



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
NONCOMMISSIONED OFFICER ACADEMY  
10,000 HAMPTON PARKWAY  
FORT JACKSON SC 29207-7025

ATSG-NC

12 August 2016

MEMORANDUM FOR NCO Academy Cadre

SUBJECT: NCO Academy Policy Memorandum #20 - Policy, Procedures, and Responsibilities for the Government Travel Charge Card (GTCC) Program

1. This policy letter is to remind all NCO Academy cadre on the appropriate and legal use of the government travel card which is included in the Army Travel Charge Card Program Responsibilities, Policies, and Procedures dated 15 March 2012.
2. The S1 will ensure the Academy's in-and out processing procedures require cardholders to complete the Statement of Understanding Government Travel Card Program Agreement and process through the Soldier Support Institute Agency Program Coordinator (APC).
3. Leaders will ensure that Soldiers and civilian employees use the GTCC responsibly. By ensuring that our personnel use the card properly, we are supporting the Army's standard for reducing delinquencies.
4. The enclosed guidance updates existing Army policy and supersedes the March 9, 2006, Assistant Secretary of the Army (Financial Management and Comptroller) memorandum. It is to be used in conjunction with DOD Financial Management Regulation, Volume 9, Chapter 3.
5. Mrs. Donna Moore, Soldier Support Institute is our Agency Program Coordinator (APC) point of contact. She can be reached by phone at (803) 751-8017, or by email at donna.r.moore8.civ@mail.mil
6. Point of contact is the Deputy Commandant, DSN 734-3012 or commercial (803) 751-3012.

2 Encls

1. Army Travel Charge Card Program Memo Responsibilities, Policies, and procedures, 15 March 2012
2. Statement of Understanding GTCP

ESCOBEDO.JORGE.CH  
AZARO.1152698654

Digitally signed by  
ESCOBEDO JORGE CHAZARO 1152698654  
DN: cn=US, ou=US Government, ou=DoD, ou=PKI,  
ou=USA,  
cn=ESCOBEDO JORGE CHAZARO 1152698654  
Date: 2016.08.24 14:00:47 -04'00'

JORGE C. ESCOBEDO  
CSM, USA  
Commandant