



# GTCC

ENHANCED PCS: **Full Rollout**  
**GOVERNMENT TRAVEL CHARGE CARD**

NAVADMIN 176/20 announced the full rollout of GTCC use during PCS travel and expands the program so that active-duty Sailors moving within or outside the continental U.S. (CONUS) can use the card for PCS-related travel expenses. The GTCC for PCS travel provides Sailors and their families a reliable means of financial support during a PCS move, eliminating the need for travel advances and out-of-pocket expenses. It is also good for the Navy as it provides the means for greater accountability and auditability throughout the process. Working closely with Naval Supply Systems Command (NAVSUP) and Citibank (CITI), Navy Personnel Command (NPC) successfully conducted two pilot phases over a 10 month period with an expanding user population and has great confidence in the program.

To provide enhanced customer support, NPC has established a GTCC PCS Support Cell within the MyNavy Career Center (MNCC) Contact Center to provide emergency and routine support to Sailors using the GTCC during the PCS process. Use of the GTCC for PCS capability builds upon other Sailor facing PCS process improvements available in the MyPCS Mobile App. The GTCC option for PCS is another service provided by the MyNavy HR team to modernize the pay and personnel process and improve the customer experience for Sailors and their families.

**Program advantages include:** No interest charges on the card and the credit limit can be temporarily increased in order to meet mission requirements; No delays in being able to pay for PCS travel expenses; GTCC in PCS/Mission Critical status to ensure payment is not due until 60 days after check-in at the new Permanent Duty Station (PDS); customer service provided through CitiBank and the GTCC PCS Support Cell at MyNavy Career Center (MNCC); GTCC has automatic travel accident insurance.

## Am I Eligible to Use the GTCC for my PCS?

Who CAN Use the Card	Who Can NOT Use the Card	What Types of Orders?
<p>The following Sailors can use the GTCC for their PCS move:</p> <ul style="list-style-type: none"> <li>Those currently on PCS Orders <i>(which can also include either leave or duty en route)</i></li> <li>Active Component (AC)</li> <li>Full Time Support (FTS)</li> </ul>	<p>The following individuals cannot use the GTCC for their PCS move:</p> <ul style="list-style-type: none"> <li>Sailors with accession, separation or retirement orders</li> <li>Civilian personnel</li> <li>Selected Navy Reserve</li> <li>Individual Mobilization Augmentees</li> <li>Individual Ready Reserve Navy</li> </ul>	<ul style="list-style-type: none"> <li>Regular PCS Orders</li> <li>Both single Sailors and those traveling concurrently with their dependents</li> <li>PCS orders between:               <ul style="list-style-type: none"> <li>two US-based duty stations</li> <li>two OCONUS duty stations</li> <li>any CONUS and OCONUS duty stations</li> </ul> </li> </ul>

## What Can I use the GTCC for?

Dependent Travel	Authorized Expenses	Unauthorized Expenses
<ul style="list-style-type: none"> <li>Sailors traveling <b>concurrently</b> with their dependents can choose to use the GTCC for all PCS expenses for the family.</li> <li>Sailors with dependents traveling <b>separately</b> (non-concurrently) cannot use the GTCC for both sets of travel.               <ul style="list-style-type: none"> <li>In this case, the GTCC may only be used by the Sailor for their personal travel expenses.</li> <li>Dependents travelling separately cannot use the GTCC for any part of their travel expenses.</li> </ul> </li> </ul> <p><b>** A travel advance must be requested for non-concurrent dependent travel via the existing process **</b></p>	<ul style="list-style-type: none"> <li>Temporary Lodging Expense at the old or new permanent duty station (PDS).</li> <li>Fuel for a Privately Owned Vehicle (POV), when POV is the authorized mode of transportation.</li> <li>Rental car and fuel when a rental car is authorized on orders.</li> <li>Lodging and meals en route.</li> <li>Dislocation Allowance (DLA) related expenses normally used to establish a household such as utility deposits and carpet cleaning.</li> <li>Automatic Teller Machine (ATM) withdrawals. <b>** ATM fees are not a separately reimbursable expense **</b></li> </ul>	<ul style="list-style-type: none"> <li>Medical Expenses</li> <li>Personal Expenses that are not part of your authorized moving expenses.</li> <li>Commercial airfare for PCS Travel. <i>(This will be booked through Navy Passenger Transportation Office)</i></li> <li>Personally Procured Moves (PPM), formerly known as a Do-It-Yourself (DITY) move.</li> <li>Personal travel arrangements incurred during leave in conjunction with orders.</li> <li>Other expenses not authorized by the Joint Travel Regulation (JTR).</li> </ul> <p><b>** The GTCC cannot be combined with an electronic funds transfer/direct deposit (EFT/DD) travel advance (e.g. advanced DLA and per diem) **</b></p>
<p><b>Cards will be put in a MISSION CRITICAL status.</b>  <b>The number of days, date range authorized and the spending limits vary!</b></p> <p><b>For more details and specifics concerning your personal PCS situation contact your Command Pay and Personnel Administrator (CPPA) as soon as possible after receiving your orders.</b></p>		

