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SUBJ: GOVERNMENT TRAVEL CHARGE CARD (GTCC) PROGRAM UPDATES, PCS SEASON AND CBA USE REMINDERS

A. Government Travel Charge Card (GTCC) Program Policies and Procedures, COMDTINST M4600.18 (SERIES)

1. This message seeks to raise awareness of the need to maintain accurate cardholder information, provide general guidance as we move into the summer transfer season, and address the current misuse of the Centrally Billed Account (CBA) by GTCC cardholders.

2. The majority of the 45,000 travel cards within the Coast Guard were reissued over the past 6 months as a result of normal card expiration cycles. This message seeks assistance from commands and cardholders in ensuring immediate activation of these previously reissued or newly issued travel cards and maintaining accurate contact information within the JPMC bank system.

A. Account Activation. There are currently 11,468 accounts that have not been activated. Cardholders are encouraged to check their card to determine if it expired without a replacement card being received or if the new card still has the sticker on it and needs to be activated. If their card has expired and they have not received a replacement, they should contact the bank immediately and report the card lost, update their account information including mailing address, and request a new card be issued. The bank can be reached at 888-297-0781.

B. Account Information Updates. Just like any bank or credit card account, cardholders should ensure their contact information (mailing address, phone number, and their e-mail address) are current within the bank system. Cardholders should always provide their (AT)uscg.mil address as their primary e-mail address if available and use the copy address for any personal e-mail address. Contact information can be updated by calling the bank at 888-297-0781.

3. Permanent Change of Station (PCS) Issues. Relocation to a new duty station can be both exciting and stressful on the member and the family. Provided below are a few helpful reminders to ensure cardholders use their travel card correctly during the move:

A. PCS Duration. If the duration of the PCS travel will exceed 15 days, including leave, compensatory absence, proceed time and temporary duty in conjunction with the PCS, the card shall not be used. This does not apply to Temporary Lodging Allowance (TLA). The card may be used to cover hotels and meals in conjunction with the TLA entitlement, but reimbursement claims must be submitted every 15 days to allow for timely payment of the GTCC bill. In the case of Temporary Lodging Expense (TLE), card use is subject to the 15-day rule addressed above. If PCS travel duration will exceed 15 days, ensure the traveler requests a travel advance to cover the expenses.

B. Dependent Travel. Members shall not purchase dependent transportation tickets using their GTCC. Instead, tickets for dependents must be charged to the CBA as authorized on the PCS orders.

C. Leisure in Conjunction with Official Travel. Use of the members GTCC or the CBA and the GSA contracted fares for travel other than between official duty stations is not authorized. Special rules and fare restrictions apply to leisure in conjunction with official travel. Travelers are encouraged to contact their Servicing Personnel Office (SPO) prior to booking any leisure travel.

D. Transportation of Household Goods. The GTCC is not authorized for the transportation of household goods (for example: U Haul rental), privately owned vehicles, mobile homes and boats per reference (A). This includes Personally Procured Moves (PPM).

E. Assignments to Non-CG Units. The CG GTCC is only to be used for CG-funded travel. Members assigned to non-CG units where travel is funded by another agency/component, such as DHS, FBI, Department of State, or Department of Defense (DOD), are required to obtain a travel card from that organization. This is not only a requirement by policy and for internal control reasons, but also ensures timely processing of travel reimbursements.

4. CBA Use. A review of last months CBA transactions noted that over 40 percent of the sampled transactions were for travel by GTCC cardholders that did not meet one of the authorized exemptions contained in reference (A). Commands, approving officials, and cardholders shall ensure that use of the CBA for purchase of commercial transportation tickets by individuals who possess a GTCC for official travel is only authorized when:

A. The purchase of commercial transportation tickets is for overseas travel that requires advance purchase/ticketing of the flight or overseas transportation that exceeds 3,000 dollars.

B. The duration of the temporary duty trip exceeds 21 days or PCS delay exceeds 15 days.

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5. All questions should be directed as follows:

A. Cardholders shall direct GTCC questions to their unit GTCC Travel Manager. Members can determine who their supporting Travel Managers are under the contacts page located at www.uscg.mil/psc/bops/govtrvl/.

B. GTCC Travel Managers shall direct questions to Ms. Carlene Curry at 202-493-1222 or [Evelyn.C.Curry\(AT\)uscg.mil](mailto:Evelyn.C.Curry(AT)uscg.mil) or Mr. Matt Ruckert at 202-493-1965 or [Matthew.T.Ruckert\(AT\)uscg.mil](mailto:Matthew.T.Ruckert(AT)uscg.mil).

6. Released by RDML D. R. Callahan, Commander, CG Personnel Service Center.

7. Internet Release Authorized.

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