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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-10B)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], it has been found that on [enter number of occasions] occasions totaling [$enter the amount] you used your GTCC for purchases that were not authorized by an approved set of travel orders. This is in direct violation of a General Order issued in COMDTINST 4600.14(series). Your GTCC account has been closed for misuse. You will need to ensure that future travel orders include authorization to use the Centrally Billed Account for common carrier transportation and authorization for travel advances as required to meet the travel requirements. On this date, you have been counseled that misuse of your GTCC, which is only for authorized official travel related expenses, brings discredit upon the Service, burdens the command administratively, jeopardizes your ability to maintain a security clearance, and may prevent you from being assigned OCONUS. Additionally, you need to understand that this misuse can reflect negatively in your performance evaluations and may become grounds for denial of reenlistment or discharge from the Service.  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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