



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 4600.1A
G-8

20 MAY 2026

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
4600.1A

From: Commander
To: Distribution list

Subj: GOVERNMENT TRAVEL CHARGE CARD PROGRAM (GTCCP) INDIVIDUALLY
BILLED ACCOUNTS

Ref: (a) See enclosure (1)

Encl: (1) References
(2) Disciplinary Guidelines for Abuse and Misuse of GTCC
(3) Template for Unauthorized Use Notification Letter
(4) Template for Unauthorized Use Notification Endorsement
(5) IntelliLink Transaction Questionnaire Form
(6) Sample Page 11 for Accounts 120 Days Delinquent or Misuse
sample
(7) Stages of Delinquency
(8) DD-Form 3120-Statement of Understanding
(9) GTCC Summary of Required, Authorized, and Unauthorized
Transactions
(10) Reports Required
(11) Template for APC Appointment Letter
(12) Declined Authorization Code Chart
(13) DD-Form 2883 - GTCC Alternate Credit Worthiness Evaluation

1. Situation. This Order promulgates guidance and establishes policies and procedures for managing the Marine Corps Installations East Government Travel Charge Card Program (GTCCP) Individually Billed Accounts (IBA), in accordance with references. This Order is not applicable to GTCCP Central Billed Accounts or the Government Commercial Purchase Card Program.

2. Cancellation. MCIEAST-MCB CAMLEJO 4600.1 Ch 1.

3. Mission

a. Installations assigned to MCIEAST shall implement the tactics, techniques, and procedures (TTP) necessary to ensure the proper execution of the GTCCP and support to GTCC cardholders in the MCIEAST hierarchy in order to prevent delinquencies, abuse, misuse, and/or non-compliance with this Order.

b. Summary of Revision. This Order updates the policies and procedures for the GTCCP Individually Billed Accounts (IBA). This Order has been revised and should be read in its entirety.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Establish TTPs that effectively control the GTCCP to facilitate proper management of the program in accordance with the references.

(b) MCIEAST Installation Commanders shall conduct appropriate oversight of the program to ensure compliance with this Order. This will primarily be accomplished through education aimed at supervisors and cardholders regarding the proper use of the GTCC.

(c) All MCIEAST personnel must fully understand the regulations and guidelines pertaining to proper use of the GTCC and will follow the TTPs applicable to their situation.

(2) Concept of Operations

(a) The Commanding General (CG) will formally appoint Regional Agency Program Coordinators (APCs) to manage the GTCCP for MCIEAST in accordance with the references.

(b) All MCIEAST Installation Commanders will formally appoint Installation APCs to manage the GTCCP.

(c) APCs at all levels shall compile and submit reports as required by policy, regulation, or special order.

b. Subordinate Element Missions

(1) MCIEAST-MCB CAMLEJ Assistant Chief of Staff (AC/S), G-8 shall:

(a) Monitor and report command compliance with this Order.

(b) Consult and coordinate with the MCIEAST-MCB CAMLEJ Staff Judge Advocate and AC/S, G-1, as necessary.

(c) Certify and retain the required monthly reports, in accordance with reference (u).

(d) Recommend appropriate action when abuse or misuse of the GTCC is identified and adjudicated by an installation commander, ensuring all recommended personnel actions are in accordance with the disciplinary guidance published in enclosure (2).

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(e) Use the IntelliLink rules, queries, and case management disposition capabilities to review travel card activity on no less than a monthly basis to identify potential misuse, abuse, or fraud. See reference (u) for further instruction on IntelliLink.

(f) Review all Notification of Unauthorized Use letters and Transaction Questionnaires. A sample letter is published in enclosure (3).

(g) Monitor the Regional Delinquency-Hierarchy and Aging Analysis Summary Reports to assess monthly delinquent accounts and their corresponding dollar amounts, in accordance with established metrics, per reference (u).

(h) Recommend appropriate action to reduce or eliminate GTCC delinquencies.

(i) Conduct Commanding General Inspection Program (CGIP) inspections using the Functional Area Checklist, 992 Government Travel Charge Card Program (GTCCP). The method of inspection, whether on-site or virtual, will be conducted as required by the MCIEAST, CGI team.

(j) Analyze delinquency trends within all subordinate commands. Identify, document, and communicate systemic deficiencies or policy misunderstandings contributing to such trends and recommend corrective actions to maintain compliance.

(2) MCIEAST Installation Commanders shall:

(a) Verify that their command, its units, and all cardholders are operating in full compliance with the references.

(b) Formally appoint one primary and one alternate APC. Appointment letters shall be created using the mandatory template from enclosure (9).

(c) Ensure all installation appointed APCs retrieve, review, and retain the five mandatory monthly reports: Account Activity Text, Account Listing, Declined Authorizations, Delinquency Report-Hierarchy, and DoD Travel IBA Aging Analysis Summary.

(d) Serve as the cardholder exemption authority and ensure that all travelers utilize the IBA GTCC for all official travel related expenses, unless otherwise exempt.

(e) Take appropriate personnel action when notified of card misuse and/or abuse. Provide all necessary completed documentation to MCIEAST AC/S G8 for higher headquarters reporting requirements.

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(f) Initiate coordination with the servicing Civilian Human Resources Office to employ appropriate corrective action for any civil servant who violates the terms of the GTCCP. This action is required for all violations, including, but not limited to, instances where an employee's account reaches 120 days of delinquency, or when GTCC abuse or misuse has occurred.

(g) Formally counsel uniformed personnel whose accounts have reached 120 days of delinquency, or who have abused or misused the GTCC. This counseling shall be documented as a page 11 entry, in accordance with the example provided in enclosure (6). The stages of delinquency that trigger this requirement are outlined in enclosure (7).

(3) Installation APCs shall:

(a) Monitor internal controls regarding the GTCCP, and make recommendations to strengthen those controls in accordance with reference (u).

(b) Provide timely responses to all GTCCP inquiries, as required by the MCIEAST G8 HL4 APCs.

(c) Provide copies of all signed APC appointment letters to the MCIEAST G8 HL4 APCs.

(d) Participate in the formal check-in and check-out process for all personnel assigned to the command. The intent is to conduct timely hierarchy transfers for inbound personnel and to ensure the deactivation or closure of accounts for personnel permanently departing the command due to, separation from service, or retirement.

(e) Advise all outbound personnel on proper GTCC use during the PCS (Permanent Change of Station) process. In the event of a systematic failure with the Outbound Interview (OBI), manually conduct required credit limit increases and mission critical assignments for Marines executing PCS orders. Also, manually conduct the same actions for civilian personnel or uniformed members of other military branches prior to their departure as a standard procedure.

