



AFIMSC Traffic Management Advisory

01 November 2017

Passenger Travel – 0001-17

SUBJECT: Mandatory use of personal Government Travel Charge Card (GTCC) for all DoD personnel conducting Official Travel.

PURPOSE: Inform Traffic Managers of the revised DoDI 5154.31 policy mandating all DoD (military and civilian) personnel must utilize their personal Government Travel Charge Card (GTCC) (e.g. Individual Billing Accounts (IBA)) for all Official Travel.

BE ADVISED: Per DoDI 5154.31, Volume 4, paragraph 040401, date 1 June 2017, ALL DoD personnel, unless otherwise exempt, who perform travel as part of their duties will obtain and use an IBA travel card. **NOTE:** Infrequent travel and/or travelers is no longer an acceptable exemption from the use of the IBA.

This also applies to DoD civilian employees who are members of Reserve/Guard units. The travel card will be issued through the individual's civilian agency, not his/her Reserve/Guard unit. When a Reserve/Guard member is required to perform training or active duty, a copy of his/her military orders must be provided to his/her DoD agency and the account must be transferred into the appropriate hierarchy.

Exemptions: Exemptions to the use of the IBA are only limited to those identified in Para 040602. Exemptions DO NOT apply when DoD personnel (military or civilian) cancel their cards, for whatever reason, to include disagreement with existing or revised terms and conditions of the cardholder agreement.

ACTION(S): Effective January 2018, AFIMSC will actively track Central Billed Account (CBA) usage and report accordingly. Transportation Officers (TOs) will take immediate steps to advise local Financial Management personnel/Authorizing Officials (AOs) that the Central Billed Account (CBA) will be limited to exempt employees only.

The delay in immediate tracking is to allow AOs and TOs ample opportunity to advise installations personnel on the mandatory requirement and to allow upcoming/unsuspecting travelers time to obtain a GTCC prior to traveling.

This is an AF/A4LR, SAF/FM and AFIMSC/IZSL coordinated advisory.

POC: AFIMSC/IZSL Traffic Management, DSN: 969-8329 or Comm: 210-395-8329.

EXPIRATION: N/A

ATTACHED: See attached SAF/FMFC Memorandum dated November 08, 2017.