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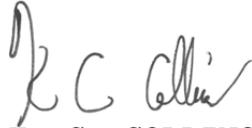
From: Commanding Officer/Leader, U.S. Navy Band, Washington, DC

Subj: GOVERNMENT TRAVEL PROGRAM INTERNAL OPERATING PROCEDURES

Ref: (a) NAVSUPINST 4650.7
(b) NAVSUPINST 4650.8
(c) SECNAVINST 4650.21
(d) DON CIO Washington DC 291652Z Feb 08
(e) OUSD (P&R) memo, Government Charge Card Disciplinary Guide for Civilian Personnel (29 Dec 03)
(f) DOD C3I memo, Suspension of Access to Classified Information Due to Abuse or Misuse of Government Charge Cards (4 Nov 02)
(g) DOD FMR Volume 9
(h) OUSD (P&R) memo, Mandatory use of the Defense Travel System (DTS) (27 Mar 08)
(i) OPNAVINST 4650.15B
(j) Joint Travel Regulations
(k) DTS Financial Field Procedures Guide (14 Jan 11)
(l) DTS Guide for Managing Travel-Incurred Debt
(m) NAVBANDINST 4650.1E
(n) DOD FMR Volume 5
(o) SECNAVINST 5211.5E
(p) Travel and Transportation Reform Act of 1998
(q) Navy DTS Business Rules
(r) OUSD (P&R) memo, Disciplinary Guidelines for Misuse of Government Charge Cards by Military Personnel (10 Jun 03)

Encl: (1) Government Travel Program Internal Operating Procedures Manual
(2) Government Travel Card Program Review

1. Purpose. To provide guidance on the policies and procedures regarding the use of the Government Travel Charge Card and the Defense Travel System.
2. Applicability. IOP applies to all personnel attached to Navy Band Washington and Fleet Band Activities. It provides oversight necessary to minimize delinquencies, foster an environment that precludes misuse or abuse, and take corrective or disciplinary actions when necessary.
3. Overview. IOP is not intended to be all-inclusive. It should be used in conjunction with references (a) through (r).
4. Records Management. Records created as a result of this instruction, regardless of media or format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.



K. C. COLLINS

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UNITED STATES NAVY BAND

GOVERNMENT TRAVEL PROGRAM INTERNAL OPERATING PROCEDURES

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CHAPTER 1

GOVERNMENT TRAVEL CHARGE CARD (GTCC) PROGRAM

1. Background. The GTCC Program is intended to provide Navy travelers a safe, effective, convenient and commercially available method to pay for authorized travel expenses incident to official travel.
2. Navy Policy. All Navy personnel who meet the definition of a frequent traveler are required to use the travel card for reimbursable expenses arising from official Government travel unless otherwise exempted, as stated in reference (c). Although a traveler is required to use the GTCC, failure to use this travel card shall not be a basis for refusing to reimburse the traveler for otherwise appropriate charges. However, such failure may subject the Cardholder (CH) to appropriate administrative or disciplinary actions.
3. Privacy Policy
 - a. Personally Identifiable Information (PII) refers to information specific to an individual such as home address, date of birth, social security number (full or truncated), credit card or charge card account numbers, etc. PII shall be kept in a secure location and not left out in the open or circulated to individuals not having an official need to know. Email containing PII must be digitally signed and encrypted before transmission, and must be marked, "For Official Use Only (FOUO), Privacy Sensitive Information, any misuse may result in civil or criminal penalty." PII can never be stored to a personal computer or removable storage device. PII posted to a shared drive or web portal must be password-protected, limiting access to only those with a need to know.
 - b. Per reference (d), whenever personally identifiable information (PII) pertaining to individuals affiliated with the Travel Card Program has been lost, stolen, or compromised, the designated official shall, when directed by Navy Chief Information Officer (CIO), ensure the affected individuals are notified in writing, as soon as possible, but not later than ten days after the loss or compromise of PII is discovered. The organization that caused the breach is responsible for issuing the notification letters. When the affected individuals cannot be notified, the responsible command shall provide a generalized notice to the potentially affected population.
4. Disciplinary Guidelines
 - a. Improper, fraudulent, abusive, or negligent use of the travel card is inconsistent with its intended use for official business. When discovered, the Commanding Officer (CO), Travel Program Director and Agency Program Coordinator (APC) must be informed in a timely manner. The CO will determine appropriate disciplinary actions based upon the severity of the infraction. Disciplinary actions may impact the cardholder's access to classified information.
 - (1) Civilian Personnel. Removal from Government service is an available maximum penalty for a first offense when appropriate, as determined by the CO. The CO shall use reference (e) as authoritative guidance in taking corrective or disciplinary action against civilian personnel. The

servicing Human Resources Office (HRO) should assist the CO with the selection of charge and appropriate penalty. The CO shall ensure security reviews are conducted when a travel cardholder comes under investigation for travel card misuse.

(2) Military Personnel. Military who misuse, abuse or commit fraud using the travel card shall be subject to actions available under reference (f), including counseling, admonishment, reprimand, nonjudicial punishment, court-martial and administrative separation. In appropriate cases, pecuniary liability, referral for criminal prosecution in civilian courts, and civil enforcement action are other methods to hold military personnel accountable for travel card misuse. COs should consult their legal advisors for assistance in determining corrective and disciplinary action. The CO shall ensure security reviews are conducted when a travel cardholder comes under investigation for travel card misuse.

(3) The review and possible modification or revocation of an individual's security clearance as a result of travel card misuse or abuse is not a disciplinary action.

b. Travel card payment is due upon receipt of the billing statement, but no later than the statement due date. Civilian and military employees shall file travel claims and pay all outstanding travel card balances promptly.

c. Civilian or military personnel who fail to satisfy an indebtedness arising from the use of the travel card, or those who fail to do so in a timely manner, may be subject to disciplinary or adverse action.

5. Retention of Financial Records

a. Approving Officials/Certifying Officials (AOs/COs) shall retain financial documents per DOD 7000.14-R, Volume 1, Chapter 9 to support financial audits for a period of six years and three months or longer if in support of DON Financial Statement audits.

b. APCs shall retain the following documentation:

(1) Signed monthly reports from the bank's EAS for a period of two years.

(2) Training certificates and Statements of Understanding (SOU) for program participants until separation or transfer of the employee.

(3) Delinquency notifications and any related correspondence to cardholders and supervisors until separation or transfer of the employee.

(4) Documentation of any disciplinary actions taken for misuse, abusive or fraudulent activity.

