

# CGMA Case Management Program (CGMA-CMP)

The Coast Guard Mutual Assistance Case Management Program (CGMA-CMP) is designed to allow CGMA field sites to initiate assistance cases, print checks and view their overall case activity over the Internet. The site also provides automatic exchange of data between the CGMA-CMP database and the CGMA Headquarters accounting system.

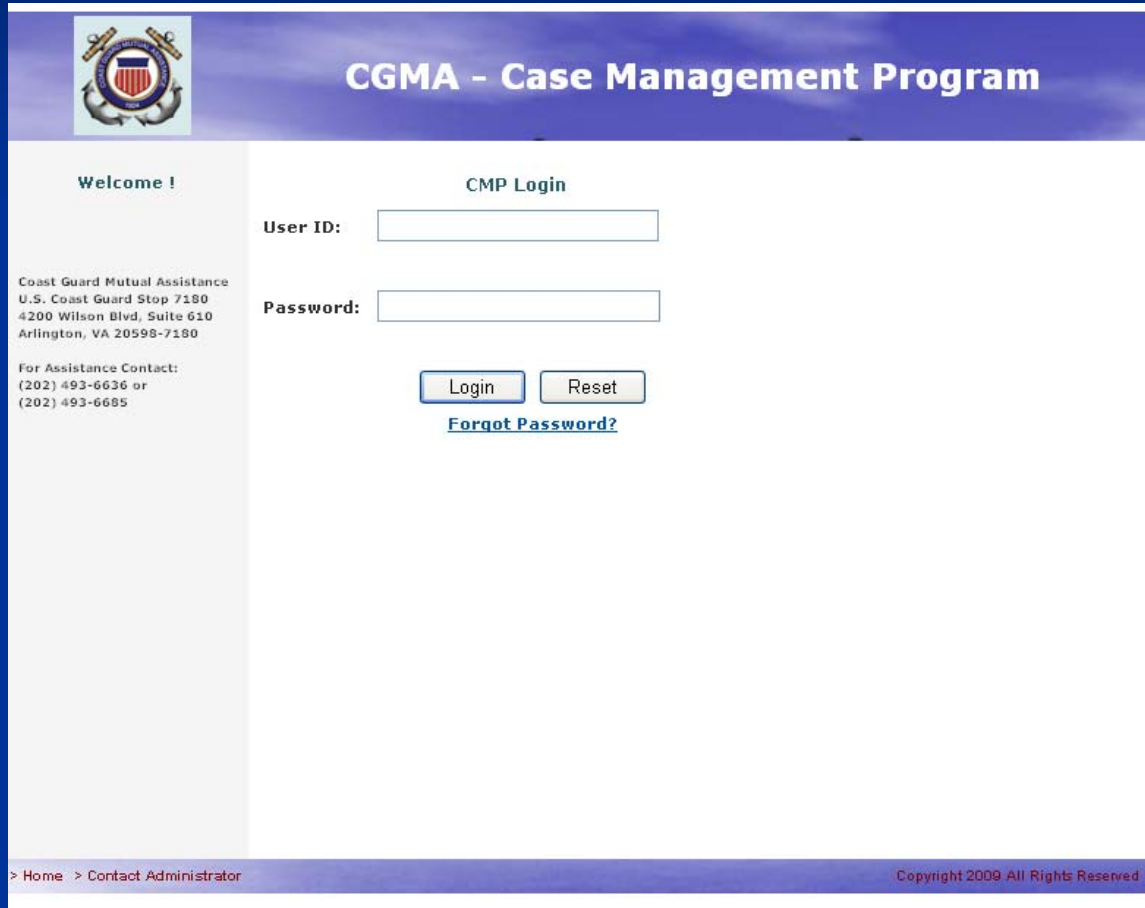
# Obtaining Access

Representatives and Assistant Representatives must complete all items listed under Rep's Area/Info for New Reps on the CGMA website: [www.cgmahq.org](http://www.cgmahq.org).

Once all items have been verified, CGMA-HQ will update the CMP and provide the Rep/ARep with a User ID and Temporary Password.

# The Login Screen

Under Reqs Area, click Case Management to arrive at the Login Screen.



The screenshot shows the login interface for the CGMA - Case Management Program. At the top left is the U.S. Coast Guard logo. The title "CGMA - Case Management Program" is centered at the top. The page is divided into a left sidebar and a main content area. The sidebar contains a "Welcome !" message, contact information for Coast Guard Mutual Assistance, and assistance contact details. The main content area is titled "CMP Login" and features input fields for "User ID:" and "Password:", a "Login" button, a "Reset" button, and a "[Forgot Password?](#)" link. A footer at the bottom includes navigation links for "Home" and "Contact Administrator", and a copyright notice for 2009.

