

03 OCT 2020



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DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH ARMY
UNIT #15236
APO AP 96271-5236

MEMORANDUM FOR All Eighth Army Soldiers and Civilians

SUBJECT: Eighth Army Command Policy Letter #13, Government Travel Charge Card (GTCC)

1. References:

- a. Army Regulation 600-20, Army Command Policy, 7 July 2020.
- b. Government Travel Charge Card (GTCC) Regulations, Authorized by Department of Defense Instruction 5154.31, Volume 4, March 2020.
- c. Memorandum, SAFM-FO, subject: Army Travel Charge Card Report of Abuse, Misuse and Fraud, 29 July 2017.

2. Purpose. This policy letter provides additional mandatory guidance on use of the Government Travel Charge Card (GTCC) and assertive GTCC program administration. Enforcement of this policy is the responsibility of commanders at all 8A levels.

3. Background. Proper use of GTCC enables Eighth Army (8A) travel readiness. However, GTCC fraud, misuse, personal use and abuse of the GTCC – including card holder failure to fully pay off GTCC delinquencies by the due date degrades travel readiness; and prohibited use of the GTCC inconsistent with Army standards of conduct and can damage the reputation of the command.

4. Applicability. This policy applies to all Soldiers and Department of Army Civilians (DAC) assigned or attached to 8A. **This is a punitive general order. Service members who fail to comply with the provisions of this general order are subject to punishment under the Uniform Code of Military Justice. Service members and DAC personnel who fail to comply with this policy are also subject to adverse administrative actions authorized by applicable law and regulations.** 8A commanders and leaders at all levels will not tolerate practices inconsistent with the GTCC account agreement, laws and regulations, this policy, and standards of conduct. Disciplinary options for personnel who fail to comply with the card holder agreement, regulations and this policy may include but are not limited to written counseling statements, Article 92 of the UCMJ, GOMOR, and/or modification or revocation of security clearances.

5. Policy. To prevent GTCC problems through strict internal controls, and forcefully address cases of indiscipline in the GTCC program.

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a. All Soldiers and DACs who meet the eligibility requirements must obtain and properly use a GTCC individually billed account (IBA) for all official travel related expenses, including official relocation expenses. All personnel will comply with the account agreement and fully pay off all undisputed GTCC charges no later than the due date on their account statement. Card holders are responsible to pay the charge card vendor the full account balance before the due date regardless of the travel reimbursement status.

b. In-processing. After reporting date to Korea or reassignment in-country, all Soldiers and DAC personnel must:

(1) Within 10 business days of arrival, in-process with the unit GTCC Agency Program Coordinator (APC), to transfer their existing account into their new unit hierarchy or apply for a GTCC. Turn in the following documents: Certificate of Defense Travel Management Office (DTMO) training completion within the past 3 years; signed Citi Bank application (or change of address form); and GTCC statement of understanding signed by both the card holder and their supervisor.

(2) No later than 5 working days after reporting, Soldiers and DACs will file their DD Form 1351-2 (travel voucher) and designate a payment that equals the total of their outstanding GTCC balance on the DD Form 1351-2.

c. Out-processing. All personnel will out-process with their unit APC and at that time, register in the PCS program. APC approves the request of increasing a credit limit, if required, after the commander or supervisor validates the card limit increase. Accession, separation, and retirement PCS moves are not authorized to use the IBA.

d. All Other Travel. All personnel are required to pay for costs incident to official government travel with the GTCC unless specifically exempt. Personnel will update their Defense Travel System profile to reflect the GTCC information. After completing TDY and other non-PCS official travel, personnel will submit Defense Travel System / travel vouchers no later than 5 working days after completing their official travel and must annotate split disbursement to fully pay off the balance of their GTCC account to zero.

