

TCAN 08 FEB 21 Navy Use of GTCC for PCS Pilot – Full Rollout Phase Update

REF A: NAVADMIN 191/84 SUBJ/GOVERNMENT TRAVEL CHARGE CARD USE DURING PERMANENT CHANGE OF STATION TRAVEL 19 August 2019

REF B: NAVSUPINST 4650.7A, Jul 11, 2018

REF C: TCAN 13 AUG 2019 Navy Use of GTCC for PCS Pilot

REF D: NAVADMIN 297/19 SUBJ/GOVERNMENT TRAVEL CHARGE CARD USE DURING PERMANENT CHANGE OF STATION TRAVEL-PHASE TWO 19 December 2109

REF E: NAVADMIN 176/20 SUBJ/GOVERNMENT TRAVEL CHARGE CARD USE DURING PERMANENT CHANGE OF STATION TRAVEL FULL ROLLOUT 24 June 2020

1. Navy Personnel Command (NPC) has directed in reference (a) a pilot for use of the Government Travel Charge Card (GTCC) Individually Billed Account (IBA) for Permanent Change of Station (PCS) travel effective 31 July 2019. As the executive agent for the Navy GTCC use for the Department of the Navy (DON) Consolidated Card Program Management Division (CCPMD) will be issuing all policies in regards to the use of the GTCC IBA travel card for Navy PCS.

2. **Updated information concerning the full rollout IAW reference E.** Due to COVID 19 many Sailors were required to adhere to restriction of movement (ROM). Those charges are allowed to be placed on the GTCC. It is part of the required transfer, adjustments to the Credit Limit and Mission Critical End Date maybe necessary. Please note the following that was included in reference E.

3. IAW reference E, all Active-Duty and Full-time Support (FTS) Sailors conducting Continental U.S. (CONUS) or Outside CONUS (OCONUS) PCS moves, single or traveling concurrently or non-concurrently with dependents, are authorized to use the GTCC.

4. This part of the pilot includes the following type moves: Active-Duty and FTS Navy only. It does not apply to:

- Sailors under accession, separation or retirement orders
- Civilian personnel
- Selected Navy Reserve personnel
- Individual Mobilization Augmentees
- Individual Ready Reserve Navy personnel

5. Use of the GTCC is authorized for the following travel expenses:

- a. Temporary Lodging Expense (TLE) at the old or new permanent duty station (PDS)
- b. Fuel for a Privately Owned Vehicle (POV), when POV is the authorized mode of transportation
- c. Rental car and fuel, when a rental car is authorized on orders
- d. Lodging and meals enroute
- e. Dislocation Allowance (DLA) related expenses normally used to establish a household
- f. Automatic Teller Machine (ATM) withdrawals

Note: ATM fees are not a separately reimbursable expense

6. GTCC use is not authorized in the following cases:
 - a. GTCC use cannot be combined with an electronic funds transfer/direct deposit travel advance (e.g. advanced DLA and per diem)
 - b. Personally procured moves, formerly known as do-it-yourself (DITY) moves
 - c. Commercial airfare for PCS travel. Commercial airfare will continue to be booked by the Navy Passenger Transportation Office. No commercial airfare charges will be made to a Sailors GTCC account.
 - d. Personal travel arrangements incurred during leave in conjunction with orders.
 - e. Medical expenses or vaccines.

7. The traveler can choose to use the GTCC or receive a travel advance. They cannot do both. The traveler is required to checkout with the detaching commands Agency Program Coordinator (APC) when leaving a command. The traveler is also required to check in with the gaining command APC when you have arrived at your new PDS. APCs will make any required account modifications at this time.

8. Most traveler's accounts, who meet the pilot parameters, are automatically placed in a PCS/MC status via the NPS file feed. (Accounts placed in a PCS/MC status via the file feed will automatically be removed from PCS/MC status upon established end date). There are various reasons why the file feed may not place the account in a PCS/MC status. If the account is not automatically placed in a PCS/MC status via the file feed, and the traveler chooses to use their GTCC, they will contact their detaching commands 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 that includes the estimated entitlement amount, and any other required documents. The NPPSC FM 1300/1 validates that they choose to use the GTCC vs receiving an advance. If the traveler chooses not to use the GTCC, the APC may take the account out of PCS/MC status.

9. The PCS/Mission Critical (MC) status will ensure that the account does not age during the PCS period and therefore will not suspend or incur late fees. This status can be extended to 120 days to allow use of the IBA during temporary duty (TDY) enroute periods. The PCS-MC dates will start 10 days prior to departure and end 15 days after the report date. The PCS-MC status will also open additional Merchant Category Codes (MCCs) for use during PCS.

10. Use of the IBA has no impact on PCS travel entitlements. Travel entitlements remain the same and are based on the Sailor's individual circumstances. PCS travel entitlements are determined by the JTR and the order issuing authority. The travelers command and CPPA is responsible for educating the traveler on these entitlements.

NOTE: APCs do not determine or educate the traveler on these entitlements.

11. Vouchers must be completed within 5 working days of reporting to the new duty station.

12. Money owed to Citibank: The Sailor is highly encouraged to sign up for CitiManager to track the amount of money owed on the IBA. It is mandatory for the Sailor to split disburse all money owed to Citibank on the settlement voucher. Any remaining amount due Citibank is the responsibility of the Sailor to pay.

13. Sailors/travelers must ensure that they out process with their detaching command and ensure that they have the detaching command's APC contact information. The detaching command's APC will manage the account until it is pulled in by the gaining command.

14. APC instructions:

a. Questions regarding this new process should be addressed to the next higher level APC. APCs must ensure they assist travelers without a GTCC in the IBA application process and must determine if expediting a card is necessary to ensure compliance with this message.

b. Detaching commands APCs will no longer deactivate or close GTCC accounts upon checkout for their cardholders. APCs must provide their contact information to cardholders upon checkout and will remain the primary point of contact for the cardholder until check-in at the new PDS.

c. When a cardholder executing PCS travel is assigned TDY enroute the account will continue to be managed by the detaching command APC.

d. Upon checkout, APCs must counsel cardholders concerning proper use of the GTCC and who they should contact if issues arise. Advise cardholders to create a Citimanager account so they can view and manage their GTCC account. If the cardholder does not have a Citimanager account, the APC will assist the cardholder in creating one.

e. Due to the automated NPC data file transmission to Citi, there may be little need for APC intervention. However, APCs must ensure that the account is in a PCS/MC status with proper start and end dates, proper credit/cash limits are set, and PCS MCC codes are set. The MCC group for PCS is "NVPCSRETAI". The losing APC should also obtain the gaining commands information, UIC, and the cardholder's phone number, for possible future reference.

f. Upon check-in and after the traveler has established a new address, APCs will advise cardholders to update their contact information and address in Citimanager. If the cardholder does not have a Citimanager account, the APC will make the necessary changes or assist the cardholder in creating one. 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.

g. Gaining command APCs should not manually deactivate accounts unless special circumstances arise creating the requirement.

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 CitiDirect Card Management System (CCMS) and ensure all applicable MCC codes are open. Make sure all vouchers for Navy sponsored travel 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.*

15. Additional training for APC's is provided on our website - https://my.navsup.navy.mil/webcenter/portal/ccpmd_tc