**CGMA - Case Management Program**

**Welcome !**

Coast Guard Mutual Assistance  
U.S. Coast Guard Stop 7180  
4200 Wilson Blvd, Suite 610  
Arlington, VA 20590-7180

For Assistance Contact:  
(202) 493-6636 or  
(202) 493-6685

**CMP Login**

**User ID:**

**Password:**

[Forgot Password?](#)

> Home > Contact Administrator

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TIP: You may want to add the log-on screen to your favorites as CGMA-CMP.

# Main Menu

On the Main Menu, the following headings are used for:

- **Home** ~ CGMA-HQ posting messages and new information
- **Admin** ~ Updating account (change password and/or printing PIN) and configuring printer
- **Add New Case** ~ Issuing assistance to CGMA clients
- **Case Lookup** ~ Searching cases
- **Client Lookup** ~ Viewing clients' assistance history
- **Reports** ~ Viewing month-to-date and year-to-date data
- **Logout** ~ Closing CGMA-CMP application

The screenshot shows the CGMA-CMP Main Menu interface. At the top left, it says "Welcome tmathis!" and "00001 (CGMA-HQ)". The main title is "CGMA-CMP". Below this, there is a "Current Section Number:" label followed by a dropdown menu showing "00001 (CGMA-HQ)". On the left side, there is a vertical navigation menu with buttons for "Home", "Admin", "Add New Case", "Case Lookup", "Client Lookup", "Reports", and "Logout". The "Home" button is highlighted with a red arrow. The main content area contains two paragraphs of text. The first paragraph is dated "May 2010" and lists areas where CGMA-HQ provides RD level support, excluding Academy, ATC Mobile, District Fourteen, Sector San Juan, and Tracen Petaluma. The second paragraph explains that a CMP case is not closed until a "Confirm Check Printed" button is clicked and provides instructions on how to handle pending cases, including deleting or closing them. The third paragraph is a reminder about Supplemental Education Grant (SEG) checks, stating they are only payable to the client or student, not educational institutions or book retailers, and that CGMA has been having issues with SEG checks not clearing within a 60-day time frame.

Welcome tmathis!  
00001 (CGMA-HQ)

CGMA-CMP

Current Section Number: 00001 (CGMA-HQ)

Home  
Admin  
Add New Case  
Case Lookup  
Client Lookup  
Reports  
Logout

May 2010 ----- CGMA-HQ provides RD level support for all areas except: \_\_\_\_\_  
Academy, ATC Mobile, District Fourteen, Sector San Juan, and Tracen Petaluma

A CMP case is not closed until you click on Confirm Check Printed. ----- When you click on Case Lookup there should be nothing displayed that you are not holding in a pending status intentionally. If there is something present please take action to; delete if it's not a completed case or, close it if it's a real check you have issued. If you are not sure how to clear pending cases contact CGMA-HQ.

As a reminder, the Supplemental Education Grant (SEG) checks are only to be made payable to either the client or the student (dependent of client) and not to educational institutions or book retailers. The SEG reimburses the client once they incur expenses related to their first time degree; it is not set up to prevent our clients from incurring these expenses. CGMA has been having some issues with SEG checks not clearing within a 60 days time frame and encourages everyone to cash their check within a few days after receipt.

# Admin Screen



## CGMA - Case Management Program

Welcome tmathis !  
00001 (CGMA-HQ)

### Administration

Please select one of the following options:

Home

Admin

Add New Case

Case Lookup

Client Lookup

Reports

Logout



[Password/Checking Writing PIN Update](#)



[Reset Check Sequence](#)



[Configure Check Printing](#)

Coast Guard Mutual Assistance  
U.S. Coast Guard Stop 7180  
4200 Wilson Blvd, Suite 610  
Arlington, VA 20598-7180

For Assistance Contact:  
(202) 493-6636 or  
(202) 493-6685

# Password/Check Writing Pin Update



## CGMA - Case Management Program

Welcome tmathis !  
**00001 (CGMA-HQ)**

- Home
- Admin
- Add New Case
- Case Lookup
- Client Lookup
- Reports
- Logout

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(202) 493-6685

Change your Password or Pin by typing in a new one

Password must contain at least one of these special characters: @\$%!&.\*  
Password should be at least 6 characters long.

Change Password     Change Check Writing PIN

**Current Password:**

**New Password:**

**Confirm Password:**

Save

Return

After successfully saving you will be asked to login again into the application.

