



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
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PENSACOLA, FLORIDA 32508-5220

NETCINST 4650.2A
N4
21 Nov 2022

NETC INSTRUCTION 4650.2A

From: Commander, Naval Education and Training Command

Subj: OPERATION AND MANAGEMENT OF THE GOVERNMENT TRAVEL CHARGE CARD

Ref: (a) CNO WASHINGTON DC 021900Z Jun 22 (NAVADMIN 129/22)
(b) CNO WASHINGTON DC 151823Z Dec 21 (NAVADMIN 285/21)
(c) Government Travel Charge Card Regulations May 2022
(d) IBA APC Deck Guide 2021
(e) DoD 7000.14-R, DoD Financial Management Regulation, Volume 9, Chapter 5, January 2022
(f) NAVSUPINST 4650.7A
(g) Travel and Transportation Reform Act of 1998

1. Purpose. To provide Naval Education and Training Command (NETC) policies and procedural guidance for military and civilian personnel regarding the use of the Government Travel Charge Card (GTCC) for Individually Billed Accounts (IBA). This instruction is to maintain compliance with references (a) through (g).

2. Cancellation. NETCINST 4650.2.

3. Scope. This instruction has been completely rewritten and should be read in its entirety. This instruction is applicable to all NETC personnel issued a GTCC, all Agency Program Coordinators (APC), Commanding Officers (CO), and supervisors of cardholders (CH).

4. Background. The Travel Card Program was established when it was determined that a government-sponsored, contractor-issued travel card would reduce the administrative overhead associated with official government travel. The Travel Card Program is under the Consolidated Card Program Management Division (CCPMD), Naval Supply Systems Command (NAVSUP) Corporate Operations Directorate.

5. Policy. Effective 1 January 2023, all active duty NETC personnel are required to use their travel card for all authorized expenses arising from official government travel unless otherwise exempt per reference (a). The travel card is only to be used to pay for approved, authorized expenses during official government travel. NETC follows the Defense Travel Management Office concept of operations which focuses on mission requirements, empowers authorizing officials to approve travel and funding, and views travelers and supervisors as honest customers. It also incorporates the use of the automated Defense Travel System (DTS) that allows travelers to submit Temporary Duty (TDY) travel for electronic approval for Department of Defense (DoD) military and civilians.

a. Permanent Change of Station (PCS). Per reference (a), the GTCC shall be used for official travel and to provide travelers with an effective, convenient, and commercially available method to pay for expenses related to PCS travel. CHs will complete Navy Pay and Personnel Support Center (NPPSC) Form 1300/1 and PCS Travel Entitlements Calculator with the Command Pay and Personnel Administrators (CPPA) at the service members' prior Permanent Duty Station (PDS). After completion, CHs will submit both documents and PCS orders to their APCs prior to departing. Travel advances will only be allowed in certain circumstances and when not using the GTCC. The GTCC will not be used for accession, separation, or retirement travel.

(1) The use of the GTCC does not affect the payment of advance base pay or advance Basic Allowance for Housing. The estimate of travel entitlements is not a guaranteed amount. The amount reimbursed will be determined upon completion of the final voucher settlement. CPPAs must ensure that "split disbursement" is annotated on the travel voucher DD Form 1351-2 and include the amount charged to the CH's GTCC. CHs are responsible for the timely and full payment of their GTCC balance per reference (b).

(2) GTCC use is authorized during PCS for:

(a) Temporary Lodging.

(b) Transportation expenses for you and your dependents, such as fuel for privately owned vehicles (POV), if traveling together.

(c) Fuel and electric vehicle charging for POV, if it is the authorized mode of transportation (this is not a directly reimbursed item, it is paid in the form of monetary allowance in lieu of transportation).

(d) Lodging and meals en route (meals are not a directly reimbursed item, it is paid in the form of a flat rate per diem).

(e) Dislocation Allowance (DLA) expenses (used to establish household, i.e., utility deposits).

(f) Rental car and fuel, if it is the authorized mode of transportation.

