



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
PSC BOX 8003  
CHERRY POINT, NC 28533-0003

AirStaO 7000.1  
COMPT  
10 Jan 07

AIR STATION ORDER 7000.1 w/chl

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: GOVERNMENT TRAVEL CHARGE CARD (GTCC) PROGRAM

Ref: (a) Public Law 105-264  
(b) DoD Financial Management Regulation, Volume 9, Chapter 3  
(c) MCO 4600.40A  
(d) MARADMIN 264/02  
(e) OSD Memorandum on Government Charge Card Disciplinary Guide for Civilian Employees of 21 Apr 2003  
(f) CNO ltr on misuse of Government Credit Cards of 27 Mar 03  
(g) Title 10, U.S.C., Section 276-4a

1. Situation. The Travel and Transportation Reform Act of 1998 cited in reference (a) stipulates that the Government Travel Charge Card (GTCC) shall be used by all U. S. Government personnel (civilian and military) to pay for costs incident to official business travel. Effective program utilization results in streamlined administrative workload and provides the Government with a cost-effective means of providing travelers with their funding requirements in advance of and during travel.

2. Cancellation. ABO 7000.1.

3. Mission. This Order establishes policy and procedures concerning the administration of the GTCC program, to include training, account delinquency resolution, card misuse and abuse.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Provide a standard system of internal management controls throughout the Air Station in order to eliminate GTCC delinquencies and unauthorized use. Promulgate command position that holds the cardholder personally responsible for prudent card utilization and for the timely payment of all charges by statement due date. Supervisors at all levels and cardholders will ensure compliance with this regulation.

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(2) Concept of Operations. Each Directorate is required to review and enforce the provisions contained in this Order.

b. Tasks

(1) Comptroller

(a) Serve as the Commanding Officer's representative for delinquent account management, debt management, and resolution of card misuse and/or abuse. Ensure that the Commanding Officer is kept fully aware of significant program issues.

(b) Assign an Agency Program Coordinator (APC) to assume responsibility for the day to day operations of the GTCC program.

(c) Ensure that periodic internal control reviews are conducted on the travel card program.

(2) Agency Program Coordinator

(a) Proactively manage the GTCC program and adhere to the guidance provided via references (b) through (d).

(b) Maintain a current list of all cardholders and account information within the Command hierarchy structure. Review delinquency and activity reports to verify that Air Station policy is followed. Maintain the reports for two years.

(c) Ensure new cardholders, as well as those checking into the Command, receive training on the GTCC prior to card activation. Maintain records of cardholder training, copies of travel card applications and statements of understanding on file for all cardholders.

(d) When a cardholder checks-in, transfer his/her account into the Command's hierarchy and activate the card.

(e) Terminate a GTCC upon the cardholder's dismissal, retirement, or separation from the military/civil service. In the event that the cardholder's account has not been paid, direct the cardholder to pay the account in full and provide proof of payment prior to Command departure. Notify the cardholder's supervisor and Squadron Commanding Officer and/or Department Head of the status of the account. Once proof of payment has been received, complete the check out process for the individual.

(f) GTCC Delinquency. Review the delinquency report in order to resolve past due accounts and delinquencies. In the event a cardholder becomes past due/delinquent, notify the cardholder and his/her supervisor via e-mail of the delinquency.

1 30 Days Past Due. Notify the cardholder and his/her supervisor via e-mail of the delinquency. The supervisor must take an active role to verify why the account has not been paid and assist the cardholder in taking immediate corrective action to make his/her account current.

2 40 Days Past Due. Notify the cardholder, supervisor, the squadron Commanding Officer and/or Directorate Head and verify the status of the payment. Document all completed and planned actions by the cardholder and supervisor to assure that the account is made current.

3 50 Days Past Due. The Command must take an active role to ensure that the cardholder does not become 60 days delinquent. Contact the cardholder/supervisor/squadron Commanding Officer and/or Directorate Head again to verify the status of the payment. If payment has not been made, notify the Command Executive Officer of the potential to have a 60 day delinquency. If the cardholder is required to pay a remaining balance on the account, the cardholder can either make the payment at a local Bank of America or utilize the web site at [www.myeasypayment.com](http://www.myeasypayment.com).