# Reset Check Sequence



## CGMA - Case Management Program

Welcome tmathis !  
00001 (CGMA-HQ)

Home

Admin

Add New Case

Case Lookup

Client Lookup

Reports

Logout

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(202) 493-6685

### Reset Check Number Sequence

**Once you reset the check number here, check numbers lower than the number you typed in will no longer be available in the system. Please contact HQ if you have any questions about this functionality.**

Starting Check Number:

Save

Return

# Configure Check Printing



## CGMA - Case Management Program

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00001 (CGMA-HQ)

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### Form52 Printing Blocks

Section: 00001 (CGMA-HQ)

Select Setting:

Form Type:

Block Name	Up/Down Adjustment	Left/Right Adjustment	Adjustment Factor
<a href="#">Applicant</a>	2	0	50
<a href="#">Approval</a>	2	0	50
<a href="#">Check</a>	3	0	50
<a href="#">Member</a>	2	0	50
<a href="#">Repayment</a>	2	0	50

# Adding a New Case

- Click 'Add New Case'
- Enter the Client's SSN and click 'Go'
- Client's information will display only if client received previous assistance
- If the Client is new, you will be prompted to enter the personal information
- Once all applicable information is completed, click 'Continue'

# New Case Screen



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(202) 493-6685

### Add New Case - Client Information

**This client record was not found in the system. Please verify eligibility before proceeding.**

Account#  SSN#    
Last Name:  First Name:  MI:

### Service Information

Branch:    
Type:    
Grade:    
Client's Unit OPFAC:

### Account Information

Posted	Unposted	Total
--------	----------	-------

### Client's Home Address

Addr Line 1:   
Addr Line 2:   
City:  State:    
Zip Code:  -   
Telephone#

# Case Data Entry

## CGMA - Case Management Program

Welcome tmathis !  
00001 (CGMA-HQ)

- Home
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(202) 493-6665

### Case Data Entry

Disbursement Type: 3010 (Loan)

Approved By:

- BMB
- BOC
- EC
- LW
- NES
- RCW
- RD
- SEG
- TRM

Save Return

Select Approving Authority  
(if disbursement type is SEG, you  
must select SEG as approving  
authority)

TO BE ENTERED ONLY WHEN DIRECTED BY CGMA - HQ!

Event Code:

Enter Event Code only when  
directed by CGMA-HQ

> Home > Contact Administrator

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# Case Details

This screen has five sections:

- Client & Case
- Applicant
- Student
- Checks
- Repayment

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## Case Details

Return

Client & Case	Applicant	Student	Checks	Repayment
<a href="#">Modify</a>	<a href="#">Delete</a>	<b>Case#</b>	111977	
<b>Name:</b>	<a href="#">US, Coast Guard</a>		<b>Disb Type:</b>	3012 (SEG)
<b>Account#</b>	SLZ-41-9891		<b>Total Assistance:</b>	\$0.00
<b>Reason:</b>	N/A		<b>Approved By:</b>	SEG (S E G)
<b>Open Date:</b>	03/12/2010		<b>Closing Date:</b>	
<b>Section#</b>	00001		<b>Stat A:</b>	

### Service Information

**Branch:** 1500 (U.S. Coast Guard)  
**Type:** AD (Active Duty)  
**Grade:** E1  
**Service Unit:** 70098-004597

### Account Information

Posted	Unposted	Total

### Client's Home Address

**Addr Line 1:** US Coast Guard Mailstop 7180  
**Addr Line 2:** 4200 Wilson Blvd., Suite 610  
**City:** Arlington **State:** VA  
**Zip:** 20598 - 7180 **Telephone#** 800-881-246

Client & Case	Applicant	Student	Checks	Repayment
---------------	-----------	---------	--------	-----------

### Add Applicant

**Name:**  
**Relationship To Client:**  
**Applicant has Power of Attorney:**      **Client has Approved this Assistance:**

Client & Case	Applicant	Student	Checks	Repayment
---------------	-----------	---------	--------	-----------

### Add Student Information

**Client is the Student:**  
**Account#**  
**Name:**

Client & Case	Applicant	Student	Checks	Repayment
---------------	-----------	---------	--------	-----------

### Add New Check

Client & Case	Applicant	Student	Checks	Repayment
---------------	-----------	---------	--------	-----------

**Repayment Date:**  
**Repayment Amnt:**  
**Cash or Allotment?**  
**Include Previous Balance:**  
**Allotment Amnt if Cash**  
**Payment Defaults:**

Return

# Client & Case Section



## CGMA - Case Management Program

Welcome tmathis !  
00001 (CGMA-HQ)

### Case Details

[Return](#)