CHAPTER 2

ROLES AND RESPONSIBILITIES OF KEY TRAVEL CARD PROGRAM PARTICIPANTS

1. Scope. This chapter provides guidance on the roles, responsibility and accountability of key command personnel involved in the Navy Travel Card Program.
2. Command Roles, Responsibility and Accountability. Every individual involved in the Travel Card Program is personally accountable for strict adherence to policies per references (a) through (r) as well as this IOP. The Commanding Officer, Travel Program Director, APCs, and Travel CHs each have specific responsibilities in the program.
3. Commanding Officer (CO). Responsible for establishing, managing and monitoring his or her Travel Card Programs, the CO shall complete or delegate the following:
 - a. Complete initial CO training on CCPMD's website with refresher training required every three years. A certification of completion shall be retained by the command APC for the duration of his or her tour.
 - b. Appoint, in writing, an APC and an alternate APC who shall be responsible for the overall program execution and management, including day-to-day operations of the Travel Card Program.
 - c. Ensure APCs receive initial training on travel card policy, as well as, how to use the EAS provided by the card contractor, and complete refresher training every three years.
 - d. Ensure the APC is part of the command's check-in and check-out procedures for all personnel.
 - e. Require the APC to provide a Travel Card Program update to the CO at least semi-annually.
 - f. Ensure mandatory split disbursement is used for the total balance due of all undisputed charges against the travel card for each specified trip.
 - g. Work with the DTA to ensure all personnel have access to DTS.
 - h. Ensure all personnel are provided required travel card training prior to being issued a travel card.
 - i. Close, by way of the APC, a CH's travel card account for documented fiscal irresponsibility or misuse/abuse.
 - j. Assure the Travel Program Director signs any required program reviews before they are submitted to the CPM.

k. Establish and enforce disciplinary actions for travel card misuse/abuse and delinquency.

l. Include the Travel Card Program in their management control program, and ensure that suspected misuse and abuse of the travel card is appropriately investigated.

4. Travel Program Director. The Travel Program Director is responsible to the CO for the overall execution and management of the GTCC and DTS Travel Programs for the U.S. Navy Band and Fleet Band Activities. The Travel Program Director shall:

a. Be appointed, in writing, by the CO as the primary Level IV APC for the IBA and CBA travel card programs.

(1) Complete and maintain initial online training for APCs and refresher training every three years through the DTMO Travel Explorer (TraX) website.

(2) Conduct an internal program review of the Navy Band and Fleet Band Activities at least annually to include at a minimum:

(a) Government Travel Card Program Review (Encl. 2).

(b) Review completed training certificates and Statements of Understanding.

(c) Review required APC monthly GTCC reports.

(d) Review any disciplinary actions taken for misuse, abusive, or fraudulent activity within the review period.

(3) Provide a Travel Card Program update to the CO at least semi-annually to include at a minimum:

(a) GTCC Delinquent account status including actions taken, percentage of delinquent accounts by dollar value, and employees in salary offset.

(b) GTCC Accounts with excessive credit balances (10K) and actions taken to eliminate these balances.

(c) GTCC Accounts recommended for closure due to non-use.

(4) Run Navy mandated GTCC reports monthly for the major command hierarchy, sign, and retain for two years.

(5) Maintain copies of APC training certificates and letters of delegation.

b. Be appointed, in writing, by the CO as the Lead Defense Travel Administrator. Refer to Chapter 5 for LDTA duties and responsibilities.

c. Respond to all requests and program reviews directed from Field Support Activity, CCPMD, DTMO, and NAVSUP's Navy DTS PMO.

d. Maintain major command hierarchy structure for Travel Card Program and Defense Travel System.

5. Agency Program Coordinator (APC). The APC is responsible to the CO, by way of the Travel Program Director, for program execution and the management of daily operations of the Travel Card Program and must be appointed, in writing, by the CO or the Director, Fleet Band Activities. The APC shall:

a. Complete and maintain initial online training for APCs and refresher training every three years through the DTMO Travel Explorer (TraX) website.

b. Maintain files in hardcopy or a secure electronic format in accordance with reference (g) and this IOP. These files shall include:

(1) Statement of Understanding (blocks initialed and signed).

(2) Certificates of completed CH and APC training and refresher training.

(3) Documentation of any disciplinary actions taken for any misuse, abusive or fraudulent activity.

(4) Delinquency notifications and any related correspondence.

(5) Signed monthly GTCC reports from the bank's EAS.

c. Assist CHs and APCs in accessing the bank's EAS and terminating CH and APC access upon their dismissal, retirement or separation.

d. Process travel card applications for new members within 30 days of check-in. Travel cards cannot be issued without a properly completed application, a signed SOU, and the Programs & Policies – Travel Card Program (Travel Card 101) completion training certificate. New members are not eligible for official travel until their GTCC has been receipt verified and activated.

e. The following reports are required to be run monthly from the bank's EAS, reviewed, and appropriate action taken. Official hard or electronic copies of each report must be signed and retained for two years.

(1) Account Listing Report.

(2) Hierarchy Delinquency Report.

(3) Aging Analysis Report.

(4) Account Activity Text File.

(5) Mission Critical Report.

f. Review all credit balances monthly using the Account Activity Text File mandatory report. Credits will appear as a negative number. Credit refund requests can be made by the APC or CH by phone. Before requesting a refund, APCs should research if the funds should be sent back to DFAS or if funds belong to the CH. Excessive credit balances are defined as 10K or above and will not be released without HL3 and/or HL2 approval.

g. Maintain their command hierarchy structure.

h. Deactivate travel cards upon CH transfer or upon notification of transfer. Close travel card accounts for personnel retiring or separating. Review CH accounts, and when feasible, ensure the CH balance is zero prior to transfer or separation.

i. Perform program reviews as directed by the Travel Program Director.

j. Provide a Travel Card Program update through the Travel Program Director, to the CO, at least semi-annually to include:

(1) GTCC Delinquent account status including actions taken, percentage of delinquent accounts by dollar value, and employees in salary offset.

(2) GTCC Accounts with excessive credit balances and actions taken to eliminate these balances.

(3) GTCC Accounts recommended for closure due to non-use.

k. Provide the Travel Program Director monthly delinquency updates.

l. Monitor the travel card contractor's online system and reports for travel card misuse, abuse and delinquency. Notify the cardholder and supervisor immediately in instances of suspected misuse or abuse, and delinquency.

m. Provide pre-suspension and suspension notifications to CH and supervisors (45, 61, 91, and 121 days past billing). Retain notifications and any related correspondence until separation or transfer of the employee.

n. APCs, in conjunction with DTAs, may perform physical travel card inspections to ensure travelers possess a valid GTCC and GTCC numbers and expirations dates are correct in DTS.

