



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
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NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY REFER TO
7000
G-1/Ops
3 MAR 2008

FORCE POLICY LETTER 1-08

From: Commander, Marine Forces Reserve
To: General Officers
Commanding Officers
Officers in Charge
Inspector-Instructors

Subj: GOVERNMENT TRAVEL CHARGE CARD (GTCC) DELINQUENCY

Ref: (a) DoD Financial Management Regulation, Vol 9, Chap 3
(b) OPNAVINST 4650.16
(c) MCO 4600.40A

1. It is the responsibility of each commander within Marine Forces Reserve to ensure that the GTCC program is properly managed. Commanders are directed to ensure that all GTCC cardholders, approving officials, and their leadership are appropriately trained to the provisions and requirements of references (a) thru (c) and are made fully aware that GTCC delinquency will not be tolerated.

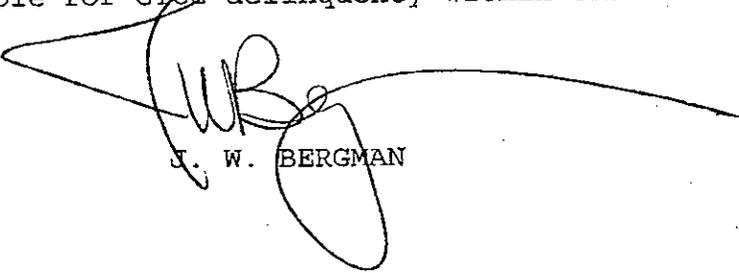
2. Effective immediately:

a. Individual travelers will ensure the total of their outstanding charges from a period of Temporary Additional Duty (TAD) are split disbursed directly to the GTCC.

b. Approving officials will ensure that split disbursement is properly designated for any outstanding balance of a subordinate from a period of TAD.

c. Commanders will ensure approving officials and all levels of leadership are counselled on the the provisions of para 030607 of reference (a) and that failure to comply may result in a violation of the UCMJ and/or a negative administrative action being taken.

3. Commanders at all levels within Marine Forces Reserve will be held personally responsible for GTCC delinquency within their commands.


J. W. BERGMAN

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