



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON JAPAN
UNIT 45006
APO AREA PACIFIC 96343-5006



REPLY TO
ATTENTION OF
IMJN-HRM-HG

IMJN-HRM-HG

Date: _____

MEMORANDUM FOR RECORD

Subject: MANDATORY USE OF THE GOVERNMENT TRAVEL CHARGE CARD (GTCC) FOR PERMANENT CHANGE OF STATION (PCS) EXPENSES

Attention: UNIT AGENCY PROGRAM COORDINATORS (APC);

1. **Rank and Name:** _____, is being processed for Permanent Change of Station (PCS) from losing unit _____ and assigned to _____ under the provisions of Memorandum, Under Secretary of the Army, 1 Jun 2011, Army Travel Charge Card Program, Individually Billed Account (IBA) Use for Official Travel Related Expenses.

2. All personnel are required to obtain a GTCC in accordance with "**Government Travel Charge Card Regulation, June 2017 authorized by DODI 5154.31, Vol 4**". It is Soldier responsibility to contact their local unit travel charge card Agency Program Coordinator (APC) to register into PCS program upon notification of PCS.

3. Please **cross or encircle** current status of Soldier after you receive this memorandum:

A. ____ Soldier is a cardholder and eligible to use GTCC with an Individually Billed Account Travel Charge Card and be used for all Official Relocation Expenses. Soldier credit limits may be increased to allow PCS entitlements according to current Department of Defense guidelines.

B. ____ Soldier is **NOT** a GTCC cardholder but on the process to apply a new one. It may take 30 days for applying a new GTCC. It will guaranteed that Soldier possess a new GTCC before publishing the PCS orders. And will apply PCS entitlements according to current Department of Defense guidelines.

C. ____ Soldier is **NOT a GTCC cardholder and INELIGIBLE** to apply a new one. I recommend using Centrally Billed Account (CBA) on Soldier Permanent Change of Station (PCS) relocation expenses.

4. Soldier has been briefed and fully understand that, if the traveler does not have a GTCC/IBA, then the PCS orders must specify whether a Centrally Billed Account (CBA) will be use. The PCS orders should not contain authorization for GTCC/IBA and CBA in the same PCS orders.

5. I understand, that the above is true and correct, that Soldier PCS orders will reflect the correct entitlement upon publishing his/her Official Permanent Change of Station Orders.

Signature of APC Coordinator

DSN or Email Address