

R 061531Z OCT 09 ZUI ASN-A00279000006 ZYB
FM COMDT COGARD WASHINGTON DC//CG-1//
TO ALCOAST
BT

UNCLAS //N04600//
ALCOAST 580/09
COMDTNOTE 4600

SUBJ: MANDATED GOVERNMENT TRAVEL CHARGE CARD TRAINING

A. GOVERNMENT TRAVEL CHARGE CARD (GTCC) PROGRAM, COMDTINST 4600.14
(SERIES)

1. DHS HAS MANDATED ALL GOVERNMENT TRAVEL CHARGE CARDHOLDERS COMPLETE A NEW DHS TRAVEL CARD TRAINING PROGRAM. THIS TRAINING REPLACES THE CURRENTLY MANDATED GSA CARDHOLDER TRAINING AND MUST BE COMPLETED BY ALL GOVERNMENT TRAVEL CHARGE CARDHOLDERS NO LATER THAN 30NOV09. DHS HAS DIRECTED THE SUSPENSION OF GTCC ACCOUNTS FOR THOSE CARDHOLDERS FAILING TO COMPLETE THE NEW TRAINING BY THIS DATE. CARDHOLDERS WHO DO NOT COMPLETE THE TRAINING BY 31DEC09 WILL HAVE THEIR GTCC ACCOUNT PERMANENTLY CLOSED AND WILL NEED TO REAPPLY TO OBTAIN A GTCC AFTER COMPLETION OF THE TRAINING.

2. WE ACKNOWLEDGE THERE ARE SHORTFALLS IN THIS TRAINING AND WE ARE WORKING WITH OUR PARTNERS IN DHS TO ENSURE THE NEXT UPDATE WILL REFLECT IMPROVEMENTS TO THE TRAINING CONTENT.

3. DHS HAS ALSO INCREASED THE FREQUENCY OF THE REQUIRED REFRESHER TRAINING WHICH MUST NOW BE COMPLETED EVERY TWO YEARS. ADDITIONALLY, THE DHS TRAVEL CARD TRAINING MUST BE COMPLETED PRIOR TO THE SUBMISSION OF AN APPLICATION FOR A NEW GTCC ACCOUNT.

4. THE DHS TRAVEL CARD TRAINING COURSE IS AVAILABLE ON THE COAST GUARD LEARNING PORTAL AT [HTTPS://LEARNING.USCG.MIL](https://learning.uscg.mil) AND IS ACCESSIBLE FROM ANY COMPUTER WITH AN INTERNET CONNECTION. IT IS LOCATED UNDER MISCELLANEOUS TRAINING COURSES IN THE COURSE CATALOG. A SCORE OF 70 PERCENT OR BETTER MUST BE OBTAINED IN ORDER TO PASS THE COURSE. AFTER COURSE COMPLETION, EXPECT AT LEAST A 24 HOUR DELAY BEFORE COMPLETIONS ARE REFLECTED IN THE TRAINING MANAGEMENT TOOL (TMT). MEMBERS ARE ENCOURAGED TO PRINT A COPY OF THEIR CERTIFICATE OF COURSE COMPLETION FOR THEIR RECORDS.

5. IF ASSISTANCE IS NEEDED WITH ACCESSING YOUR ACCOUNT ON THE LEARNING PORTAL PLEASE PERFORM THE FOLLOWING STEPS BEFORE SUBMITTING A HELP TICKET:

- A. LAUNCH THE LEARNING PORTAL: [HTTPS://LEARNING.USCG.MIL](https://learning.uscg.mil).
- B. SELECT THE (FORGOT?) LINK.
- C. ENTER YOUR USCG.MIL E-MAIL ADDRESS (ALL LOWERCASE) IN THE USER NAME FIELD THEN SELECT THE RESET PASSWORD BUTTON.
- D. A NEW PASSWORD WILL BE E-MAILED TO YOUR USCG.MIL E-MAIL ADDRESS.

6. DUE TO DELIVERY OF THIRD PARTY CONTENT, USERS SHOULD COMPLETE THE COURSE IN ONE SESSION. AN IDENTIFIED TECHNICAL PROBLEM MANY OCCUR IF THE COURSE IS EXITED AND REOPENED. IF THIS OCCURS, SUBMIT A REMEDY TICKET SO SUPPORT PERSONNEL CAN DISENROLL YOUR PROFILE FROM THE COURSE. THE COURSE CAN BE ATTEMPTED AGAIN BY THE USER BY SELF-ENROLLMENT THROUGH THE LEARNING PORTAL.

7. THE DHS TRAVEL CARD TRAINING IS BASED ON DHS TRAVEL AND TRAVEL CARD POLICIES. CURRENTLY, DIFFERENCES EXISTS BETWEEN COAST GUARD AND DHS TRAVEL CARD POLICIES. HOWEVER, FOR THE PURPOSE OF THE TRAINING, TEST QUESTIONS SHALL BE ANSWERED IN ACCORDANCE WITH THE POLICIES ADDRESSED IN THE TRAINING CURRICULUM. REF A WILL BE UPDATED TO BRING THE COAST GUARD IN ALIGNMENT WITH THE NEW DHS GTCC POLICIES.

8. QUESTIONS ON GTCC POLICY AND PROCEDURES SHOULD BE DIRECTED AS FOLLOWS:

- A. INDIVIDUAL CARDHOLDERS SHALL DIRECT QUESTIONS TO THE THEIR

UNIT GTCC POINT OF CONTACT.

B. COMMANDS SHALL DIRECT QUESTIONS TO THEIR SUPPORTING GTCC COORDINATOR.

C. COORDINATORS SHALL ADDRESS QUESTIONS TO MR. LES WEISBECK AT E-MAIL: LES.R.WEISBECK(AT)USCG.MIL OR MR. SCOTT ARNDT AT E-MAIL: SCOTT.R.ARNDT(AT)USCG.MIL.

9. RADM RONALD T. HEWITT, ASSISTANT COMMANDANT FOR HUMAN RESOURCES, SENDS.

10. INTERNET RELEASE AUTHORIZED.

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