



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

6 APR 2004

MEMORANDUM FOR ALMAJCOM-DRU-FOA/FM

FROM SAF/FM
1130 Air Force Pentagon
Washington, DC 20330-1130

SUBJECT: Interim Guidelines, Procedures, and Responsibilities for the Air Force Travel Card Program (Individually Billed Accounts)

As part of the FY 2003 and FY 2004 Appropriation and Authorization Acts, Congress enacted several legislation changes to further control government charge cards and to ensure the timely payment of account balances. These changes included mandates for the Department of Defense (DoD) to: a) determine credit worthiness before issuing a charge card, b) develop a comprehensive disciplinary action policy for misuse or abuse of the travel card, c) authorize mandatory split disbursement at travel settlement, and d) authorize mandatory salary offset to satisfy delinquent travel charge card debt.

Along those lines, I'm providing interim guidance on procedures and responsibilities required to effectively manage the Air Force Government Travel Card Program (GTC) individually billed accounts (Atch 1). This guidance supplements the DoD Financial Management Regulation and implements certain actions directed as a result of Congressional hearings, General Accounting Office and Air Force Audit Agency reports, and the DoD Charge Card Task Force Report. Again, please ensure you use this guidance *in conjunction* with the DoD Financial Management Regulation until superseded by official Air Force regulation and instructions.

Although DoD has issued guidance on GTC topics such as disciplinary action, minimum credit score for military personnel, and salary offset, additional guidance on creditworthiness, and local bargaining with labor unions on mandatory split disbursement is still pending. In the interim, the Air Force is leaning forward with the guidelines at Atch 1 effective immediately. Please ensure the widest dissemination. My POC is Ms Jodie Davis, comm 703-614-5412 or DSN 224-5412.

MICHAEL MONTELONGO
Assistant Secretary of the Air Force
(Financial Management and Comptroller)

Attachments:

1. GTC Interim Guidelines
2. Background Information