



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
FINANCIAL MANAGEMENT AND COMPTROLLER
109 ARMY PENTAGON
WASHINGTON DC 20310-0109

JUL 10 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policies, Procedures, and Responsibilities for the Army Travel Charge Card Program: Unauthorized Use of the Government Travel Charge Card (GTCC)

1. Reference May 14, 2009, memorandum, subject: Policies, Procedures, and Responsibilities for the Army Travel Charge Card Program.

2. Army travel charge card program policy requires that organizations conduct a monthly review of at least 10 percent of accounts with transactions to determine compliance with existing travel charge card directives. A recent review of travel charge card transactions indicated the following:

Total Transactions Reviewed	Suspect Transactions	Unauthorized Transactions	% Unauthorized of Suspect Transactions
62,522	6,728 (11%)	2,066 (3%)	30%

3. Unauthorized and improper use of Government Charge Cards is receiving widespread publicity in all the media. In order to meet anticipated Department of Defense and Congressional reporting requirements and to reduce unauthorized charges, the following actions are required:

Effective August 17, 2009, and continuing on or about the 15th of each month, Agency Program Coordinators (APC) will review at least 10 percent of accounts with transactions for validity and will use the attached spreadsheet to report their findings to their Army command (ACOM), Army service component command (ASCC), direct reporting unit (DRU), or agency Hierarchy Level 3 (HL3) APC. HL3 APCs will review the reports and forward a consolidated reply to arrive at this office no later than the last day of the month. HL3 APCs should retain individual spreadsheets, for 12 calendar months, for audit/ follow-up purposes.

4. For ACOMs, ASCCs, DRUs and agency APCs, Mr. Frank Rago, the Army Charge Card Program Manager, is your point of contact. He can be reached by phone at (703) 693-3386, DSN 223-3386, or by email at francis.rago@us.army.mil.

John J. Argodale
Deputy Assistant Secretary of the Army (Financial Operations) and
Senior Official

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