



NEW JERSEY ARMY NATIONAL GUARD
JOINT FORCE HEADQUARTERS
3650 SAYLORS POND ROAD
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DISCIPLINARY GUIDE FOR COMMAND AND SUPERVISORY ACTIONS FOR ABUSE OF THE U.S. GOVERNMENT TRAVEL CHARGE CARD (USPFO-C)

1. References:

- a. Army Bulletin No 53, dated: 3 Oct 2003, subject: Disciplinary Guide for Command and Supervisory Actions for Abuse of the US Government Travel Charge Card (USPFO-C), (superseded by this Army Bulletin.)
- b. Memo from Deputy Undersecretary Civilian Personnel Policy, dated: 21 Apr 03, subject: Government Charge Card Disciplinary Guide for Civilian Employees. (NOTAL)
- c. Memo from Assistant Secretary of the Army for Financial Management and Comptroller, dated: 21 Feb 03, subject: Policies, Procedures and Responsibilities for the Army Travel Charge Card Program. (NOTAL)
- d. Memo from Under Secretary of Defence, dated: 10 Jun 03, subject: Disciplinary Guidelines for Misuse of Government Charge Cards by Military Personnel. (NOTAL)
- e. Volume 9, Chapter 3, DoD Financial management Regulation, dtd 1 Mar 05

2. Abuse of the Travel Card is considered to be:

- a. Expenses related to personal, family or household purposes.
- b. Improper purchase of products or services while travelling or any purchase while not in a travel status.
- c. Cash withdrawals from ATMs or banks when not related to official travel requirements.
- d. Intentional failure to pay undisputed charges in a timely manner. (Allowing the Travel Card to continue to be delinquent after 60 days would be a different offense for each succeeding 30 days)

3. The exercise of this command and supervisory authority ensures the proper use of public funds. It is essential that Commanders and supervisors take positive action, consistently, to bring their personnel into compliance. Make these expectations clear:

- a. Card misuse and delinquency will not be tolerated
- b. Use the Travel Card for travel expenses only when on official travel orders

- c. Commanders/Leaders and supervisors must take action on the first identification of Travel Card misuse or delinquency
 - d. Travel Vouchers, (DD FORM 1351-2), will be submitted to USPFO-NJ not later than 5 days following completion of duty.
 - e. Travel Vouchers will include the mandatory requirement for split disbursement of the total outstanding charges against the travel charge card.
 - f. Travel Voucher Approving officials are responsible for insuring that split disbursement is properly designated for the outstanding charges and shall return any vouchers that do not comply to the traveller for correction.
 - g. Individuals who are currently 60 days overdue on their Government Travel Card will be restricted from any future official travel.
4. Any adverse action regarding travel card abuse will follow either the Technician Personnel Regulations or Army Regulations dependent upon the person's status. Commanders and supervisors should seek legal guidance from the Office of the Staff Judge Advocate when considering adverse administrative and non-judicial action.
5. The preferred action for Commanders and supervisors is to properly train their personnel and insure they are aware of the standard for compliance. Initial cardholder training is a mandatory requirement. On line training is available at <http://www.fss.gsa.gov/webtraining/trainingdocs/traveltraining> and questions or assistance is available from USPFO-C, ATTN: SGT Robin Johnson 3601 Technology Dr, Fort Dix, NJ 08640, 609-562-0242.

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DENNIS W. DEVERY
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