



**U.S. Department of Justice**

Justice Management Division

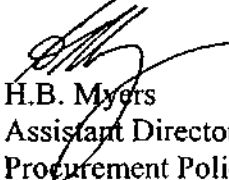
*Management and Planning Staff*

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Washington, D.C. 20530

July 25, 2006

**MEMORANDUM FOR BUREAU PROCUREMENT CHIEFS  
PURCHASE CARD AGENCY PROGRAM COORDINATORS**

**FROM:**   
H.B. Myers  
Assistant Director  
Procurement Policy and Review

**SUBJECT:** DOJ Procurement Guidance Document 06-07, DOJ Charge Card Management Plan

Office of Management and Budget (OMB) Circular A-123, Management Accountability and Control, Appendix B, Improving the Management of Government Charge Card Programs requires that all Executive Branch departments and agencies to develop and maintain a Charge Card Management Plan. Charge Card Management Plans are required to establish departmentwide standards for charge card programs, to ensure that a system of management controls, policies and practices are in place for effective oversight and to maximize the benefits when using government charge cards.

Attached is a copy of DOJ's Charge Card Management Plan. It outlines the policies and procedures within DOJ that are critical to the management of the charge card program, in order to ensure that a system of internal controls is followed and to mitigate the potential for waste, fraud and abuse. This plan is also intended to maximize the opportunities for increased savings offered by the use of the purchase card. Our Charge Card Management Plan establishes the minimum standards, requirements and best practices for charge card programs within the Department. The plan may be supplemented by individual bureau policies and procedures governing charge card use.

Our Charge Card Management plan will be revised as required regulations and as we meet its objectives. A copy of our plan was provided to OMB as required by Appendix B to the Circular. Please distribute this document to the appropriate people in your organization. Questions should be directed to Harold Belcher 202/616-3756.

Attachment



U.S. Department of Justice

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MAY 26 2006

Washington, D.C. 20530

Ms. Sally Clark Beecroft  
Office of Federal Financial Management  
Office of Management and Budget  
NEOB, Room 6025  
725 17<sup>th</sup> Street, NW  
Washington, DC 20503

Dear Ms. Beecroft:

Attached is a copy of the Department's Charge Card Management Plan which was developed in response to Appendix B, Improving the Management of Government Charge Card Programs, to Office of Management and Budget Circular A-123, "Management Accountability and Control." Our Charge Card Management Plan addresses the required elements of Appendix B, establishes a system of internal controls and serves as a framework for our policies and procedures for the appropriate use of charge cards within the Department.

If you have any additional questions, please feel free to contact Lori Arnold on (202) 616-5216 or Harold Belcher on (202) 616-3756

Sincerely,

A handwritten signature in black ink that reads "Melinda B. Morgan".

Melinda B. Morgan  
Director  
Finance Staff

Attachment.

# **Department of Justice**

## **Charge Card Management Plan**

### **Authors:**

**Harold Belcher**

**Wanda Watts**

**John Jacobs**

**Date: 04/06/206**

**Version: 1.0**

### Version History

Version	Date	Author
1.0	04/6/2006	Harold Belcher
		Wanda Watts
		John Jacobs



## **1. Introduction**

As required by OMB Circular A-123, Appendix B – Improving the Management of Government Charge Card Programs, this plan outlines the policies and procedures within the Department of Justice (DOJ) that are critical to the management of the charge card program, in order to ensure that a system of internal controls is followed and to mitigate the potential for fraud, misuse, and delinquency. This plan is also intended to maximize the opportunities for increased savings offered by the use of government commercial cards.

This document is intended to be a living document and will be updated as changes occur within DOJ's charge card program.



## DOJ Charge Card Management Plan

appointing AOs bureaus must consider the span of control to ensure that the number of cardholders and the charge card volume is at an appropriate level for effective review and control of cardholder performance.

