

TCPN #FY03-02: Exemptions to mandatory use of the travel card, mandatory split disbursement for military personnel, and salary offset for retired civilian personnel

PLEASE NOTE: LEVEL 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO GTCC PROGRAM PARTICIPANTS IN YOUR HIERARCHY

1. The purpose of this GTCC program update Travel Card Periodic Notice (TCPN) is to promulgate DON policy changes based on OSD Guidance in regard to travel en route to deployment, mandatory use of the split disbursement option, and changes to salary offset.
2. The OSD memo dated 14 April 2003 establishes that military or DOD civilian personnel en route to a point of departure for mission deployment are now exempted from mandatory use of the travel card. This exemption is intended to lessen the chance of delinquency on an individual traveler's charges incurred in reaching a departure point for a deployment, and the use of the travel card under such circumstances is discouraged.
3. The OSD memo dated 23 April 2003 establishes that the split disbursement option is now mandatory for military personnel. Implementation of mandatory split disbursement shall be accomplished through the travel voucher approval process. Individual travelers are responsible for designating an amount equal to the charges on the travel card to be sent to the card-issuing bank (Bank of America). Approving Officials shall ensure that the traveler is using the split disbursement option to the maximum extent possible. Approving Officials shall return any claims submitted by uniformed service members that do not at a minimum accurately reflect reimbursable charges for which travel card use is mandatory.
4. Cardholders can verify their account balance and the amount to designate for split disbursement by accessing Bank of America's Interactive voice response system by dialing the customer service number printed on the back of the travel card. Cardholders may also access their account information using Bank of America's on-line system. Cardholders that do not already have on-line access to their accounts may request it through their Agency Program Coordinator.
5. Mandatory split disbursement will be implemented for civilian employees after finalization of labor relations bargaining obligations. In the interim, civilian employees shall continue to be strongly encouraged to use split disbursement.
6. The OSD memo dated 23 April 2003 also provides for salary offset procedures to now be applied against retired civilian employees who retired without paying travel card charges. The Director, Defense Finance and Accounting Service (DFAS), has been directed to work with the OPM to establish any agreements and procedures necessary to begin salary offset collections on travel card debts owed by civilian retirees.

7. Please do not hesitate to contact our office if you require assistance with the Travel Card Program. Additional program information for the DON eBUSOPSOFF can be found at www.don-ebusiness.navsup.navy.mil. We look forward to serving you.