



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
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SPAWARINST 4650.1
SPAWAR 01-43
22 Dec 2003

SPAWAR INSTRUCTION 4650.1

From: Commander, Space and Naval Warfare Systems Command

Subj: GOVERNMENT TRAVEL CHARGE CARD (GTCC) PROGRAM

Ref: (a) EBUSOPSOFFINST 4650.1 of 15 Jan 02
(b) DoD 7000.14-R, FMR Vol. 9, Chapter 3
(c) USDEF memo of 14 Apr 03
(d) OSD memo of 23 Apr 03
(e) ASN(FM&C) memo of 28 Feb 03
(f) SPAWARINST 4651 of 24 Apr 03
(g) SPAWARINST 7200.1 of 18 Aug 03
(h) SPAWARINST 12410.16B of 20 Oct 00
(i) SPAWARINST 12570.2B of 25 Oct 02
(j) SPAWARINST 12752.1B of 19 Mar 98
(k) Individually Billed Account (IBA) APC Standard Operating Procedure Guide
(l) DoD Activity Program Coordinator (APC) Minimum Essential Task List
(m) OSD memo of 10 Jun 03
(n) CNO memo 5520 Ser 09N2/3U531950 of 27 Mar 03
(o) DoD 7000.14-R, FMR Vol. 7A, Chapter 43
(p) DoD 7000.14-R, FMR Vol. 8, Chapter 8

1. PURPOSE. To provide policy guidelines, procedures, and references for the administration, issuance and use of the Government Travel Charge Card (GTCC). This instruction amplifies and consolidates guidance provided in references (a) through (p). It applies to all SPAWAR and PEO military and civilian travelers, supervisors, and Activity Program Coordinators (APCs).

2. BACKGROUND. The DoD and DoN made the GTCC program available to gain cost efficiencies, simplify financial processes, improve government cash management practices, and provide a method of payment that has widespread domestic and international acceptance. The GTCC program is intended to facilitate and standardize the use of the GTCC by travelers as a convenient and commercially available method to pay for authorized expenses while on official travel.

3. GENERAL INFORMATION. References, guidelines, forms, and other GTCC information are available via the websites listed below:

Reference Sources:

- GTCC related information, command training brief, links to other GTCC related websites are located on SPAWAR Knowledge Center (SKC) Travel Corner at <https://skc.spawar.navy.mil/command/01/travel/orgtoday.nsf/orgtoday?readform>.
- EBUSOPSOFFINST 4650.1 is available at <http://www.don-ebusiness.navsup.navy.mil/>.
- Bank of America (BoA) online account access is available at <http://bankofamerica.com>.
- Employee Member Self Service at <http://www.dfas.mil/emss/> for checking on a reimbursement voucher to see when payment went to the bank.

Points of Contact:

- SPAWAR HQ Activity Program Coordinators (APCs) can be reached at (619) 524-7120, (619) 524-7136, and (619) 524-7017.
- Bank of America (BoA) Account Services at 800-558-0548.

4. POLICY

a. Who should use the GTCC

(1) SPAWAR and its PEO employees shall use the GTCC in the performance of official government TDY travel per references (a), (b), and (d), unless otherwise exempted per references (b) and (c).

(2) When exempted for use of the GTCC, personal funds including cash or a personal charge card are authorized as payment of travel expenses per reference (b).

(3) A traveler granted an exemption from mandatory use of the GTCC may continue to use the GTCC on a voluntary basis.

b. How to get a GTCC

(1) GTCC application forms are available from the APC.

(2) Supervisors shall advise employees who are expected to perform official travel to complete training requirements and to submit a completed GTCC application to the APC.

(3) Supervisors are required to ensure that employees are aware of GTCC cardholder responsibilities with regard to prompt payment of account balance and appropriate use of the card per references (a) and (b), and as outlined in the "DoD Statement of Understanding for Travel Cardholders" application.

(4) If an applicant declines the GTCC credit check requirement or the applicant's credit does not meet the criteria required by the card contractor, a *restricted* card will be issued per references (a) and (b). A *restricted* card has a default charge limit of \$2,000, which can be adjusted for Mission Critical circumstances for a specific period of time.

