



DEPARTMENT OF THE ARMY
SEVENTH U.S. ARMY JOINT MULTINATIONAL TRAINING COMMAND
UNIT 28130
APO AE 09114-8130

SEP 19 2011

AETT-RM

MEMORANDUM FOR All 7A JMTC Assigned Soldiers and Civilians

SUBJECT: Government Travel Charge Card Policy (Command Policy Letter #19)

1. References:

- a. The Travel and Transportation Reform Act (TTRA) of 1998 (Public Law 105-264).
- b. DOD Financial Management Regulation, Volume 9, Chapter 3, dated May 2011.
- c. Memorandum of the Office of the Assistant Secretary of the Army, Financial Management and Comptroller, subject: Policies, Procedures, and Responsibilities for the Army Travel Charge Card Program, dated April 2011.

2. Purpose: To establish the policies and procedures for issuance and use of the Government Travel Charge Card by 7A JMTC.

3. Applicability: This policy applies to all soldiers and government civilians assigned to or attached to 7A JMTC.

4. Policy:

a. As a federal government employee (military or civilian) going on travel, you are expected to be familiar with federal travel regulations and government travel charge card policies.

b. The Government Travel Charge Card (GTCC) will be used for Official Government Travel only. Under no circumstances will the card be used for personal purposes. Military personnel who misuse or abuse the GTCC may be subject to administrative or disciplinary actions under the Uniform Code of Military Justice. Civilian personnel who misuse or abuse the GTCC may be subject to appropriate administrative or disciplinary action up to, and including, removal from Federal service.

c. Commanders, directors, and all other leaders must emphasize the need to prevent the abuse and delinquency of travel cards by doing the following:

- (1) Check to see how often the applicant travels before approving an application. A card may not be appropriate for individuals who travel infrequently. Infrequent travelers defined by General Services Administration (GSA) and DOD regulations as individuals who travel two times or less in a 12-month period are exempt from

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mandatory use of the travel card. Infrequent travelers are authorized to obtain a government travel advance and should use a CBA to meet transportation requirements. Travel orders will indicate whether the individual is a cardholder and the type of account (IBA or CBA) used to purchase the transportation.

- (2) Deactivate cards for those who are not in an official travel status nor are required to travel on short notice
- (3) Ensure that cardholders are briefed on proper use of the card and the individual responsibility to pay all debts when due.
- (4) Require cardholders to use the "split-disbursement option" to specify the dollar amount of the travel settlement to send directly to the Government Travel Charge Card Company.
- (5) Help cardholders in a travel status for more than 30 days to file interim settlement.
- (6) Require unit APCs to screen card transactions each month for unauthorized purchases and delinquencies.
- (7) Ensure unit in- and outprocessing procedures require cardholders to process through the unit APC. To prevent delinquencies, deactivate accounts when individuals deploy or are not enrolled in the program to use the travel card for PCS expenses.

5. Commander, directors, and all other leaders must ensure that soldiers and civilian employees use the Government Travel Charge Card responsibly. By ensuring that our personnel use the card properly, we are supporting the Army's standard for reducing delinquencies. I take this challenge seriously and count on your cooperation to help meet it.

6. The 7A JMTC, ACoFS, G8 is the proponent for this policy. The POC can be contacted at 475-8889.



BRYAN L. RUDACILLE

Colonel, Infantry
Commanding

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