



DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

REPLY TO
ATTENTION OF

IMMH-RM

8 Jan 15

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum RM-1, Use of Government Travel Credit Card by Civilian Employees

1. REFERENCES.

a. Memorandum, Assistant Secretary of the Army, Financial Management and Comptroller (SAFM-FO), 12 Jul 05, Subject: Army Travel Card Program – Mandatory Use of Individually Billed Accounts (IBA) to Pay for Official Temporary Duty (TDY) Travel.

b. Memorandum, Assistant Secretary of the Army, Financial Management and Comptroller (SAFM-FO), 9 Oct 14, Subject: Policies, Procedures and Response for Army Travel Card Program, Individually Billed Accounts.

2. PURPOSE. To establish procedures governing the use and potential misuse of the government travel credit cards by Army civilians employed by the Joint Base Myer-Henderson Hall.

3. APPLICABILITY. These procedures are applicable to all civilian Army personnel assigned to and/or under the operational control of the Joint Base Myer-Henderson Hall.

4. POLICY.

a. Employees are issued a government travel credit card (VISA) for the purpose of TDY and other related government travel. This government credit card will be used **ONLY** for purchases directly related to government travel away from the official duty station. Unacceptable use includes the following items:

- (1) Personal items.
- (2) Gifts.
- (3) Additional meal/expenses incurred while not on official government travel.
- (4) Cash advances not authorized for official government travel.

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(5) Office equipment, computers, or computer equipment.

(6) Personal debt.

b. In the event that the government credit card is misused, supervisors have a wide range of corrective actions and penalties available. This may include disciplinary actions such as formal counseling, reprimand, suspension, or removal. In addition to possible disciplinary action, there is the possibility of the suspension or loss of a security clearance. In some situations, there is an underlying personal problem that contributes to the misuse of the card. Supervisors should refer employees to the Employee Assistance Program office for financial or other types of counseling, as appropriate.

5. PROCEDURES.

a. Credit card misuse may fall into one of the following categories of charges (the choice of a single charge or multiple charges will depend upon the circumstances of each case):

(1) Failure to follow written instructions. This charge may be appropriate in light of the fact that the employee is required to sign a statement of understanding when the card is issued. This statement provides clear instruction for and restrictions on use. This is the preferred charge especially if written documentation is available in the form of the agreement the employee signed that specifies that the card is for official use only.

(2) Conduct unbecoming a federal employee.

(3) Misuse of a government travel charge card.

b. Employees who are knowingly delinquent in payment are similarly subject to a range of disciplinary actions by management that could range from counseling to actions with much more significant impact. The appropriate type of disciplinary action will depend upon the circumstances of each individual case.

c. Supervisors should consider the following in applying disciplinary action in cases of government travel card misuse or delinquency. The discipline must be severe enough to effect the desired corrective action and should be in balance with the severity of the offense. The Table of Penalties found in Army Regulation 690-700, Chapter 751, Table 1-1, provides guidelines for disciplinary actions based on severity of the incident. The Table of Penalties is a guide to discipline, not a rigid standard. Severity of penalty is the determination of management based on the unique circumstances of the case.

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d. In the event that misuse of the travel card or delinquency in payment is discovered, supervisors should contact Leslie Watts, Agency Program Coordinator at (703) 696-5650. This individual serves as the intermediary between the cardholder, the bank and agency management. Supervisors can also access the GSA Smart Pay A/OPC Survival Guide for additional information about delinquency management. The web address is: http://www.gsa.gov/gsa/cm_attachments/gsa.

e. Before initiating any adverse administrative or disciplinary action, supervisors of civilian employees must consult with the Fort Myer Civilian Personnel Advisory Center point of contact who may be reached at DSN 426-3134 or commercial (703) 696-3134.

6. PROPONENT. The Joint Base Myer-Henderson Hall Directorate of Resource Management, Agency Program Coordinator is the proponent and point-of-contact for this policy at (703) 696-5650.



MICHAEL D. HENDERSON
COL, AR
Commanding

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