



**HEADQUARTERS
DEFENSE HUMAN RESOURCES ACTIVITY
4800 MARK CENTER DRIVE, SUITE 06J25-01
ALEXANDRIA, VA 22350-4000**

AUG - 7 2018

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (FINANCIAL
MANAGEMENT & COMPTROLLER)
ASSISTANT SECRETARY OF THE NAVY (FINANCIAL
MANAGEMENT & COMPTROLLER)
ASSISTANT SECRETARY OF THE AIR FORCE (FINANCIAL
MANAGEMENT & COMPTROLLER)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: DoD Government Travel Charge Card Misuse Reporting

DoD Inspector General's report, "DoD Reporting of Charge Card Misuse to OMB," released in April 2018, found that DoD management officials were unable to establish a baseline of travel card misuse, implement necessary management controls, or increase reviewer emphasis on key areas of misuse and delinquency in the travel card program. This has resulted in incomplete and incorrect reporting of misuse to the Office of Management and Budget.

In response to the report's recommendation, the Defense Travel Management Office (DTMO) has revised the Government Travel Charge Card Regulations to require component program managers and designated agency program coordinators to use all available contractual tools, to include the Visa IntelliLink rules, queries, and the case disposition modules to assist in the monthly reviews of travel card activity for misuse.

It is my belief that simply revising the regulations is not enough. Identifying and eliminating travel card misuse requires your attention and involvement, as well as DTMO's oversight as the travel card program manager. Much of the information necessary to report misuse can be obtained by DTMO, however, there is additional information that can only come from your organization.

Details regarding this information will be provided by the Director, DTMO in a separate memorandum and can also be found on the DTMO website's travel card page at <https://www.defensetravel.dod.mil/site/apc.cfm>.

I ask that you support the Department's travel card program by ensuring your travel card component program managers and designated agency program coordinators comply with information requirements, to include using the Visa IntelliLink tool as a means to identify, track, and report cases of potential travel card misuse. My point of contact for travel card matters is Mr. Bill Mansell, who may be reached at william.r.mansell.civ@mail.mil or 571-372-1164.


William H. Booth
Director