



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

26 MAY 2009

MEMORANDUM FOR ALL AGENCY PROGRAM COORDINATORS (APC's)

FROM: SAF/FMP (AFAFO)  
Bldg 1602 Brookely Ave, Suite 327  
Andrews AFB, MD 20762

SUBJECT: Government Travel Card Mission Critical Usage Policy

Thanks to all of you – we have successfully achieved the enormous task of transitioning over 480,000 Government Travel Card (GTC) accounts from Bank of America (BoA) to Citibank. The new GTC contract with Citibank provides many new system and program enhancements. As can be expected this early in a new contract, we still have some adapting ahead of us as we get used to Citi's system and await the implementation of system change requests. However, most processes did not change during the transition, with the exception of "Mission Critical (M/C) Status" and the temporary elimination of the "PCS Status".

M/C is a special status under the new GTC contract agreement with Citibank. It allows cardholder accounts to remain open for extended periods of time (up to 120 days), accounts do not age toward delinquency, and there are no fees applied to the account. Although we had M/C status with Bank of America, the accounts continued to age and a \$29 monthly fee was applied to the account once it was 60 days past due. Unfortunately, the new contract did not include a "PCS Status" requirement and we have been working with Citibank to implement a similar provision as we had with Bank of America. Therefore, we have reached agreement with Citi to allow the use of M/C Status when travelers PCS to a new duty station.

In light of the new contract and our need to meet mission requirements, the following three categories of travelers are authorized use of the Mission Critical Status:

1. Deployments to the OEF/OIF AOR (N/A – if deployments greater than 120 days)
2. PCS Moves (PCS Form & PCS Credit Limit Increase Worksheet required) with status end date of RNLTD (block 5 of PCS order) and includes TDYs enroute to PCS location.
3. Air Force Wounded Warriors (while in hospital receiving medical care)

**M/C Status cannot exceed 120 days and travelers should still file interim vouchers when possible.** GTC Community of Practice has specific details and instructions for managing this special status. My point of contact is Mr. Charles Maddox, DSN: 858-7771.

MICHAEL A. BILBREY  
Air Force Banking Officer

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