

U.S. NUCLEAR REGULATORY COMMISSION

CHARGE CARD MANAGEMENT PLAN

TRAVEL CARDS / PURCHASE CARDS / FLEET CARDS



Version 3
April 17, 2006

U. S. Nuclear Regulatory Commission

Charge Card Management Plan

Table of Contents

	Page
Travel Card Management Plan	4
Section 1. Requirements Overview	5
Section 2. The NRC Travel Card Program	6
Section 3. Key Officials in the Individual Travel Card Program	6
Section 4. Policies for Using the NRC Individual Travel Card	9
Section 5. Procedures for Obtaining an Individually Billed NRC Travel Card	11
Section 6. Credit Worthiness Policies and Procedures (Individually Billed Accounts)	12
Section 7. Risk Management Controls for Travel Card Delinquency and Travel Card Misuse (Individually Billed Accounts)	14
Section 8. Managing Travel Card Program Effectiveness, Travel Card Refunds, and State/Local Tax Exemptions	15
Section 9. Travel Card Suspension and Cancellation (Individually Billed Accounts)	16
Section 10. Management and External Reporting of Travel Card Information	17
Section 11. Centrally Billed Travel Card Management Plan	18
Enclosures	21
Enclosure I Appointment of the NRC Travel Card Program Manager	21
Enclosure II Appointment of Agency Organization Program Coordinator (AOPC)	22
Enclosure III Appointment of Delegated Travel Approving Official	23
Enclosure IV Citibank Government Travel Card Program Cardholder Agreement - Suspension and Cancellation	24
Enclosure V Employee Acknowledgment of Training and Understanding	26
Enclosure VI NRC Travel Card Performance Reporting to OMB	27
Enclosure VII NRC Salary Offset Policies and Procedures - Collect Debts Owed to the Government Travel Card Contractor by NRC Employees	28
Enclosure VIII Appointment of Central Account Program Coordinator (CAPC)	31
Enclosure IX Travel Card Application - Employee Approval for Credit Report	32
Purchase Card Management Plan	33
Section 1. Introduction	34
Section 2. Personnel Management	34
Section 3. Training	35
Section 4. Risk Management	36
Section 5. Strategic Sourcing	37
Section 6. Refunds and Tax Recovery	37
Section 7. Reporting	38
Section 8. Section 508 of the Rehabilitation Act	39
Section 9. Environmental Requirements	39

Fleet Card Management Plan		40
Section 1.	Overview	41
Section 2.	Policies and Procedures	41
Section 3.	Key Management Officials	41
Section 4.	Fleet Card Internal Controls	41
Section 5.	Avoiding State and Local Tax Payment	41

U.S. NUCLEAR REGULATORY COMMISSION

TRAVEL CARD MANAGEMENT PLAN

Office of the Chief Financial Officer

Division of Financial Services

1. Requirements Overview

Office of Management and Budget (OMB) Circular A-123, "*Management's Responsibility for Internal Control*," provides a central reference point for guidance to Federal managers on improving the accountability and effectiveness of Federal programs and operations by establishing, assessing, correcting, and reporting on internal controls. In FY 2005, the OMB added new Government charge card requirements to OMB Circular A-123 in Appendix B, "*Improving the Management of Government Charge Card Programs*." The purpose of Appendix B is to:

- Consolidate and update current Government wide charge card program requirements and guidance issued by OMB, the General Services Administration (GSA), the Department of the Treasury, and other Federal agencies, as well as provide a single-source document to incorporate updates, new guidance, or amendments to existing guidance; and
- Establish standard minimum requirements and suggested best practices for Government charge card programs that may be supplemented by individual agency policy and procedures.

The Travel Card Program is managed by the Office of the Chief Financial Officer (OCFO). In compliance with the requirements of OMB Circular A-123, Appendix B, the OCFO has the following responsibilities:

- Develop and maintain the NRC Travel Charge Card Management Plan;
- Identify key travel card management officials and manage a formal process to appoint and train travel cardholders and management officials, as described in Section 3 of this document;
- Process employee travel card applications;
- Obtain credit information on new applicants and evaluate applicant credit worthiness, based upon standards set by OMB Circular A-123, Appendix B, and as described in Section 6 of this document;
- Oversee risk management controls to ensure that the NRC uses travel cards properly and makes payments in a timely manner;
- Identify travel card misuse and travel card payment delinquency;
- Report delinquency to employees, managers, and the Office of the Inspector General (OIG), as described in Section 7 of this document;
- Report suspected misuse to the OIG, as described in Section 7 of this document;
- Report travel card data and performance metrics to OMB, as described in Section 10 of this document;
- Retain records that document the appointment and training of travel cardholders and key travel card management officials;
- Close travel card accounts and clear employees when they leave the agency;
- Review the effectiveness of the travel card program, including risk management controls, training, and communication;

- Modify the Travel Card Management Plan and take corrective action as needed;
- Confirm that the NRC receives accurate refunds from the travel card issuing bank, reports quarterly refunds to OMB, and seeks to maximize NRC refund benefits; and
- Alert the NRC travelers to potential cost savings and encourage the NRC travelers to use tax free State/local tax exemption forms.

2. The NRC Travel Card Program

The NRC Travel Card Program is a part of the Government wide Commercial Credit Card Program. The NRC Travel Card Program was established to pay the official travel expenses of NRC Government employees while on temporary duty (TDY) or other official business travel.

The NRC has two types of travel card accounts:

- Individual travel cards are issued to NRC employees. The individual travel card can be used to pay any official business travel expense. The NRC Travel Card Program is a convenience to NRC travelers and it reduces administrative expenses. Individual travel cards are billed to the employee and paid by the employee.
- Travel card central accounts are issued to the OCFO and to the NRC regional offices. Central accounts are used to pay for commercial carrier transportation, purchased from the NRC's Travel Management Center (TMC). Travel card central accounts are billed directly to the NRC and paid directly by the NRC.

Sections 3 thru 10 of this document describe policies, procedures, and risk management controls for travel cards issued to individual travelers. Section 11 of this document describes policies, procedures, and risk management controls for centrally billed travel card accounts.

3. Key Officials in the Individual Travel Card Program

Key Officials are appointed and trained by the NRC. Each key travel card official plays a role in managing the NRC Individual Travel Card Program. Performance of the key officials is monitored by the Division of Financial Services (DFS), OCFO.

The NRC key travel card officials are:

- Travel Card Program Manager (TCPM);
- Agency Organization Program Coordinator (AOPC);
- Travel Approver; and
- Travel Cardholder.

3.1 Travel Card Program Manager

The TCPM is a senior accountant or senior analyst in the DFS. The TCPM manages travel card policy, travel card operations, and travel card records for the NRC Travel Card Program. The TCPM's responsibilities include both individual travel card and centrally billed travel card accounts (See Section 11.). The TCPM is the primary point-of-contact for communications with:

- OMB;
- Travel Card Issuing Bank;
- NRC Purchase Card Managers;
- NRC Fleet Card Managers; and

- Travel Card AOPC's.

Appointment of the TCPM requires a written document signed by the DFS Director. See Enclosure I, "*Appointment of the NRC Travel Card Program Manager.*"

The TCPM must complete the following online training prior to appointment.

- "*Travel Card Administrator Online Training*" in the Travel Directory of the NRC Intranet. This class describes the Government charge card program and the responsibilities of an AOPC.
- "*Travel Cardholder Online Training,*" in the Travel Directory of the NRC Intranet. This class further describes travel card procedures and describes the responsibilities of Government travel cardholders.

3.2 Responsibilities of the NRC Travel Card Program Manager

- Manage the NRC travel card policy;
- Maintain travel card documentation (travel card applications, letters of appointment, certification of training, employee acknowledgment of training and responsibilities, NRC /employee travel card performance, documentation of delinquency, and documentation of travel card misuse) as required by OMB Circular A-123, Appendix B;
- Plan, develop, and carry-out NRC travel card training;
- Manage risk management control of travel cards;
- Manage external reporting to OMB, the GSA, and other Federal agencies; and
- Manage the NRC internal travel card reporting.

