



State of Utah

UTAH NATIONAL GUARD

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3 April 2006

MEMORANDUM FOR All Utah National Guard (UTNG)

SUBJECT: Policy Letter 06-08, Bank of America Government Travel Charge Card

1. This policy letter provides guidance to all members of the Utah National Guard regarding usage of the Bank of America (BoFA) Visa Government Travel Card (GTC). This policy letter is applicable to all members of the Utah National Guard, Air and Army Components, military and civilian employees.
2. References:
 - a. Joint Travel Regulation, Volume 2, Change 343, paragraphs C1100, C1102, and C1250, 1 May 1994 (Civilian Personnel).
 - b. Army Regulation 37-106, paragraph 5-51 and Joint Federal Travel Regulation, Volume 1, Change 93, paragraph U4521, 1 September 1994 (Military Personnel).
 - c. Federal Travel Regulations, 41 CFR 201-15.40.
 - d. Uniform Code of Military Justice.
 - e. Utah Code of Military Justice, 39-6-1, Utah Code Annotated.
 - f. The Army National Guard Travel Charge Card Program, NGR 37-112.
 - g. Government Travel Charge Card Program, AFI 65-104.
 - h. DoDFMR Volume 9 - Travel Policy and Procedures, Chapter 3 - Government Travel Card.
 - i. ASA (FM&C) memoranda dated March 09, 2006, Subject: Policies, Procedures, and Responsibilities for the Army Travel Charge Card Program.
3. Department of Defense has authorized and directed the use of the government travel charge card for paying official government travel and travel-related expenses. The cardholder is expressly prohibited from using the travel charge card for any personal reasons.

4. Utah National Guard soldiers, airmen and civilian employees will use the BofA Government travel card for temporary duty (TDY) expenses. Along with this authorization comes the individual's responsibility for prompt payment, card safeguard and proper card use for **only** authorized transactions. Unauthorized purchases, delinquent payments or obtaining cash from an automated teller machine (ATM) for reasons not associated with official travel are considered card abuse. Soldiers, airmen and civilian employees are entrusted to ensure prompt payment and proper use of the card. Misuse or payment delinquencies shall result in loss of card privileges, administrative action and/or disciplinary action.
5. Department of Defense Financial Management Regulation (DoDFMR) Volume 9 mandates the requirement for initial and annual refresher training for all cardholders. This training is available at the UTARNG USPFO and the UTANG Financial Management/GTC websites. Upon completion of the online course, cardholders will submit their training certificate to the Agency Program Coordinator (APC) located in the respective components USPFO office. Units and supervisors are responsible for the conduct of annual refresher training.
6. The U.S. Government is not liable for the payment of cardholder charges. The GTC cardholder is responsible for making payments to Bank of America for all incurred charges. Submission of a travel voucher does not release the cardholder from payment responsibility. Cardholders are responsible to pay all charges upon receipt of the monthly billing statement from Bank of America.
7. I require all UTNG members to use mandatory split disbursement on Travel Vouchers (DD 1351-2) for all cardholders. Commanders or Supervisors will review and sign Travel Vouchers to ensure split disbursement policy is enforced.
8. I will not tolerate BofA government travel card delinquency or abuse in the Utah National Guard. Department of Defense (DOD) guidance provides Commanders and Supervisors broad latitude to apply penalties and adverse action to military members or civilian employees in an effort to stop delinquency and abuse. Commanders and Supervisors are required to take appropriate disciplinary action consistent with DOD guidance. Personnel who fail to satisfy indebtedness to Bank of America and those who misuse their GTC are subject to corrective, disciplinary or adverse action. Commanders and Supervisors must encourage a command climate and culture that emphasizes the importance of integrity and ethical values.
9. Commanders and Supervisors are responsible for executing periodic program reviews to ensure adequate oversight and compliance with program objectives.
10. In order to ensure that all assigned civilian and military personnel understand and comply with the provisions of the Bank of America Government Travel Card Program, all applicants for the GTC will submit:
 - a. An application signed by their supervisor to the USPFO GTC APC.
 - b. A completed GSA web site Certificate of Training to the USPFO GTC APC.

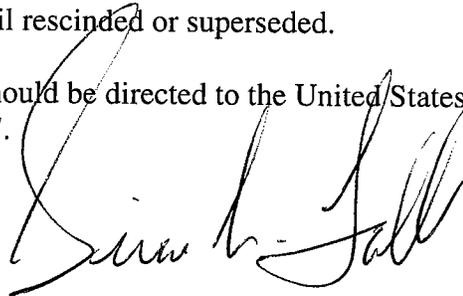
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c. A BofA statement of understanding jointly signed and reviewed by both the applicant and the supervisor to the USPFO GTC APC. All soldiers/employees currently in possession of a BofA travel card and who are transferring into the Utah National Guard from another agency or organization are required to initial and sign a new Statement of Understanding as well.

11. This policy letter supersedes Policy Letter 03-16, Bank of America (VISA) Government Travel Charge Card, dated 16 January 2003, and Policy Letter 03-24, Bank of America (VISA) Government Travel Charge Card (GTC) Abuse and Delinquencies, dated 27 May 2003.

12. This policy will remain in effect until rescinded or superseded.

13. Questions pertaining to this policy should be directed to the United States Property and Fiscal Office (USPFO) at (801) 523-4087.



BRIAN L. TARBET
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