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COMDTINST 4600.14D  
03 FEB 2015

COMMANDANT INSTRUCTION 4600.14D

Subj: GOVERNMENT TRAVEL CHARGE CARD (GTCC) POLICIES

Ref: (a) Government Travel Charge Card (GTCC) Program Policies and Procedures,  
COMDTINST M4600.18 (series)

1. PURPOSE. This Instruction establishes Coast Guard policy for the issuance and use of the Individually Billed Accounts (IBA) GTCC by Coast Guard military and civilian personnel (including NAF employees), the use of Centrally Billed Accounts (CBA) for the purchase of common carrier transportation tickets, and the issuance of travel debit cards as a means of providing emergency advance travel funds.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, directors, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. Government Travel Charge Card (GTCC) Program, COMDTINST 4600.14C is cancelled.
4. DISCUSSION. The Travel and Transportation Reform Act of 1998, P. L. 105-264, stipulates that the GTCC shall be used by all U.S. Government personnel (military and civilian) to pay for all official travel expenses. Office of Management and Budget Circular No. A-123, Appendix B dated January 15, 2009, establishes standard requirements and practices for improving the management of GTCC programs and is incorporated within Reference (a).
5. BACKGROUND.
  - a. All Coast Guard military members, active duty and reserve, and civilian personnel (including NAF Employees) who are authorized or directed to be issued a GTCC are hereby ordered to apply for a GTCC and use their GTCC only when in an official travel

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status (i.e. pursuant to written temporary duty orders, letter orders, or other authorized travel for the conduct of official business) and only for expenses that are authorized for reimbursement in accordance with the Joint Federal Travel Regulations (JFTR) (military members) or Federal Travel Regulations (FTR) (civilian employees) and implementing Coast Guard policy. Military members and civilian employees who are not authorized cardholders shall not make use of any IBA GTCC for any purpose.

- (1) Undisputed GTCC bills shall be paid in full on or before the statement due date regardless of reimbursement. Non-timely payment of the bill on the statement is prohibited and is punishable under Article 92 of the Uniform Code of Military Justice (UCMJ) and may result in other adverse administrative or disciplinary action. It is prohibited to allow account balances to age to delinquent, suspended, closed, or charged off status, as these terms are defined at paragraph A.5 to Chapter 1 of Reference (a). Violation of this order is punishable under Article 92 of the UCMJ and may also result in other adverse administrative or disciplinary action by the member's command.
  - (2) Use of a government charge card (CBA or GTCC) for other than official government business expenses for the cardholder as authorized on approved official travel orders is prohibited and is punishable under Article 92 of the UCMJ and may result in other administrative, disciplinary, or adverse action, and depending on the situation may constitute fraud.
  - (3) Commands shall ensure appropriate administrative, disciplinary and/or adverse action is taken as recommended in Chapter 1, Paragraph E of Reference (a). Commands should consult their servicing CG-1214 HR specialist for advice and guidance before taking disciplinary/adverse action against civilian employees.
- b. The affirmative obligations and prohibitions contained in paragraph 5.a. constitute, with respect to all personnel subject to the UCMJ, a punitive, lawful general order. Failure to comply is punishable under Article 92 of the UCMJ and may result in other adverse administrative or disciplinary action. The affirmative obligations and prohibitions contained in paragraph 5.a. are also applicable to all civilian employees of the Coast Guard and may serve as grounds for disciplinary or adverse actions by the employee's chain of command in accordance with the Civilian Personnel Actions: Discipline, Performance, Adverse Actions, Appeals, and Grievances Manual, COMDTINST M12750(series) and applicable negotiated agreements for violation of this policy.
  - c. Travelers are required to submit travel claims for local administrative review at their unit within three working days from the termination of the travel. Administrative reviewers shall take appropriate action within two working days of receipt. This applies whether using claim conveyance by mail, fax, or use of an automated travel voucher system. Non-timely travel claim submission may result in administrative, disciplinary, or adverse action.

- d. Specific provisions governing policies and procedures of the GTCC Program, the CBA Program, and the Travel Debit Card Program are set forth in Reference (a).
6. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
  7. MAJOR CHANGES. This Instruction updates the general order contained in paragraph 5.a.(2).
  8. IMPACT ASSESSMENT. This Instruction is not expected to have any impact on existing operations. No additional resources are necessary to carry out this tasking.
  9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).
  10. ENVIRONMENTAL ASPECTS AND IMPACT CONSIDERATIONS. Environmental considerations under the National Environmental Policy Act (NEPA) were examined in the development of this Instruction. This Instruction deals with routine personnel, fiscal, and administrative activities, actions, procedures, and policies which clearly do not have any environmental impacts, such as military and civilian personnel recruiting, processing, paying, and record keeping. It is categorically excluded from further NEPA analysis and documentation requirements under Categorical Exclusion (1) as published in the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series), Figure 2-1. An Environmental Checklist and Categorical Exclusion Determination (CED) are not required.
  11. FORMS/REPORTS. None.
  12. REQUEST FOR CHANGES. Recommended changes to this Instruction and Reference (a) should be directed to the GTCC Program Manager at the Personnel Service Center, Resource Management Branch.

Paul F. Zukunft /s/  
Admiral, U.S. Coast Guard  
Commandant