The TCPM is also an NRC AOPC, with AOPC duties and responsibilities. See Section 3.3.

3.3 Travel Card Agency Organization Program Coordinator

Travel card AOPC's manage the NRC Travel Card Program. There are AOPC's at NRC Headquarters and in each NRC regional office. The Director, DFS, appoints Headquarters and regional office AOPC's. Appointment of AOPC's must be in writing. See Enclosure II, "*Appointment of Travel Card Agency Organization Program Coordinator.*" All travel card AOPC's must complete the following online training prior to appointment:

- "*Travel Card Administrator Online Training,*" in the Travel Directory of the NRC Intranet. This class describes the Government charge card program and the responsibilities as an AOPC.
- "*Travel Cardholder Online Training,*" in the Travel Directory of the NRC Intranet. This class further describes travel card procedures and describes the responsibilities of Government travel cardholders.

All AOPC's receive follow-up travel card training at least every 3 years.

3.4 Responsibilities of a Travel Card Agency Organization Program Coordinator

- Process new NRC travel card applications and send them to the TCPM;
- Certify training of travel card applicants;

- Provide guidance to the NRC travel cardholders regarding the NRC travel card policies and the appropriateness of proposed charges under the travel card program;
- Assist users who have problems with individual travel card accounts; and
- Cancel NRC travel cards and notify the TCPM when cardholders leave the NRC.

3.5 Travel Approving Official

NRC travel approving officials are program managers throughout the NRC who:

- Approve employee official travel using NRC Form 279, "*Request for Travel Authorization*;"
- Approve employee travel reimbursement claims using NRC Form 61, "*Travel Voucher*;" and
- Pre-approve employee requests for a Government travel card, certifying that the employee has a business need for the travel card.

All NRC office directors (OD), regional administrators (RA), and division directors (DD) have travel approval authority. OD's and RA's may delegate travel approval authority to managers within their organization. Delegation of travel approval authority requires a written document, signed by an OD or a RA. See Enclosure III, "*Appointment of Delegated Travel Approving Official*." Delegated travel approving officials must complete, "*Travel Cardholder Online Training*," in the Travel Directory of the NRC Intranet. This class further describes the responsibilities of Government travel cardholders.

All approving officials must take refresher training at least every 3 years.

3.6 Responsibilities of a Travel Approving Official

- Follow policies and procedures described in the NRC Travel Card Management Plan, the NRC Management Directive (MD) 14.1, "*Official Temporary Duty Travel*," NRC MD 14.2, "*Employee Relocation*," and the Federal Travel Regulation;
- Approve Travel Charge Card Applications for new travel cardholder applicants within the approving officials organization;
- Approve official travel for employees in their organization, using NRC Form 279, "*Request for Travel Authorization*;"
- Approve employee travel vouchers for reimbursement of official travel expenses, using NRC Form 64, "*Travel Voucher*;"
- Ensure that employee official travel is required to accomplish the NRC mission; and
- Ensure that official travelers make effective/efficient use of NRC resources.

3.7 Travel Cardholder

A travel cardholder is an NRC employee who participates in official business travel and uses an NRC travel card to pay his/her official travel expenses. Any NRC employee may apply for an NRC travel card without regard to position or grade level if they currently travel for NRC or anticipate traveling on official business. A travel approving official within the applicant's organization must cosign the travel card

application to document the employee's appointment as a travel cardholder.

Employees who travel more than 5 times a year are required to apply for an NRC travel card and use it to pay for official business travel expenses. Travelers are not required to obtain a Government travel charge card if they travel five times a year or less. However, travelers may find it in their interest to do so. The NRC travel policy states that travel advances for TDY travel will be made by obtaining cash via Automatic Teller Machine (ATM) from the Government-sponsored travel charge card. Therefore, employees who do not have a Government travel charge card must use personal funds for their travel expenses.

Travel cardholders must complete, "*Travel Cardholder Online Training*," in the Travel Directory of the NRC Intranet prior to issuance of a travel charge card. This class further describes the responsibilities of Government travel cardholders.

All travel cardholders must take refresher training at least every 3 years.

3.8 Responsibilities of a Travel Cardholder

- Follow policies and procedures described in the "*NRC Travel Card Cardholder's Guide*," NRC MD 14.1, "*Official Temporary Duty Travel*," NRC MD 14.2, "*Employee Relocation*," and the Federal Travel Regulation;
- Use the NRC travel card only for reimbursable travel expenses during authorized official travel;
- Contact the TCPM to request a temporary increase to the travel card credit limit if it is anticipated that the credit limit is not sufficient to complete mission related travel;
- Review the monthly travel card account statements and ensure that listed charges are correct;
- Contact the travel card issuing bank and dispute incorrect charges (Note: The travel card issuing bank will provide a dispute form to confirm the transaction dispute);
- Sign the dispute form and return it to the travel card issuing bank (Note: The travel card issuing bank will not take any action to investigate the dispute unless the cardholder signs and returns the dispute form);
- Subtract disputed items from the travel card issuing bank "Amount Due;"
- Pay all undisputed amounts due within 25 calendar days of the travel card statement date;
- Contact the travel card issuing bank if the travel charge card is lost or stolen;
- Return the NRC travel card to the AOPC when permanently leaving the NRC or to close the account for other reasons; and
- Contact the AOPC when transferring permanently between NRC duty stations (Headquarters, Region I, Region II, Region III, Region IV, and Chattanooga).

4. Policies for Using the NRC Individual Travel Card

4.1 Responsibility for Charges to the Travel Charge Card

The individual travel charge cards are issued to individual NRC employees. The travel card issuing bank issues the individual travel charge card and establishes an account in the name of the employee. The agreement between the travel card issuing bank and the cardholder states the following:

- The cardholder is responsible for all purchases, cash advances and fees charged to this card;
- The travel card issuing bank will seek payment for all charges directly from the cardholder;
- The cardholder must notify the bank and the NRC immediately of any loss, theft or unauthorized use of the card or account; and
- The cardholder must pay undisputed amounts due within 25 calendar days of the travel card statement date.

Cardholders should also be aware of the following:

- Failure to pay undisputed individual travel card balances may lead to salary offsets;
- Delinquent payment of individual travel card balances may lead to administrative or disciplinary actions; and
- Deliberate misuse of the travel card for unauthorized purposes may lead to administrative or disciplinary actions.

4.2 Allowed Purchases with the Travel Charge Card

A cardholder may only use the travel charge card to pay his/her reimbursable travel expenses while on official travel. This can include:

- Hotels and Lodging;
- Restaurants and meals;
- Rental cars;
- Common carrier tickets when a TMC is not available or when the traveler has been specifically authorized to purchase his or her own ticket; or
- ATM cash advances for travel expenses not payable by travel card.

4.3 Prohibited Purchases with the Travel Charge Card

The Government travel charge card shall not be used to purchase any good or service that would not be reimbursable on the employee's travel voucher. This would include personal expenditures, personal travel expenses, and entertainment.

When special circumstances warrant exceptions to the policy, cardholders should contact the AOPC for approval before making the purchase. The AOPC will document exceptions to travel card policy for future reference.

4.4 Approval of Travel Charge Card Purchases

NRC approval and funding for Government travel card purchases are based upon the employee's

approved travel authorization. A travel authorization is requested and approved using NRC Form 279 "Request for Travel Authorization." The NRC approves and authorizes travel authorization requests, according to NRC MD 14.1, "Part 3 Travel Authorizations for Travel Outside Local Area."

- The NRC Form 279, "Request for Travel Authorization," should be prepared at least one week before beginning travel.
- The travel authorization must be signed/approved by a designated travel approving official in the employee's program area.
- Foreign travel requests and other special circumstances require special approval described in MD 14.1, "Official Temporary Duty Travel."

All travel authorizations require certification that funds are available to pay the requested travel expenses.

- Regional Office Funds Certification: Designated regional officials give funds certification for travel paid with regional funds.
- Inspector General Funds Certification: Designated officials in the Office of the Inspector General (OIG) give funds certification for travel paid with OIG funds.
- Headquarters Funds Certification: The Central Allowance Team, OCFO, gives funds certification for travel paid from the Headquarters Central Allowance.

