



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CERM-F (37)

24 MAY 2002

MEMORANDUM FOR USACE Commands (Resource Managers)

SUBJECT: Individual Travel Card Suspension/Cancellation Policy Clarification

1. References.

a. GSA Travel Card Master Contract, Section CB 18.6
(<http://www.asafm.army.mil/fo/fod/tc/pg/gmc-tcc.htm>)

b. Bank of America Cardholder Agreement, Section 10
(http://www.gcsuthd.bankofamerica.com/forms/gsaforms/doc/DoD_Card_Agreement.doc)

2. This memorandum reiterates and clarifies the USACE individual government travel card suspension and cancellation policy. References 1a and 1b authorize government travel card agency program coordinators (APCs) to suspend or cancel travel cards under their purview at any time, so long as they document such action. Until recently, this authority was rarely invoked. However, with the Army's increased debt and delinquency rates and the travel card contract nearly being terminated, it is prudent for the Army and USACE to exercise this authority more often.

3. To that end, when there is evidence of financial irresponsibility or card mismanagement, individual travel cards issued to USACE employees can be suspended or cancelled by the local APC or higher level APC in the APC hierarchy (district/lab, MSC, HQUSACE or HQDA). APCs will notify cardholders a minimum of 10 business days prior to suspending or canceling the card. Cards will not be suspended or cancelled while the traveler is in a TDY status, except for long-term travel. Cardholders will have an opportunity for corrective action and/or explanation during this period. The APC will determine whether the action/explanation is adequate and make a decision to suspend or cancel the card.

4. Ensure that local union representatives are provided advance notice of this change and that statutory labor relations obligations are met prior to implementation. Labor relations questions should be referred to the servicing Civilian Personnel Advisory Center. My POC for this memorandum is Ms. Jimmye France, 202-761-1921.

FOR THE COMMANDER:


STEPHEN COAKLEY
Director of Resource Management