6. Cardholder (CH). The individual CH is responsible for complying with all Travel Card Program policies to include:
- a. Accurately complete and abide by the travel card application and DOD Statement of Understanding (SOU).
 - b. Abide by rules set forth in the contract between the CH and the travel card contractor bank.
 - c. Ensure that their IBA travel card is only used to pay for reimbursable travel expenses for official Government travel.
 - d. Notify the APC if a travel card is not received within 15 days of application.
 - e. Complete the DTMO Travel Explorer (TraX) online CH training prior to travel card issuance and refresher training every three years. Provide copies of training certificates to the APC.
 - f. Activate new travel cards upon receipt and update online profiles in the bank's EAS and in DTS. CHs are responsible for maintaining their address, phone number, name, employer, email address, banking information, GTCC number and expiration date in the bank's EAS and in DTS.
 - g. Notify the APC of travel card cancellation or when the CH will be transferring, separating or retiring from Government service and advise them of the gaining command where the CH will be transferred. Ensure the account balance is zero prior to check out with the APC.
 - h. Promptly pay the amount invoiced by the travel card contractor regardless of reimbursement status. An account becomes delinquent if the balance due is not paid in full 61 days from the statement billing cycle. Accounts 61 days delinquent will be suspended. Accounts 126 days delinquent will be cancelled and the process to garnish the CH's wages will commence.
 - i. Immediately notify the travel card contractor bank in the case of a lost or stolen travel card, and notify the APC for additional monitoring.
 - j. Use the travel card properly for official travel expenses only. Mandatory use includes transportation, lodging, and rental vehicle expenses.
 - k. Complete and submit travel reimbursement requests in DTS within 5 working days of travel completion. Utilize split disbursement for the total balance due of all undisputed charges against the travel card for each specified trip.
 - l. Review billing statements regularly. In the case of a credit balance, request a refund check in a timely manner. If money is due to the government, contact the Debt Management Monitor (DMM) to settle the debt.
 - m. Use partial payments in DTS or complete an interim travel reimbursement request for TDY greater than 45 days. An interim travel reimbursement request is required every 30 days if not using

DTS partial payments. If not on DTS, APCs should assist the traveler by providing a blank DD Form 1351-2 prior to departure and reminding the CH of the split disbursement policies.

- n. Ensure that the PIN is safeguarded to preclude misuse and not shared with anyone.
- o. Request lodging tax exemption from hotel vendors. If required, complete tax exemption forms from the GSA SmartPay website and present at check-in.
- p. Prior to disputing a credit card transaction, cardholders should first attempt to resolve the problem with the merchant. If unsuccessful, the CH or APC can initiate the dispute process with the bank within 60 days of the statement date the transaction first appeared. The bank will issue a temporary credit for the disputed transaction. Dispute forms can be found at https://www.navsup.navy.mil/ccpmd/travel_card/bank_guidance.

CHAPTER 3

GTCC PROGRAM MANAGEMENT

1. Individually Billed Account (IBA). The GTCC Program uses two types of IBAs:
 - a. Standard Card. A standard card has an agreed upon credit limit and is issued by the travel card contractor bank when the CH accepts a credit check and meets the DOD criteria. APCs may raise credit lines and ATM cash withdrawal limits to meet mission requirements.
 - b. Restricted Card. A restricted travel card has a lower credit and ATM cash withdrawal limit than the standard card. Restricted cards may be issued by the travel card contractor when an individual's credit score fails to meet DOD criteria. Restricted cards may also be issued if an applicant declines a credit check. The CO may authorize APCs to keep restricted travel cards active when not in a travel status based on mission requirements.
2. Centrally Billed Account (CBA). CBA unit travel cards are issued to commands with groups of personnel who travel together. Navy Bands are authorized to use unit travel cards to pay lodging, airfare, and rental truck services necessary for official Government group travel. Group travel expenses are billed and paid under one Centrally Billed Account (CBA). Unit travel CHs must be designated in writing by the CO or APC and complete CCPMD online unit card training prior to travel card issuance. CHs are responsible for retaining receipts and supporting documentation for purchases made using their unit travel card and for reconciling all charges on their monthly billing statement with the Certifying Official. CHs have pecuniary liability for any misuse or abuse of their unit travel cards.
 - a. CBA travel cards must be maintained in a central secure location when not required for official travel.
 - b. CBA travel cards are exempt from state taxes in every state. Certain states do require tax exemption forms, which can be found on the GSA SmartPay website. CHs are responsible for completing tax exemption forms, when required, and presenting them to the vendor.
 - c. CBA travel cards are authorized methods of payment for lodging, airfare, and rental truck services necessary for official Government group travel. Individual traveler expenses must be paid for separately using IBA travel cards. Examples include, but are not limited to, parking, room service, gasoline, laundry services, video rentals, restaurant and bar tabs, bus driver lodging, etc.
 - d. CBA invoice payments are subject to the provisions of the Prompt Payment Act of 1982.
 - e. Further operational guidance on unit cards is available in reference (g) and the CCPMD website.

CHAPTER 4

USING THE GOVERNMENT TRAVEL CHARGE CARD

1. General Parameters.

a. **Credit Checks.** The travel card contractor bank will perform credit checks on all new travel card applicants, unless the applicant has declined a credit check. If the applicant declines a credit check, a restricted travel card will be issued. If the applicant's credit check does not meet DOD established criteria for a standard travel card, a restricted travel card may be issued or a travel card may be denied altogether.

b. **Travel Orders**

(1) All travel orders shall be processed through the Defense Travel System.

(2) A copy of the travel orders must be provided to all immediate superior HL APCs when a credit limit is requested.

(3) Travel orders shall indicate whether the traveler is (or is not) a CH and whether the traveler is exempt from the mandatory GTCC use provision.

(4) Travel orders shall instruct the CH to obtain cash, as authorized, through ATMs rather than obtaining cash advances from a DOD Disbursing Officer.

c. **Billing Statements.** IBA CHs will receive their monthly billing statement directly from the travel card contractor bank at the address provided on the travel card application. CHs are responsible for updating this information with the contractor bank. Monthly CBA invoices will be sent to the organization or unit address.

d. **Cash Advances.** CHs are authorized cash advances via ATMs according to the type of travel card issued. APCs may authorize larger or reduced ATM cash advances, as necessary, to support mission requirements. Associated cash advance fees are considered non-reimbursable travel expenses.

e. **Expedited Cards.** Expedited cards can be requested via the application process for new cardholders who need to travel on short notice. A \$20 processing fee will be charged to the CH's account and is a reimbursable expense provided the CH is in a travel status or will be on travel within 10 days. CHs must include the fee on their voucher to receive reimbursement.

f. **Reduced Payment Plan (RPP).** The RPP allows an IBA CH to pay their overdue account balance between 90 and 120 days in installments.

g. **Salary Offset (SO).** SO allows the travel card contractor bank to collect payment for accounts greater than 120 days delinquent through the garnishment of wages.