- Home
- Admin
- Add New Case
- Case Lookup
- Client Lookup
- Reports
- Logout

<b>Client &amp; Case</b>	Applicant	Student	Checks	Repayment
--------------------------	-----------	---------	--------	-----------

<a href="#">Modify</a>	<a href="#">Delete</a>	<b>Case#</b>	111977
<b>Name:</b>	<a href="#">US, Coast Guard</a>	<b>Disb Type:</b>	3012 (SEG)
<b>Account#</b>	SLZ-41-9891	<b>Total Assistance:</b>	\$0.00
<b>Reason:</b>	N/A	<b>Approved By:</b>	SEG (S E G)
<b>Open Date:</b>	03/12/2010	<b>Closing Date:</b>	
<b>Section#</b>	00001	<b>Stat A:</b>	

### Service Information

**Branch:** 1500 (U.S. Coast Guard)  
**Type:** AD (Active Duty)  
**Grade:** E1  
**Service Unit:** 70098-004597

### Account Information

Posted	Unposted	Total
--------	----------	-------

### Client's Home Address

**Addr Line 1:** US Coast Guard Mailstop 7180  
**Addr Line 2:** 4200 Wilson Blvd., Suite 610  
**City:** Arlington **State:** VA  
**Zip:** 20598 - 7180 **Telephone#** 800-881-246

Coast Guard Mutual Assistance  
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 (202) 493-6685

This section should match what was entered on the Client Information Screen. Please verify all information is correct.

# Applicant

When the applicant is not the member, please click 'Add Applicant'.


Client & Case	<b>Applicant</b>	Student	Checks	Repayment
---------------	------------------	---------	--------	-----------

[Add Applicant](#)

Name: \_\_\_\_\_

Relationship To Client: \_\_\_\_\_

Applicant has Power of Attorney:       Client has Approved this Assistance:



## CGMA - Case Management Program

Welcome tmathis !  
00001 (CGMA-HQ)

- Home
- Admin
- Add New Case
- Case Lookup
- Client Lookup

### Applicant Data Entry

**THIS SECTION IS TO BE COMPLETED ONLY IF THE APPLICANT IS NOT THE MEMBER!**

Last Name:       First Name:       MI:

Relationship to Member:

Applicant has Power of Attorney       Member has Approved this Assistance

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In particular cases, the individual applying for assistance may be the spouse or dependent child.

# Student

Must be filled out for SEG:  
If the member is not the student, please click 'Add Student Information'.


Client & Case	Applicant	<b>Student</b>	Checks	Repayment
---------------	-----------	----------------	--------	-----------

[Add Student Information](#)

Client is the Student:

Account#

Name:



## CGMA - Case Management Program

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(202) 493-6685

### Student Data Entry

Check if member is the Student:  *If member is the Student, check this box*

SSN#

Account#

Last Name:  First Name:  MI:

#### SEG Balance Information

# Checks

To enter check information, click 'Add New Check'.

Client & Case   Applicant   Student   **Checks**   Repayment

[Add New Check](#)

Welcome tmathis !  
00001 (CGMA-HQ)

**CGMA - Case Management Program**

Home  
Admin  
Add New Case  
Case Lookup  
Client Lookup  
Reports  
Logout

**Check Data Entry**

Print Date:  Check #: 91026

Payee:  Amount: \$

Assistance Code: 0000

Category: 00 (N/A)

Cause: 00 (N/A)

Explanation for Assistance: Supplemental Education Grant

BMB (Barry M. Boisvere)

Save   Browse Checks

Once the check information is complete, click 'Save'. If you are issuing more than one check, repeat the process for each additional check.

Please provide a detail explanation of what the funds will be used for.


# Repayment

Client & Case   Applicant   Student   Checks   **Repayment**

[Modify](#)

Repayment Date:  
Repayment Amnt:  
Cash or Allotment?  
Include Previous Balance:  
Allotment Amnt if Cash  
Payment Defaults:

After the check information has been entered, click 'Modify' to add repayment information.

 **CGMA - Case Management Program**


Welcome tmthis !  
[00001 \(CGMA-HQ\)](#)

Home  
Admin  
Add New Case  
Case Lookup  
Client Lookup  
Reports  
Logout

Coast Guard Mutual Assistance  
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For Assistance Contact:  
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(202) 493-6685

**Repayment Data Entry**

New Assistance: \$   
Previous Loan Balance: \$   
Include Previous Balance:    
New Balance: \$   
Repayment Mode:   
Payment Start: MM YYYY  
Month:  Year:   
No of Payments:   
Repayment Amount: \$


**Unless approved by CGMA-HQ  
Minimum Payment Amount should  
be: \$50**

To include previous balance, click here. If using a previous balance, you must use the total balance to calculate the new loan payment per month.