## What Steps Do I Need to Take Once I Have My Orders?

#1	#2	#3
<p style="text-align: center;"><b>Apply for the GTCC Card</b></p> <ul style="list-style-type: none"> <li><b>Contact your Agency Program Coordinator (APC).</b></li> </ul> <p>You will be given complete details on what you need to do, what tasks you need to complete, and what order you need to do each step/task.</p> <p>Once finished, your APC will process the application for you.</p> <ul style="list-style-type: none"> <li><b>Tasks you will be asked to complete:</b></li> </ul> <p>A. Log-in to the Defense Travel System at <a href="https://www.defensetravel.dod.mil/Passport">https://www.defensetravel.dod.mil/Passport</a> and complete the following courses:</p> <ul style="list-style-type: none"> <li>- Programs &amp; Policies: Travel Card 101</li> <li>- Programs &amp; Policies: Managing Travel Card Misuse</li> <li>- Programs &amp; Policies: Travel Policies</li> </ul> <p>B. Fill out and sign the Statement of Understanding</p>	<p style="text-align: center;"><b>Contact your Command Pay and Personnel Administrator (CPPA)</b></p> <p>Whether you use the GTCC or not, <u>ALL</u> Sailors <u>MUST</u> contact their (CPPA) to initiate the PCS Application for Transfer and Advances (NPPSC Form 1300/1).</p> <ul style="list-style-type: none"> <li>You will receive an estimate of the travel entitlement from the CPPA. You can also use the PCS Entitlements Calculator on MyPCS Mobile.</li> <li>Using this information, decide whether you want to participate in the GTCC program or choose the electronic Funds Transfer/Direct Deposit (EFT/DD) method instead.</li> <li>Verify receipt of your GTCC by contacting the toll free number provided on the card sticker.</li> <li>Verify your PIN for GTCC</li> <li>Self-register at CitiBank for access to CitiManager in order to receive online GTCC statements (<a href="http://www.citimanager.com/login">www.citimanager.com/login</a>)</li> </ul>	<p style="text-align: center;"><b>Contact your GTCC Agency Program Coordinator (APC)</b></p> <p>The GTCC APC will:</p> <ul style="list-style-type: none"> <li>Confirm Citibank has activated the account at least 10 days prior to the approved detaching date.</li> <li>Confirm Citibank placed the account into a PCS Mission Critical status for the duration of the PCS period.</li> <li>Confirm the approved Merchant Category Code (MCC) Group has been activated to allow use of the GTCC for expenses normally related to establishing a new household</li> <li>Increase the GTCC credit limit if needed.</li> <li>Talk to your APC about established limits.</li> </ul>

For Assistance During Your Move:		Understand the Rules to Avoid Misuse & Personal Indebtedness
CitiBank	MyNavy Career Center (MNCC)	
<p style="text-align: center;"><b>Your First Step!</b></p> <p>Contact Citibank 24/7 from anywhere in the world using the phone numbers on the back of the card.</p> <p style="text-align: center;"><b>If your card has been <u>lost or stolen</u>, call CitiBank ASAP</b></p> <p style="text-align: center;">Citibank Contact Numbers:</p> <p style="text-align: center;">Stateside calls: 1-800-200-7058</p> <p style="text-align: center;">Overseas calls: 001-757-852-9076</p> <p style="text-align: center;"><b>** If you are in an emergency situation call Citibank to raise your credit limit to cover an expense under their "no strand" policy. Then call MNCC **</b></p>	<p style="text-align: center;"><b>For Non-Emergencies</b></p> <ul style="list-style-type: none"> <li><b>GTCC PCS Support Cell</b> is a new specialty cell that has been established within MNCC. This new cell is staffed with Command and Pay Personnel Administrators (CPPAs) subject matter experts.</li> <li>Sailors will receive real time support when using their GTCC for PCS purposes after detaching from their previous command.</li> <li>Assistance with card activation, credit limit modification, and PCS/Mission Critical status enrollment or re-enrollment</li> </ul> <p style="text-align: center;"><i>** It may take up to 24 hours for changes to be made to an individual account **</i></p> <p style="text-align: center;"><b>Contact MNCC:</b></p> <ul style="list-style-type: none"> <li>Phone: 833-330-MNCC (6622)</li> <li>E-mail: <a href="mailto:askmncc@navy.mil">askmncc@navy.mil</a></li> </ul>	<ul style="list-style-type: none"> <li>Follow the Instructions given to you by your CPPA and your APC</li> <li>Follow the Cardholder Instructions</li> <li>Do not use the GTCC in excess of the estimated PCS travel entitlement or this could result in a <u>personal indebtedness</u> to the US Government</li> </ul> <p style="text-align: center;"><i>** Use the PCS Entitlements Calculator located in MyPCS Mobile for an accurate estimate of PCS travel entitlements **</i></p> <p style="text-align: center;"><b>Examples of misuse include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>Expenses unrelated to PCS travel</li> <li>ATM cash withdrawals made more than 3 days prior to official government travel</li> <li>Intentional failure to pay undisputed charges in a timely manner.</li> <li>Personal use or entertainment of any kind</li> </ul>

REMEMBER!
<ul style="list-style-type: none"> <li>Sailors traveling without dependents can only choose to use the GTCC or an Electronic Funds Transfer/Direct Deposit (EFT/DD), but not both. These cannot be combined for one person. For more information on dependent travel, contact your CPPA and APC.</li> <li>Regardless of the payment option selected (GTCC, EFT/DD, personal credit card, or cash), <u>ALL</u> Sailors <u>MUST</u> submit a travel claim within five (5) working days of reporting to their new Permanent Duty Station. MyPCS Mobile is a convenient and simple option for travel claim submissions.</li> <li>For more information, refer to the GTCC Regulations at <a href="https://www.defensetravel.dod.mil/Docs/regulations/GTCC.pdf">https://www.defensetravel.dod.mil/Docs/regulations/GTCC.pdf</a></li> <li>NAVADMIN 176/20 - <a href="https://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMIN/NAV2020/NAV20176.txt">https://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMIN/NAV2020/NAV20176.txt</a></li> </ul>