



DEPARTMENT OF THE ARMY  
HEADQUARTERS, WARRIOR TRANSITION BRIGADE- NATIONAL CAPITAL REGION  
9045 BEALE ROAD  
BETHESDA, MD 20889-5634

MCAT-WTB-CDR

24 January 2014

MEMORANDUM FOR Warrior Transition Brigade- National Capital Region (WTB-NCR)

SUBJECT: Warrior Transition Brigade- National Capital Region (WTB-NCR) Policy Letter  
# 18 – Government Travel Credit Card (GTCC)

1. REFERENCE: DoDD 7000.14-R, Defense Financial Management Regulation, Volume 9,  
Chapter 3.

2. APPLICABILITY: This policy applies to all personnel assigned, attached or on temporary  
duty (TDY) to the WTB-NCR who possess a Government Travel Credit Card (GTCC). This  
Policy extends to the Bethesda, Fort Meade and Fort Belvoir WTUs.

3. GENERAL: It is mandatory that all cardholders utilize the GTCC for travel-related expenses  
only. This program is only for official travel and official travel related expenses away from  
Naval Support Activity- Bethesda (NSA-B), Fort Meade or Fort Belvoir. While on TDY, away  
from your primary duty station, you will use the GTCC to pay for lodging, meals and other  
incidental fees associated with TDY.

4. POLICY:

a. You will not use the GTCC to incur charges for any other purpose except for official  
business. You can make cash advances immediately prior to or during trips. You can use the  
GTCC to obtain cash advance payment while on scheduled TDY only. No other person will use  
the card issued to you for any reason. You have 5 days upon the completion of your TDY to  
submit your voucher.

b. Violations of any of the rules established by this policy or the agreement signed when  
applying for the GTCC will result in restriction of privileges and may result in disciplinary  
action under the UCMJ.

5. The point of contact for this policy is the Brigade S3 at (301) 400-2289.

Caring for Our Soldiers...Heal, Educate, Transition!

DANA S. TANKINS  
COL, SC  
Commanding