(f) Notify the Command Security Manager when an account reaches 60 days of delinquency. All confirmed cases of fraud, misuse, and abuse shall also be reported to the Security Manager.

(g) Maintain files containing DD-Form 3120, Statements of Understanding (SOU) for all personnel assigned to the installation. An SOU is required to be completed upon initial card issuance, upon arrival to the command, and must be updated every three years thereafter. A sample SOU is provided for reference in enclosure (8).

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(h) Maintain a system to file and validate training certificates. This system must contain a current Travel Card 101 training certificate for all active cardholders and a current Travel Card Program Management training certificate for current unit APCs.

(i) Maintain all GTCCP program records (e.g., hardcopy, secure electronic, authorized document management system) in a safe and secure location designed to prevent unauthorized access. All such records must include clear markings as required to fulfill Privacy Act compliance.

(j) Distribute GTCCP policy, procedures and updated information to all cardholders and command leadership to ensure full compliance.

(k) Retrieve, reconcile, and retain the five mandatory monthly reports for the current year plus two additional years. Reports are in the CitiManager Reporting section, under Web Tools on the home page: navigate to Shared Reports > Organizational Shared Folders > Department of Defense Travel Shared Reports > Marine Travel > IGMC.

1. Account Activity Report. Audit 10% of the accounts to ensure transactions are for official, travel-related, and authorized purchases. The audit report must include detailed annotations for all suspicious transactions, documenting the full lifecycle of the inquiry from initial notification to the cardholder to final justification response provided.

2. Account Listing Report. Reconcile against the command's alpha roster to identify and action accounts pending transfer or those of separated personnel. Profiles shall be reviewed for accuracy, justifications for credit or cash limit increases shall be documented, and monthly notifications shall be sent to cardholders with credit balances. Accounts in 'mission critical' status shall be carefully reviewed and the designation removed if no longer required. All accounts must have valid activation dates, with a commander's exemption letter required to justify any deactivation. Card Receipt Verification shall be enforced via monthly notifications, and all such correspondence must be documented. If a cardholder fails to act after three official notifications, the account shall be temporarily blocked using the 'Close-temporary Block' option, with the documented notifications serving as justification. All work must demonstrate evident progress by the end of the month.

3. Declined Authorizations Report. Investigate all declined transactions and annotate root cause. Documentation must include the initial notification to the traveler, their response, and the final resolution implemented to prevent future occurrences. In cases where a transaction is related to attempted fraud, misuse, or

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abuse, all actions taken shall be fully documented. Enclosure (12) shall be used as the official reference to identify all decline-reason code descriptions.

4. Delinquency Report-Hierarchy. Proactively manage and reduce past-due accounts to the lowest possible number before the end of the billing cycle and inform the installation commander on all status updates. To this end, immediate action shall be taken to investigate and resolve all past-due accounts, with weekly follow-up required to expedite payments. Report must include dated annotations of all cardholder and supervisor notifications, responses, corrective actions, the root cause, travel claim status, and expected payment date. If a delinquency is PCS-related, provide the cardholder's command-join date; if in mission critical status, provide the inclusive dates with justification. An account does not rate another period of mission critical status for the same debt if no action was taken during the previous mission critical period and subsequent 30-day grace period; such accounts will age until paid in full.

5. DoD Travel IBA Aging Analysis Summary Report. Retrieve, work, and retain. A "Totals Row" shall be added to the bottom of the report to reflect correct metrics. The purpose of this report is to provide the installation commander with the program health and Dollar Delinquency metrics. As metrics from subordinate commands (HL6 and lower) affect total metrics, it is the higher-level APC's responsibility to analyze delinquency trends and address any deficiencies or gaps in understanding within their subordinate hierarchies.

(l) Notify and recommend appropriate action to the installation commander when abuse or misuse of the GTCC is identified. Guidance for disciplinary action for confirmed abuse or misuse cases is provided for reference in enclosure (2).

(m) Following the installation commander's confirmation of a misuse or abuse case, prepare a 'Notification of Unauthorized Use' letter for the commander's signature. The sample letter published in enclosure (3) shall be used as the required format.

(n) Conduct a GTCC program review every two years or when otherwise required using the latest IGMC inspection checklist. Internal review must document all findings and recommendations made by the inspector to ensure sustained program compliance

(o) Refrain from replacing DTS (Defense Travel System) Scheduled Partial Payments (SPP) with a GTCC Mission Critical assignment unless cardholder's return day from TDY is scheduled within 30 days. Installation APCs and DTS Routing Officials shall make every

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attempt to ensure SPPs are enabled to prevent unnecessary use of Mission Critical status.

(p) Sign and distribute delinquency notification letters to the cardholder, and their respective supervisor for all accounts 60 or more days past due. Prepare delinquency letters using the sample provided in enclosure (1), reference (c). Document and retain all supervisor's notifications, acknowledgments, and related correspondence as required for inspection purposes.

(4) GTCC Cardholders shall:

(a) Complete 'Travel Card 101' training and DD-Form 3120, SOU, every three years. Submit training certificate and signed SOU to the installation APC.

(b) Use the GTCC for all official travel-related expenses originating from DTS or PCS orders. A comprehensive list of authorized and unauthorized expenses is provided in enclosure (9). An alternative form of payment is authorized only if personnel have a formal exemption or if the vendor does not accept the card.

(c) While in the execution of PCS orders, check out with the installation APC prior to departure to seek advice and ensure account readiness. For uniformed personnel, this check-out serves to verify that credit limit increases and Mission Critical status have been processed via the Outbound Interview (OBI). For civilian personnel and members of other military branches, whose PCS orders do not process via OBI, this check-out is to have those same actions conducted manually by the APC. Regardless of category, all personnel shall, immediately upon arrival, check in with their gaining command's APC.

(d) Pay the GTCC balance in full by the statement due date regardless of travel voucher status.

(e) Submit all Temporary Duty (TDY) Authorization requests a minimum of 10 days prior to the commencement of official travel.

(f) Submit travel vouchers for reimbursement of TDY costs within five working days of their return. Following submission, track the voucher's status until payment is complete. Upon settlement, verify that the GTCC was paid in full. If a partial payment or insufficient split disbursement results in a remaining GTCC balance, immediately resolve the debt by either submitting a supplemental travel voucher or making a full personal payment of the outstanding balance.

(g) Verify their full GTCC balance prior to signing their travel voucher. To prevent future delinquencies, all undisputed

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charges, including any prior outstanding balances, shall be designated for split disbursement.