When all approvals and certifications have been completed, the employee has authorization to use his/her individual travel charge card for the expenses approved on the travel authorization. The TMC can use the cardholder's travel charge card to reserve hotel rooms prior to approval and certification. This is not in violation of the prohibition against third party use of the travel charge card.

5. Procedures for Obtaining an Individually Billed NRC Travel Card

Any NRC employee may apply for an NRC Government travel card without regard to position or grade level if they currently travel for the NRC or anticipate traveling on official business.

No minimum number of trips is required.

All travel card applicants must access and read the *NRC Travel Cardholder's Guide* on the *Travel Page* of the *NRC Intranet*. The *Travel Cardholder's Guide* describes the NRC Travel Card Program, cardholder responsibilities, and procedures for travel card application.

To apply for the NRC travel card an employee must do the following.

- Complete " *Travel Cardholder Online Training*," in the Travel Directory of the NRC Intranet. This training describes the responsibilities of Government travel cardholders.
- Print the online Training Certificate that documents completion of training.
- Access the, "*Travel Card Application Package*," using NRC Informs:
 - Citibank Government Travel Card Setup Form;
 - Citibank Cardholder Agreement;
 - Employee Acknowledgment of Training and Understanding; and
 - Fair Credit Reporting Act (FCRA) Statement and Release.

- Complete the, "*Citibank Government Travel Card Setup Form*," online, using NRC Informs.
- Print the Informs Travel Card Application Package;
- Sign the Citibank Travel Card Setup Form. Obtain the signature of a travel approving official.
- Read the, "*Citibank Cardholder Agreement*," (Enclosure IV) and sign the form, "*Employee Acknowledgment of Training and Understanding*."(Enclosure V).
- Read and sign the "*FCRA Statement and Release*." (Enclosure IX) The applicant may give /refuse permission for the NRC to obtain personal credit information.

If the applicant grants this permission, the NRC obtains the applicant's personal credit information and uses it to determine credit worthiness, as required by OMB Circular A-123, Appendix B. See Section 6.3 "*FICO Based Credit Worthiness Procedures*." If the applicant does not grant this permission, NRC must evaluate credit worthiness in another way. See Section 6.4 "*Credit Worthiness Evaluation Without FICO*."

The applicant makes a copy of the completed application for his/her personal records and sends the original documents to an AOPC for processing.

Regional office AOPC's will confirm that regional applications are accurate/complete and send the original signed documents to the TCPM by overnight mail.

Headquarters AOPC's and the TCPM will confirm that Headquarters and regional applications are accurate/complete. The TCPM will initiate credit worthiness evaluations, submit finished applications to the travel card issuing bank, and establish employee charge card files as required by OMB Circular A-123, Appendix B.

6. Credit Worthiness Policies and Procedures (Individually Billed Accounts)

OMB Circular A-123, Appendix B, requires Executive Branch Agencies to perform a credit worthiness assessment of new travel card applicants. The credit worthiness assessment must be completed before the NRC sends the travel card application to travel card issuing bank for processing.

6.1 Credit Worthiness Overview

Pursuant to Section 639 of the Consolidated Appropriations Act, 2005 (P.L. 108-447), OMB Circular A-123, Appendix B, requires Executive Branch agencies to assess the credit worthiness of all new travel card applicants prior to processing the employee's application.

These provisions of OMB Circular A-123, Appendix B, went into effect October 1, 2005. Current cardholders are not subject to OMB Circular A-123, Appendix B, requirements for credit worthiness evaluation.

6.2 New Applicant Credit Worthiness

The NRC TCPM and the NRC Headquarters AOPC's oversee the credit worthiness evaluation of new travel card applicants. As directed by OMB Circular A-123, Appendix B, an applicant's Fair Isaac Corporation (FICO) Score will be the NRC's primary tool in evaluating the credit worthiness of new travel card applicants. FICO is widely used in credit and commercial environments to evaluate a person's financial responsibility.

OMB Circular A-123, Appendix B, states that a new travel card applicant must have a FICO score of 660 or higher to receive a travel card with standard agency capabilities and restrictions. If the applicant has a FICO score lower than 660 the NRC will apply more stringent restrictions to the travel card.

6.3 FICO Based Credit Worthiness Procedures

The TCPM and Headquarters AOPC's process new travel card applications and obtain a FICO-based credit worthiness evaluation from the NRC Division of Facilities and Security (Security), Office of Administration.

When the TCPM or Headquarters AOPC receives a new travel card application he or she ensures that the application is properly completed.

Next, the TCPM/AOPC contacts Security to begin credit worthiness evaluation. Credit worthiness will be based upon employee FICO scores, as required by OMB Circular A-123, Appendix B. However, the AOPC shall not have access to the applicant's credit (FICO) score. Instead, Security assigns the employee's application one of four credit worthiness levels and the TCPM/AOPC takes appropriate action with the employee's account.

- If the applicant's FICO score is 660 or higher, Security assigns Level A to the charge card application and DFS issues a travel charge card with standard NRC capabilities and restrictions.
- If the applicant's FICO score is below 660, Security assigns Level B to an employee's charge card application and DFS issues the travel charge card with a reduced credit limit, 50 percent of the NRC standard.

6.4 Credit Worthiness Evaluation Without FICO

If the NRC cannot obtain the applicant's FICO score for credit worthiness evaluation, the NRC must seek alternative means for evaluating the applicant's credit worthiness. Security will follow Appendix B procedures and evaluate the applicant's credit worthiness based upon information in the applicant's SF-86, "*Questionnaire for National Security Positions*."

- If the applicant's SF-86 reports no bankruptcy petitions, wage garnishments, property liens for failing to pay taxes or other debts, or unpaid judgements during the past 7 years, Security assigns Level C to the charge card application and DFS issues the travel charge card with a reduced credit limit, 50 percent of the NRC standard.
- If the applicant's SF-86 reports bankruptcy petitions, wage garnishments, property liens for failing to pay taxes or other debts, or unpaid judgements during the past 7 years, Security assigns Level D to the charge card application and DFS issues the travel charge card with a reduced credit limit, 25 percent of the NRC standard.
- If the applicant's SF-86 is more than 12 months old, Security will notify the DFS.

6.5 Credit Worthiness Re-Evaluation

OMB Circular A-123, Appendix B, requires Executive Branch Agencies to re-evaluate the credit worthiness of restricted cardholders every 2-3 years. The credit worthiness re-assessment must be completed before the traveler's current card expires and the bank issues a new travel card.

A cardholder with a restricted travel charge card may request a re-evaluation of his/her credit worthiness

after a period of one year. A cardholder may request a re-evaluation prior to the expiration of the one year period only if he/she provides documentation that there were errors in his/her initial credit report that have since been corrected.

7. Risk Management Controls for Travel Card Delinquency and Travel Card Misuse (Individually Billed Accounts)

Travel cardholders must comply with the Citibank Cardholder Agreement and all Federal regulations.

7.10 Risk Management Controls for Travel Card Delinquencies

Each employee with a travel card is responsible for keeping their account current, even if they have not been reimbursed for their travel expenses by the payment date. Travel card delinquency may result in disciplinary action.

The travel card issuing bank provides the NRC with a monthly report of employee travel card accounts that have delinquent balances.

7.11 30 Day Past Due Notice

An individual travel card is 30 days past due if the cardholder fails to pay an undisputed charge within 60 days after the charge appears on a travel card statement. If the card issuing bank reports that the account is 30 days past due, the Payment Policy and Obligation Team (PPOT), DFS, OCFO will send the employee a reminder by email that he/she may have a problem. No written response is required.

7.12 60 (or more) Day Past Due Notice

An individual travel card is 60 days past due if the cardholder fails to pay an undisputed charge within 90 days after the charge appears on a travel card statement. If the card issuing bank reports that the account is 60 or more days past due, the Director, DFS, will send a letter to the employee's OD or RA, a copy to the employee and the OIG. The letter will show the amount of the delinquency and will ask the employee to take immediate corrective action. No written response is required from the employee.

