

List of Effective Pages

The following is a list of the effective pages of the CGMA Manual released in March 2004. This Manual was last updated in Aug 2006.

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- **Senior Financial Assistant:**  (202) 493-6627

Contact for questions and/or comments concerning collection agency actions, final active duty repayment, past due accounts, refunds, other society loans, and general account management.

- **Financial Assistant:**  (202) 493-6636

Contact for questions and/or comments concerning allotment and cash repayments, CGMA-CMP user names, passwords, and general questions.

- **Client Services Specialist:**  (202) 493-6664

Contact for questions and/or comments concerning the annual campaign, education assistance programs, and respite care processing.

- **Administrative Assistant:**  (202) 493-6621

Contact for questions and/or comments concerning general office procedures, correspondence, file and mail management and to request forms and publications.

The following point of contact has been established for the CGMA Layette Program.

- **Kids Wear of Nordstrom:**  lori.m.finkelstein@nordstrom.com.

j. Financial Counseling

Clients are encouraged to contact CGMA when they feel they have a need for financial counseling. Representatives may counsel clients locally or refer them to other sources for financial planning assistance. This may include local counseling, other sources within the Coast Guard or other government agencies and commercial firms such as Consumer Credit Counseling Service.

When a client shows financial need, CGMA will pay reasonable fees for clients to receive professional financial counseling. Clients do not have to request financial assistance from CGMA to be entitled to this service. (See paragraph 3-C-6 for additional information concerning financial counseling and debt management.)

k. Loss of Income

Assistance for basic living expenses may be considered when a family is facing financial difficulties from the loss of income due to prolonged illness or injury. This may be the result of the client or spouse being unable to work due to personal illness or injury, or to provide care for another family member. Assistance for lost income due to pregnancy will not normally be considered, unless complications from the pregnancy force the individual to stop working sooner than planned.

Assistance will be limited to actual need and not necessarily the amount of lost income and will not be of a continuing nature. Total assistance will not exceed three months basic living expenses.

Assistance will normally be in the form of a loan. Repayment may be delayed in accordance with paragraph 5-B-2-c to allow time for the individual to return to work. A grant or a combination of a loan and a grant may be considered only when circumstances indicate providing a loan offers little prospect of real help, and repaying a loan would result in a serious financial hardship on the family. Full financial disclosure will be required demonstrating the need for a grant vs. a loan.

l. Government Travel Card

Assistance may be considered for clients facing financial difficulties paying their outstanding government travel card bills. Assistance may be provided when the client used their government travel card for authorized purchases, filed their claim for reimbursement in a timely manner, and at no fault of their own, did not receive timely reimbursement from the Coast Guard.

Assistance may also be considered on those rare occasions where advance travel funds are still needed after all Coast Guard procedures have been

b. Civilian Employees

Civilian employees wishing to start a new allotment (payroll deduction) contribution are to complete a CG Civilian Employee Allotment Contribution Form (CGMA Form 44). This form is available on the CGMA-HQ website (www.cgmahq.org) in both MS Word and PDF format. (Locate the download version of the CGMA Manual, from the List of Forms that may be Individually Downloaded, select **CGMA Form 44**.) The MS Word version of the form may be completed online and then printed, or it may be printed first and completed manually.

- The completed CGMA Form 44 is to be forwarded to CGMA-HQ for processing.
- Do not send completed CGMA Form 44s to the civilian pay or personnel office.
- Civilian employee allotment (payroll deduction) contributions will continue to run until stopped or changed by the individual.

c. Retired Members

Retired members receiving Coast Guard retired pay who wish to start a new allotment contribution or change an existing allotment contribution are to complete a Retired Allotment Contribution Form (CGMA Form 45). This form is available on the CGMA-HQ website (www.cgmahq.org) in both MS Word and PDF format. (Locate the download version of the CGMA Manual, from the List of Forms that may be Individually Downloaded, select **CGMA Form 45**.) The MS Word version of the form may be completed online and then printed, or it may be printed first and completed manually.

- Retired members may also use a standard allotment worksheet or a written request (letter) to start, stop, or change their contribution to CGMA.
- Completed CGMA Form 45s may be forwarded to CGMA-HQ for processing.
- The completed CGMA Form 45, allotment worksheet or written request (letter) may also be sent directly to the Retiree and Annuitant Services Branch for processing. Commanding Officer (RAS), US Coast Guard Personnel Service Center, 444 SE Quincy St., Topeka KS 66683-3591.
- Allotment contributions from retired members will continue to run until stopped or changed by the retired member.

3. Credit Card Contributions

Credit card contributions to CGMA may be made via telephone, fax, mail or online using CGMA's secured website. Contributors may use Visa, Master Card, American Express or Discover credit cards to make their contribution. All credit card contributions will be processed by CGMA-HQ.

a. By Telephone

Individuals wishing to contribute by telephone can call CGMA-HQ (202) 493-6636 or (800) 881-2462 Monday through Friday (except holidays) from 0700 to 1600 Eastern Time. They should have their credit card handy to provide necessary information.

b. By Fax or Mail

Individuals wishing to fax or mail their credit card contribution to CGMA are to complete a Credit Card Contribution Form (CGMA Form 46). This form is available on the CGMA-HQ website (www.cgmahq.org) in both MS Word and PDF format. (Locate the download version of the CGMA Manual, from the List of Forms that may be Individually Downloaded, select **CGMA Form 46**.) The MS Word version of the form may be completed online and then printed, or it may be printed first and completed manually. The completed CGMA Form 46 is to be forwarded to CGMA-HQ for processing.

c. Online

Secure electronic credit card contributions may be made from the CGMA-HQ website www.cgmahq.org using any browser supporting 128 bit secure protocol, such as Netscape Navigator, Microsoft Internet Explorer, AOL, and others. If an individual's browser doesn't support this secure protocol, they will receive an error message when trying to access the contribution form. The Online Credit Card Contribution Form is a secure form. Information will be electronically sent to CGMA-HQ and is not accessible to anyone else during transmission. Individuals contributing online will receive an online acknowledgement of their contribution as soon as it is received. Individuals uncomfortable contributing electronically should be encouraged to contribute using one of the other methods available.