h. **Split Disbursement.** Split disbursement is mandatory for all Navy military and civilian personnel who use the Government-sponsored, contractor-issued travel card. Split disbursement requires CHs to designate payment for all charges on their travel card directly to the travel card contractor bank when filing their vouchers in DTS. Remaining balances will be reimbursed electronically to the CH's personal banking institution.

i. **Check-in/Check-out.** Commands shall include APCs as part of their check-in and check-out processes. Travel card applications for new members must be processed within 30 days of their check in. Upon change of duty stations, Navy policy requires the losing activity to deactivate or agency close the travel card of departing personnel. Both civilian and military personnel must contact their new APC when checking in with a new command to have their travel card reactivated, opened or to obtain a new travel card. CHs must sign a new Statement of Understanding and complete any required refresher training upon checking in at a new duty station. CHs are required to be transferred into the gaining command hierarchy by the gaining command immediately upon check-in, regardless of account status.

j. **Authorized CH.** IBA travel cards shall only be used for official travel expenses for and by the CHs to whom they have been issued. Commanders, COs, Officers in Charge, APCs, and supervisors shall not centrally store or retain individual travel cards. Additionally, the Personal Identification Number (PIN) associated with the CH's account shall not be disclosed to anyone and shall be protected by the CH.

k. **Individual Augmentees (IA).** CHs receive orders with specific travel instructions depending on the type of contingency support they are providing. Some orders require the use of the travel card for travel while others do not. For this reason, APCs shall ensure that they are a part of the pre-deployment process at their commands. Travel expenses related to pre-deployment training can be placed on the IBA card unless otherwise stated on the travel orders. However, the CH is required to complete a travel claim prior to departing the last pre-deployment training site. The claim needs to be processed at the pre-deployment training site's local Personnel Support Detachment (PSD), in the DTS, or returned by mail to the command for processing.

l. With the exception of the personnel exempted by reference (g), all Navy personnel are required to pay for transportation, lodging, rental car expenses, and additional costs incident to official Government travel with their travel card.

m. Reference (g) provides a listing of expenses exempt from the mandatory use of the travel card. CHs are encouraged to use the travel card to the greatest extent possible to pay for these expenses.

2. **Mission-Critical Travel Expenses.** Travel that precludes the CH from filing either travel or interim vouchers, and therefore, from prompt payment of travel card invoice(s). Navy policy indicates that only HL2 and HL3 APCs are authorized to place CH accounts in MC status in accordance with established criteria. The MC end dates shall be calculated as the date that the CH is scheduled to return plus a 45-day administrative period.

a. Reasons for MC status. MC status is generally authorized for any of the following conditions:

(1) The CH will be engaged in activity in a remote location that would preclude him/her from filing an interim voucher.

(2) The CH is in an area where a pay activity is not available for him/her to file an interim voucher, and mailing an interim voucher is unfeasible due to operational limitations.

(3) The CH is unable to file a voucher due to the Nature of his/her mission. For example, the mission precludes him/her from being identified as a Government employee.

b. Requests for MC status. MC status must be requested after the account becomes 30 days past due, but before the account reaches 60 days past due. MC travel will be identified prior to the traveler's departure. Only the traveler's HL3 APC or CCPMD shall designate individuals as being in MC status. Determination will be made on a case-by-case basis at the HL3 or CCPMD level. CCPMD and the traveler's HL3 APC will provide the travel card contractor bank with an anticipated start and end date for MC status based on travel orders, or amended orders, which specify the period during which the MC travel designation applies.

c. Account status during MC Travel. During the time that an account is in MC status, the travel card contractor bank will not execute collection calls to the account holder or implement any delinquency action such as suspension or cancellation. MC status must be reflected on the travel orders in order for the traveler to be reimbursed for any late charges incurred while in this status. The travel card contractor bank will continue to send billing statements to the CH's address of record to preserve the right to implement delinquency actions should payment not be received prior to the end of the MC exemption period.

3. Permanent Change of Station. The travel card may not be used to pay for expenses incident to PCS travel. The travel card may be used for "en route" travel prior to PCS in accordance with reference (c).

4. Training and Conferences

a. Training expenses and conference fees should be placed on the purchase card. This includes non-severable food and lodging costs.

b. A conference fee that includes meals is a proper use of Government funds for an event that the employee has been authorized to attend. If meals or lodging are included in the conference fee, the traveler must so indicate when filing for travel reimbursement so that the Government does not pay twice but instead, reimburses the traveler for legitimate charges only (reduces per diem).

c. Use of the travel card for payment of conference fees is highly discouraged and requires approval from the CH's APC. The travel card is not structured to accommodate conference fees.

5. Canceled Travel Cards. A CH whose account has been closed/canceled due to non-payment may apply to have their account reinstated.

a. Reinstated accounts must meet the following criteria:

(1) Account balances must be paid in full at least 60 days prior to reinstatement.

(2) Applicants must submit a new application and agree to a credit check.

(3) Previous accounts must not have charged off or had 3 or more payments returned for non-sufficient funds (NSF) over the life of the account or 1 NSF within the previous 12 months.

(4) Applicants must meet minimum credit scores for a restricted account and agree to pay a non-reimbursable fee.

b. Accounts reinstated will be restricted and closely monitored by the APC. If a reinstated account cancels due to delinquency, a second reinstatement will not be granted.

6. Training Requirements. The following training requirements must be fulfilled:

a. APCs. Documentation of successful training completion must be maintained electronically or hard copy by the next higher level APC for the duration the employee serves in this capacity. Training documentation will be destroyed when the APC transfers from the hierarchy. Refresher training is required every three years. All training will be completed on the DTMO Travel Explorer (TraX) website.

b. Cardholders. Before submitting an application for a travel card, CHs must complete the Travel Card 101 course on the DTMO Travel Explorer (TraX) website and sign a Statement of Understanding. Refresher training will be completed on the TraX website every three years. Training certificates will be maintained by the CH's APC as long as the CH is part of their HL.

CHAPTER 5

NAVY DEFENSE TRAVEL SYSTEM

1. Background. Per references (h) and (i), the use of DTS is mandatory for official travel throughout the Department of Defense and the Navy.

2. Roles and Responsibilities

a. Commanding Officer (CO). The CO is responsible for establishing, managing, and monitoring their DTS programs and shall:

(1) Appoint, in writing using a DD Form 577, Accountable Officials as either Departmental Accountable Officials (DAOs) or Certifying Officials. Accountable Officials include self-authorizing officials, Approving/Authorizing Officials (AOs), Certifying Officials, Non-DTS Entry Agents (NDEAs), Lead Defense Travel Administrators (LDTAs), Finance Defense Travel Administrators (FDTAs), Budget Defense Travel Administrators (BDTAs), Organization Defense Travel Administrators (ODTAs), FIAR Managers, and Debt Management Monitors (DMMs) within their hierarchy.

