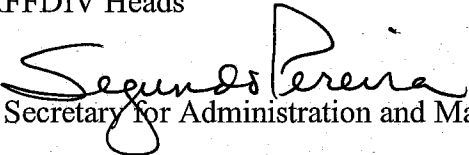




JUN - 2 2009

MEMORANDUM

To: OPDIV and STAFFDIV Heads

From: Segundo Pereira   
Acting Assistant Secretary for Administration and Management

Subject: Government Travel Card Program Zero Tolerance and Disciplinary Policy

This memorandum sets forth the Department of Health and Human Services (HHS) Zero Tolerance policy and guidelines for monitoring and reporting misuse/abuse of the Government travel card (GTC), to include delinquency and fraudulent claims, as prescribed in the HHS Human Resources Manual (HRM), Instruction 752: Discipline and Adverse Action, dated 03/20/2009.

It also establishes the Zero Tolerance Policy which strictly prohibits the following misuses of the card:

- a. Unauthorized charges and charges not associated with official travel such as:
  - (1) Personal and family member use of the card is forbidden
- b. Charges while unrelated to official travel status, to include:
  - (1) Use of the card in the vicinity of the official duty station or residence is forbidden, unless used in connection with official travel
  - (2) Use of the card for cash withdrawals from an automated teller machine is also forbidden, unless used in connection with official travel
- c. Shared use of the card with another employee for official travel purposes
- d. Allow account to become delinquent
- e. Failure to use the card while on travel unless exempted

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- f. Failure to pay accounts with sufficient funds
- g. Failure to properly use Government voucher reimbursements to repay travel expenses
- h. Excessive cash advances, or cash advances not commensurate with official travel

The underlying objective of the "*HHS Zero Tolerance Policy*" is to eliminate misuse and abuse in the travel card program so that it does not become necessary to impose disciplinary procedures on any HHS employee. Proper use of the travel card reduces the need to cancel travel charge card privileges, eliminates the administrative burden of taking action against employees, lessens the stress for all involved, and preserves the reputation of HHS and its employees to achieve its mission and goals with integrity.

OPDIV/STAFFDIV heads shall establish and implement a GTC disciplinary program within their respective areas. OS STAFFDIVs will receive written guidance from Office of the Secretary Executive Office by June 1, 2009. Agency/Organization Program Coordinators (A/OPCs) have the responsibility of monitoring, evaluating, and advising management of GTC violations. A/OPCs must promptly investigate, document, and report instances of GTC cardholder misuse/abuse, to include falsifying a travel voucher, to their Senior Travel Officials/alternates, and supervisors/managers. A/OPCs will consult the HRM Instruction 752 for disciplinary guide and penalties. Management must consult with their servicing Human Resources Personnel Office/Center for guidance regarding employee action/coverage.

A/OPCs, cardholders, and managers should periodically review the HHS Do's and Don'ts pamphlet available at [www.hhs.gov/travel](http://www.hhs.gov/travel) for more information on card use guidelines. Consult the Office of Management and Budget (OMB), Circular A-123, Appendix B, for mitigating risks of misuse and/or delinquency at [www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars). As a reminder, A/OPCs must submit quarterly reports of charge card misuse/abuse actions taken to ASAM designee to meet OMB requirements.

Cardholders are responsible for complying with Departmental policies and regulations, the terms and conditions of the GTC cardholder agreement, and the initial and refresher Government Travel Card Program training in accordance with OPDIV/STAFFDIV requirements.

For further assistance regarding travel card program, please have your staff contact Paul Hoffmann, Director of Travel Programs and Policy, OS/ASAM, at (202) 690-7960 or [paul.hoffmann@hhs.gov](mailto:paul.hoffmann@hhs.gov).

cc: Chief of Staff  
OS Management Officials