# Printing Checks

Client & Case	Applicant	Student	Checks	Repayment
<a href="#">Add New Check</a>		Unprinted Checks		
Check#	Payee	Amount	Print	Delete
91026	<a href="#">us coast guard</a>	\$1,000.00		

Once the repayment is completed, you are ready to print your check(s). Click on the printer icon.



### CGMA - Case Management Program

Select Printer Setting

Default

Enter Check Writing PIN

Enter your Check Writing PIN.

# Check Printing Screen

**CGMA - Case Management Program**

Use print icon on toolbar below

00001 CGMA-HQ 03/30/2010

US Coast Guard \*\*500.00

\*\*\* FIVE HUNDRED AND XX / 100 \*\*\*

Barry M. Boisvere

03/30/2010 US Coast Guard 70098

Coast Guard US SLZ-41-9891 E1 AD

US Coast Guard Mailstop 7180  
4200 Wilson Blvd., Suite 610  
Arlington, VA 20598-7180

U.S. Coast Guard

Confirm Check Printed Void Check Cancel Printing

To print, click the printer icon located on the toolbar.

If the check printed correctly, click 'Confirm Check Printed'.

# Once you have hit “Confirm Check Printed,” the case is closed

After the case is closed you may want to print a copy of the CGMA Form 52 for the client.

Client & Case	Applicant	Student	Checks	Repayment
Add New Check				
Printed Checks				
Check#	Date	Payee	Amount	Possible Action
<a href="#">91026</a>	03/23/2010	us coast guard	\$1,000.00	Void

To print a copy, click on the check # that's highlighted in blue to display the Form 52.

To print, click the printer icon located on the toolbar

1 / 1 89.4% Sign Find

### COAST GUARD MUTUAL ASSISTANCE 91026

ISSUED BY COAST GUARD MUTUAL ASSISTANCE		
SITE NUMBER <b>00001</b>	SITE NAME <b>CGMA-HQ</b>	DATE <b>03/23/2010</b>

PAY TO THE ORDER OF **us coast guard** \$ **\*\*1,000.00**

\*\*\* ONE THOUSAND AND XX / 100 \*\*\* DOLLARS

**NON NEGOTIABLE** Barry M. Boisvere

1. DATE <b>03/23/2010</b>	2. PAYEE <b>us coast guard</b>	3. OPFAC# <b>70098</b> <span style="float: right;"><b>91026</b></span>
4. NAME OF SERVICE MEMBER (LAST, FIRST, MI) <b>Coast Guard US</b>	5. ACCOUNT# <b>SLZ-41-9891</b>	6. GRADE <b>E1</b>
7. STATUS <b>AD</b>		
8. MEMBER'S UNIT (HOME ADDRESS FOR RETIREE, RESERVIST AND AUXILIARIST) <b>US Coast Guard Mailstop 7180 4200 Wilson Blvd., Suite 610 Arlington, VA 20598-7180</b>		9. BRANCH OF SERVICE <b>U.S. Coast Guard</b>
10. APPLICANT'S NAME AND RELATIONSHIP IF NOT SERVICE MEMBER <input type="checkbox"/> POWER of ATTORNEY <input type="checkbox"/> MEMBER APPROVES		
11. <b>Lack of Funds</b>	12. REASON CODE <b>Basic Living Expenses</b>	
13. AMOUNT OF CHECK <b>1,000.00</b>	14. DISBURSEMENT FOR <b>Loan</b>	
15. REPAYMENT ALLOTMENT (A) OR CASH (C) <b>A</b> REPAYMENT START DATE <b>1004</b> REPAYMENT END DATE <b>1103</b>		
16. REMARKS: EXPLAIN WHY ASSISTANCE IS NEEDED <b>mbr fell short on bills.</b>  <b>Approval code: bmb100315</b>		17. FINAL APPROVAL AUTHORITY NAME <b>Barry Boisvere</b> GRADE _____ TITLE <b>Regional Director</b>
		18. FOR DESIGNATED USE ONLY
		19. IF MORE THAN ONE CHECK, CHECK NUMBER CONTAINING PROMISSORY NOTE

I **Coast Guard US** PROMISE TO REPAY IN FULL, THE COAST GUARD MUTUAL ASSISTANCE LOAN OF \$ **1,000.00** THAT I RECEIVED ON **03/23/2010**. I AUTHORIZE REPAYMENT TO BE MADE MONTHLY BY ALLOTMENT FROM MY COAST GUARD PAY IN **12** EQUAL MONTHLY PAYMENTS OF \$ **83.34**

I understand that I am liable for the full amount of this loan even if an authorized deduction from my pay stops prior to full repayment. I agree to continue to remit regular monthly payments in the event that I separate from the Coast Guard. I further understand that if I fail to make regular monthly payments, my account may be turned over to a collection agency. If on active duty, I authorize the balance owed to CGMA upon termination to be collected from my final Coast Guard pay through use of Final Pay Deduction. I have received a copy of this agreement.