7.13 Administrative/Disciplinary Actions

After coordination with the OIG, the NRC Office of Human Resources (HR), and the employee's supervisor will determine if administrative or disciplinary action is appropriate.

The NRC is required to report the number of administrative or disciplinary actions caused by travel card delinquency. HR will provide this information to OCFO/DFS on a quarterly basis and other times as needed.

7.2 Travel Card Delinquency - Salary Offset

Public Law 105-264, October 19, 1998, (codified at 5 U.S.C. section 5701, note) authorizes Federal agencies to collect undisputed delinquent amounts incurred on an employee's individually billed travel charge card from an employee's disposable pay. This statute is documented in Federal Travel Regulation (FTR), Part 301-54 and 301-76.

Upon written request from the travel card issuing bank, the NRC will begin Salary Offset Due Process. After completing Due Process the NRC will assist in the collection of undisputed travel card delinquencies and service charges by deducting up to 15 percent of an employee's disposable income, and sending the funds to the travel card issuing bank for collection of the unpaid balance.

Salary offset due processes and salary offset procedures are described in Enclosure VII, "*NRC Salary Offset Policies and Procedures*."

7.3 Misuse of the Credit Card

NRC travel cardholders may use their Government travel charge cards to purchase goods and services that will be reimbursable on their travel vouchers. This would include:

- ATM cash advances to cover official TDY travel expenses (Note: Cash advances are valid only during employee travel and 3 days or less before travel departure.);
- Reimbursable TDY travel expenses (lodging, meals, transportation, etc.); and
- Reimbursable expenses for official business local travel.

7.31 Monitoring/Follow-Up

The NRC is required to report the number of administrative or disciplinary actions caused by travel card misuse to the OMB. HR will provide this information to OCFO/DFS on a quarterly basis and other times as needed.

7.32 Administrative/Disciplinary Actions

HR and the employee's supervisor will determine if administrative or disciplinary action is appropriate.

8. Managing Travel Card Program Effectiveness, Travel Card Refunds, and State/Local Tax Exemptions

8.1 Travel Card Program Effectiveness

The OCFO/DFS/PPOT manages the NRC Travel Card Program and evaluates program effectiveness. Based on this evaluation the PPOT makes adjustments to travel card policies and procedures seeking to maximize effectiveness, reduce costs, and prepare for new requirements/technologies.

OMB Circular A-123, Appendix B, requires the NRC to evaluate the agency's travel card performance. NRC measures travel card program effectiveness based on the following performance criteria.

- Travel card performance metrics;
 - Number and amount of travel card delinquencies
 - Number of travel card abuses
 - Number/percentage of inactive travel cards (Not used during the past 12 months)
 - Number of administrative/disciplinary actions taken against the NRC cardholders
 - Number of delinquency and abuse cases reported by the Agency to the OIG.
 - Travel card rebates from the travel card issuing bank
- Effectiveness of travel card risk management controls;
- Effectiveness of cardholder and management training;
- Preparedness for new Federal policies/requirements;
- Preparedness and implementation success with new travel card technologies and new travel card features; and
- Cost effectiveness of travel card policies, procedures, and risk management controls.

8.2 Travel Card Refunds

The NRC receives quarterly refunds from the travel card issuing bank. The PPOT reviews quarterly travel card refunds, confirms refund accuracy, and seeks to maximize the NRC's refund. The NRC refund earnings are based upon two factors:

- Net purchases; and
- Payment performance.

The travel card issuing bank refunds a fixed percentage of travel card net purchases (purchases minus refunds). The issuing bank's formula recognizes net purchase dollars after the NRC or the individual cardholder pays their monthly statement. The travel card issuing bank also pays a 'performance award,' based on NRC payment performance. The NRC's performance award (0 percent to .45 percent of dollars spent) is based on the average number of days (0 to 30) between the date of the bank's travel card statement and the date of payment.

- The PPOT confirms the accuracy of issuing bank travel card refunds.
- The PPOT reviews quarterly travel card refunds, confirms refund accuracy, and seeks to maximize the dollar value of issuing bank refunds to the NRC.

The NRC, DFS, and individual travel cardholders can improve travel card refunds by making timely payment of travel card statements.

The PPOT will seek to improve NRC repayment performance by establishing policies and procedures to:

- Implement split pay employee travel vouchers on individual travel card accounts;
- Ensure timely processing/payment of valid employee travel vouchers;
- Encourage employees to pay individual travel card statements in a timely manner; and
- Ensure the central travel card accounts are paid in a timely manner.

8.3 Avoiding State and Local Tax Payments for Official Travel and Travel Services

The Federal Government and employees on official business should be exempt from state and local taxes.

However, most businesses will charge state and local taxes to NRC travelers unless the traveler provides documentation of identity and official business status which is accepted by the state, locality, and business entity.

The PPOT maintains a travel web site with access to the GSA State Tax Exemption Form Library. The PPOT regularly alerts users about the GSA Forms Library and other requirements for official business exemption from state and local taxes.

9. Travel Card Suspension and Cancellation (Individually Billed Accounts)

The travel card issuing bank may suspend or cancel an employee's travel card for delinquency or misuse. See Enclosure IV, "*Citibank Government Travel Card Program Cardholder Agreement*."

The following standards will apply to NRC travelers who lose their travel card privileges due to delinquency or abuse.

- NRC employees may continue to purchase common carrier transportation from the NRC's TMC. Most common carrier tickets purchased from the TMC will be charged to the NRC central travel account.
- Travel advances are not authorized for employees who lose their travel card privileges due to delinquency or abuse. The NRC will reimburse authorized travel expenses when the employee

submits an approved travel voucher.

10. Management and External Reporting of Travel Card Information

10.1 Quarterly Performance Reporting

As required by OMB Circular A-123, Appendix B, the NRC reports the following travel card performance statistics to OMB on a quarterly basis. See Enclosure VI, "*NRC Travel Card Performance Reporting to OMB.*"

- Number of individual travel cards;
- Number of active travel card accounts;
- Percentage of employees that are cardholders;
- Individual travel card dollars spent, refunds earned, and percentage of potential refunds earned;
- Net number of new accounts (new less cancelled);
- Number of cases reported by the Agency to the OIG.
- Number of administrative and/or disciplinary actions taken for travel card delinquency and travel card abuse;
- Percentage of cardholders that travel less than five times per year;
- Number and percentage of travel cards with monthly and/or transaction limits (\$0 - \$2,500; \$2,500 - \$5,000; \$5,000 - \$7,500; \$7,500 – above);
- Number and percentage of travel cards with ATM withdrawal limits (\$0 - \$2,500; \$2,500 - \$5,000; \$5,000 - \$7,500; \$7,500 – above).

10.2 Annual Report to OMB

As required by OMB Circular A-123, Appendix B, the NRC reports annually to OMB regarding travel card policies, procedures, and risk management controls. Information reported to OMB includes:

- The date(s) of most recent and next scheduled independent review (e.g., the OIG, NRC) of all NRC charge card programs;
- A description of the current process for monitoring delinquency, including what reports the agency reviews and what actions are taken when a problem is discovered;
- A description of the steps the agency takes to address protracted turnaround time (> than 15 working days) following voucher submission for travel voucher reimbursement, if applicable;
- A description of the method the agency utilizes to identify and detect possible card misuse, including the use of any specialized information technology solutions as well as any requests to charge card vendors for data reports;
- Agency future plans (within the next 12 months) to enhance charge card systems by automating reviews to detect instances of abuse, misuse, and fraud;
- A description of any best practices the agency employs in charge card management; and
- Any additional useful information regarding charge card programs.

10.3 Quarterly Metric System Reporting

The OMB Metric Tracking System (MTS) is an OMB electronic reporting system for Government wide collection of critical financial information. OMB uses MTS to:

- Assess the effectiveness of management controls, policies, and practices; and
- Identify areas where increased management attention is needed.

The NRC reports the following travel card information to OMB via MTS.

