

Government Travel Charge Card use during the Permanent Change Of Station Pilot





Process overview



- The traveler can elect to use the GTCC or receive a travel advance. They cannot do both
- Most accounts will automatically be placed in a PCS/MC status via the Navy Personnel Command (NPC) automated file feed.
- In the event an account is not automatically placed in a PCS/MC status via the file feed, the traveler will contact their APC who will place the account in a PCS/MC status
- PCS/MC status will ensure that the account does not age during the PCS period and therefore will not suspend or incur late fees, or report against command delinquency percentages. **This status can be extended to 120 days to allow use of the IBA during temporary duty (TDY/TDI) enroute periods.** The PCS-MC dates will start 10 days prior to departure and end 15 days after the report date.

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Automated Process



- Navy Personnel Command (NPC) will transmit a data file to Citi with the required information which will place the accounts in a PCS/Mission Critical (MC) status.. *(There are various reasons why the automated file feed may not work and place an account in PCS/MC. If not, and the traveler chooses to use the GTCC, the APC will place the account in a PCS/MC status)*
- The file feed will place the account in a PCS/MC status with start and end dates, set credit/cash limits, and add the PCS MCC group “NVPCSRETAI” with a \$2,000 limit
- The MCC group “NVPCSRETAI” will open additional Merchant Category Codes (MCCs) for use during PCS that are not available for normal TDY travel
- PCS/MC status will start 10 days prior to detachment and terminate 15 days after report date annotated on the PCS order (**cannot exceed 120 days**)
- Accounts that are placed in PCS/MC via the file feed will automatically come out of PCS/MC status on the established end date

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3



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Detaching APC Responsibilities



- If an account is not placed in a PCS/MC status via the automated file feed, the detaching APC will have to complete the process manually in Citimanager/Account Maintenance for those travelers choosing to use the GTCC.
- The traveler will contact their APC who will place the account in a PCS/MC status. **The traveler will provide the APC with a copy of the NPPSC FM 1300/1, the “PCS Travel Entitlements Calculator” worksheet which includes the estimated entitlement amount, and any other required documents**
- APCs will no longer deactivate or close GTCC accounts upon check-out for their cardholders using the GTCC for PCS
- APCs can take the account out of PCS/MC if the traveler chooses not to use the GTCC for PCS

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4



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Detaching APC Responsibilities

- Ensure the account is not delinquent (has an outstanding balance 61 days past due)
- In a PCS/MC status with proper start and end dates. (Ensure field “Is Acct on PCS?:” is Yes)
- Proper credit/cash limits are set
- PCS MCC codes are set. The MCC group for PCS is “NVPCSRETAI”
- Obtain the gaining commands information, UIC, and the cardholder’s phone number, for possible future reference
- Make sure the traveler has your contact information. Keep in mind, these accounts are your responsibility until they are transferred to the new command.

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5



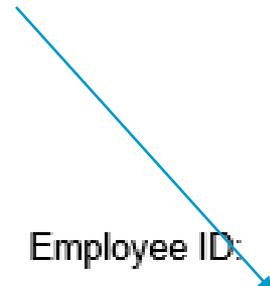
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Citimanager/CCMS Account Maintenance



- For the field "Is Acct on PCS?:" select Yes from the drop down



Employee ID:

Is Acct on PCS?: ▾

Rank:

Grade:

Paper Free Statements:

DOD Status: Active Reservist Guard Civilian

Alternate Employer's Name:

Alternate Employment Phone Number:

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Citimanager/CCMS Account Maintenance



- Set the MC start and end date.
- Start – 10 days prior to detach date
- End – 15 days after report to new station
- Set required credit limit

* § Billing Office Code:

Mission Critical:

§ (MM/DD/YYYY) Mission Critical Start Date:

§ (MM/DD/YYYY) Mission Critical End Date:

Credit Limit \$:

Cycle Limit \$:

Cash Advance Limit \$:

§ Credit Worthiness :

MCC Group(s):

- 06659CASH
- 06659RETAI
- 06659TRAV

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Citimanager/CCMS Account Maintenance



- Add PCS MCC Group “NVPCSRETAI”

§ (MM/DD/YYYY) Mission Critical Start Date: § (MM/DD/YYYY) Mission Critical End Date:

Credit Limit \$: set temporary limit

Cycle Limit \$: set temporary limit

Cash Advance Limit \$: set temporary limit

§ Credit Worthiness :

MCC Group(s)

06659CASH
06659RETAI
06659TRAV

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Citimanager/CCMS Account Maintenance



MODIFY MCC GROUPS

You can add up to 9 MCC groups.

If you are performing both an addition and a deletion of an MCCG to this account, you must perform the additions prior to submitting deletions.

Select	Group Name	Action	Diversion Account	End Date
<input checked="" type="checkbox"/>	06659CASH	Include		
<input type="checkbox"/>	06659RETAI	Include		
<input type="checkbox"/>	06659TRAV	Include		

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Add Group Name

* An asterisk indicates the field is required only if you select 'Divert' for the Action

Group Name:

Group Name (prefixed with agency code): 06659

Action: ▼

* Diversion Account:

(MM/DD/YYYY) End date:

Cycle Limit \$:

Cycle Volume Limit:

Daily Limit \$:

Daily Volume Limit:

Single Purchase Limit \$:

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MODIFY MCC GROUPS

You can add up to 9 MCC groups.

