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FM COMCOGARD PSC ARLINGTON VA
TO ALCGPSC
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ALCGPSC 115/11
SUBJ: POSITIONING THE COAST GUARD FOR IMPROVED TRAVEL MANAGEMENT
(UPDATE)
A. COMDT COGARD WASHINGTON DC 221435Z JUL 11/ALCOAST 344/11
1. THIS MESSAGE PROVIDES AN UPDATE TO THE IMPLEMENTATION OF THE
GOVERNMENT TRAVEL CHARGE CARD (GTCC) HIERARCHY REENGINEERING AND THE
NEW TRAVEL MANAGER ROLE DISCUSSED IN REF (A).
2. DETAILED BELOW IS THE PLANNED IMPLEMENTATION SCHEDULE FOR THE
HIERARCHY CHANGE, TRAVEL MANAGER IMPLEMENTATION, AND THE TRANSFER OF
THE 47,000 CARDHOLDER RECORDS AND OVER 2.4 MILLION TRANSACTIONS
WITHIN THE JP MORGAN CHASE (JPMC) PAYMENTNET SYSTEM:
A. 27AUG11: JPMC CREATED THE NEW HIERARCHIES IN THE PAYMENTNET
SYSTEM.
B. 30AUG11: TRAVEL MANAGER ROSTER SUBMITTED TO JPMC FOR LOADING INTO
BANK SYSTEM.
C. 31AUG11: TRAVEL MANAGER ROLES WITH NEW USERID CONVENTION OF FIRST
INITIAL OF LAST NAME PLUS EMPLID WILL BE LOADED INTO PAYMENTNET BY
GTCC PROGRAM MANAGER.
D. 01SEP11: NEW TRAVEL MANAGERS WILL BE PROVIDED WITH DETAILED
INFORMATION ON LOGGING INTO AND USING PAYMENTNET VIA E-MAIL FROM GTCC
PROGRAM MANAGER.
E. 02SEP11: FINAL VERSION OF THE CARDHOLDER UPLOAD FILE SUBMITTED TO
JPMC.
F. 06SEP11: CG-631 UPLOADS THE NEW HIERARCHY TO DEPTID RELATIONSHIP
TABLE INTO DIRECT ACCESS.
G. 06SEP11: EFFECTIVE 2200Z THE NEW DESIGNATED USCG TRAVEL MANAGERS
WILL ASSUME RESPONSIBILITY FOR THE DUTIES AND RESPONSIBILITIES
CONTAINED IN REF (A) FOR THEIR RESPECTIVE ATUS HIERARCHY. CURRENT
GTCC COORDINATORS ACCESS WILL BE REVOKED WITHIN THE PAYMENTNET
SYSTEM. THE CURRENTLY DESIGNATED TRAVEL MANAGERS SORTED BY
ADMINISTRATIVE TARGET UNIT CAN BE VIEWED AT
WWW.USCG.MIL/PSC/BOPS/GOVTRVL/CONTACTS/DEFAULT.ASP.
H. 06SEP11: JPMC INITIATES THE MIGRATION OF CARDHOLDER EMPLOYEE
RECORDS WITH ACTIVE ACCOUNTS TO NEW HIERARCHY ASSIGNMENTS FOLLOWED BY
THE APPROXIMATELY 20,000 CLOSED AND LOST/STOLEN ACCOUNTS. JPMC
ESTIMATES THIS PROCESS WILL BE COMPLETED ON 9SEP11.
I. 09SEP11: GTCC PROGRAM MANAGER COMPLETES UPLOAD OF NON-STANDARD
EMPLID ACCOUNTS (CSC/EXCH/NAF/MWR/CHAP/DOD/FOR).
J. 12SEP11: GTCC PROGRAM MANAGER ADDS AUDITOR ROLES USED BY FINCEN,
PPC, AND CGIS INTO THE PAYMENTNET SYSTEM AND CONDUCTS DATA REVIEWS TO
ENSURE ALL EMPLOYEE RECORDS AND ACCOUNTS HAVE BEEN PROPERLY MIGRATED,
AND INITIATES ANY NEEDED CORRECTIONS.
K. 12SEP11: JPMC INITIATES TRANSFER OF CARDHOLDER ACCOUNT HISTORIC
TRANSACTIONAL DATA TO NEW HIERARCHY STRUCTURE. PROCESS WILL CONTINUE
FOR APPROXIMATELY 14 DAYS UNTIL ALL 2.4 MILLION TRANSACTIONS HAVE
BEEN MOVED.
L. 13SEP11: GTCC PROGRAM MANAGER ENSURES LEGACY HIERARCHIES ARE EMPTY
OF CARDHOLDER RECORDS AND THEN DISABLES THE OLD HIERARCHIES.
3. ALTHOUGH THROUGHOUT THE TRANSITION THE TRAVEL CARD FUNCTIONALITY
WILL NOT BE IMPACTED BY THE MIGRATION PROJECT, UNTIL JPMC COMPLETES
THE TRANSFER OF THE TRANSACTION DATA ON OR ABOUT 26SEP11 THAT
INFORMATION MAY NOT BE AVAILABLE.
4. CARDHOLDERS, TRAVEL MANAGERS, AND COMMANDS SHOULD BE AWARE THAT
DURING THE PERIOD OF 06SEP11 TO 09SEP11 ACCESS TO ACCOUNTS BY THE
TRAVEL MANAGERS TO PERFORM ROUTINE MAINTENANCE, SUCH AS RAISING

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CREDIT LIMITS, MAY NOT BE AVAILABLE. TIME CRITICAL ACCOUNT MAINTENANCE WHICH CANNOT BE PERFORMED BY THE TRAVEL MANAGER DURING THIS TRANSITION PERIOD SHOULD BE FORWARDED TO THE GTCC PROGRAM MANAGERS AT THE E-MAILS BELOW FOR PROCESSING.

5. ALL QUESTIONS OR REQUESTS FOR SUPPORT DURING THE TRANSITION PERIOD SHOULD BE DIRECTED TO MS. CARLENE CURRY AT E-MAIL

EVELYN.C.CURRY(AT)USCG.MIL, OR MR. MATT RUCKERT AT E-MAIL MATTHEW.T.RUCKERT(AT)USCG.MIL.

6. RELEASED BY RADM D. R. MAY, COMMANDER, CG PERSONNEL SERVICE CENTER.

7. INTERNET RELEASE AUTHORIZED.

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