(5) Cardholders and supervisors must complete the annual GTCC training provided by the Command per reference (a).

c. Rules for Using the GTCC

(1) Travelers are required to use the GTCC for lodging and rental car expenses arising from official government travel, unless otherwise exempted, per reference (b).

(2) Cardholders may use the GTCC at ATMs to obtain cash needed to pay for authorized out-of-pocket travel related expenses. ATM advances shall not be obtained earlier than three working days before scheduled TDY travel per references (a) and (b).

(3) The GTCC should not be used for personal use. Although, while in a travel status, the cardholder may use the card for *non-reimbursable incidental TDY travel expenses* per reference (b). Additionally, *personal lodging or car rental charges incurred during leave in conjunction with official TDY travel* can be charged to the GTCC when these charges are part of a billing for the period spent at the TDY location while on official travel.

(4) If the GTCC is used improperly, the cardholder shall send email notification to the supervisor and the APC explaining the circumstances. Cardholder shall take appropriate action to prevent future inappropriate use.

(5) Cardholders should not use their GTCC to purchase airline transportation. SATO will make airline arrangements using the employee's itinerary in Travel Manager (TM) as a guide per reference (f).

(6) *Pre-payment* of conference fees and training costs in connection with TDY travel shall be made using the Purchase Card per reference (g) or the Request, Authorization, Agreement, Certification of Training and Reimbursement Form, DD 1556, per reference (h).

(7) Payments for conference fees and training costs made with the GTCC *during* the TDY travel time period, shall be claimed for reimbursement using the TDY Travel Voucher process per reference (f).

(8) The GTCC should not be used for expenses incurred while on official business within the *local limits* of the Permanent Duty Station (PDS). Employees who are authorized to make expenditures while on official business in the local PDS area may submit a claim using the Claims for Reimbursement for Expenditures on Official Business, Standard Form 1164, per reference (g).

(9) Use of the GTCC to pay for expenses incident to Permanent Change of Station is prohibited per references (a) and (b).

d. Rules for GTCC Account Payments

(1) GTCC accounts shall be paid in full.

(2) The Split Disbursement payment option shall be used to facilitate direct payment of a travel settlement via electronic funds transfer (EFT) to the GTCC contractor bank. Any remaining account balance not paid by the Split Disbursement payment shall be paid in full by the cardholder. Split Disbursement payment option is mandated for military personnel per reference (d).

(3) GTCC cash and credit limits shall be increased to meet Mission Critical requirements per references (a) and (b). The APC will increase limits based on an email authorization from the Authorizing Official.

(4) Disputed charge transactions must be reported to BoA within 60 days of the statement date on which the transaction appeared using the Cardholder Statement of Disputed Items, available on the reverse side of the billing statement, per references (a) and (b).

(5) BoA may assess late fees to GTCC accounts that are delinquent or when a check submitted in payment of a bill is dishonored per references (a) and (b). Accounts resulting in collections may be assessed up to 25 percent of the account balance plus all costs of collection.

(6) BoA will initiate the collection process for GTCC accounts that remain in a delinquent status exceeding 90 days per references (a), (b), (m), and (n).

e. APC and GTCC Management for Delinquency, Fraud, Misuse and Abuse

(1) APCs shall be designated as authorized by COMSPAWAR through an official letter of delegation.

(2) APCs shall complete GTCC APC training requirements per references (a) and (b).

(3) APCs will provide daily execution and management of the GTCC program, acting as a liaison with BoA, providing command support for the control and maintenance of cardholder accounts, monitoring transactions to minimize the risk of delinquency, fraud, misuse and abuse, and providing notifications to the cardholder, supervisor and senior officials per references (a) and (b), (e), (k), and (l).

(4) SPAWAR and PEO personnel check-in and checkout procedures shall include GTCC review for delinquency, fraud, misuse, and abuse.

(5) New employees are required to sign a new DoD Statement of Understanding and satisfy local GTCC training requirements. New employees with existing delinquent balances will not be transferred into the GTCC SPAWAR claimancy.

