Secretary of the Navy

UNDER SECRETARY OF DEFENSE
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WASHINGTON, DC 20301-1100

AUG 9 2002

COMPTROLLER

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
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DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES
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SUBJECT: Management Controls over Access to Charge Card Contractor Electronic Systems

Electronic access systems are used by Agency Program Coordinators (APCs) for the Department's Travel, Purchase, Fleet and Aviation Into Plane Reimbursement charge card programs to maintain a variety of information concerning each account. In some instances, these APCs and other individuals have been given broad access to data in the card-issuing banks' electronic systems.

Effective internal management controls must be maintained over bank system access. Open system access accounts associated with individuals no longer performing APC functions have the potential to compromise the security of data contained in the systems, including, for example, sensitive data related to travel destinations of Department of Defense (DoD) personnel.

DoD Components will immediately revalidate that all personnel with access to charge card contractor electronic systems have a valid need for such access. The appropriate charge card contractor will be notified to terminate access for personnel who no longer have a valid need. This includes the termination of access for individuals no longer performing APC functions.

In addition, DoD Components must establish procedures to ensure that the system access accounts are reviewed on a regular basis. The responsibility for terminating access to the card contractors' electronic access systems upon transfer, dismissal, retirement, or separation of personnel having such access will be incorporated in DoD regulations as appropriate.

If you have any questions concerning this matter, please contact Mr. Ron Massengill. He may be reached by e-mail: massengr@osd.pentagon.mil or by telephone at (703) 697-1101.

Dov S. Zakheim