CGMA Form 52	SIGNATURE OF RECIPIENT	SSN OF RECIPIENT	SIGNATURE OF CGMA REPRESENTATIVE

**THIS IS NOT THE ORIGINAL DOCUMENT**

- If you need to void the check for any reason, please view the next section. Checks can only be voided by representatives on the same day checks are issued.
- Please call CGMA-HQ to void checks after the issue date.

# Case Lookup

To view previous issued assistance, please click 'Case Lookup'

Welcome tmathis !  
00001 (CGMA-HQ)

Assistance Cases for Section: 00001 (CGMA-HQ)

Search By: Section# Search For: 00001

Lookup Closed Cases:

Search Reset

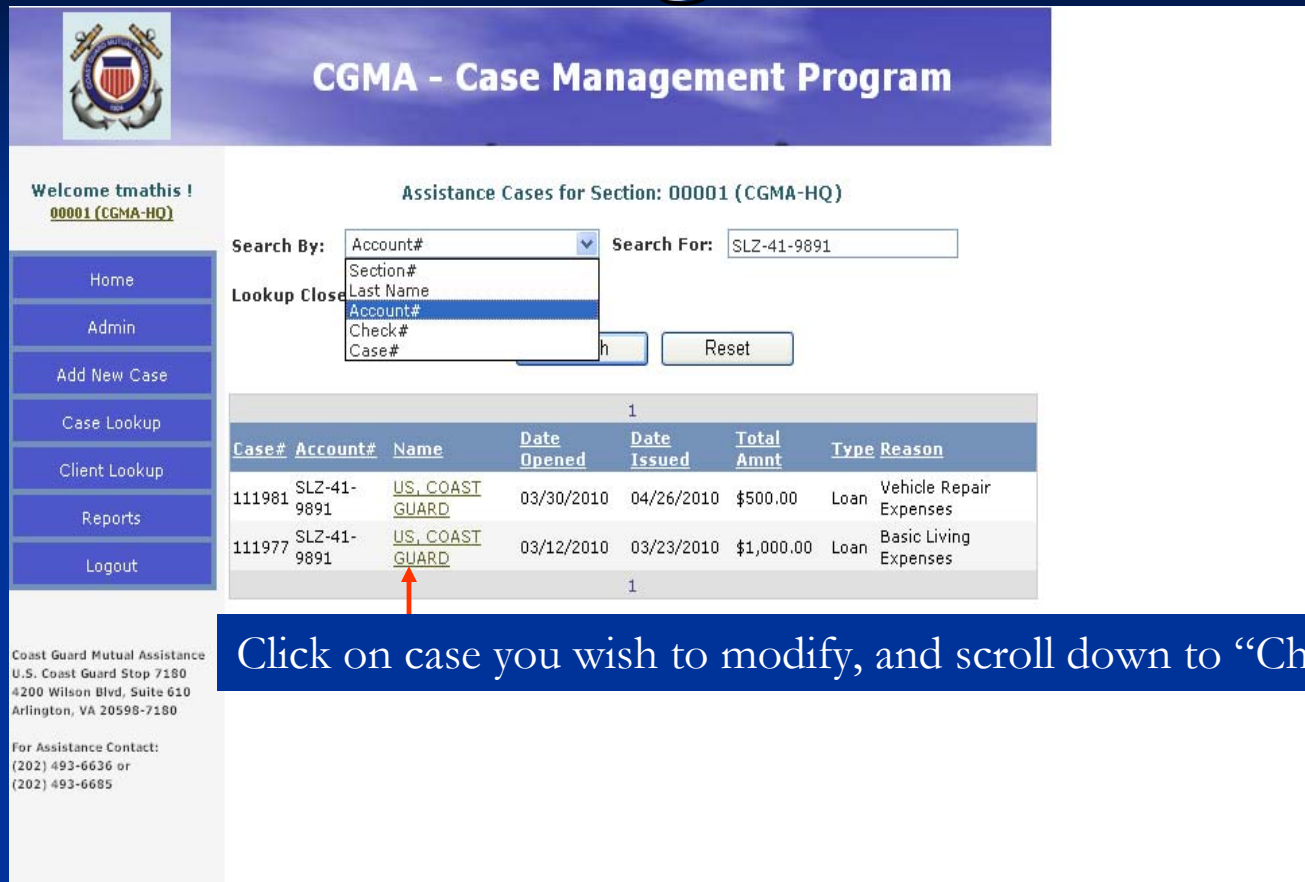
Case #	Account #	Name	Date Opened	Date Issued	Total Amnt	Loan	Basic Living Expenses
111977	SLZ-41-9891	US, COAST GUARD	03/12/2010		\$1,000.00	Loan	Basic Living Expenses