- Travel Card Delinquency Rates, Individually Billed Accounts (IBA) – the percent of travel card balances that are more than 61 days delinquent;
- Travel Card Delinquency Rates, Centrally Billed Accounts (CBA) – the percent of travel card balances that are more than 61 days delinquent.

11. Centrally Billed Travel Card Management Plan

Travel card central accounts are issued to travel management personnel in the OCFO and to travel managers in each NRC regional office. Travel card central accounts are used to:

- Purchase commercial carrier transportation from the NRC TMC and
- Pay travel agent service charges.

Travel card central accounts are billed directly to the NRC and paid directly by the NRC.

11.1 Key Officials for Centrally Billed Travel Card Accounts

Key Officials are appointed by the Director, DFS. Each centrally billed travel card official plays a role in managing the use of commercial carrier transportation and payment of central account balances within the NRC. Performance of the key officials is monitored by the DFS.

The NRC central account travel card officials are:

- The TCPM; and
- The Central Account Program Coordinator (CAPC).

11.11 NRC Travel Card Program Manager

The TCPM is a senior accountant or senior analyst in the DFS. The TCPM manages both individual travel cards and central travel card accounts. This position is fully described in Section 3.1.

11.12 Central Account Program Coordinator

There is a CAPC at Headquarters and in each regional office. CAPC responsibilities include:

- Monitor the use of travel card central accounts at their location;
- Receive the issuing bank's central account statement;
- Reconciliation of central account purchases with the NRC travel authorizations;
- Approve central account statements for payment; and
- Regional CAPC's send statements to Headquarters for payment.

The Headquarters CAPC also has the following responsibilities:

- Receive approved central account statements from regional CAPC's;
- Review the reconciliation performed by regional CAPC's;
- Consolidate all central account statements and authorize a payment to the travel card issuing bank.

The Director, DFS appoints NRC CAPC's. The appointment must be in writing. See Enclosure VIII, "*Appointment of Central Account Program Coordinator.*"

All CAPC's must complete the following online training prior to appointment.

- "*Travel Card Administrator Online Training*," in the Travel Directory of the NRC Intranet. This class describes the Government charge card program and the responsibilities of an AOPC.
- "*Travel Cardholder Online Training*," in the Travel Directory of the NRC Intranet - This class further describes NRC procedures and describes the responsibilities of Government travel cardholders.

All CAPC's receive follow-up travel card training at least every 3 years.

11.2 Policies for Using the NRC Central Account Travel Card

11.21 Responsibility for Charges to the Central Account Travel Card

As CAPC, the NRC may hold you personally responsible for central account charges if you participate in fraud/abuse, or if the NRC finds that you allowed travel card fraud/travel card misuse by gross negligence.

11.22 Allowed Purchases for the Central Account Travel Card

The central account travel card may be used to pay for:

- Common carrier transportation for approved employee official business;
- Common carrier transportation for invitational travel, approved by the OD, RA, or the Director, DFS; and
- Travel Management Service and travel agent fees for approved official travel and approved invitational travel.

When special circumstances warrant exceptions to the policy, the CAPC should contact the TCPM in the DFS for approval before making the purchase. The TCPM will document exceptions to travel card policy for future reference.

11.23 Approval of Central Account Travel Card Purchases

Approval and funding for central account purchases are based upon the employee's approved travel authorization. The TMC may make reservations, but tickets should not be issued until all parties have approved the employee travel authorization.

11.3 Risk Management Controls for Central Account Travel Cards

As stated in Section 11.23, approval and funding for central account purchases are based upon the employee's approved travel authorization.

CAPC's reconcile central account purchases to approved travel authorizations as described below:

- The issuing bank for central account travel cards sends monthly statements in electronic form to the NRC's TMC.
- Based on ticket number, the TMC matches most/all purchases to an approved travel authorization. The TMC sends this information to the CAPC's.

- CAPC's review and approve these reconciled account statements. Occasionally, due to timing, verbal approval, or some other legitimate reason, the TMC is unable to match the purchase to a travel authorization number. If so, the CAPC must research the issue and find the correct travel authorization for this purchase.
- The Headquarters CAPC consolidates all reconciled/approved central account statements and approves payment to the travel card issuing bank.

11.4 Managing Central Account Program Effectiveness and Travel Card Refunds

Program management of central account travel cards is done in the same manner as program management for individual travel cards. See Section 8.1, "*Travel Card Program Effectiveness.*" See Section 8.2, "*Travel Card Refunds.*"

11.5 Management and External Reporting for Central Account Travel Cards

Data collection, management reporting, and external reporting for central account travel cards is done at the same time, in the same manner, as individual travel card reporting. See Section 10, "*Management and External Reporting of Travel Card Information.*"

Appointment of the NRC Travel Card Program Manager

MEMORANDUM TO: (Travel Card Program Manager's Name)
(Travel Card Program Manager's Office)

FROM: (Director's Name)
(Director, Division of Financial Services, OCFO)

SUBJECT: APPOINTMENT OF THE NRC TRAVEL CARD PROGRAM MANAGER

Pursuant to OMB Circular A-123, Appendix B, "*Improving the Management of Government Charge Card Programs*," I am appointing you as the NRC Travel Card Program Manager (TCPM). You will manage the NRC travel card policy, operations, and internal controls. You will ensure that the NRC remains in compliance with OMB Circular A-123, Appendix B, the Federal Travel Regulation, and other applicable rules and regulations.

Please review the training requirements shown for this position in the NRC Travel Card Management Plan and complete the required classes immediately.

Appointment of Agency Organization Program Coordinator (AOPC)

MEMORANDUM TO: (Agency Organization Program Coordinator's Name)
(Agency Organization Program Coordinator's Office)

FROM: (Director, Division of Financial Services, OCFO)

SUBJECT: APPOINTMENT OF AGENCY ORGANIZATION PROGRAM COORDINATOR
(AOPC)

Pursuant to OMB Circular A-123, Appendix B, "*Improving the Management of Government Charge Card Programs*," you are appointed as Agency Organization Program Coordinator (AOPC) for travel cardholders at your location.

You will work with the NRC Travel Card Program Manager, OCFO, to effectively manage individual travel cards and ensure compliance with OMB Circular A-123, Appendix B, the Federal Travel Regulation, and other applicable rules and regulations.

Please review the training requirements shown for this position in the NRC Travel Card Management Plan and complete the required classes immediately.

Appointment of Delegated Travel Approving Official

MEMORANDUM TO: (Travel Approver's Name)
(Travel Approver's Office)

FROM: (Office Director's or Regional Administrator's Name
Office or Region)

SUBJECT: Appointment of Delegated Travel Approving Official

You are hereby delegated as a travel approving official for (Organization Name). As a travel approving official, you will have the authority to request travel cards for members of your organization and approve their travel authorizations and travel vouchers in accordance with the Federal Travel Regulation, and NRC Management Directive 14.1, "*Official Temporary Duty Travel*."

You will work with the Office of the Chief Financial Officer to ensure that employees follow all Federal and NRC regulations for travel charge cards and Temporary Duty Travel.

Please review the online training requirements shown for this position in the NRC Travel Card Management Plan and complete the required classes immediately.

If you have a question on this program please contact Mr. David Hesch, NRC Travel Card Program Manager on (301) 415-5573.

Citibank Government Travel Card Program Cardholder Agreement Suspension and Cancellation

Suspension:

My account is considered delinquent if payment for the undisputed principal amount has not been received 45 calendar days from the closing date on the billing statement in which the charge appeared. I will receive notification from the Bank requesting payment of the undisputed past due amount. If payment has not been received 55 calendar days from the closing date, my Agency/Organization and I will be notified that the suspension process will be initiated. My Agency/Organization and I will be notified of a point of contact to assist in resolving the past due account. If payment for the undisputed principal amount has not been received 61 calendar days from the closing date, my account will be suspended, unless otherwise directed by my Agency. My Agency or the GSA Contracting Officer has the right to suspend my account for any reason. Upon payment of the undisputed principal amount to the Bank, my account will be reinstated.

