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## ETS ACCOUNTS FOR NON-COAST GUARD TRAVELERS

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### ETS Accounts for Non-Coast Guard Travelers

Non-CG employees include Auxiliarists, Invitational Travelers, Coast Guard Academy Coaches, Chaplains, and other personnel who are not assigned an EMPLID in Direct Access. These travelers will be required to provide FINCEN with a [Supplier Maintenance Request Form](#), which captures information to allow travel payments to be made to the members. Units sponsoring invitational travel will serve as travel arrangers for the Non-CG employee. FINCEN will provide a Supplier ID that will be used to build an ETS traveler profile. CG Auxiliary will build profiles for Auxiliarist and PPC will coordinate establishment of travel profiles for all other non-CG travelers. The supplier maintenance form is available below.

Non-Coast Guard travelers must complete the "[Supplier Maintenance Request Form](#)" to provide their direct-deposit information in order to be reimbursed for Coast Guard funded travel.

**BOOK TRAVEL BY CALLING CWTSATO:** Effective immediately and until further notice, all "A" & "C" School travelers must revert to using the full service option for all travel reservations by calling CWTSato at 800-753-7286; EL SOL (USCG ALASKA) 844-977-1157 or collect 210-877-3302. International travelers (calling from outside the US) can only call CWTSato using a collect call to 210-877-3302. In cases where travelers do not have an active Government Travel Charge Card (GTCC), use of the centrally billed account (CBA) is authorized. Travelers will be required to submit orders via fax or email. If a member elects to email orders, standard password protection features should be utilized or PII should be removed.

**DO NOT USE THE ONLINE BOOKING TOOL:** "A" & "C" School travel reservations must NOT be made using the online booking tool at this time. The basic set-up in ETS associates travelers with their unit's financial account. Travel reservations made via the online booking tool, prior to the system generated OA posting in ETS, will result in charges to the unit funds account and violate the limitations set forth in the Financial Resource Management Manual, COMDTINST M7100.3E.

**DO NOT TAKE ACTION IN ETS:** Upon completion of "A" & "C" School travel, do not attempt to manually create an authorization or voucher in ETS. At this time, settlements for "A" & "C" School travel can only be processed in ETS using the system generated open authorization. "A" & "C" School travelers must wait until all challenges are resolved to take action in ETS. Once associated obligations are successfully processed through FSMS, a system generated Open Authorization (OA) will post in ETS.

**ORDER BEGIN/ END DATE ADJUSTMENTS:** If upon review of official travel orders it is determined additional travel time is required to accommodate a specific travel itinerary, unavoidable travel limitations, or Remain Overnight (RON) requirement, units must submit an official Order Begin/End Date Change Request to the applicable scheduling office.

. CG ETQC is the scheduling office for all "C" School orders. "C" School Order Begin/End Date Change Requests must be sent to [CMD-SMB-CG-ETQC@uscg.mil](mailto:CMD-SMB-CG-ETQC@uscg.mil) Requests will only be accepted from P&A Offices and/or unit Command Cadre. Note: This is a Shared Mail Box (SMB) and emails will only process through the CG official email system from other CMD-SMBs.

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## PAY & PERSONNEL NEWS

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### UPDATES FROM OUR BRANCHES

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## ETQC Training Advisory 005-22, Guidance for A and C School Travelers and Command Representatives

### **39. Q: How does a member get an ETS account that does not have an EMPLID?**

A. FINCEN is now able to create Supplier IDs in FSMS, which means we are able to process new ETS accounts that do NOT have a CG EMPLID, AUX members, Invitational Travelers, etc. . Here is the process that needs to be followed for creating these accounts.

- 1- Before ETS account can be created: Traveler needs to complete the Suppler Maintenance Request Form and submit to FINCEN, email is [fin-smb-fsms-vendorsupport@uscg.mil](mailto:fin-smb-fsms-vendorsupport@uscg.mil)
- 2- Once the requester has received the Supplier ID, they can submit a ticket to have the account created
- 3- Follow the SOP for creating the ETS account, it includes the difference between CG EMPLID and non-EMPLID accounts. Here are the Key Differences for the Non-EMPLID user
  - a. USER ID format- USCG-'Supplier ID' i.e. USCG-123456
  - b. Employee ID has 'S' prefix to the Supplier ID number i.e. S123456
  - c. If traveler does not have a .mil or .gov email, will need to use the sponsor's email and they can coordinate with the traveler to complete the setup process
- 4- Link to the walk through guide for creating these accounts - [Creating New ETS Accounts.pdf \(uscg.mil\)](#)