

GTCC Conference Special Edition

April 19, 2012

2012 GSA SMARTPAY2 Training Conference

This special edition newsletter announces the annual GSA SMARTPAY2 Training Conference in Nashville, TN for Collateral Duty Travel Managers and Auditors, and outlines the registration process for GTCC program funded attendance.

WHAT

Whether you are brand-new to the program or a seasoned Travel Manager, this is the conference to learn about anything GSA SmartPay related from the latest advancements to best practices. The main objectives for Travel Managers are to obtain training on the GTCC Banking Systems, Reporting Tools, policies, and best practices. Carlene and I will also be seeking your input on the good, the bad, and ugly for how things have been this past year and what areas need improving for the next year. Lastly, this is your opportunity to network with more than 5,000 colleagues and peers, our bank's representatives, GSA and other government organizations.

WHEN

July 30 to August 2, 2012. Attendees need to schedule travel to ensure they are at the conference in order to attend the mandatory CG-only Travel Manager training sessions which starts at 1200 and will end at 1700 on 30 July 2012. This year we have secured a full size computer lab so we can do hands on training! A detailed agenda will follow.

WHO CAN ATTEND

While anyone can attend the conference using local unit funding, a limited number of TONOs are available for currently assigned Travel Managers and Auditors who did not receive a GTCC program-funded TONO last year. No, we will not fund your travel two years in a row... even if you are the primary Travel Manager. To check GTCC program funded attendance for last year's event, select the **RED** tab in the [2011 Attendees Listing](#).

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www.uscg.mil/psc/hops/govtrvl/

Special links of interest:

- [GSA SP2 Conference Link](#)
- [TDY Worksheet](#)
- [Conference Attendance Request](#)
- [Last Year Attendees](#)
- [Attendance Allocations](#)
- [Travel Manager Roster](#)

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How do I get GTCC Program Funding?

1. Get your chain of command's approval to attend contingent on receiving GTCC program-funding for your TONO by way of a funds transfer authorization (FTA).
2. Forward an e-mail request to your hierarchy's Primary Travel Manager requesting GTCC program funding for your attendance. Your request needs to clearly state that you have been granted approval by your command to attend.
 - a. Auditors should forward their request directly to [Arl-PF-CGPSC-JPMC-GTCC](#) and skip step 3 below.
3. Primary Travel Managers may approve requests within their hierarchy based on their own criteria (benefit of being the primary) up to the funding allocation described below. If approved, the e-mail request should be positively endorsed by the Primary Travel Manager and forwarded to [Arl-PF-CGPSC-JPMC-GTCC](#). The subject line should read: GTCC Conference Funding Request.
4. The GTCC program will reply to the requestor and the Primary Travel Manager confirming whether GTCC funding will be provided to support the request. This is the funds availability statement. Funding will be FTA'd to the accounting line provided upon receipt of the required TDY/conference worksheets.
5. If you receive confirmation of funding by the GTCC Program, the requestor shall prepare and submit a [TDY Travel Request Worksheet \(CG-2070\)](#) and the [CG-2700-Smartpay2-Conference-Attendance-Request form](#). Rental cars will not be funded by the GTCC program for Travel Managers or Auditors. Instructions for completing the conference attendance request form are listed within the first tab.
 - a. This form has been pre-populated and only requires minor entries by the requestor.
 - b. Complete all **TAN** fields that are blank.
 - c. Complete both **TAN** tabs (Conference Attending & Questionnaire Attending).
 - d. On both tabs only the Approving Official, Funds Approving Official, and CO/OIC/First O6 or GS-15 blocks must be signed. **The CFO Approval is not required.** Be sure to scan and save this as a PDF document.



GTCC Funding Allocation – To ensure a fair distribution of the limited number of TONOs/Funding available, they have been allocated based on the number of cardholders within each hierarchy relative to the total number Coast Guard-wide while ensuring each hierarchy is provided at least one TONO. The distribution is shown below.

Hierarchy ID	# of Cardholders	% of Total Cardholders	TONOs Available	# of TM's
31300	3,155	7.1%	5	23
31303	2,812	6.3%	4	24
31306	4,302	9.7%	6	32
31309	3,712	8.3%	5	30
31312	2,323	5.2%	3	14
31315	2,053	4.6%	3	17
31318	1,827	4.1%	3	12
31321	964	2.2%	1	11
31324	1,266	2.8%	2	15
31327	2,191	4.9%	3	20
31330	2,180	4.9%	3	26
31339	18	0.0%	1	2
31342	3,059	6.9%	4	41
31345	145	0.3%	1	2
31348	585	1.3%	1	12
31351	762	1.7%	1	4
31354	204	0.5%	1	10
31357	521	1.2%	1	2
31360	44	0.1%	1	2
31363	34	0.1%	1	2
31366	118	0.3%	1	2
31369	321	0.7%	1	2
31372	784	1.8%	1	11
31375	72	0.2%	1	2
31378	115	0.3%	1	2
31381	136	0.3%	1	3
31384	2,768	6.2%	4	43
31387	593	1.3%	1	4
31390	34	0.1%	1	2
31393	406	0.9%	1	4
31396	77	0.2%	1	6
31399	30	0.1%	1	2
31402	77	0.2%	1	2
31405	403	0.9%	1	5
31408	609	1.4%	1	3
31411	470	1.1%	1	4
31414	217	0.5%	1	2
31417	136	0.3%	1	1
31423	1,099	2.5%	2	17
31426	261	0.6%	1	3
31429	80	0.2%	1	2
31432	3,136	7.0%	5	5
31435	416	0.9%	1	4
Total Cardholders	44,515			
Total TONOs Available	81		81	



What if I don't get GTCC Funding?