Locations of CGMA Regional Directors and Representatives

A. ACADEMY – Regional Director

1. Academy
2. USCGC EAGLE

B. ATC MOBILE – Regional Director

1. ATC Mobile
2. Sector Mobile

C. DISTRICT 14 – Regional Director

1. Air Station Barbers Point
2. District Fourteen
3. ISC Honolulu
4. Sector Guam
5. USCGC JARVIS
6. USCGC RUSH

D. HEADQUARTERS SUPPORT COMMAND – Regional Director

1. Headquarters Support Command
2. National Pollution Fund Center
3. National Vessel Documentation Center
4. TISCOM

E. ISC ALAMEDA – Regional Director

1. Air Station Sacramento
2. Air Station San Francisco
3. ISC Alameda
4. Sector/Air Station Humboldt Bay
5. Sector San Francisco
6. USCGC BOUTWELL
7. USCGC MORGENTHAU
8. USCGC MUNRO
9. USCGC SHERMAN

F. ISC BOSTON – Regional Director

1. Air Station Cape Cod
2. ISC Boston
3. Sector Boston
4. Sector Long Island Sound
5. Sector New York
6. Sector Northern New England
7. Sector Southeastern New England
8. SFO Moriches
9. SFO Southwest Harbor
10. USCGC CAMPBELL
11. USCGC ESCANABA
12. USCGC RELIANCE
13. USCGC SENECA
14. USCGC SPENCER
15. USCGC TAHOMA

G. ISC CLEVELAND – Regional Director

1. Air Station Detroit
2. Air Station Traverse City
3. ISC Cleveland
4. MSU Chicago
5. MSU Duluth
6. Sector Buffalo
7. Sector Detroit
8. Sector Lake Michigan
9. Sector Sault Ste. Marie
10. SFO Grand Haven
11. USCGC MACKINAW

H. ISC KETCHIKAN – Regional Director

1. Air Station Sitka
2. ISC Ketchikan
3. ISC Ketchikan-Juneau
4. MSU Valdez
5. Sector Anchorage

I. ISC KODIAK – Regional Director

1. ISC Kodiak

J. ISC MIAMI – Regional Director

1. Air Station Clearwater
2. Air Station Miami
3. Air Station Savannah
4. ISC Miami
5. Sector Charleston
6. Sector Jacksonville
7. Sector Key West
8. Sector St. Petersburg
9. USCGC CONFIDENCE
10. USCGC DALLAS
11. USCGC GALLATIN
12. USCGC MOHAWK
13. USCGC THETIS
14. USCGC VIGILANT

K. ISC New Orleans – Regional Director

1. ISC New Orleans
2. MSU Morgan City
3. MSU Port Arthur
4. Sector Corpus Christi
5. Sector Houston/Galveston
6. SFO Galveston

L. ISC PORTSMOUTH – Regional Director

1. Finance Center
2. ISC Portsmouth
3. Sector Delaware Bay
4. Sector North Carolina
5. SFO Eastern Shore
6. Suprtcen Elizabeth City
7. USCGC BEAR
8. USCGC DILIGENCE
9. USCGC FORWARD
10. USCGC HARRIET LANE
11. USCGC LEGARE
12. USCGC NORTHLAND
13. USCGC TAMPA

M. ISC SAN PEDRO – Regional Director

1. Air Station Los Angeles
2. ISC San Pedro
3. Sector LA/LB
4. Sector San Diego
5. Station Channel Island
6. USCGC CHASE
7. USCGC HAMILTON

N. ISC SEATTLE – Regional Director

1. Group Astoria
2. Group/Air Station Port Angeles
3. ISC Seattle
4. Sector/Air Station North Bend
5. Sector Portland OR
6. Station Chetco River
7. Station Yaquina Bay
8. USCGC ACTIVE
9. USCGC ALERT
10. USCGC HEALY
11. USCGC MELLON
12. USCGC MIDGETT
13. USCGC POLAR SEA
14. USCGC STEADFAST

O. ISC ST. LOUIS – Regional Director

1. Institute
2. ISC St. Louis
3. MSU Huntington
4. MSU Paducah
5. MSU Pittsburgh
6. PSC
7. Sector Lower Mississippi
8. Sector Ohio Valley
9. Sector Upper Mississippi

P. MLC ATLANTIC – Regional Director

1. MLC (Atlantic)

Q. MLC PACIFIC – Regional Director

1. MLC (Pacific)

R. SECTOR San Juan – Regional Director

1. Air Station Borinquen
2. Sector San Juan

S. TRACEN CAPE MAY – Regional Director

1. Air Station Atlantic City
2. Training Center Cape May
3. USCGC DEPENDABLE
4. USCGC VIGOROUS

T. TRACEN PETALUMA – Regional Director

1. Training Center Petaluma

U. TRACEN YORKTOWN – Regional Director

1. TRACEN Yorktown
2. TRACEN Yorktown (Students)

V. YARD – Regional Director

1. CG Yard

Contact the CGMA-HQ Special Project Coordinator or the Director of Administration if changes are needed to the list of Regional Directors and Representatives. (See paragraph 2-D-2 for CGMA-HQ contact information.)