

TCPN #FY04-02: Department of Navy (DON) eBusiness Operations Office  
(eBUSOPSOFF)

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

1. The DON eBUSOPSOFF Government Travel Charge Card Agency Program Coordinator's (APC) Desk Guide has been posted to the DON eBUSOPSOFF website at [www.don-ebusiness.navsup.navy.mil](http://www.don-ebusiness.navsup.navy.mil). Go to "Quick Links", click on "Travel Card Training" link, then click on "Deskguide" in the blue Agency Program Coordinator box.
2. This desk guide provides detailed procedural information on daily operations for the administration and management of the Individually Billed Accounts (IBA) portion of the Government Travel Charge Card (GTCC) program. It applies to all DON activities and personnel using the travel card.
3. Please don't hesitate to contact our office if you require assistance with the DON Travel Card program. For questions regarding this TCPN send an e-mail to [Travel\\_Card@navsup.navy.mil](mailto:Travel_Card@navsup.navy.mil).