(h) Schedule mandatory SPPs if TDY period is greater than 45 days. This is a requirement to ensure interim vouchers are settled via split disbursement every 30 days, hereby preventing delinquency while on extended TDY.

(i) For any TDY period exceeding 45 days, ensure their GTCC account is transferred to the temporary unit's hierarchy. Upon completion of the TDY, report to the installation APC to initiate the transfer of the account back to their parent unit hierarchy.

(j) Immediately notify the card issuer in the case of a lost or stolen card, or to dispute any charges. Then, notify the installation APC of any physical loss or theft of the card.

(k) Maintain online access to their Citibank account via the Electronic Access System to review and ensure the accuracy of their personal contact information, including their mailing address. If unable to update this information online, inform the installation APC, who will either assist in restoring online account access or facilitate the required update directly.

(5) Approving Officials of Official Travel shall. Review all travel vouchers with specific emphasis on the split disbursement details. Verify that the amount designated for split disbursement to the GTCC matches the full balance due to ensure the account is paid in full upon settlement. Amount being split disbursed to the GTCC must match its balance due. It is understood that any adjustment to the split disbursement amount will not alleviate the cardholder's responsibility to pay the full GTCC balance.

c. Coordinating Instructions

(1) In accordance with reference (u), all uniformed members assigned to MCIEAST will be issued a GTCC. All civil servants will apply for a GTCC, as required by position description or first line supervisor. Individuals who are not currently GTCC cardholders will apply for a GTCC immediately upon notification of the next travel requirement or sooner at the commander's direction. New GTCC applicants must submit the following documentation to the installation APC prior to application approval:

(a) Completion certificate for "Programs & Policies-Travel Card Program (Travel Card 101) [Mandatory]". This course will be conducted using the DTS-Travel Explore site at:
<https://www.defensetravel.dod.mil/Passport/>.

(b) DD-Form 3120 (SOU), per enclosure (8).

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(2) All standard and restricted accounts shall always remain activated for personnel assigned to MCIEAST. A Memorandum for the Record signed by the installation commander will be maintained to justify all inactive accounts.

(3) Cardholders assigned to MCIEAST shall use the GTCC for all official travel expenses. This includes, but is not limited to, purchasing airline tickets through the contracted Central Ticketing Office (CTO) and paying for lodging, rental car, and fuel expenses. Furthermore, the GTCC shall be the required method of payment for all expenses related to Personally Procured Moves (PPM), Temporary Duty Under Instruction (TEMINS), Civilian PCS, and Temporary Lodging Allowance (TLA).

(4) Travelers shall not use the GTCC for any purpose inconsistent with official business of the Department of War (DoW) with applicable standards of conduct. Travelers shall use the GTCC only for those expenses that are eligible for reimbursement in accordance with travel orders and applicable regulations. A list of required, authorized, and unauthorized expenses is included in enclosure (9).

(5) Cardholders with delinquent GTCC accounts are prohibited from executing additional TDY. Before future travel can be authorized, the past-due balance must be paid in full. APCs shall notify the installation commander, the cardholder's supervisor, and all relevant Travel Approving Officials of the delinquency to ensure travel authorizations are not approved until the debt is satisfied. Furthermore, delinquent cardholders shall be formally counseled for their failure to adhere to this policy.

5. Administration and Logistics

a. Reports required by this Order are listed in enclosure (10).

b. Citibank is the current DoW card issuer for the GTCCP. GTCCs are personal accounts assigned by Citibank to an individual based on the individual's credit worthiness. Citibank determines whether an individual receives a standard account or a restricted account.

(1) Standard Account. This account shall be issued to applicants who consent to a credit score check, with a standard credit limit of \$7,500 and a cash advance limit normally set at \$250. To meet mission requirements, MCIEAST APCs may temporarily raise overall credit and ATM cash limits with the approval of the traveler's supervisor. Any request to increase the ATM limit above \$5,000 or the credit limit above \$15,000 for a standard account must be approved by either the HL3 APC or the Component Program Manager (CPM) at Headquarters, U.S. Marine Corps (HQMC).

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(2) Restricted Account. Commanders may direct issuance of restricted cards when appropriate. A restricted card shall also be issued to applicants who do not consent to a credit score check, contingent upon a supervisor-signed DD-Form 2883. A blank form is listed in enclosure (13). The restricted account has a credit limit of up to \$4,000 and a cash advance limit of \$250. MCIEAST APCs may, with the traveler's supervisor's approval, temporarily increase these limits by \$5,000 to meet mission requirements. Any request to increase a credit or ATM limit above \$5,000 can only be approved by the HL3 APC or CPM at HQMC.

c. GTCC is a charge card, not a credit card, the balance must be paid in full by the due date posted on the monthly statement. Cardholders shall make payment to satisfy the full balance to avoid delinquency, the official stages of which are defined in enclosure (7).

6. Command and Signal

a. Command

(1) The CG, MCIEAST is the Commander designated by policy and regulation to administer and manage the GTCCP.

(2) This Order is applicable to all uniformed service members and civilian personnel who are employed by, assigned to, or otherwise attached to MCIEAST, general staff, and special staff departments. Applicability extends to all individuals assigned under TDY orders to an MCIEAST entity for a period of 90 days or more.

b. Signal. This Order is effective on the date signed.


G. B. PACE

DISTRIBUTION: A/C

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REFERENCES

- (a) Public Law 105-264, The Travel and Transportation Reform Act of 1998 (TTRA) October 19, 1998
- (b) The Joint Travel Regulations (JTR), Uniformed Service Members and DoD Civilian Employees April 1, 2026
- (c) DoDI 5154.31, Volume 4, Government Travel Charge Card Regulations April 9, 2025
- (d) SECNAV M-5210.8F
- (e) SECNAV M-5215.17A
- (f) MCO 4600.7A
- (g) DoD 7000.14-R, DoD Financial Management Regulation, Volume 7A, Chapter 43, Military Pay Policy October 2025
- (h) DoDI 5200.02-R, DoD Personnel Security Program September 24, 2020
- (i) Headquarters, United States Marine Corps, Financial Policy Manual Volume 1
- (j) DoDI 4515.16, Use of General Services Administration (GSA Airline City Pair Program) August 19, 2013
- (k) DoD 7000.14-R, DoD Financial Management Regulation, Volume 10, Chapter 23, Contract Payment Policy September 2025
- (l) MCO 5510.18B
- (m) SECNAVINST 12752.1A CH-1
- (n) DoD 7000.14-R, DoD Financial Management Regulation, Volume 1, Chapter 9, General Financial Management Information, Systems and Requirements March 2024
- (o) 5 U.S.C. 552a
- (p) SECNAV 5211.5F
- (q) MCO 5210.11F
- (r) Office of Management and Budget Circular A-123, Appendix B of August 27, 2019
- (s) MCO 5211.5
- (t) 31 U.S.C 3900
- (u) MCO 4600.40C

