



U.S. Coast Guard Auxiliary

# Public Affairs



## USCGAUX National PA P&P 2-09

### Subj: Travel Guidelines

**1. Purpose:** to provide a set of guidelines for travel performed for and funded by USCG &/or CGAuxA.

### 2. Involved People

- A. Department Chief – Public Affairs (DC-A)
- B. Deputy Department Chief – Public Affairs (DC-Ad)
- C. Division Chiefs
- D. NADCO-MS
- E. National Executive Committee (NEXCOM) as required

### 3. CGAuxA Funding

#### **A. Approval of Travel Requests.**

The National Commodore, National Vice Commodore and/or National Chief of Staff (NACOS) are the only people who may authorize issuance and/or changes to Auxiliary (CGAuxA, Inc.) funded travel authorizations (travel orders). All requests for travel are to be submitted on the CGAuxA-1 form and submitted Via DC-A.

#### **B. Submitting Requests.**

DC-A will prepare the CGAuxA-1 form for him/herself. Other A Department staff will prepare the form forwarding it to DC-A for forwarding. Only DC-A is the requesting official. The request is forwarded to the NADCO-MS for approval. If approved, NADCO-MS forwards the request to NACOS for final approval. If approved, NACOS forwards the CGAuxA-1 form to N-A who will complete the orders and distribute the orders..

Order requests to DC-A must include, at MINIMUM:

- a. Accurate travel dates,
- b. Registration fees (and what is covered by same),
- c. Hotel rates and estimated costs, and
- d. A mode of travel and estimated costs.

If circumstances cause changes to what was requested, new or amended orders must be requested thru DC-A. Travel is normally performed at the prescribed GSA per diem rate unless there are special circumstances such as expensive room rates or situations where the Auxiliary may save funds by authorizing actual expense reimbursement (complimentary rooms). Requests

Should be submitted to DC-A s minimum of weeks prior to departure date.

**C. Requesting Reimbursement.**

Members are to follow the guidelines in the CGAuxA Fiscal Procedures Guide. (**Annex A**).

**4. Coast Guard Funded Travel**

**A.** Using the latest USCG Travel Request Form, (available online), travelers are to provide information requested.

**B.** Upon return from your trip, within (10) ten calendar days, submit a set of the approved travel orders along with the DD-1351-2 form (online). Make sure you have receipts for any item over \$75, for airline tickets, car rentals, and hotels.

## Annex A

COAST GUARD AUXILIARY ASSOCIATION, INC.



### FISCAL PROCEDURES GUIDE

May 1, 2006

From: Gene M. Seibert

To: Distribution

Subj: FISCAL POLICY GUIDE

1. This guide provides information and guidance for members of the U.S. Coast Guard Auxiliary National Executive Committee, the National Directorate Commodores and Department Chiefs as well as the officers of the Coast Guard Auxiliary Association. It provides policy on fiscal matters of the Coast Guard Auxiliary Association, Inc.
2. All changes approved as of May 1, 2006 are included in this revision of the guide. Please discard any previous editions. This revision will assist members in the performance of their duties while serving as members of the National EXCOM, National Directorate Commodores, Department Chiefs and officers of the Coast Guard Auxiliary Association. All addressees shall read and become familiar with the contents of this guide and ensure compliance by members of their staffs.
3. Contents, corrections and suggestions for additional subjects are welcome. Submit all input to the Executive Director who will coordinate reviews with the Comptroller and Treasurer.

[Gene M. Seibert](#)