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(202) 493-6685

This box must have a check mark to view all closed cases. (If case is still open, it will automatically appear on the screen. Open cases are still open to changes)

# Voiding a Check



The screenshot shows the CGMA - Case Management Program interface. At the top left is the Coast Guard logo. The main header reads "CGMA - Case Management Program". Below this, there is a navigation menu on the left with options: Home, Admin, Add New Case, Case Lookup, Client Lookup, Reports, and Logout. The main content area is titled "Assistance Cases for Section: 00001 (CGMA-HQ)". It features a search section with a "Search By:" dropdown menu (currently set to "Account#") and a "Search For:" text box containing "SLZ-41-9891". A "Lookup Close" button is visible. Below the search section is a table of assistance cases. The table has columns: Case#, Account#, Name, Date Opened, Date Issued, Total Amnt, Type, and Reason. Two cases are listed: Case# 111981 and Case# 111977. An orange arrow points to the "GUARD" link in the Name column of the second case. At the bottom left, there is contact information for the Coast Guard Mutual Assistance.

Welcome tmathis !  
00001 (CGMA-HQ)

Assistance Cases for Section: 00001 (CGMA-HQ)

Search By: Account# Search For: SLZ-41-9891

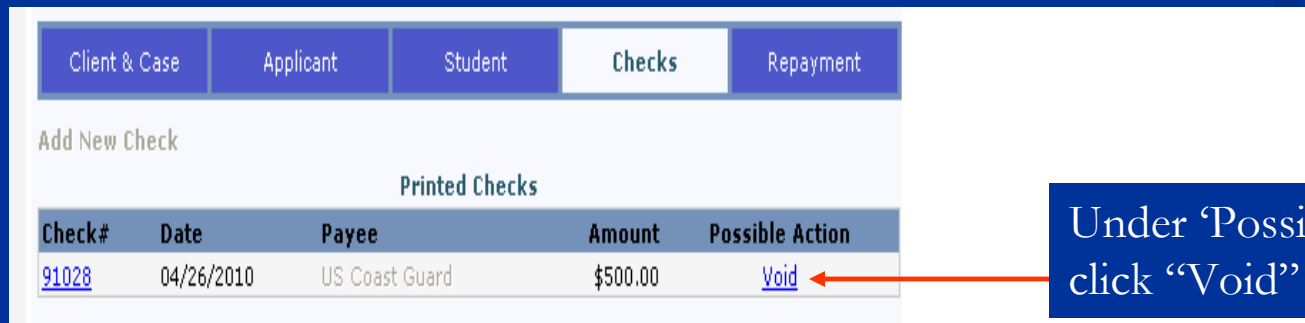
Lookup Close

Case#	Account#	Name	Date Opened	Date Issued	Total Amnt	Type	Reason
111981	SLZ-41-9891	<a href="#">US, COAST GUARD</a>	03/30/2010	04/26/2010	\$500.00	Loan	Vehicle Repair Expenses
111977	SLZ-41-9891	<a href="#">US, COAST GUARD</a>	03/12/2010	03/23/2010	\$1,000.00	Loan	Basic Living Expenses

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Arlington, VA 20598-7180

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(202) 493-6685

Click on case you wish to modify, and scroll down to "Checks"



The screenshot shows the "Printed Checks" section of the CGMA interface. At the top, there are navigation tabs: Client & Case, Applicant, Student, Checks, and Repayment. Below the tabs is a section titled "Add New Check". The main content is a table of printed checks. The table has columns: Check#, Date, Payee, Amount, and Possible Action. One check is listed: Check# 91028, Date 04/26/2010, Payee US Coast Guard, Amount \$500.00, and Possible Action Void. An orange arrow points to the "Void" link in the Possible Action column. At the bottom right, there is a blue callout box with white text.