Cancellation:

My Card or account may be canceled if:

- My Card is used for unauthorized purposes and the Bank has my Agency's/Organization's permission;
- My account is past due for the undisputed amounts 120 calendar days past the closing date and all suspension procedures have been met by the Bank;
- My account has been suspended two times during a 12-month period for undisputed amounts and is past due again; or
- If my account has been paid with checks returned by my financial institution for insufficient funds (NSF) two or more times in a 12- month period.

My Agency/Organization and I will be notified that the cancellation process will be initiated. In this event, my account is subject to immediate cancellation. In the event of cancellation, I understand that I must still pay all undisputed amounts due the Bank under this Agreement. I understand that my account information may be reported to credit reporting agencies if my account is canceled. I will surrender the Card upon request to my Agency/Organization. I understand that use of the Card or account after its cancellation will be considered fraudulent and may cause the Bank to take legal action against me.

Late Fee and Reinstatement of Canceled Accounts:

The Bank may reinstate canceled accounts upon payment of the undisputed principal amount and late fee. The late fee is 2.5 percent per month on the entire undisputed principal amount until my payment is received by the Bank. The Bank may conduct a credit worthiness check on me prior to reinstatement of my canceled account. If my Agency has negotiated a reinstatement fee, I will be charged that fee upon reinstatement. Late fees are assessable against my cancelled account irrespective of whether the Bank reinstates it.

Waiver of Suspension/Cancellation Rights:

If the Bank does not enforce its Suspension and Cancellation rights under this Agreement within 180 days of the closing date on the billing statement in which the charge first appeared, it will lose them.

Collection:

The Bank may use a collection agency to collect against canceled accounts. Court costs and reasonable attorneys' fees, not to exceed fifteen percent (15 percent) of the amount owed, may be added to the account if the Bank must refer all or any part of the account to an outside attorney or agency for collection.

**Employee Acknowledgment of Training
and Understanding**

This employee statement is required by OMB Circular A-123, Appendix B, **"Improving the Management of Government Charge Card Programs"** for all NRC Travel Cardholders.

Employee Statement

Pursuant to the NRC Travel Card Management Plan, I wish to apply for an NRC Travel Card.

- 2. I have read and understand the NRC Travel Cardholder's Guide and the Citibank Cardholder Agreement.
- 3. I have completed **"Cardholder Travel Card Online Training"** as required by the NRC Travel Card Management Plan and have attached a copy of my training certificate.
- 4. I understand NRC Travel Card policies and procedures.
- 5. I understand my responsibilities as a travel cardholder and possible consequences of travel card delinquency or travel card misuse.
 - T The Travel Card may be used only for official business travel expenses.
 - T Payment of my individual travel card account is my personal responsibility.
 - T NRC may take administrative or disciplinary action for travel card delinquency or travel card misuse.
 - T The issuing bank may (Citibank) may ask NRC to perform a salary offset to pay delinquent balances. NRC is required to comply, after completion of Due Process.

Employee Signature _____ **Date** _____

NRC Travel Card Performance Reporting to OMB

OMB Circular A-123, Appendix B, requires the NRC to report travel card performance data to OMB on a quarterly basis. Enclosure VI lists these quarterly reporting requirements and the source of reported information sources, including the NRC and its trading partners.

Travel Card Data Reported Quarterly

10.	Number of individual travel cards	Data from the card issuing bank
11.	Number of active accounts	Data from the card issuing bank
12.	Percentage of employees that are cardholders	Data from the travel card issuing bank and the HR, NRC
13.	Net number of new accounts (new less cancelled)	Data from the card issuing bank
14.	Charge card dollars spent; total refunds earned	Data from the card issuing bank
15.	Percentage of potential refunds earned	Data from the card issuing bank
16.	Number of cases reported to the OIG	Data from OIG
17.	Number of administrative and/or disciplinary actions for card misuse (including delinquency)	Data from the HR
18.	Number and percentage of travel cards with monthly and/or transaction limits	Data from the card issuing bank
19.	Number and percentage of travel cards with ATM limits	Data from the card issuing bank
20.	Percentage of travel card holders who travel on official business more than five times per year.	Data from the NRC accounting system

NRC Salary Offset Policies and Procedures

Collect Debts Owed to the Government Travel Card Contractor by NRC Employees

This section describes NRC's policies and procedures for implementing Government requirements to collect on outstanding debts owed to the Government travel card contractor by an NRC employee. This section applies to all NRC employees and all NRC travel card contractors who seek to offset the salary of an NRC employee.

1. Salary Offset - Legal Authority

Public Law 105-264, October 19, 1998 (codified at 5 U.S.C. Section 5701) authorizes Federal agencies to collect undisputed delinquent amounts incurred on an employee's individually billed travel charge card from an employee's disposable pay. This statute is implemented by Federal Travel Regulation (FTR), Part 301-54 and 301-76.

2. Salary Offset - Policies and Procedures

The Director, Division of Financial Services (DFS), Office of the Chief Financial Officer is designated to receive the travel card contractor's written request for collection of undisputed travel card debt from an employee's pay.

The travel card contractor must make a written request to the agency, with a copy to the employee, for collection of this debt. The request must include the following:

- a) Delinquent debtor's name and travel card account number;
- b) Amount of the debt, itemized by purchase;
- c) Copies of monthly statements showing the amount as properly billed to the employee;
- d) Travel card contractor's routing information for electronic payment of the employee's debt; and
- e) A contact at the travel card contractor who can allow the employee to make a written agreement to repay the debt.

The delinquent debt must represent undisputed amounts owed on the travel charge card. No interest will accrue on amounts presented for collection.

3. Offset Process:

- a) The Director, DFS, will receive a written request from the travel card contractor to collect the undisputed delinquent debt by offset from the employee's biweekly pay.
- b) The Payment Policy and Obligation Team (PPOT), DFS will review the written request and documentation and determine that charges are undisputed and owed by the NRC employee. The PPOT will reconcile any discrepancies for amounts owed with the travel card contractor before any further steps are taken. After the review is completed, the PPOT will send documentation to support undisputed charges with the written request to the Payment Services Team (PST), DFS.
- c) PST will review the employee's travel records and confirm reimbursement of all properly submitted travel vouchers. If the review shows that the NRC has not reimbursed all properly submitted vouchers, PST will advise the PPOT of the amounts and the expected date of reimbursement to the employee. The PPOT will notify the travel card contractor if any of these travel reimbursements will delay the offset process.

- d) The PPOT will send the collection request and supporting documentation to the Time, Labor, and Payroll Services Team (TLPST), DFS.
- e) TLPST will review the employee's payroll records and determine if the employee has the ability to pay the debt by salary offset. If the employee does not have the ability to pay the debt, TLPST will notify the PPOT by email and TLPST will take no further action. The PPOT will notify the travel card contractor in writing that the employee cannot pay the debt by offset due to other debt collection with higher priority.
- f) The DFS will notify the employee and provide the following due process protections. Notice will be mailed to the employee's home address, return receipt requested. The written notice will include the following:
 - T The type and amount of the claim, identifying the card contractor and account number;
 - T The NRC's intention to collect the claim by deduction from the employee's disposable pay as described in Federal Travel Regulation, Part 301-54 and 301-76;
 - T Copies of monthly account statements showing itemized charges that substantiate the undisputed debt owed;
 - T An opportunity for a review within the NRC of NRC's decision to collect the amounts; and
 - T An opportunity to make a written agreement with the contractor to repay the delinquent amounts.
- g) NRC's responsibilities: The NRC is responsible for assuring that the employee has been afforded due process before any amounts are collected from the employee's disposable pay.
 - T A review will be made to determine that the amounts requested represent undisputed delinquent debt owed by the employee on the contractor issued travel charge card.
 - T The employee will be afforded 30 days from date the employee signed the return receipt requested as described in paragraph 3 f) to make a written agreement with the travel card contractor.
 - T If the employee wants a review within the agency, the request must be in writing or by email and collection cannot begin until the review has been completed.
 - T A copy of the written agreement will be obtained by the NRC from the employee. If no agreement has been reached collection may begin.
- h) Collection by the TLPST and the PPOT: Once all due process requirements are satisfied the PPOT and TLPST will proceed with collection. The TLPST will calculate the employee's disposable pay using the definition at FTR Part 301-76.2. The TLPST will calculate the amounts that will be deducted and the number of pay periods over which collection will occur. Once all prerequisites are met, the DFS will notify the employee and the travel card contractor that collection will begin the next pay period.