Chairman & Chief Executive Officer

## A. TRAVEL & CLAIM PROCESSING PROCEDURES

- 1. PURPOSE:** To describe policies and procedures for requesting, authorizing and reimbursing expenses of Auxiliarists and others for authorized travel when utilizing allocated travel funds of the Coast Guard Auxiliary Association, Inc. (CGAuxA) and for requesting reimbursement for authorized non-travel expenses.
- 2. SCOPE:** Provisions herein apply to all members of the U. S. Coast Guard Auxiliary/CGAuxA under official travel as authorized on Coast Guard Auxiliary Temporary Duty (TD) Request and Travel Order (CGAuxA-1) form and provides for submitting the Claim for Reimbursement-Travel (CGAuxA-3) form as well as submitting the Claim for Reimbursement Non-Travel (CGAuxA-4) form. **NOTE:** All individuals traveling on Coast Guard Auxiliary orders shall attend all required meetings/sessions/programmed events except when the traveler is specifically exempted by NACO or NAVCO from attending a particular meeting/session/programmed event. Please note that NACO and Chairman & CEO CGAuxA as well as NAVCO and President & COO CGAuxA reflect one and the same officers respectively. **Failure by the traveler to attend required meeting/sessions/programmed events may result in cancellation of orders and the traveler will be personally responsible for all expenses incurred.**
- 3. REFERENCE SOURCE:** Travel reimbursement shall be administered in a manner consistent with, and in accordance with, the maximum Per Diem rate authorized in the Joint Federal Travel Regulations (JFTR), National Standing Rules of the U. S. Coast Guard Auxiliary and the By-laws of CGAuxA except as otherwise provided herein. Under unusual circumstances where strict adherence to the procedures outlined herein would result in unusual expense to the Auxiliarist, the Chairman/Chief Executive Officer of CGAuxA has the discretion to make specific and written exceptions. The references to the JFTR in this document are for its per diem tables only. There is no intent to apply all of the regulations applicable in the JFTR. CGAuxA establishes reimbursement policy for the Auxiliary orders it issues.
- 4. FORMS AVAILABILITY:** The applicable forms used for requesting orders and filing claims for reimbursement are available through the Auxiliary Web site on the Internet at [www.cgaux.org](http://www.cgaux.org). Click on **MEMBERS DECK** then click on **FORMS**. You may complete the forms electronically for submission through the appropriate approving officer as an E-mail attachment. **Electronic submission is preferred as it significantly reduces the administrative time in processing the claims.**

\*CGAuxA-1 (01-02)(E: 12-7-04) Temporary Duty (TD) Request and Travel Order

\*CGAuxA-3 (10-03)(E: 9-22-05) Claim for Reimbursement Travel

\*CGAuxA-4 (10-03)(E: 5-14-05) Claim for Reimbursement Non-Travel

CGAuxA-5 (02-01)(E: 3-6-01) Auxiliary Telephone Log

\* **Electronic Fill-in Forms**

## 5. TEMPORARY DUTY (TD) REQUEST AND TRAVEL AUTHORIZATION

**PROCEDURES:** The process for Travel Requests is:

**a. National Staff Members.** Submit requests through your Department Chief who must endorse then forward the request to the appropriate NADCO for endorsement and final submission to the NACOS.

**b. NAVCO, ARCOs, NACOS, NADCOs, DCOs and National Board Members.**

Submit requests to NACO.

**c. NACO Staff/National Support Element Members.** Submit requests for self/assistants to the officer indicated in the below chart:

<u>NACO</u>	<u>NAVCO</u>	<u>NACOS</u>
Executive Director	N-ST	
N-A	N-SC/VP Internal Division	N-MDA
N-EA	N-SD	N-PR
N-LL	N-L	
N-D	N-C	
N-SP	DC-L	
N-CGS		
N-SL/N-SLS	VP External Division	
N-I		

**d. Actual Cost Orders.** Submit all requests for actual cost orders to NACO through the appropriate chain as stated above. Provide sufficient justification to support the request.

**e. District Staff Officers (DSOs) N-Train Participants.** Each District Commodore shall submit a letter request to NACO's Administrative Assistant (N-A) listing their DSOs selected to attend N-Train as soon as they are identified. This list will include full name, staff position, mailing, and e-mail addresses. CGAuxA issues orders to cover per diem/lodging (the respective DIRAUX issues orders to cover all travel related expenses). DSOs not funded through CGAuxA may be handled differently. The respective Department Chief shall provide appropriate guidance to those attendees. Upon approval, forward all requests to the N-A for completion and distribution. N-A shall indicate the Per Diem rates for the TD site on the orders based on the JFTR.

