

DON GTCC CO/SUPVR Certification Course
Module 1 – Roles and Responsibilities



The slide features a dark blue header with the text "Module 1" in yellow. Below this, the text "Department of the Navy" and "Government Travel Charge Card (GTCC)" is centered in blue. The main title "Commanding Officer/Supervisor Certification Course" is centered in yellow, followed by the subtitle "Roles and Responsibilities" in blue. At the bottom, the text "DON Consolidated Card Program Management Division (DON CCPMD) NAVSUP HQ 034 5450 Carlisle Pike Mechanicsburg, PA 17055 U.S.A." is centered in blue. Two circular logos are positioned at the bottom corners: the left one is for the "Consolidated Card Program Management Division" and the right one is the official seal of the "Department of the Navy".

Welcome to the Department of the Navy, Government Travel Charge Card Training.

This course provides you with background information, policies, and procedures to assist you in performing your Commanding Officer/Supervisor role.

Module 1 will acquaint you with your role and responsibilities as they pertain to DON Policy for GTCC.

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Module 1 Objectives

Roles and Responsibilities

- Define the Commanding Officer/Supervisor (CO/SUPVR) role in the Travel Card program
- CO/SUPVR Program responsibilities
- DON Government Travel Charge Card (GTCC) background and program goals
- Individually Billed Accounts (IBA)

Define the Commanding Officer/Supervisor roles in the Travel Card program and identify their primary program responsibilities.

You will be able to explain the DON Government Travel Card background and program goals; and, define the meaning of the phrase, Individually Billed Accounts, known as IBAs.

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Roles

The Commanding Officer/Supervisor role in the Travel Card program is to provide:

- Leadership
- Command Support
- Program Awareness
- Oversight

The CO/Supervisor provides the Travel Card program with leadership, support, program awareness, and oversight.

Their direct involvement in the program is an important element in the program's overall success.

Their oversight helps ensure the cardholder adheres to program policy.

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Responsibilities

The Commanding Officer/Supervisor Travel Card program responsibilities are:

- Program Establishment
- Monitoring
- Management

The CO/Supervisor's specific responsibilities breakdown into three categories:

They are responsible for the establishment and management of the program, and monitor its overall operation.

The CO/Supervisor delegates the operational details of the program to the Command's Agency Program Coordinators; however the overall responsibility for the program remains with the CO/Supervisor.

Let's take a look at the Travel Card Program's history and its long term goals.

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Program Background



- Reduces DON and Traveler Administrative Workloads
- Improves DON Cash Management
- Enhances Unit Readiness

The Government Travel Card program was implemented to reduce administrative workload for the Department of the Navy, and for the individual traveler.

It improves cash management and enhances unit readiness.

Using the Travel Card creates a safe, effective, and convenient method for frequent travel to pay expenses while on official business.

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Program Purpose

- DON personnel are required to use the Travel Card
- Travel-related expenses include lodging, meals and transportation
- Submit a claim for expense reimbursement
- Use reimbursement to pay travel billing statement

All Department of the Navy personnel are required to use the Travel Card for all official travel, unless the card is not accepted by the vendor or the person is an infrequent traveler.

Travel related expenses include lodging, meals and transportation.

When a traveler returns from a trip, he or she submits a claim for expense reimbursement.

The individual is then reimbursed for all official charges incurred on the trip.

The reimbursed amount is used to pay the Travel Card statement through the Split Disbursement Plan which will be explained later.

This type of Travel Card account is called an Individually Billed Accounts or IBA.

Individually Billed Accounts

- › Travel Card Issued to an Individual
- › Used to Pay for Official Travel Expenses
- › Government Reimbursement for Authorized Expenses

IBAs are Travel Card Accounts that are issued to an individual traveler who is responsible for paying the account statement.

These cards are used to pay for official travel related expenses, not personal expenses.

Government reimbursement is for authorized and allowable expenses only.

The accounts are established in the individual's name and the individual is personally responsible for all charges.

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Module 1 Review

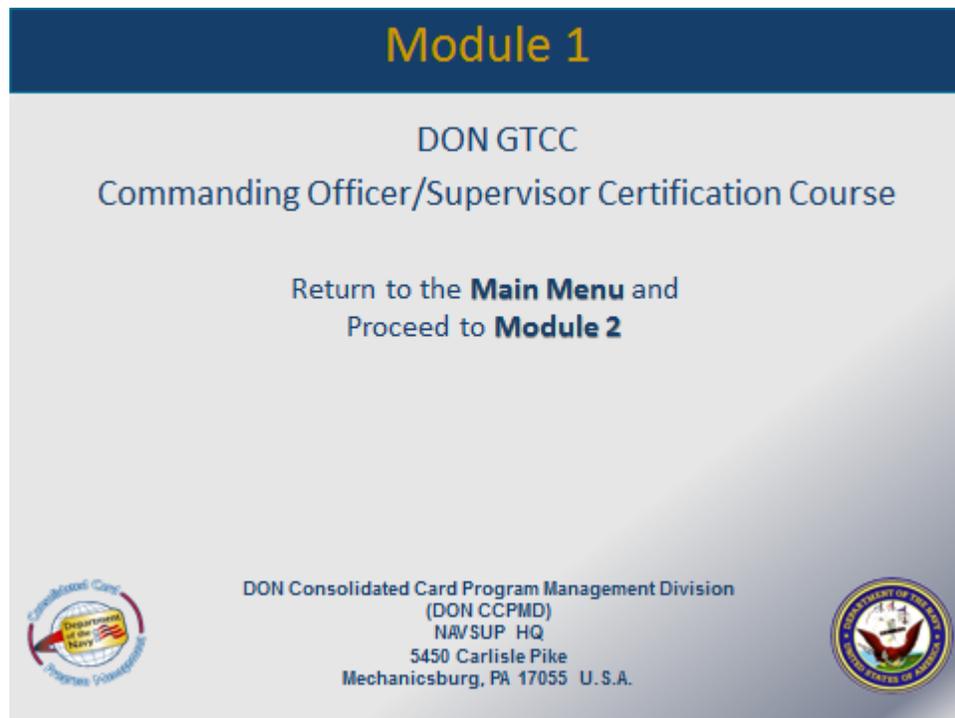
Roles and Responsibilities

- Define the Commanding Officer/Supervisor (CO/SUPVR) role in the Travel Card program
- CO/SUPVR Program responsibilities
- DON Government Travel Charge Card (GTCC) background and program goals
- Individually Billed Accounts (IBA)

In this module we

- Reviewed the Commanding Officer/Supervisor (CO/SUPVR) role and responsibilities in the Travel Card program
- We also reviewed the background and program goals of the GTCC program and
- Defined Individually Billed Accounts (IBA)

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Module 1

DON GTCC
Commanding Officer/Supervisor Certification Course

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 DON Consolidated Card Program Management Division
(DON CCPMD)
NAVSUP HQ
5450 Carlisle Pike
Mechanicsburg, PA 17055 U.S.A. 

This concludes Module 1 of the GTCC Cardholder Refresher course.

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