Client & Case Applicant Student Checks Repayment


Add New Check

Printed Checks

Check#	Date	Payee	Amount	Possible Action
<a href="#">91028</a>	04/26/2010	US Coast Guard	\$500.00	<a href="#">Void</a>

Under 'Possible Action', click "Void"

# Void Check Screen



## CGMA - Case Management Program

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- Logout

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4200 Wilson Blvd, Suite 610  
Arlington, VA 20598-7180

For Assistance Contact:  
(703) 403-6636

### Check Data Entry

Print Date: 04/26/2010      Check #: 91028

Payee: US Coast Guard      Amount: \$ 500.00

Assistance Code: 0468

Category: 04 (Vehicle Repair Expenses)

Cause: 68 (Lack of Funds)

Explanation for Assistance: Mbr only means of transportation needs a new engine.

Signed By: BMB (Barry M. Boisvere)

Click "Void" Again →

# Reports



## CGMA - Case Management Program

Welcome tmathis !  
00001 (CGMA-HQ)

Home

Admin

Add New Case

Case Lookup

Client Lookup

→ Reports

Logout

Coast Guard Mutual Assistance  
U.S. Coast Guard Stop 7180  
4200 Wilson Blvd, Suite 610  
Arlington, VA 20598-7180

For Assistance Contact:  
(202) 493-6636 or  
(202) 493-6685

### Reports


Please select one of the following options:

-  [Active Loan List](#)
-  [Assistance Summary Report](#)
-  [Check Usage Report](#)
-  [Local Service Units](#)

# Active Loan List

- Here you will find a list of all active loans for your location.
- The accounts in red are delinquent. If you have any questions regarding these accounts, please contact CGMA-HQ.

# Assistance Summary



## CGMA - Case Management Program

Report Type

Location

Use print icon

CATEGORY  
CATEGORY  
CAUSE  
DISBURSEMENT  
BRANCH  
CLIENT  
GRADE  
TYPE: LOAN  
TYPE: P. GRANT  
TYPE: SEG

Month

5

Year

2010

RD

Submit

Return

The Assistance Summary Report allows you to view the amounts and types of assistance given from your particular location. You can select the time period that you wish to view, and the desired breakdown according to report type. The amounts will display for both month and year to date.

# Check Usage



## CGMA - Case Management Program

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00001 (CGMA-HQ)

### Check Usage

- Home
- Admin
- Add New Case
- Case Lookup
- Client Lookup
- Reports
- Logout

Starting Check#

Ending Check#

Submit


Return

To get a list of checks issued for your location, enter the starting and ending check numbers; then click 'Submit'

Coast Guard Mutual Assistance  
U.S. Coast Guard Stop 7180  
4200 Wilson Blvd, Suite 610  
Arlington, VA 20598-7180

For Assistance Contact:  
(202) 493-6636 or  
(202) 493-6685

# Local Service Units



## CGMA - Case Management Program

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[00001 \(CGMA-HQ\)](#)

[Home](#)  
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[Client Lookup](#)  
[Reports](#)  
[Logout](#)

Coast Guard Mutual Assistance  
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Arlington, VA 20598-7180

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(202) 493-6685

### Local Service Units

[Return](#)

Name
04000-005832 (HONOLULU COMMUNITY COL)
04000-006045 (UNIV OF CONNECTICUT)
04000-010741 (WILLIAM & MARY SCHOOL OF LAW)
04000-010770 (PIMA COMMUNITY COLLEGE)
04000-010771 (WESTERN WASHINGTON UNIV)
04000-010831 (UNIVERSITY OF HOUSTON)
04000-010832 (FRAMINGHAM STATE COLLEGE)
04000-010833 (INTERSVC PHYS ASST PGM OFFUTT)
04000-010835 (NORTH CENTRAL MICHIGAN COLL)
04000-010837 (HOOD COLLEGE GRADUATE SCH)
04000-010838 (PARK UNIVERSITY)
04000-010842 (UNIV OF NORTH CAROLINA)
04000-030380 (SOUTHERN NEW HAMPSHIRE UNIV)
04000-036048 (MAINE MARITIME ACADEMY)
04000-036054 (BRISTOL COMMUNITY COLLEGE)
04000-036076 (BARUCH COLLEGE)
05000-010481 (INTER-AMER UNIV OF PUERTO RICO)
05000-010484 (EMBRY-RIDDLE AERO UNIV)
05000-036148 (NORTHWOOD UNIVERSITY)
13426-000377 (CGC MONOMOY)
20115-005852 (DD-LORSTA NANTUCKET)
20115-006102 (DD ROYAL AF COMOX)
20130-006103 (DD ROYAL AF GREENWOOD)
20140-002168 (NAVSTA GUANTANAMO BAY CUBA)
20140-004131 (CG AIRSTA MIAMI AVDET)

This is a list of all the service units in your AOR.

# Contacting CGMA-HQ

- Please contact CGMA-HQ if you have questions or concerns. This includes logging on to CMP, needing to reset a password or check writing PIN, or other issues with the CMP program.