**6. CLAIM FOR REIMBURSEMENT TRAVEL (CGAuxA-3):** The Claimant completes the form through line 10 as well as line 14 in the Expense Claimed section then signs and dates (may be electronic) in the Signature of Claimant section. The AUXCEN travel claim section completes lines 11, 12, 13 and 15 when processing the claim based on the authorizations in the orders. Temporary Duty (TD) Request and Travel Order (CGAuxA-1) form authorizes

reimbursement of reasonable expenses in one of several ways:

**a. PER DIEM:** The Temporary Duty (TD) Request and Travel Order (CGAuxA-1) form authorizes a specified per diem for reimbursement of the expenses M&IE (meals and incidental expenses) and lodging. Charges for tips to porters, baggage people, and bellhops for handling baggage, charges by the hotel for maid services, telephone and telegraph charges for reserving rooms, and transportation between lodging and point of arrival or departure are NOT included in the per diem rate. These expenses are reimbursable, and may be claimed elsewhere on the Claim for Reimbursement Travel (CGAuxA-3) form. The Per Diem lodging and subsistence portion are normally based upon the Joint Federal Travel Regulations (JFTR).

Members traveling under orders are entitled to receive and expected to request the government rates from the hotel. Members will present a tax-exempt form when checking in to the hotel.

**IN NO CASE WILL LODGING BE REIMBURSED WITHOUT HOTEL RECEIPTS.** The JFTR specifies the maximum lodging that may be reimbursed. If actual lodging is less than the JFTR amount, reimbursement will be for the actual cost of lodging plus the applicable subsistence.

Travelers shall request tax exemption when registering at the hotel by presenting a tax exemption form. Any taxes that the hotel will not exempt may be claimed separately on line 7 of the claim form. The hotel bill is sufficient to satisfy the receipt requirement for taxes paid. If the actual lodging rate is more than the authorized per diem rate, the additional expense must be authorized on the orders. If the claimant is attending a conference for which the sponsoring organization established a pre-arranged hotel rate, a copy of the sponsoring organization's registration form or similar document reflecting the pre-arranged hotel rate is sufficient to document the expense. The term lodging does not include accommodations on planes, trains, or with friends and relatives at no cost to the Auxiliarist. Such accommodations do not satisfy the requirement to receive the lodging portion of the per diem; however, the traveler may still receive the subsistence portion of the per diem rate.

**b. FRACTIONAL SUBSISTENCE:** The following applies to reimbursement for meals and incidental expenses relate to the M&IE portion of a daily Per Diem:

1. Reimbursement is three-quarters (3/4) of the day's subsistence (M&IE) portion of the per diem for the travel days (first day and last day) authorized on the orders.

2. When a complimentary meal is received, or, when the registration fee includes meals, an adjustment to the daily per diem meal rate occurs based on 20% for breakfast, 35% for lunch and 45% for dinner meals.

**c. ACTUAL EXPENSE:** The reimbursement for travel to a high rate area, or such other area designated by the issuing authority, is on an actual expense

basis (subject to audit) as specified in the Temporary Duty (TD) Request and Travel Order (CGAuxA-1) form. Authorization for reimbursement of actual expenses is only under special circumstances and must be authorized by NACO on the orders.

**d. OTHER:** Whenever the member's travel duration is less than 24 hours, or the lodging and/or meals provided at no cost, or some other unusual arrangement exists concerning the temporary duty travel, the remarks section of the Temporary Duty (TD) Request and Travel Order (CGAuxA-1) form shall specify the facts.

**e. CANCELLATION:** Temporary Duty (TD) Request and Travel Orders (CGAuxA-1) forms issued and not used, canceled, or if not submitting a claim, and a replacement person is not required, shall be marked "**No claim submitted or reimbursement requested**" and returned to the AUXCEN. It is imperative to return the travel orders as the department's travel account is responsible for the estimated cost for travel once issued. This may result in reducing the amount of funding available for travel to the department by the unprocessed order estimate.

**7. POLICIES ON REIMBURSABLE TRAVEL EXPENSE:** Travelers may receive reimbursement of the following expenses incidental to authorized travel provided they include required receipts unless otherwise noted. The Temporary Duty (TD) Request and Travel Order (CGAuxA-1) form specifies the mode of travel. This is the only authorized mode of travel. The claimant shall provide an explanation endorsed by the person who authorized the orders (NACO, NAVCO or NACOS) if it is impossible to use the specified travel mode. Unauthorized modes of travel may result in only partial reimbursement of travel expenses.

