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

AUG 5 2002

MEMORANDUM FOR DISTRIBUTION

Subj: INDIVIDUALLY BILLED TRAVEL CARD DELINQUENCIES

Ref: (a) ASN(FM&C) memo of 16 Apr 02

Encl: (1) List of Major Commands with Delinquency Rates Above 4.0 Percent as of Jul 02
(2) Travel Card Response Format

By reference (a), I announced several policy changes governing the use of the travel card within the Department of the Navy (DON). Those changes were intended to address the continuing problem with delinquencies and assist all major commands in better managing their travel card programs. I also directed additional remedial actions required of major commands that exceeded a 4.0 percent delinquency rate, based on the outstanding dollars due the card contractor. Commands not meeting this standard metric must report monthly to the DON travel card coordinator on actions taken and completed.

Only the major commands with delinquency rates above the 4.0 percent metric are required to effect the remedial actions. Enclosure (1) provides a list of those commands exceeding this metric for the most recent reporting period. Use enclosure (2) as a template to report your actions taken and completed, to the DON travel card coordinator.

Completed responses, consolidated for each major command, are due by the 10th of each month that a report is required. Please e-mail your completed reports to Mr. Dave McDermott at mcdermott.david@fmo.navy.mil. Mr. McDermott may also be reached at (202) 685-6719 or DSN 325-6719.

Distribution:
(See next page)

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

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MAJOR COMMANDS WITH DELINQUENCY RATES ABOVE 4.0 PERCENT OF JUL 02

60+ Day Delinquency
Based on Dollars Outstanding
July 2002

COMNAVRESFOR	18.86%
USMC	13.66%*
CINCLANTFLT	13.61%
CINCPACFLT	11.88%
COMNAVPERSCOM	10.75%
COMNAVSPECWARCOM	10.28%
SECGRU	9.51%
BUMED	9.31%
CNET	6.75%
COMSC	6.46%
DIRSSP	6.43%
COMNAVNETOPSCOM	5.32%
CINCUSNAVEUR	4.45%
ONI	4.30%
FLDSUPPACT	4.07%

* Based on June 2002 data

TRAVEL CARD RESPONSE FORMAT

Date: _____

Command: _____

POC: _____ Phone: _____

1. Card Deactivation

a. For activities not meeting the 4 percent metric, have travel cards been deactivated for all personnel who are not within 10 days of scheduled travel?

____ Yes

____ No

b. Are all travel cards being deactivated upon completion of travel?

____ Yes

____ No

2. Spot Checks

a. Are these activities performing spot checks of travel card accounts to determine whether there are occurrences of misuse?

____ Yes

____ No

b. What percentage of the command's travel card accounts were reviewed?

_____ percent

c. Were any cases of misuse found?

____ Yes, proceed to Question d.

____ No, proceed to Question e.

d. Were there any incidents of misuse that warranted disciplinary actions?

____ Yes

____ No, proceed to Question e.

Provide details of disciplinary actions taken.

e. Were any cases of delinquencies found?

____ Yes, proceed to Question f.

____ No, proceed to Question 3.

f. What actions were taken for those who were delinquent in their accounts?

3. Mission Critical Accounts

a. How many accounts are currently in "mission critical" status?

b. What is the total amount outstanding and the total amount delinquent for these accounts?

4. Other Account Statistics

Provide statistics for the following travel card accounts:

a. Number of open accounts
b. Number of deactivated accounts
c. Number of accounts that have not been used in the past 12 months

5. Other Actions

a. List any new command actions taken to reduce travel card delinquencies.