(g) Automatic Teller Machine (ATM) withdrawals made within 3 business days before departure (not a reimbursable expense).

(3) GTCC use is not authorized during PCS for:

(a) DLA expenses when issued advanced DLA.

(b) Short-term storage-in-transit or long-term non-temporary storage.

(c) Temporary Lodging Allowance (this is a pay entitlement, not a travel entitlement).

(d) Payment of a debt.

(e) Commercial airfare for PCS.

(f) Use while on leave.

(g) Dependent use without service member.

(h) Personally Procured move or Do-It-Yourself move (rental trucks, trailers, moving supplies, etc.).

(i) Personal expenses (auto repairs or parts, medical expenses, entertainment, childcare, etc.).

(4) It is important to know and understand your authorized transactions, as any misuse and abuse will be subject to administrative or disciplinary action.

b. Mission Critical Travel Status. Per reference (c), mission critical travel is defined as travel performed by DoD personnel under official orders, which prevents CHs from filing an interim voucher or scheduling partial payments. APCs must place CHs in mission critical status before the account is suspended.

(1) Requests for Mission Critical Status. Mission critical status must be requested after the account becomes 30 days past due but before the account reaches 61 days past due. Only the travelers Hierarchy Level (HL) 3 and 4 APCs or CCPMD shall designate individuals as being in mission critical status. Determination will be made on a case-by-case basis at the HL 3-4 APC or CCPMD levels. Command APCs will provide the CH's name, last six numbers of the CH's card, and anticipated start and end date for mission critical status either based on travel orders or estimated voucher processing time.

(2) Requests for PCS or Mission Critical Status. PCS or mission critical status will be input during check-out prior to the CH's departure, if not automatically fed from Navy Standard Integrated Personnel System to the travel card vendor. The mission critical status will start 5 days prior to departure and end 20 days after the report date; not to exceed 120 days. Contact the PCS Pro Cell at 1-833-330-6622 to extend PCS or mission critical status for more than 120 days. APCs will add group name NVPCSRETAI to Merchant Category Codes during PCS or mission critical status.

c. Conference Fees. Conference fees should be placed on the Government Purchase Card, especially when fees are to be paid in advance.

d. Prompt Payment. CHs are responsible for charges to their GTCC and for paying the travel card vendor promptly upon receipt of the monthly billing statement. Failure to do so on a timely basis may lead to an undesirable credit rating and disciplinary action.

e. Cash Advances. CHs are authorized cash advances via ATM withdrawals according to the type of charge card issued. In coordination with APCs, supervisors may authorize larger ATM cash advances, as necessary, to support mission requirements. Reference (d) contains the ATM cash advance limits, and reference (e) discusses authorized cash advances.

f. Credit Limit Increases. Increases are set based on the entitlement amount listed on the PCS Travel Entitlement Calendar worksheet plus intermediate stops. The following is required to increase credit limits at the HL 3 level of \$25,000 or higher: CH's name, requested amount, beginning and end date for increase, justification, and orders.

g. Reduced Payment Plans (RPP). RPPs are agreements between individual CHs and travel card vendors which allows IBAs between 90 and 120 days delinquent to pay overdue balances in installments. Details are provided in reference (d).

h. Salary Offset. Salary Offset procedures have been established so that the travel card vendor may collect payment for accounts that are greater than 126 days delinquent through garnishment of wages. Further details are provided in references (c) and (d).

i. Split Disbursement. Split disbursement is mandatory for all DoD military and civilian personnel who use the GTCC. The split disbursement process requires CHs to designate the amount of payment for all charges on the GTCC to be sent directly to the travel card vendor when filing their travel voucher, with any remaining balance sent to the CHs personal banking account.

j. Non-Sufficient Funds. Accounts that have 2 or more payments returned during a 12-month period or 3 during the life of the account will be cancelled. CHs who fall into either category may apply for reinstatement after the account has been paid off. CHs will have to agree to a credit check and pay a non-reimbursable fee.

k. Delinquencies. All accounts either 61, 91, or 121 days delinquent will be reported to the CH's CO and supervisor utilizing a delinquency letter which is available in reference (c). A delinquent account may result in suspension or

cancellation of the CH's GTCC, disciplinary action, and removal of their security clearance. Accounts 61 days delinquent will be blocked from charging privileges and unavailable for mission critical status.

