



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

AUG 26 2011

MEMORANDUM FOR ALMAJCOM-FOA-DRU/FM/FMF

FROM: SAF/FMP
1130 Air Force Pentagon
Washington DC 20330-1130

SUBJECT: Personal Use of Controlled Spend Account (CSA) Card (Memo, Controlled Spend Account (CSA) Policy Guidance, Apr 11, 2011)

The purpose of this memorandum is to note a change, effective immediately, in the referenced policy guidance. Personal use of the CSA card is not authorized. The CSA card may only be used for expenses related to official government travel. Payments in excess of overall expenditures placed on the CSA card, after completion of official travel, (credit or residual balance) can be obtained by the traveler through one of the following options:

- 1) Electronic transfer to a personal account through Citi's on-line access system or by calling them directly;
- 2) Request check by calling Citi;
- 3) Check automatically mailed to cardholder after 60 days of inactivity on account; or
- 4) ATM withdrawal (2% fee).

Please ensure widest dissemination of this policy change. My POC is Mr. Jim Sisson. He can be reached at DSN 612-5325 or james.sisson@pentagon.af.mil. Thank you for your continued support!

A handwritten signature in cursive script that reads "Joan A. Causey".

JOAN A. CAUSEY
Deputy Assistant Secretary
Financial Operations
(Financial Management and Comptroller)