



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

AUG 22 2002

MEMORANDUM FOR COMMANDER IN CHIEF, U.S. ATLANTIC FLEET
COMMANDER IN CHIEF, U.S. PACIFIC FLEET
COMMANDANT, U.S. MARINE CORPS

Subj: EXEMPTION FROM MANDATORY GOVERNMENT TRAVEL CARD USE

I have requested and received approval to change, within the Department of the Navy (DON), the definition of an infrequent traveler for purposes of determining mandatory use of the government travel charge card. The revision defines an infrequent traveler as a DON military member or civilian employee who travels four or less times per year. I made this request which I feel is necessary in the interest of the DON to give commanding officers, heads of activities, and supervisors, increased discretion in determining which of their subordinates should have a government travel card.

At this time, I am only authorizing this change for activities within your chain of command. You may delegate this authority throughout your command structure or at selected activities. When an exemption is granted from mandatory use of the travel charge card, personal funds, including cash or a personal charge card, and travel advances are authorized for payment of travel expenses. Once infrequent travelers have been identified, commands must ensure these travel card accounts are closed.

In granting this authority, you must ensure that discretion is used so that this change does not result in wholesale card cancellations. You should also consider the impact on resources at travel settlement organizations. As these organizations are in your chain of command, you are in the best position to create local policy for alternative payment methods for official travel.

My point of contact is Mr. David McDermott who may be reached at (202) 685-6719 or DSN 325-6719 and via e-mail at mcdermott.david@fmo.navy.mil.

A handwritten signature in black ink, appearing to read "D. Aviles", is located below the text.

DIONEL M. AVILES
Assistant Secretary of the Navy
(Financial Management and Comptroller)