



REPLY TO  
ATTENTION OF:

EACG

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 8<sup>TH</sup> ARMY  
UNIT #15236  
APO AP 96205-5236

15 MAR 2011

MEMORANDUM FOR All 8th Army Assigned Soldiers and Civilians

SUBJECT: 8th Army Command Policy Letter # 25 Government Travel Charge Card

1. References:

- a. USFK Command Policy Letter #14, Government Travel Charge Card, 11 Sep 08.
- b. Department of Defense 7000.14-R, DoD Financial Management Regulations (FMRs), volume 9, chapter 3.
- c. Bob Stump National Defense Authorization Act (Public Law 107-314).
- d. AR 600-20, Army Command Policy, 18 Mar 08.
- e. Travel and Transportation Reform Act of 1998 (Public Law 105-264).

2. Purpose: To provide guidance and establish policy for use of the Government Travel Charge Card within 8th Army.

3. Background. The Travel and Transportation Reform Act of 1998 (Public Law 105-264) requires that all government employees use an issued government travel charge card to pay for official travel expenses unless otherwise exempt. Exemptions from mandatory use of the travel card are contained in DODFMR Volume 9, Chapter 3. It is Army policy that individually billed accounts (IBA) will be used for all official travel expenses to include airline tickets. Individuals who do not travel over two times a year may continue to use the centrally billed account (CBA) for transportation costs and are authorized an advance of travel entitlements. Regardless of the method used, a government travel charge card annotation must be identified on all TDY orders.

4. Discussion:

a. The Army's goal for travel-card delinquencies is no more than 1.5 percent of the total number of active accounts being delinquent. To meet the Army's intent 8th Army soldiers will adhere to the following instructions:

(1) Appoint Agency Program Coordinators (APC's) within the MSC's and Brigades to monitor the delinquency status of charge cards.

(2) Before approving a GTCC application, ensure the traveler is expected to travel at least two times a year. A card may not be appropriate for all individuals. If an individual has a card or had a card it will be utilized for TDY requirements.

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(3) Ensure that cardholders are briefed annually through required training and awareness. All cardholders are required to fill out a statement of understanding as required by regulation.

(4) Require cardholders to use the "split-disbursement option". Split disbursement is mandatory for all travelers paying the full amount owed on the card five days after completion of the Temporary Duty.

(5) On a monthly basis, APCs will review transactions for at least 10 percent of their cardholder accounts with activity (i.e., charges or payments) to screen card transactions each month for unauthorized purchases and delinquencies. This report will be submitted to the ACofS, G-8, NLT the fourth (4) duty day of each month.

(6) Ensure unit in-and out processing procedures require cardholders to process through the unit APC upon change of station. The APC will deactivate the account unless there is a requirement for enrollment in the Army's Permanent Change of Station program or temporary duty enroute to the next duty station.

(7) All personnel that have a Government Travel Charge Card are eligible for enrollment in the PCS program. Travel advances may not be obtained by other means (i.e. Finance Office, EFT, etc) while participating in this program.

b. Commanders and supervisors will take appropriate action, consistent with DOD Regulations, for cardholder's delinquency, card misuse and abuse, or fraudulent activity. Guidelines for both military and civilians are available at <http://www.asafm.army/fo/fod/tc/pg/pg.asp> and are contained in Volume 9 Chapter 3 of the DoDFMR, and Chapter 4, of AR 600-20.

c. Commanders, directors, and all other leaders must ensure that Soldiers and civilian employees use the Government Travel Charge Card responsibly. By ensuring that our personnel use the card properly, we are supporting the Army's standard for reducing delinquencies. I take this challenge seriously and count on your cooperation to help meet it.

5. Proponent. The 8th Army ACofS, G8 is the proponent for this policy. The POC can be contacted at commercial 011-822-7913-6666 or DSN 315-723-6666.

  
JOHN D. JOHNSON  
Lieutenant General, USA  
Commanding