(6) Departing employee GTCC accounts will be deactivated in preparation for transfer by the gaining activity or canceled if separating from government service. The APC will notify the

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gaining activity APC if cardholder account is in a delinquency status or has a pattern of improper charges.

f. GTCC Cardholder Non-Compliance. Cardholders shall be held personally accountable for delinquency, fraud, misuse, and abuse of the GTCC. Cardholders who handle their GTCC irresponsibly are subject to the following consequences as well as other administrative and disciplinary actions per reference (a), and references (j) through (l):

(1) Cardholders who knowingly allow delinquencies to accrue against their GTCC account, write three or more 'not sufficient funds' checks, or use the GTCC in other improper, fraudulent or abusive ways are subject to administrative and disciplinary actions.

(2) Cardholders whose delinquent accounts exceed 90 days will be reported to the SPAWAR Security Manager with notification to supervisor and second-line supervisor.

(3) In cases where fraud is not suspected, the Security Manager will formally counsel the cardholder on the consequences of GTCC debt delinquency and advise the employee to provide evidence of debt resolution.

(4) The Security Manager will report instances of suspected fraud to the Naval Criminal Investigative Service, and take immediate action to suspend access to classified information that may not be consistent with the interest of national security.

(5) The Security Manager will report cardholders whose delinquent accounts remain unresolved in excess of 120 days to DON Central Adjudication Facility (CAF), and determine whether access to classified information will be suspended.

5. Roles and Responsibilities

a. Supervisor. Supervisors are responsible for ensuring employee compliance of cardholder GTCC requirements and for addressing non-compliance per references (a), (b), (d), (j) and (k).

(1) Advise employees who are expected to perform official travel to complete training requirements and to submit a completed GTCC application to the APC.

(2) Ensure that cardholders are aware of their GTCC responsibilities, with emphasis on prompt payment of account balance and proper use of the GTCC.

(3) Ensure cardholder satisfies annual training requirements.

(4) Ensure annual supervisory GTCC training requirement is satisfied.

(5) Provide email approval notification to APC when cardholder will be in a Mission Critical travel status. The APC will take action to ensure that the cardholder GTCC account will not be deactivated, has adequate cash and credit limits, and will not be reported as delinquent by BoA.

(6) Provide email approval notification to APC requesting increased GTCC cash and credit limits for cardholder when required, based on mission requirements and approved travel orders.

(7) Ensure traveler submits travel voucher within 5 days after completion of TDY travel. Per reference (i), interim vouchers should be submitted for every 30 day period while on long term travel.

(8) Prior to submission of cardholder travel voucher for reimbursement, review cardholder's travel voucher and receipts over \$75 to ensure the following:

(a) Appropriate use of the GTCC for travel related charges.

(b) Airline tickets are not purchased using the cardholder's GTCC.

(c) Pre-paid conference fees and training costs are not paid using GTCC.

(d) Non-reimbursable incidental expenses are reasonable and appropriate.

(e) GTCC is not used for PCS relocation travel.

(f) ATM cash advances are withdrawn no earlier than three days prior to scheduled TDY travel.

(g) Proper use of Split Disbursement Payment option.

(9) Ensure timely payment of GTCC account by cardholder.

(10) Enforce compliance of all GTCC requirements, counseling cardholders upon knowledge of non-compliance or receipt of pre-delinquency or questionable misuse notification from APC, taking appropriate administrative and disciplinary actions.

b. Travel Cardholder. Cardholders are employees who have been issued a GTCC for use while performing official TDY travel. Per references (a), (b) and (d), cardholder responsibilities to comply with all GTCC program policies include, but are not limited to the following:

(1) Submit completed GTCC application and DoD Statement of Understanding to the APC after completing GTCC training requirement.

(2) Satisfy annual GTCC training requirement.

(3) Keep GTCC personal information up to date by advising APC of changes such as an address change.

(4) Notify the APC of GTCC cancellation, whether voluntary or involuntary.

