

RTTUZYUW RULSAMX006 0691820-UUUU--RHMCSUU RULSAMX.
ZNR UUUUU
R 101820Z MAR 03 ZYB
FM COMNAVSUPSYSCOM MECHANICSBURG PA//00E1//
TO UNSECNAV WASHINGTON DC//USN//
CNO WASHINGTON DC//JJJ//
CMC WASHINGTON DC//CMC//
CINCLANTFLT NORFOLK VA//N02/N02S/N02S5//
CINCPACFLT PEARL HARBOR HI//N1/N11//
CINCUSNAVEUR LONDON UK//JJJ//
COMSC WASHINGTON DC//JJJ//
COMNAVSPECWARCOM CORONADO CA//JJJ//
COMNAVSEASYSYSCOM WASHINGTON DC//JJJ//
COMNAVAIRSYSCOM PATUXENT RIVER MD//JJJ//
COMSPAWARSYSCOM SAN DIEGO CA//JJJ//
COMNAVAFACENGCOS WASHINGTON DC//JJJ//
COMNAVSUPSYSCOM MECHANICSBURG PA//JJJ//
DIRSSP WASHINGTON DC//JJJ//
BUMED WASHINGTON DC//JJJ//
COMNAVPERSCOM MILLINGTON TN//JJJ//
CNET PENSACOLA FL//JJJ//
COMNAVRESFOR NEW ORLEANS LA//N4/N41//
COMNAVMETOCCOM STENNIS SPACE CENTER MS//JJJ//
COMNAVSECGRU FT GEORGE G MEADE MD//JJJ//
ONI WASHINGTON DC//JJJ//
COMNAVNETOPSCOM WASHINGTON DC//JJJ//
NAVSYSTEMGTACT WASHINGTON DC//JJJ//
ASSTSECNAV FM WASHINGTON DC//FMO//
CNO WASHINGTON DC//N413//
DFAS NORFOLK VA
CNR ARLINGTON VA//JJJ//
FLDSUPPACT WASHINGTON DC//JJJ//
BT
UNCLAS //N05200//
MSGID/GENADMIN/DON EBUSINESS OPERATIONS OFFC//
SUBJ/NAVY GOVERNMENT TRAVEL CHARGE CARD (GTCC) PROGRAM UPDATE
/NUMBER 02-FY03: MONITORING FOR NON-SUFFICIENT FUNDS CHECKS//
REF/A/MEMO/ASN (FMC)/28FEB2003//
AMPN/REF A PROMULGATES CHANGES TO DEPARTMENT OF THE NAVY (DON)
GOVERNMENT TRAVEL CHARGE CARD (GTCC) POLICY REGARDING NON-SUFFICIENT
FUNDS (NSF) CHECKS.//
POC/KEILHOLTZ, J E/GS-13/CALLSIGN:EBUSOPSOFF CARD MGMT GROUP (00E1Q)
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RMKS/1. THE PURPOSE OF THIS GTCC PROGRAM UPDATE MESSAGE IS TO
PROMULGATE DON POLICY CHANGES BASED ON GAO RECOMMENDATIONS FOR
MONITORING NON-SUFFICIENT FUNDS CHECKS IN THE INDIVIDUALLY BILLED
ACCOUNTS (IBA) PORTION OF THE GTCC PROGRAM. PAST HISTORY HAS SHOWN
THAT IN SOME INSTANCES THE GTCC HAS BEEN ABUSED BY CARDHOLDERS WHO
REPEATEDLY SEND NON-SUFFICIENT FUNDS CHECKS AS PAYMENT TO BANK OF
AMERICA.
2. REF A REQUIRES AGENCY PROGRAM COORDINATORS (APCS) TO REVIEW THE
RETURNED CHECK CHARGES EXCEPTION REPORT PROVIDED IN BANK OF
AMERICA'S ELECTRONIC ACCOUNT GOVERNMENT LEDGER SYSTEM (EAGLS). THIS
REPORT SHOULD BE USED TO IDENTIFY CARDHOLDERS WHO HAVE WRITTEN
NON-SUFFICIENT FUNDS (NSF) CHECKS.
3. FOLLOWING ARE DETAILED DIRECTIONS FOR GENERATING AND REVIEWING

