



## UNITED STATES MARINE CORPS

I MARINE EXPEDITIONARY FORCE HEADQUARTERS GROUP  
I MARINE EXPEDITIONARY FORCE  
BOX 555325  
CAMP PENDLETON, CA 92055-5325

IN REPLY REFER TO:

4600

S-1

08 NOV 2009

GROUP ORDER 4600.40B

From: Commanding Officer, I MEF Headquarters Group  
To: Distribution List

Subj: GOVERNMENT TRAVEL CHARGE CARD PROGRAM (GTCCP) ORDER

Ref: (a) DOD 7000.14-R Financial Management Regulations, Vol 9  
(b) MCO 4600.40A  
(c) MARADMIN 264/02  
(d) MARADMIN 515/03  
(e) MARADMIN 300/04  
(f) MARADMIN 600/07  
(h) MARADMIN 629/07

Encl: (1) APC Appointment Letter

1. Situation. The Department of Navy (DoN) has established a 1% acceptable delinquency rate for personnel 60-days past due on their Government Travel Charge Cards (GTCC). Current procedures have been ineffective in keeping delinquencies down. Therefore, effective immediately, cardholders will be considered delinquent when they have reached 30 days past-due.

2. Mission. Effective immediately, I MHG commanders and I MEF command element section heads will reduce GTCC delinquencies within their units and sections in order to meet DoN standards.

3. Execution.

a. Commander's Intent.

(1) Purpose. Reduce cardholder debt.

(2) Method. Agency Program Coordinators (APCs) will be proactive in their duties. Cardholders will be responsible for paying off their debts and settling their travel claims in a timely manner. Commanders will institute effective procedures for reducing delinquencies.

(3) Endstate. NLT 31 December 2009, commanders and section heads will comply with the DoN 1% acceptable delinquency rate for cardholders 60-days past due on their GTCC.

b. Concept of Operation. Mission success will be dependent on the combined efforts of APCs, Defense Travel System (DTS) approving officials, unit commanders, and cardholders. APCs must aggressively execute the GTCC Program. DTS approving officials must ensure travel vouchers are submitted in a timely manner. Unit commanders must hold delinquent cardholders accountable for their just debts. Cardholders will be responsible for paying their debts and will not violate trust by abuse or misuse of their cards.

c. Tasks.

(1) APCs.

(a) Provide APC appointment letters and training certificates to the I MHG S-1.

(b) Conduct weekly reviews of GTCC delinquencies. Notify delinquent cardholders in accordance with reference (b).

(c) Review the I MEF APC's monthly delinquency notices. Annotate corrective action taken by your commands, disbursing, or cardholders to eliminate delinquencies. Delinquency reports are due to the I MHG S-1 by the 10th of each month.

(d) Perform cardholder maintenance, account inquiries, and monitoring. APCs will screen a minimum of 50% of all transactions for misuse and abuse and maintain a file of screened transactions. Report cardholder misuse and abuse to your unit commander.

(e) Ensure GTCCs are deactivated for personnel not on Temporary Additional Duty (TAD), reactivated for personnel going TAD within ten days, and deactivated for personnel returning from TAD. Defense Travel System (DTS) approving officials and APCs shall be the same person. Keep in mind, cardholders will need to have their cards activated to pay for airline tickets and other transportation costs.

(f) Ensure cardholders do not separate from your commands until they have a zero balance. Review separating cardholder accounts 30-45 days prior to separation. If necessary, commanders will place cardholders on legal hold until they determine the basis for their outstanding balance. Commands will take appropriate legal action to recover debts from the separating cardholder.

(g) APCs will deactivate cards upon PCS transfers. Cards cannot be used for PCS expenses.

(h) Enforce Split Disbursements per MARADMIN 515/03. Split disbursement is a mandatory bill payment process that directs partial and final settlement funds directly to the GTCC.

(2) DTS Approving Officials.

(a) Ensure travel vouchers are submitted in DTS within three business days following a cardholders return from TAD. Advise cardholders on TAD longer than 30-days to do partial settlements.

(b) Co-locate DTS approving officials with APCs if these billets cannot be combined with one person.

(c) AOs will ensure all travelers have selected split disbursement for their travel costs before authorizing travel claims.

(3) Commanders and Section Heads.

(a) Appoint primary and alternate APCs in writing. Appointments apply both to I MHG units and I MEF CE sections (i.e., Admin Center, Intel Center, COPS, FOPS, Logistic Center, Plans, MCCC, TEG, ATG, Safety, Special Staff, and the deployed MAGTF Cell). Ensure APCs are properly trained and supported.

(b) Establish internal controls to guard against cardholder misuse and abuse.

(c) Ensure APCs review I MEF's GTCC delinquency notices. The I MHG S-1 will disseminate delinquency notices following the 26th of each month to APCs. Commands will have until the 10th of the following month to provide their delinquency report.

(d) Delinquent cardholders can be charged with UCMJ Articles 92 and 134 violations at command discretion.

(4) S-1.

(a) Disseminate the I MEF APC's delinquency notices to I MHG units and I MEF CE sections following the 6th of each month. Provide a consolidated delinquency report to the I MEF APC by the 10th of the following month.

(b) Collect and maintain APC appointment letters and training certificates. Provide APCs access to GTCC banking website.

d. Coordinating Instructions.

(1) Officers will report to their commanding officers on their delinquency status. Enlisted Marines will report to their command Sergeants Major. I MEF CE section officers will report to the Chief of Staff. Delinquent Marines must be prepared to discuss their delinquent status with pertinent source documents.

(2) Cancellation. GrpO 4600.40A

4. Administration and Logistics.

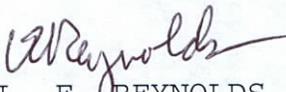
a. Administration. This order is effective immediately. APCs will coordinate training requirements with the S-1.

b. Logistics. (Omitted).

5. Command and Signal.

a. Command. (Omitted).

b. Signal. (Omitted).

  
L. E. REYNOLDS

Distribution:  
C/S, I MEF Command Element  
CO, 1st ANGLICO  
CO, 1st Intel Bn  
CO, 1st Radio Bn  
CO, 9th Comm Bn