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Disciplinary Guidelines for Abuse and Misuse of GTCC

1. Abuse and misuse are strictly prohibited. Military members who are delinquent and/or misuse the GTCC are subject to the full range of criminal and administrative sanctions. Civilian employees who are delinquent and/or misuse the GTCC are subject to appropriate administrative action such as written or verbal counseling, recertifying their GTCC training or disciplinary action up to and including removal from Federal service. The following guidelines are from enclosure (1); references (b) and (c).

a. Standing policy outlines that in each case of improper, fraudulent, abusive, or negligent use of a GTCC by military personnel, the commander or supervisor of the responsible individual or parties will be informed by the APC in a timely manner in order that appropriate corrective or disciplinary action may be taken.

b. When abuse or misuse occurs, commanders and supervisors must carefully consider all the facts and circumstances in reaching a disposition that is warranted, appropriate, and fair.

c. Actions available when military personnel are delinquent and/or misuse a GTCC include counseling, admonishment, reprimand, Non-Judicial Punishment, Court-martial, and administrative separation.

2. There is no single response appropriate for all cases of abuse or misuse. Leaders will determine the proper course of action for each violation or individual. The commander or supervisor should consult with appropriate subject matter experts such as legal advisors, administrators or human resources specialists to determine appropriate disciplinary or corrective action.

3. In accordance with enclosure (1); reference (c), abuse and misuse are defined as follows:

a. Abuse. Any intentional or willful misuse of the GTCC by DoW personnel (military or civilian). As the GTCC is a charge card, not a credit card, cardholders are required to pay their balance in full by the statement due date.

(1) Failure to Pay. Failing to keep the GTCC account in a current status. An account is considered current only when the full past due balance is paid on time.

(2) Failure to Ensure Post-Settlement Payment. Failing to verify that the GTCC vendor received full payment for undisputed charges following the settlement of a DTS travel voucher. The responsibility for payment ultimately rests with the cardholder.

Enclosure (2)

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(3) Delinquency Due to Pending Claim. A delinquent account is not considered abuse if the delinquency is the direct result of a delayed government travel settlement, provided the cardholder has properly submitted their travel claim in DTS with split disbursement enabled. However, the cardholder is still responsible for notifying their APC and chain of command of the delayed settlement to facilitate prompt resolution. Once the claim is settled, any remaining balance is due immediately.

b. Misuse. Inappropriate, and often unintentional, use of the GTCC for a purpose other than authorized official travel expenses. It typically originates from a lack of awareness of policy, carelessness, or negligence. While distinct from abuse or fraud, misuse is still a violation of command policy and will be subject to corrective action. Specific examples of misuse include, but are not limited to:

(1) Unauthorized Purchases. Using the GTCC for any personal, family, or household expenses, except those authorized during a PCS move.

(2) Improper Cash Advances. Obtaining a cash advance at any time or for any reason not directly associated with official travel during non-travel periods or withdrawals made more than three working days to the start of official travel

(3) Use of Prohibited Merchant Types. While often intentional (abuse), the use of the GTCC at establishments centered on gambling or adult entertainment is strictly prohibited and will be categorized as misuse at a minimum.

(4) Incorrect Procurement Method. Using the GTCC to purchase operational unit supplies or equipment. Such purchases must be made with the Government Commercial Purchase Card (GCPC) or other authorized procurement methods.

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Template for Unauthorized Use Notification Letter

(Letterhead)

From: Installation Commander (If case is flagged through Visa IntelliLink Compliance Management (VICM) System, MCIEAST G8 AC/S will initiate the notification letter)

To: Company Commander (If notification letter is initiated by MCIEAST G8 AC/S, letter will be directed to the Installation Commander)

Subj: NOTIFICATION OF UNAUTHORIZED USE OF GOVERNMENT TRAVEL CHARGE CARD BY (CARDHOLDER'S NAME)

Ref: (a) Government Travel Charge Card Account Activity Report of (provide report date)
(b) MCIEAST-MCB CAMLEJO 4600.1A

1. A review of reference (a) reflects unauthorized use of the Government Travel Charge Card by the subject cardholder. The unauthorized use is described herein.

2. In accordance with reference (b), it is advised that (Cardholder's rank and full name) be counseled by his/her supervisor within five business days of receiving this notification. Upon completion of the counseling, this notification letter shall be endorsed and returned to (Unit APC full name) Agency Program Coordinator. The endorsement may include, as an enclosure, a statement from the cardholder as to the nature of the unauthorized use. The endorsement shall include a statement of the supervisor's corrective action plan. The endorsement must be signed by the cardholder and their supervisor.

3. If the documents are not properly returned within the specified timeframe, appropriate administrative and corrective action (e.g. page 11) shall be processed for the cardholder.

4. In the event that the documents are not returned from the supervisor within the prescribed time stated above, the next level of command will be forwarded a copy of the original notification, indicating that appropriate action was not taken.

SIGNATURE

Enclosure (3)

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Template for Unauthorized Use Notification Endorsement

(Letterhead)

From: Company Commander

To: Installation Commander

Subj: UNAUTHORIZED USE OF THE GOVERNMENT TRAVEL CHARGE CARD BY
(CARDHOLDER'S NAME)

Ref: (a) Government Travel Charge Card Account Activity Report of
(provide report date)

(b) MCIEAST-MCB CAMLEJO 4600.1A

Encl: (1) Statement from the Cardholder

1. Per reference (a), I hereby certify that the subject cardholder has been counseled relative to their unauthorized use of the Government Travel Charge Card.

2. Enclosure (1) is the cardholder's official statement describing the nature of the unauthorized use and the general situation (if submitted by the cardholder).

3. The corrective action plan and/or action taken is as follows:
(supervisor's statement).

4. In accordance with the reference, appropriate administrative action (e.g. page 11) has been processed for the cardholder (if applicable).