4 60 Days Delinquent. At this point, the account is officially delinquent. Deactivate or suspend the account unless it has been designated as mission critical. Notify the cardholder's supervisor, squadron Commanding Officer and/or Directorate Head, and the Command Executive Officer of the delinquency. Upon notification, supervisors of civilian employees shall contact Human Resources Office to initiate appropriate disciplinary or adverse action in accordance with the guidance contained in reference (e). Military member cardholders will be subject to disciplinary action under the Uniform Code of Military Justice (UCMJ). The supervisor will meet with the cardholder and read the Article 31b rights advisement (or if a civilian cardholder, the proper civilian equivalent), and complete the standard Article 31b (or civilian equivalent) rights advisement forms and retain in the case file. The supervisor will then instruct him/her to write a statement as to why payment has not been made and the planned corrective action to make the account current. The notification letter will be endorsed, signed by the supervisor and cardholder, and then returned to the APC within five business days of receipt of the

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notification. In the event the letter is not returned from the supervisor, forward a copy of the original notification letter to the next level of command informing him/her that appropriate action was not taken. Suspended accounts will not be eligible to be reactivated until the delinquent balance is paid in full. If an account has been 60 days delinquent two times in the previous 12 months, it will be closed and not be eligible to be reopened.

5 90 Days Delinquent. If arrangements have not been made for repayment of funds, send a letter with all related information and previous correspondence to the Command Executive Officer via the cardholder's supervisor, squadron Commanding Officer and/or Directorate Head. The 90 day letter will state that military cardholders will be subject to disciplinary action under the UCMJ or appropriate disciplinary action in the case of civilian government cardholders. Actions against civilian cardholders will be coordinated with the Human Resources Office. Also, in compliance with reference (f), notify the Station Security Manager.

(g) GTCC Misuse

1 Review/screen account activity reports at least once a month for signs of card misuse. Examples of misuse include, but are not limited to expenses related to personal, family or household purposes, cash withdrawals from Automatic Teller Machines (ATMs) or banks when not related to official travel requirements, and intentional failure to pay undisputed charges in a timely manner. The APC will notify each respective supervisor, squadron Commanding Officer and/or Department Heads on all situations where unauthorized card use is determined.

2 Once a cardholder has been identified for GTCC misuse, the APC will deactivate his/her card. Military members who misuse the GTCC will be subject to disciplinary action under the UCMJ. Supervisors of civilian employees identified for misuse shall immediately contact the servicing civilian Human Resources Office to initiate appropriate disciplinary or adverse action.

(3) Commanders/Supervisors

(a) Ensure unit compliance with this Order and hold cardholders accountable and responsible for violations of this Order.

(b) Take appropriate action when notified of card misuse or abuse. Ensure that cardholders pay any past due outstanding balances immediately.

(c) Ensure cardholder confidentiality. Cardholder information is subject to the Privacy Act and violators may be subject to disciplinary action for improperly divulging cardholder confidential information.

(4) Cardholders

(a) Check-in with the APC (building 87) when joining the Command and check-out with the APC when leaving the Command (transfer, separation, retirement, etc.). The cardholder's GTCC will not be activated until the cardholder completes a Statement of Understanding (SOU) and training on the GTCC program. Computer based training that takes about one hour is available for cardholders.

(b) Attend GTCC training upon issue of a GTCC or when joining the Command and then again at least once annually.

(c) File travel claim immediately upon return from TAD. Claims can be made against the Defense Travel System (DTS) on the day of return. Adjust the travel claim to ensure that funds sent directly to the Bank of America are sufficient to cover total card costs.

(d) Pay the GTCC account balance by the due date on the statement, regardless of the status of travel claim reimbursement.

(e) Use the GTCC for only official temporary additional duty (TAD) travel-related expenses. The GTCC is not authorized for use when on permissive TAD orders or when executing a Permanent Change of Station (PCS) move.

(f) Safeguard the card and immediately report any lost or stolen cards to the bank and the APC at telephone extension (252) 466-7246.

c. Coordinating Instructions

(1) General

(a) Mandatory Use. The GTCC must be used by all active duty regular and reserve military members and civilian personnel regardless of grade to pay expenses arising from official government travel. The card will not be used for unfunded travel, such as permissive TAD where reimbursement for the travel would not be authorized. Current personnel and expense exemptions are as follows:

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1 Infrequent travelers (those expected to travel two or fewer times per year).

2 Personnel denied a card by the contractor or whose card has been canceled for financial irresponsibility or other specific reasons.

3 Personnel who have applied for a card but have not yet received it.

4 Prisoners

5 Personnel traveling to or in a foreign country where the political, financial or communication infrastructure does not support the use of the card.

6 Personnel performing separation travel upon retirement or discharge

7 Individuals employed or appointed on a temporary or intermittent basis upon a determination by the individuals supervisor or other appropriate official that the duration of the employee or appointment does not justify issuance of a travel charge card to such individual.

8 Personnel traveling on invitational travel orders that do not otherwise have the card or are not authorized to use the card.