**a. USE OF PRIVATE CONVEYANCE:** The limits of reimbursement for use of private conveyance is gasoline; oil, ferry fares, highway and bridge tolls and parking fees provided the aggregate of such expense does not exceed the cost of transportation and per diem by the most efficient common carrier (generally coach class airfare). **Mileage is NOT reimbursed on CGAuxA orders – actual gas/oil receipts are required regardless of whether the amount is less than \$25.00.**

**b. COMMERCIAL TRANSPORTATION:** Members receive reimbursement for airfares at the cost of coach class unless the orders provide specific authorization for other fare rates. Members on CGAuxA orders shall obtain the lowest possible fares, including senior discounts, when eligible, and purchase their tickets at least thirty (30) days in advance. Members may use travel sites at [www.shopauxiliary.com](http://www.shopauxiliary.com) to compare airfares in obtaining the lowest available cost and book their fares according. **DO NOT USE the U.S. Coast Guard/Government's designated travel agencies for CGAuxA funded orders due**

to their higher costs. Attach a copy of the ticket or itinerary form documenting prior payment and showing the amount paid for the ticket to the claim form.

Do not return any unused airfare tickets with your claims. Unused tickets may entitle you to a claim with the airline, not CGAuxA. The reimbursement of train and bus fares uses the same process as airfares including prior approval by the authorizing official.

**Incremental Reimbursement.** When a member purchases an airline ticket in advance in order to obtain the most favorable fare and it commits significant personal funds for more than thirty days, and, if the member desires, he or she may request an **Incremental** reimbursement. Submit to the AUXCEN the **Incremental** reimbursement claim by completing a Claim for Reimbursement Travel (CGAuxA-3) form, indicating “**Incremental Claim**” in the remarks section, along with a copy of the Temporary Duty (TD) Request and Travel Order (CGAuxA-1) form and a copy of the ticket or itinerary showing the cost paid for the ticket. Be sure to attach a copy of the incremental claim to the CGAuxA-3 form submitted for the final claim to document the prior payment and insure double payment does not occur.

In the event that the orders are changed or cancelled other than for personal reasons, the traveler receives reimbursement for any charges associated with adjusting the ticket.

**c. RENTAL CARS:** Normally orders issued by the CGAuxA do not authorize rental cars. NACO must approve all requests for rental car authorizations. When authorized to use a rental car, every effort should be made to use Association partners that provide special discounts to members.

**d. INCIDENTAL TRANSPORTATION:** Reimbursement may be claimed for commercial fares and expenses incident to transportation such as Limousine service between terminal, home, and/or hotel. Do not use taxis when less expensive travel services are available (shuttle buses, etc.). If total incidental transportation costs (not individual trips) exceed \$25.00, receipts are required. See h. regarding Other Travel Expenses.

**e. EXCESS BAGGAGE:** Claims for reimbursement of excess baggage fees by commercial carriers shall include justification of the expense by the claimant and the Temporary Duty (TD) Request and Travel Order (CGAuxA-1) form must authorize the expense.

**f. BAGGAGE HANDLING:** Reimbursement for baggage handling fees and tips at terminals and hotels may be claimed and receipts are not generally required if total is less than \$25.00.

**g. REGISTRATION:** Claimants may request reimbursement for registration fees provided the Temporary Duty (TD) Request and Travel (CGAuxA-1) form authorizes the fee. Attach a copy of the registration form to both Temporary Duty (TD) Request and Travel (CGAuxA-1) form when requesting the orders and to Claim for Reimbursement Travel (CGAuxA-3) form upon completing the travel. The claimant shall specify by type (breakfast, lunch or dinner) all meals included in the registration fee as such meals require an adjustment to the M&IE portion of the Per Diem.

**h. OTHER TRAVEL EXPENSES:** A claimant may receive reimbursement for other travel expenses when the Temporary Duty (TD) Request and Travel Order (CGAuxA-1) form authorize such expenses related to the duties/travel performed. This may include special transportation expenses not to exceed \$50.00 required when traditional conveyances between the commercial travel carrier location and the designated temporary duty site will not accommodate special needs travelers.