Supervisor's Printed Name and Signature

Date

Cardholder's Printed Name and Signature

Date

Enclosure (4)

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IntelliLink Transaction Questionnaire

IntelliLink Transaction Questionnaire

1. Was the purchase or withdrawal allowed by organizational policy?

☐ Yes

☐ No

2. Was the purchase necessary to meet the travel requirement?

☐ Yes

☐ No

3. Was the purchase for an individual other than the cardholder or his/her authorized dependents?

☐ Yes

☐ No

4. Was the purchase made during a non-travel period?

☐ Yes

☐ No

5. Was the purchase strictly for personal use?

☐ Yes

☐ No

6. Does the CPM or APC consider this merchant to be a "High Risk Merchant"?

☐ Yes

☐ No

7. Was the transaction referred to the supervisor or commander for review and or corrective action?

Please provide a response in the comment box. If yes; provide action taken and resolution. If no; provide reason.

☐ Yes

☐ No

Comments:

Cardholder Signature

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_____: You are counseled this date concerning the following deficiency: Violation of Article 92 - Dereliction of duty regarding the management and use of your Government Travel Charge Card (GTCC) by failing to pay the total statement amount due within 120 days of the billing date or in misusing your GTCC by (explain misuse). The following are recommendations for corrective action: Make an immediate personal payment to satisfy the full past-due balance on your GTCC; cease and desist all unauthorized use of the GTCC; complete the "Travel Card 101" training and a new SOU; provide the training completion certificate to the command APC within (5) business days of the date of this counseling; familiarize yourself with the policies set forth in MCO 4600.40C and MCIEAST-MCB CAMLEJO 4600.1A; conduct PME to educate junior Marines on proper use of the GTCC. Assistance is available through your chain of command, command APC, or a financial counselor.

I have been advised that failure to take corrective action may result in loss of GTCC privileges, administrative separation, or judicial proceedings. I have been advised of my right to submit a written rebuttal to this counseling within five days that will be scanned into my Official Military Personnel File. I (do) (do not) desire to make a statement.

Installation Commander's Signature_____
Service Member's Signature

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Stages of Delinquency

• DAY 0: Cycle date (6th of every month for the Marine Corps).
• DAY 25: Due date.
• DAY 30: Account past due.
• DAY 45: Account past due (pre-suspension period begins).
• DAY 61: Account is officially delinquent and is automatically suspended; no further charges can be approved (APC cannot remove the suspension); payment of the past-due balance must be made to reuse the account.
• DAY 75: Late fee assessed (\$29.00).
• DAY 90: Vendor sends Salary offset Due Process Notification letter.
• DAY 120: Salary offset due process letter expires, salary offset begins in five days.
• DAY 126: Account cancelled; salary offset collection fees applied (Any account balance not collected through salary offset will continue through the aging process).
• DAY 150: Late fee assessed (Additional \$29.00).
• DAY 180: Late fee assessed (Additional \$29.00).
• DAY 210: Account is charged off; reported to credit bureaus by the credit card contractor as bad debt.
(<u>Note</u> : A late fee of \$29.00 will post to an account at two cycles plus 15 days past due).

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DD-Form 3120 - Statement of Understanding

DOD GOVERNMENT TRAVEL CHARGE CARD (GTCC) STATEMENT OF UNDERSTANDING (SOU)

The Government Travel Charge Card (GTCC) must be used by DoD personnel to pay for all authorized expenses, to include meals, when on official travel unless an exemption is granted. This includes temporary duty travel (TDY), and per Component guidance, local and permanent change of station (PCS) travel. Refer to the Joint Travel Regulations for authorized and reimbursable travel allowances.

Cardholder must read and check off each item below

I understand that I am being directed to:

- ☐ Confirm receipt of my GTCC and set up my PIN upon delivery.
- ☐ Ensure that my card account is open for use prior to ticketing and travel.
- ☐ Obtain tax exemption information prior to my trip from <https://smartway.osa.gov/content/state-tax-information?search=osa.gov>.
- ☐ Use my card for only expenses incurred by me while in an official travel status or when authorized for PCS travel, my authorized dependents.
- ☐ Charge my official expenses to the GTCC wherever possible rather than use cash withdrawals or another form of payment.
- ☐ File my travel voucher within five working days from returning to my POS after completing my travel.
- ☐ Pay all my undisputed charges by the due date on my billing statement regardless of my travel reimbursement status.
- ☐ Use split disbursement to pay for all outstanding charges.
- ☐ Keep my account number, expiration date and contact information updated in DoD travel systems.
- ☐ Update my contact information with the travel card vendor when necessary.
- ☐ Notify the travel card vendor and my APC immediately if my GTCC is lost, stolen or compromised.
- ☐ Complete "Travel Card 101" training initially and refresher training every three years thereafter.
- ☐ Complete a "NEW" SOU upon arrival at each new duty assignment or every three years.

I understand that:

- ☐ Disputes must be properly submitted to GTCC issuer within 60 calendar days from the statement date or I must pay the charge.
- ☐ I am not allowed to withdraw a credit balance refund from an ATM.
- ☐ If I misuse the card, I will be subject to administrative or disciplinary action.
- ☐ Cash withdrawal fees are part of incidental expenses and not separately reimbursable.
- ☐ Online and mobile access to my account is available at Citimanager.com.

For additional information on the Travel Card, refer to your APC and the DoD GTCC Regulations (<https://travel.dod.mil/GTCC-Regs>).

APC's Name:

APC's Phone Number:





Applicant or Cardholder Name/Signature

Date (YYYYMMDD)

Supervisor Name/Signature

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GTCC Summary of Required, Authorized, and Unauthorized Transactions

1. In accordance with enclosure (1); references (b) and (c), the following information is provided. This list is not all inclusive:

a. If authorized in travel orders, the following transactions or purchases require the use of the GTCC in accordance with the references:

- (1) Meals and incidentals. (TDY travel only)
- (2) Airline tickets purchased through the contracted CTO.
- (3) Lodging, rental cars, taxi to and from airport.
- (4) Excess baggage.
- (5) Travel-related reimbursable expenses (e.g., fuel for rental car, airport parking fees, etc.).

b. If authorized in travel orders, these other GTCC transactions are authorized, but not necessarily required by the references:

(1) ATM withdrawal. It is considered a cash advance against the GTCC. While the primary purpose of the GTCC is to "charge" expenses directly, ATM withdrawals are authorized but shall be limited to the minimum amount necessary to cover official expenses where a card is not a viable form of payment (e.g., government dining facilities, coin-operated parking meters, tolls, laundry facilities, etc). Cash advances may be withdrawn no earlier than three days prior to the official TDY commencement date.

(2) Commissary or grocery store food purchases not to exceed the authorized daily per diem rate for messing.

(3) Conference fees when paid within 30 days of commencement and when reimbursable as a travel expense.

(4) Parking/valet fees (only if included with lodging cost).

