



## Updating the Phased Rollout of the Government Travel Charge Card (GTCC) for Permanent Change of Station (PCS) moves

POC : MyNavy Career Center | (833) 330-6622 |

### BLUF

Implementation of Phase III of the mandated use of the Government Travel Charge Card (GTCC) for Permanent Change of Station (PCS) for Sailors in all paygrades, originally due to go into effect on Jan. 1, 2023, is on hold and will be announced in a future Naval Administrative (NAVADMIN) message. Enlisted Sailors in paygrades E-7 to E-9 and officers O-4 and above are still required to use the GTCC for PCS, and all service members are still required to use MyPCS Travel Voucher, regardless of whether they utilize the GTCC. While not required for those outside the above paygrades, the GTCC remains authorized for all others and can be used for authorized PCS expenses.

### Audience

- Active duty Sailors on PCS orders in the Continental United States (CONUS) or outside CONUS (OCONUS) and their families.
- Training and Administration of the Reserve (TAR) Sailors on CONUS or OCONUS PCS orders and their families.
- Selected Reservists (SELRES) on CONUS or OCONUS PCS orders.

### Talking Points

- Mandatory use of the GTCC for PCS for all paygrades has been put on hold and will be announced in a future NAVADMIN message.
- All enlisted Sailors in paygrades E-7 to E-9, and officers O-4 and above are still required to use the GTCC for PCS.
- All paygrades are still required to use MyPCS Travel Voucher to process travel claims, regardless of whether they use the GTCC.
- Eligible Sailors outside the above paygrades may still use the GTCC for authorized PCS expenses.

### Sample POD/POW Note

- NAVADMIN 291/22 updates the phased rollout of mandatory use of the Government Travel Charge Card (GTCC) for Permanent Change of Station (PCS) moves. Mandatory use of the GTCC for PCS for all paygrades has been put on hold. Sailors E-7 and above and O-4 and above must still use the GTCC for PCS, and all service members must use MyPCS Travel Voucher to process travel claims. While not mandatory for other paygrades, all hands are authorized to use the GTCC for authorized PCS expenses. For more information, check out <https://www.mynavyhr.navy.mil/Support-Services/Pay-Pers-Support/My-Personnel-Info/GTCC-for-PCS/>.

### FAQ

#### **Q: What are my responsibilities as a cardholder using the GTCC for PCS?**

**A:** Prior to travel, cardholders need to provide their Command Pay and Personnel Administrator (CPPA) and Agency Program Coordinator (APC) a copy of their orders, an estimate of their PCS expenses and personal contact information. While on travel, they need to keep all receipts for reimbursable expenses and keep track of these expenses to ensure they do not overcharge the GTCC and possibly face personal indebtedness. Once they report to their ultimate duty station, they must check in with their new APC and CPPA to complete and submit their travel claim within **FIVE** working days.



**Q: Where can I go to get training on the GTCC or MyPCS Voucher?**

A: You can find assistance at the following:

- MyPCS Travel Voucher via MNP: <https://my.navy.mil>.

- GTCC for PCS information guide and training briefs:

<https://www.mynavyhr.navy.mil/Support-Services/Pay-Pers-Support/My-Personnel-Info/GTCC-for-PCS/>.

- Downloadable NP2 quick start guides:

<https://my.navy.mil/np2.html>.

CAC-free access using a mobile device requires the Service Member to establish a CAC-free user name and password via MNP. Using a CAC-enabled machine, go to MNP, click "Login" in the top right corner, select "Login Help & FAQs" from the drop-down, then select "How do I set up CAC-free Access?" Follow directions provided on the page. Video tutorials are available at <https://my.navy.mil/tutorials.html>. Once a CAC-free account is established, the password is valid for 60 days.

**Q: I'm concerned about accidentally misusing the GTCC on unauthorized expenses. What do I need to know to avoid that?**

A: Understand the basics of what are and are not authorized travel expenses. Refer to NAVADMIN 291/22 for a list of these expenses and the specifics of what you can do to avoid personal indebtedness or getting in trouble with your command.

**Q: Can I take a travel advance with the GTCC?**

A: For Sailors with delays enroute greater than 90 days, traditional travel advances may be requested, if desired in lieu of using the GTCC, so long as you qualify in accordance with Joint Travel Regulations. If you do, you may request Dislocation Allowance (DLA), however if you do accept advance DLA, remember you can't use the GTCC for DLA expenses. Sailors can also request an Advance Operating Allowance Personally Procured Moves (PPM) and Advance Basic Pay and still use their GTCC for all authorized travel expenses. All other travel advances – such as per diem, mileage, TAD travel – are not authorized with concurrent use of the GTCC.

**Q: What if I use the GTCC for Temporary Lodging Expenses (TLE)?**

A: Sailors using GTCC to cover TLE at their new duty station must ensure your APC is aware so they can keep you in Mission Critical (MC) status. This will keep you from owing payment on the GTCC during that time. Regardless of whether you use the GTCC to cover TLE, you still must check in with your CPPA upon arrival and submit your travel claim within **FIVE** working days. You can file a supplemental travel voucher for the TLE afterward, just make sure to select split disbursement as an option.

**Q: Who do I contact if there are issues with my GTCC during my PCS move?**

A: Phone and email support is available 24/7 from MNCC at 1-833-330-MNCC (6622) or via e-mail at: [askmncc@navy.mil](mailto:askmncc@navy.mil), or from Citibank at 1-800-200-7056 (CONUS) or 904-954-7850 (OCONUS).

**Q: What do I do if I lose my card? Is there an interest rate? Can I monitor my card status?**

A: Call CitiBank immediately at 1-800-200-7056. They will reissue you a new card within 24-hours. Ensure your address on file is correct. This is a charge card, not a credit card, so there is NO interest. You can manage your card online via the Citibank app or online at [citimanager.com](http://citimanager.com).