

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
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In Reply Refer To:
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EMS TRANSMISSION

Instruction Memorandum No. HR-2000-022

Expires: 09/30/2001

To: All Field Officials, State Personnel Officers

From: Director, National Human Resources Management Center

Subject: Procedures for Addressing Government Credit Card Abuse and Delinquency

The purpose of this memorandum is to clarify procedures on employee government credit card abuse and delinquency.

The attached Financial Administration Memorandum (FAM) No. 98-030 identifies procedures supervisors should follow if an employee is delinquent on their credit card. This guidance includes sample letters, however, each situation should be dealt with on a case-by-case basis. The Nature of Offense column, Item 14, of the DOI Handbook on Charges and Penalty Selection for Disciplinary and Adverse Actions, provides guidance on appropriate administrative action to take for those employees who use their government credit card for personal purposes.

The BLM National Business Center is in the process of issuing new guidance on the appropriate use of charge cards and convenience checks. This policy will provide information regarding management and internal controls, account suspension and cancellation, and other guidance on all business lines.

If you have any questions regarding the proper procedures to follow for credit card abuse and

delinquency, please contact your servicing personnel office or Jane Haddock, HR-220, at (303) 236-6701.

Signed by:
Linda D. Sedbrook
Director

Authenticated by:
Darlene Robitaille
Secretary

1 Attachment

1 - FAM 98-030 (4 pp) (sent under separate cover)

cc: Agency Program Coordinators

Distribution

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HR-220