(5) Local and long-distance telephone calls.

c. If authorized in PCS Orders, the following transactions or purchases require the use of the GTCC in accordance with the references:

(1) Temporary Lodging Expense (TLE) at the old or new permanent duty station (PDS); charges related to this expense include lodging and meals while in temporary lodging.

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(2) Fuel for Privately Owned Vehicles (POV), but only if POV is the authorized mode of transportation for the PCS travel. This is not a directly reimbursed item; it is paid in the form of a Monetary Allowance in Lieu of Transportation (MALT). MALT is a flat-rate per mile and per vehicle entitlement based on the distance between the old and new PDS, as determined by the Defense Table of Official Distances (DTOD).

(3) Lodging and meals enroute; these items are not reimbursed directly, the member and dependents are entitled to a flat-rate per diem for the number of allowable travel days based on the mode of transportation, not to exceed the actual travel days used as outlined in reference (b). The GTCC should not be used for lodging while in a delay status.

(4) Airfare for the Marine and concurrently traveling dependents and only if it is the authorized mode of transportation for PCS travel. Personal travel arrangements made for Leave in Conjunction with Official Travel cannot be purchased with the GTCC.

(5) Dislocation Allowance (DLA). If entitled, the GTCC may be used for expenses related to DLA such as carpet cleaning, purchase of blinds and other household items, utility deposits, etc. The Marine must be able to readily justify that the charge is related to household dislocation if the command inquires about it. Routine purchases not normally related to the establishment of a household, such as the purchase of a television, computer, or clothing, are not considered official travel expenses.

(6) Automated Teller Machine (ATM) fees are covered under the incidental expense portion of the per diem and are not reimbursable as a separate expense unless authorized in the Joint Travel Regulations.

d. Transactions and purchases that are unauthorized, prohibited or require additional justification include the following:

(1) Purchases for personal, family, or household purposes except for authorized PCS expenses.

(2) School supplies;

(3) Electronics;

(4) Alcoholic beverages at drinking establishments, night clubs, casinos, hotels, etc;

(5) Purchases or ATM transactions at establishments featuring exotic dancing;

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(6) Auto repairs, parts, oil changes, car washes, etc., even if a privately owned vehicle is authorized in orders;

(7) Lease of a moving truck;

(8) Personal vehicle storage fees;

(9) Internet online purchases for personal items;

(10) Any purchase of a personal nature except as specifically authorized for the traveler in an official travel status (e.g., airfare tickets for family members, gifts);

(11) Meals for other Marines or persons. The GTCC is to be used only for the purchase of meals for the individual cardholder. Charging group meals to a GTCC is not authorized;

(12) U.S. Postal Service postage fees for mailing of gear or personal items (use excess baggage option if authorized in TDY orders).

(13) Utilizing a GTCC for operational unit requirements that should be purchased with a Government Commercial Purchase Card, contract, or some other appropriate method executed by a contracting officer or other individual with authority to obligate the Government;

(14) Cash withdrawals or advances taken more than three working days prior to official government travel; and/or

(15) Use of the GTCC is prohibited at any establishment whose primary business model is built upon sexualized or suggestive themes, regardless of its Merchant Category Code (MCC). Such establishments can be reasonably perceived as unprofessional or bringing discredit to the Armed Forces when government funds are used. This includes, but is not limited to, establishments such as Hooters, Twin Peaks, the Tilted Kilt, and similar venues.

2. The GTCC will not be used for any expenses within the local area of the Permanent Duty Station (PDS) regardless of potential reimbursement. This does not apply to authorized expenses incurred near the PDS while in an official travel status en-route to or from a TDY location, such as (airport parking, fuel, or taxi fares).

3. Use of the GTCC is not authorized for tuition or training fees.

4. Use of the GTCC is not authorized when an individual is not in an official travel status with funded orders and those orders authorize expenses for the Individually Billed Account (IBA).

MCIEAST-MCB CAMLEJO 4600.1A

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5. Use of the GTCC is not authorized while executing leave, emergency leave, or Rest and Relaxation orders.

20 MAY 2026Reports Required

Report Title / Topic Review	Frequency	Reference	Paragraph	Responsibility	Submit to
Performance Metrics Review	Every two years from initial review	MCO 4600.40C	Encl (1), chap. 1, par. 1b	APC (HL5 - below)	Installation Commander
Root Cause / performance improvement plan	If unit's Metric is <u>Red</u>	MCO 4600.40C	Encl (1), chap. 1, par. 2	MCIEAST G8 APC (HL4)	Installation Commander; MCIEAST AC/S G8.
Account Activity Text Report	Monthly	MCIEAST-MCB CAMLEJO 4600.1A	Par. 4b, (3k)	APC (HL5 - below)	MCIEAST G8 APC (HL4)
Account Listing Report	Monthly	MCIEAST-MCB CAMLEJO 4600.1A	Par. 4b, (3k)	APC (HL5 - below)	MCIEAST G8 APC (HL4)
Declined Authorization Report	Monthly	M MCIEAST-MCB CAMLEJO 4600.1A	Par. 4b, (3k)	APC (HL5 - below)	MCIEAST G8 APC (HL4)
Delinquency Report-Hierarchy	Monthly	MCIEAST-MCB CAMLEJO 4600.1A	Par. 4b, (3k)	APC (HL5 - below)	MCIEAST G8 APC (HL4)
DoD Travel IBA Aging Analysis Summary Report	Monthly	MCIEAST-MCB CAMLEJO 4600.1A	Par. 4b, (3k)	APC (HL5 - below)	Installation Commander
Civilian personnel violation Reporting	120-day past due accounts	MCIEAST-MCB CAMLEJO 4600.1A	Par. 4b, (2f)	Installation Commander	Human Resources Office; MCIEAST G8 AC/S
Security Manager Notification	Monthly	MCIEAST-MCB CAMLEJO 4600.1A	Par 4b, (3f)	APC (HL5 - below)	Installation Commander; Installation Security Manager

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Template for APC Appointment Letter

(Letterhead)

MEMORANDUM FOR APPOINTEE NAME

Subj: ASSIGNMENT TO DUTY AS THE AGENCY PROGRAM COORDINATOR FOR
THE GOVERNMENT TRAVEL CHARGE CARD PROGRAM

Ref: (a) Department of War (DoW) Government Travel Charge Card
Regulations
(b) DODI 5154.31, Volume 4

1. Per reference (a), you are hereby appointed as the Agency Program Coordinator (APC) for the Government Travel Charge Card (GTCC) program for Service/Directorate/Division Name.