1. Department of the Navy (DON) Performance Metrics. All travel card programs are required to maintain DON Performance Metrics. Federal agencies establish performance metrics as a way to measure effectiveness and as a management control mechanism. Major commands not meeting the DON less-than-two-percent-performance-metric of open delinquent accounts will take appropriate action to prevent suspension of GTCC accounts.

6. Misuse and Abuse of the GTCC. The GTCC is only for official travel expenses and is not to be used for personal reasons. Use of the GTCC will be monitored through the travel card vendor's on-line system. Misuse and abuse will be reported to the CH's supervisor, CO, and NETC Headquarters Chief of Staff. Card abuse includes making unauthorized purchases, obtaining cash advances for other than official travel reasons, and not making delinquent payments. Any misuse and abuse in the use of the GTCC can result in formal actions under the Uniform Code of Military Justice for military members and disciplinary or adverse personnel actions for civilian employees.

7. IBAs. The GTCC Program uses two types of IBAs:

a. Standard Card. A standard card is issued with a credit score of 660 or above and has a credit limit of \$7,500. To meet mission requirements, the overall credit line and ATM cash withdrawal limit can be raised by APCs with approval of the CH's immediate supervisor. A standard card held by an infrequent traveler may be activated and deactivated as required by their command. Details are contained in reference (d).

b. Restricted Card. A restricted card is issued with a credit score of 500-659, a credit limit of \$4,000, and a lower ATM cash withdrawal limit than the standard card. The travel card vendor, based on credit check information, may issue a restricted travel card to an individual when their credit score fails to meet the criteria established by DoD. When deemed appropriate, the command may direct issuance of a restricted travel card. At the command's discretion, APCs may deactivate restricted cards when not in a travel status. When required,

APCs can increase spending limits with the approval of the CH's immediate supervisor based on mission requirements and duration of travel. See reference (d) for credit limit increases.

c. Retail Limits. Single purchase retail limits are currently \$250 for standard cards and \$100 for restricted cards. Note that the retail limit increases do not automatically increase monthly charge limits.

d. Card Limit Increase. Any request to exceed the credit line, cash advance, or retail purchase limit must be approved in writing by the CH's immediate supervisor.

8. Centrally Billed Accounts (CBAs). The GTCC program uses two types of CBAs:

a. Unit Travel Charge Cards. Unit cards are issued to commands with groups of personnel that travel together. Unit cards will be used only when it is cost effective and deemed in the best interest of the mission. Categories of travelers whose travel may be charged to Unit cards include, but are not limited to, new recruits and employees who do not yet have travel cards, prisoners, and Navy group travelers. CCPMD limits the issuance of Unit cards wherever possible and encourages maximum use of the GTCC. Written approval from COs or Commanders or their designee, and CCPMD is required for issuance of a Unit card. CHs must take the CCPMD online Unit card training prior to card issuance.

b. Transportation CBAs. Transportation CBAs are issued to Navy activities for use in purchasing transportation to include air, bus, and rail tickets. These purchases are made through the Travel Management Office.

9. Responsibilities

a. APCs:

(1) Complete and maintain the initial online Programs and Policies - Travel Card Management (APC Course) [Mandatory] training via the TRAX website (<https://www.defensetravel.dod.mil/passport>) for all command APCs; and refresher training every 3 years via the NAVSUP website ([https://my.navsup.navy.mil/webcenter/portal/ccpmd tc/pages deskguides](https://my.navsup.navy.mil/webcenter/portal/ccpmd%20tc/pages_deskguides)). Deactivate user

accounts if refresher training has not been taken within 30 days of notification.

(2) Maintain documents and reports electronically or filed in a locked secure location until obsolete or upon separation or transfer of CHs per reference (d). These files shall include:

(a) Statement of Understanding (SOU).

