



DEPARTMENT OF THE AIR FORCE
435TH AIRLIFT WING (USAFE)

MEMORANDUM FOR DISTRIBUTION E

25 June 2003

FROM: 435 MSS/DPC

SUBJECT: Government Charge Card Disciplinary Action Policy for US Appropriated Fund
Civilian Employees

1. Department of Defense (DoD) Government Charge Card Disciplinary Guide for US Civilian Employees has been implemented and is attached for all appropriated funded employees. Public Laws and the FY 03 National Defense Authorization Act require our disciplinary and adverse action policy address appropriate actions for employees who misuse their government purchase and travel charge card. Accordingly, commanders and supervisors must be: (1) informed on the potential misuses and abuses of government charge cards and their responsibilities to have suspected misuses and abuses appropriately investigated, and (2) trained on appropriate corrective or disciplinary/adverse actions.
2. It continues to be DoD policy that improper, fraudulent, abusive, or negligent use of a government charge card is prohibited. This includes any use of government charge cards at establishments or for purposes that are inconsistent with the official business of DoD or with applicable regulations. The charges provided at attachment 1 have been added to AFI 36-704, Discipline and Adverse Actions, Attachment 3, Guide to Disciplinary Actions, 22 Jul 94, for immediate use. Please note that supervisors retain the authority to counsel or to give their employee an oral admonishment if deemed appropriate. As information, the review of the security clearance of an individual involved in credit card misuse or abuse is not a disciplinary action and should not be treated as such.
3. Please disseminate this letter to all supervisors of US appropriated fund employees for their use and information. The DoD documents related to this subject will be retained on the following website: <http://www.ramstein.af.mil/435mss/cpo> as information. Questions and assistance concerning the disciplinary action policy should be referred to your Employee Relations Specialist, 435 MSS/DPCE at 480-2008.

//SIGNED//

MARCIA H. MILLER
Civilian Personnel Officer

[1 Attachment](#)
[Charge Card Offenses and Remedies \(AFI 36-704\)](#)