



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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Instruction Memorandum No. BC-2004-013
Expires: 09/30/2005

To: All Washington Office and Field Officials
Attn: Charge Card Agency/Organization Program Coordinators (A/OPCs)

From: Director, National Business Center

Subject: Annual A/OPC Charge Card Program Reviews

DD: 03/15/2004

Purpose: This Instruction Memorandum (IM) restates the existing requirement for A/OPCs at all levels to ensure that annual reviews of charge card and convenience check usage are conducted and reports submitted to the National Charge Card Program Coordinator at the National Business Center, BC-620.

Policy/Action: All Bureau of Land Management (BLM) integrated, fleet, and uniform A/OPCs must ensure that annual reviews of charge card and convenience check usage are performed as required by paragraph .06H7 of BLM Manual Section 1512 - Charge Cards and Convenience Checks for Travel, Purchase, Fleet, and Uniforms, dated September 30, 2002. These reviews must be performed on 10 percent of the purchase/travel, fleet, and uniform cards; if there are fewer than 10 cards in the organization, at least 50 percent of the cards must be reviewed. All corporate accounts must also be reviewed.

Reviews must be documented on the forms found in Appendices 2 through 5 of BLM Manual Section 1512. Review reports must include:

- A brief narrative on how the review was conducted,
- Comments and explanations, including specific account numbers, for any "NO" responses on the report (for security purposes, please use only the last 12 digits of the account number), and
- Proposed corrective actions for any deficiencies identified.

Field Offices must send their reports to the State Office Lead A/OPC. The State/Center lead A/OPC must then consolidate all reports (purchase/travel, corporate, fleet, and uniform) and submit them under the State/Center Director's signature as a single package to BC-620. The Washington Office lead A/OPC should also consolidate all reports and submit them under the WO-850 Group Manager's signature.

Timeframe: Reviews should be completed and consolidated reports sent to BC-620 by March 15, 2004.

Budget Impact: No budget impacts are anticipated.

Background: The BLM Manual Section 1512 - Charge Cards and Convenience Checks for Travel, Purchase, Fleet, and Uniforms was issued on September 30, 2002. Paragraph .06H7 states the following:

“Charge card/convenience check reviews are conducted at least annually by A/OPCs or their appointees and documented on the office summary report. The State/Center lead A/OPC must collect all office summary reports within their State/Center. Office summary reports must be submitted to the Program Coordinator at the National Business Center Payments Group, BC-620, by March 15th each year. Complete instructions for these reviews are in Appendices 2-5.”

Annual reviews must be completed for all charge card business lines (purchase, travel, fleet, and uniform) as well as the corporate accounts. These reviews are one of the management controls designed to ensure that the charge card program is free of abuse and to verify that other management controls are being followed.

Internal charge card program management reviews conducted by the BLM and reviews performed by the Department of the Interior financial system's auditors have found that the established charge card program management controls are not regularly being followed. These reviews have found an unacceptable number of instances where:

- Cardholders have not signed and dated their monthly statement,
- Approving Officials have not reviewed a cardholder's monthly statement,
- Monthly statements have not been properly documented or are missing,
- Charge codes have not been adjusted,
- Cardholders have split a single purchase in excess of \$2,500 into two or more purchases in order to keep individual purchases within their purchase authority,
- Cardholders have taken ATM cash advances without associated travel or taken cash advances in excess of the amount authorized,

- Cardholders have made inappropriate or unauthorized purchases with the charge card or convenience checks, and
- Charge card accounts have not been closed when an employee leaves the Bureau.

The annual reviews by the A/OPCs provide an opportunity to correct these and other charge card program deficiencies at the local level.

Manual/Handbook Sections Affected: BLM Manual Section 1512 contains related material for reference.

Coordination: No coordination was required because this IM simply provides a reminder for the A/OPCs to conduct the required charge card program reviews and submit reports as covered by existing policy.

Contact: If you have any questions, please contact Larry Keller, BC-620, at 303-236-9455.

Signed by:
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