DEFENSE HUMAN RESOURCES ACTIVITY
Defense Travel Management Office
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AUG 1 2018

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY (FINANCIAL OPERATIONS)
DEPUTY ASSISTANT SECRETARY OF THE NAVY (FINANCIAL OPERATIONS)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE (FINANCIAL OPERATIONS)
COMPTROLLERS OF THE DEFENSE AGENCIES
COMPTROLLERS OF THE DOD FIELD ACTIVITIES

SUBJECT: DoD Government Travel Charge Card Misuse Reporting

Pursuant to the Director, Defense Human Resources Activity memorandum of August 1, 2018, same subject, I am providing details regarding travel card misuse information that is required for the Department to fully comply with requirements set forth by the Office of Management and Budget (OMB) regarding travel card misuse reporting.

Much of the information necessary to meet OMB requirements can, and is, obtained by Defense Travel Management Office (DTMO) travel card personnel. However, additional information is required from the travel card Component Program Managers (CPM) within your organization.

Specifically, CPM's from each Service and Independent Agency are required to provide, not later than the 15th of the month following the end of each fiscal quarter, for cases of misuse identified in the previous fiscal quarter (i.e. information on cases identified in the 3rd quarter of FY18 is due no later than July 15th), the number of misuse cases identified by local level agency program coordinators but not included in the Visa IntelliLink tool and the number of misuse cases identified as the result of Component level Inspector General or other investigative organizations not included in the Visa IntelliLink tool.

Additionally, I would like to call your attention to the recent revision of DoD Government Travel Card Regulations, section 041405, requiring CPM's and designated Agency Program Coordinators to use the Visa IntelliLink tool as a means to identify, track, and report cases of potential travel card misuse and then to create cases within the Compliance Module to track the progress and final resolution. This change was made in response to the recommendation made in DoD Inspector General's report, "DoD Reporting of Charge Card Misuse to OMB," released in April 2018.

Information and guidance on the use of the Visa IntelliLink tool can be found on the DTMO travel card page at https://www.defensetravel.dod.mil/site/apc.cfm. I thank you in advance for your support in ensuring compliance is enforced.

William R. Mansell

William R. Mansell, Jr.
Director