



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY**  
**OFFICE OF THE COMMANDING GENERAL**  
UNIT 29351  
APO AE 09014-9351

AEUFC-FAPD

21 October 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army in Europe Command Policy Letter 39, Government Travel Charge Card

1. This letter supersedes Army in Europe Command Policy Letter 39, 4 May 2003.
2. The Army standard for travel-card delinquencies is that no more than 3 percent of the total number of active cards be delinquent. Additionally, no more than 4.5 percent of charged dollars may be delinquent. Delinquent cards and dollars are those that are more than 60 days overdue. To prevent delinquencies, commanders will take the following actions:
  - a. Appoint agency program coordinators (APCs) to monitor the use and delinquency status of charge cards.
  - b. Deactivate delinquent cards and cards that are being used inappropriately.
  - c. Administer disciplinary action in appropriate cases.
3. Commanders, directors, and all other leaders must emphasize the need to prevent the abuse and delinquency of travel cards by doing the following:
  - a. Check to see how often the applicant travels before approving an application. A card may not be appropriate for individuals who travel infrequently.
  - b. Deactivate cards for those who are not in an official travel status nor are required to travel on short notice.
  - c. Ensure that cardholders are briefed on the proper use of the card and the individual responsibility to pay all debts when due.
  - d. Require cardholders to use the "split-disbursement option" to specify the dollar amount of the travel settlement to send directly to the Government Travel Charge Card Company.
  - e. Help cardholders in a travel status for more than 30 days file interim travel settlements.
  - f. Require unit APCs to screen card transactions each month for unauthorized purchases and delinquencies.
  - g. Ensure unit in- and outprocessing procedures require cardholders to process through the unit APC. To prevent delinquencies, deactivate accounts when individuals deploy or prepare for a permanent change of station (PCS), unless they will be on temporary duty (TDY) while en route to their next duty station.

*This letter is available at <https://www.aeaim.hqusareur.army.mil/library/home.htm>.*

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h. Ensure that personnel are financially prepared to deploy or make a PCS. This means ensuring that personnel know their options for obtaining funds and paying bills after their card is deactivated.

4. Commanders, directors, and all other leaders must ensure that soldiers and civilian employees use the Government Travel Charge Card responsibly. By ensuring that our personnel use the card properly, we can support the Army's standard for reducing delinquencies.



B. B. BELL  
General, USA  
Commanding

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