**i. GOVERNMENT LODGING AND/OR MEALS:** If lodging and/or meals are to be furnished at government facilities, the Temporary Duty (TD) Request & Travel Order (CGAuxA-1) form shall so state and the per diem adjusted accordingly. Maid service charges in BOQs are reimbursable. Such charges require an itemized receipt attached to the claim.

**j. TWO OR MORE AUXILIARISTS TRAVELING TOGETHER:** When two or more Auxiliarists travel together by privately owned conveyance, that fact must be noted on claim form together with the names of the other individuals. The member who is the owner/operator of the vehicle receives reimbursement for the expenses incurred in using their POC for the travel. **k. TELEPHONE AND FAX:** Telephone and fax charges relating to Official Auxiliary duties only while traveling may be reimbursed. Internet/E-mail access charges at sites of lodging must be authorized in orders to claim reimbursement.

**8. REMARKS:** Brief remarks by claimant necessary to support any claim shall be included in the remarks section of the claim form or by attaching a separate memorandum to the claim.

**9. LOST RECEIPT:** If a required receipt is lost, the statement below shall be prepared, signed and attached to the claim form.

I \_\_\_\_\_, certify that the receipt for \_\_\_\_\_ has been lost and that all expenses claimed were incurred by me in connection with official travel for which I have not been reimbursed. If the receipt is subsequently found, I

will forward it to the AUXCEN to attach to my original claim..

Signed\_\_\_\_\_ Date\_\_\_\_\_

**10. CLAIM FOR REIMBURSEMENT NON-TRAVEL (CGAuxA-4):** The claimant shall submit the Claim for Reimbursement Non-Travel (CGAuxA-4) form when requesting reimbursement for any of the following non-travel items:

**a. Telephone / Fax** – NADCOs and Department Chiefs shall consider prepaid phone cards for those staff members who are frequently required to make official calls. They request needed denominations and quantities through the AUXCEN. The AUXCEN charges the expense against the NADCO/department's budget. The AUXCEN will obtain the best per minute rate available then forward the phone cards as directed by the NADCO/department chief.

1. The Auxiliary Telephone Log (CGAuxA-5) form, must be submitted by all staff not issued a phone card below Department Chief level.

2. Members of the NEXCOM, NACOS, NADCO's, DC's and select NACO Staff/National Support Element members designated by NACO are authorized reimbursement for monthly telephone line fees for a separate FAX / Internet line and e-mail/Internet access provider used to transact Official Auxiliary business not to exceed their annual budget.

**b. Supplies/Copying services**

**c. Other – Describe in general terms.**

NOTE: Major equipment purchases not to exceed \$5,000 such as fax machines, answering machines, copiers, computer hardware, etc., must be approved in advance of purchase by NACO or NAVCO in coordination with the Treasurer. Amounts exceeding \$5,000 must be submitted to the Fiscal Committee for review. The Fiscal Committee will then submit the request with their recommendation the Board for consideration. Procurements shall be coordinated through the AUXCEN. Normally, the department shall submit such procurement requests when submitting their annual budget. Form CGAuxA-8 should be submitted with required signatures, documentation, and justification for processing pending final approval for the purchase.

**11. DOCUMENTATION PROCEDURES:** Reimbursement of expenses (travel and non-travel) requires submission of the following supporting documentation:

**a.** Copies of Temporary Duty (TD) Request and Travel Order (CGAuxA-1) form authorizing travel, when applicable.

**b.** Original invoices, bills, receipts, statements, etc. substantiating the claim for reimbursement.

c. Claimants shall submit the claim forms (original only as AUXCEN will make needed copies) to the AUXCEN in accordance with the directions provided on forms CGAuxA-3 and CGAuxA-4. Electronic submission is preferred. The AUXCEN retains the original bills and receipts (if mailed or faxed copies if electronic submission), therefore the claimant shall retain for their records a copy of all receipts and claims submitted in case the submitted documents are lost during the processing.