e. Agency Program Coordinators. Unit APCs will comply with all of their responsibilities in the references, monitor card activity, and notify card holders according to standard formats. The APC will inform the commander, supervisor and/or senior non-commissioned officer within two business days after the APC discovers any card holder has either failed to fully pay off their account by the due date (over 30 days); or the card holder is suspected of any other prohibited travel card personal use, account agreement violation, fraud, misuse or abuse. APCs will properly retain all notices, and card-holder and leader responses. APCs will temporarily block both standard and

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restricted GTCC accounts of cardholders with a history of misuse (to include delinquency) when these cardholders are not in an official travel status.

f. GTCC Delinquency Prevention. Commanders and Supervisors – upon advisement from their APC – will officially notify each card holder with a balance over 30 days to prevent accounts from exceeding 60 days overdue. Commanders/supervisors must ensure the card holder has properly filed/submitted a claim for reimbursement of travel expenses and that Department of Defense (DoD) policy on split disbursement was adhered to.

g. GTCC Abuse, Misuse, and Fraud (AMF).

(1) No later than the 15th day of each month, Hierarchy level 4 (HL4) APCs will give their command leaders a completed excel file (format included at Encl) identifying known and suspected abuse, misuse and fraud – including personal use and delinquencies over 60 days.

(2) Commanders will investigate suspected violations; confront and properly discipline card holders; and document administrative and disciplinary actions taken and planned on the AMF report. In conjunction with other appropriate discipline - for each misuse case and each case a cardholder balance exceeds 60 days past due, the commander/supervisor will complete and retain counseling documentation (e.g., DA Form 4856 for military, and memorandum of counseling for DA Civilians); and require the cardholder to complete supplemental DoD Travel Card policy training and recertify their Travel Card Statement of Understanding (SOU). Commanders/supervisors will refer all cases of abuse, misuse and fraud including delinquencies over 60 days to S2/G2 for annotation into the Joint Personnel Adjudication System. Annotate the AMF report to state if the card holder's security clearance access was revoked or modified.

(3) No later than 25th day of the month – a leader in the rank of at least O5/GS14 within each MSC will endorse the monthly AMF report (format at Encl) and return it to the HL4 APC – and 8A's HL3 APC.

(4) Within ten calendar days after awareness of suspected cases, MSC leaders (not below Chiefs of Staff) will email a situation report to 8A DCG-S, Chief of Staff and G8 – on all violations of standards of conduct (e.g., misuse of GTCC at institutions inconsistent with Army regulations, such as adult entertainment or gambling establishments); unpaid delinquencies over 90 days; and cases of GTCC fraud – and actions taken and planned for each such case.

(5) 8A G8 will compile and endorse the AMF report and submit it to HQDA by the 1st working day of the month following the account cycle date.

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6. Proponent. The proponent for this policy is 8A Assistant Chief of Staff, G8. Contact the proponent at DSN 315-755-3511.



Encl
GTCC Abuse, Misuse, Fraud Report

WILLARD M. BURLESON III
Lieutenant General, USA
Commanding

Enclosure
GTCC Abuse, Misuse, Fraud Report

(insert your OFFICE SYMBOL)

(insert date)

MEMORANDUM FOR ASSISTANT CHIEF OF STAFF, G-8, ATTN: GTCC Program
Manager (Ms Choe, Ae Kyong), APO AP 96271

SUBJECT: Monthly Mandatory Abuse, Misuse, and Fraud (AMF) Report

1. Reference, Memorandum, Assistant Secretary of the Army, Financial Management and Comptroller, dated 29 July 2017, subject: Army Travel Charge Card Report of Abuse, Misuse, and Fraud.
2. Monthly AMF report:
 - a. This month's report has a total of xx transactions.
 - b. XX of transactions were reviewed.
 - c. XX are indicated as Abuse transactions; xx are Misuse transactions and XX are indicated as Fraud transactions. Actions taken are described on the accompanying report.
3. Point of contact is NAME, xxx.xxx.xx.

Director/Deputy signature block