want to have all of the CBA expenses listed on one TA including the fees.  List them out separately.  One flight and one TMC service fee for each traveler. (See attached example remarks) All of these expenses MUST have the Pay To set to "Agency Billed". They must be listed as a separate line item so we can reconcile the charges at the end of the month.
5. Note "use of the CBA is authorized" in the remarks section as well.
6. Reference the OA in the remarks section.
7. Use the same POETs from your OA. Enter them on your new TA.
8. Increase the obligation in DA to cover the cost of the CBA travel.
9. This is the link to the PPC webpage on the PCS process https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/TRAVEL/TPAXETSPCSGuide.pdf?ver=t0KEj31dTKif4HaTRCDieg%3d%3d&timestamp=1649960904367
10. On the AMHS TA you will need to include all travelers, that it is a PCS move, itemized ferry expenses, travel dates and authorized berthing size.