2. You will familiarize yourself with the duties assigned in reference (a) and with any additional policies or directives related to the GTCC program to include, but not limited to:

a. Ensuring execution and management of the day-to-day operations of the GTCC program.

b. You must have access to the GTCC vendor's EAS to run and work monthly reports.

c. You must refer to the GTCC Regulations and the APC Guide available on the DTMO website or made available by your Component to assist them with performing their duties.

d. Maintaining an up-to-date list of current cardholders and accounts, including information such as account names, account numbers, etc.

e. Maintaining organizational hierarchy structure relative to appointment.

f. Tracking arriving/departing cardholders through the check-in/out processes to maintain the validity of the organizational hierarchy and the GTCC vendor reporting information.

g. Transferring cardholders between hierarchies and closing accounts upon separation.

h. Monitoring and reporting all delinquencies to appropriate personnel and taking appropriate action.

Enclosure (11)

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i. Pulling and working the five (5) mandatory monthly reports; (1) Account Activity Text Report, (2) Account Listing Report, (3) Declined Authorizations Report, (4) Delinquency Report-Hierarchy, and (5) DoD Travel IBA/CBA Aging Analysis (Summary) Report.

j. Completing Programs & Policies - Travel Card Program Management (APC and CPM Course) [Mandatory] course and the Programs & Policies - Visa IntelliLink Compliance Management (VICM) [Mandatory] available in TraX initially, with refresher training being conducted every three years thereafter.

k. VICM (if applicable): On a monthly basis, log in, review the analytics module, flag questionable transactions, and create cases for instances of potential misuse. Follow up on and close any pending actions on flagged transactions or open cases from the previous month and enter case notes/disposition on transaction activity.

3. You will review and familiarize yourself with the training material and resources relevant to the position to which you are appointed. Subject materials include:

a. GTCC Regulations: www.travel.dod.mil/gtcc-regs

b. TraX: www.defensetravel.dod.mil/neoaccess/login.php

c. Citi EAS: www.citibank.com/tts/solutions/commercial-cards/ Ensure to gain access to Citi Transaction Management System (CTMS) and Citi Custom Reporting System CCRS (which are additional platforms within the Citi EAS).

d. APC Guide: https://media.defense.gov/2022/jun/29/2003027267/-1/-1/0/apc_guide.pdf

e. VICM: <https://commercial.visaonline.com/login/> (if applicable).

f. Citi Learning Center, accessed through CitiManager > Web Tools > Learning Center. Courses recommended, but not limited to, CitiManager Basic, CitiManager Basic Reporting, and Applications and How They Are Processed.

g. Defense Travel System (DTS) access is not a requirement; however, it may be beneficial.

4. APC information:

a. Appointee Rank/Grade/Name

b. Directorate Rank/Grade/Name

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c. Phone Number

d. Official Duty Address

e. Email: appointee.name.civ@mail.mil

f. Level X Hierarchy: 7120001 or 7110001-002XXXX-003XXXX-004XXXX-005XXXX-006XXXX-007XXXX (Remove irrelevant subordinate hierarchy nodes)

5. Insert Component/Command specific comments here.

6. This appointment letter is valid for three years (unless there is a change to the appointing official), at which point it must be renewed.

7. By return endorsement, you will indicate that you have assumed the duties as the Marine Corps/Directorate/Division Name APC for the GTCCP.

Rank/Grade Firstname Lastname

Director/Commander

Service/Directorate/Division Name

(CUI) Privacy Sensitive

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(Command Letterhead)

FIRST ENDORSEMENT

From: APPOINTEE NAME

To: Commanding Officer, Unit Name

Subj: ASSIGNMENT TO DUTY AS THE AGENCY PROGRAM COORDINATOR FOR THE
GOVERNMENT TRAVEL CHARGE CARD PROGRAM

I acknowledge my appointment and have assumed the duties and responsibilities as the Agency Program Coordinator for the Government Travel Charge Card program for the Marine Corps/Directorate/Division Name.

APPOINTEE NAME

(CUI) Privacy Sensitive

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Declined Authorization Code Chart

Primary Decline Reason	Primary Decline Number	Applicative Description
Account Amount Limit Is Exceeded	813	The transaction amount limit would have been exceeded for the account. The cardholder may contact their program administrator for further information.
Account Closed/Blocked	687	APC or Citi has closed or blocked the account.
Account Number Limit Is Exceeded	814	The transaction volume limit would have been exceeded for the account. The cardholder may contact their program administrator for further information.
Account Standard Limit Is Exceeded	805	The single transaction daily spending limit would have been exceeded.
Active Service Member Plan	624	Card account is past due and has a temporary block until the account is in good standing.
Application Transaction Counter Invalid	882	For security reasons, the transaction was blocked. This decline code is specific to chip cards.
ARQC Invalid	881	For security reasons, the transaction was blocked. This decline code is specific to chip cards. It indicates that the Authorization Request Cryptogram (ARQC) is invalid.
ARQC Missing	880	For security reasons, the transaction was blocked. This decline code is specific to chip cards. It indicates that the Authorization Request Cryptogram(ARQC) was not provided.
ATC Vvalue Outside Window	149	The Application Transaction Counter (incremented by the chip) cannot provide a sequential reference number with parameters recognized by the payment processor.
Bad PIN	111	The PIN entered did not match the PIN on file. The cardholder may retry the transaction.
Bank Request: Fraud Strategy 1	850	For security reasons, the transaction was blocked specifically by Citi.
Cannot Authorize During Downtime	453	Transaction cannot be validated at the point of sale due to payment processing systems outage.
Card Activation	134	The card has not been activated.
Card Expired	7	Invalid expiration date was used. The merchant may reattempt the transaction with the correct expiration date. For chip cards, this decline code may indicate that the Application ID loaded on the chip is past its expiration date.
Card Not Effective	802	The company does not allow its cardholders to make purchases outside of the card's effective date range. The cardholder may contact their program administrator for further information. (Flights or lodging with dates outside of expiration date.)
Closed Account	2	Account is closed during swipe.
Coded Security Fraud - 4F	512	Card use is blocked due to reported fraud.
Coded Security Fraud - Account Takeover	518	Card use is blocked due to compromised account.
Coded Security Fraud - Fraud Application	503	Card use is blocked due to reported fraud.
Coded Security Fraud - Lost	500	Card use is blocked due to reported as lost.
Coded Security Fraud - Mail Or Phone	519	Card use is blocked due to request by cardholder.
Coded Security Fraud - Not Received	502	Card use is blocked due to card not reported as received.
Coded Security Fraud - Stolen	501	Card use is blocked due to reported as stolen.
Credit Revoked	14	Account is closed during swipe.
Decline for Past Due	684	Card account is past due and has a temporary block.
Declined By Score 1	870	For security reasons, the transaction was blocked specifically by Citi.
Declined by Third Party	411	Card use is blocked by Citi.
Duplicate ATC	151	Duplicate Application Transaction Counter values indicate possible data copying or other fraud.
Exceeds ATM Daily Limit	112	The daily ATM withdrawal limit for the cardholder would have been exceeded.