(b) Allowable Expenses. The GTCC can be used to pay for all costs incidental to official business travel such as the following:

- 1 Restaurants.
- 2 Hotels/motels.
- 3 Car rentals.
- 4 Service stations.
- 5 Special Conveyances.
- 6 Cash advances.

(2) Management Controls

(a) Travel Card Applications. Application forms are available on the MCAS Cherry Point local intranet website. Select Government Travel Charge Card menu option from the Comptroller homepage or call (252) 466-7246 for a hard copy of the application. Upon completed application receipt, the APC shall give the applicant appropriate program information, obtain the applicant's signature on a DoD Statement of Understanding for Travel Cardholders, and obtain a copy of the GTCC training certificate. No card will be issued without the application, acknowledgement of training received, and the Statement of Understanding.

(b) Credit Checks. Reference (g) requires the evaluation of creditworthiness before issuing a government travel charge card to an individual. The card contractor will perform a credit check on each new card applicant. Applicants will receive a standard card, a restricted card, or may not be eligible for a card depending on their credit score. If the applicant agrees to a credit check, the fact that a credit check has been performed will appear on the credit bureau's record for the applicant and will be evident to subsequent credit grantors who request a credit check. The issuance of a travel card and the credit limit on the card are not reported to credit bureaus. Applicants who refuse to permit a credit check may be asked to self-certify to their credit worthiness in order to obtain a restricted card. Personnel who are denied a government travel card due to their credit score, or inability to meet self-certification requirements, will be exempt from mandatory use of the card. However, personnel who refuse a credit check or to self certify or who cancel their own cards, for whatever reason, may not be eligible for a travel advance.

(c) Split Disbursement. To assist the traveler in fulfilling his or her payment responsibility, the travel voucher should be annotated to reimburse the travel charge card contractor the total amount due with the remainder of any entitlements to be sent to the traveler. This process is referred to as split disbursement. All military and civilian personnel are required to split disburse the total outstanding charges against the travel charge card. Travelers are responsible for ensuring the total of their outstanding charges are annotated on the travel voucher for split disbursement. Approving officials are responsible for ensuring that split disbursements are properly designated for the outstanding charges and shall return any vouchers that do not comply to the traveler for correction.

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(d) Check-in process. When a cardholder checks-in, the APC will transfer the cardholder's account into the Command hierarchy. Accounts of individuals who are delinquent will not be transferred into the Command's hierarchy until the delinquent balance has been paid in full.

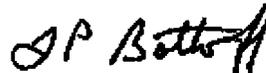
(e) Check-out process. The cardholder will report to the APC during the check-out process. At that time, the APC will verify the account has been paid in full and either close the cardholder's account of those separating from service, or deactivate the accounts of those that are transferring. In the event that the cardholder's account has not been paid in full, the APC will direct the cardholder to pay the account in full and provide proof of payment back to the APC. Once proof of payment has been received, the APC will complete the check out process for the individual.

4. Administration and Logistics. Each Directorate control point should review this order and ensure that all supervisors and cardholders have been provided a copy of this instruction.

5. Command and Signal

a. Command. This Order is applicable to Marine Corps Air Station Cherry Point military and civilian personnel authorized to use the GTCC.

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

  
F. P. BOTTORFF

DISTRIBUTION: A



UNITED STATES MARINE CORPS  
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01 APR 2008

AIR STATION ORDER 7000.1 Ch 1

From: Commanding Officer, Marine Corps Air Station Cherry Point  
To: Distribution List

Subj: GOVERNMENT TRAVEL CREDIT CARD

1. Situation. To direct pen changes to the basic Order.
2. Execution
  - a. Page 2, paragraph 4b(2)(d), delete the words "and activate the card."
  - b. Page 5, paragraph 4b(4)(b), change the word attend to read "take."
  - c. Page 5, insert a new paragraph 4b(4)c which reads "The cardholder is responsible for their Government Travel Charge Card activation and it must be activated within 10 days of travel and prior to the Commercial Travel Office processing the airline ticket, if applicable. Call (252) 466-7246 or email [CHPTGTCCOMB@usmc.mil](mailto:CHPTGTCCOMB@usmc.mil) and provide the cardholder's name, last four of SSN or last eight of GTCC account number, and dates of travel."
  - d. Page 5, renumber paragraphs 4b(4)(c), 4b(4)(d), 4b(4)(e), and 4b(4)(f) to read "4b(4)(d), 4b(4)(e), 4b(4)(f), and 4b(4)(g)."
  - e. Page 6, paragraph 4c(1)(b)3, change Car Rentals to read "Airfare/Car Rentals."
3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

A handwritten signature in black ink, appearing to read "R. C. Mann", with a horizontal line extending to the right.

R. C. MANN  
By direction

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distribution is unlimited.