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POLICY LETTER 14-17

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From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE POLICY ON GOVERNMENT TRAVEL CHARGE
CARD DELINQUENCIES

Ref: (a) MCO 4600.40B
(b) Government Travel Charge Card Regulation of Jun 2017

1. Purpose. This policy letter reinforces existing Department of Defense and Marine Corps instructions outlined in references (a) and (b) on the use, responsibilities and management of the Government Travel Charge Card (GTCC). Further, this policy establishes and outlines administrative procedures for unit leaders, Agency Program Coordinators (APCs) and Defense Travel System (DTS) Accountable Officials (AO) to proactively intervene to avoid GTCC delinquencies.

2. Cancellation. This letter will remain in effect until revision or when indicated by the appropriate authority.

3. Information. The GTCC is a "charge card," as opposed to a "credit card." As such, carrying a monthly balance and/or paying a minimum monthly payment is unauthorized. The balance appearing on the monthly statement is immediately payable and due on or before the payment due date reflected on the billing statement.

a. Balances not paid before the billing statement due date become "past due." When an account exceeds 60 days past due, the account and cardholder are placed in a "delinquent" status. Per the references, delinquencies resulting from a cardholder's actions or failure to act are strictly prohibited and may be adjudicated under the Uniform Code of Military Justice (Article 92: Failure to obey an Order or Regulation).

b. GTCC delinquencies result in increased risks to personnel and unit readiness due to the substantial resources required to manage and administer program delinquencies. I Marine Expeditionary Force (MEF) and Major Subordinate Command (MSC) delinquencies continue to exceed the established Headquarters Marine Corps (HQMC) Key Performance Indicator (KPI) metric of one percent.

c. The risks derived from GTCC delinquencies can only be mitigated through engaged leadership and a renewed commitment to hold cardholders, DTS AOs and GTCC APCs accountable for their responsibilities within the process. Commanders must aggressively attack this problem. The

established HQMC goal of one percent will continue to be the primary metric used to gauge success.

d. Commanding Officers, Executive Officers, Sergeants Major, GTCC APCs and DTS AOs are directed to review reference (a) in order to become familiar with their responsibilities pertaining to the GTCC program.

e. Commanders will establish effective internal management controls, program oversight and published guidance that adequately addresses card misuse, abuse and delinquencies. Any account greater than 60 days in arrears is delinquent and cardholders must be held accountable for their actions.

f. Unit leaders, APCs and DTS AOs will strictly adhere to the GTCC program management guidelines established in the references and this policy letter.

g. GTCCs will be deactivated during times of non-travel. Accounts may be activated no more than 10 days prior to official travel and deactivated no more than five days after completion of travel.

h. Upon completion of official travel, all travelers are directed to file their travel voucher within three (3) working days. Additionally, travelers are directed to utilize the DTS Split Disbursement process to split disburse their total GTCC outstanding balance directly to the GTCC.

i. Prior to approving travel vouchers, Unit DTS AOs in coordination with Unit GTCC APCs will review the traveler's GTCC account balance to ensure the DTS Split Disbursement process is utilized and the disbursement directed to the GTCC will be for no less than the existing GTCC balance due.

j. Unit DTS AOs will not approve pending travel authorization requests for travelers having a delinquent GTCC account or having any unsubmitted travel vouchers in DTS.

k. Unit APCs will provide bi-monthly status briefings to Commanders on GTCC delinquencies and immediately inform the Commander of suspected instances of misuse (use of the card outside authorized parameters; e.g. purchase of gifts, drawing an Automated Teller Machine (ATM) advance when not in a travel status, or using the card for any purchase when the cardholder is not in an official travel status).

l. Unit Administrative Offices will include the Command GTCC APC on their check in/out sheet.

m. Using the Citibank Electronic Access System (EAS), Unit APCs will transfer into the command GTCC hierarchy all cardholders belonging to that command, regardless of delinquency status.

n. Upon cardholder check-out (e.g. Permanent Change of Station, transfer, separation, retirement) verify via the Citibank EAS that no

outstanding GTCC balance exists for the cardholder and if applicable (e.g. separation and retirement) deactivate the cardholders account prior to signing their check-out sheet.

4. Scope. In order to meet established HQMC goals pertaining to the GTCC program, and to reduce personal risks to I MEF personnel, the directions in the paragraphs above must be followed and are effective immediately. This effort will have a positive and significant impact on unit readiness by minimizing the organizational inefficiencies associated with managing program delinquencies.


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