

11. **Leased/Owned Housing.** Headquarters has four funded AFC's (11, 12, 30, 43) available to record leased/owned housing cost. There are three special cost centers for leased housing and two special cost centers for Coast Guard owned housing. Total obligations and expenditures for the Housing Program will be available by Program Element through the Cost Center Fund Status Report. Total Command cost will be available through the Program Element Status reports.

Note: Commandant (CG-4) provides AFC-43 funds to MLC's and Civil Engineering Units for major renovation for Coast Guard owned housing.

a. Leased Housing. Government leased housing can be charged to either AFC 11 or 12 and can use any of the three applicable cost centers to record cost. Object Class 2531, Contractual Services - DOD, will be used when costing charges for DOD leased housing. Cost of GSA leased housing will be charged to Object Class 2312, Leased housing, maintenance and utilities - GSA. All others will be charged to Object Class 2322, Leased housing, maintenance and utilities - other than GSA. For cost associated with leased housing that are not in the lease, charge the appropriate AFC and the applicable object class found in Appendices D and F.

- (1) 78651 - Family Housing Lease Program (FHLP). Charge this cost center for rental of accompanied family housing. Also use this for energy (when not included in the terms of the lease) and claims against the Coast Guard for restoration of leased housing due to tenant damage.
- (2) 78652 - Unaccompanied Personnel Leased Housing (UPLH). Charge this cost center for rental of unaccompanied personnel housing. Also use this for energy (when not included in the terms of the lease) and claims against the Coast Guard for restoration of leased housing due to tenant damage.
- (3) 78654 - Unaccompanied Personnel Leased Housing (UPLH). Charge this cost center for rental of housing for members without dependents who are on sea duty or duty at remote offshore stations who are not entitled to Basic Allowance for Quarters (BAQ)/Variable Housing Allowance (VHA)/Housing Allowance (HA).

(4) Government leased housing accounting line:

2 / P / 801 / 299 / ** / 0 / ** / ***** / *****
 (1) (2) (3) (4) (5)

Notes:

- (1) First position of the appropriation code = FY (i.e., 8 = FY08)
- (2) ** = AFC 11 (Officer Housing) or AFC 12 (Enlisted Housing)
- (3) ** = Program Element (See Table 11-1)
- (4) ***** = Cost Centers 78651, 78652, or 78654
- (5) ***** = Object Class (see Appendix F)

11. a. (4) (cont'd)

<u>Code</u>	<u>Remarks</u>	<u>Code</u>	<u>Remarks</u>
5B	CGD1	5H	Headquarters
52	CGD2	5M	MLC Leases
53	Housing Office MLC East	5T	RTC Petaluma
55	CGD5	5Y	RTC Yorktown
57	CGD7	5L	CGD11
58	CGD8	5R	ACTEUR Housing
59	CGD9	5S	CGD13
5A	Academy	54	CGD14
5C	Cape May	5J	CGD17
		5P	MLCPAC Housing

TABLE 11-1 Program Elements Applicable to Housing

b. Owned Housing. Costs associated with owned housing should be charged to applicable servicewide cost centers as defined below. Select the appropriate AFC and Object Class from Appendices D and F.

- (1) 78650 - CG Owned Family Housing. Charge this cost center with costs for government owned, accompanied family housing. This includes maintenance, repairs, energy, supplies and services.
- (2) 78656 - CG Owned. Unaccompanied Personnel Housing (UPH). Charge this cost center with costs for government owned unaccompanied family housing. This includes maintenance, repairs, supplies and services. Maintenance and repair cost shall be included where contract costing provides that information
- (3) Government owned housing accounting line:

2 / * / 801 / 1** / 30 / ** / ***** / ****
 (1) (2) (3) (4) (5) (6)

Notes:

- (1) * = Region
- (2) First position of the appropriation code = FY (i.e., 8 = FY08)
- (3) ** = Limitation Code
- (4) ** = Program Element (See Table 11-1)
- (5) ***** = 78650 or 78656
- (6) **** = Object Class (see Appendix F)

12. International Transactions Report Requirements.

a. Commanding officers will ensure units prepare and send the report of foreign expenditures to the FINCEN (FI) by the 5th calendar day after the end of the quarter.

