



# GTCC BULLETIN

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## References

- COMDTINST 4600.14B
- JFTR, U2015
- FTR, Ch. 300
- DHS Financial Management and Accounting Section 3.2.4 Travel Handbook
- PPC Travel Resources

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## GTCC

### Travel Charge Card

### Web Page

<http://www.uscg.mil/pse/bops/govtrvl/>

## Common GTCC Application Errors

Help us help the new prospective cardholder. These are just a few of the common errors we encounter when processing applications. Your help is appreciated to help us ensure applications are processed correctly the first time. Communication to your travelers and commands will be helpful.

- Paper app: both credit evaluation requests are checked.
- Paper app: not signed by supervisor
- Paper app: ATU-OPFAC not completed
- Paper app: Incorrect hierarchy string is listed
- Online app: memo not signed by cardholder
- Online app: memo is missing the signed Individually Billed Account agreement.
- Online app: memo is missing the transcript showing completion of the DHS Travel Card Training.
- Online app: memo is not signed by the Command.
- Online app: memo was not forwarded to the ARL-PF-CGPSC-GTCC-APPLICATIONS e-mail address prior to completing the on-line application.
- Online app: forwarded to a non-supervisory personnel for approval. No signature authority.

## Online Application Deployment

The online application process is now operational. The link to start this process is found on the traveler page of the GTCC website. Once the traveler is directed to this link, whether by you, another Travel Manager, or the command, they will click this link to begin. This link sends a message to our folder which will automatically return a reply with detailed instructions and attachments on the application process. [From this link](#) you will see that there are a few requirements before the application will be submitted to the bank. All items must be received and correct before we will forward the approved application to the bank.

In this process, the applicant is required to submit their application to a supervisor before it is forwarded to this office for processing. This supervisor must be someone with command by direction signature authority.

# Paper Application Form Revised



The GTCC paper application form has been revised and now ready for use.



Please use this new application form, dated 10/10/11, for any expedited card requests or rein-

statements. Any earlier versions of this form will be rejected by the bank. This new form is loaded in [Application Package](#) link and can be found on the GTCC website.

## Do You Have Suggestions Regarding PaymentNet?

Do you have any comments or suggestions regarding PaymentNet? We frequently come up with better ways JPMC might revise their banking program to better assist us, the DHS customer. We have identified issues and made recommendations for better reporting that will not only help the CG but all DHS components. If you have any ideas, speak up and let's hear them. We will gladly refer suggestions to JPMC and their PaymentNet users group.



There was recently an update to PaymentNet on the Account Detail screen. You can now easily navigate to Authorizations/Declines, Employee Information, Transactions and Statement from this tab. Note: This feature does not work from Employee tab.

## DO I HAVE TO USE MY GTCC?



COMDTINST 4600.14B states: All Coast Guard military members, active duty and reserve, and civilian personnel who are authorized GTCC holders are *hereby ordered* to use their GTCC only when on official travel status ...

JFTR states ...while on the trip, the traveler should charge expenses incident to official travel on the IBA ...whenever possible. It is general policy of DoD that the GTCC be used by DoD personnel to pay for all costs incidental of official travel, including travel advances, lodging, transportation, rental card, meals and other IE ...

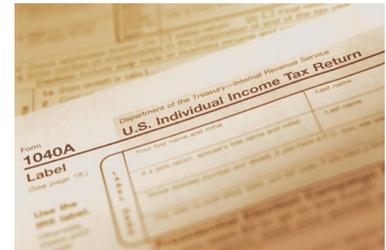
DoD Financial Management Regulation states the DoD policy is that the GTCC will be used by all DoD personnel to pay for all costs related to official government travel. GTCC policies are applicable to all DoD employees and uniformed members.