If funding from the GTCC Program is not available, you can try a bake sale, pancake breakfast, or other fund raising activity or just ask your command if they can fund your travel.

If you will be attending on unit funds, please ensure you let us know so we can add you to our e-mail distribution list and ensure we have enough supplies for the CG-only training session.



Unused Allocation

Primary Travel Managers should notify the GTCC Program as soon as possible if they will not require or be able to utilize a portion of their respective ATU/Hierarchies allocation. This is especially important at the smaller hierarchies who only have one or two Travel Managers. This will allow us to offer this training to other Travel Managers.

FTA Processing

FTAs will be processed at least monthly between now and the conference. FTAs will be based on the amount entered on the TDY worksheet following review by the GTCC Program Manager (so make sure your estimate is accurate so you don't get shorted but also don't inflate your estimate either!). No additional funding will be provided after the initial FTA is provided.

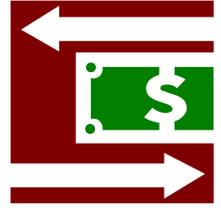
Cancellations

We understand that issues come up and plans may need to be changed. All we ask is that you keep us informed. If your command determines that you cannot attend due to changes in mission priorities, the FTA'd funds shall either be returned to the GTCC Program immediately or an acceptable substitute needs to be proposed. Please note that the conference registration fee is non-refundable and in this case the command would be responsible for covering this expense out of unit funds unless a substitute is approved.



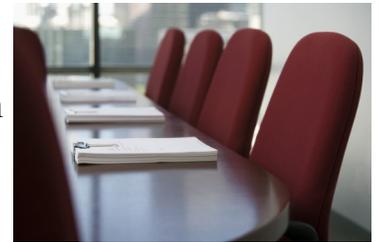
Substitutions

If the command decides to transfer the registration, the substitute must be a currently assigned Travel Manager or Auditor who did not attend last year's conference. To transfer a registration, the original attendee needs to send the substitute attendee an email message from their official email address permitting you to substitute for them at the conference. The substitute attendee must ensure that they bring a printed copy of that email to the conference registration desk. The substitute registration will be handled on-site. If online registration has not closed, the original attendee may also email info@gsasmartpayconference.org directly to request the replacement/swap. The original attendee would be required to submit a travel claim to recoup the registration fee and any SATO fees that may have been incurred.



Attendance

Attendance will be taken at the mandatory CG-only training session on Monday, 7/30. Commands for personnel funded by the GTCC program who fail to attend the required session will be required to return the full amount of the FTA that was provided for the travel. Failure to attend this session may also result in administrative or disciplinary actions being taken by your command, so plan your travel accordingly.



Training Session Tracking

Like last year, especially given the heightened Congressional interest in conferences, the GTCC Program will post individual conference training session attendance rosters for all CG Attendees on-line following the completion of the Smart-pay2 Conference

CG-Only Travel Manager Training Session Topics

Got an issue, problem, best practice, or idea for a training topic? Please send an e-mail to Arl-PF-CGPSC-JPMC-GTCC with a brief summary of what you would like to be discussed or presented at the Monday afternoon session. And if you attended last year and thought the Wednesday meeting was productive, let us know that too.



Registration

Registration will close on July 13, 2012 or sooner, if space is filled to capacity. So getting your request submitted timely and getting your orders approved will help you register early, get a room at the conference facility, and not miss out on this great training opportunity. To register go to GSASMAPAYCONFERENCE.ORG. You must select the following options within the registration process:

Organization - Department of Homeland Security
Department - US Coast Guard
Survey - TRAVEL - JPMC
Role - Agency/Organization Program Manager
(do not select Approving Official)



Registration Fee

A non-refundable fee of \$50 is required at the time of registration. This fee is an authorized travel expense and if the traveler is a cardholder it shall be charged to the traveler's GTCC per CIM 4600.18. Attendees are reminded that they are required to pay their travel card balance in full upon receipt, regardless of reimbursement. If paying this fee in advance will create financial hardship the traveler should consider requesting a travel advance.

Travel Arrangements

Remember that use of the [TMC/SATO](#) is mandatory. When making travel arrangements, **plan to arrive at the conference room NLT 1200, 30JUL2012.** Recommend you build time in to grab something to eat too! Lastly, remember that conference attendance will be strictly monitored and will be reported back to commands at the conclusion of the event. So if you need to leave early, please ensure your orders and travel plans have been approved by your command so you don't get jammed later.

Attire

Appropriate business casual civilian attire is authorized (i.e. Polo shirt/Khaki pants). **T-shirts, jeans, shorts, flip-flops, etc. are not authorized or appropriate.** You may want to bring a light jacket or sweater, since the temperature in each meeting room varies. *Remember, there is a TON of attention being paid to GSA conferences right now...* so dress accordingly.
