



USCG

GTCC BULLETIN

References

- COMDTINST 4600.14B
- JFTR, U2015
- DHS Financial Management and Accounting Section 3.2.4 Travel Handbook
- PPC

New and Improved GTCC Website Design

PSC-Business Operations (BOPS) has assumed responsibility for the GTCC website and its content. The new web address is :

<http://www.uscg.mil/psc/bops/govtrvl/default.asp>.



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Our intent is to make this a one stop shop for most things travel card and travel management center related. On this site, you can find information as it pertains to the traveler, coordinator, command, debit cards and more. We welcome and appreciate your input as we work to make this a useful tool for you, your command, and the traveler.

- Find things like:
- Coordinator Roster
 - Travel Related Messages
 - Job Aids
 - FAQs
 - Forms
 - Contact Numbers
 - Designation/Relief Memos
 - Past Newsletters

Hierarchy Update

RADM Hewitt was briefed on the proposed hierarchy reengineering proposal on 12 May 2011. While this meeting highlighted the sensitivity at the senior levels of the perception of workload being shifted between communities within the Coast Guard, the end result was clear direction from RADM Hewitt on his desired way ahead. Since the meeting, we have drafted an ALCOAST message which has been approved by CG PSC and is now with RADM Hewitt for approval. If approved, this message will allow the hierarchy change to proceed by late July or early August. More to follow...





JPMC PaymentNet
JUNE Webinar
Training

If you have not yet completed your travel card coordinator training from GSA, please link to <https://training.smartpay.gsa.gov/training/travel-card-aopc>. This training is required every three years.

Once this training has been completed, forward your certificate to ARL-PF-CGPSC-JPMC-GTCC@uscg.mil. As we move forward with the hierarchy restructure, we will require all GTCC coordinators to complete this online course. So get ahead of the curve and com-

JPMC will be offering the following webinars during the month of June. This training is available to all GTCC coordinators. See the attached document to webinar access and instruction.

- What's New 7.0 Release Training (two sessions)
- Day to Day Tasks
- Reports and Queries

Travel News Message Traffic

Our new website will quickly direct you to CGMS messages that pertain to travel and GTCC. Here you can find the most current messages regarding SATO requirements, GTCC use, MCC for education, travel policy, etc.

****REMEMBER****
Always Protect PII

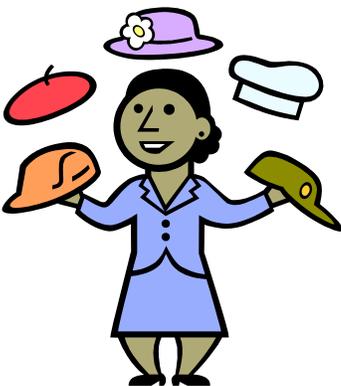
Citizen/Reservist

The Coast Guard reservist who is also a Coast Guard federal employee is unique in the GTCC context. This individual, although serving more than CG one component, should have only one GTCC account. While in their reserve status, they might not be in the same chain of command as their federal employment; but their hierarchy structure should be assigned to their full time position. If they should become delinquent or you

identify any card misuse by this reservist/federal employee, disciplinary measures should be brought to the attention of their full time command.

Conversely, the Coast Guard reservist who is also a DHS federal employee requires two GTCC accounts since the order issuing component is not the same.

When processing a reservist application, please mark CG RESERVIST at the top of the application. This will allow the bank to issue a DHS GTCC as well.



Reports Created in Direct Access

Are you limiting your GTCC reporting to PaymentNet? Are you challenged with finding which hierarchy to transfer a cardholder to? Look to Direct Access as another tool for reporting. With command user access, you are able to produce a Members by Hierarchy report as well as a Members by Department ID report in DA. These reports can help you identify members who should be in your hierarchy and any delinquency status. However, as you produce these reports you may find there are discrepancies between reports and systems. Part of the discrepancy lies with the issues created with department IDs and hierarchies within DA. Unfortunately the hierarchy structure did not stay current with CG modernization. This is one of the reasons we are working towards a new hierarchy structure.

When making hierarchy change requests through the bank, you need to identify which hierarchy to change to. You can find this new hierarchy by creating the Hierarchy/Department ID report in DA. Once you have this generated and exported to Excel, you can search for the cardholder department ID. This will cross-walk to the new hierarchy ID. However, just as identified above, with modernization, not all department IDs have a hierarchy cross-walk. This should be corrected with the new hierarchy structure if approved.

GTCC Applications

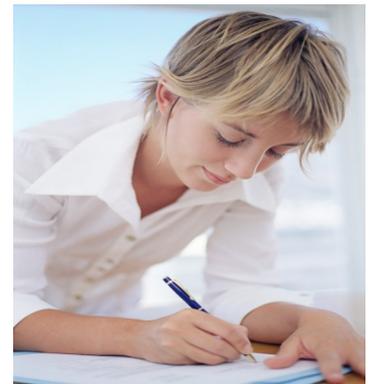
This occurs on a weekly basis. We run routine reports and identify at least three to four people every week that have been issued more than one GTCC. In order to prevent this error, please check Direct Access to identify if the person applying already has an existing account prior to completing a new application. Frequently we find that the member is unaware they have an account.

The original card may have been issued in 2008 or 2009 and the member never received it. Or the member received a card, never activated it and when they tried to use it, the transaction was denied. This may have prompted them to think the card was closed so they needed to reapply. Your help is appreciated to help eliminated these errors.



Command user access is necessary to create GTCC reports in Direct Access

*Routine PaymentNet
Reports Include:
45 Day
Cash Advance Detail
Declines
Delinquency with Current
Balance
Unusual Activity*



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Time and money are running out if you haven't already been considered for funding by the GTCC program for the 13th annual GSA Smart-Pay2 Conference. Review ALCGPSC 054/11 prior to making your request. However, do not use the email address listed in the message. Forward your TDY worksheet to ARL-PF-CGPSC-JPMC-GTCC@uscg.mil. We will get back with you shortly.

If you have submitted your request but find you are unable to attend, please contact us immediately. If someone in your hierarchy who is also a coordinator can go in your place, please contact the conference coordinators to transfer your reservation.

Are you attending on unit funds? Please let us know so we can be sure to have enough materials on hand.

If you have registered, you can create your agenda by utilizing the online scheduler tool. From the conference website, <http://www.gsasmartpayconference.org/2011gsa/>, select AGENDA, then Training Schedule. On the Training Schedule page, click the button for Schedule Builder Tool. Under the column header, JPMorgan, select DHS. This will bring up the list of courses offered to help you plan your day.

Keep in mind, we will be tracking attendance during this conference and reporting back to units. We want to ensure everyone is accounted for during these sessions given the sensitivity of being in Vegas. We are looking forward to meeting you soon.

Merchant Category Codes

MCC. Merchant Category Code. This is the code designated by the merchant/vendor. For instance 4277 is the MCC for CWTSATO Travel, our travel management center. We were recently directed by DHS to review the charges against each MCC for the government travel card program. Fortunately, as a result of our earlier efforts to standardize the MCC group assignments for all cardholders, 48 of the DHS listed MCCs had previously been removed/blocked. We anticipate the five additional MCCs listed below which are not valid for travel card use will be removed pending DHS review.

- 4119 Ambulance Services
- 4214 Freight Carriers, Trucking - Local/Long Distance
- 4457 Boat Rentals & Leases
- 7999 Zoos, Amusement & Recreation Services
- 8062 Hospitals

If you get a request for a MCC override, please carefully review the request to ensure the charge is indeed an authorized travel expense, i.e. a reimbursable travel expense.