

APPENDIX B

Class of Employees Exempt from Mandatory Use of Government Travel Charge Card (GTCC)

(DoD FMR, Volume 9, Chapter 3, Section 0306) (as of April 2014)

The General Services Administration (GSA) has exempted the following classes of personnel from the mandatory use of the GTCC:

EXEMPTIONS

GSA Exemptions from the Mandatory Use of GTCC

The GSA has exempted the following classes of personnel from the mandatory use of the travel card:

- A. DoD personnel (military or civilian) who have an application pending for the travel card.
- B. Individuals traveling on an invitational travel order/authorization
- C. New appointees/recruits.

DoD Exemptions from Mandatory Use of the GTCC

In addition to the government-wide GSA exemptions, the DoD has further exempted the following classes of personnel from mandatory use of the card:

- A. Members of the Reserve Officers Training Corps and military personnel undergoing initial entry or initial skill training prior to reporting to their first permanent duty station.
- B. Individuals who are denied travel cards or whose travel cards have been canceled or suspended by the travel card vendor or the cardholder's agency/organization. This exemption does not apply to DoD personnel (military or civilian) who are denied travel cards because they do not accept the terms and conditions of the cardholder agreement, such as refusing to: (1) complete (to include SSN and residential mailing address) and sign the account application form, or (2) permit a credit check. The exemption also does not apply when DoD personnel (military or civilian) cancel their cards, for whatever reason, to include disagreement with existing or revised terms and conditions of the cardholder agreement.
- C. Hospital patients and/or medical evacuees.
- D. Prisoners.
- E. Military members or DoD civilian personnel as approved by the Head of a DoD Component during: (1) a period of war, (2) a national emergency declared by the President or the Congress, or (3) mobilization, deployment, or contingency operations.

F. DoD personnel (military or civilian) who use the card only for travel en route to a point of departure for deployment and cannot file a voucher prior to their deployment.

G. DoD personnel (military or civilian) traveling to or in a foreign country where the political, financial, or communications infrastructure does not support the use of the travel card.

H. DoD personnel (military or civilian) whose use of the travel card, due to operational, security, or other requirements of a mission, would pose a threat to national security, endanger the life or physical safety of themselves or others, or would compromise a law enforcement activity.

I. Individuals employed or appointed on a temporary or intermittent basis upon a determination by the individual's supervisor or other appropriate official that the duration of the employment or appointment or other circumstances pertaining to such employment or appointment does not justify issuance of a travel card to such individual.