(b) CH's certificates of completed training and refresher training: Programs and Policies - Travel Card Program (Travel Card 101) [Mandatory].

(c) Documentation of any disciplinary actions taken for any misuse, abuse, or fraudulent activity.

(3) Ensure the online application is completed and all prospective CHs complete the SOU and training prior to processing an application for a GTCC. A physical address is required (P.O. Box is not acceptable).

(4) Ensure CHs transferring into the command sign a new SOU and complete refresher Travel Card 101 training every 3 years.

(5) Select "Close-No Longer Employed" for civilian personnel departing the command but remaining in DoD. Select "Closed" for civilian personnel leaving DoD and accounts have a zero balance. Verify military CHs have open and active accounts with a zero balance.

(6) Assist CHs in obtaining access to the bank's Electronic Access System (EAS) and terminating CHs access upon their dismissal, retirement, or separation.

(7) Retrieve, take action, and maintain required monthly reports per reference (c). These reports include:

(a) Account Activity Text Report. Review this report to identify improper credits, declines, reversed charges, and possible misuse.

(b) IBA Listing Report. This report identifies all the CHs assigned to a command's hierarchy. Validate the CH's information for correctness. Verify that the CHs in the hierarchy correspond to the command's personnel roster.

(c) Declined Authorizations Report. Identifies transactions that were declined and states reason, type of purchase, and amount. This report should be used to capture accounts that need an increase in credit limits, possible misuse and abuse, and closed accounts.

(d) IBA and CBA Delinquency Report-Hierarchy. Accounts that are delinquent are identified by 31, 61, 91, and 121 days past due billing. APCs shall aggressively work all delinquencies, and are required to submit this report weekly to the HL 4 until all delinquencies are cleared.

(e) DoD Travel IBA Aging Analysis Summary. This report includes detailed account delinquencies and summary level information for each hierarchy. Submit this report to the HL 4 by the 15th day of each month.

(8) HL 4 APCs will monitor Visa IntelliLink to review the "Analytics Module" results to flag questionable transactions so the HL 3 can create a case and enter disposition decisions at least once a month.

(9) Provide a travel card program update to their COs or Commanders at least semi-annually. Report, at a minimum, actions taken on delinquent accounts including percentage of delinquent accounts by dollar value, accounts in salary offset, accounts with excessive credit balances and actions taken, and accounts recommended for closure due to non-use.

(10) APCs shall provide, through their chain of command, monthly delinquency updates (charges 31 days or more overdue).

(11) Report directly to the activity head (e.g., CO, Director, Chief of Staff, etc.) for program updates, and to their supervisors for all other day-to-day program management and execution.

(12) Inform CHs and their supervisors who have 61, 91, or 121-day delinquent accounts that disciplinary action will be

taken if payments are not received in a timely manner. Notifications will be made by letter signed by the CO and the CH via email or mail, with a copy to the CH's immediate supervisor.

(13) Ensure CHs are advised that salary offset procedures will be implemented if their accounts are 126 or more days past due. Additionally, advise CHs that the collection will be reported to credit bureaus, referred to an outside collection agency by the travel card vendor, and be subject to fees that are not reimbursable.

(14) Work closely with their command DTS Organizational Defense Travel Administrator and authorizing Approval Official to ensure CH's GTCC balances are paid in full through DTS.

b. CH Supervisors:

(1) Complete the CO or Supervisor online training via the NAVSUP website ([https://my.navsup.navy.mil/webcenter/portal/ccpmd tc/pages training](https://my.navsup.navy.mil/webcenter/portal/ccpmd%20tc/pages%20training)) and provide a copy of the certificate to the command APCs. Refresher training is required for all supervisors once every 3 years after initial training is completed.

(2) Counsel CHs when they receive a delinquency or Misuse and Abuse letter. Provide APCs with acknowledgement by CHs of the delinquency status and report actions taken to APCs within 5 working days of the letter.