## Salary Off\$et and IRS 1099 Income

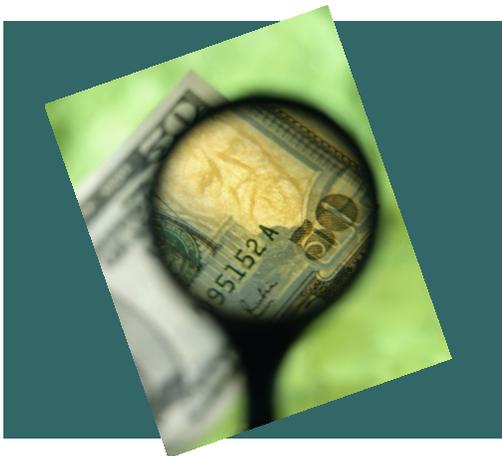
Were you aware the Coast Guard will make payroll garnishments for delinquent GTCC accounts? Salary offset begins with a notification from JMPC to initiate the process. A letter is then sent to the cardholder from PPC advising that the GTCC is delinquent and payment must be made to resolve the account. The cardholder has an option to make arrangements with PPC or JPMC within 30 days of the letter. If no such notification is made by the cardholder, then payroll garnishment will be initiated within the next 30 days. This offset practice applies to active and reserve military members. We are currently working with civilian personnel to establish a similar process for these delinquent cardholders.

If you determine after checking the DA/Airport Terminal for separations, that a cardholder is leaving with a balance due and you contact us, we will not

be able to initiate a garnishment from the final pay unless the cardholder is delinquent on the account. Since this notice must come from the bank, send us an email as soon as possible and we will advise the bank. We will try to work with the bank and PPC to establish collections from the member's final pay. If we are not able to collect by these means or the separating member is not past due, this debt will be reported as income by the bank (if it is not recovered) and the cardholder will be issued an IRS tax form 1099. This will result in the unpaid GTCC balance being declared as taxable income, further complicating the cardholder's issues.



## DHS Audits/IntelliLink



Were you aware that DHS does an audit of travel card cash advances? The list of questionable advance transactions is forwarded to us for a closer look. If we identify an advance that has no associated travel after reviewing TPAX, we will follow up with an email to the cardholder's command to begin an investigation. Just a heads up that you may be asked to help support such investigations.

## DO I HAVE TO USE SATO?

JFTR and FTR state it is MANDATORY policy that all uniformed services and civilian travelers use ...a GSA contracted travel management center (TMC) for all official transportation requirements. And as for rental vehicles, JFTR and FTR also states it is mandatory that all travelers use an available CTO (contracted travel office) to obtain a rental vehicle. That means use SATO to book your car.



**DID YOU KNOW:** Benefits to using SATO for securing a rental vehicle is GARS, Government Administrative Rate Supplement. This agreement covers the insurance needed for the vehicle. Benefits to using the GTCC include additional rental vehicle insurance coverage. So you can see there are good reasons for the requirement to decline insurance coverage on a rental vehicle while on official travel orders.

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REMEMBER \* ALWAYS PROTECT PII

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## Proposed Disciplinary Actions



We are asked from time to time about the level of discipline a command might impose when a GTCC infraction has been made. As we discussed at the GTCC Conference this past August, we are proposing a standard table for disciplinary measure for GTCC misuse and delinquencies.

This tool might help you and your command to put some consistency in this sensitive area. This information has been incorporated in the new COMDTINST 4600.14(series).



Disciplinary Table  
ecommendation.pdf

## GTCC Policy Updates

The updated instructions, which place only the General Order elements essential to Commandant's promulgation under COMDTINST 4600.14(series) and the program policy and procedures under COMDTINST M4600.18, continue to move through the approval process. RADM Hewitt signed COMDTINST M4600.18 last month and COMDTINST 4600.14C is still working its way up to the ADM Papp for his approval. Both instructions have been sent out to the unions representing civilian personnel for their review. One union has requested a briefing and to negotiate the impacts and implementation of this policy update. So the actual implementation may not be until January 2012.

**Special holiday wishes from the  
GTCC Program.**

