UNDER SECRETARY OF DEFENSE
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WASHINGTON, D.C. 20301-4000

PERSONNEL AND
READINESS

JUN 23 2003

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION
DIRECTOR, NET ASSESSMENT
DIRECTOR, FORCE TRANSFORMATION
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DEFENSE FIELD ACTIVITIES

SUBJECT: Inclusion on Personnel Departure Checklists of the Requirement to Turn in Government Charge Cards

As part of the ongoing effort to implement the Department of Defense Charge Card Task Force's recommendation that the Department develop methods to ensure more positive control of charge cards when an individual leaves an organization, the Under Secretary of Defense (Comptroller) has determined that every personnel departure checklist shall include the requirement to turn in all government charge cards.

Accordingly, please ensure that every personnel departure checklist in your component that does not currently include the requirement to turn in government charge cards (i.e., travel, purchase, air, fleet, and fuel) be modified to include that requirement.

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