
UNCLAS

R 061311Z JUN 11
FM COMCOGARD PSC ARLINGTON VA
TO ALCGPSC

BT

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ALCGPSC 069/11

SUBJ: GOVERNMENT TRAVEL CHARGE CARD (GTCC) USE FOR TRAINING
CONFERENCES, SEMINARS, AND TRAINING COURSES

A. COMCOGARD PSC ARLINGTON VA 101445Z DEC 10 / ALCGPSC 123/10

B. DHS FINANCIAL MANAGEMENT POLICY MANUAL, CHAPTER 3

1. REF (A) IS HEREBY CANCELED.

2. AS A RESULT OF RECENT DISCUSSIONS WITH THE DHS BANK CARD PROGRAM
MANAGER, THE PROHIBITION OF USING THE TRAVEL CARD FOR
CONFERENCE/SEMINAR REGISTRATION FEES AND TRAINING IS REMOVED FROM REF
(B). THESE EXPENSES, IF AUTHORIZED BY THE ORDERS, ARE CONSIDERED
REIMBURSABLE TRAVEL EXPENSES. WHILE THE PREFERRED METHOD OF
PROCUREMENT REMAINS THE PURCHASE CARD FOR CONFERENCE/REGISTRATION AND
TRAINING FEES AUTHORIZED BY TAD/TDY TRAVEL ORDERS, CARDHOLDERS MAY
USE THEIR TRAVEL CARD AS THE PAYMENT MECHANISM FOR SUCH FEES. THIS
CHANGE WILL BE REFLECTED IN THE NEXT UPDATE TO REF (B).

3. ALL QUESTIONS SHOULD BE DIRECTED AS FOLLOWS:

A. CARDHOLDERS SHALL DIRECT GTCC QUESTIONS TO THE UNIT GTCC POINT OF
CONTACT (POC). MEMBERS CAN DETERMINE THEIR HIERARCHY IN DIRECT
ACCESS AND THEIR LOCAL GTCC POC VIA WWW.USCG.MIL/PSC/BOPS/GOVTRVL.

B. UNIT POCs SHALL DIRECT GTCC QUESTIONS TO THEIR SUPPORTING GTCC
COORDINATOR. COORDINATORS SHALL DIRECT QUESTIONS TO MS. CARLENE
CURRY AT E-MAIL EVELYN.C.CURRY(AT)USCG.MIL, OR MR. MATT RUCKERT AT
E-MAIL MATTHEW.T.RUCKERT(AT)USCG.MIL.

4. RELEASED BY RDML D. R. MAY, COMMANDER, CG PERSONNEL SERVICE
CENTER.

5. INTERNET RELEASE AUTHORIZED.

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