** Phase THREE coming in Spring 2020 **

The Navy’s ongoing transformation for a modernized pay and personnel system now includes a pilot program to use the Government Travel Charge Card (GTCC) for Permanent Change of Station (PCS) moves. The GTCC provides choice and flexibility to Sailors and their families for their PCS move while at the same time minimizing out-of-pocket expenses.

Some of the advantages of using the GTCC compared to using a personal credit card are that there are no interest charges on this card and the credit limit can be temporarily increased in order to meet mission requirements. Additionally, the card will be put in a mission critical status during the PCS in order to ensure that payments are not due until after check-in at the new duty station. There are also other advantages including no delays in being able to pay for PCS travel expenses as sometimes happens while waiting for a traditional travel advance; customer service through both your GTCC Agency Program Coordinator and CitiBank; and automatic travel accident insurance and common carrier baggage insurance.

### Am I Eligible to Use the GTCC for my PCS?

<table>
<thead>
<tr>
<th>Who CAN Use the Card</th>
<th>Who Can NOT use the Card</th>
<th>What Types of Orders?</th>
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</table>
| The following Sailors can use the GTCC for their PCS move:  
  - Those currently on PSC Orders *(which can also include either leave or duty en route)*  
  - Active Component (AC)  
  - Full Time Support (FTS) | The following individuals cannot use the GTCC for their PCS move:  
  - Sailors with accession, separation or retirement orders  
  - Civilian personnel  
  - Selected Navy Reserve  
  - Individual Mobilization Augmentees  
  - Individual Ready Reserve Navy |  
  - Regular PCS Orders without Temporary Duty Under Instruction (TEDUINS)  
  - PCS orders including TEMDUINS up to 45 days - Total authorized travel may exceed 45 days when travel and proceed time, or leave en route are included  
  - Both single Sailors and those traveling concurrently with their dependents  
  - PCS orders between:  
    - two US-based duty stations  
    - two OCONUS duty stations  
    - any CONUS and OCONUS duty stations |

### What Can I use the GTCC for?

<table>
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<tr>
<th>Dependent Travel</th>
<th>Authorized Expenses</th>
<th>Un-Authorized Expenses</th>
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<tbody>
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  - Sailors travelling *concurrently* with their dependents can choose to use the GTCC for the entire PCS expense for the family.  
  - Sailors with dependents travelling *separately* (non-concurrently) cannot use the GTCC for both sets of travel.  
    - In this case, the GTCC may only be used by the Sailor for their personal travel expenses  
    - Dependents travelling separately cannot use the GTCC for any part of their travel expenses. **A travel advance must be requested for non-concurrent dependent travel via the existing process** |  
  - Temporary Lodging Expense at the old or new permanent duty station (PDS)  
  - Fuel for a Privately Owned Vehicle (POV), when POV is the authorized mode of transportation  
  - Lodging and meals en route  
  - Dislocation Allowance (DLA) related expenses normally used to establish a household such as utility deposits and carpet cleaning.  
  - Automatic Teller Machine (ATM) withdrawals. **ATM fees are not a separately reimbursable expense** |  
  - Commercial airfare for PCS Travel. *(This will be booked through Navy Passenger Transportation Office)*  
  - Personally Procured Moves (PPM), formerly known as a Do-It-Yourself (DITY) move  
  - Personal travel arrangements incurred during leave in conjunction with orders.  
  - Personal Expenses that are not part of your authorized moving expenses.  
  - Other expenses not authorized by the Joint Travel Regulation (JTR) |

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*The number of days and date range authorized and the spending limits vary by individual and circumstance!*

*For more details and specifics concerning your personal PCS situation contact your Command Pay and Personnel Administrator (CPPA) as soon as possible after receiving your orders.*
What Steps Do I Need to Take Once I Have My Orders?

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<th>#2</th>
<th>#3</th>
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</table>
| **Apply for the GTCC Card**  
There are two ways to do this: | **Contact your Command Pay and Personnel Administrator (CPPA)**  
Whether you use the GTCC or not, ALL Sailors MUST contact their (CPPA) to initiate the PCS Application for Transfer and Advances (NPPSC Form 1300/1). | **Contact your GTCC Agency Program Coordinator (APC)**  
The GTCC APC will: |
| • **At your Command:**  
Apply for a GTCC by contacting your Agency Program Coordinator (APC). | You will then receive an estimate of the travel entitlement from the CPPA. This will help you decide whether you want to participate in the GTCC program or choose the electronic Funds Transfer/Direct Deposit (EFT/DD) method instead.  
Verify receipt of your GTCC by contacting the toll free number provided on the card sticker.  
Verify your PIN for GTCC | • Confirm Citibank has activated the account at least 10 days prior to the approved detaching date.  
• Confirm Citibank placed the account into a PCS Mission Critical status for the duration of the PCS period.  
• Confirm the approved Merchant Category Code (MCC) Group has been activated to allow use of the GTCC for expenses normally related to establishing a new household)  
• Increase the GTCC credit limit if needed. |
| • **Via Internet or Mobile Devices**  
Go to [https://my.navy.mil](https://my.navy.mil) then either:  
- Click on MyPCS Mobile bar on the right side of the screen  
- Click on the Navy App Locker on the top bar and download MyPCS Mobile to any mobile device. | |

For Assistance During Your Move  
Contact One of the Following:

<table>
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<tr>
<th>Agency Program Coordinator (APC)</th>
<th>CitiBank</th>
</tr>
</thead>
</table>
| **Your First Step!**  
Contact the APC at your last command  
Add the APC contact information here:  
| Contact Citibank 24/7 from anywhere in the world using the phone numbers on the back of the card.  
* If your card has been lost or stolen, call Citibank ASAP **  
Add the CitiBank contact information here |
| *If your card has been lost or stolen, call Citibank ASAP **  
Add the CitiBank contact information here |
| **Examples of misuse include, but are not limited to:**  
- Expenses unrelated to PCS travel  
- ATM cash withdrawals made more than 3 days prior to official government travel  
- Intentional failure to pay undisputed charges in a timely manner |

Understand the Rules to Avoid Misuse & Personal Indebtedness:

REMEmBER!

- Sailors traveling without dependents can only choose to use the GTCC or an Electronic Funds Transfer/Direct Deposit (EFT/DD); but not both. These cannot be combined for one person. Sailors with dependents: see the section on Dependent Travel or contact your CPPA and APC for more information.

- Regardless of the payment option selected (GTCC, EFT/DD, personal credit card, or cash), ALL Sailors MUST submit a travel claim within five (5) working days of reporting to their new Permanent Duty Station.


(as of 27 FEB 2020)