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Exceeds Bad PIN Limit	114	The number of PIN attempts allowed for a transaction has been exceeded.
Exceeds Maximum RFID Amount	152	The cardholder attempted a Visa payWave (RFID) transaction over \$200.00, or the RFID maximum amount set by Citi. For larger purchases, please swipe or insert the card to complete the transaction.
Exceeds Number ATM Per Day	113	The number of daily ATM transactions would have been exceeded.
Exception File	601	Card use is blocked
Excess Decline Authorizations Today	49	Declined - The number of declined authorization attempts allowed per account was exceeded.
Individual MCCG Amount Limit Is Exceeded	818	The transaction amount limit would have been exceeded for the Merchant Category Code Group (MCCG). The cardholder may contact their program administrator for further information.
Individual MCCG Include (No Match)	823	The transaction volume limit would have been exceeded for the Merchant Category Code Group (MCCG). The cardholder may contact their program administrator for further information.
Individual MCCG Standard Limit Is Exceeded	808	The single transaction daily spending limit would have been exceeded for the Merchant Category Code Group (MCCG).
Invalid Card or Account	103	Declined - The card account number is not valid.
Invalid Card Verification VAL/CHK	125	The 3-digit security code on the back of the card cannot be verified by the system. (
Invalid CVC3/DCVV Value	146	The card verification code and direct card verification value cannot be verified by the system.
Invalid CVV2 or CVC2	124	The 3-digit security code on the back of the card cannot be verified by the system. (Second level verification beyond CVV)
Invalid Expiration Date	207	The expiration date could not be validated. The merchant may reattempt the transaction with the correct expiration date.
Invalid Request: Swiped But No Plastics	831	The account does not have an associated plastic card but the merchant submitted the authorization request for a plastic card transaction.
Not Enough Available Money	48	Declined - The account credit limit would be exceeded. The cardholder may contact their program administrator for further information.
Point of Sale Error	162	Transaction cannot be validated at the point of sale machine.
Tiered Watch Level 1	901	For security reasons, the transaction was blocked.
Transaction Not Allowed For Card	884	For security reasons, the transaction was blocked.
Watch	557	Card use is blocked due to suspected fraud.
Wrong Entry Mode for Card	147	The card has been entered into the point of sale terminal incorrectly.

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DD-Form 2883 - GTCC Alternate Credit Worthiness Evaluation

Prescribed by DoDI 5154.31, volume 4

GOVERNMENT TRAVEL CHARGE CARD ALTERNATE CREDIT WORTHINESS EVALUATION (Read Privacy Act Statement and Instructions on back before completing form.)		
SECTION I - PERSONAL IDENTIFYING INFORMATION		
1. NAME (Last, First, Middle Initial, Suffix (Jr., Sr., etc.))	2. EMPLOYMENT STATUS (X one) ☐ ACTIVE ☐ GUARD ☐ RESERVE ☐ CIVILIAN	3. MILITARY RAND/CIVILIAN GRADE
4. CONTACT TELEPHONE NO. (Include area code)	5. ADDRESS (Street, Apartment/Suite Number, City, State, ZIP Code)	6. BILLING ADDRESS (If different from item 5)
7. E-MAIL ADDRESS		8. U.S. CITIZEN (X one) ☐ YES ☐ NO
SECTION II - PERSONAL FINANCIAL INFORMATION		
This form is being used in lieu of a credit score submitted through a credit reporting agency. By signing in Block 15 you are certifying that ALL of the following statements are true as they apply to your current financial situation. If any of the statements are not true as they apply to your circumstances, you should NOT submit this form and you are not eligible to receive a government travel charge card. False statements may result in penalties for both military and civilian personnel (Article 107, UCMJ, and 18 U.S.C. 1001). For the purpose of the government travel charge card, individuals who decline a credit score and complete this form will only be issued a restricted card having half the credit limits of a standard card. If you previously agreed to a credit score and were denied a card as a result, you may not obtain a card through this self-certification. Individuals who decline both a credit score and completion of this form will not be issued a travel card.		
9. In the past 7 years, I have not, nor has a company over which I exercise control, filed for bankruptcy, been declared bankrupt, been subject to a tax lien, or had legal judgment rendered for a debt.		☐ True ☐ False
10. I am not currently over 120 days delinquent on any loan or financial obligation. This includes loans or obligations funded or guaranteed by the Federal Government.		☐ True ☐ False
11. In the past 7 years, I have not had a government charge card cancelled as a result of delinquency or misuse.		☐ True ☐ False
12. In the past 7 years, I have not been subject to any disciplinary action, adverse action, or UCMJ action (military personnel) stemming from the improper use of a government charge card. (Actions which were reversed through appeal do not have to be included.)		☐ True ☐ False
13. I have not been informed of any current investigations on my use of a government charge card or government purchasing instrument.		☐ True ☐ False
14. I do not have debts to financial institutions or other third parties that are more than 120 days delinquent in accordance with the written agreements with those parties.		☐ True ☐ False
SECTION III - CERTIFICATION		
I certify that the statements above, and any attachments added, are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both. (See Section 1001 of Title 18, United States Code and Article 107, UCMJ, False Official Statements.)		
15. SIGNATURE 		16. DATE (YYYYMMDD)
SECTION IV - TO BE COMPLETED BY THE AGENCY PROGRAM COORDINATOR (APC)		
17. CARD TYPE (X one) ☐ IBA TRAVEL	18. ACCOUNT HIERARCHY NUMBER	
19. ORGANIZATION/UNIT NAME:		20. FIPS CODE:
21. APC: a. NAME (Last, First, Middle Initial)	b. SIGNATURE 	c. DATE (YYYYMMDD)
SECTION V - TO BE COMPLETED BY THE COMMANDER/SUPERVISOR		
22. COMMAND/SUPERVISOR (acknowledging IBA need)		
a. NAME (Last, First, Middle Initial)	b. TELEPHONE (include area code)	c. WORK ADDRESS

DD FORM 2883, JAN 2020

PREVIOUS EDITION IS OBSOLETE.

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Enclosure (13)