THE RETURNED CHECK CHARGES REPORT:

- A. TO SCHEDULE A REPORT IN EAGLS, ON THE MAIN MENU SELECT THE PLUS SIGN NEXT TO EXCEPTIONS. A DROP DOWN FIELD WILL BE AVAILABLE TO SELECT A SPECIFIC EXCEPTIONS REPORT - IN THIS CASE RETURNED CHECK CHARGES.
 - B. CLICK ON THE RETURNED CHECK CHARGES REPORT, THEN CLICK ON THE SCHEDULE LINK IN THE UPPER RIGHT HAND CORNER OF THE SCREEN TO ACCESS THE REPORTING PARAMETERS. THE FIRST TIME A REPORT IS SCHEDULED, A SCREEN WILL APPEAR INDICATING NO INSTANCES FOUND.
 - C. ENTER THE REQUIRED PARAMETERS, THEN CLICK THE SCHEDULE BUTTON TO PROCESS THE REPORT.
 - D. ONCE THE REPORT IS COMPLETE, THE STATUS WILL SHOW SUCCESS. AFTER CLICKING ON THE SUCCESS LINK, THE DOWNLOAD WINDOW DISPLAYS, CONTAINING INFORMATION ABOUT THE FILE SIZE, AND ESTIMATED DOWNLOAD TIME.
 - E. SELECT THE CLICK HERE TO DOWNLOAD FILE LINK. A PROMPT APPEARS TO OPEN THE FILE FROM THE CURRENT LOCATION OR SAVE THE FILE TO YOUR COMPUTER. CHOOSE THE OPTION THAT SUITS YOUR NEEDS.
 - F. THE EXCEPTION REPORT - RETURNED CHECK CHARGES REPORT - SHOULD BE EXAMINED FOR RETURNED CHECKS OF ANY AMOUNT WITH PARTICULAR ATTENTION PAID TO ACCOUNTS THAT ARE ALSO PAST DUE. IF THE ACCOUNT HAS A TRANSACTION HISTORY OF 3 OR MORE RETURNED CHECKS FOR NON-SUFFICIENT FUNDS IN A 12-MONTH PERIOD IT SHOULD BE FURTHER INVESTIGATED IN EAGLS. ACCOUNTS SHOWING THIS PATTERN SHOULD BE CLOSED IMMEDIATELY.
 - G. APCS SHALL RUN THIS REPORT FOR THEIR HIERARCHY LEVEL AND REVIEW MONTHLY.
4. COMMANDS SHALL INVESTIGATE AND, IF WARRANTED, TAKE APPROPRIATE DISCIPLINARY ACTION AGAINST CARDHOLDERS WHO HAVE WRITTEN THREE OR MORE NSF CHECKS AS PAYMENT ON THEIR GOVERNMENT TRAVEL CARD ACCOUNTS.
 5. PLEASE DO NOT HESITATE TO CONTACT OUR OFFICE IF YOU REQUIRE ASSISTANCE WITH THE TRAVEL CARD PROGRAM. YOUR DON EBUSOPSOFF POC IS BARBARA HEPBURN, TEL (717) 605-9384, DSN 430-9384, EMAIL BARBARA.HEPBURN@NAVY.MIL, OR BEVERLY KUHN, TEL (717) 605-9392, DSN 430-9392, EMAIL BEVERLY.KUHN@NAVY.MIL.
 6. ADDITIONAL PROGRAM INFORMATION FOR THE DON EBUSOPSOFF CAN BE FOUND AT WWW.DON-EBUSINESS.NAVSUP.NAVY.MIL. WE LOOK FORWARD TO SERVING YOU.//
- BT
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