
UNCLAS

R 121415Z APR 13
FM COMCOGARD PSC ARLINGTON VA
TO ALCGPSC
BT

UNCLAS //N04600//
ALCGPSC 046/13

SUBJ: GOVERNMENT TRAVEL CHARGE CARD (GTCC) PROGRAM UPDATES AND PCS
SEASON REMINDERS

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

1. This message seeks to raise awareness of the need to maintain accurate cardholder information and provide general guidance as we move into the summer transfer season.

2. Account Information Updates. The current DHS task order contract with JPMC for the fleet, purchase and travel card programs expires on 30 Nov 13. DHS is working to award a new five year contract under the GSA Smartpay2 Contract. This new contract will be awarded to JPMC, CITIBANK, or USBANK. The potential transition to a new bank significantly increases the importance of cardholders ensuring their contact information (phone, mailing address, and e-mail address) remain current in the bank system from now through the new contract start date. Cardholders should always provide their (AT)uscg.mil address as their primary e-mail address if available and use the copy address for their personal e-mail address. Contact information can be updated by calling the bank at 888-297-0781 or by contacting their local Travel Manager. The list of Travel Managers is available under the contacts tab on the PSC-BOPS webpage:

www.uscg.mil/psc/bops/govtrvl/.

3. Permanent Change of Station (PCS) Issues. Relocation to a new duty station can be both exciting and stressful on the member and the family. Provided below are a few helpful reminders to ensure cardholders use their travel card correctly during the move:

A. PCS Duration. If the duration of the PCS travel will exceed 15 days, including leave, compensatory absence, proceed-time, and temporary duty in conjunction with the PCS, the card shall not be used. This does not apply to Temporary Lodging Allowance (TLA). The card may be used to cover hotels and meals in conjunction with the TLA entitlement, but reimbursement claims must be submitted every 15 days to allow for timely payment of the GTCC bill. In the case of Temporary Lodging Expense (TLE), card use is subject to the 15-day rule addressed above. If PCS travel duration will exceed 15 days, ensure the traveler requests a travel advance to cover the expenses.

B. Dependent Travel. The GTCC shall not be used for dependent travel expenses such as meals, lodging, and transportation tickets. Instead members should request travel advances and ensure their PCS travel orders authorize the use of the Centrally Billed Account (CBA) for dependent travel.

C. Leisure in Conjunction with Official Travel. Use of the members GTCC or the CBA and the GSA contracted fares for travel other than between official duty stations is not authorized. Special rules and fare restrictions apply to leisure in conjunction with official travel. Travelers are encouraged to review the Leisure in Conjunction with Official FAQ sheet available at www.uscg.mil/psc/bops/govtrvl/Traveler/LICWO-FAQ.pdf or contact their Servicing Personnel Office (SPO) prior to booking any leisure travel.

D. Transportation of Household Goods. The GTCC is not authorized for the transportation of household goods (for example: U Haul rental), privately owned vehicles, mobile homes and boats per reference (A). This includes Personally Procured Moves (PPM).

E. Credit Limit Increases. As part of your travel preparations, travelers should verify that the credit limit on their GTCC is sufficient to meet their authorized, reimbursable travel expenses. Cardholders can view their credit limit in Direct Access under the Self-Service, Employee, View, My Credit Card Data or by contacting their Travel Manager who can also increase the limit if needed.

4. All questions should be directed as follows:

A. Cardholders shall direct GTCC questions to their unit GTCC Travel Manager. Members can determine who their supporting Travel Managers are under the contacts page located at

www.uscg.mil/psc/bops/govtrvl/.

B. GTCC Travel Managers shall direct questions to Ms. Carlene Curry at 703-872-6398 or Evelyn.C.Curry(AT)uscg.mil or Mr. Matt Ruckert at 703-872-6404 or Matthew.T.Ruckert(AT)uscg.mil.

5. RDML Dave Callahan, Commander, CG Personnel Service Center, sends.

6. Internet Release Authorized.

BT
NNNN

UNCLAS
