

**INFORMATION PAPER (USE OF GTCC FOR PCS)  
FORSCOM EMPLOYEES ONLY**

In July 2014 HQDA mandated that all individuals with a Government Travel Charge Card (GTCC) use the card for all official relocation expenses to include transportation, lodging, meals temporary quarters subsistence expense and house hunting approved expenses. Upon notification of PCS, individuals who possess a GTCC will contact their unit DTS / GTCC POC to update a/o activate their GTCC and register into the PCS program. *Accession and Separation PCS moves are excluded from the mandatory use requirement.*

Employees must sign a separate PCS statement of understanding. A copy of the agreement, along with a copy of employees' orders will be maintained by the employee and the Agency/Organization Program Coordinator (A/OPC).

Responsibilities of the cardholder, supervisor and Approving Official (AO) and Agency/Organization Program Coordinator (A/OPC) are highlighted below:

**CARDHOLDER:**

- Must have a card and be in good standing
- Will sign an additional statement of understanding for PCS (Appendix C) and provide a copy of orders to be attached to that statement of understanding
- Is responsible for ensuring card is used for authorized official travel expenses only (as stated in the FORSCOM Use of GTC for PCS document)
- Will observe rules and regulations set forth in the Joint Federal Travel Regulation/Joint Travel Regulation (JFTR/JTR)
- Will submit completed travel voucher (DD Form 1351-2) with all required receipts to Approving Official (AO) within 5 working days from last day of PCS.
- Will annotate the entire GTCC balance in Block 1, Split Disbursement Amount on the DD Form 1351-2.
- It is the cardholder's responsibility to track their PCS voucher to completion. If payment is not received within 14 days, cardholder should contact DFAS to make inquiry.
- Will make payment by statement date regardless of reimbursement status
- Is personally responsible for all items billed to the card, unless the card was reported lost or stolen
- Within three (3) days upon arrival at new duty station, employees must in-process with the GTCC Agency Program Coordinator of PCS/mission critical status (MCS) and request extension if necessary

- Cardholder must keep **all receipts (regardless of the amount)** to be attached to the DD 1351-2 (Travel Voucher) when processed for reimbursement

### **INFORMATION PAPER (USE OF GTCC FOR PCS) FORSCOM EMPLOYEES ONLY (continued)**

- Cash advances (ATM withdraws) must be annotated on DD Form 1351-2 (with appropriate receipts)
- Cardholder will ensure that within 30 days of being removed from Mission Critical Status (MCS) the balance on the GTC is paid in full regardless of reimbursement form DFAS, per Statement of Understanding.

### **LOSING Agency Program Coordinator (Before Cardholder PCS)**

- Insure that cardholder has signed the Statement of Understanding
- A/OPC will activate card with proper credit limit to ensure funds to support the PCS move, place card in PCS status and mission critical dates, to extend until 10 days beyond report date and keep copy of signed documents.
- Monitor cardholder activity for duration of PCS
- Report suspected fraud and misuse to GTCC management
- Run monthly reports to track MCS and PCS status
- Deactivate account ten days after PCS is complete

### **GAINING Agency Program Coordinator (PCS Status is Over)**

- A/OPC will deactivate the card upon completion of PCS status. (if not already deactivated)
- A/OPC will track PCS payments in EAS to ensure timely payments and notify cardholder and supervisor if payment is not made within 20 days of submission
- The A/OPC will remove individual from mission critical status (MCS) effective 10 days after report date.

For more detailed information, NTC FORSCOM employees may visit the Irwin Webpage at: <http://www.irwin.army.mil/CommandGroupUnits/NTCcommand/G8/Pages/travelcard.aspx>. Please copy and paste the URL into your browser. The FORSCOM Memorandum of Understanding and complete policy are posted here to include a list of governing regulations.