
EXPANDED USE OF THE GOVERNMENT TRAVEL CHARGE CARD

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MSGID/GENADMIN/CMC WASHINGTON DC PR RFF//

SUBJ/EXPANDED USE OF THE GOVERNMENT TRAVEL CHARGE CARD (GTCC).//

REF/A/DEPARTMENT OF DEFENSE INSTRUCTION (DODI) 5154.31, VOLUME 4//

REF/B/ MARINE CORPS ORDER (MCO) 4600.40B//

NARR/REF (A) IS THE DOD GOVERNMENT TRAVEL CHARGE CARD (GTCC) REGULATION WHICH MANDATES USE OF THE GTCC AND DETAILS DAY-TO-DAY MANAGEMENT OF THE PROGRAM. REF (B) IS THE MCO WHICH DIRECTS THE IMPLEMENTATION AND DAY-TO-DAY MANAGEMENT OF THE MARINE CORPS GTCC PROGRAM.//

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GENTEXT/REMARKS/1. Purpose. This MARADMIN authorizes expanded use of the GTCC. In addition to the travel types where GTCC use is currently required, effective the date of this MARADMIN, the GTCC shall be used for Personally Procured Moves (PPM), Temporary Duty Under Instruction (TEMINS), Civilian Permanent Change of Station (PCS), and Temporary Lodging Allowance (TLA).

2. Background. Previously some of the payment systems used to pay the above entitlements did not have the capability to allow for split disbursement payments to be sent to the GTCC provider as required by the references. System modifications have been made which now allow for split disbursement payments; therefore, there is no longer a need to restrict use in the above situations.

3. Action. Effective upon release of this MARADMIN the following actions are required:

3.a. Commanders. Ensure Agency Program Coordinators (APCs) and cardholders adhere to these instructions.

3.b. APCs. Command APCs will consult with cardholders during the check-out

process and advise the cardholder of the requirement to use the GTCC in the above situations. Credit limits and Mission Critical status will be adjusted to accommodate the required use. APCs at the losing command will remain responsible for GTCC actions during travel until the cardholder arrives at the gaining command. Upon arrival at the gaining command, APCs will ensure the cardholder's account is transferred into their hierarchy and account status adjustments made to reflect the end of travel. APCs should consult with the Component Program Manager (CPM) at Headquarters Marine Corps if they have questions about required use of the card.

3.c. TEMINS Locations. APCs at TEMINS locations falling under a Marine Corps command will transfer student cardholder accounts into the TEMINS GTCC hierarchy. The TEMINS command APC will then be responsible for any account adjustments until the cardholder arrives at the next duty station. APCs at TEMINS commands should contact the CPM for an exemption if the command cannot administratively support this requirement.

3.d. Cardholders. Cardholders shall use the GTCC for expenses related to the above travel types. Cardholders shall check-out with the command's APC prior to departure and request credit limits and Mission Critical Status be adjusted based on their intended use of the GTCC. Upon arrival at the gaining command, cardholders shall check-in with the APC. Cardholders are responsible for paying the GTCC bill and will ensure split disbursement of amounts charged to the GTCC are annotated on any documentation submitted for reimbursement.

3.e. Distribution Management Offices (DMO). DMOs will counsel cardholders requesting to execute a PPM under a Permanent Change of Station (PCS) order that GTCC use is required. The cardholder will use this information and the documentation provided by the DMO to request credit limit adjustments. PPMs executed under a Separation/Retirement order are not authorized to use the GTCC. No advances will be paid if the DMO determines card use is required.

3.f. Civilian Human Resources Offices and Command Comptroller Offices. Civilian Human Resources Offices and Command Comptroller Offices issuing or facilitating the issuance of PCS orders will ensure those in receipt of PCS orders have a GTCC and are informed that use of the GTCC is required for PCS travel. Additionally, when PCS claims are processed for settlement the cardholder will be advised that split disbursement of amounts charged to the card is required to be annotated on the claim.

3.g. Installation Personnel Administration Centers (IPAC) and Local Reporting Units. When facilitating TEMINS or TLA claim submissions, ensure the member properly annotates the 1351-2 (block 1) of the travel claim or the local TLA request form. Members are required to identify the amount that will be split disbursed to the card provider. Cardholders can obtain account balance information by accessing their account online at <https://home.cards.citidirect.com/CommercialCard/ux/index.html#/login>, or by

calling the contact number listed on the back of the card.

3.h. Disbursing and Finance Offices (DO and FO). DOs and FOs will review settlement claims submitted for TLA and PPM reimbursements and ensure a split disbursement is made for the amount designated. In the absence of a designated split disbursement amount, DOs and FOs will review the account balance in the card provider's electronic access system and split that amount, up to the amount of settlement. Coordination between the Travel and Pay sections should occur to ensure duplicate split disbursement for the same charges are avoided.

4. This MARADMIN has been coordinated with Manpower & Reserve Affairs (M&RA) and Installations & Logistics (I&L). The contents of this MARADMIN will be incorporated into reference (b) during the next update.

5. Release authorized by LtGen John M. Jansen, DC P&R.//