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| DEPARTMENT OF HOMELAND SECURITYU.S. COAST GUARD**ADMINISTRATIVE REMARKS** |
| **PRIVACY ACT STATEMENT** Pursuant to 5 U.S.C. §552a(e)(3), this Privacy Act Statement serves to inform you of why DHS is requesting the information on this form.**AUTHORITY**: 14 U.S.C. § 505**PURPOSE**: To document a USCG service member’s achievements, accomplishments, Uniform Code of Military Justice (UCMJ) infraction(s), or any other USCG military pay or personnel activity.**ROUTINE USES:** Authorized USCG officials will use this information to validate a USCG service member’s achievements, accomplishments, UCMJ infraction(s) or any other USCG military pay or personnel activity. Any external disclosures of information within this record will be made in accordance with DHS/USCG-014, Military Pay and Personnel, 76 Federal Register 66933 (October 28, 2011).**CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:** Providing this information is voluntary. However, failure to provide this information may result in a delay in administrating this form. |
| Entry Type: Performance and Discipline (P&D-10A)Reference: Art. 2.D.4.d., Discipline and Conduct, COMDTINST M1600.2 (series) and  Government Travel Charge Card (GTCC) Program Policies and Procedures  COMDTINST M4600.18 (series)Responsible Level: UnitEntry: DDMMMYYYY: [RANK] [LASTNAME], you have been found unreliable due to failure to pay debts. Your Government Travel Card is past due at least enter 61 or 91 days in the amount of [$0.00]. Per a General Order issued in COMDTINST 4600.14(series) you were required to submit your travel claim within 3 work days of returning to this unit and were required to pay your account in full on or before the statement due date. On this date you have been counseled that failure to meet financial obligations brings discredit upon the Service, burdens the command administratively, and jeopardizes your ability to maintain a security clearance. Additionally, you need to understand that failure to pay your debts can reflect negatively in performance evaluations and may become grounds for denial of reenlistment or discharge from the Service.You are directed to pay your account balance in full immediately. Failure to do so may result in further administrative and/or disciplinary actions being taken against you. Meeting your financial obligations is your responsibility. However, there are several resources available to assist you with financial planning. Your supervisor [or the command financial counselor or Command Master Chief] can assist you with setting up an appropriate appointment.  A. B. SEA, CAPT, USCG Commanding OfficerDDMMMYYYY: I acknowledge the above entry. FIRST MI LAST |
| 1. NAME OF PERMANENT UNIT

      | 1. NAME OF UNIT PREPARING THIS FORM

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| 1. NAME OF MEMBER (Last, First, MI)

      | 1. EMPLOYEE ID NUMBER

      | 1. GRADE/RATE

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Scan original into member's OMPF

CG-3307 (09/23)

Expiration: 09/33

PREVIOUS EDITIONS ARE OBSOLETE

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