(2) Appoint one Lead Defense Travel Administrator (LDTA) and one alternate LDTA. The LDTA position is specifically reserved at the Echelon II level. The Travel Program Director will be appointed as the primary LDTA for the Navy Band and Fleet Band Activities and is the main point of contact for the Navy DTS Program Management Office (PMO). He or she is responsible to the CO for the overall execution and management of the DTS Travel Program and will provide DTS updates to the CO as required.

(3) Ensure DTS is part of the command's check-in and check-out procedures for all personnel.

(4) Ensure that travelers are advised that vouchers/claims should be completed within 5 business days of returning from TDY.

(5) Ensure appropriate disciplinary action is taken for negligent performance of DTS duties related to DTS voucher approval and travel card misuse/abuse, delinquency, and/or fraudulent activity.

(6) Provide leadership support to correct travel claim reimbursement issues in order to prevent/resolve delinquency.

(7) Ensure DTS Users and Administrators are in compliance with all matters in references (a) through (r).

b. Lead Defense Travel Administrator (LDTA). The Echelon II LDTA is responsible to the CO for the overall management, coordination and dissemination of travel functions for the Navy Band and Fleet Band Activities to include, but not limited to:

(1) Permissions – 0, 1, 2, 3, 4, 5, 6. Echelon II Organization and Group Access, Echelon II ROA Administrator.

(2) Act as the intermediary between the Navy DTS PMO and the command, monitoring and managing DTS and provide command support and training as needed. Resolve traveler and user DTS problems, and/or report problems to the Travel Assistance Center (TAC) and follow up on resolution.

(3) Perform all control activities related to TOP FIAR in DTS. Produce, retain, and provide key supporting documentation (KSDs) upon request and sign as the reviewer on KSDs for each control activity performed.

(4) Establish the DTS organization and sub-organizations, assign roles and permission levels, create and maintain routing lists, groups, and traveler/user profiles.

(5) Monitor and ensure separation of duties (SOD) compliance. Ensure AOs in routing lists cannot edit master data: profiles, lines of accounting, and routing lists. Verify that permission levels 5 and/or 6 are not assigned to AOs, and that each AO has a valid and current appointment DD Form 577 on file.

(6) Add, detach, or delete traveler/user profiles.

(7) Initiate and maintain appointment and acknowledgement letters for all DAOs.

(8) Ensure assigned DTAs (Financial (FDTA), Budget (BDTA), and Organizational (ODTA)), Reviewing Officials (RO), Approving/Certifying Officials (AO/CO), Non-DTS Entry Agents (NDEA), Travel Clerks, Debt Management Monitors (DMM), and travelers receive initial training on travel policy, as well as how to use DTS, and complete refresher training as required.

(9) Perform internal program reviews of the Navy Band and Fleet Band Activities annually to include at a minimum:

(a) Review completed travel vouchers for validity and ensure substantiating records and receipts were attached.

(b) Review DD Form 577s for DAOs and Certifying Officials.

(c) Review AOs listed in routing lists for SOD compliance and valid/current appointments.

(d) Review training completion certificates for DAOs and Certifying Officials.

(10) Ensure travelers and users have active Common Access Cards with Public Key Infrastructure (PKI) capability.

(11) Serve as the Echelon II Read-Only Access (ROA) Administrator. Grant "User" roles to Navy Band and Fleet Band Activities personnel as needed and train ROA Users on the use of the ROA Module.

(12) Generate "Pending Airline Cancellation Report" daily, and ensure travel authorizations are approved to prevent airline reservation cancellation. Generate other reports as required.

(13) Provide a POC for the Echelon II Debt Management Monitor and FIAR Manager to Navy DTS PMO.

(14) LDTAs shall never be placed in a routing list or create or edit a traveler Group Authorization, Authorization, Voucher, or Local Voucher. **LDTAs will have all profile indicators selected only for the purposes of granting it to other DTS users as required.*

c. Organizational Defense Travel Administrator (ODTA). The ODTA is responsible for managing the travel system for Fleet Band Activities to include:

(1) Permission Levels – 0, 1, 2, 3, 4, 5, 6. FBA Organization and Group Access, FBA ROA User.

(2) Establish DTS sub-organizations.

(3) Create and maintain routing lists, groups, and traveler profiles.

(4) Assign roles and permission levels.

(5) Resolve traveler and user DTS problems, and/or report problems to the LDTA and/or TAC and follow up on resolution.

(6) Generate "Pending Airline Cancellation Report" daily, and ensure travel authorizations are approved to prevent airline reservation cancellation. Generate other DTS reports as required by the LDTA.

(7) ODTAs shall never be placed in a routing list or create or edit a traveler Group Authorization, Authorization, Voucher, or Local Voucher. **ODTAs will have profile indicators selected only for the purposes of granting it to other DTS users as required.*

d. Financial Defense Travel Administrator (FDTA). The FDTA is responsible for ensuring all financial information is current and accurate. Responsibilities include:

(1) Permission Levels – 0, 1, 3, 5, 6. Organization Access and ROA for the top level organization of the FDTA's area or responsibility.

(2) Control and oversight of travel lines of accounting (LOAs), funds, and collection of debt.

(3) Create, maintain, or delete LOAs. Assign LOAs to organizations and cross-organizations through the X-Org funding feature in DTS and ensure each LOA is assigned to a corresponding LOA label and budget.

(4) Serve as the point of contact for correcting rejected transactions resulting from financial errors.

(5) Comply with all Department-wide and local financial policies and procedures for establishing and maintaining LOAs and be familiar with references (g), (j), and (k) as well as this IOP.

(6) FDTAs shall never be placed in a routing list or create or edit a traveler Group Authorization, Authorization, Voucher, or Local Voucher.

e. Budget Defense Travel Administrator (BDTA). The BDTA is responsible for maintaining travel budgets in the DTS Budget module. FDTAs may also serve as BDTAs. Responsibilities include:

(1) Permission Levels – 0, 1, 3. Organization Access and ROA for the top level organization of the BDTA's area or responsibility.

(2) Create and maintain information within the Budget module.

(3) Reconcile balances within the Budget module to official accounting records on a regular basis with local policies.

(4) Produce reports required by different users from the Budget module.

(5) BDTAs shall never be placed in a routing list or create or edit a traveler Group Authorization, Authorization, Voucher, or Local Voucher.

f. Debt Management Monitor (DMM). One or multiple FDTAs will perform the role of DMM in DTS. Responsibilities include:

(1) Permission Levels – 0, 6. Organization Access and ROA for the top level organization of the DMM's area or responsibility.

(2) Monitoring debt management within DTS based on organization access for reports and for all debt notifications.