(3) Take appropriate administration or disciplinary action for CHs who misuse and abuse their GTCC.

c. Prospective CHs (e.g., not yet issued a GTCC):

(1) Take the Programs and Policies - Travel Card Program (Travel Card 101) [Mandatory] training course that is available online at the TRAX website (<https://www.defensetravel.dod.mil/passport>). Email a copy of the course certificate to command APCs.

(2) Read, mark, sign, date, and have their supervisor sign an SOU. Email a copy of the SOU to command APCs.

(3) Complete the online application and route it to the "APPROVER1" (current supervisor). Select "X" in the Plastic Delivery box to expedite the card if travel is expected before 7-10 business days. If a credit check is not selected, APCs must request and retain a Credit Worthiness (DD-2883).

d. CHs:

(1) Remit full payment of the amount due reflected on the monthly billing statement upon receipt. Failure to make timely account payments is considered abuse of the card.

(2) Ensure all travel claims are submitted within 5 working days upon return to their PDS. For TDY over 45 days, select Scheduled Partial Payments in DTS, or complete DD-1351/2 every 30 days for extended travel. PCS vouchers are completed via MyPCS Mobile on the Navy App Locker website (<https://www.applocker.navy.mil/#!/apps>).

(3) Promptly update their EAS profile online or contact their APCs to update their residential address, telephone number, and work email address. EAS also allows CHs to view their statements, request refunds, and make payments.

(4) Notify the travel card vendor and APCs if the card is lost or stolen.

(5) Check-out with APCs when transferring, separating, or retiring from the command.

(6) Pay off any balance on the GTCC before departing the command.

(7) Abide by all rules and regulations of this instruction and inform APCs of any problems related to their GTCC.

(8) Use the travel card only for official government travel expenses (not for personal use). Using the GTCC for non-official government expenses is considered misuse and abuse and is subject to disciplinary action and revocation of security clearance. When required, APCs will send CHs a notification of GTCC Misuse and Abuse.

(9) Be allowed to use the GTCC when they are reservists and have been issued funded travel orders.

(10) Contact the merchant before filing a dispute with the travel card vendor. File a dispute form with the travel card vendor to preserve their rights, as soon as possible, if a charge is incorrectly applied to the CH's account.

(11) Contact the command's APCs when checking in, so the GTCC can be transferred to the gaining hierarchy.

(12) Provide a copy of the Programs and Policies - Travel Card Program (Travel Card 101) [Mandatory] training certificate that indicates training was completed within the last 3 years. If certificate is not available, training must be completed at the TRAX website (<https://www.defensetravel.dod.mil/passport>) per reference (f).

(13) Read, initial, sign, and date a new SOU upon check-in and every 3 years, and have their supervisor sign and submit the original document to APCs.

e. Bureau of Naval Personnel (BUPERS) APCs. BUPERS APCs are the NETC HL 3 APCs for the GTCC program. HL 3 APCs will maintain oversight and management control of the Navy Travel Card Program.

(1) Serve as liaison for HL 4-7 APCs, the travel card vendor, other agencies, and personnel involved in the NETC Travel Card Program.

(2) Ensure online training is available to APCs, CHs, COs or Commanders, and supervisors in the performance of their duties.

(3) Provide HL 4 APCs with component-level guidance relevant to program reviews of the GTCC as outlined in reference (c). For unsuccessful programs, program reviews are to be conducted and presented to COs and Commanders at Echelon 2 Command levels 90 days from the issuance of this policy and every 2 years thereafter.

(4) Assist APCs and CHs in obtaining access to the travel card vendor EAS and terminate access when no longer required.

(5) Perform bi-annual review of Command Travel Card Programs.

f. COs and Commanders. Responsible for establishing, managing, and monitoring their Travel Card Programs. COs and Commanders shall:

(1) Complete initial COs and Supervisors course with refresher training required every 3 years via the NAVSUP website (https://my.navsup.navy.mil/webcenter/portal/ccpmd_tc/pages_desk_guides). A certificate of completion shall be retained by command APCs for the duration of their tours.

