



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

DivO 4600.1B

ADJ -----

29 JAN 2002

DIVISION ORDER 4600.1B

From: Commanding General

To: Distribution List

Subj: GOVERNMENT CHARGE CARD PROGRAM (GTCCP)

Ref: (a) MCO 4600.40

Encl: (1 Statement of Understanding

1. Purpose. Per the reference, to publish instructions for GTCCP management within 3d Marine Division.

2. Cancellation. DivO 4600.1A.

3. Background. The GTCCP provides travelers with a tool to pay for expenses incurred in the performance of official government travel. It also provides the government with a cost-effective means of providing travelers with their funding requirements in advance of and during travel.

4. General

a. Program Participation. GTCCP participation is available to personnel who travel in the performance of their official government duties in conjunction with their travel orders. Marines who travel 3 or more times a year on official government business must apply for the government credit card.

b. Cardholder Eligibility

(1) It is Department of Defense (DoD) policy and Marine Corps' intent to maximize card use. Permanently assigned personnel likely to conduct business travel 3 or more times a year will apply for the Government Travel Card.

(2) All Sergeants and below who travel 3 or more times a year, in the performance of their official government duties, will be issued a restricted government travel card. The restricted travel card will only be activated by the unit Agency Program Coordinator (APC) during periods of official travel.

(3) Members of 3d MarDiv, who travel less than 3 times a year in the performance of official duties, regardless of rank, are exempt from applying for the Government Travel Card.

5. Card Use. The card will be used to fund all official government business travel expenses. It may not be used for permanent change of station (PCS) travel. Card use is prohibited for any other purpose.

6. Authorized Charges

a. Travel-Related Expenses. Goods and services normally purchased incident to official travel should be charged to the card. These expenses include but are not limited to local transportation (taxis, rental car, gas, parking fees, etc.), lodging (hotels, government quarters, etc.), and meals.

b. Commercial Air Transportation. Tickets may be charged to the card only when travel orders authorize individual procurement of commercial travel to and from a temporary additional duty (TAD) site. Except in the event of an emergency, tickets must be obtained through a government contracted commercial transportation office (CTO). Reimbursement is based upon the limitations set forth in the reference.

c. Other. Other official travel-related expenses may be charged. These are normally emergency type expenses such as those incurred in the event of lost luggage. Such "retail" uses cannot exceed \$250.00 per billing cycle and are not reimbursable. Exercise "retail" use with reasonable due care and professional discretion. Charges are payable upon receipt of the bill.

7. Card Misuse, Abuse, and Delinquencies

a. Misuse/Unauthorized Use. Card use is more than a contract between the individual and the card company. The General Services Administration (GSA) contracts on behalf of all Federal departments and agencies with the same card company. Using the card for charges outside authorized parameters, even when account balances are kept current, takes unethical advantage of Federal employment. As such, misuse violates good order, discipline, morale, and readiness and is strictly prohibited. Misuse is punishable as a violation of the Uniform Code of Military Justice.

b. Abuse. Bills are due upon receipt and must be paid in full prior to the end of the next billing cycle. If not paid in full as indicated above, an account is considered delinquent. Delinquency is considered card abuse and is strictly prohibited. Extended periods of official travel do not excuse delinquency. When periods of TAD

exceed 45 days, partial settlements will be submitted after each day period. Travel claims must be submitted within three days of travel conclusion.

c. Notification of Delinquency. Bank of America will mail due process notification letters to all cardholders whose accounts reach 90 days delinquent. Cardholders who do not pay their account in full, or do not establish a payment plan with Bank of America prior to reaching 120 days past due, will be subject to salary offset.

8. Statement of Understanding. The Statement of Understanding (S provided as enclosure (1) will be signed by all cardholders and anyone applying for the card. APCs will maintain all SOUs on file and counsel cardholders on the provisions of SOU.

9. Program Review. The Division Adjutant is designated as the Division Intermediate APC and will act as a liaison between Bank of America and subordinate APCs. The Division Intermediate APC will conduct a monthly review of all Management Information Reports. Reports will be analyzed to ensure strict compliance with all orders pertaining to the use of the card. Incidents of abuse and misuse of the card will be reported to the cardholders commanding officer for appropriate action. A report will be provided to the Commanding General and will include the following:

a. Current roster of all delinquent cardholders within the Division.

b. Roster of cardholders whose accounts have been suspended or cancelled.

10. Action

a. Commanding Officers of Regiments and Separate Battalions

(1) Appoint an APC and an alternate APC in writing to execute the program. Regimental commanders may choose to centralize administration at their level; however, due to a rapidly fluctuating cardholder population, centralization is normally impractical above the battalion level.

(2) Provide a copy of the APC appointment letter to the Division Intermediate APC. Appointment letters will include name grade, SSN, and mailing address of the APC and alternate APC.

(3) Include the organizational APC on check-in/out sheet.

(4) Provide a monthly report to the Division Adjutant on current account activity status.

(5) Notify commanding officers of members suspected of abusing or misusing the card.

(6) Take appropriate action in accordance with the reference when misuse, abuse, or delinquency occurs with a cardholder.

(7) Ensure cardholder's confidentiality. APCs are subject to disciplinary action should they violate the Privacy Act and compromise confidential information.

b. APCs

(1) Sign and process all travel card applications within the organization.

(2) Ensure a Statement of Understanding is provided to each applicant applying for a travel card and to all cardholders.

(3) Maintain files on all cardholder activity for the organization, including Statements of Understanding.

(4) Maintain and audit monthly Delinquency Reports in accordance with the reference.

(5) Pull and audit an Account Listing Report every month through EAGLS.

(6) Report to the Commanding Officer any suspected card abuse or misuse.

(7) Deactivate cards on members once they checkout for PCS

(8) Maintain copies of appointment letters

(9) Act as liaison with Bank of America for the commander and cardholders under the account. Normally, cardholders can take care of their own matters directly with Bank of America. However, they may need the APC's help in some cases.

(10) Ensure policies, procedures, and instructions as outlined in this Order and the reference are strictly adhered to.

c. Division Adjutant

(1) Act as the Intermediate APC for organizations, and provide assistance when necessary to all APCs in the Division.

(2) Review and audit monthly Delinquency Report for any suspected card abuse and misuse.

(3) Provide a monthly report to the Commanding General, on current account activity status.

(4) Notify Commanding Officers of members suspected of abusing or misusing the card.


R. S. MAKUTA
Chief of Staff

DISTRIBUTION: A/D