- (3) Ensure the traveler has been served due process.
- (4) Initiate and track debt collection actions to recover monies owed by the traveler to the command.
- (5) Assist travelers who are in debt to the Government as a result of TDY travel. Provide guidance for repaying the debt and instructions on how to request a waiver or an appeal. Maintain all records pertinent to the waiver and appeal process.
- (6) Initiate Out-of-Service debt processing as necessary.
- (7) Resolve Accounts Receivable (A/R) rejects that are posted in DTS.
- (8) Review, sign, and retain monthly Debt Management reports to monitor DTS travel debt.
- (9) Perform other duties and responsibilities as outlined in the reference (1).
- (10) DMMs shall never be placed in a routing list or create or edit a traveler Group Authorization, Authorization, Voucher, or Local Voucher.

g. Financial Improvement Audit Readiness (FIAR) Manager. The Echelon II FIAR manager will be assigned as a FDTA in DTS and have Read-Only Access (ROA) to all organizations and sub-organizations. Responsibilities include:

- (1) Permission Levels – 0, 1, 5. Echelon II Organization Access, Echelon II ROA User.
- (2) Ensure all financial information in DTS is current and accurate.
- (3) Reconcile balances in the Budget module to official accounting records regularly in accordance with local policies.
- (4) Produce reports required by different users from the Budget module, Report Scheduler, and DTA Maintenance Tool.
- (5) Ensure TOP FIAR control activities are performed in DTS and that appropriate KSDs are produced, reviewed, and retained at the Echelon II level.
- (6) Perform periodic travel document audits of Navy Band and Fleet Band Activities.
- (7) FIAR Managers shall never be placed in a routing list or create or edit a traveler Group Authorization, Authorization, Voucher, or Local Voucher.

h. Routing Official (RO). Optional role. The RO reviews documents in the routing list and applies the appropriate status stamp.

(1) Permission Levels – 0, 2. ROA for the top level organization of the RO's area or responsibility.

(2) ROs cannot be granted group access to traveler's documents. ROs will only have access to view and adjust documents through the route and review process/documents awaiting your approval link.

i. Approving/Certifying Official (AO). The AO/CO controls the mission and is responsible for determining the necessity of trips and funds availability. Responsibilities include:

(1) Permission Levels – 0, 1, 2. ROA for the top level organization of the AO's/CO's area or responsibility.

(2) Authorize travel by applying the "APPROVED" stamp to a document and ensure the proper LOA is assigned prior to approval.

(3) Review and ensure DTS travel orders and vouchers are complete, to include substantiating records/receipts, and will apply the "APPROVED" stamp for payment. AOs/COs may not approve their own travel claims for payment.

(4) AOs/COs must complete the AO/CO – Training for Accountable Officials and Certifying Officers (COL) course through the DTMO Travel Explorer (TraX) website within two weeks of appointment and before approving any documents.

(5) AOs/COs will only have access to view and adjust documents through the route and review process/documents awaiting your approval link. AOs/COs may be granted ROA access by the LDTA.

j. Non-DTS Entry Agent (NDEA). Responsible for entering claims for reimbursement in DTS for travelers who do not have access to DTS.

(1) Permission Levels – 0, 5. Group Access for the top level organization of the NDEA's area of responsibility.

(2) NDEAs must enter data, exactly as presented, on a traveler's signed paper voucher (DD 1351-2 or SF 1164), upload the signed voucher and required receipts into DTS through the "Substantiating Records" feature, and apply the "T-ENTERED" stamp on the digital signature page.

(3) NDEAs must be designated in writing as a DAO and shall not be part of any routing list.

k. Travel Clerk. A Travel Clerk is responsible for entering and digitally signing authorizations and group authorizations in DTS on behalf of other travelers.

(1) Permission Levels – 0, 5. Group Access for the top level organization of the Travel Clerk's area or responsibility.

(2) Travel Clerks may create vouchers and local vouchers for travelers but are not authorized to apply the "T-ENTERED" stamp.

1. Travelers

(1) Permission Levels – 0. No Organization or Group Access.

(2) Responsible for preparing initial authorizations, amendments and post trip vouchers.

(3) Responsible for uploading all records to substantiate certified travel claims including: itemized lodging receipts (regardless of amount), airfare (not boarding passes), rental car, and non-mileage expenses greater than \$75.

(4) Travelers must utilize the split disbursement feature when filing their travel vouchers and ensure their travel card and banking information is correct in both their travel orders and profiles.

(5) Required to submit their travel vouchers within 5 business days upon completion of travel and are liable for any false or fraudulent written or oral statements.

3. Separation of Duties. Key duties and responsibilities must be divided or separated among different people to reduce the risk of error or fraud. This includes separating the responsibilities for authorizing transactions, processing and recording them, reviewing the transactions, and handling any related aspects. No one individual should control all key aspects of a transaction or event. Approving Officials listed in a routing list cannot edit master data: profiles, lines of accounting, and routing lists. Permission levels 5 and/or 6 cannot be assigned to AOs.

4. Administrative. Check-In/Check-Out procedures. DTAs must be included in the check-in and check-out procedures for Navy Band and Fleet Band Activities.

a. Travelers must contact their new DTA when checking in with a new command to have their DTS profile received and updated in the new command's hierarchy. If the DTS profile cannot be received, contact the Navy Band LDTA.

b. Prior to changing duty stations, the traveler should ensure that all vouchers have been completed.

c. When checking out, the traveler should contact the DTA and request to be detached from the organization. The traveler's profile should never be deleted and only detached after all outstanding vouchers have been submitted.

5. DTS Permission Levels. Each user in DTS must have a permission level assigned to their specific user profile. Permission levels are assigned by DTAs, depending on the user's role within the command.

- a. Permission Level 0. Allows users to access document preparation functions.
- b. Permission Level 1. Grants view-only access to the Budget module in conjunction with Org Access.
- c. Permission Level 2. Allows access to the Route and Review module and to apply appropriate routing stamps to travel documents.
- d. Permission Level 3. Allows users to perform tasks in the Budget module, including establishing and maintaining budgets for their organization's LOAs. Allows users to view and edit EFT information in a traveler's permanent profile.
- e. Permission Level 4. Allows access to the CBA module.
- f. Permission Level 5. Allows users to edit organizations, routing lists, groups, and personal information within an organization.
- g. Permission Level 6. Allows editing capability to Lines of Accounting (LOAs) and access to the Debt Management Monitor (DMM) Module.

6. Training Requirements. All training requirements shall be completed through the DTMO Travel Explorer (TraX)/Passport website.