(2) Appoint, in writing, APCs and alternate APCs who shall be responsible for the overall program execution and management, including day-to-day operations of the Travel Card Program. A sample appointment letter is included in reference (g). Recommended guidelines for the assignment of unit APCs are:

(a) Assign for a minimum of 1 year.

(b) Assign to personnel in ranks and grades E-6 and GS-7 or above.

(c) Select from the Financial Management and Comptroller Department when feasible or, in the case of the Reserve Forces, from the Training Department. Consideration should be given to the number of CH accounts and the frequency and length of official travel when determining whether APCs should hold a collateral duty or full time position.

10. Check-in and Check-out. Commands shall include APCs as part of their check-in and check-out processes.

a. CHs are required to be transferred into the gaining command's hierarchy by the gaining command, regardless of account status, immediately upon check-in. Recommended procedures for check-in and check-out of personnel have been established and are detailed in reference (d).

b. During PCS, APCs will obtain the CH's orders, cell phone number, and email address. The CH's account will be placed in PCS or mission critical status for up to 120 days. APCs must verify the CH's credit limit will support the duration of the PCS. Advise CHs to check-in with their gaining command and update their account information as soon as they arrive.

c. If departing DoD, APCs shall verify the account has a zero balance before closing the account. CHs must provide proof of payment if a balance remains before closing the account.

11. Individual Augmentee (IA). CH's IA orders will contain specific travel instructions depending on the type of contingency support they are providing. Some orders require the use of the GTCC for travel while others do not. For this reason, APCs shall ensure that they are a part of the pre-deployment process at their commands. Meeting with the traveler will help establish the proper use of the GTCC. Remind CHs of their responsibilities when the orders do require the card's use. Travel expenses related to pre-deployment training can be placed on the GTCC unless otherwise stated on the travel orders. However, CHs are required to complete a travel claim prior to departing the last pre-deployment training site. The claim needs to be processed at the pre-deployment training site's local Personnel Support Detachment (PSD), in DTS, or returned by mail to the command for processing. Mission critical status shall be used only if CHs will be reporting to a location in less than 180 days, and that location prevents CHs from filing a claim or using partial payments, and the orders require the use of the GTCC while in IA status.

12. Interns. CHs enrolled in a career development or intern program are entitled to receive a GTCC. The host command is responsible for approving the application and submitting it to the travel card vendor. The card will remain with the host command hierarchy for the duration of the internship, even when the intern is in training at another command for more than 30 days. The host command may request copies of orders if the intern is required to travel with another command as part of rotation training and a limit increase is required to complete the mission.

13. Summer Interns. This classification of interns shall not be issued a GTCC. Summer interns are hired for a maximum of 150

days and due to the short employment time, will likely not meet the qualifications for frequent traveler and are consistent with exemptions provided by reference (c).

14. Inter-Agency Personnel Agreement (IPA) employees. IPA employees are not eligible to receive a GTCC. All airfare must be placed on the command's CBAs and the member should go to PSD to acquire a cash advance for all other official authorized expenses. IPA employees should not use their home organization GTCC because their payments may not be disbursed to the correct travel card vendor.

15. Foreign Nationals (FN). FNs are not authorized to possess or use a GTCC. Travel expenses for FNs traveling in support of official DoD sponsored programs or activities may be placed on CBAs.

16. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at ([https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-management/Approved%20Record%20Schedules/Forms/ Allitems.aspx](https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-management/Approved%20Record%20Schedules/Forms/Allitems.aspx)).

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

17. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.


18. Forms

a. The following form is available for download from the MyNavy HR web site (<https://www.mynavyhr.navy.mil/references/forms/NPPSC-Forms/>): NPPSC 1300/1 (Application for Transfer and Advances)

b. The following forms are available for download from the DoD Forms Management Program web site (<https://www.esd.whs.mil/directives/forms>).

(1) DD-1351/2 (Travel Voucher or Subvoucher)

(2) DD-2883 (Government Travel Charge Card Alternate Credit Worthiness Evaluation)


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Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC Public web site (www.netc.navy.mil) or by e-mail at netc-directives@us.navy.mil.