NAVY PAY AND PERSONNEL SUPPORT CENTER
OPS ALERT

Ser N3: 038-20

Procedure Update: **GOVERNMENT TRAVEL CHARGE CARD USE DURING PERMANENT CHANGE OF STATION TRAVEL FULL ROLLOUT**

Release Date: 7/13/2020 Effective Date: IMMEDIATELY

BLUF: NAVADMIN 176/20 expands use of the GTCC to all CONUS and OCONUS PCS travel.

DISCUSSION:

CPPAs are required to read the attached NAVADMIN 176/20 and the GTCC Full Rollout Flyer in its entirety. The NAVADMIN authorizes use of the GTCC for all PCS travel, including that involving Temporary Duty Under Instruction (TEMDUINS).

Sailors indicate their intent to use the GTCC or receive a traditional advance on NPPSC form 1300/1. With exception of non-concurrent travel of dependents, use of the GTCC cannot be combined with a PCS travel advance.

Scenario #1: A service member w/dependents travels on the same day and concurrently - departs old PDS and reports to new PDS.

- *In this scenario, the service member can elect to request a PCS travel advance or use the GTCC but cannot use the GTCC and obtain travel advances concurrently.*

Scenario #2: Service member w/dependents departs for travel on two separate days, or departs on same day as dependents, but the travel is not concurrent.

- *The Service member can elect to request a PCS travel advance or use their GTCC. The service member may elect to receive a PCS travel advance **for dependent travel only** while the service member uses their GTCC for their travel; a PCS travel advance is encouraged in this example. Dependents are not authorized to use service members GTCC for their separate travel.*

If use of the GTCC is elected, the CPPA will direct the service member to use the PCS Travel Entitlements Calculator to obtain the estimated costs of PCS travel. It can also be used by the command Agency Program Coordinators (APC) to increase the credit limit on the GTCC, if necessary. The entitlements calculator is available at: https://www.public.navy.mil/bupers-npc/support/paypers/cpcresources/Pages/default2.aspx. Should the Sailor require APC assistance while executing PCS travel, Navy Personnel Command, in FRQMXQFWLRQ ZLWK 1DY\ 6XSSO\ 6\VWHPV &RPPDQG DQG &LWL Cell within MNCC Contact Center.

Travel Claims shall be submitted to the Travel Processing Department (TPD) no later than five (5) business days after reporting onboard the Ultimate Duty Station (UDS).

GTCC usage is interest free for up to 60 days after reporting onboard the UDS.

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