### Travel card program

Individual travel charge cards are issued to employees who expect to travel on official government business. An employee is anyone for whom there is a SF-50, Personnel Action, or an SF-61, Appointment Affidavit, on file within the Department. To apply for a travel charge card, employees are required to complete the mandatory sections of the JPMC Cardholder Application form and submit it to their APC for approval and processing. The APC forwards completed forms to JPMC via fax, email or the Bank's Electronic Access System (EAS) for processing and card issuance.

### Fleet card program

With the exception of the Office of the Inspector General (OIG) fleet cards are assigned to a vehicle and not to a person. In this way, the card is assigned generically so that when personnel changes take place, a new fleet credit card does not need to be reissued. OIG assigns their fleet cards to individuals.

When a new vehicle is assigned to an office or individual, a fleet card is created for that vehicle. An exception to this would be at Bureau of Prisons (BOP) institutions that have fueling on site and do not have a need for a fleet card assigned to each vehicle. At those institutions, five fleet cards are generically assigned on an as-needed basis for staff travel and use outside of the prison. Also, the Office of the Inspector General (OIG) has a fleet card program manager that is notified that a card is needed in an office. The manager either assigns a new card or obtains information on an existing card that is then reissued to a different or new employee.

AOs are usually a headquarters level fleet manager or an administrative officer who are responsible for maintaining vehicle information such as mileage and fuel use. Administrative officers are located in field or regional offices supporting a group of employees and the vehicles required to support the functions of the office. The BOP AOs are department heads (GS12 and up). Usually one is assigned at each site.

The ratio of cardholders to AOs varies from bureau to bureau. The U.S. Marshals Service, has 4 AO's for 3000 fleet cards. BOP has an AO at each site location or institution. The OIG has 2 AO's for 120 fleet cards.

### **2.3 Procedures at employment termination or transfer**

This section outlines the procedures implemented by DOJ when an employee terminates employment within DOJ or transfers to a different bureau or transfers within the same bureau.

#### Purchase card program

Purchase cardholders who separate from employment by DOJ are required to notify the appropriate official in their bureau i.e., Approving Official, Cost Center Manager, Funds Control Officer, etc., and surrender their cards for destruction. Those officials with the authority to cancel cards directly will do so and will notify the bureau APC who will notify the Bank to close the account. Approving Officials, Cost Center Managers or Funds Control Officers are responsible for ensuring cardholder's balances are cleared prior to separation. APCs are responsible for reviewing the Cardholder Profile (Report 508) data in JPMC's EAS, Pathway Net®, to ensure that cards have been cancelled and that no new transactions have been placed on the card.

## DOJ Charge Card Management Plan

Purchase card holders who transfer within DOJ or its bureaus are required to surrender their cards for destruction and are issued new cards at their new duty station as appropriate.

### Travel card program

When an employee terminates employment or transfers to another organization within DOJ, it is the responsibility of the APC in the employee's "departing" office to promptly notify JPMC via the bank's EAS, telephone, or fax.

When an employee terminates employment with DOJ, the APC must submit a delete form to the Bank or cancel the account via the Bank's electronic access system. The cardholder is required to destroy the card personally, or forward the card, cut in two, to the APC. The APC is responsible for reviewing the Account Management Report, TBR 830, each month to determine if the Bank has satisfied the request to cancel a card.

Employees transferring to a new hierarchy number can only be accomplished within a DOJ Component. Employees transferring between DOJ Components must cancel their account and request a new account with the new Component. If the "departing" office APC fails to submit the transfer, the "receiving" office can and should do so. The APC is responsible for reviewing the Account Management Report, TBR 830 or Cardholder Profile (Report 508) data in the EAS, each month to determine if the Bank has satisfied the request to transfer account.

Bureaus may elect to implement closure of accounts by submitting batch files to JPMC.

### Fleet card program

Retrieving a fleet card when a cardholder separates from the service is not necessary since the card is assigned to a vehicle. In the case of a card assigned to an individual, when that person separates from the service, he or she is required to return the fleet card as part of his/her accountable property. That card can then be reassigned or closed at the discretion of the manager.



