**12. PAYMENT AND ADJUSTMENTS:** Reimbursement of expenses for travel or non-travel is as follows:

a. The Claimant signs (electronic signature acceptable) the Claim for Reimbursement - Travel (CGAuxA-3) or Non-Travel (CGAuxA-4) forms. Be certain to read the statement in the block entitled "SIGNATURE OF CLAIMANT".

b. Submit the Claim for Reimbursement - Travel (CGAUXA-3) form with the required documentation (see above) **within 7 days after the travel is completed** to the Coast Guard Auxiliary Center, Attention: TRAVEL CLAIMS SECTION, 9449 Watson Industrial Park, St. Louis, MO 63126 for audit and computation of the claim. Claims submitted more than 30 days after the travel is completed must clearly indicate what extenuating circumstances prevented timely submission of the claim. Such late claims will only be paid if NACO authorizes payment after reviewing the circumstance. The claim form provides instructions for completing and submitting the form electronically (preferred) or by mail.

c. Submit the Claim for Reimbursement - Non-Travel (CGAuxA-4) form with the required documentation (see above) to the approving officer as specified in paragraph 5 above. National Staff members must submit their claims, to their Department Chief (DC) for counter signature on the line provided. The DC will then forward the claim to AUXCEN if funding is through the department's budget or through their NADCO for approval if the department is not funding. NACO claims are reviewed by the Treasurer before submission to the AUXCEN. All approved forms will then be forwarded to the Coast Guard Auxiliary Center, Attention: TRAVEL CLAIMS SECTION, 9449 Watson Industrial Park, St. Louis, MO 63126 for audit and processing. The claim form provides instructions for completing and submitting the form electronically (preferred method) or by mail.

d. AUXCEN provides a copy of the completed claim form with the reimbursement check to the claimant.

e. The claimant should examine the check and the audited copy of the claim form immediately upon receipt. Notify the AUXCEN within 30 days from the date of the check of any discrepancies noted.

**13. CANCELLATION OF TEMPORARY DUTY (TD) TRAVEL ORDER:** Each Temporary Duty (TD) Request and Travel Order (CGAuxA-1) issued by N-A, specifies by name the person authorized to travel. The travel authorization is not transferable. Members not authorized to perform a specific duty by an appropriate official may jeopardize the protection afforded by the Coast Guard Auxiliary. The policy with regard to authorizing travel for a replacement is as follows:

**a.** As soon as you know that you are not able to perform the travel, for whatever reason, notify the N-A by telephone, e-mail or fax, and identify who is to replace you.

**b.** Return the unused Temporary Duty (TD) Request and Travel Order (CGAuxA-1) form to the AUXCEN immediately with a notation “**NO claim submitted and no reimbursement requested**”.

**c.** The N-A, upon approval by the appropriate authority, will issue a new Temporary Duty (TD) Request and Travel Order (CGAuxA-1) to the replacement person prior to the trip. This authorization will carry the same authorization number followed by a letter suffix to denote a revision.

**d.** The AUXCEN shall withhold claim reimbursement whenever the proper travel authorization is missing.

**14.** This guide is for the reimbursement of expenses to the members by the Coast Guard Auxiliary and Auxiliary Association, is prepared for your convenience, in abbreviated form. It is general in nature. Please contact the EXECUTIVE DIRECTOR, CGAuxA, if you need clarification.

## **B. PROCUREMENT PROCEDURES.**

**1. Purpose:** To describe policies and procedures for requesting, authorizing and procurement of printing services, software and equipment.

**2. Scope:** The provisions herein apply to all members of the U.S. Coast Guard Auxiliary and CG Auxiliary Association.

**3. Policy:** The purchasing of all items and services paid with CG Auxiliary Association (CGAuxA) funds shall normally be authorized by the CGAuxA Board of Directors within the Annual Budget. Approval of the budget shall constitute authorization for the Chairman/CEO to cause the expenditure of corporate funds for the purposes set forth therein. In addition, the Chairman/CEO has authorization to expend a sum not to exceed \$5,000.00 per year for corporate

purchases without prior approval of the Board of Directors. The Board of Directors must approve unanticipated expenditures in excess of the \$5,000.00 before making such expenditures. The Chairman/CEO may delegate the authorization for the expenditure of funds for authorized procurements in the Annual Budget to the Executive Director. The Executive Board shall be notified monthly regarding expenditures not previously approved. The Board of Directors notification shall be at their next meeting of the board.