Maximum collection amount: No more than 15 percent of the employee's disposable pay per pay period will be collected under this procedure.

Priority of collection: The debt covered by this collection procedure is lower in priority to all other involuntary collection, garnishment, and offset actions, and will not be collected if higher priority debt would result in more than 15 percent of the employee's disposable pay for any given pay period being collected.

Termination of collection: Collection under this section will be terminated when the full amount of debt is collected, or the employee enters into a written agreement with the travel card contractor to repay the travel card contractor, or when the employee separates from the NRC.

- I) Voluntary repayment: Nothing in this NRC order shall preclude a voluntary agreement between the employee and the travel card contractor for repayment. If a voluntary collection agreement is made, the parties must notify the NRC in writing so that collection can be terminated. Voluntary repayment may be accomplished through a voluntary allotment of pay initiated by the employee, but will not be effected through this procedure.

Appointment of Central Account Program Coordinator (CAPC)

MEMORANDUM TO: (Central Account Program Coordinator's Name)
(Central Account Program Coordinator's Office)

FROM: (Director, Division of Financial Services, OCFO)

SUBJECT: APPOINTMENT OF CENTRAL ACCOUNT PROGRAM COORDINATOR (CAPC)

Pursuant to OMB Circular A-123, Appendix B, "*Improving the Management of Government Charge Card Programs*," you are appointed as Central Account Program Coordinator (CAPC) at your location.

You will work with the NRC Travel Card Program Manager, OCFO, to effectively manage individual travel cards and ensure compliance with OMB Circular A-123, Appendix B, the Federal Travel Regulation, and other applicable rules and regulations.

Please review the training requirements shown for this position in the NRC Travel Card Management Plan and complete the required classes immediately.

**Travel Card Application
Employee Approval for Credit Report**

Fair Credit Reporting Act of 1970, as amended

(RELEASE)

Please take notice that one or more consumer credit reports may be obtained to confirm Government Charge Card eligibility, pursuant to the Fair Credit Reporting Act (FCRA), as amended, 15 U.S.C. 1681, *ET SEQ.*

If you authorize doing so, information provided by you on this form will be furnished to a consumer reporting agency in order to determine your eligibility to obtain an NRC Travel Charge Card. Credit worthiness evaluation is a requirement of Section 639, Consolidated Appropriations Act of 2005 (Public Law 108-447) and OMB Circular A-123, Appendix B "Improving the Management of Government Charge Card Programs."

NRC may disclose travel card information to the Office of Management and Budget for Government charge card management, to the General Services Administration for charge card contract management, and to the Department of Interior for collection of seriously delinquent travel card balances.

All travel card applicants must sign this FCRA release form, supply their name, Social Security Number, and signature. Applicants must choose to authorize or decline NRC permission to obtain credit report information.

Applicants who do not authorize the consumer credit report must be evaluated for travel card eligibility, based upon their most filing of Standard Form 86, "Questionnaire for National Security Positions," and NRC may issue a restricted travel card.

I hereby **authorize** the U.S. Nuclear Regulatory Commission, Division of Facilities and Security, to obtain such report (s) from any consumer/credit reporting agency for the purposes listed above. _____

I **do not authorize** the U.S. Nuclear Regulatory Commission, Division of Facilities and Security, to obtain such report (s) from any consumer/credit reporting agency for the purposes listed above. _____

(Printed Name)

(Social Security Number)

(Signature)

(Date)

**U.S. NUCLEAR REGULATORY COMMISSION
PURCHASE CARD MANAGEMENT PLAN**

Office of Administration

Division of Contracts

1. Introduction

As required by OMB Circular A-123, Appendix B, *“Improving the Management of Government Charge Card Programs,”* this plan outlines the policies and procedures within the U.S. Nuclear Regulatory Commission that are critical to the management of the charge card program, in order to ensure that a system of internal controls is followed and to mitigate the potential for fraud, misuse, and delinquency.

This document is intended to be a living document and will be updated as changes occur within the agency’s charge card program. The primary purpose of the plan is for the agency’s benefit and reference, but as requested by OMB, a copy is being sent annually to the OMB Office of Federal Financial Management Controller.

2. Personnel Management

2.1 Key Management Officials

This section provides a list of the key card program management officials associated with the charge card program within the agency, along with their title and responsibilities.

Purchase Card Program		
Name	Title	Responsibilities
Vicki Gladhill	Purchase Card Program Administrator (PCPA)	Oversees the agency’s purchase card program
Joyce Fields	Team Leader, Procurement Oversight Team	Provides policy leadership in acquisition and procurement management

2.2 Process for Appointing Cardholders and AOs

This section outlines agency policies and procedures, by program, for appointing cardholders and AOs.

To obtain purchase cards for selected employees, NRC division directors submit requests to the Director, Division of Contracts, Office of Administration (DC/ADM), identifying (1) prospective cardholders, approving officials, and alternate approving officials; (2) each cardholder’s single-purchase limit and 30-day dollar limit; and (3) the 30-day dollar limit for each approving official. Any NRC employee may be a designated cardholder regardless of position or grade level. The current ratio of purchase cardholders to approving officials is 3 to 1.

2.3 Procedures at Employment Termination or Transfer

This section outlines the procedures taken by the agency when an employee terminates employment within the Federal Government, transfers to a different agency, or transfers within the same agency.

If a cardholder leaves the agency the NRC Form 270, Separation Clearance, must be signed by the PCPA. If a cardholder is transferred to a position with different responsibilities, the cardholder must notify the Director, ADM, in writing (with a copy to the cardholder’s office director) and return the purchase card cut in half under both scenarios. The Director, ADM, or designee, will cancel the cardholder’s delegation of authority, destroy the card, and complete and forward an account maintenance form to the bank.

3. Training

3.1 General

This section summarizes agency general training requirements that are relevant for all charge card program participants.

In accordance with OMB Circular A-123, Appendix B, *“Improving the Management of Government Charge Card Programs,”* all charge card program participants, regardless of level or responsibilities, are trained prior to appointment. All charge card program participants take refresher training every 2 years, at a minimum.

3.2 Purchase Card Program

This section outlines agency training for purchase card program participants.

To receive a purchase card, the designated employee must complete the agency’s training course, *“NRC’s Procedures for Use of the U.S. Government Purchase Card.”* The cardholder or approving official completes the on-line training course and quiz located on NRC’s internal website. Once the training is completed, the selected employee provides a copy of the certificate to the PCPA. The PCPA provides the delegation of authority memorandum to the Director, Division of Contracts, for signature. Then the PCPA provides the delegation of authority memorandum and purchase card directly to the selected employee. The training provided the cardholder and approving official includes these topics: prohibited purchases, funding, spending limits, sources of supplies and services, buying green, accountable property, placing orders, documenting purchase card orders, payments, billing errors, and disputes. The training also discusses protecting and safeguarding purchase cards and instruction on what to do if the card is lost or stolen. Purchase card irregularities or abuse are referred to the Office of the Inspector General (OIG) either in writing or through the OIG Hotline. The PCPA attends the annual SmartPay Conference and receives training on the vendor’s electronic access systems.

3.3 Record Keeping

This section summarizes agency procedures for documentation and record retention.

The PCPA maintains certification for all cardholders and approving officials. The PCPA also maintains a chart that identifies the cardholder, approving official, date of training, and spending limits. Cardholders retain a copy of the statement of account and the NRC Purchase Card log with supporting documentation for 3 years. After the 3-year retention period has expired, the statements and records are destroyed by placing them in a classified/sensitive-waste disposal unit or shredding them.

3.4 Ensuring Effectiveness of Training Requirements

This section outlines agency procedures for ensuring that training policies and procedures remain current and effective.

The NRC Purchase Card policies and procedures are updated for compliance to new guidance requirements, where necessary. Training materials are updated periodically to ensure that all information is accurate and up to date.

