



# GTCC BULLETIN

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## References

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

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## GTCC

### Travel Charge Card Web Page

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

## SOLD OUT

All available funding from CG PSC BOPS-r for the GSA SmartPay2 conference held in Las Vegas has been allocated.

If you have not received a reply from this office regarding your TONO, please look to your unit to request funding for this event. If you are new as a GTCC coordinator, you will find this training to be extremely helpful in your responsibilities. You will learn new ways to make your job easier and your command happier, as a result.



If you are attending using unit funds, please let us know so that we have enough materials on hand for everyone. Conference information can be obtained at <http://www.gsasmartpayconference.org/2011gsa/>. See the notes regarding lodging on the Lodging and Registration tab. You may also check with SATO or FEDROOMS ([www.fedrooms.gov](http://www.fedrooms.gov)) for other area lodging resources.

## HIERARCHY RESTRUCTURE

The draft ALCOAST is ready to go pending a response from the various civilian unions. Immediately after release of the ALCOAST, we will be pulsing out to the respective ATU commands (Areas, Districts, Logistic/Service Cen-

ters, & HQ units) to obtain new coordinator designation letters. All coordinators will need to be re-designated under the new structure. The designation process is detailed at [Travel-Coordinator-Designation](#) in case you want to get a jump on it.

## CGPortal and GTCC GMT

As GTCC coordinator, you will need to ensure that new GTCC applications are accompanied with a completed GTCC training certificate or transcript (new version of the portal does not provide transcripts). COMDTINST 4600.14B indicates this training must be completed every two years. To check compliance of your cardholders, go to [Cardholder-Training-Status](#) and scroll to the bottom of the page. Please note that we are working with OSC Martinsburg to correct problems with cardholders having documentation of

completing the training which is not reflected in CGBI. Please direct these cardholders to forward the documentation to us so we can show this to the OSC staff supporting the Learning Management System (LMS), Training Management Tool (TMT) and CGBI.



Note: This certificate or transcript should not be forwarded to the bank.

## TERMINATED CARDHOLDER REPORT

Each month, you receive a worksheet of GTCCholders who are not listed in Direct Access. We only send this to the hierarchies with employees listed on the report, so if you get the e-mail we need your help to look at this report to identify any cardholders who should retain a travel card.

Please address these terminated cardholder matters as soon as possible. We need your help to review this report and let us know

which military members should retain an active account. Civilian Personnel is helping us identify the civilian employees who have retired or otherwise left the service. If we do not have your input or feedback, we will close all the accounts under your hierarchy that do not appear in DA.

Without your input, we could potentially close an account in error. Your immediate attention is needed to help us reduce fraud and misuse of the GTCC.



GTCC use is now ***Authorized for Training and Conference Fees***, but remember the Purchase Card or Purchase Order is still the preferred method of payment. See ALCGPSC 069/11.

Proper use of GTCC, not within PDS and on official orders. For example, this means that boat crew cardholders are not authorized GTCC use while away from PDS since their status is not TDY. Use of GTCC while not on official orders is considered misuse.

Command BY DIRECTION authority for correspondence is permitted on application request memos. However, this should not be submitted to the bank with the application.

## GOOD TO KNOW

## !!! GET YOUR NAME OUT THERE !!!

Advertise to your cardholders, especially as coordinators change out during transfer season. Let your AOR know who you are. You can use resources like the unit's plan of the week, newsletters, unit updates/all hands, bulletin boards, etc. Let your AOR know who you are. You should even change your banner page and greeting for your hierarchy in PaymentNet. This greeting can be edited at Administration\Hierarchy\Settings\Greetings. Then just enter your hierarchy number and select the override inheritance toggle. The recommended format for your greeting is provided below. Recommend you list all of your designated coordinators under your respective hierarchy.

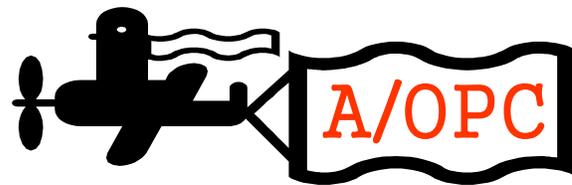
Welcome to the U. S. Coast Guard Government Travel Charge Card (GTCC) Site for [Unit Name / Hierarchy(s)].

Travelers should contact their local GTCC Coordinators for service. Your local coordinators are:

NAME/RANK

e-mail address

Phone Number



## DHS VISA AUDITS

DHS is stepping up its efforts for internal control by randomly selecting purchase and cash advance transactions to ensure appropriate GTCC use. The traveler must not be within PDS and must be on official travel at the time of transaction. Commands will be notified if a cardholder is identified with a transaction that cannot be tracked to official travel with a request that they initiate an investigation. You may be asked by a command to help research such matters. A few lessons learned so that should be passed to your cardholders:

- a. Don't use ATMs inside casinos... automatic audit flag.
- b. Don't collect cash and use the card to cover the entire bill for a group meal (this is misuse).
- c. Don't use the card to pay for moving costs (shipping a car for example).

## PAYMENTNET SYSTEM—ALERTS

You can now set up ALERTS within PaymentNet. This new feature will allow you to set up to receive emails on certain GTCC conditions, such as declined transactions or approaching credit limits. This function can help you manage your hierarchy and provide a higher level of customer service to the cardholder. Review the attached slides for more information on this new PaymentNet function.

[JPMC](#)  
[PAYMENTNET](#)  
[ALERT](#)  
[FUNCTIONALITY](#)

## GOVERNMENT TRAVEL CARD PROGRAM MANAGERS

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*REMEMBER \* ALWAYS PROTECT PII*

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## PAPERWORK MANAGEMENT WHAT TO DO WITH THAT COMPLETED APPLICATION

In accordance with the new COMDTINST M1080.10I, Military Personnel Data Records (PDR) System, the GTCC application and acknowledgement form shall be filed in the cardholders PDR. The acknowledgement form must be scanned into the permanent record while the initial application shall be filed in the SPO and Unit PDR.

## GSA SmartPay2 Training Conference Attendees

For those coordinators who will be attending the GSA SmartPay2 Training Conference this year, be sure to let us know we can expect to see you there. We will be sending email updates regarding the Monday agenda as well as other sessions we may recommend. We will want to provide you with the information you need to have a successful trip.