#### 4. **Procedures:**

**a. Anticipated Procurement Requirements.** All anticipated procurement actions for printing services, software and/or equipment should be included in each Department's annual budget submittal to the Fiscal Committee. The requests should include specifications and specific requirements in sufficient detail to identify the procurement action and justification to support the expenditure of the funds and should include a CGAuxA-8 form for use should the request receive approval. The Chairman of the Fiscal Committee shall notify the departments as to the approved budget items or if authorized as a capital improvement expenditure.

**b. Requesting Procurement of Budgeted Items.** All requests for procurements authorized in the approved budget shall be processed using the Procurement Request Form (CGAuxA-8) as follows:

- (1) National Staff Members. Submit requests through the Department Chief for endorsement and the submitting of approved CGAuxA-8 form to AUXCEN.
- (2) DCs, NADCOs, NACOS, ARCOs, and NEXCOM submit CGAuxA-8 form directly to the AUXCEN.
- (3) NACO Staff and National Support Element Members submit requests through the officer designated in paragraph 5.c. above for endorsement and the submitting of approved CGAuxA-8 form to AUXCEN.
- (4) Upon approval, the AUXCEN shall process the CGAuxA-8 form. The Executive Director may authorize an individual to purchase items locally when to do so would be in the best interests of CGAuxA and the individual. In this later case, the individual receives reimbursement by submitting form CGAuxA-4.

**c. Requesting Procurement of Unbudgeted Items.** All requests for procurements not authorized in the approved budget must include sufficient justification along with specifications and specific details to assist in the procurement process. The CGAuxA-8 form will be processed as follows:

- (1) National Staff Members. Submit requests to the Department Chief who will endorse and forward it to the appropriate NADCO consideration. NADCOs may approve the request if they have funds available within their budget for such items. If they have no funds available then the request shall be endorsed and forwarded to NACOS for consideration and/or forwarding to NAVCO/NACO for consideration based on available funds.

(2) NACOS, ARCOs, NIPCO and NAVCO. Submit requests to NACO for approval.

(3) NACO Staff and National Support Element Members. Submit requests through the officer designated in paragraph 5.c. above for approval.

(4) Upon approval, the CGAuxA-8 shall be forwarded to the AUXCEN for processing. The Executive Director may authorize an individual to purchase items locally when to do so would be in the best interests of CGAuxA and the individual. In this later case, the individual receives reimbursement by submitting form CGAuxA-4.

**d. Procurement of Consumable Items.** Consumable items (i.e., fax/computer paper, telephone lines and services, office supplies, etc.) used by a member in the performance of his/her duties as a national officer (Board or Staff), may be purchased by that member if reimbursement for the expense is authorized for their office or when authorized by an officer having a budget for such items (usually the Department Chief).

**e. Procurement of Computer Software.** In order to maintain computer configuration management and compatibility, all requests for the procurement of computer software (programs) shall be coordinated with DC-I prior to the processing of the CGAuxA-8 form through the chain of responsibility.

**f. Procurement of Public Education Materials.** Purchases of public education texts and associated materials using CGAuxA funds shall be made by the CGAuxA Contracting Officer, appointed by the CGAuxA Chairman/CEO, after consultation with the Treasurer regarding the availability of funds. The Contracting Officer will coordinate directly with the Department Chief - Education to develop the purchase requirements. The Contracting Officer is responsible for direct negotiations and the placing of orders with the appropriate publishing and printing firms as well as obtaining education materials from other boating organizations. The inventory level shall not exceed the one-year sales history of the product unless specifically authorized by the Chairman/CEO. The decision to commit additional CGAuxA funds rests with the Chairman/CEO. Additionally, the Chairman/CEO shall annually approve Public Education text book and associated materials pricing by the AUXCEN.

**g. Procurement of Non-Public Education Material for the Auxiliary Center.** The Executive Director may replenish authorized non-public education material inventory stock as needed not to exceed the established dollar value amount set for each item. Replenishment purchases over that amount and purchases of new items for sale through the AUXCEN require the Chairman/CEO's approval.

5. **Additional Information**. This guide is prepared for your convenience, in abbreviated form, by the CG Auxiliary Association. It is general in nature. For

more detailed information, or for areas not covered in this guide, please contact the EXECUTIVE DIRECTOR for further clarification.