

## TCPN FY04 - #15 Current DOD Credit Limits

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

1. The guidelines have changed for credit limit increases for Department of Defense (DOD) Individually Billed Accounts (IBA). Bank of America (BOA) is enforcing the credit limits imposed by the DOD Travel Card Program Management Office for both standard and restricted government travel cards. Therefore, effective immediately, the following guidelines shall be followed:
  - a. Permanent increases will no longer be permitted.
  - b. Restricted accounts-limits may only be temporarily increased up to 6 months, after which they are subject to renewal.
  - c. Standard accounts-limits may only be temporarily increased for up to 12 months, after which they are subject to renewal.
  - d. APCs may not upgrade accounts from restricted to standard.
2. In order to comply with the DOD guidelines, the bank will run a macro on all restricted accounts that have permanent increases. For Navy accounts, the macro will be run the week of 30 May 2004. At that time, the permanent increases that are currently on the accounts will be coded as having a six month temporary increase and will be reset to the default limits in November/December timeframe. The list of the accounts that will be reset in November/December will be distributed in the near future via the Hierarchy Level 3 APCs.
3. Credit limits may be reduced prior to the six month period, and renewal may be requested at the conclusion of the temporary increase period. Hierarchy Level 3 APCs can determine within their chain of command what will be required in the way of justification for requested increases within their level of authority, however, the bank will need to verify the identity of the requesting caller and will need to ensure that the requested increase is within the strictures of the limit chart. Requests for increases that need CPM approval will require justification in writing.
4. Approval levels on limits have changed. The attached spreadsheet provides the current DOD approval levels.
5. Questions regarding this issue should be directed to the DoN eBusiness Office at [travel\\_card@navsup.navy.mil](mailto:travel_card@navsup.navy.mil).

Thank you,  
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