(5) When departing the command, checkout through the APC to have account transferred or canceled as appropriate. Pay any GTCC account balance prior to separation or retirement.

(6) Report lost or stolen GTCC to BoA and APC. Cardholder is responsible for charges made before lost or stolen.

(7) Request supervisor provide email notification to the APC when a Mission Critical travel status occurs, and is supported by an approved travel order. Upon receipt of email, the APC will take action to ensure that the GTCC account is not deactivated and has adequate cash and credit limits.

(8) Obtain ATM cash withdrawals no earlier than three days prior to TDY travel departure and up to the amount necessary to cover authorized out-of-pocket travel expenses or

items not chargeable to the GTCC. Do not obtain a withdrawal after TDY travel is complete.

(9) Use the GTCC only in conjunction with authorized TDY travel. It is inappropriate to use the GTCC for purchasing government authorized airline tickets, pre-paid conference fees and training costs, and PCS relocation expenses.

(10) Ensure that the GTCC is not used by anyone other than the cardholder.

(11) Submit travel voucher within 5 days after return from TDY travel and every 30 days when in a long term travel status using the Split Disbursement payment option. This payment option will facilitate direct payment of a travel settlement via electronic funds transfer (EFT) to the GTCC contractor bank.

(12) Ensure prompt payment of full account balance stated on the billing statement regardless of whether reimbursement has been received.

(13) Contact the merchant regarding incorrect charges on your GTCC billing statement. If merchant will not issue a credit, formally report the disputed charge to BoA within 60 days of the statement date when transaction was first reported using the Cardholder Statement of Disputed Items, available on the reverse side of the billing statement.

c. Activity Program Coordinator (APC). The APC shall perform the duties as defined and per references (a), (b), (e), (k), (l) and (n). Functional emphasis is placed on, but not limited to the following actions:

(1) Provide local management oversight and accountability for individual GTCC accounts.

(2) Disseminate GTCC policy guidance and advisories to all claimancy APCs and employees as appropriate.

(3) Maintain the BoA Electronic Account Government Ledger System (EAGLS) claimancy structure.

(4) Provide application forms to new applicants, advise of training requirement and answer questions on the GTCC program.

(5) Ensure GTCC application form is complete and training requirement is satisfied prior to forwarding application to BoA.

(6) Maintain all pertinent GTCC records for cardholder accounts while in the SPAWAR claimancy.

(7) Ensure that GTCC training requirements are satisfied and documented for all cardholders, supervisors and claimancy APCs.

(8) Serve as the primary GTCC liaison between BoA and the cardholder and SPAWAR.

(9) Transfer new employee GTCC accounts into the SPAWAR claimancy upon notification from departing organization APC that account has no delinquent balance.

(10) Deactivate and prepare transfer of GTCC account for separating employee as part of the command checkout process. Advise departing cardholder of account balances that require immediate payment. Terminate GTCC account for retiring employees.

(11) Perform account maintenance, such as controlling account cash and credit limits and updating cardholder provided profile information.

(12) Notify BoA when Mission Critical circumstances preclude the filing of interim vouchers to ensure that the cardholder will not be identified as delinquent.

(13) Conduct reviews for monitoring delinquency, fraud, misuse and abuse of the GTCC program, retaining records documenting cardholder fraudulent or abusive use of the GTCC.

(14) Provide delinquency and misuse email notifications to cardholder and supervisory levels.

(15) Report delinquent account cardholders to SPAWAR Security Manager and supervisory levels by email when delinquency status exceeds 90 days.

(16) Notify the cardholder, the cardholder's chain of command, and the SPAWAR Security Manager by email that the

cardholder's GTCC account shall be cancelled at 126 days past due if the contractor does not receive full payment of the undisputed delinquent balance. Maintain a record of each notification.

(17) Monitor claimancy delinquency performance from monthly metrics and report claimancy delinquency statistics to SPAWAR 01 on a monthly basis.

(18) Respond to audits and satisfy Management Control Program assessment requirements.

7. Action. Addressees will adhere to the policy guidelines and responsibilities as defined in this instruction.

/s/
K. D. SLAGHT

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