**United States Coast Guard – Traveler Information**

<https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/BOPS/PSC-BOPS-R/GOVTrvl/ADTRAV/#CG%20Auxiliary%20Travelers>

**Travel Management Center Information:**

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| **CWTSato[Contact Information](https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/BOPS/PSC-BOPS-R/GOVTrvl/ADTRAV/" \l "ADTRAV%20Contact%20Information)** |
| [**CWTSato Online Tools**](https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/BOPS/PSC-BOPS-R/GOVTrvl/ADTRAV/#ADTRAV%20Online%20Tools) |
| [**Travel Profile Creation Process**](https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/BOPS/PSC-BOPS-R/GOVTrvl/ADTRAV/#Travel%20Profile%20Creation%20Process) |
| [**Travelers With CG EMPLIDS (Less IRR and AUX Members)**](https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/BOPS/PSC-BOPS-R/GOVTrvl/ADTRAV/#Travelers%20with%20CG%20EMPLIDS%20(Less%20IRR%20and%20AUX%20members)) |
| [**New Employees without an EMPLID**](https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/BOPS/PSC-BOPS-R/GOVTrvl/ADTRAV/#New%20Employees%20without%20an%20EMPLID) |
| [**CG Inactive Ready Reserve (IRR) Travelers**](https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/BOPS/PSC-BOPS-R/GOVTrvl/ADTRAV/#CG%20Inactive%20Ready%20Reserve%20(IRR)%20Travelers) |
| [**CG Auxiliary Travelers**](https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/BOPS/PSC-BOPS-R/GOVTrvl/ADTRAV/#CG%20Auxiliary%20Travelers) |
| [**Travelers Not Assigned CG EMPLIDs (CHAP/DOD/OGA/NAF)**](https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/BOPS/PSC-BOPS-R/GOVTrvl/ADTRAV/#Travelers%20Not%20Assigned%20CG%20EMPLIDs) |
| **[CWTSato - Effective 10/01/2021-9/30/2021](https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/BOPS/PSC-BOPS-R/GOVTrvl/ADTRAV/" \l "Fare_Selection_within_GetThere)** |
| [**Fare Selection within GetThere**](https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/BOPS/PSC-BOPS-R/GOVTrvl/ADTRAV/#Fare_Selection_within_GetThere) |
| [**Update Your User Profile for Secure Flight Compliance**](https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/BOPS/PSC-BOPS-R/GOVTrvl/ADTRAV/#Update_Your_User_Profile_for_Secure_Flight_Compliance) |
| [**Want to provide feedback on CWTSato's Service?**](https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/BOPS/PSC-BOPS-R/GOVTrvl/ADTRAV/#Want_to_provide_feedback_on_ADTRAV's_Service?) |

**d.  CG Auxiliary Travelers - \*\*\*\*\*\*THIS PROCESS WILL BE UPDATED WHEN FSMS IS ONLINE\*\*\*\*\* FOR ASSISTANCE CONTACT CWTSATO**   CWTSato Service Center at 1-800-753-7286 and utilize the full service option.    CG Auxiliary members traveling on Coast Guard funded travel orders are required to use the Travel Management Center (CWTSato) for common carrier (i.e. air line reservations) charged to the travel order and for rental car reservations charged to a personal credit card.  Information on making full service travel reservations is available on the [Traveler Information page](https://www.dcms.uscg.mil/GovTrvl/Traveler_Information/)**.  
  
     (1) Infrequent CG Auxiliary Travelers -** CG Auxiliary members who travel infrequently on Coast Guard funded travel orders should request the CWTSato travel agent create a single use profile for the required travel reservation.   
  
**(2) Frequent CG Auxiliary Travelers -**CG Auxiliary members who travel 2 or more times per year on Coast Guard funded travel orders can request the creation of a CWTSato Immediate Traveler Profile to streamline the full service travel reservation process.   
  
**Please include the following information via e-mail to have a profile created:   
  
          a.  Legal First Name  
          b.  Middle Initial  
          c.  Legal Last Name with Suffix (JR, III, etc.)  
          d.  AUX EMPLID  
          e.  Number of CG Funded Trips/Year  
          f.   Traveler's Business Phone #  
          g.  E-mail Address  
  
Please send the above information via e-mail to**[**HQS-SMB-CGPSC-CITI-GTCC**](mailto:HQS-SMB-CGPSC-CITI-GTCC@uscg.mil?subject=Traveler%20Profile%20for%20AUX)**and we will notify you via e-mail once your travel profile has been created.  Please allow 2 to 3 business days for the creation of your traveler profile.**