If you are performing both an addition and a deletion of an MCCG to this account, you must perform the additions prior to submitting deletions.

Select	Group Name	Action	Diversion Account	End Date
<input checked="" type="checkbox"/>	06659CASH	Include		
<input type="checkbox"/>	06659TRAV	Include		
<input type="checkbox"/>	06659RETAI	Include		
<input type="checkbox"/>	NVPCSRETAI	Include		01/15/2020

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Cycle Limit \$:

Cash Advance Limit \$:

§ Credit Worthiness :

MCC Group(s):

06659CASH
06659TRAV
06659RETAI
NVPCSRETAI

finance

Current Balance \$:

Past Due Amount \$:

Past Due Days:

Amount Due \$:	1 to 30 Days	31 to 60 Days	61 to 90 Days	91 to 120 Days
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Available Credit Limit \$:

Credit Limit % Used:

Please Note : As a service, Citi may notify you about important updates to your Account via an automated dialing system, pre-recorded messages and fraud on your account. The typical wireless charges may apply from your wireless carrier; however, there is no charge from Citi. Should you provide us to not receive these notifications on your wireless device, you may opt out by emailing the Bank at optoutcellconsent@citi.com.

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Detaching APC Responsibilities



- Make sure the cardholder gets a copy of the PCS GTCC Brochure.
- Ensure cardholder's address of record and email are up to date.
- Assist the cardholder with registering for Citimanager. (This will help the traveler manage the account while in transit).
- Provide a copy of the digital reference guide and self-register as a cardholder job aid.
- Ensure they understand the GTCC SOU.
- Track travelers until they report to the new duty stations.

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13



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Gaining APC Responsibilities



- Upon check-in, APCs will advise cardholders to update their contact information and address in Citimanager. If the cardholder does not have a Citimanager account, the APC should make the necessary changes or assist the cardholder to create a Citimanager account.
- Advise cardholders concerning proper split-disbursement and remind them that they must review their GTCC statements to ensure there is a zero balance upon final settlement
- Gaining APCs should not manually deactivate accounts unless special circumstances arise creating the requirement
- The PCS flag is not automatically changed back so the APC needs to change it to “Blank” when the PCS is completed.

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14



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Other Services PCS



Note: In addition to above, the IBA travel card is being used by the Army, Air Force, Marine Corps, and some Independent Agencies for PCS travel. If a traveler is transitioning to one of these components and the gaining component is paying for the PCS travel the cardholder needs to have their travel card open, activated and placed in PCS/(MC) by the Navy APC. The MC dates will be 10 days prior to departure until 15 days after the date of arrival. The APC will also need to check the PCS block in CCMS and ensure all applicable MCC codes are open. Make sure all vouchers for Navy sponsored TAD are complete and that all payments to Citi have been made before the member checks out of the command. You will not have access to the members account once it has been received by the gaining component.

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15



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Exemptions



The following types of PCS are **exempted** from the use of GTCC:

- Non concurrent dependent travel
- PCS/TDI greater than 45 days
- Ineligible for the GTCC
- Civilians
- Separations
- Retirements
- Accessions

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16



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Authorized Expenses for PCS



The following entitlements **can** be place on a GTCC, if applicable:

- Transportation (Excluding commercial flights).
- Lodging
- Meals
- Temporary Lodging
- Other approved reimbursable expenses
- Dislocation Allowance

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17



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Prohibited Expenses



The following entitlements/expenses **cannot** be place on a GTCC, if applicable:

- Household goods
- Commercial Airfare
- Temporary Lodging Allowance (TLA)
- Personally Procured (PPM) moves. Also know as DITY move
- Use of the card for expenses not authorized by the JTR.

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18



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Instructions for the Traveler



- Set up your Citimanager account
- Use GTCC for all authorized PCS expenses.
- The use of GTCC for PCS moves including TDY en route are optional (cannot exceed 45 days).
- Keep all receipts for your records.
- APCs are not responsible for calculating or giving advice on PCS entitlements.
- Traveler **must** check-in with new APC and file PCS voucher within 5 working days upon arrival at new duty station and split-disburse 100% of the GTCC account balance from PCS travel reimbursement.

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19



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Instructions for the Traveler



- File vouchers immediately upon reporting to new permanent duty station. All charges owed to the bank must be split disbursed using the DD Form 1351-2 Travel Voucher. **Balance owed to Citi can be obtained by checking your account in Citimanager or contacting your APC**
- To prevent delinquency, ensure GTCC balance is paid in full within 30 days of PCS end date.
- \$29.00 late fee will accrue if the account becomes delinquent; additional fees may apply if the account remains delinquent for an extended period of time. These fees are not reimbursable.

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20



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Additional Training



Additional training for APC's is provided on our website

https://my.navsup.navy.mil/webcenter/portal/ccpmd_tc

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21



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