DEPARTMENT OF THE ARMY
WASHINGTON DC 20310

JUL 25 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Mandatory Use of the Government Travel Charge Card for Permanent Change of Station (PCS) Expenses

1. References:

a. Memorandum, ASA (FM&C), Jun 9 2009, subject: Use of the Government Travel Charge Card (GTCC) for Permanent Change of Station (PCS) Expenses.

b. Memorandum, Under Secretary of the Army, 1 Jun 2011 subject: Army Travel Charge Card Program, Individually Billed Account (IBA) Use for Official Travel Related Expenses.

c. DoD 7000.14, Financial Management Regulation, Volume 9 Chapter 3: Department of Defense Government Travel Charge Card (GTCC), April 2014.

2. Effective immediately, for those with an individually billed account (IBA), the individually billed account travel charge card will be used for all official relocation expenses. For bargaining unit employees, this policy change is currently in the collective bargaining process.

3. Upon notification of PCS, individuals who possess an IBA will contact their local unit travel charge card Agency Program Coordinator (APC) to register into the PCS program. Accession and Separation PCS moves are excluded from the mandatory IBA use requirement.

4. Cardholders will benefit from the convenience of charge card use. The card eliminates the need to apply for an advance of travel entitlements and reduces the travelers' dependency on personal funds. The program also contains safeguards to prevent fear of delinquency and subsequent account suspension due to late payment.

5. The Army point of contact is Army Travel Charge Card Program Manager, (703) 601-4191.

John F. Campbell
Vice Chief of Staff
General, U.S. Army

Brad R. Carson
Under Secretary of the Army

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