- a. LDTA/ODTA. Must complete the COL training within two weeks of appointment and annual refresher training. Must complete the Program & Policy – Travel Card Program (Travel Card 101) [Mandatory] course. Should complete all other recommended training courses within two weeks of appointment.
- b. FDTA/BDTA. Must complete the COL training within two weeks of appointment and annual refresher training. Must complete the Program & Policy – Travel Card Program (Travel Card 101) [Mandatory] course. Should complete all other recommended training courses within two weeks of appointment.
- c. DMM. Must complete the COL training within two weeks of appointment and annual refresher training. Must complete the Program & Policy – Travel Card Program (Travel Card 101) [Mandatory] course. Should complete all other recommended training courses within two weeks of appointment.
- d. AO/CO/RO. Must complete the COL training within two weeks of appointment and annual refresher training. Must complete the Program & Policy – Travel Card Program (Travel Card 101) [Mandatory] course. Should complete all other recommended training courses within two weeks of appointment. Should review DTMO's "Desktop Guide for Authorizing Officials and Certifying Officers."

e. Travel Clerk/NDEA. Must complete the Program & Policy – Travel Card Program (Travel Card 101) [Mandatory] course. Should complete all other recommended training courses within two weeks of appointment.

7. Read-Only Access (ROA). ROA provides view-only access to traveler's documents. The LDTA will serve as the Echelon II Read-Only Access (ROA) Administrator. The LDTA may grant "User" roles to Navy Band and Fleet Band Activities personnel as needed and train ROA Users on the use of the ROA Module; however, LDTAs cannot grant ROA "Administration" roles to individuals. Requests for ROA Admin access must be submitted by the LDTA to the Navy DTS PMO using an ROA Request Form for approval.

8. Split Disbursement. Split disbursement is mandatory for all Navy military and civilian personnel who use the Government-sponsored, contractor-issued travel card. Split disbursement requires travelers to designate payment for all charges on their travel card directly to the travel card contractor bank when filing their vouchers in DTS. Remaining balances will be reimbursed electronically to the traveler's personal banking institution.

9. Substantiating Records and Receipts. AOs/COs are responsible for checking to see the required documentation and receipts are attached to the DTS Voucher for approval. Travelers are ultimately responsible for producing valid receipts for official travel expenses. Proper documentation and receipts include:

a. Itemized lodging receipts.

b. Rental car receipts showing pickup and return dates. A rental car agreement or estimated charges are not proper receipts.

c. Original receipts for expenses of \$75 or more, regardless of form of payment must be included in the substantiating records section of DTS. *Local business practices may require travelers to produce receipts for expenses under \$75.

d. Airfare receipts. CWT Sato Travel distributes airfare invoices and itineraries to all travelers via email. Boarding passes are not considered valid receipts. If the provided invoice is lost, a replacement may be requested at www.cwtsatotravel.com.

e. Reservations within DTS are not considered a proper form of documentation and/or receipt for commercial transportation; i.e., air, rail.

f. If receipts have been inadvertently lost or destroyed, it is the traveler's responsibility to exhaust all options to obtain a duplicate receipt. If unsuccessful, a written statement, acceptable to the AO explaining the circumstances, must be furnished.

g. Proper receipts must show when specific services were rendered, when articles were purchased, and the unit price.

h. Examples of other substantiating documentation include: Certificate of Non-Availability (CNA); Constructed Travel Worksheet (CTW); and signed 1351-2 for NDEAs.

10. Tax Exemption. CBA Travel Cards are exempt from state taxes in every state. IBA travel cards are exempt in some but not all states. Uniformed members and DOD civilian employees traveling on official travel are responsible for verifying state tax exemption status on the GSA SmartPay website prior to travel and for completing any required tax exemption forms. AOs/COs should not authorize reimbursement of hotel state taxes from tax exempt states.

11. Permissive Travel. Permissive/No-cost Travel (PTDY) is travel issued in the Navy's best interest but voluntary (permissive) in nature. The traveler is responsible for all travel and transportation expenses and is prohibited from accepting any compensation or gifts in kind. Per reference (m), PTDY is granted at the CO's discretion. Examples include:

a. Job- and house-hunting for retiring service members or employees at the end of their career.

b. Musical performances or service opportunities outside the local area where the uniformed service member will represent the Navy, while not requiring the expenditure of personal leave.

12. Mission-Related Expenses. Mission-related expenses are not reimbursable as travel expenses. These include, but are not limited to, equipment and materials (e.g. batteries, tools, film, paper, books, medical supplies), hotel concierge, workout room/gym fees, duplication of vehicle keys, equipment repairs, and similar items.

13. Cross-Organizational Funding. Official travel funded by another command, service, or other DOD entity must be processed in DTS using the Cross-Organizational funding feature known as "X-Org" funding. The funding organization's routing list must be assigned to the X-Org line of accounting in order for the AO of the funding organization to approve the traveler's documents. If the X-Org is assigned to a DTS organization code, the LOA will become available to all travelers of the cross organization. If the X-Org is assigned to a specific SSN, the LOA will only be available to a specific traveler. At any time, the funding LOA organization may remove the LOA label from use by another organization or traveler.

14. DTS TOP FIAR. As part of the Department of the Navy Financial Improvement and Audit Readiness (DoN FIAR) Program, the following control activities for Transportation of People (TOP) are to be performed indefinitely and key supporting documentation (KSDs) are to be produced, reviewed, and retained by the Echelon II LDTA.

a. CP1. Ensure all appointed Approving Officials (AOs) have a valid DD Form 577 on file.

b. CP2. Run the Approved Status report within the first 5 calendar days of the month for the previous month to remediate travel document rejects. Filter the report to identify all line items with Current Status as "REJECT" or "AR REJECT". Document any follow up on the filtered report, then review and sign. Retain originals and filtered/reviewed reports.

c. CP3. Annually, review all approving officials listed in a routing list to ensure they have a validated DD Form 577 and cannot edit master data: profiles, lines of accounting, and routing lists. Run Basic Traveler Information report and Routing List List report. Filter Routing List List report to identify all approvers and transpose permission levels from Basic Travel Information report. Approvers should not have permissions levels 5 or 6. Document any follow up on the filtered report, then review and sign. Retain originals and filtered/reviewed reports.

d. CP4. Run Unsubmitted Voucher report within the first 5 calendar days of the month and for “Days Since Trip End” of 29. Run reports from the start of the fiscal year to the present date, then combine reports. Document follow up on line items over 30 days, then review and sign. Retain originals and filtered/reviewed reports.

e. CP9. Ensure all approving officials have a valid DD Form 577 on file and ensure all expenses requiring receipts have a receipt submitted before document is approved. CP9 should be tested as part of the LDTA’s annual internal program review.

