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

18 JUL 2003

PERSONNEL AND
READINESS

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Enhancements to Defense Civilian Personnel Data System (DCPDS) for Actions Related to Government Charge Cards

This memorandum provides guidance on enhancements to DCPDS to enable tracking of formal disciplinary and/or adverse actions taken for misconduct related to government charge cards. This follows my April 21, 2003, memorandum implementing the "Government Charge Card Disciplinary Guide for Civilian Employees." These enhancements will facilitate our ability to meet Office of Management and Budget reporting requirements on matters related to charge card issues, including disciplinary actions for misuse.

DCPDS now has new data fields to make distinctions between each type of government charge card. In addition, DCPDS now has the capability to track all natures of action associated with misconduct involving the government charge cards. DoD Components must take appropriate action to implement this guidance in the processing of all government charge card related disciplinary actions effective immediately.

My point of contact on this matter is Mr. Timothy Curry at (703) 696-1450.

Ginger Groeber
Deputy Under Secretary
Civilian Personnel Policy

Attachment:
As stated

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ENHANCEMENTS TO DEFENSE CIVILIAN PERSONNEL DATA SYSTEM (DCPDS)

Enhancements to DCPDS were made on May 23, 2003, to enable tracking of formal disciplinary and/or adverse actions taken for misconduct related to government charge cards. These changes were made to facilitate our ability to respond to the Office of Management and Budget (OMB) quarterly reporting requirement. These changes will require some additional input by DCPDS users.

OMB requires information on disciplinary actions for each type of government charge card. DCPDS now has the capability to make distinctions between types of government charge cards. Specifically, the list of values entitled "Cause of Disciplinary Action" now contains new codes and clear text as follows:

Code	Meaning/Description
P1	Misuse of Government Purchase Charge Card
R1	Misuse of Government Travel Charge Card*
S1	Misuse of Government AIR Charge Card
T1	Misuse of Government Fleet Charge Card

*Please note that misuse of a government travel charge card may include failure to pay or untimely payment of government travel charge card debt, along with other misuses of this card.

In addition, the following Nature of Action codes may be associated with each of the above listed offenses in order to generate reports to show what actions are taken and why:

Code	Meaning/Description
920	Reprimand
713	Change to Lower Grade
450	Suspension NTE
452	Suspension Indefinite
330	Removal
317	Resignation

Effective immediately, DCPDS users must use the "Cause of Disciplinary Action" codes listed above to identify the type of government charge card offense and the appropriate nature of action associated with that offense.

Questions regarding how to input these changes may be directed to local systems administrators.