



REPLY TO  
ATTENTION OF:

## DEPARTMENT OF THE ARMY

ANNISTON ARMY DEPOT  
7 FRANKFORD AVENUE  
ANNISTON, ALABAMA 36201-4199

SIOAN-R

21 June 1999

Policy Statement #69

SUBJECT: Government Charge Card Program

1. On 19 April 1995, the U.S. Army Materiel Command issued a memorandum stating, in no uncertain terms, that abuse and misuse of the government charge card program would not be tolerated. I continue to be concerned that abuse and misuse endanger the viability of the government charge card program. I am, therefore, issuing this policy memorandum to ensure that all of our employees understand the seriousness and consequences of violating the terms and conditions of the government charge card program.

2. The government charge card is a multipurpose charge card issued under government contract to all Anniston Army Depot (ANAD) travelers with the exception of employees on time limited appointments. The card covers lodging, car rental, meals, and gasoline purchased incidental to government travel. The card benefits not only the employee through increased safety and security since large amounts of cash are not needed on TDY, it also benefits the government by permitting improved cash management through decreased outlay of travel advances and reduced collection actions. Because the government charge card program benefits this installation and its employees, we cannot afford any misuse or abuse of the program.

a. Employees who do not accept the government charge card or have had their card suspended or canceled will not be relieved of TDY assignments. All expenses incurred by the traveler must be paid by private means and reimbursement will be made via the employee's travel voucher.

b. ANAD travel policy for all travel advances is to utilize the automated teller machine (ATM) using assigned government cards. A Personal Identification Number (PIN) is assigned to each cardholder. This feature will provide each cardholder the capability to obtain their cash advance through an ATM. The maximum amount of the advance authorized to be withdrawn from the ATM will be reflected on the travel order. Additionally, ATM cash advances are limited to a maximum withdrawal of \$500/month per Department of Army guidance. An advance obtained via ATM is authorized for meals and incidental expenses only. ATM processing fees of 1.9% are reimbursable expenses to be used only for the amount authorized or used, whichever is lesser. CAUTION: Each traveler must safeguard his/her PIN to prevent unauthorized use.

c. Government charge cards issued under the Army Charge Card Program will be used strictly for TDY advances and expenses related to official government business. Employees will not use the card for personal expense items, regardless of travel status. Questions regarding the proper use of the card should be directed to the Resource Analysis Div, Directorate of Resources.

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SUBJECT: American Express (AMEX) Charge Card Program

d. Payment to the issuing credit card agency is due in full by the due date on the account statement. Failure to receive a statement from the issuing credit card agency does not relieve a cardholder of payment responsibilities. Defense Finance and Accounting Service (DFAS) will process the travel voucher within two weeks to ensure the traveler meets their payment billing date. No employee, under any circumstances, will fail to pay his or her charge card bill in full after reimbursement is made under a travel voucher. By virtue of accepting reimbursement for an advance and/or expenses, any employee who fails to pay their debt is essentially misusing their position and government funds.

3. Resource Analysis Div, Directorate of Resources, will review all charge card TDY advances and expenses incurred by employees. Misuse/abuse of the charge card will result in suspension or cancellation of the card.

4. All delinquencies will be reviewed on a monthly basis by the traveler's director and Resource Analysis Div, Directorate of Resources. Under the terms of the Army Charge Card Program, if an employee is delinquent in paying a charge card bill, charge card privileges will be suspended and/or the card may be canceled. For any delinquency that continues after the date of this policy for which reimbursement has been made by DFAS, supervisors are required to take appropriate disciplinary action for violating this policy. Supervisors are also required to coordinate delinquent accounts with the Civilian Personnel Advisory Center.

5. Employees who have had a government charge card canceled and have satisfied their delinquent government charge card account may submit a written request to have their card reinstated by using the following procedure:

a. The employee will submit a written request to his/her first line supervisor. The request should include an explanation of how the employee's financial situation has changed since his/her card was canceled and any other pertinent information that the employee wishes considered in the decision to reinstate his/her card.

b. The first line supervisor will request a delinquent account history from the Resource Analysis Division, Directorate of Resources. The request, along with the delinquent account history and any additional background information, will be forwarded through the chain of supervision to the Commander. Each level of supervision will either concur or nonconcur with the request.

c. The Commander will issue a final written decision on the request to the employee.

6. This supersedes Policy Statement #69 dated 27 October 1997.

***Gregory F. Potts***

GREGORY F. POTTS  
Colonel, OD  
Commanding

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