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**UNCLAS**

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R 071942Z MAR 14

FM COMCOGARD PSC ARLINGTON VA

TO ALCGPSC

BT

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ALCGPSC 041/14

SUBJ: USE OF THE GOVERNMENT TRAVEL CHARGE CARD (GTCC) FOR NON-COAST  
GUARD FUNDED OFFICAL GOVERNMENT TRAVEL

A. COMCOGARD PSC ARLINGTON VA 051322Z MAR 13, ALCGPSC 032/13

B. Government Travel Charge Card (GTCC) Program Policies and Procedures, COMDTINST M4600.18 (SERIES)

1. As originally authorized in Ref (A), cardholders may use their GTCC for non-Coast Guard funded official government travel (travel funded by other federal entities such as DOD).
2. Do not request split disbursements (funds paid directly to your GTCC account) when filing non-Coast Guard funded official government travel claims with other agencies, as this will result in payment delays. In many cases, non-DHS federal agencies hold GTCC contracts with different banks.
3. As a reminder, your GTCC bills must be paid in full on or before the statement due date regardless of the timeliness of the reimbursement.
4. This change will be incorporated into a future update of Ref (B).
5. All questions should be directed as follows:
  - a. Cardholders: direct GTCC questions to their unit GTCC Travel Manager. Supporting Travel Managers are listed under the contacts page located at [www.uscg.mil/psc/bops/govtrvl/](http://www.uscg.mil/psc/bops/govtrvl/).
  - b. GTCC Travel Managers: direct questions to Ms. Carlene Curry at 703-258-5996 or [Evelyn.C.Curry@uscg.mil](mailto:Evelyn.C.Curry@uscg.mil) or Mr. Matt Ruckert at 703-201-3080 or [Matthew.T.Ruckert@uscg.mil](mailto:Matthew.T.Ruckert@uscg.mil).
6. RDML Dave Callahan, Commander, CG Personnel Service Center, sends.
7. Internet Release Authorized.

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