4. Risk Management

4.1 Controls, Practices, and Procedures Related to Centrally Billed Account (CBA) Delinquencies

This section outlines agency risk management procedures in regard to CBA delinquencies.

The cardholders and approving officials review and reconcile the invoice, record the appropriate accounting data, sign the statement of account, and forward the package to the Division of Financial Service's Payment Team. The Payment Team will e-mail cardholder(s) and approving official(s) if the statement of account has not been received by the established cut off date. The PCPA also receives a copy of the e-mail, if a second notice is sent out, the PCPA will notify the cardholder and/or approving official for a status of the statement of account and provide assistance as necessary.

4.2 Controls, Practices, and Procedures Related to Charge Card Misuse and Abuse

This section outlines agency risk management procedures in regard to charge card misuse and abuse.

Risk	Risk Management Action	Person Responsible
Description of the risk	Description of the strategy to be used to overcome the risk	Personnel responsible for monitoring the risk and executing the risk management action
Split requirements	File Reviews	PCPA
Patronizing one vendor multiple time during 30-day billing cycle	File Review and monthly statements	PCPA

The approving officials review a Detailed Account Report. Disciplinary actions imposed on cardholders for misuse or abuse result in cancellation of the cardholder(s) account. A meeting is conducted with the cardholder and the approving official or supervisor to discuss misuse of the card.

4.3 Establishment of Appropriate Authorization Controls

This section summarizes agency authorization controls.

All merchant category codes associated with lodging (hotels, motels, resorts) and transportation (airlines, air carriers, car rental agencies) are blocked, pending approval by the PCPA, as needed.

4.4 Ensuring Effectiveness of Risk Management Controls

This section outlines agency procedures for ensuring that risk management policies and procedures remain current and effective.

The OIG conducts data mining on purchase card activity downloaded from our vendor. The PCPA conducts file reviews annually and monitors cardholder activity daily. The ADM issues a report to each office on file review results and findings during the review period.

5. Strategic Sourcing

In accordance with the OMB memorandum on strategic sourcing, (www.whitehouse.gov/omb/procurement/comp_src/implementing_strategic_sourcing.pdf), agencies are required to implement strategic sourcing for certain commodities, and should analyze purchase card spending data as part of this effort. By October 1, 2005, the Chief Acquisition Officer (CAO) of each agency must identify at least 3 commodities that could be purchased more effectively and efficiently through the application of strategic sourcing, excluding software that can be purchased under the Smart Buy program. Beginning in January 2006, the CAO must annually report to the Office of Federal Procurement Policy, OMB, reductions in the prices of goods and services, reductions in the cost of doing business, improvements in performance, and changes in the achievement of socio-economic acquisition goals at the prime contract and, if possible, the subcontract level.

5.1 Strategic Sourcing Implementation

This section summarizes agency policies and practices related to strategic sourcing.

In accordance with OMB guidance, NRC is not a mandatory reporting agency for compliance to the Strategic Sourcing requirement. However, as a representing agency on OMB's Small Agency Council (SAC), NRC will satisfy this requirement in a collective response/plan prepared and submitted by SAC for compliance to OMB's May 20, 2005, "Implementing Strategic Sourcing."

5.2 Promoting Effectiveness of Strategic Sourcing Policies

Refer to Section 5.1 above for agency procedures for promoting strategic sourcing policies and procedures.

5.3 Ensuring Effectiveness of Strategic Sourcing Policies

Refer to Section 5.1 above for agency procedures for ensuring that strategic sourcing policies and procedures remain current and effective.

6. Refunds and Tax Recovery

6.1 Refund Management

This section outlines agency policies and procedures to promote and ensure the effectiveness of refund management controls.

The purchase card receives refunds for sales and productivity, quarterly. The refunds are based on net sales and payment performance. In July 2005, cardholders' use of on-line statements was implemented to improve the agency's payment performance. The refunds are accumulated and may be used by all offices if additional money is needed.

6.2 Tax Recovery

This section outlines agency policies and procedures to promote and ensure the effectiveness of tax recovery.

The cardholder is responsible for informing the vendor that the purchase is for official U.S. Government purposes and, therefore, not subject to State and local taxes. Cardholders, if needed by the merchants, can obtain copies of the State Tax Letters from NRC's Internal Web Site.

7. Reporting

This section outlines the various charge card reports that the agency utilizes for monitoring delinquency, misuse, performance metrics, and other transactions and program management issues.

Report Name	Purpose	Frequency	Data Source	Data Elements	Report Author	Report Recipients
CD200 Card Delinquency Report	Monitoring Delinquency	Monthly	Bank system;	Account Status; Current Balance; 30 Day Past Due; 60 Day Past Due; 90 Day Past Due; 120+ Day Past Due; Total Past Due	V Gladhill	PCPA.
CD900 Statistical Summary Report		Monthly	Bank System	Total Dollars; Active Accounts;	V Gladhill	PCPA
CD1400 Transaction Dispute Report		Monthly	Bank System	Account #; Vendor Names; Dollar Amount; Status of Dispute	V Gladhill	PCPA
Ad Hoc		Daily	Bank System	Transactions greater than \$2000	V Gladhill	PCPA
Ad Hoc		Daily	Bank System	Transactions greater than \$2500	V Gladhill	PCPA
Ad Hoc		Weekly	Bank System	Transactions view "vendor"	V Gladhill	PCPA

8. Section 508 of the Rehabilitation Act

This section summarizes agency policies and practices related to ensuring that products procured comply with Section 508 of the Rehabilitation Act.

The on-line Purchase Card Program handbook and training procedures provides guidance and access to Section 508: "*The Road to Accessibility*," for all cardholders. In FY 2005, all cardholders received hands-on training. We provide continual guidance, update information, and Refresher Training (every 2-years).

9. Environmental Requirements

This section summarizes agency policies and practices related to the environmental quality of products procured with purchase cards.

The on-line Purchase Card Program handbook and training procedures gives Web Site access to all cardholders for purchasing "Green" products and services. In compliance with E.O. 13101, "*Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition*," cardholders acquire paper products, toner cartridges, and folders through NRC's Supply Room.

U.S. NUCLEAR REGULATORY COMMISSION

FLEET CARD MANAGEMENT PLAN

Office of Administration

Division of Administrative Services

1. Overview

The Office of Administration (ADM) manages the U.S. Nuclear Regulatory Commission's (NRC) small fleet of vehicles used to support the agency's official mission. Our program's focus is to maximize the use of public transportation, minimize costs and energy consumption, and ensure that vehicles are only used for official purposes.

2. Policies and Procedures

It is the policy of the NRC to use all Government-owned or leased vehicles for official purposes only in accordance with the United States Code, to administer established policy and procedures in compliance with Federal regulations consistent with the economic provisions for the operation of Government-owned or leased vehicles, to provide transportation services for authorized agency officials for official Government business and to ensure that priorities are met and resources efficiently used.

The majority of the NRC's vehicles are leased from the General Services Administration and each vehicle is issued a specific purchase card.

The GSA Fleet Card Program (Driver Quick Reference Guide) is issued with each vehicle that provides the following information:

- How to use the Fleet Purchase Card
- Authorized non-fuel purchases
- Emergency repairs
- Contacts numbers
- Reporting lost, stolen or damaged cards

3. Key Management Officials

Name	Title	Responsibilities
Cynthia Marcy	Fleet Card Level 1A/OPC	Oversees the agency's fleet card program
Reginald Stansbury	Transportation Program Mgr.	Administers the fleet card program

4. Fleet Card Internal Controls

The NRC takes the following steps to detect fleet card misuse.

- The NRC Transportation Program Manager compares fleet card charges to gasoline/service receipts.
- The NRC requires an approved travel authorization when the employee plans to travel more than 35 miles from the duty station.

5. Avoiding State and Local Tax Payment

The Federal Government and employees on official business should be exempt from State and local taxes. However, some businesses will charge State and local taxes to the NRC's fleet card unless the cardholder provides documentation of identity and official business status which has been accepted by the State, local, and business entities. In these situations, the card issuing bank makes tax adjustments before invoicing NRC.