12. b. This report will show purchases of supplies or services in any foreign country. Services include piloting, wharfage, towing services, etc.
- c. The report shall show purchases for each country individually.

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FC DE NC
FC/011244
R 301702Z MAR 08 ZUI ASN-D05089000738
FM USCGC VIGOROUS
TO FC/COGARD FINCEN CHESAPEAKE VA//FR//
INFO ZEN/COMCOGARD MLC LANT NEW YORK NY//FAC-1//
ACCT CG-W2GDRC
BT
UNCLAS //N04400//
SUBJ: RPT OF INTERNATIONAL TRANSACTIONS - 2ND QTR FY 08
A. MLC LANT SOP APPENDIX D-12-G-2
1. IAW REF (A) 17,218.00 IN INTERNATIONAL TRANSACTIONS WERE
MADE THIS QUARTER IN BERMUDA 09-14-MAR 08.
2. BREAKDOWN IS AS FOLLOWS:

      PILOTAGE                1,000.00
      COMMISSARY              518.00
      PHONE SERVICES          300.00
      TOTAL                   17,218.00
BT
NNNN

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Figure 11-1 International Transaction Sample Message Report

13. Wire Transfers.

- a. Wire Transfers from customers/vendors occur frequently in the U. S. Coast Guard. The correct procedures and information need to be used for these transactions to happen properly.
- b. When a customer attempts to wire U. S. Dollars to the U. S. Coast Guard the following wire payment instructions are necessary:
- (1) Send to: Federal Reserve Bank, New York City, NY
 - (2) ABA#: 021030004 Treas NYC
 - (3) BNF: AC 70 06 0000
 - (4) OBI: Brief description/purpose to allow identification.

14. Vendor Express.

- a. What is Vendor Express?

14. a. (1) Vendor Express is "Direct Deposit" of payments to vendors for businesses that provide goods and services to any federal agency. "Vendor" is a generic term that describes businesses and other payment recipients such as State/local governments, educational institutions, and other organizations receiving payments from the Federal Government. Payments are made electronically through the Automated Clearing House (ACH) network for deposit directly into the vendor's bank account on the payment due date.
- (2) Vendor Express provides the vendor's bank with payment details which identify the reason for the payment, such as an invoice number. This information is contained in the addendum record and accompanies the payment. The FINCEN originates and sends both the payment and addendum record to the vendor through his bank.
- b. Benefits of Using Vendor Express.
- (1) There are no deposit delays.
 - (2) Funds are promptly available for vendor's use.
 - (3) Provides better cash management for the vendor.
 - (4) It eliminates the possibility of lost or stolen checks.
 - (5) The payments are fully traceable.
- c. How Can Vendors Sign up for Vendor Express?
- (1) The vendor must fill out an SF-3881, ACH Vendor/Miscellaneous Payment Enrollment Form. Before sending the SF-3881 to the vendor for completion, the agency information section must be completed as shown on the accompanying sample SF-3881. **See Figure 11-2.**
 - (2) The vendor must complete the Payee/Company Information section of the form and have its bank complete the Financial Institution Information section before the vendor sends the form into the FINCEN for processing. Once completed the form should be sent to:

COMMANDING OFFICER (OPB)
COAST GUARD FINANCE CENTER
VENDOR EXPRESS PROGRAM
1430A KRISTINA WAY
CHESAPEAKE, VA 23326
 - (3) Field units should maintain a supply of SF-3881's adequate to meet vendor needs. The SF-3881, ACH Vendor/Miscellaneous Payment Enrollment Form may be ordered through regional GSA Customer Supply Centers. The form is identified by its National Stock Number: 7540-01-274-9925. The cost is \$3.96 per package of 100 forms.
 - (4) If vendors or field units have any questions regarding Vendor Express they should contact FINCEN Customer Service at (757) 523-6940. Informational booklets on the Vendor Express program can be obtained by contacting the FINCEN.