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FM COMCOGARD PSC ARLINGTON VA

TO ALCGPSC

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ALCGPSC 024/15

SUBJ: UPDATED GTCC PDR FILING REQUIREMENTS

A. MILITARY PERSONNEL DATA RECORDS (PDR) SYSTEM, COMDTINST M1080.10I

1. To ensure proper supporting documentation for Government Travel Charge Card (GTCC) applications and reinstatement requests are maintained with the PDR system, REF A is changed as follows:

a. Encl (1) Pg 4: Delete - Government Travel Card (Individually Billed Account) Setup Form (MBR initial submission only).

b. Encl (1) Pg 4: Delete - Government Travel Card Program Recommendation/Acceptance Statement (MBR initial submission only).

c. Encl (1) Pg 4: Add - Government Travel Card (Individually Billed Account) application including a) application memo, b) application form, c) the Cardholder Agreement Form, and d) certificate of training (i.e. transcript). EI, EI, O2, P, C4.

d. Encl (1) Pg 4: Add - Government Travel Card (Individually Billed Account) reinstatement packages including a) reinstatement request memo, b) Credit Bureau Release Authorization, c) application form d) the Cardholder Agreement Form, and e) certificate of training (i.e. transcript). EI, EI, O2, P, C4.

2. This change will be incorporated in the next update to REF A.

3. Policy questions should be directed to the Policy and Standards Division (CG-1331), Ms. Teresa Marshall (202) 475-5391, email Teresa.Marshall (at)uscg.mil or CG PSC-BOPS-R-GTCC, Mr. Matthew Ruckert (703)-201-3080, email Matthew.T.Ruckert(at)uscg.mil

4. CAPT W.C. Kelly, Deputy Commander, CG Personnel Service Center, sends.

5. Internet release is authorized.

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