



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
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IN REPLY REFER TO:

7000

G-1

23 Apr 2012

FORCE POLICY LETTER 10-12

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: MANAGEMENT OF GOVERNMENT TRAVEL CHARGE CARD (GTCC)
DELINQUENCY

Ref: (a) DoD 7000.14-R, FMR Volume 9 Chapter 3 of Aug 2011
(b) OPNAVINST 4650.16
(c) MCO 4600.40A
(d) OSD Memo of 21 Apr 03

1. Purpose. To update the policies for effective management of GTCC delinquency.

2. Cancellation. Force Policy Letters 1-08 and 2-09.

3. Action. Effective management of the GTCC program is the direct responsibility of each individual Commander and Inspector-Instructor within Marine Forces Reserve. I expect each Commander and Inspector-Instructor to ensure that every member under their command is fully aware that GTCC mismanagement or delinquency at any level will not be tolerated.

a. Effective immediately:

(1) Commanders and Inspector-Instructors are directed to ensure that all GTCC cardholders, Approving Officials, and their leadership are trained and educated on the provisions and requirements of references (a) thru (d).

(2) Individual travelers will ensure the total of all charges and cash advances applied to the GTCC during an official period of duty are properly identified for split disbursement in either their DTS voucher or on the DD Form 1351-2.

(3) Commanders will ensure all Officials assigned permissions to "authorize" the payment of a voucher within DTS and those authorized to sign a DD Form 1351-2 (Travel Claim) as

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an "approving official" receive counseling on the provisions of paragraph 030607 of reference (a). Specifically, these Officials will be counseled on their responsibility for ensuring that split disbursement is properly designated for all charges made during periods of Temporary Additional Duty (TAD). If requested, GTCC Agency Program Coordinators (APCs) will assist by providing a copy of the cardholder's statement. In the event that the amount indicated on a voucher for split disbursement does not cover the outstanding charges, the official will return the voucher to the traveler for correction.

(4) Commanders will ensure all Officials assigned permissions to "authorize" the payment of a voucher within the Defense Travel System (DTS) and those authorized to sign a DD Form 1351-2 (Travel Claim) as an "approving official" are of a military or civilian ranking either equal to or senior to the member submitting the voucher. In those instances where the member submitting the voucher is an Assistant Chief of Staff (AC/S) on the Marine Forces Reserve Staff or Major Subordinate Command, the Deputy or Assistant for this position may execute the duties as the official to "authorize" payment within DTS or sign the DD Form 1351-2 as the Approving Official. In those instances where the member submitting the voucher is a CO/OIC/I&I, another officer or civilian equivalent to the traveler may execute the duties as the official to "authorize" payment within DTS or sign the DD Form 1351-2 as the Approving Official. The intent of this paragraph is to ensure no undue influence from the traveler upon the official executing oversight duties.

(5) Any cardholder appearing on the 30-day past due delinquency list will be personally contacted weekly until such time that the past due amount is paid. Officers will be contacted by the CO/XO or Inspector-Instructor. Enlisted personnel will be contacted by the SgtMaj/1stSgt. Civilian personnel will be contacted by the Marine Forces Reserve, Executive Director (or his designated representative). In the event a CO/XO/I&I or SgtMaj/1stSgt are on the 30-day past due delinquency list, personal contact will be made by the next senior Marine in the chain of command (Battalion/Squadron, Regimental/Group, or MSC). Any member of the Marine Forces Reserve principal staff that appears on the 30-day past due delinquency list will be personally contacted by my direct representative.

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(6) Any GTCC account that becomes "delinquent" (61+ days past due) will require the appointment of an Investigating Officer (IO) to conduct a Preliminary Investigation (PI) and provide recommendations for appropriate corrective or disciplinary actions. Unless the result of the PI identifies extenuating circumstances that rendered the delinquency beyond the cardholder's control, personnel will be held accountable, to include the following actions:

(a) Military members entering a delinquency status at 61 days past due may receive an administrative counseling entry in their Service Record.

(b) Civilian personnel entering a delinquency status at 61 days past due may receive a letter of Counseling.

(7) Any GTCC account worsening in delinquency and reaching 90 days past due requires the cardholder's Commander to provide the Marine Forces Reserve, Chief of Staff the results of the PI and a detailed explanation of all actions taken to resolve the delinquency.

(8) Any instance of delinquency resulting from a cardholder's failure to split disburse the proper amount, will require the PI to address the actions of the Official that "authorized" the payment of the voucher in DTS or signed the DD Form 1351-2 as the Approving Official. The official that approved the voucher for payment and failed to follow the provisions of paragraph 030607 of reference (a) will be held accountable and may be subject disciplinary action.

4. Any Military member with a GTCC account considered in a delinquent status is prohibited from performing any form of voluntary duty. This prohibition will remain in effect until such time the account is paid in full and no longer considered delinquent. For active component Marines, this includes any/all forms of Permissive Temporary Additional Duty (PTAD). For Reserve Component Marines, this includes any/all forms of Active Duty Operational Support (ADOS), Additional Training Periods (ATP), Readiness Management Periods (RMP), and Additional Flying Training Periods (AFTP). Commanders will ensure that the unit's delinquency list is screened prior to approval of any PTAD within Marine On-Line (MOL) and the authentication of any orders within the Marine Reserve Order Writing System (MROWS).

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5. Commanders at all levels within Marine Forces Reserve will be held personally responsible for any instances of GTCC mismanagement or delinquency within their commands.



S. A. HUMMER

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