USCG

GTCC NEWSLETTER

GTCC

Travel Charge Card

Web Page

http://www.uscg.mil/psc/bops/govtrvl/

JPMC Travel Manager Help Line

866-725-1184

GSA SP2 Virtual Conference

Well the 2014 GSA SmartPay Virtual Conference has ended and seems to have been a great success. Over 2000 people from around the world were able to attend. If you did not have an opportunity to attend, you still have until September 30th to check it out. Courses have been recorded and are now available.

Information on the event can be found at: http://smartpay.gsa.gov/program-coordinators/training/2014-virtual-forum

You will need to register at: https://vts.inxpo.com/scripts/Server.nxp?LASCmd=AI:4;F:QS!10100&ShowKey=19965&LangLocaleID=1033&GroupID=SmartPay

While it might be virtual, it is still important that you make the time to participate. Most sessions are less than 40 minutes. This is the first GSA conference for charge cards since 2011. There have been many changes to the program as well as PaymentNet during these past 3 years.

Certification for Card Manager and Conference

Have you been a Travel Manager for 6 months or more? Wouldn't it look great on a résumé', EER, or OER if you could show that you have a Charge Card Manager Certification (CCMC)?

You now have the opportunity to earn this CCMC by completing the required coursework through the annual GSA Smart-Pay Training Forum and by possessing actual 'hands-on' experience. Just following the requirements as outlined on GSA Smart Bulletin No. 022. Once you've obtained all 12 course certificates, you can email Varuna Singh at GSA, and list us, the program managers as your OPC/Travel Manager supervisor. We can validate your time as TM if requested. Our contact information is on each newsletter as well as the GTCC website. Don't wait! You only have until September 30 to get these courses completed.

TDY Worksheet Review

When was the last time you REALLY looked at the TDY worksheet, CG- 2070? You can find this form on the PPC website. This should be the tool used to help coach the traveler on GTCC use and ensuring they follow through with getting their travel credit limit set correctly in advance of travel.

How are these fields populated by your travelers?

- Do you have a GTCC?
- If you have a GTCC, have you verified that your credit limit is $2500?
- Is leave being requested with the trip?
- What is the duration of travel?

You can help your ADMIN shops and approving officials by pointing this out and coach travelers to help keep them from getting stranded.

Poor Situational Awareness and GTCC

Did someone mistakenly use their GTCC for an unauthorized purchase? Like a UHaul or dependent travel or group meal? Did a merchant use the stored GTCC for a personal trip? To help resolve this potential misuse, the member can try to move the transaction to another form of payment. If this doesn't work, then disciplinary actions will soon follow. Don't let a DHS audit catch up with the cardholder when any recourse could have been avoided.

Good To Know

Split Disbursement can be used when submitting a paper travel claim. The DD 1351-2 can be completed in the upper right corner with the dollar amount requesting to go directly to the GTCC for payment. So although using split disbursement is not mandatory at this time, it is a good tool to encourage travelers to use to ensure travel cards get paid in a timely manner.

PaymentNet Training: JPMC offers bi-monthly training webinars for PaymentNet. The next training sessions are Aug. 6 at 1300EST and Reports and Queries, Aug. 28 at 1300EST. Check out the PaymentNet Welcome page for the link to the training section.

Why reinvent the wheel? Do you need help preparing for GTCC training for an upcoming All Hands event? Use our slides for a GTCC briefing from the GTCC website. Note: this presentation does not take the place of the required LMS course completion.

Reporting with EMPLIDs

Were you aware that the EMPLOYEE ID links member information to systems like CG Business Intelligence (CGBI) and Learning Management System (LMS)? If this information is not correct, members will not receive credit for GMT and may encounter readiness issues. This can be viewed in the active directory by going to https://edms.uscg.mil/selfservice and selecting 'My Account". To make changes to an EMPLID, a CGFIXIT request must be submitted. If this is wrong, we cannot track GTCC GMT and accounts may be closed for not having completed training.

UnMasking PaymentNet Reports

The recent PaymentNet updates implemented a feature to mask/hide sensitive and identifying information.

While this is a great feature to prevent showing PII, when necessary you can edit your reports to unmask data. To do this, go into each report you generate to select the unmasked button to produce a report that will show the full account numbers. *As always, be very careful with this PII.*

Hierarchy Changes

Just another reminder if you are a new Travel Manager, hierarchy changes are based off the cardholder Administrative Target Unit (ATU), the first two digits of the OPFAC. When a cardholder officially checks into a unit and DA is updated, we make the hierarchy changes at our level. There is no need for you to submit a request to us or the bank to make this happen. While we do these on a weekly basis, if you don't see changes one week, check back. If the cardholder needs assistance in the meantime, reach out to the former Travel Manager for that ATU. Let us know if you need help with any of this.

Disciplinary Action and the GTCC

You may not be aware that use of the GTCC is mandatory per federal law, DHS and USCG policy. Failure to use the GTCC can be charged as a dereliction of duty under Article 92 of the UCMJ. Additionally, using a personal card specifically to accrue benefits could also be charged as using public office for private gain. We encourage you to disseminate this information to your cardholders frequently. The GTCC policy, CIM 4600.18 , chapter 1 outlines various disciplinary measures in order to ensure these actions may be consistent throughout the organization. When travelers are coached at the onset of receiving orders, there may be fewer occurrences of GTCC mishaps or misuse.

*REMEMBER * ALWAYS PROTECT PII*

ARL-PF-CGPSC-JPMC-GTCC@uscg.mil
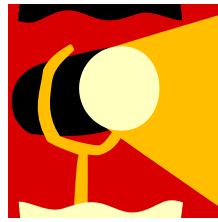
In the Spotlight

Way to go Travel Managers!

YN1 Anthony Vaeth-identifying potential misuse and taking action

CWO James Lunsford-identifying issues with the Travel Manager Tool and PaymentNet enhancements

YN2 Chance White-submitted an idea to DHS/JPMC to create an alert when GTCC payment is returned from the bank

And keep up the great work!

Who Are You?

Do your cardholders know you are available to assist them?   Do they know who to contact when they need to update their account address, phone numbers or increase their credit limit for an upcoming TDY? Has your PaymentNet Welcome Page been updated with contact information?

   We would like to suggest you put a 'blurb' in your local unit plan of the week, CG Portal unit page or issue tidbits of general GTCC information through distribution lists to help cardholders understand when and how to properly use their travel card. This can help keep your cardholder from being stranded during an official trip without enough credit on their account or help keep the account current by having updated information in PaymentNet so they receive their GTCC statement timely.

Your hierarchy PaymentNet Welcome Page should be updated with current Travel Manager contact information. Check it out under Administration/Hierarchy/Settings.

Be sure to let your cardholders know you are there to help with their travel card business.