



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEASTO 4600.1
COMPT

08 NOV 2011

MARINE CORPS INSTALLATIONS EAST ORDER 4600.1

From: Commanding General
To: Distribution List

Subj: TEMPORARY DUTY (TDY) TRAVEL VOUCHERS AND GOVERNMENT
TRAVEL CHARGE CARD (GTCC) PROGRAM

Ref: (a) MCO 4600.40A
(b) DoD 7000.14-R, "DoD Financial Management
Regulation, Volume 9", Jun, 2008
(c) Joint Federal Travel Regulations (JFTR)
(d) Joint Travel Regulations (JTR)
(e) Uniform Code of Military Justice (UCMJ)
(f) JAGINST 5800.7E
(g) Department of the Navy Civilian Human Resources
Manual, Subchapter 752, Disciplinary Actions

Report Required: Weekly Credit Card Delinquent Report (Report
Control Symbol MCIEAST-4600.1-1), par 4b(2)

1. Situation. The Government Travel Charge Card (GTCC) was initiated to limit the amount of public funds held outside the U.S. Treasury and to reduce the amount of money the Government requires to borrow for funding of travel advances. The GTCC provides a means of funding official travel in lieu of travel advances requests or the use of personal funds for travel.

2. Cancellation. CG MCIEAST Policy Letter 003-09 of 20 Jul 09.

3. Mission. To direct timely submission of Temporary Duty (TDY) travel vouchers and payment of GTCC balances by military and civilian GTCC cardholders within Marine Corps Installations East (MCIEAST), per references (a) through (g).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Delinquent travel charge card accounts reflect negatively upon our Command's financial readiness and our ability to comply with reference (a). Thus,

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distribution is unlimited.

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every effort should be made by the traveler, the Approving Official, the Agency Program Coordinator (APC), and ultimately the Commander to ensure travelers pay their GTCC bill in full, and on time, every month.

(2) Concept of Operations

(a) The GTCC is mandatory and must be used by all frequent travelers, or those that travel three or more times per year. All active and reserve service members, regardless of grade, and civilian personnel must use the GTCC to pay expenses arising from official Government TDY travel, except as exempted in reference (a).

(b) Commands will use the appropriate training request and Government Purchase Credit Card (GPCC) vice the GTCC to pay for training costs or conference fees when such fees must be paid in advance.

(c) Commercial transportation will be charged to the individual GTCC when travel orders authorize individual procurement of commercial travel to and from the TDY site, or when otherwise authorized by the Traffic Management Office.

(d) Per reference (a), the following standards apply with regard to GTCC balances:

1. GTCC balances are required to be paid in full by the cardholder upon receipt of the monthly billing statement.

2. An account is past due if the balance is not paid by the first billing due date. The Department of the Navy's billing due date is the last day of the month.

3. An account is delinquent if is not paid in full by the second billing date. If an account becomes delinquent, the MCIEAST APC will contact the cardholder's unit APC concerning the delinquency. Unless the delinquency is shown to be a systemic error, and not the fault of the cardholder, the unit APC will notify the cardholder's supervisor concerning the delinquency.

4. Upon receipt of the 60 day delinquency notice, supervisors will investigate the matter and take appropriate action to resolve the delinquency.

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5. If an account is not paid in full within 90 days from the billing date, the contractor bank will issue a due process notification letter to the cardholder. The cardholder will then have 30 days to resolve the delinquent account, or it will be turned over to the Defense Finance and Accounting Service for salary offset. In the case of 90 day delinquencies, the Installation APC will contact the cardholder's commander concerning the delinquency.

6. Upon receipt of the 90 day delinquency notice, Commanders will investigate the matter and take appropriate action to resolve the delinquency.

b. Subordinate Element Missions

(1) MCIEAST Commanders shall:

(a) Take appropriate action to ensure TDY travel vouchers are completed within five working days as required by reference (c), ensure split disbursement is utilized as mandated by reference (b), and address delinquencies of cardholders under their cognizance. Such action should consider available disciplinary action as set forth in references (d) and (e) for military service member cardholders, and reference (f) for civilian employee cardholders.

(b) Establish local procedures to comply with applicable policies and procedures.

(c) Provide oversight necessary to minimize delinquencies.

(d) Foster an environment that precludes misuse or abuse.

(e) Ensure Cardholders are trained and receive regular program performance updates from their APC.

(f) Appoint APC's in writing.

(g) Appoint Approving Officer's in writing.

(2) Command APCs shall:

(a) Send the MCIEAST APC a list of past due cardholders, not later than 1630 each Wednesday, detailing

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amounts owed per 30 day increment, with an accompanying statement describing all actions taken to date by the command in order to resolve each delinquency. Additionally, provide the MCIEAST APC any information requested that may be needed by higher headquarters.

(b) Establish and properly manage the Command's GTCC Program in accordance with the references.

(3) Traveler's Approving Official's shall:

(a) Ensure travel claims are completed and submitted to the Disbursing Office for processing no later than five working days, or in the Defense Travel System (DTS) in a timely manner so that claims may be settled within the timeframes anticipated in reference (c);

(b) Ensure appropriate split disbursements are included in travel vouchers involving the use of the GTCC per reference (b).

(c) Temporary Additional Duty (TAD) in excess (46 days). Partial settlements shall be set up in DTS for those individuals that will be TAD in excess of 46 days. This is done so the cardholder can use the partial settlement funding to pay the debt owed on the card. If a traveler is TAD in excess of 46 days in a remote location, he or she is still required to submit his or her orders and travel vouchers to the Disbursing Office. If the traveler has no access to a computer or telephone, and is unable to submit their orders and vouchers in a timely manner, the Approving Official will request the APC to put the traveler in a "Mission Critical" status in the Citibank database.

(d) Be appointed in writing by the Commander using the DD Form 577.

(e) Complete Certifying Officer Legislative training.

(f) Refer to Appendix O of reference (c) and reference (d), in the execution of their duties.

(g) Ensure the correct amount is set up for split disbursement in DTS.

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Approving Official's who are delegated the authority to apply the "APPROVED" stamp to travel documents are subject to pecuniary liability in the execution of their duties.

(4) Supervisors shall:

(a) Ensure civilian and military cardholders under their charge receive training in the proper use of their GTCC.

(b) Ensure split disbursement of funds charged on the GTCC is completed when the travel voucher is settled.

(5) Cardholders shall:

(a) Use their Individual Billing Account (IBA), unless otherwise exempt by regulations to pay for reimbursable travel expenses incident to official Government travel.

(b) Pay the undisputed amount due to the contractor bank by the due date on the bank statement.

(c) File the proper travel settlement vouchers in a timely manner.

(d) Properly split-disburse the amount due the contractor bank.

(e) Maintain current point of contact information with the contractor bank.

(f) Notify their APC prior to transfer or termination of employment.

5. Administration and Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST.

b. Signal. This Order is effective the date signed.


T. A. GORRY

DISTRIBUTION: A