GOVERNMENT TRAVEL CARD PROGRAM REVIEW

Command Name: (Insert Command Name here)

Hierarchy Number:		Number of Government Travel Cards in your Hierarchy:		
		Yes/No	Response	Optional Comments
		Goal: To ensure that the government travel charge card (GTCC) programs within the guidelines as prescribed by the NAVSUPINST 4650.7 and SECNAV 4650.21 Instruction.		
1		Does the command have an Internal Operating Procedures and or Instruction for the GTCC Program? (Per NAVSUPINST 4650.7 Chapter 2, pg. 5, Par 8, o.)		
	a.	If yes, * Please enclose a copy of the document.		
	b.	If no, when will the document be completed?		
	c.	Has the APC been designated in writing by the CO/Commander (Per NAVSUPINST 4650.7 Chapter 2, pg. 3, Par 8, b.)		
	d.	If yes, * Please enclose a copy of the document.		
	e.	Is the APC a part of the command's check-in/check-out procedures? (Per NAVSUPINST 4650.7 Chapter 4, pg. 3, Paragraph 1, i) (Desk Guide pg. 4)		
2		Has the Commander/CO or designee completed the Commander/CO training on CCPMD's website? (Per NAVSUPINST 4650.7 Chapter 2, pg. 3, Par 8, a.) *Please enclose a copy of the certificate.		
3		Has the APC completed the Mandatory initial APC training on TraX? (Per NAVSUPINST 4650.7 Chapter 2, pg. 5, Par 9, a.) * Please enclose a copy of this certificate or current refresher training certificate.		
	a.	Is the APC's refresher training completed every 3 years as required? (Per NAVSUPINST 4650.7 Chapter 2, pg. 5, Par 9, a.)		
4		What is the percentage of new cardholders in your command that have completed the initial travel card training through TraX?		
	a.	If the response is less than 100%, why?		
	b.	Is cardholder refresher training completed every 3 years as required? (Per NAVSUPINST 4650.7 Chapters 2, pg. 7, Par 11 e.)		
	c.	How is your cardholder refresher training provided? (CCPMD Website, Local Training, or other, please specify.)		
	d.	Does the command provide any additional training?		
5		Does the APC have a signed Statement of Understanding for each cardholder? (Per NAVSUPINST 4650.7 Chapter 2, pg. 5, Par 9, b.)		
	a.	If not, why?		
6		Are Restricted cards deactivated when the member is not on travel? (Per NAVSUPINST 4650.7 Chapter 3, pg. 1, Par 1, b.)		
	a.	If not, why and how many Restricted cards in your hierarchy are deactivated?		Number of Restricted Accounts Deactivated:

GOVERNMENT TRAVEL CARD PROGRAM REVIEW

Command Name: (Insert Command Name here)

7		What procedures does your command follow for infrequent travelers? (e.g. close the account, deactivate the account, lower the credit limit)			
8		How often does the APC perform account scrubs? *			
		*(Comparing the account listings report to the command's alpha rosters in order to identify accounts that need to be closed or transferred)			
	a.	Is your Command verifying receipt of the Chip and PIN card and updating expiration dates in DTS? (CHIP and Pin Report in CCRS)			Number of Chip cards that need to be verified receipt:
9		Are APCs monitoring excess credit balances? (Per NAVSUPINST 4650.7 Chapter 2, pg. 6 Par 9, e.) (Desk Guide pg. 32)			
10		Are credit/cash limits being reviewed monthly? (Desk Guide pg. 31)			
11		Does the APC lower credit/cash limits where excessive credit limits may allow for Misuse/Abuse? [Credit limits should be commensurate with mission requirements]			
12		How often do you run the Mandatory reports outlined in the Desk Guide? (Per NAVSUPINST 4650.7 Chapter 2, pg. 5 Paragraphs d.) (Desk Guide pg. 31)			
13		Other than the Mandatory Reports, what other process/ tools are used to monitor misuse/abuse? (Desk Guide pg. 31)			
14		How are you using IntelliLink to monitor for Misuse/Abuse? (Per NAVSUPINST 4650.7 Chapter 2, pg. 6 Para 9, f. and 3 MAR15: TCN – MANDATORY INTELLILINK MONITORING) Mandatory Response For HLA 3 APCs only			
15		Is the Mandatory Transaction Activity report routinely reviewed for unauthorized transactions at Adult Entertainment Establishments and Casinos? (Using Mandatory and Optional Reports located in the Desk Guide pg. 31)			
16		Are GTCC accounts reviewed monthly for Misuse/Abuse? (Using Mandatory and Optional Reports located in the Desk Guide pg. 31)			
	a.	What other methods are used to perform this review?			
17		In the last 12 months how many instances of cardholder Misuse/Abuse were identified?			
18		How many cardholders were subject to disciplinary action and is there documentation of these actions on file at your command?			
19		Does the APC have access to the DTS Unsubmitted voucher report? (This information can be requested from your DTA)			
	a.	If not, why?			
20		Does the APC have access to Official Military Orders (BUPERS) which contain GTCC usage instructions? (i.e. Individual Augmentee Orders) (Per NAVSUPINST 4650.7 Chapter 4, pg. 3, Par 1, k.) If no, has the APC requested access to these orders? (This information can be requested from your Administration Office)			

GOVERNMENT TRAVEL CARD PROGRAM REVIEW

Command Name: (Insert Command Name here)

21		<p>Does the APC provide a Travel Card Program update, through his or her chain of command, to the Commander/CO, at least semi-annually and are there meeting minutes on file at your command? (Per NAVSUPINST 4650.7 Chapter 2, pg. 6, Par 9, k.)</p>			
22		<p>Has your Commanding Officer/Supervisor reviewed the DoD IG Report: DoD Cardholders Used Their Government Travel Cards for Personal Use at Casinos and Adult Entertainment Establishments? (http://www.dodig.mil/pubs/report_summary.cfm?id=6461)</p>			
23		<p>Are pertinent documents being kept in a secure manner and for an appropriate length of time to protect PII (Per NAVSUPINST 4650.7 Chapter 2, pg. 1, Par 4) (Desk Guide pg. 14)?</p>			
24		<p>Do your cardholders know to visit the GSA SmartPay Website to determine if the state where you are traveling exempts taxes for lodging when using your GTCC? (Request for Lodging Tax Exemption located in the Desk Guide pg. 38)</p>			
	a.	If not why?			
25		<p>Has your Hierarchy been above the 1% delinquency metric for 3 or more consecutive cycles in the last 12 months?</p>			
		If yes, Go to # 23.			
		If No, your program review is complete.			
26		<p>How many times has your Command been over the delinquency goal in the last 12 months?</p>			
	a.	Is your Chain of Command aware of the delinquency issue?			
	b.	If not, Why?			
	c.	After completing a thorough review of your Travel Card processes and procedures what are the reasons for your command's delinquency issues?			
	d.	What process improvements have been put into place to reduce your command's delinquency percentage?			

GOVERNMENT TRAVEL CARD PROGRAM REVIEW

Command Name: (Insert Command Name here)

	Commanding Officer or *Designee's Signature:	
	<small>* The designee's signature must be the person who completed the Commander/CO training.</small>	
	Agency Program Coordinator's Signature:	