



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:  
CMC-R

27 AUG 2001

WHITE LETTER NO. 08-01

From: Commandant of the Marine Corps  
To: All General Officers  
All Commanding Officers  
All Officers in Charge

SUBJ: GOVERNMENT TRAVEL CHARGE CARD PROGRAM

1. Travel charge card delinquencies have been increasing for the charge card issued by Bank of America to our Marines and civilians to perform official travel. Appropriate command attention to travel card delinquencies must be provided to ensure charge card delinquencies are kept to an absolute minimum.

2. The key to success in controlling charge card delinquencies is your local Activity Program Coordinator (APC). APCs have available to them a variety of automated tools to interrogate the bank's records and provide the status and trends for all of your account holders. Through aggressive actions on the part of your APC, account holders approaching delinquency status, currently defined as 61 days past due, can be indentified and appropriately counseled to ensure they pay their account before it becomes delinquent.

3. For those Marines and civilians who allow their travel charge card account to become severely delinquent, currently defined as greater than 126 days past due, the bank will report their delinquency status to the national credit bureaus. Such adverse reporting will have obvious personal financial implications as our Marines and civilians attempt to secure personal financing. Also, restoring a damaged personal credit rating can take many years even after the account has been paid in full.

4. In short, this is a matter of both personal honor and individual responsibility. We must ensure our Marines, uniformed and civilian, understand this, comply with the terms of the charge card contract they signed, and understand the personal and professional consequences of abuse or misuse of their travel charge card.

  
J. L. JONES